

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, JANUARY 6, 2020

TIME: 6:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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 items:
 - a. Approve Minutes of December 2, 2019
 - b. Receive Report from Facilities Manager.
5. RECREATION:
 - a. Review Status Report and approve Action Plan for 2020.
 - b. Consider Community Center 100th year old celebration on February 15, 2020.
6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider Mid-year Budget Report 19/20.
7. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Confirm Budget & Finance Committee appointments.
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 ITEM:
Consider Community Center as a Cooling Center.
11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to February 3, 2020.

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

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MINUTES OF REGULAR MEETING, DECEMBER 2, 2019

1. CALL TO ORDER: The meeting was called to order at 6:02 PM by Chairperson Cusack. Present were Commissioners Airoldi, Choquette, Scheer and Valentini, along with Department Manager Wilson. A moment of silence for David Botta, who has served for 43 years as a Commissioner on the P-1 Committee from 1976 to present and as the Recreation Commission.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Commissioner Choquette was thrilled to see an elderly man playing his guitar on the steps of the Veterans Memorial Hall.
4. CONSENT CALENDAR: The following consent item was approved by consensus.
 - a. Receive Report from Facilities Manager.
- 5.a. SEASONAL REPORT ON AQUATICS CENTER: Mr. Wilson stated that attendance and admissions revenue was up compared to 2018. The snack bar profit was over \$4K but pool rentals were down about \$600.00 compared to 2018. We had an operation deficit of \$21,844.00. This was due to the following: (1) Minimum wage went up; (2) Utilities – water, gas and electric; and (3) Maintenance - One of the pumps had to be replaced. The John Swett High School was reimbursed for the days they did not use the pool. In the last few years we had to replace three motor starters. No one has an answer why they don't last. The break down causes the heaters to fail.
- 5.b. CONSIDER INCREASE IN RENTAL FEES: No report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.
- 6.b. ANNUAL USE OF RECREATION TAXES: Mr. Wilson presented the 2019 Annual Report on the Use of Recreation Taxes to the Commission for their review and comment. The report will be submitted to the District Board later this month as required by law. No comments received.
- 7.a. DISTRICT BOARD ACTIONS: No actions taken related to the Recreation Department.
- 7.b. ELECTION OF OFFICERS: A motion to have Tom Cusack remain as Chairperson and Jeff Airoldi as Vice-Chairperson carried by consensus.
- 7.c. MEETING SCHEDULE FOR 2020: The meeting schedule for 2020 was approved by consensus.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported that the tree celebration was a big success. It was a lot of fun even though it was raining. The decorated tree has more lights and the children visited with Santa and each youngster had pictures taken and received a gift.

Commissioner Choquette thanked Mr. Wilson for the Firemen's Appreciation night. We should be very gratified to these firefighters for their outstanding service to the community.

9. COMMISSIONERS: Commissioner Scheer said the Port Costa Talent show will be held on June 20, 2020. Port Costa is looking for local talent from Crockett and Port Costa.

10. FUTURE AGENDA ITEMS:
Mid-year Budget Report (Jan).

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:45 PM until January 6, 2020.

Respectfully submitted,

John Valentini
December 13, 2019

Facilities Report

January 6, 2020

1. **Public Meeting:** Contra Costa County 2040 General Plan, Thursday, January 9 at 6:30 pm at the Community Center.
2. **Public Meeting:** Contra Costa County 2040 General Plan, Thursday, January 16 at 6:30 pm at the Community Center.

