

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 24, 2019

TIME: 7:00 PM
PLACE: 850 Pomona Avenue, Crockett

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board 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. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARINGS:
 - a. Consider establishing informal bidding procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), along with public comments, and the adoption of *Ordinance No. 19-1* to be added to Crockett Community Services District Code.
 - b. Contra Costa County Local Agency Formation Commission (LAFCO) Municipal Service Review (MSR) / Sphere of Influence (SOI) Update, "City Services" (2nd Round), receive Chapter 1 Overview of the Public Review Draft MSR and Chapter 21 Crockett Community Services District, along with public comments, and provide input.
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of March 27, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.

9. **ADMINISTRATIVE:**
 - a. Consider consent Items removed from Consent Calendar.
 - b. Receive General Liability Insurance report and consider increasing Excess Liability coverage, from \$4M to \$9M as supported by the Recreation, Port Costa, and Commissions.
 - c. Authorize entering into agreement with Regional Government Services Authority (RGS) to provide administrative and Human Resources (HR) assistance to the District as needed.

10. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Receive Preliminary FY 19/20 Budget Report, set date for public hearing on budget, and form recommendations.
 - c. Consider no Sewer Use Charge (SUC) rate increases for the towns of Port Costa and Crockett for FY 2018/19 as recommended by the Port Costa and the Crockett Sanitary Commissions, confirming suspension of SUC Study reports for FY 2018/19, and confirming requirements of Prop. 218 do not apply as no rate increase will be imposed.
 - d. Resolution No. 18/19-13 confirming overruling objections to the method of collection of sewer service charges for Crockett.
 - e. Resolution No. 18/19-14 confirming overruling objections to the method of collection of sewer service charges for Port Costa.
 - f. Resolution No. 18/19-15 reallocating funds used by the Crockett Recreation Department.
 - g. Resolution No. 18/19-16 establishing a policy on fiscal sponsorship for Crockett Community Foundation grant applicants who are not tax-exempt charities.

11. **REPORTS FROM BOARD MEMBERS:**

(These items are typically for exchange of information only. No action will be taken at this time.)

 - a. Personnel Committee – Members Barassi, Burnett, Bartlebaugh, Sutton and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Ad Hoc Committees:
 - d. Inter-agency meetings:

12. **FUTURE AGENDA ITEMS:**

Consider annual Recreation Special Tax for FY 2019/20 (May).
 Resolution Demanding Preservation of Historic Building and Access to Waterfront (May).
 Adopt budget for FY 2019/20 (June).
 Review and adopt ADA compliance plan.
 Adopt purchasing procedures and spending limits.
 Adopt policy for use of private devices and e-accounts.
 Develop policy on proposals for new programs without established funding.

13. **BOARD COMMENTS:**

14. ADJOURNMENT to May 22, 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.

ORDINANCE NO. 19-1

**AN ORDINANCE OF THE
CROCKETT COMMUNITY SERVICES DISTRICT
ESTABLISHING INFORMAL BIDDING PROCEDURES UNDER
THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

WHEREAS, the Uniform Public Construction Cost Accounting Act ("Act") provides for informal bidding procedures for construction projects that have the potential to significantly reduce the administrative costs of bidding and allow for faster project completion, while still retaining a competitive process and containing project costs; and

WHEREAS, the District has elected to become subject to the uniform public construction cost accounting procedures under the Act, thereby allowing it to adopt informal bidding procedures for certain construction projects with values under specified dollar limits.

NOW, THEREFORE, the Board of Directors of the Crockett Community Services District ("District") does ordain as follows:

Section 1. The above recitals are true and correct and incorporated herein by reference.

Section 2. Create Chapter 2.34 Informal Bidding Policy under Title 2 of the District Code pursuant to the Uniform Public Construction Cost Accounting Act.

INFORMAL BIDDING POLICY

A. PURPOSE

To establish a Board Policy on informal bidding pursuant to the Uniform Public Construction Cost Accounting Act ("Act") (Public Contract Code §§ 22000-22045)

B. POLICY

1. District projects, as defined by the Act and in accordance with the limits listed in § 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in § 22032, et seq., of the Public Contract Code.
2. The District Board delegates the authority to award informal contracts to the General Manager or his designee.

C. UPCCAA BIDDING THRESHOLDS FOR DISTRICT PROJECTS

1. District projects of sixty thousand dollars (\$60,000) or less, or the applicable limits under the Act as amended, may be performed by the employees of the District by force account, by negotiated contract, or by purchase order.
2. District projects of two hundred thousand dollars (\$200,000) or less, or the applicable limits under the Act as amended, may be let to contract by informal bidding procedures as set forth in the Act.
 - a. If a District project was let to contract by informal bidding under the UPCCAA procedures, then Board approval is required for a change order to the public project that would cause the total cost of the project to exceed two hundred thousand dollars (\$200,000) or the applicable limits under the Act as amended.
3. District projects of more than two hundred thousand dollars (\$200,000), or the applicable limits under the Act as amended, must be let to contract by formal bidding procedures.

