

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

JANUARY 30, 2019

The meeting was called to order at 3:02 PM by Commissioner Cusack. Present was Commissioners Botta and Valentini. Also present were General Manager McDonald and Department Manager Wilson.

PUBLIC COMMENTS: None

1. CAPITAL PROJECT PLAN: Mr. Wilson gave an overview of the remaining projects to complete this fiscal year. The department will bring in an LED engineer, estimated at \$4,000, and work with the design team to decide on what type of fixtures should be used in the LED replacement project for the Community Center auditorium that would occur next fiscal year. He mentioned the auditorium, which opened in March 1920, has antique light fixtures and it is important that during the design of the LED lighting improvements the character of the hall is maintained. The multipurpose room is planned to be painted this year estimated to cost \$1,700. The pool refrigerator needs to be replaced before the pool opens this summer at a cost of \$1,700. Capital projects identified for next fiscal year include adding a retaining wall along Pomona and restoring the steps down to the pool from Pomona and Rolph Avenue. Mr. Wilson asked if we should bundle the resurfacing of the the tennis courts together with the retaining wall/steps project. The large projects will only be possible if grants are available, which usually fund 90% of the project. Mr. Wilson said he is looking into a drop-in unisex ADA restroom to be installed at the pool. He said he is looking into this as an option because there is concern that if ADA upgrades were done to both the men and women's pool restrooms we may not have enough toilet stalls to maintain our existing pool capacity. He has installed a new ADA toilet in the men's restroom to see how it works this summer. Mr. Wilson said some of the park improvement projects have been completed. Safety improvements were just completed to the children play structures in the park. Trees on or adjacent to District property were inspected, dangerous branches were trimmed, dead trees removed, and pruning of other trees has just been completed for a cost of about \$6,000. Mr. McDonald said that the list of capital projects projected for FY 19/20 identifies where the proposed funding should come from; such as grants, Return-To-Source funding, or drawing down from our capital reserve. He expects that an updated five-year capital project plan will be available before the preliminary budget is presented in late March or early April.

2. 7-MONTH BUDGET REPORT AND DRAFT BUDGET FY 19/20: Mr. McDonald presented the draft recreation budget for FY 19/20. He went over the bullet points outlined in the memo and described the major areas of focus for the Community Center, Aquatic center, and parks cost centers. As there are quite a few large capital improvement projects planned for 2019 and 2020 both the capital reserve fund and the general fund balances will be drawn down. The total recreation fund balance ending June 30, 2020 is anticipated to be \$431,406. This amount of course will fluctuate as we further refine the budget in the coming months. Mr. McDonald pointed out the roll up summary page and balance summary worksheet to the committee. Mr. McDonald said payroll is the largest expense required to operate the pool and it will continue to rise annually as the minimum wage in California rises. Mr. Valentini asked about the landscaping for Crockett's Memorial Hall and why that is included in the recreation budget. Mr.

McDonald explained that a proposal will be submitted to the Recreation Commission on February 4 to consider accepting the grounds around Crockett Memorial Hall as a park and allow expenses to be grouped together under the Parks cost center. Right now, funding for landscaping at Memorial Hall is being paid for from pass-thru Return-to-Source funding from the Recreation to the Maintenance department. It would be easier to track expenses related to the landscaping as a recreation service and leave the Maintenance department responsible for funding and coordinating the restoration of the building. At some point, after the building is restored, the building will be turned over to the Recreation department to manage. Mr. McDonald will submit the 7-month budget report and draft FY 19/20 budget to the Recreation Commission at its next meeting on February 4.

3. OTHER FINANCIAL CONCERNS: Mr. Wilson said there may be another source of funding available for the community of Crockett. During a proposed P66 expansion project a few years back \$750K was contractually set aside to offset the impacts the proposed refinery expansion would have on nearby communities. A lawsuit regarding the project looks to have come to an end and, even though the project may not move forward the mitigation funds are still expected to be made available through the County Conservation and Development Department. Mr. Wilson will watch for any activity and advocate these funds be returned to the communities they were intended to benefit.

ADJOURNMENT: The meeting was adjourned at 4:05 PM.

Respectfully submitted,

Dale McDonald
February 1, 2019