Respectfully submitted,

Susan Witschi

REC. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility maintenance - Community Center, pool, and park.	All safety issued corrected	
Ongoing		Financial accounting & budget	Mid 19/20 review	Draft FY 20/21 Budget
Ongoing		Prop 68 Park & Water Bond	Filed notice of interest	Identify project(s), provide to State

FINANCIAL MATTERS

2/09	F-9	Fence damage recovery (#2) - Harris	\$1300.26 judgment	Ron to collect or sell debt
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MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	grass cut	Identify funding.
2/19	M-9	Signage for the Park - post rules	Pending	Get new signs

CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	pending	Identify funding. Downsize project or do in phases.
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ADMINISTRATIVE MATTERS

10/17	A-30	Add More Classes and Activities - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	Review Policy and Rules on Banners - for banners on fence at Rolph and Pomona.	NOT PURSING	Remove from Status Report
5/12	A-24	Revise rules on Loitering Policy	NOT PURSUING	Remove from Status Report
3/12	A-23	Sign - no students during school hours	NOT PURSUING	Submit to Commission
9/10	A-21	Signs - no skateboards or bikes	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

c:\mydocs\recdept\StatusReport.xls

Crockett Recreation Department ACTION PLAN 2020

2020 TOP PRIORITY ACTIONS

- | | | |
|----|---|-------------|
| 1. | Update rules signage in Alexander Park | SPRING |
| 2. | Replace Pool Building Doors | SPRING |
| 3. | Venue Management Software Program | SUMMER |
| 4. | Pomona Steps / Retaining wall along Pomona | SUMMER/FALL |
| 5. | Update ADA Compliance Plan | FALL |
| 6. | Obtain funding for Deck Project at Community Center | WINTER |

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District


850 Pomona Avenue - Crockett, CA 94525

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TO: Commissioners
FROM: General Manager 
SUBJECT: Mid-Year Budget Report for General Fund 3241
DATE: December 31, 2019

The mid-year Recreation Budget Report includes a summary 6-month profit and loss statements for each of the Recreation Department's cost centers. The adopted FY 19/20 budget included revenue of \$733,253 and expenses of \$825,193 which includes a Capital Project Allocation of \$200,000. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget at this time. It is important to review the 6-month budget report and adjust accordingly to keep the Recreation budget in check. The 6-month budget report is the first step in developing an initial draft budget for FY 20/21.

COMMUNITY CENTER:

As of December 31, operating revenue for the Community Center cost center of \$102,576 is \$17,574 lower than anticipated (85% of target) primarily due to lower than anticipated rentals. Saturdays remain booked a year out but there haven't been as many Friday and Sunday rentals booked as anticipated. Total operating expenses of \$128,889 is over budget by \$19,519 primarily due to an increase in payroll expenses and an increase in deposit refunds this year.

AQUATICS:

Operating revenue is right on target. There is no concern with the aquatics center budget for the remainder of FY 19/20. Capital Replacement expenses of \$15,500 for new pool cover winder and pool covers will not be spent in FY 19/20, instead these costs will be pushed back to FY 20/21. Water expense was higher due to irrigation leaks which have been fixed. Payroll costs include State mandated minimum wage increases that took effect January 1, 2019, another \$1 per hour increase will take effect on January 1, 2020. Payroll is currently \$4,432 over budget. The capital improvement restroom renovation project, budgeted at \$75K, will not be pursued in 2020.

PARK:

This cost center is anticipated to be right at budget throughout the remainder of the year. Payroll expenses are higher than budgeted as the Park Maintenance employee positions are filled by two part-time positions. One position is vacant, but the plan is to fill this position in the coming months. Instead of performing \$10K in park capital improvements the budgeted funding will be used to repair the pool deck. No revision to the park budget for FY 19/20 is needed.

POLICE LIAISON:

Parking fine revenue is the only source of income for the Police Liaison cost center. All staff time spend on Police Liaison Committee (PLC) issues are recovered and are listed as an expense on the budget report. Income is lower as the Sheriff Department has written less parking tickets as compared to last year. However, expenses are also substantially lower as staff has spent less time attending PLC meetings to there is no concern of a budget deficit with this cost center. No changes are proposed for the Police Liaison fund budget allocation.

ADMINISTRATIVE:

Recreation property tax revenue is the primary source of income supporting the administrative costs of the District office. O&M expenses through December 31 were \$40,547, excluding non-operating expenses related to pass-thru inter-department transfers. A budget deficit is forecast for the administrative cost center primarily due to professional services costs for shared District expenses. Staff will continue to control unnecessary costs for the remainder of the year and continue to shift the administrative burden from the General Manager to less expensive hourly employees.