D. NOTICE TO CONTRACTORS INVITING INFORMAL BIDS

1. The District will maintain a list of qualified contractors, identified by categories of work. Contractors on the list for the category of work being bid must be mailed, faxed, or emailed a notice inviting informal bids at least 10 calendar days before bids are due.
2. Alternatively, the District may elect to mail, fax, or email a notice inviting informal bids to the applicable construction trade journals specified in § 22036 of the Public Contract Code.
3. The notice inviting informal bids must describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

E. REJECTION OF BIDS

1. In its discretion, the District may reject any bids by providing written notice pursuant to the terms of PCC § 22038.
2. If a contract is awarded, it must be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the District may accept the one it chooses.

3. If no bids are received through the formal or informal procedure, the project may be performed by the employees of the District by force account, or negotiated contract without further complying with the Act.

F. PROHIBITION ON SPLITTING PROJECTS TO EVADE BIDDING THRESHOLDS

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Act requiring work to be done by contract after competitive bidding.

This ordinance shall be a general regulation of the District and shall be published once in local newspapers of general circulation within the District, and shall be effective on the latter of either the eighth calendar day following such publication or May 8, 2019.

I CERTIFY that at a regular meeting on this 24th of April this ordinance was passed and adopted by the Board of Directors of Crockett Community Services District on the 24th day of April 2019, by the following vote:

AYES:	Members:
NOES:	Members:
ABSTAIN:	Members:

Kent Peterson
President of the Board of Directors
Crockett Community Services District
Crockett, California

Dale McDonald
Secretary of the District
Crockett Community Services District
Crockett, California

Approved as to form: _____
John D. Bakker
Counsel for the District



Contra Costa Local Agency Formation Commission Draft Municipal Service Review Update

March 2019

Contra Costa LAFCO Members

Commissioner Tom Butt, Chair, City Member
Commissioner Candace Andersen, Vice Chair, County Member
Commissioner Donald A. Blubaugh, Public Member
Commissioner Federal Glover, County Member
Commissioner Rob Schroder, City Member
Commissioner Michael R. McGill, Special District Member
Commissioner Igor Skaredoff, Special District Member
Commissioner Diane Burgis, County Member, Alternate
Commissioner Stanley Caldwell, Special District Member, Alternate
Commissioner Charles R. Lewis, IV, Public Member, Alternate
Commissioner Sean Wright, City Member, Alternate

*Prepared by:
Lamphier-Gregory
1944 Embarcadero
Oakland, CA 94606*



CHAPTER 1

INTRODUCTION AND MUNICIPAL SERVICE REVIEW SUMMARY

1.1 OVERVIEW

Local agency formation commissions (LAFCOs) are countywide agencies created by the California State legislature to discourage urban sprawl and encourage the orderly formation and development of local government agencies. LAFCOs are unique to California and there is one LAFCO in each county. LAFCO's efforts are directed at the provision of efficient and economical municipal services, logical and orderly development, and the preservation of agricultural and open space lands.

LAFCOs are charged with regulating local agency spheres of influence (SOIs) and service boundaries, including annexations and detachments; city incorporations; district formations, consolidations, mergers and dissolutions; and extension of services outside jurisdictional boundaries.

LAFCOs are also charged with preparing Municipal Service Reviews (MSRs). This MSR Update was prepared by Lamphier-Gregory and Berkson Associates for Contra Costa LAFCO. MSRs are state-mandated comprehensive analyses of specific services provided by municipalities and special districts that fall within the purview of LAFCOs. MSRs provide information about service delivery, evaluate how services are provided, and recommend actions to improve the provisions of services, and highlight best practices, risks and challenges facing the agencies. The MSR culminates in updating the sphere of influence (SOI) for each agency covered in the Review. SOIs are important as they designate an agency's probable future boundary and service area.

As part of the MSR process, LAFCOs must prepare written determinations for the following:

- Growth and population projections for the affected area
- Location and characteristics of Disadvantaged Unincorporated Communities within or contiguous to the SOI
- Present and planned capacity of public facilities and adequacy of public service, including infrastructure needs and deficiencies
- Financial ability of the agency to provide services
- Status of and opportunities for shared facilities
- Accountability for community service needs, including governmental structure and operational efficiencies

