

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, APRIL 1, 2019

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 March 4, 2019
 - b. Receive Report from Facilities Manager.
 - c. Receive Budget & Finance Committee Minutes FY 19/20.
5. RECREATION:
6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Receive 9-month Budget Report and Preliminary FY 19/20 Budget, form recommendations.
 - c. Authorize transfer of \$250,000 from Recreation General O&M Fund to Recreation Capital Fund for current and future capital projects.
7. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Receive Recreation Assets Property and General Liability Insurance report.
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:
Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.

11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT to March 4, 2019

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 4, 2019

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chairperson Cusack. Present were Commissioners Airoidi, Botta, Choquette and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Eskildsen 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 items were approved unanimously (jv/ja):
 - a. Approve Minutes of February 4, 2019.
 - b. Receive Report from Facilities Manager.
 - c. Receive Status Report on outstanding issues.
5. INSURANCE APPRAISAL: Mr. Wilson presented the appraisal for the Community Center, Pool and Park. He said Mr. McDonald is going to increase the valuation for the Community Center from \$2.6M to \$3.3M. Commissioner Valentini asked has the appraisal been brought up to County code. Mr. Wilson said is doesn't know the answer. Commissioner Valentini also asked what the deductible is. Mr. Wilson said it is \$6K.
6. FINANCIAL REPORT: The monthly statement of Department finances and report on Investments were examined by the Commission. Mr. Wilson reported a fund balance of \$533K and an investment balance of \$391K. Commissioner Botta asked about the pool break-in. Mr. Wilson said we have him on camera and a video has been turned over to the sheriff.
- 7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in February. He said the Board approved a resolution dedicating Memorial Park to be used as a neighborhood park. He said his contract has been extended for two years.
- 7.b. APPOINTMENT TO RECREATION COMMISSION: A motion to recommend appointment of Anne Scheer to the Crockett Recreation Commission, to be forwarded to District Board carried unanimously (tc/jv).
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported Planchon Roofing was out last week to repair a leak in the kitchen. He said he replaced the dimmers in the hall and will replace lights with LED's. John Swett High School is having a job faire on March 19 and he will attend to recruit swim instructors and lifeguards. He said the Recreation Department will pay for their Water Safety Instructor (WSI) class for incentive. The main circulation pump at the pool went out over the weekend and he is not sure how long it will take to replace, perhaps a week. Electrician is coming out on Friday, March 8 to fix the fire suppression system in the kitchen. Susan has contacted Public Works to have the curb painted red in front of the Center.

Commissioner Choquette asked why the Christmas lights have not been taken down. Mr. Wilson said the company who put them up is waiting for the rain to stop.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:

CREPP Property Schedule and report on insurance appraisal of Community Center (April).
Consider termination of waterfront lease and impact,
on waterfront access and recreation, form recommendations.

11. COMMISSIONER COMMENTS: Mr. Wilson reminded everyone that the Walk of Honor is on May 18.

12. ADJOURNMENT: The meeting was adjourned at 6:35 PM until April 1, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 5, 2019

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 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 100th 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

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. MTC 3-27-19

LATEST FUND REPORT: 3-12-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$82,061.54

INVESTED BALANCE: \$393,622.13

No activity \$0.00

ACTIVITY:

NET INVESTED: \$393,622.13

CHECKS AND PAYMENTS

Warrants (7883-7922) (\$39,355.01)

\$38,462.82 c/d deposits

Wells Fargo CC Fees (\$149.36)

\$355,159.31 avail. funds

Payroll recovery (\$1,773.00)

 FUND BALANCE: \$509,323.55

DEPOSITS AND CREDITS

Comm Center Rentals \$11,741.00

*** Below held in cash account ***

Outside classes \$240.00

C/D BEGINNING BALANCE: \$36,052.82

Cleaning/Damage Depos \$4,210.00

c/d deposit receipts \$4,210.00

Security Services \$224.00

c/d deposit refunds (\$1,800.00)

Cleaning Services \$240.00

Trnsfr recovery \$0.00

Tennis Restroom Keys \$45.00

NET C/D ENDING BALANCE: \$38,462.82

Parking fines \$383.13

CAP / RESTRICTED BAL: \$3,453.41

Donations United Way \$105.03

Revenue (Donations) \$ 105.03

Payroll recovery \$357.64

Cap Expenses \$ (493.57)

Fines and Fees \$6.45

NET CAPITAL REPL. BAL: \$3,064.87

POLICE LIAISON BALANCE: \$7,816.23

Fines & Fees \$389.58

Payroll and other (\$369.45)

NET PLC ENDING BALANCE: \$7,836.36

XMAS LIGHT BALANCE: \$1,043.11

CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

 CASH BALANCE: \$58,336.42

PETTY CASH BALANCE: \$60.00

ADV ON TAXES : \$57,365.00

TAXES held in 3240: \$ 35,768.54

No activity \$0.00

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$57,365.00

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

\\\\rec\bud\fin\wrksht.xls

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, John Valentini

6.a.

8:10 AM

03/14/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 03/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							533,048.67
Cleared Transactions							
Checks and Payments - 42 items							
Check	02/14/2019		Wells Fargo Mercha...	Wells Fargo CC Fees	X	-149.36	-149.36
Check	02/22/2019	7890	A Plus Tree Service	Pruning and tree removal ser...	X	-7,115.00	-7,264.36
Check	02/22/2019	7906	U.S. BANK	Various	X	-5,087.93	-12,352.29
Check	02/22/2019	7897	Johnson Controls S...	Annual CCTV monitoring serv...	X	-4,536.10	-16,888.39
Check	02/22/2019	7902	TERRACARE ASS...	Landscaping services	X	-1,871.00	-18,759.39
Paycheck	02/22/2019	7885	SUSAN G. WITSCHI	Payroll Feb 1-15, 2019	X	-1,618.76	-20,378.15
Check	02/22/2019	7903	UNIVERSAL BUILDI...	Janitorial services	X	-1,457.80	-21,835.95
Check	02/22/2019	7894	Crockett and Port C...	CAER grant award passthru	X	-1,000.00	-22,835.95
Check	02/22/2019	7901	Silverman & Light, I...	Prof. Services LED light proje...	X	-855.20	-23,691.15
Liability Ch...	02/22/2019	7888	STATE COMPENS...	Workers Comp	X	-783.71	-24,474.86
Check	02/22/2019	7904	Rosario Medina	Cleaning and damage deposit...	X	-700.00	-25,174.86
Check	02/22/2019	7896	ECOLAB	Kitchen sanitizer	X	-508.05	-25,682.91
Paycheck	02/22/2019	7883	DOLORES M. MOR...	Payroll Feb 1-15, 2019	X	-433.59	-26,116.50
Check	02/22/2019	7905	Colleen Duran	Cleaning and damage deposit...	X	-400.00	-26,516.50
Check	02/22/2019	7900	No More Dirt, Inc.	Kitchen cleaning - Invoice 66...	X	-352.00	-26,868.50
Paycheck	02/22/2019	7884	KATELYNN M. CLE...	Payroll Feb 1-15, 2019	X	-320.35	-27,188.85
Check	02/22/2019	7893	Construct Your Image	Uniform sweatshirts Comm C...	X	-291.92	-27,480.77
Check	02/22/2019	7895	Don Barton	Urinal and toilet work - pool m...	X	-165.00	-27,645.77
Check	02/22/2019	7892	ARMOR LOCKSMIT...	Deadbolt install invoice 52824	X	-150.00	-27,795.77
Check	02/22/2019	7899	LINCOLN AQUATICS	Pool cover straps	X	-144.97	-27,940.74
Paycheck	02/22/2019	7886	HARLEY W. MANDI...	Payroll Feb 1-15, 2019	X	-103.07	-28,043.81
Paycheck	02/22/2019	7887	TREVOR B. DEES	Payroll Feb 1-15, 2019	X	-71.58	-28,115.39
Check	02/22/2019	7889	LINCOLN FINANCI...	LTD insurance premium 1564...	X	-69.19	-28,184.58
Check	02/22/2019	7898	LESLIE'S POOL SU...	Ultra fine filter bags	X	-61.98	-28,246.56
Check	02/22/2019	7891	Alhambra & Sierra S...	Water for office	X	-17.26	-28,263.82
Check	03/06/2019	7919	PG&E	Gas and electricity	X	-2,420.37	-30,684.19
Paycheck	03/06/2019	7907	RONALD D. WILSON	Payroll Feb 2019	X	-2,332.51	-33,016.70
Paycheck	03/06/2019	7910	SUSAN G. WITSCHI	Payroll Feb 16-28	X	-1,354.04	-34,370.74
Liability Ch...	03/06/2019	7915	CalPERS Public Em...	CalPERS Liability	X	-1,280.06	-35,650.80
Liability Ch...	03/06/2019	7913	UNITED STATES T...	Fed Payroll Tax Liability	X	-955.36	-36,606.16
Check	03/06/2019	7921	Leonel Marquez	Cleaning and damage deposit...	X	-700.00	-37,306.16
Check	03/06/2019	7918	Delta One Security, ...	Security guards	X	-388.80	-37,694.96
Paycheck	03/06/2019	7908	DOLORES M. MOR...	Payroll Feb 16-28	X	-358.83	-38,053.79
Check	03/06/2019	7920	Planchon Roofing, I...	Emergency leak repair - chim...	X	-350.00	-38,403.79
Check	03/06/2019	7917	AT&T (Phone)	Telephones pool and center	X	-325.28	-38,729.07
Check	03/06/2019	7916	MEYERS NAVE	General legal advice invoice 2...	X	-209.36	-38,938.43
Liability Ch...	03/06/2019	7914	EMPLOYMENT DE...	State Payroll Tax Liability	X	-191.58	-39,130.01
Paycheck	03/06/2019	7909	KATELYNN M. CLE...	Payroll Feb 16-28	X	-112.55	-39,242.56
Check	03/06/2019	7922	RONALD D. WILSON	Mileage reimbursement	X	-101.50	-39,344.06
Paycheck	03/06/2019	7911	TREVOR B. DEES	Payroll Feb 16-28	X	-85.88	-39,429.94
Paycheck	03/06/2019	7912	HARLEY W. MANDI...	Payroll Feb 16-28	X	-74.43	-39,504.37
Transfer	03/11/2019			Payroll recovery REC to CVSan	X	-2,074.29	-41,578.66
Total Checks and Payments						-41,578.66	-41,578.66
Deposits and Credits - 13 Items							
Deposit	02/15/2019			Comm Ctr Deposit #976	X	880.00	880.00
Deposit	02/22/2019			Park Restroom Key - cc	X	15.00	895.00
Transfer	02/22/2019			Payroll recovery PCSAN to R...	X	22.69	917.69
Transfer	02/22/2019			Payroll recovery REC to CVS...	X	316.49	1,234.18
Deposit	02/22/2019			Comm Ctr Deposit #977	X	2,630.00	3,864.18
Deposit	02/26/2019			Rent & CD - cc	X	2,200.00	6,064.18
Deposit	02/28/2019			Rent - cc	X	500.00	6,564.18
Deposit	03/04/2019			Rent - cc	X	610.00	7,174.18
Deposit	03/05/2019			Rent & CD - cc	X	3,970.00	11,144.18
Deposit	03/08/2019			Comm Ctr Deposit #978	X	6,383.16	17,527.34
Deposit	03/11/2019		CONTRA COSTA C...	Fines & Fees JV273800	X	6.45	17,533.79
Transfer	03/11/2019			Payroll recovery PCSan to REC	X	18.46	17,552.25
Transfer	03/11/2019			Payroll recovery CVSan to REC	X	301.29	17,853.54
Total Deposits and Credits						17,853.54	17,853.54
Total Cleared Transactions						-23,725.12	-23,725.12
Cleared Balance						-23,725.12	509,323.55

