

# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

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## MINUTES OF BUDGET & FINANCE COMMITTEE MEETING

MARCH 25, 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. PRELIMINARY BUDGET FY 19/20: Mr. McDonald presented the preliminary recreation budget for FY 19/20 and 9-month actuals for the current fiscal year. 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. He said that the District's Budget & Finance Committee supports changes to the property tax allocation which will benefit the recreation and maintenance departments. He said the details are still to be worked out and the Board must approve the recommended changes. Mr. Cusack asked Mr. Wilson to provide details on the tennis court capital project. Mr. Wilson said there are long north/south and east/west cracks that affect play on the courts. The plan is to fill cracks, add an overlay material, and finally repaint and stripe. The overlay material will allow the court to float and keep the crack underneath from re-developing and affecting the top coat. Mr. Botta asked if there are still a lot of people playing on the courts. Mr. Wilson said yes, both Crockett residents and outside visitors enjoy the courts. He said they were built as public courts and have remained as such all these years. He plans to keep them that way. Some questions were raised on the increase in payroll costs and Mr. McDonald discussed the payroll split between the cost centers. He said that a placeholder has been included in the Community Center cost center for anticipated health benefits for regular year-round employees, the Aquatics cost center increase is due to State annual minimum wage increases, and Administrative cost center is where the Recreation Manager and General Manager payroll costs are tracked. He said the District's Cost Allocation Rate tables are expected to be modified by June which should lower the share the Recreation department pays towards the General Manager's unallocated payroll. A title correction was noted on the financials and will be corrected before the next budget is presented. Mr. Wilson reminded Mr. McDonald that the web-crawler net needs to be replaced on the park play structure next fiscal year. He will make sure to include it in the list of capital projects. The total recreation fund balance ending June 30, 2020 is anticipated to be \$414,924. Mr. McDonald said staff will be recommending that the Recreation Commission move funds from the O&M General Fund account to the Capital Fund account for current and future large scale capital projects. Mr. McDonald will submit the 9-month budget report and preliminary FY 19/20 budget to the Recreation Commission at its next meeting on April 1.
2. INSURANCE: Mr. McDonald presented the Crockett Community Center Building Detail Report and insurance value comparison report. He said the updated real property value of the center is \$3,081,621. Insurance will be adjusted with the next property tax renewal on July 1, 2019. He said the center was the only recreation asset appraised by CSRMA but that the other assets are still insured. Mr. Valentini asked for a list of the assets and their insurance breakdown. Mr. McDonald asked our insurance carrier if General/Liability (G/L) limits can be increased, we currently have \$3M General Aggregate and \$1M for each occurrence. Marilyn

Schley, with Alliant Insurance Services, said via email that Crockett CSD has Excess Liability policy that is over the General Liability policy. The limit on that policy is \$4M which gives Crockett CSD a total liability limit of \$5M. Mr. Valentini is concerned the limits may not cover someone severely injured. He gave an example of someone young being injured at the pool requiring care for the rest of their lives and the District is found liable. He asked staff to follow-up with Alliant to see if Excess Liability can be increased and if so what is suggested. Mr. McDonald will get answers to the questions raised and present a memo the Recreation Commission either in April or May.

**3. OTHER FINANCIAL CONCERNS:** Mr. Cusack asked about the status of the Community Center deck addition project. Mr. Wilson said due to ADA requirements and construction bids well over anticipated costs the project must be scaled down. The architect is willing to work with the recreation department to scale back the project. The Crockett Community Foundation (CCF) Architectural Grant final report was submitted to the CCF along with the return of unused funds in the amount of approximately \$8K. In the final report it was mentioned that the department was returning the unused funds but they may have need for it if the project is restarted. CCF has not responded to this statement. Mr. Cusack asked how far down the road does it look for this project to be restarted. Mr. Wilson said it could be a couple years away. He said he has chosen to focus on the tennis courts this year followed by the request to straighten the fence along Pomona which will require a retaining wall below it. Mr. Wilson said it would be nice to have a celebration in honor of the upcoming 100<sup>th</sup> year anniversary of the Crockett Community Center. He informed the group that construction of the center began in 1919 and it was opened in March 1920. The committee supported this idea and staff will add funds to the budget accordingly.

**ADJOURNMENT:** The meeting was adjourned at 4:23 PM.

Respectfully submitted,

Dale McDonald  
March 26, 2019