

# CROCKETT RECREATION COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, DECEMBER 6, 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.

## HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-9128.

Enter the Meeting ID# 828 7775 7278 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at: <https://us02web.zoom.us/j/82877757278>

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/82877757278> 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# 828 7775 7278.

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*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 October 4, 2021.

5. RECREATION:

Annual Report on use of Recreation Taxes.

6. BUDGET AND FINANCE:

Consider monthly Summary Worksheets and staff report on financial matters.

7. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Approve meeting schedule for 2022.
  - c. Election of Officers for 2022.
  - d. Consider Announcement of Vacancy on the Recreation Commission.
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 January 3, 2022.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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

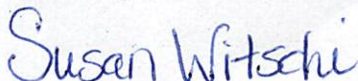
e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, OCTOBER 4, 2021

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Chairperson Cusack. Present were Commissioners Airoidi, Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette was absent.
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 July 12, 2021.
5. RECREATION: None
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.
7. DISTRICT BOARD ACTIONS: No report.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the County approved the variance on the Pomona Street Wall and Stairs Project. He has contacted three cement contractors to bid on the job. He reached out to a landscape architect for installing the ADA accessible restroom at the pool but they never got back to him. He will continue to try and find an architect. He said the County has new COVID restrictions for events indoors that serve food. He said everyone has to show proof of vaccination or a negative test within the last three days to enter the building during an event.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
  - Annual report on use of Recreation Taxes (Dec.).
  - Election of Officers for 2022 (Dec.).
  - Approve meeting schedule for 2022 (Dec.).
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:20 PM until November 1, 2021.

Respectfully submitted,



Susan Witschi  
October 8, 2021



# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

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e-mail: [recreation@town.crockett.ca.us](mailto:recreation@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## ANNUAL REPORT ON THE USE OF RECREATION TAXES

DECEMBER 2021

The Crockett Community Services District collects special taxes from residential properties in Crockett and Port Costa for the purpose of funding public recreation facilities and services. Government Code Section 50075 reads:

"It is the intent of the Legislature to provide all cities, counties, and districts with the authority to impose special taxes, pursuant to the provisions of Article XIII A of the California Constitution."

In the interest of accountability to the voters, an annual report on the use of special taxes is required. Government Code Section 50075.3 reads:

"The chief fiscal officer of the levying local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

- (a) The amount of funds collected and expended.
- (b) The status of any project required or authorized to be funded (by the special tax measure approved by the voters).

### FOR CALENDAR YEAR 2020

The amount of special taxes for recreation that was placed on the tax roll to be collected by the Crockett Community Services District during FY 2020-21 was \$136,290. The entire amount was deposited into the general recreation fund 3241 spent during 2021. The funds are authorized for improvement, maintenance and operation of park and recreation facilities and services within the area served by the District.

Our park, tennis courts and bocce ball courts located at 850 Pomona Street, Crockett, are open year-round. Our public swimming pool was used by John Swett High School students as early as April 12, used by the Crockett Swim Team as early as April 12, opened to the general public on May 29 and closed on September 7. The Community Center re-opened on June 15 for private rentals. Rental revenue is unpredictable and therefore the District counts on the recreation tax to provide a steady source of reliable revenue. The recreation tax is exhausted first and is supplemented by rental revenue from the Community Center and pool.

The total direct cost of operating and maintaining the park facilities between January 1 and December 31 was \$30,975. The total direct cost of operating and maintaining the pool facilities was \$116,990 between January 1 through December 31. The total direct cost of operating and maintaining the Crockett Community Center between January 1 and December 31 was \$209,279. It is therefore apparent that the \$136,290 collected in special taxes during FY 2020-21 was totally expended on the pool, park, and Community Center facilities during the spring/summer of 2021. This is expected to be the normal pattern of collection and expenditure of special taxes in the future.

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 11-17-21 LATEST FUND REPORT: 11-12-21

OPERATING FUND 3241	
CASH CARRIED FORWARD:	\$ 35,222.88
ACTIVITY:	
<u>CHECKS AND PAYMENTS</u>	
Warrants (9473-9507)	(\$47,287.37)
Wells Fargo CC Fees	(\$233.73)
Levy&Assr code fees	(\$1,303.91)
Invest Fees	(\$21.00)
<u>DEPOSITS AND CREDITS</u>	
Comm Center Booking	\$7,164.00
Pool Deposit	
Cost Recovery Bocce	
Donations&Pool Rental	
Tennis keys	
Transfer from Invest	\$120,000.00
CASH BALANCE:	\$ 113,540.87
ADV ON TAXES :	\$136,400.00
Rec Tax appor. 9/21/21	
NET ADV ON TAXES:	\$136,400.00
INVESTED BALANCE:	\$298,396.94
Invest Interest	\$201.16
Transfer to Cash	(\$120,000.00)
NET INVESTED:	\$178,598.10
	\$50,222.82 c/d deposits
	\$128,375.28 avail. funds
FUND BALANCE:	\$ 428,538.97
*** Below held in cash account ***	
C/D BEGINNING BALANCE:	\$50,222.82
c/d deposit receipts	\$0.00
c/d deposit refunds	\$0.00
Trnsfr recovery	\$0.00
NET C/D ENDING BALANCE	\$50,222.82
CAP / RESTRICTED BAL:	\$4,639.60
Donations	\$0.00
	\$0.00
NET CAPITAL REPL. BAL:	\$4,639.60
POLICE LIAISON BALANCE	\$8,171.84
Parking revenue	\$0.00
Payroll/Expenses	\$0.00
NET PLC ENDING BALANCE	\$8,171.84
XMAS LIGHT BEG BALANCE:	\$496.57
No activity	\$0.00
XMAS LIGHT END BALANCE	\$496.57
CERT ACTIVITY: None	\$0.00
CERT Ending Balance:	\$0.00
PETTY CASH BALANCE:	\$60.00
TAXES held in 3240:	\$ 79,875.83
CO.charges in 3240:	\$ -

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

## MEETING SCHEDULES/HOLIDAYS FOR 2022

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	3	7	7	4	2	6	11	1	12	3	7	5
Port Costa	12	9	9	13	11	8	13	10	7	12	2**	7**
Crockett Sanitary	19	16	16	20	18	15	20	17	14	19	9**	14**
District Board	26	23	23	27	25	22	27	24	21	26	16**	21**
Memorial Hall												
<i>Holidays</i>												
New Year's	12/31*											
Presidents' Day		21										
Memorial Day					30							
Independence Day							4					
Labor Day									5			
Veterans Day											11	
Thanksgiving Day											24, 25	
Christmas Day												26*

\* Observed  
 \*\* One Week Early  
 \*\*\* Tuesday

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## **ANNOUNCEMENT OF VACANCY**

### **AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT RECREATION COMMISSION**

The District is now taking applications for a vacancy on the Recreation Commission. Applicants must be residents of Crockett or Port Costa. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is February 2, 2022.

The Recreation Commission will interview applicants on February 7, 2022. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

January 4, 2022

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