SUMMARY:

It appears the Recreation Department is in a good financial position for the remainder of FY 19/20 but increasing expenses should be monitored. The combined expenses for all cost centers are over budget by \$18,255 (8.9%) but are within the 10% contingency reserve set aside in the budget. Professional services expenses have increased and are 43% over budget. Payroll expenses are 15% over budget. Payroll costs can be controlled by having key Recreation staff allocate more of their time towards other District business such as working on Crockett Sanitary Department tasks. Barring any large unforeseen projects or operating expenses staff does not foresee a deficit. Inflationary pressures affect our maintenance vendors which in turn will increase our operations and maintenance costs in the coming years. The current FY 19/20 Recreation budget can be revised prior to June 30, 2020 if needed.

STAFF RECOMMENDATION:

Staff recommends the Recreation Commission receive the 6-month budget report.

The Recreation Commission's Budget & Finance Committee should meet to develop the FY 20/21 draft budget and form recommendations accordingly. Current Capital Projects list should be reviewed and 5-year Capital Projects list updated.

CROCKETT COMMUNITY SERVICES DISTRICT
REC - CommCenter Budget Report
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · OPERATING REVENUE				
Total 4180 · COST RECOVERY (OP)	2,996.89	1,500.00	1,496.89	199.79%
4200 · Community Center Rentals	65,861.00	77,499.98	-11,638.98	84.98%
4201 · Center rents - senior nutrition & classes	3,400.00	3,000.00	400.00	116.67%
4203 · Center - clean/damage DEPOSITS	16,200.00	18,999.98	-2,799.98	85.26%
4750 · Security services	4,215.00	4,479.98	-264.98	94.09%
4780 · Cleaning services	2,256.00	2,000.02	255.98	112.8%
4885 · Donations (operations)	0.00	1,800.00	-1,800.00	0.0%
Total 4886 · Donations (restricted)	543.19	600.00	-56.81	90.53%
Total 4000 · OPERATING REVENUE	95,472.08	109,879.96	-14,407.88	86.89%
4800 · NON-OPERATING REVENUE				
4801 · Property Tax transfer from 3240	2,000.00	3,600.00	-1,600.00	55.56%
4802 · Recreation Tax	1,085.00	1,195.00	-110.00	90.8%
4803 · Investment interest	3,558.66	3,100.00	458.66	114.8%
4850 · Cost Recovery Non-Op	460.25	375.00	85.25	122.73%
4899 · Other Non-Operating Income	0.00	999.98	-999.98	0.0%
Total 4800 · NON-OPERATING REVENUE	7,103.91	9,269.98	-2,166.07	76.63%
Total Income	102,575.99	120,149.94	-17,573.95	85.37%
Gross Revenue	102,575.99	120,149.94	-17,573.95	85.37%
Expense				
5060 · TELEPHONE / INTERNET	1,806.25	1,406.02	400.23	128.47%
5070 · SOFTWARE SUBSCRIPTIONS	0.00	125.02	-125.02	0.0%
5101 · Property insurance	1,401.52	1,447.00	-45.48	96.86%
5102 · Liability insurance	418.00	0.00	418.00	100.0%
Total 5130 · MAINTENANCE	25,588.43	24,382.94	1,205.49	104.94%
5150 · MEMBERSHIPS	413.82	125.00	288.82	331.06%
Total 5160 · PROGRAM SUPPLIES	963.80	800.00	163.80	120.48%
Total 5165 · OTHER OPERATING (incl. deposit refunds)	28,924.36	21,749.98	7,174.38	132.99%
Total 5170 · OFFICE	2,086.28	1,606.02	480.26	129.9%
5183 · Security guards	5,168.52	4,847.02	321.50	106.63%
5186 · Consultants	263.74	500.00	-236.26	52.75%
5191 · Advertising	0.00	50.00	-50.00	0.0%
5230 · TRAINING & CERTIFICATION	752.39	500.00	252.39	150.48%
5250 · VEHICLE/TRAVEL REIMBURSEMENT	261.58	450.00	-188.42	58.13%
5261 · Electricity	7,233.83	6,899.40	334.43	104.85%
5262 · Natural gas	765.75	1,020.37	-254.62	75.05%
5263 · Water	1,614.39	1,387.99	226.40	116.31%
5340 · COUNTY & STATE CHARGES	129.14	60.00	69.14	215.23%
Total 6560 · PAYROLL EXPENSES ***	51,096.83	40,012.83	11,084.00	127.7%
Total Expense	128,888.63	109,369.59	19,519.04	117.85%
Net Ordinary Income	-26,312.64	10,780.35	-37,092.99	-244.08%
Net Income	-26,312.64	10,780.35	-37,092.99	-244.08%