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

TO: Recreation Commission / Board of Directors

FROM: General Manager *M*

SUBJECT: 9-month Budget Report and prelim FY 2019/20 Budget for General Fund 3241

DATE: March 26, 2019

The 9-month Recreation Budget Report details are incorporated within the attached preliminary FY 19/20 budget. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget for FY 18/19. Unused contingency fund and excess revenue will roll over to the following year to the respective Capital Fund and O&M General Fund.

The Recreation Budget & Finance Committee is asked to review the details for each cost center and give staff direction. Any recommended changes will be brought before the Recreation Commission and could be included in the final budget to be presented in June.

COMMUNITY CENTER:

- The Community Center is primarily funded through operating revenue and grants. New for FY 19/20 is a placeholder for property tax revenue (#4010) that may be available for the Recreation Department Community Center cost center in the amount of \$23K.
- The LED lighting capital improvement project in auditorium is not going to be pursued. Upgrading to new LED bulbs and installation of appropriate LED dimmer switches has provided enough light in the auditorium that the larger LED lighting project is not needed.
- A program expense (#5160.9) in the amount of \$3,000 has been added to the budget for a 100th year celebration of the building of the Crockett Community Center.
- Payroll costs for the Community Center include a placeholder for health benefits anticipated to be offered to year-round employees in FY 19/20.

AQUATIC:

- Payroll will continue to be the largest expense to operate the pool. It does not look like hourly wage is the deterrent to recruiting but the requirement to obtain Lifeguard certification and work outside. Obtaining adequate staffing levels will be the challenge. Staff is continuing to offer to pay for Lifeguard certification as incentive to work at the pool. Staff will have a better understanding mid-April after employment outreach is completed.

- The aquatics center will receive a larger share of the Recreation tax revenue to address increased operating costs.
- Re-coating the aquatics center building roof has been added to the preliminary budget.

PARKS:

- Resurfacing the tennis courts for \$65K has been added as a Capital Project in FY 19/20.
- Landscaping and water expenses for Memorial Hall Park are now included under the Parks cost center. Return-to-Source funding that used to go toward the Maintenance Department Memorial Hall now remains with the Recreation Department for use on landscaping and maintenance of the grounds around the Legion Hall.
- Web-climbing net to be replaced on play structure added to Capital Replacements.

ADMINISTRATIVE:

- Payroll costs for the General Manager are expected to be lower after Cost Allocation Rate formulas are adjusted in June, resulting in lower share of District costs to Recreation.
- Anticipated reallocation of Property Tax will result in larger transfer from CSD Fund 3240.

POLICE LIAISON:

- Parking revenue has increased in recent months as the Sheriff's Department has been spending more time in Crockett pursuing citizen complaints and working with Code Enforcement which has resulting in more parking tickets being written. Expenses are still expected to exceed revenue for both FY 18/19 and FY 19/20. The balance in the Law Enforcement Fund is forecast to be \$6,680 as of June 30, 2020.

SUMMARY

Total expenses budgeted will exceed revenue in FY 19/20. The Capital Fund will be drawn down as substantial capital projects are planned for FY 19/20. Staff recommends available funds that have been growing in the O&M General Fund be moved to the Capital Fund for current and future capital projects. The total Recreation Fund 3241 balance ending June 30, 2020 is anticipated to be \$407,154. There will still be sufficient funds in the O&M General Fund which helps guarantee that unforeseen capital replacements or decrease in revenue will not affect the quality of services provided to the public.