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Aquatics Budget Report
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
Total 4000 · OPERATING REVENUE	33,892.73	33,458.02	434.71	101.3%
4802 · Recreation Tax	74,099.00	74,209.00	-110.00	99.85%
4803 · Investment Interest	1,779.34	1,660.00	119.34	107.19%
4850 · Cost Recovery Non-Op	0.00	500.00	-500.00	0.0%
Total Income	109,771.07	109,827.02	-55.95	99.95%
Gross Revenue	109,771.07	109,827.02	-55.95	99.95%
Expense				
5050 · UNIFORMS	710.12	800.00	-89.88	88.77%
5060 · TELEPHONE / INTERNET	730.21	900.00	-169.79	81.13%
5070 · SOFTWARE SUBSCRIPTIONS	0.00	399.98	-399.98	0.0%
5100 · INSURANCE				
5101 · Property insurance	573.60	344.00	229.60	166.74%
5102 · Liability insurance	418.00	0.00	418.00	100.0%
Total 5100 · INSURANCE	991.60	344.00	647.60	288.26%
Total 5130 · MAINTENANCE	10,596.80	10,692.48	-95.68	99.11%
5150 · MEMBERSHIPS	0.00	120.00	-120.00	0.0%
Total 5160 · PROGRAM SUPPLIES	540.00	1,080.00	-540.00	50.0%
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	0.00	12,500.00	-12,500.00	0.0%
5165.9 · Recoverable costs	2,305.81	221.48	2,084.33	1,041.09%
5165.9e · Other Operating Costs	5.00	600.00	-595.00	0.83%
Total 5165 · OTHER OPERATING	2,310.81	13,321.48	-11,010.67	17.35%
Total 5170 · OFFICE	1,141.25	1,271.00	-129.75	89.79%
5191 · Advertising	0.00	100.00	-100.00	0.0%
5230 · TRAINING & CERTIFICATION	253.40	1,700.00	-1,446.60	14.91%
5241 · Food concession supplies	5,349.19	4,793.00	556.19	111.6%
5242 · Promotional goods	76.66	100.00	-23.34	76.66%
5250 · VEHICLE/TRAVEL REIMBURSEMENT	807.36	920.00	-112.64	87.76%
5260 · UTILITIES				
5261 · Electricity	11,814.46	8,327.00	3,487.46	141.88%
5262 · Natural gas	2,058.77	3,256.00	-1,197.23	63.23%
5263 · Water	4,736.73	1,804.00	2,932.73	262.57%
5340 · COUNTY & STATE CHARGES	30.14	0.00	30.14	100.0%
5400 · NON-OPERATING EXPENSES	210.00	0.00	210.00	100.0%
Total 6560 · PAYROLL EXPENSES ***	50,299.75	45,868.00	4,431.75	109.66%
Total Expense	92,769.25	95,796.94	-3,027.69	96.84%
Net Ordinary Income	17,001.82	14,030.08	2,971.74	121.18%
Net Income	17,001.82	14,030.08	2,971.74	121.18%

7:17 AM
12/31/19
Cash Basis

**CROCKETT COMMUNITY SERVICES DISTRICT
REC - Park Budget Report
July through December 2019**

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
Total 4000 · OPERATING REVENUE	304.00	475.00	-171.00	64.0%
4802 · Recreation Tax	36,768.00	36,878.00	-110.00	99.7%
4899 · Other Non-Operating Income	91.61	0.00	91.61	100.0%
Total Income	37,163.61	37,353.00	-189.39	99.49%
Gross Revenue	37,163.61	37,353.00	-189.39	99.49%
Expense				
5100 · INSURANCE				
5101 · Property insurance	112.00	115.00	-3.00	97.39%
5102 · Liability Insurance	417.00	0.00	417.00	100.0%
Total 5100 · INSURANCE	529.00	115.00	414.00	460.0%
Total 5130 · MAINTENANCE				
5160.9 · Other programs	172.50	0.00	172.50	100.0%
5165.5 · Capital Replacements	7,665.35	9,700.00	-2,034.65	79.02%
5165.9 · Recoverable costs	0.00	99.98	-99.98	0.0%
5250 · VEHICLE/TRAVEL REIMBURSEMENT				
5263 · Water	6,768.32	3,027.00	3,741.32	223.6%
Total 6560 · PAYROLL EXPENSES ***	6,824.93	4,688.02	2,136.91	145.58%
Total Expense	32,142.41	31,505.98	636.43	102.02%
Net Ordinary Income	5,021.20	5,847.02	-825.82	85.88%
Net Income	5,021.20	5,847.02	-825.82	85.88%

7:16 AM
12/31/19
Cash Basis

**CROCKETT COMMUNITY SERVICES DISTRICT
REC - Police Liaison Budget Report
July through December 2019**

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
4882 · Parking fines	349.47	904.50	-555.03	38.64%
Total Income	349.47	904.50	-555.03	38.64%
Gross Revenue	349.47	904.50	-555.03	38.64%
Expense				
Total 5165 · OTHER OPERATING	102.31	75.00	27.31	136.41%
Total 5170 · OFFICE	5.05	75.00	-69.95	6.73%
Total 6560 · PAYROLL EXPENSES ***	267.02	1,080.00	-812.98	24.72%
Total Expense	374.38	1,230.00	-855.62	30.44%
Net Ordinary Income	-24.91	-325.50	300.59	7.65%
Net Income	-24.91	-325.50	300.59	7.65%

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Admin Budget Report
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
Total 4180 · COST RECOVERY (OP)	116.45	37.50	78.95	310.53%
4801 · Property Tax transfer from 3240	30,000.00	30,000.00	0.00	100.0%
4802 · Recreation Tax	24,228.00	24,338.00	-110.00	99.55%
4899 · Other Non-Operating Income	1,025.00	0.00	1,025.00	100.0%
Total Income	55,369.45	54,375.50	993.95	101.83%
Gross Reveue	55,369.45	54,375.50	993.95	101.83%
Expense				
5070 · SOFTWARE SUBSCRIPTIONS	358.75	249.98	108.77	143.51%
Total 5165 · OTHER OPERATING	485.69	350.02	135.67	138.76%
Total 5170 · OFFICE	69.67	525.00	-455.33	13.27%
5180 · PROF. SVCS.				
5181 · Attorney	3,357.44	1,449.98	1,907.46	231.55%
5182 · Auditor	1,364.75	450.00	914.75	303.28%
5186 · Consultants	572.88	250.00	322.88	229.15%
Total 5180 · PROF. SVCS.	5,295.07	2,149.98	3,145.09	246.29%
5190 · PRINT/PUBLISH/LEGAL NOTICES	433.38	125.00	308.38	346.7%
5230 · TRAINING & CERTIFICATION	0.00	60.00	-60.00	0.0%
5250 · VEHICLE/TRAVEL REIMBURSEMENT	82.32	240.00	-157.68	34.3%
5340 · COUNTY & STATE CHARGES	2,030.22	1,860.00	170.22	109.15%
5400 · NON-OPERATING EXPENSES	1,025.00	0.00	1,025.00	100.0%
Total 6560 · PAYROLL EXPENSES ***	31,792.80	30,377.48	1,415.32	104.66%
Total Expense	41,572.90	35,937.46	5,635.44	115.68%
Net Ordinary Income	13,796.55	18,438.04	-4,641.49	74.83%
Net Income	13,796.55	18,438.04	-4,641.49	74.83%