FY 2019-20 CROCKETT RECREATION DEPARTMENT PRELIM BUDGET (3/26/19) - FUND 3241

	PY 2017-18 Actual	FY 2018-19 Approved	FY 2018-19 Year-End Estimated	FY 2019-20 Prelim Budget
O&M Expenses - combined cost centers				
Uniforms	\$ 1,629	\$ 2,100	\$ 2,587	\$ 2,500
Telephone / Internet / Software Subscriptions	\$ 4,708	\$ 5,000	\$ 5,487	\$ 5,550
Insurance	\$ 13,487	\$ 13,976	\$ 14,966	\$ 16,151
Elections	\$ 0	\$ 220	\$ 1,128	\$ 0
Maintenance	\$ 83,239	\$ 89,249	\$ 98,227	\$ 96,870
Memberships	\$ 412	\$ 420	\$ 235	\$ 240
Program Supplies	\$ 5,617	\$ 6,050	\$ 10,290	\$ 11,900
Other Operating	\$ 83,302	\$ 80,877	\$ 81,152	\$ 105,377
Office	\$ 4,653	\$ 5,881	\$ 6,379	\$ 6,410
Professional Services	\$ 16,599	\$ 10,660	\$ 12,054	\$ 15,690
Advertising	\$ 721	\$ 880	\$ 891	\$ 1,000
Training & Certification	\$ 1,853	\$ 3,900	\$ 4,786	\$ 5,400
Cost of Goods Sold	\$ 5,677	\$ 6,314	\$ 5,744	\$ 6,072
Vehicle Travel Reimbursement	\$ 2,200	\$ 2,200	\$ 2,625	\$ 2,780
Utilities	\$ 50,587	\$ 49,525	\$ 53,351	\$ 52,610
County Charges	\$ 5,478	\$ 5,860	\$ 5,630	\$ 5,790
Salaries and Benefits	\$ 210,038	\$ 208,508	\$ 206,107	\$ 236,053
Total O&M Expenses	\$ 490,200	\$ 491,620	\$ 511,639	\$ 570,393
Fixed Assets				
Capital Projects Allocation / Expenses	\$ 50,060	\$ 74,000	\$ 11,472	\$ 230,000
Total Fixed Assets	\$ 50,060	\$ 74,000	11,472	230,000
Contingency Reserve *	\$ 0	\$ 49,163	0	\$ 57,014
Non-Operating expense / interfund trsfrs	\$ 9,042	\$ 3,600	\$ 17,455	\$ 0
Interfund G/L operating adjust.	3,767		\$ 0	
Total Expenditures	\$ 553,069	\$ 618,383	\$ 540,566	\$ 857,407
<i>Adopted 6-27-18 total *</i>	\$	\$		
TOTAL APPROPRIATIONS	\$	\$ 618,383	\$	\$ 857,407
TOTAL REVENUES **	\$ 576,951	\$ 618,383	\$ 530,522	\$ 772,965
Operating Revenue				
Cost recovery	\$ 16,911	\$ 18,518	\$ 4,304	\$ 3,325
Community Center income	\$ 220,171	\$ 216,660	\$ 181,443	\$ 204,526
Aquatics Center income	\$ 86,573	\$ 81,460	\$ 79,236	\$ 84,614
Other income (park, keys, fines, etc.)	\$ 3,670	\$ 3,358	\$ 5,837	\$ 3,057
Donations (other)	\$ 899	\$ 1,100	\$ 1,454	\$ 3,100
Non-Operating Revenue	\$ 248,727	\$ 297,287	\$ 258,248	\$ 474,343
Property Tax trsf from 3240	\$ 49,000	\$ 50,555	\$ 56,030	\$ 81,312
Recreation Tax	\$ 136,180	\$ 136,400	\$ 136,180	\$ 136,620
Interest (non-op)	\$ 4,148	\$ 4,950	\$ 9,145	\$ 10,059
Return-to-Source Co-gen grant	\$ 42,695	\$ 40,082	\$ 41,889	\$ 43,852
Other non-profit grants	\$ 5,122	\$ 60,000	\$ 6,000	\$ 199,500
Non-operating income	\$ 11,582	\$ 5,300	\$ 9,004	\$ 3,000

CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY
PRELIM (3/26/19) RECREATION BUDGET FY 2019/20

	<u>PY Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Prelim Budget</u>	
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	
REC FUND 3241: BUDGET DETAIL ***					Opening
					Balance
Opening Cash Balance in Fund 3241					<u>FY 20/21</u>
Opening Damage Deposit Balance	24,679.32	16,502.32	16,502.32	8,247.32	3,992.32
Opening Restricted O&M Funds	45,530.52	45,530.52	45,530.52	45,530.52	45,530.52
Opening Restricted Childrens Programs	450.65	0.00	0.00	0.00	0.00
Opening Capital Fund Balance	138,659.09	93,598.85	93,598.85	332,126.85	295,626.85
Opening Cap / Restricted Donations	3,276.21	3,438.50	3,438.50	3,600.79	3,900.79
Opening Law Enforcement Funds	9,106.67	9,255.39	9,255.39	7,817.91	6,680.41
Opening O&M General Funds *	<u>254,667.87</u>	<u>332,926.84</u>	<u>332,926.84</u>	<u>94,022.50</u>	<u>51,423.50</u>
TOTAL OPENING CASH BALANCE	<u>476,370.33</u>	<u>501,252.42</u>	<u>501,252.42</u>	<u>491,345.89</u>	<u>407,154.39</u>
ESTIMATED REVENUES					
Community Center	301,903.10	322,823.00	250,811.29	264,720.00	
Aquatics Center	151,380.38	160,997.00	147,878.07	235,184.00	
Parks, Bocce, Tennis Courts	50,621.90	59,996.00	59,071.71	195,646.00	
Administrative	72,452.29	72,609.00	71,038.51	75,758.00	
Police Liaison	<u>1,593.49</u>	<u>1,958.00</u>	<u>1,722.16</u>	<u>1,657.50</u>	
TOTAL REVENUES	<u>577,951.16</u>	<u>618,383.00</u>	<u>530,521.74</u>	<u>772,965.49</u>	
<i>Adopted 6-23-16 total</i>					
ESTIMATED O&M OUTLAY EXPENSE					
Community Center	240,048.25	238,930.00	238,043.01	262,559.00	
Aquatics Center	137,707.11	141,815.00	147,649.19	166,993.00	
Parks, Bocce, Tennis Courts	42,604.26	46,360.00	53,726.84	69,179.00	
Administrative	68,395.63	62,735.00	68,922.58	68,871.00	
Police Liaison	<u>1,444.77</u>	<u>1,780.00</u>	<u>3,159.64</u>	<u>2,541.00</u>	
SUB -TOTAL O&M EXPENSE	<u>490,200.02</u>	<u>491,620.00</u>	<u>511,501.26</u>	<u>570,143.00</u>	
Contingency	0.00	49,163.00	0.00	57,014.00	
Non-operating expense	9,041.99	3,600.00	17,455.01	0.00	
ESTIMATED CAPITAL OUTLAY EXPENSE					
Community Center	40,720.49	60,000.00	0.00	0.00	
Aquatics Center	2,327.27	5,000.00	0.00	80,000.00	
Park, Tennis, Bocce	7,012.48	9,000.00	11,472.00	150,000.00	
Police Liaison	0.00	0.00	0.00	0.00	
Interfund G/L operating adjust.	3,766.82	0.00		0.00	
TOTAL EXPENSE	<u>553,069.07</u>	<u>618,383.00</u>	<u>540,428.27</u>	<u>857,157.00</u>	
<i>Adopted 6-27-18 total</i>					
CLOSING BALANCE - FUND 3241 ***	<u>501,252.42</u>	<u>501,252.42</u>	<u>491,345.89</u>	<u>407,154.39</u>	
Prop. Taxes Held in 3240 as of June 30	13,122.41	10,000.00	10,000.00	10,000.00	
County charges held in 3240	0.00	0.00	0.00	0.00	
Cash On Hand Balance (cash register)	60.00	60.00	60.00	60.00	

** Due from Legion Hall for acquisition fees to CCCounty \$8,000

CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
9-MONTH and PRELIM (3/26/2019) FY 2019/2020

	<u>PY Actual</u>	<u>Budget</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery - C/D and other	16,866.34	18,243.00	1,520.82	3,120.82	3,000.00
4200 · Community Center Rentals	163,658.00	159,000.00	84,581.00	128,385.00	150,021.00
4201 · Center rents - senior nutrition	5,200.00	4,800.00	2,400.00	4,000.00	4,800.00
4202 · Center rents - outside classes	1,320.00	1,200.00	1,080.00	1,380.00	1,200.00
4203 · Center - clean/damage DEPOSITS	32,998.00	36,000.00	27,095.00	36,095.00	34,545.00
4750 · Security services *	10,213.00	8,960.00	4,536.00	7,043.00	8,960.00
4780 · Cleaning services *	4,592.00	4,200.00	2,688.00	3,738.00	4,000.00
4870 & 4880 · Center programs & other s	2,190.27	2,500.00	801.60	801.60	1,000.00
4885 · Donations (operations)	150.00	300.00	1,198.89	1,298.89	2,300.00
4886 · Donations (restricted)	1,261.37	800.00	535.75	3,472.46	800.00
Total 4000 · OPERATING REVENUE	238,448.98	236,003.00	126,437.06	189,334.77	210,626.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	0.00	0.00	0.00	0.00	23,000.00
4802 · Recreation tax	27,469.00	12,579.00	12,579.00	32,579.00	9,307.00
4803 · Investment interest	2,547.70	3,200.00	4,691.91	6,919.41	7,611.00
4850 · Cost Recovery (Non-op)	740.53	600.00	152.91	302.91	500.00
4890 · Non-profit grants (operations)	5,000.00	6,000.00	0.00	6,000.00	6,000.00
4891.1 · Non-profit grants RTS (restrict.)	23,773.44	10,341.00	10,941.00	10,941.00	5,676.00
4891.3 · Grants: Capital Impr. (restrict.)	0.00	54,000.00	0.00	0.00	0.00
4899 · Non-operating income	3,923.45	100.00	4,734.20	4,734.20	2,000.00
Total 4800 · NON-OPERATING REVENUE	63,454.12	86,820.00	33,099.02	61,476.52	54,094.00
Total 3241i · FUND 3241 REC. Income*****	301,903.10	322,823.00	159,536.08	250,811.29	264,720.00
Total Income	301,903.10	322,823.00	159,536.08	250,811.29	264,720.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	284.94	600.00	413.02	413.02	500.00
5060 · TELEPHONE / INTERNET	2,925.69	3,000.00	2,187.74	2,982.74	2,800.00
5070 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	137.44	137.44	250.00
5100 · INSURANCE					
5101 · Property insurance	903.20	950.00	1,088.46	1,088.46	1,447.00
5102 & 5103 · Liab. & Empl. Bond Ins.	4,129.91	4,226.00	4,467.99	4,467.99	4,691.00
Total 5100 · INSURANCE	5,033.11	5,176.00	5,556.45	5,556.45	6,138.00
5130 · MAINTENANCE					
5131 · Building maint. supplies	953.43	1,231.00	843.23	1,152.23	1,084.00
5132 · Building maint. services	4,757.14	4,898.00	3,780.69	5,010.69	5,030.00
5133 · Bldg. repair supplies & hdwe	1,245.35	1,569.00	1,451.58	1,856.58	1,597.00
5134 · Bldg. repair services	1,537.15	1,937.00	5,661.59	5,661.59	3,707.00
5135 · Janitorial supplies	5,570.81	5,888.00	4,381.30	5,854.30	5,884.00
5136 · Janitorial services	18,819.00	18,211.00	14,345.58	19,295.58	19,629.00

CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
9-MONTH and PRELIM (3/26/2019) FY 2019/2020

	<u>PY Actual</u>	<u>Budget</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
5140 & 5141 · Landscp Supp. & Services	10,475.30	12,868.00	10,210.77	13,375.77	12,283.00
Total 5130 · MAINTENANCE	43,358.18	46,602.00	40,674.74	52,206.74	49,214.00
5150 · MEMBERSHIPS	221.09	220.00	235.00	235.00	240.00
5160 · PROGRAM SUPPLIES					
5160.2 · Xmas program (restricted)	810.00	800.00	1,363.73	1,363.73	800.00
5160.9 · S. Concert & 100 Year Celeb.	3,923.03	4,250.00	4,614.36	7,834.36	10,000.00
Total 5160 · PROGRAM SUPPLIES	4,733.03	5,050.00	5,978.09	9,198.09	10,800.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	16,941.36	12,100.00	6,171.70	11,071.70	13,100.00
5165.61 · Comm. center Rental refunds	1,735.00	1,400.00	260.50	260.50	1,400.00
5165.62 · Comm. center Deposit transfer	5,806.00	7,600.00	1,429.00	2,629.00	2,800.00
5165.63 · Comm. center Deposit refunds	35,369.00	34,000.00	31,221.00	41,721.00	36,000.00
5165.7 · Security Alarm/CCTV	2,787.85	2,800.00	2,712.05	2,712.05	2,800.00
5165.9 · Recoverable costs	783.23	800.00	353.58	551.58	800.00
5165.9e · Other Operating Costs	1,238.27	1,000.00	1,265.79	1,517.79	1,500.00
Total 5165 · OTHER OPERATING	64,660.71	59,700.00	43,413.62	60,463.62	58,400.00
5170 · OFFICE					
5171 · Postal	28.15	380.00	308.71	341.71	380.00
5172 · Supplies	1,102.97	1,000.00	613.80	853.80	1,000.00
5173 · Furnishings& Equipment	217.48	1,000.00	320.07	560.07	750.00
5174 · Visa transaction fees	1,009.30	1,100.00	829.08	1,126.08	1,200.00
Total 5170 · OFFICE	2,357.90	3,480.00	2,071.66	2,881.66	3,330.00
5183 · PROF. SVCS. - Security Guards	11,562.48	7,860.00	7,678.10	9,778.10	10,670.00
5191 · ADVERTISING	721.20	780.00	891.40	891.40	900.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	0.00	0.00	500.00
5250 · VEHIC./TRAVEL REIMBURSEMENT	640.88	500.00	593.42	818.42	900.00
5260 · UTILITIES					
5261 · Electricity	12,118.16	11,397.00	7,521.44	10,421.44	11,495.00
5262 · Natural gas	2,468.40	2,470.00	1,888.94	2,448.94	2,459.00
5263 · Water	3,740.53	4,196.00	1,200.47	2,600.47	3,171.00
Total 5260 · UTILITIES	18,327.09	18,063.00	10,610.85	15,470.85	17,125.00
5340 · COUNTY CHARGES	1,143.14	1,440.00	982.00	1,107.00	1,200.00
Total 3241e · FUND 3241 REC. Expense*****	155,969.44	152,971.00	121,286.09	162,003.09	162,717.00
6560 · PAYROLL EXPENSES *****	84,078.81	85,959.00	54,538.92	76,039.92	99,842.00
Total O&M Expense	240,048.25	238,930.00	175,825.01	238,043.01	262,559.00
Contingency Expense (10%)*		23,893.00			26,256.00
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0.00
5400 · Other Non-Operating Expense	276.78	0.00	14,755.01	14,755.01	0.00
Capital Project Funding Alloc. / Expense	40,720.49	60,000.00	0.00	0.00	0.00
TOTAL EXPENSE *	281,045.52	322,823.00	190,580.02	252,798.02	288,815.00
Net Ordinary O&M Increase/Decrease	57,931.40	29,793.00	-21,023.13	8,034.08	161.00
Net Including Contingency & Cap. Income/Exp.	20,857.58	0.00	-31,043.94	-1,986.73	-24,095.00
Net Income	38,877.30	0.00	-31,043.94	-1,986.73	-24,095.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
9-MONTH ACTUAL and PRELIM (3/26/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	15.09	100.00	0.00	24.00	100.00
4205 · Aquatics rents	18,705.00	20,000.00	11,563.00	18,364.00	20,000.00
4206 · Concessions	9,394.20	9,406.00	4,811.90	8,611.90	9,003.00
4860 · Swim admission fees	30,633.50	27,842.00	13,912.00	25,412.00	28,310.00
4861 · Aquatics passes / cards	9,548.00	9,762.00	803.00	9,729.00	9,679.00
4874 · Aquatics programs	530.00	250.00	0.00	250.00	250.00
4876 · Swim lessons	17,603.00	14,000.00	6,741.00	16,741.00	17,172.00
4880 · Other sales-aquatics	145.00	200.00	111.00	111.00	200.00
4881 · Cash over/under	14.70	0.00	17.52	17.52	0.00
4885 · Donations (operations)	0.00	100.00	50.00	50.00	100.00
4886 · Donations (restricted)	749.12	600.00	105.03	105.03	500.00
Total 4000· OPERATING REVENUE	87,337.61	82,260.00	38,114.45	79,415.45	85,314.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	40,833.00	62,246.00	62,246.00	51,746.00	71,246.00
4803 · Investment interest	1,600.00	1,750.00	1,435.62	2,225.62	2,448.00
4850/4899 · Cost Recovery Non-op	2,688.21	1,000.00	0.00	150.00	500.00
4891.1 · Grants: RTS non-profit	18,921.56	13,741.00	14,341.00	14,341.00	8,176.00
4891.3 · Grants: Cap. Impr. (restrctc	0.00	0.00	0.00	0.00	67,500.00
Total 4800· NON-OPERATING REVENUE	64,042.77	78,737.00	78,022.62	68,462.62	149,870.00
Total 3241i · FUND 3241 REC. Income****	151,380.38	160,997.00	116,137.07	147,878.07	235,184.00
Total Income	151,380.38	160,997.00	116,137.07	147,878.07	235,184.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	1,344.09	1,500.00	1,273.86	2,173.86	2,000.00
5060 · TELEPHONE / INTERNET	1,782.60	2,000.00	1,453.13	1,954.13	2,000.00
5100 · INSURANCE					
5101c · Property insurance	275.02	320.00	275.14	275.14	357.00
5102a · Liability insurance-aquatics	4,023.88	4,145.00	4,467.98	4,467.98	4,736.00
5103c · Employee bond	106.02	90.00	0.00	107.00	110.00
Total 5100 · INSURANCE	4,404.92	4,555.00	4,743.12	4,850.12	5,203.00
5130 · MAINTENANCE					
5131 & 5133 · Bldg. repair supplies	1,324.73	1,312.00	398.38	416.38	870.00
5132 & 5134 · Bldg. repair services	40.18	115.00	691.10	1,000.10	520.00
5135 · Janitorial supplies	890.24	836.00	577.99	728.99	809.00
5136 · Janitorial services	0.00	400.00	172.95	172.95	150.00
5140 5141 5142 · Landscape & light	47.69	100.00	0.00	0.00	100.00

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
9-MONTH ACTUAL and PRELIM (3/26/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>
5145 · Pool chemical supplies	11,019.23	12,222.00	7,462.15	10,962.15	11,320.00
5146 · Pool maint. supplies	2,217.49	4,100.00	2,925.28	3,825.28	4,100.00
5147 & 5148 · Pool maint. services	2,524.75	3,182.00	221.31	1,221.31	1,929.00
Total 5130 · MAINTENANCE	18,064.31	22,267.00	12,449.16	18,327.16	19,798.00
5150 · MEMBERSHIPS	171.08	200.00	0.00	0.00	0.00
5160.6 · PROGRAM SUPPLIES	883.97	1,000.00	1,091.99	1,091.99	1,100.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	11,385.33	8,500.00	987.58	8,487.58	21,000.00
5165.7 · Security / CCTV monitoring	2,132.34	2,700.00	2,268.05	2,368.05	2,700.00
5165.8 · Cash under	385.85	0.00	0.00	0.00	0.00
5165.9 · Recoverable & Other Oper.	2,547.29	1,352.00	166.13	508.13	1,527.00
Total 5165 · OTHER OPERATING	16,450.81	12,552.00	3,421.76	11,363.76	25,227.00
5170 5172 5173 · OFFICE SUPPLIES ETC	1,153.05	1,076.00	1,104.97	1,506.97	1,330.00
5174 · OFFICE - VISA transaction fees	438.84	450.00	538.20	678.20	700.00
5180 · PROF. SVCS. - Consultants	1,320.00	0.00	0.00	0.00	0.00
5191 · ADVERTISING	0.00	100.00	0.00	0.00	100.00
5230 · TRAINING & CERTIFICATION	1,303.00	3,000.00	2,025.00	4,480.00	4,500.00
5240 · COST OF GOODS SOLD					
5241 · Food concession supplies	5,544.91	6,114.00	4,120.06	5,520.06	5,852.00
5242 · Promotional goods	132.21	200.00	73.55	223.55	220.00
Total 5240 · COST OF GOODS SOLD	5,677.12	6,314.00	4,193.61	5,743.61	6,072.00
5250 · VEHIC./TRAVEL REIMBURSMNT	1,263.26	1,400.00	1,091.90	1,391.90	1,400.00
5260 · UTILITIES					
5261 · Electricity	16,356.74	15,935.00	11,578.84	15,678.84	16,018.00
5262 · Natural gas	7,660.74	8,011.00	7,364.74	11,664.74	9,838.00
5263 · Water	1,865.38	1,756.00	4,389.00	4,749.00	3,307.00
Total 5260 · UTILITIES	25,882.86	25,702.00	23,332.58	32,092.58	29,163.00
5340 · COUNTY CHARGES	2,671.00	2,737.00	1,631.00	2,683.00	2,730.00
Total 3241e · FUND 3241 REC. Expense**	82,810.91	84,853.00	58,350.28	88,337.28	101,323.00
Total 6560 · PAYROLL EXPENSES *****	54,896.20	56,962.00	47,211.91	59,311.91	65,670.00
Total O&M Expense	137,707.11	141,815.00	105,562.19	147,649.19	166,993.00
Contingency Expense (10%)*		14,182.00			16,699.00
Other Non-Operating Expense	4,535.30	0.00	0.00	0.00	0.00
Capital Project Funding Allocation/Exper	2,327.27	5,000.00	0.00	0.00	80,000.00
TOTAL EXPENSE *	144,569.68	160,997.00	105,562.19	147,649.19	263,692.00
Net Ordinary O&M Increase/Decrease	13,673.27	19,182.00	10,574.88	228.88	691.00
Net Including Contingncy & Cap. Inc./Expense	6,810.70	0.00	10,574.88	228.88	-28,508.00
Net Income	6,810.70	-9,079.00	10,574.88	228.88	-28,508.00

**CROCKETT RECREATION DEPARTMENT - PARKS DETAIL
9-MONTH ACTUAL and PRELIM (3/26/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 1718</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 - Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	0.00	100.00	1,106.71	1,126.71	150.00
4879 · Tennis/restroom keys	815.00	600.00	194.00	642.00	600.00
4885 · Donations (operations)	0.00	100.00	0.00	0.00	200.00
Total 4000 · OPERATING REVENUE	815.00	800.00	1,300.71	1,768.71	950.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	48,685.00	43,196.00	43,196.00	40,696.00	38,696.00
4891.1 · Grants - RTS	0.00	16,000.00	16,607.00	16,607.00	30,000.00
4891.3 · Grants: Capital Impr. (restricted)	1,000.00	0.00	0.00	0.00	126,000.00
4899 · Other Non-Operating	121.90	0.00	0.00	0.00	0.00
Total 4800 · NON-OPERATING REVENUE	49,806.90	59,196.00	59,803.00	57,303.00	194,696.00
Total 3241i · FUND 3241 REC. Income*****	50,621.90	59,996.00	61,103.71	59,071.71	195,646.00
Total Income	50,621.90	59,996.00	61,103.71	59,071.71	195,646.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5101 · INSURANCE Property insurance	25.00	100.00	91.71	91.71	119.00
5102 · INSURANCE Liability insurance	4,023.88	4,145.00	4,467.98	4,467.98	4,691.00
5130 · MAINTENANCE					
5131-5134 · Building & play eq. maint.	495.17	1,187.00	4,522.19	4,783.19	1,000.00
5135-5136 · Janitorial supplies & services	537.33	1,084.00	47.17	647.17	756.00
5140-5141 · Landscape suppl. & services	20,492.96	17,909.00	17,750.61	21,910.61	25,802.00
5142-5144 · Lighting and tennis supplies	290.79	200.00	312.12	352.12	300.00
Total 5130 · MAINTENANCE	21,816.25	20,380.00	22,632.09	27,693.09	27,858.00
5160 / 5165 · OTHER OPERATING					
5165.5 · Capital Replacements	239.80	7,000.00	480.26	6,780.26	20,700.00
5060 / 5165.9 · Recoverable / Other costs	656.71	200.00	1,116.25	1,116.25	200.00
Total 5165 · OTHER OPERATING	896.51	7,200.00	1,596.51	7,896.51	20,900.00
5180 · PROF. SVCS. (Safety Inspection)	720.00	0.00	0.00	0.00	720.00
5260 · UTILITIES -WATER	6,376.74	5,760.00	4,792.36	5,787.36	6,322.00
Total 3241e · FUND 3241 REC. Expense*****	33,858.38	37,585.00	33,580.65	45,936.65	60,610.00
6560 · PAYROLL EXPENSES *****	8,745.88	8,775.00	5,870.19	7,790.19	8,569.00
Total O&M Expense	42,604.26	46,360.00	39,450.84	53,726.84	69,179.00
Contingency Expense (10%) *	0.00	4,636.00	0.00	0.00	6,918.00
5290 · Non-Operating Expense	121.90	0.00	121.90	0.00	0.00
Capital Project Funding Allocation / Expense	7,012.48	9,000.00	0.00	11,472.00	150,000.00
TOTAL EXPENSE *	49,738.64	59,996.00	39,572.74	65,198.84	226,097.00
Net Ordinary O&M Increase/Decrease	8,017.64	13,636.00	21,652.87	5,344.87	467.00
Net Including Contingency & Cap. Income/Expense:	883.26	0.00	21,530.97	-6,127.13	-30,451.00
Net Income	883.26	0.00	21,530.97	-6,127.13	-30,451.00

**CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL
9-MONTH ACTUAL and PRELIM (3/26/2019) FY 2019/20**

	<u>PY Actual</u>	<u>Budget</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4000 · OPERATING REVENUE					
4180 · Cost recovery	29.38	75.00	8.51	32.51	75.00
Total 4000 · OPERATING REVENUE	29.38	75.00	8.51	32.51	75.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	49,000.00	50,555.00	30,000.00	56,030.00	58,312.00
4802 · Recreation tax	19,193.00	18,379.00	18,159.00	11,159.00	17,371.00
4899 · Non-Op Income / passthrough	4,229.91	3,600.00	3,817.00	3,817.00	0.00
Total 4800 · NON-OPERATING REVENUE	72,422.91	72,534.00	51,976.00	71,006.00	75,683.00
Total 3241i · FUND 3241 REC. Income*****	72,452.29	72,609.00	51,984.51	71,038.51	75,758.00
Total Income	72,452.29	72,609.00	51,984.51	71,038.51	75,758.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5120 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	412.32	412.32	500.00
5120 · ELECTIONS	0.00	220.00	1,128.42	1,128.42	0.00
5165 · OTHER OPERATING / RECOVERABLE	1,293.60	1,400.00	668.45	698.45	700.00
5171/5172/5173 · OFFICE POSTAL/OFFICE	677.53	800.00	709.96	919.96	900.00
5180 · PROF. SVCS. (Attor./Audit./Consult.)	2,996.50	2,800.00	1,975.78	2,275.78	4,300.00
5230 · TRAINING & CERTIFICATION	550.16	400.00	105.56	305.56	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	295.45	300.00	306.69	414.69	480.00
5340 · COUNTY CHARGES	1,664.31	1,683.00	1,840.37	1,840.37	1,860.00
Total 3241e · FUND 3241 REC. Expense*****	7,497.55	7,603.00	7,147.55	7,995.55	9,140.00
6560 · PAYROLL EXPENSES *****					
5010.1 · REC. MGR- Wage/Benefits (RW)	33,388.69	34,429.00	26,502.71	35,502.71	36,568.00
5011.1 · DIST. SECY- Wage/Benefits (SW)	2,670.84	2,959.00	1,355.16	1,925.16	2,118.00
5011.3 · GEN. MGR- Wage/Benefits (DMc)	24,633.86	17,430.00	17,228.79	22,978.79	20,473.00
5011.5 · ASST. MGR- Wage/Benefits	204.69	239.00	400.37	520.37	572.00
6560 · PAYROLL - Other (WC Premium etc.)	0.00	75.00	0.00	0.00	0.00
Total 6560 · PAYROLL EXPENSES *****	60,898.08	55,132.00	45,487.03	60,927.03	59,731.00
Total O&M Expense	68,395.63	62,735.00	52,634.58	68,922.58	68,871.00
Contingency Expense (10%)*		6,274.00			6,887.00
5400 · Non-Operating Expense / Passthrough	4,229.91	3,600.00	0.00	2,700.00	0.00
Capital Project Funding Allocation	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE *	72,625.54	72,609.00	52,634.58	71,622.58	75,758.00
Net Ordinary Income	-173.25	0.00	-650.07	-584.07	0.00
Net Income	-173.25	0.00	-650.07	-584.07	0.00

**CROCKETT RECREATION DEPARTMENT - POLICE DETAIL
9-MONTH ACTUAL and PRELIM BUDGET (3/26/19) FY 2019/20**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>9 Month Actual</u>	<u>Estimated</u>	<u>Prelim Budget</u>
	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
RECREATION FUND 3241 -Ordinary Income/Expense					
Income					
3241i · FUND 3241 REC. Income*****					
4882 · Parking fines	1,593.49	1,958.00	1,253.16	1,722.16	1,657.50
Total 3241i · FUND 3241 REC. Income*****	<u>1,593.49</u>	<u>1,958.00</u>	<u>1,253.16</u>	<u>1,722.16</u>	<u>1,657.50</u>
Total Income	<u>1,593.49</u>	<u>1,958.00</u>	<u>1,253.16</u>	<u>1,722.16</u>	<u>1,657.50</u>
Expense					
3241e · FUND 3241 REC. Expense*****					
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	0.00	0.00	0.00	0.00	0.00
5165.9 · Recoverable costs	0.00	0.00	0.00	0.00	0.00
5165.9e · Other Op Costs / LE Fees	0.00	25.00	709.85	729.85	150.00
Total 5165 · OTHER OPERATING	<u>0.00</u>	<u>25.00</u>	<u>709.85</u>	<u>729.85</u>	<u>150.00</u>
5171/5172 · OFFICE POSTAL/SUPPLIES	25.79	75.00	371.19	392.19	150.00
Total 3241e · FUND 3241 REC. Expense*****	<u>25.79</u>	<u>100.00</u>	<u>1,081.04</u>	<u>1,122.04</u>	<u>300.00</u>
6560 · PAYROLL EXPENSES *****					
5011 · Staff- Wage/Benefits	1,418.98	1,680.00	1,725.60	2,037.60	2,241.00
Total 6560 · PAYROLL EXPENSES *****	<u>1,418.98</u>	<u>1,680.00</u>	<u>1,725.60</u>	<u>2,037.60</u>	<u>2,241.00</u>
Total O&M Expense	<u>1,444.77</u>	<u>1,780.00</u>	<u>2,806.64</u>	<u>3,159.64</u>	<u>2,541.00</u>
Contingency 10%	0.00	178.00	0.00	0.00	254.00
Capital Project Funding Allocation / Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	<u>1,444.77</u>	<u>1,958.00</u>	<u>2,806.64</u>	<u>3,159.64</u>	<u>2,795.00</u>
Net Including Capital Income/Expenses	<u>148.72</u>	<u>0.00</u>	<u>-1,553.48</u>	<u>-1,437.48</u>	<u>-1,137.51</u>
Net Income	<u>148.72</u>	<u>0.00</u>	<u>-1,553.48</u>	<u>-1,437.48</u>	<u>-1,137.51</u>

CAPITAL PROJECTS PRELIM (3/26/2019) FY 19/20

	CAPITAL IMPROVEMENT	CAPITAL REPLACEMENT	GRANT FUNDED	RTS FUNDED	CAP RESERVE FUNDED	REC TAX FUNDED
COMMUNITY CENTER						
Repair bar floor		\$3,000.00			\$3,000	
Repair kitchen floor		\$1,600.00			\$1,600	
Replacement Tables		\$3,500.00		\$3,500		
Various Cap. Repl. items		\$5,000.00			\$5,000	
TOTAL	\$0.00	\$13,100.00				
AQUATICS CENTER						
Restroom improvements	\$75,000.00		\$67,500		\$7,500	
Metered outdoor showers	\$5,000.00				\$5,000	
New pool covers		\$6,000.00		\$6,000		
New pool building doors		\$9,000.00			\$9,000	
Re-roof Aquatics Building		\$3,000.00			\$3,000	
Various Cap. Repl. items		\$3,000.00			\$2,000	
TOTAL	\$80,000.00	\$21,000.00				
PARK, TENNIS, BOCCE						
Resurface Tennis Courts	\$65,000.00		\$58,500		\$6,500	
Retaining Wall (Pomona)	\$30,000.00		\$27,000		\$3,000	
Replace Stairs to Pomona	\$45,000.00		\$40,500		\$4,500	
Park Improvements	\$10,000.00			\$10,000		
Web-netting on climber		\$8,700.00			\$8,700	
Replant Park Lawn				\$10,000		
Paver repair (resetting)		\$10,000.00		\$10,000		
Various Cap. Repl. items		\$2,000.00			\$2,000	
TOTAL	\$150,000.00	\$20,700.00				
POLICE LIAISON						
None		\$0.00				
TOTAL	\$0.00	\$0.00				
NON-CAP O&M EXPENSES COVERED BY RTS FUNDING						
Annual camera maintenance (Comm 50%/Pool 50%)				\$4,352		
		SUB-TOTALS:	\$193,500	\$43,852	\$60,800	\$0

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

TO: Recreation Commission

FROM: General Manager 

SUBJECT: Reallocation of funds from General O&M Fund to Capital Fund

DATE: March 26, 2019

The Recreation Department's unrestricted operations and maintenance (O&M) fund has been growing steadily over the last few years as the annual contingency reserves in the budget have not been required to be spent. As such, the O&M fund is expected to reach \$332,926 by June 30, 2019 while at the same time the Capital Fund is expected to shrink to \$93,598.

With the upcoming FY 19/20 budget identifying many capital projects it would be prudent to consider moving some of the unrestricted O&M funds to the Capital Fund for current and future capital projects.

Back in 2011, due to an operating budget shortfall, \$48,104 was transferred from the reserve Capital Fund to O&M fund. After the budget scare the Recreation Department, with the support of the Recreation Commission and District Board, have worked to grow the O&M fund to guarantee that unforeseen capital replacements or a decrease in revenue would not affect the quality of services provided to the public.

It is time to consider shoring up the Capital Fund in anticipation of the upcoming budget year.

STAFF RECOMMENDATION

Staff is recommending transferring \$250,000 from the unrestricted O&M fund to the Capital Fund. Once authorized, a Resolution will be drafted and submitted to the District Board for formal adoption.

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

TO: Recreation Commission
FROM: General Manager 
SUBJECT: Property and General Liability Insurance Report
DATE: March 26, 2019

The Crockett Community Services District is insured through the California Sanitary Risk Management Authority (CSRMA) care of Alliant Insurance Services, Inc. The District has both property insurance and commercial package policies. The Recreation Budget & Finance (B&F) Committee raised a few concerns and asked for additional information to be presented to the Recreation Commission.

PROPERTY INSURANCE

The District participates in a group policy under the Alliant Property Insurance Program (APIP) with 43 other special districts. The Public Entity Property Insurance Program (PEPIP) has a total insured value of \$5,271,588,962 for the current term July 1, 2018 to July 1, 2019. The total value insured is based on real and personal property values provided to Alliant annually. CSRMA completed the appraisal on the Community Center. Increased valuations and premiums will be reflected in the July 1, 2019 to July 1, 2020 term.

Below are assets listed on the CPEPP Property Schedule and values as of 2019. Also listed are Maintenance Department assets because questions on these items have come up in the past even though premiums are not paid by the Recreation Department.

<i>Recreation Department</i>				
Loc #	Asset	Real Property Value	Personal Property	Premium
6	Community Center	\$3,081,621	\$200,000	\$1,088
6A	Pool & Park	\$1,300,000	\$100,000	\$367
<i>Maintenance Department</i>				
7	Public Plaza	\$439,154	\$473,735	\$354
8	Street Lighting	\$0	\$163,231	\$66

Two questions were asked by the B&F Committee regarding the CSRMA Property Program:

- 1) *Does the policy include building code upgrade coverage?* Yes, staff has confirmed that CSRMA does purchase coverage for Increased Cost of Construction due to the enforcement of building codes/ordinance or law and it is listed on their Evidence of Coverage document.

- 2) *Is there a list of exclusions?* Yes, under Section IV of the PEP Master Policy which are enclosed with this memo for review.

Property Insurance policy documents are available in the District office for review or can be emailed upon request.

COMMERCIAL MULTI-LINE PACKAGE POLICY

The District is insured by Allied World Assurance Company through CSRMA's Primary Insurance Program (PIP) prepared by Alliant Insurance Services, Inc. Coverage includes General Liability, Management Liability including Cyber Liability, Business Automobile, and Excess Liability. The current term is December 31, 2018 to December 31, 2019. A copy of the confirmation of coverage bound is enclosed with this memo for review.

Total premium and billed charge to the District is \$47,988 and includes the additional premium to include Terrorism Risk Insurance Act Coverage. The insurance premium breakdown between departments is calculated using the Cost Allocation Rates allocation formulas adopted by the Board annually. The Recreation Department share for 2019 was \$13,404.

There was concern by the B&F Committee that the Excess Liability coverage, providing the total liability limit of \$5M, would not be enough to cover someone who gets severely injured requiring life-long care. The key question was:

- 1) *Can Excess Liability be increased?* Yes, the carrier underwriter can increase the Excess Liability coverage to \$9M giving CSD a total of \$10M in liability coverage for an additional \$2,500 annually.
- 2) *Is there a suggested amount that could be considered?* Discuss limit of \$10M and whether it is cost-beneficial. Using the Cost Allocation Rate of 27.9% for Recreation would mean an increase of a minimum of \$698 for the Recreation Department.

Primary Insurance Policy documents are available in the District office for review or can be emailed upon request.

SUMMARY:

No action is required. The Recreation Commission can discuss the report and if there is a recommendation for increased coverage, which could also affect the premium charged to other departments, it will have to be considered by the affected department before final approval of recommendation by the District Board.

SECTION IV GENERAL CONDITIONS

A. PERILS COVERED

Subject to the terms, conditions and exclusions stated elsewhere herein, this Policy provides insurance against all risk of direct physical loss or damage occurring during the period of this Policy.

B. EXCLUSIONS

This Policy does not insure against any of the following:

1. Loss or damage caused by or resulting from moths, vermin, termites, or other insects, inherent vice, latent defect, faulty materials, error in design, faulty workmanship, wear, tear or gradual deterioration, rust, corrosion, wet or dry rot, unless physical loss or damage not otherwise excluded herein ensues and then only for such ensuing loss or damage.
2. Physical loss or damage by normal settling, shrinkage or expansion in building or foundation.
3. Delay or loss of markets (this exclusion shall be inapplicable to the extent inconsistent with any time element coverage provided elsewhere herein).
4. Breakdown or derangement of machinery and/or steam boiler explosion, unless physical loss or damage not otherwise excluded herein ensues and then only for such ensuing loss.
5. Loss or damage caused by or resulting from misappropriation, conversion, inventory shortage, unexplained disappearance, infidelity or any dishonest act on the part of the Named Insured, it's employees or agents or others to whom the property may be entrusted (bailees and carriers for hire excepted) or other party of interest.
6. Loss or damage caused by or resulting from electrical injury or disturbance from artificial causes to electrical appliances, devices of any kind or wiring, unless physical loss or damage not otherwise excluded herein ensues and then only for such ensuing loss. This exclusion does not apply to data processing equipment or media.
7. Loss or damage to personal property resulting from shrinkage, evaporation, loss of weight, leakage, breakage of fragile articles, marring, scratching, exposure to light or change in color, texture or flavor, unless such loss is caused directly by fire or the combating thereof, lightning, windstorm, hail, explosion, strike, riot, or civil commotion, aircraft, vehicles, breakage of pipes or apparatus, sprinkler leakage, vandalism and malicious mischief, theft, attempted theft, flood or earthquake shock (Earthquake Shock, and Flood, in the states of Alaska, or California shall only apply to locations that are scheduled for Earthquake Shock and Flood).
8. Loss or damage caused by rain, sleet or snow to personal property in the open (except in the custody of carriers or bailees for hire).
9. Loss caused directly or indirectly, by:
 - a. War, hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual, impending or expected attack

- i. by any government or sovereign power (de jure or de facto), or by any Authority maintaining or using military, naval or air forces; or
 - ii. by military, naval or air forces; or
 - iii. by an agent of any such government, power, authority or forces;
 - b. any weapon of war employing atomic fission or radioactive force whether in time of peace or war;
 - c. insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental Authority in hindering, combating or defending against such an occurrence, seizure or destruction under quarantine or customs regulations, confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade.
10. Nuclear reaction or nuclear radiation or radioactive contamination from any cause, all whether direct or indirect, controlled or uncontrolled, proximate or remote, or is contributed to or aggravated by a Covered Cause of Loss. However:
- a. If fire not otherwise excluded results, the Company shall be liable for the direct physical loss or damage by such resulting fire, but not including, any loss or damage due to nuclear reaction, nuclear radiation, or radioactive contamination, and
 - b. This Policy does insure against physical loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the Named Insured premises, provided that, at the time of such loss or damage, there is neither a nuclear reactor nor any new or used nuclear fuel on the Named Insured premises.
11. As respects course of construction, the following exclusions shall apply:
- a. The cost of making good: faulty or defective workmanship, materials, construction and/or design, but this exclusion shall not apply to damage by a peril not excluded resulting from such faulty or defective workmanship, materials, construction and/or design.
 - b. The cost of non-compliance of, or delay in completion of contract.
 - c. The cost of non-compliance with contract conditions.
 - d. Contractors' equipment or tools not a part of or destined to become a part of the installation.
12. Loss or damage caused by Earthquake Shock unless a limit is shown on the Declarations for Earthquake Shock this exclusion will apply.
13. Loss or damage caused by Flood unless a limit is shown on the Declarations for Flood this exclusion will apply.
14. Loss, damage, cost, claim or expense, whether preventative, remedial or otherwise, directly or indirectly arising out of or relating to:
- a. the recognition, interpretation, calculation, comparison, differentiation, sequencing or processing of data involving one or more dates or times, by any computer system, hardware, program or software, or any microchip, integrated circuit or similar device

in computer equipment or non-computer equipment, whether the property of the Named Insured or not; or

- b. any change, alteration, correction or modification involving one or more dates or times, to any such computer system, hardware, program or software, or any microchip, integrated circuit or similar device in computer equipment or non-computer equipment, whether the property of the Named Insured or not.

Except as provided in the next paragraph, this Electronic Date Recognition Clause shall apply regardless of any other cause or event that contributes concurrently or in any sequence to the loss, damage, cost, claim or expense.

If direct physical loss or damage not otherwise excluded by this Policy results, then subject to all its terms and conditions, this Policy shall be liable only for such resulting loss or damage. Such resulting loss or damage shall not include physical loss or damage to data resulting directly from a) or b) above, nor the cost, claim or expense, whether preventative, remedial, or otherwise, arising out of or relating to any change, alteration, correction or modification relating to the ability of any damaged computer system, hardware, program or software, or any microchip, integrated circuit or similar device in computer equipment or non-computer equipment to recognize, interpret, calculate, compare, differentiate sequence or process any data involving one or more dates or times.

- 15. Loss or damage in the form of, caused by, arising out of, contributed to, or resulting from fungus, mold(s), mildew or yeast; or any spores or toxins created or produced by or emanating from such fungus, mold(s), mildew or yeast;
 - a. fungus includes, but is not limited to, any of the plants or organisms belonging to the major group fungi, lacking chlorophyll, and including mold(s), rusts, mildews, smuts and mushrooms;
 - b. mold(s) includes, but is not limited to, any superficial growth produced on damp or decaying organic matter or on living organisms, and fungi that produce mold(s);
 - c. spores means any dormant or reproductive body produced by or arising or emanating out of any fungus, mold(s), mildew, plants, organisms or microorganisms,

regardless of any other cause or event that contributes concurrently or in any sequence to such loss.

This exclusion shall not apply to any loss or damage in the form of, caused by, contributed to or resulting from fungus, mold(s), mildew or yeast, or any spores or toxins created or produced by or emanating from such fungus, mold(s), mildew or yeast which the Insured establishes is a direct result of a Covered Loss not otherwise excluded by the Policy, provided that such fungus, mold(s), mildew or yeast loss or damage is reported to the Company within twelve months from the expiration date of the Policy. Notwithstanding Section IV, Item R., Other Insurance, coverage provided under this paragraph shall apply as primary. Nothing herein contained shall be held to waive, vary, alter or extend any condition or provision of the policy other than as above stated.

- 16. Loss, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with the actual or threatened malicious use of pathogenic or poisonous biological or chemical materials regardless of any other cause or event contributing concurrently or in any other sequence thereto.

17. The following additional exclusions apply to animals covered under this Policy:
- a. Death of any animal(s) from natural causes.
 - b. Death of any animal(s) that dies from an unknown cause unless:
 - i. upon the death of such animal a post-mortem examination conducted on the animal by a licensed veterinarian, and if
 - ii. the veterinarian's post-mortem report shows the cause of death to clearly fall within the coverages of this Policy.
 - c. Death of any animal(s) as a result of surgical operation, including inoculation, unless the necessity for same arises from a loss otherwise covered by this Policy.
 - d. The death or destruction of any animal(s) caused by, resulting from, or made necessary by physical injury caused by or resulting from the activities of the injured animal or other animals unless such death or destruction is the result of a loss otherwise covered by this Policy.
 - e. The death of any animal(s) caused directly or indirectly by the neglect or abuse of the Named Insured, his agent, employees or bailees (carriers for hire excepted) unless such death is a result of a loss otherwise covered by this Policy.
 - f. The loss by death of any animal(s) as a result of parturition or abortion.
 - g. Loss resulting from depreciation in value caused by any animal(s) covered hereunder becoming unfit for or incapable of filling the function or duties for which it is kept, employed or intended unless such depreciation is a result of a loss otherwise covered by this Policy.
 - h. Loss by destruction of any animal(s) on the order of the federal or any state government, or otherwise as a result of having contracted or been exposed to any contagious or communicable disease.
 - i. The removal or disposal of the remains of any animal(s) or the expense thereof unless such removal or disposal is the result of a loss otherwise covered by this Policy.
 - j. The loss of any animal(s) that has been unnerved (the term "unnerved" to be considered as meaning the operation of neurotomy for lameness).
 - k. Any claim consequent upon delay, deterioration, or loss of use or loss of market arising from an event covered by this Policy.
18. Loss, damage, costs or expenses in connection with any kind or description of seepage and/or pollution and/or contamination, direct or indirect, arising from any cause whatsoever. Except as provided in Section II Property Damage, B. Extension of Coverage, 21. Accidental Contamination.

Nevertheless if fire is not excluded from this Policy and a fire arises directly or Indirectly from seepage and/or pollution and/or contamination, any loss or damage covered under this Policy arising directly from that fire shall (subject to the terms, conditions and limitations of the Policy) be covered.

However, if the covered property is the subject of direct physical loss or damage for which the Company has paid or agreed to pay, then this Policy (subject to its terms, conditions and

limitations) insures against direct physical loss or damage to the property covered hereunder caused by resulting seepage and/or pollution and/or contamination.

The Named Insured shall give notice to the Company of intent to claim NO LATER THAN TWELVE (12) MONTHS AFTER THE DATE OF THE ORIGINAL PHYSICAL LOSS OR DAMAGE.

Notwithstanding the provisions of the preceding exclusions or any provision respecting seepage and/or pollution and/or contamination, and/or debris removal and/or cost of clean up in the Policy, in the event of direct physical loss or damage to the property covered hereunder, this Policy (subject otherwise to its terms, conditions and limitations, including but not limited to any applicable deductible) also insures, within the sum covered:

- (a) expenses reasonably incurred in removal of debris of the property hereunder destroyed or damaged from the premises of the Named Insured; and/or;
- (b) cost of clean up at the premises of the Named Insured made necessary as a result of such direct physical loss or damage;

PROVIDED that this Policy does not insure against the costs of decontamination or removal of water, soil or any other substance on or under such premises.

19. **Authorities Exclusion:**

Fines, penalties or cost incurred or sustained by the Named Insured or imposed on the Named Insured at the order of any Government Agency, Court or other Authority, in connection with any kind or description of environmental impairment including seepage or pollution or contamination from any cause.

20. **The following exclusion applies to Terrorism:**

Any act of terrorism. An act of terrorism means an act, including but not limited to the use of the force or violence and/or the threat thereof, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organization(s) or government(s), committed for political, religious, ideological or similar purpose including the intention to influence any government and/or to put the public, or any section of the public, in fear.

This Policy also excludes loss, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any action taken in controlling, preventing, suppressing or in any way relating to the paragraph above.

If the Company allege that by reason of this exclusion, any loss, damage, cost or expense is not covered by this insurance the burden of proving the contrary shall be upon the Named Insured.

In the event any portion of this exclusion is found to be invalid or unenforceable, the remainder shall remain in full force and effect. All other terms and conditions remain unaltered.

C. STATUTES

If any of the articles of this Policy conflict with the laws or statutes of any jurisdictions in which this Policy applies this Policy is amended to conform to such laws or statutes.



CONFIRMATION OF COVERAGE BOUND

Named Insured: Crockett Community Services District

Company: Allied World Assurance Company

Policy Number: Commercial Package Policy:
Commercial General & Management Liability - 5105-1174-05
Business Automobile - 5106-1174-05
Commercial Excess Liability - 5107-1174-05

Policy Term: December 31, 2018 to December 31, 2019

Coverages: **Commercial Multi-line Package Policy**
Coverage as defined by the multi-line policy includes the following:

- a. General Liability
- b. Management Liability including Cyber Liability
- c. Business Automobile
- d. Excess Liability

Limits:

General Liability (Including Hired & Non Owned Auto Liability)
\$ 1,000,000 Each Occurrence
\$ 3,000,000 General Aggregate
\$ 3,000,000 Products & Completed Operations Aggregate
\$ 1,000,000 Personal & Advertising Injury Aggregate
\$ 1,000,000 Damage to Premises Rented to You
\$ 5,000 Medical Payments

Public Officials/Management Liability
\$ 1,000,000 Each Wrongful Act or Offense
\$ 3,000,000 Aggregate

Business Automobile
\$ 1,000,000 Combined Single Limit Per Occurrence

Privacy 101/Cyber Liability
\$ 1,000,000 Privacy & Network Security Coverage
\$ 1,000,000 Notification & Credit Monitoring Costs Coverage

Excess Following Form
\$ 4,000,000 Each Occurrence
\$ 4,000,000 General Aggregate

Deductibles:
\$ None General Liability
\$ None Business Automobile
\$ 1,000 Public Officials/Management Liability
\$ 2,500 Employment Practices Liability
\$ 2,500 Privacy 101/Cyber Liability

This confirmation of coverage is intended as a brief outline of the coverage only. Please refer to the actual policy for specific insurance agreements, exclusions, limitations, terms, and conditions terms, and conditions