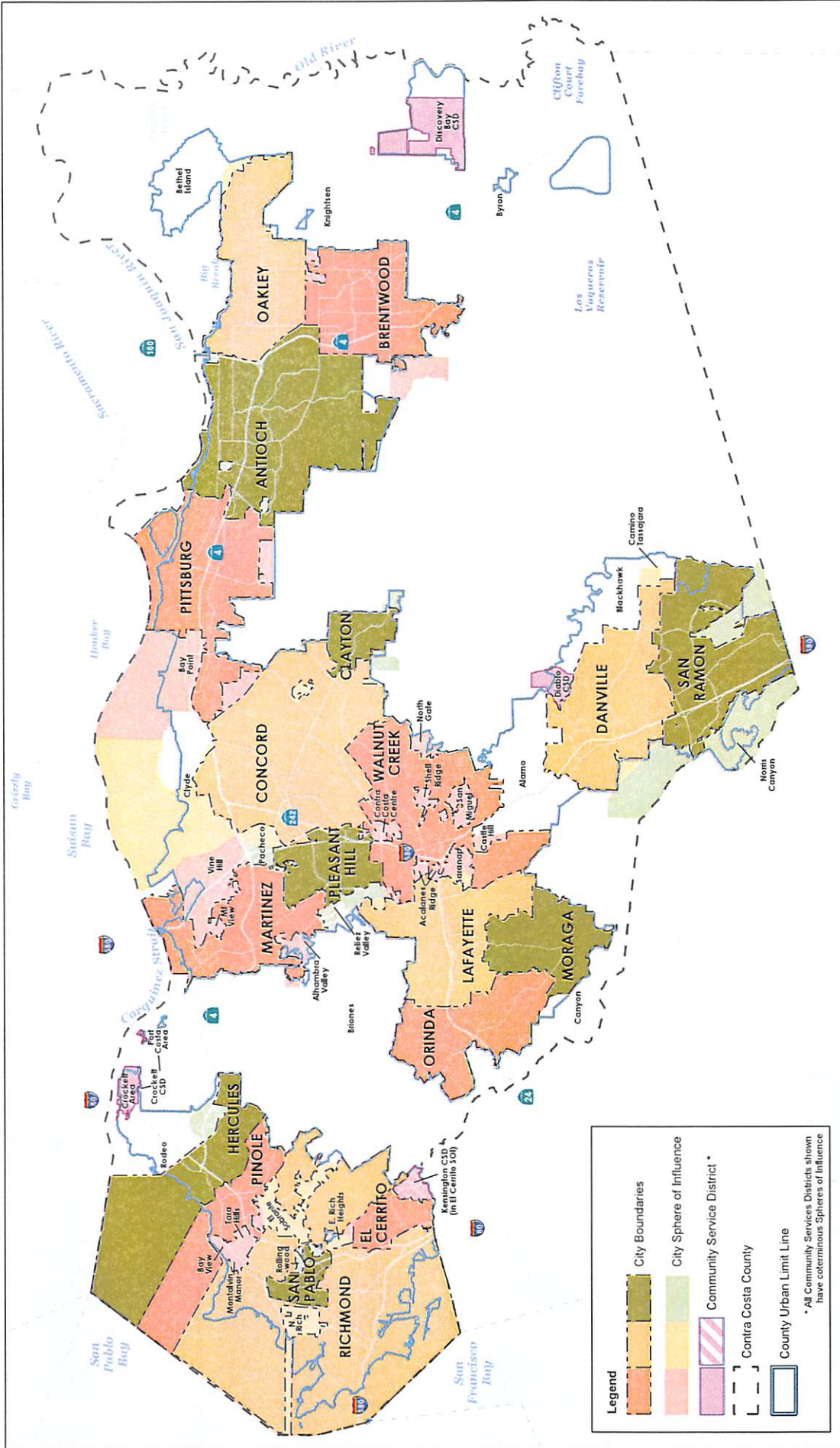
In accordance with the SOI updates, LAFCOs must prepare a written statement of determinations with respect to each of the following:

- Present and planned land uses in the area, including agricultural and open-space lands
- Present and probable need for public facilities and services
- Present capacity of public facilities and adequacy of public services
- Existence of any social or economic communities of interest if the commission determines that they are relevant to the agency.
- For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

The information, recommendations, and determinations contained in an MSR are intended to guide and inform decisions regarding updates to SOIs, changes of organization and reorganizations, and service extension decisions. The Draft MSR and SOI determinations and recommendations are included in the individual agency chapters.

Contra Costa LAFCO completed its first round MSRs in 2013. City services were covered in various first round MSRs (i.e., fire/emergency medical, law enforcement, library, parks and recreation, city services by sub region, water, and wastewater). To date, LAFCO has completed second round MSRs covering water, wastewater, reclamation, fire and emergency medical, and healthcare services.

This is the second round MSR covering city services and includes a review of municipal services provided by all 19 municipalities in Contra Costa County and four of the six Community Service Districts (CSDs). **Figure 1.1** shows the location of these entities within Contra Costa County.



Map created by the Contra Costa County Department of Information Systems, Planning & Community Development. This map is for informational purposes only. It is not intended to be used for legal or financial purposes. The County of Contra Costa does not warrant the accuracy or completeness of the information shown on this map. The County of Contra Costa is not responsible for any errors or omissions on this map. The County of Contra Costa is not responsible for any damages, including consequential damages, arising from the use of this map. The County of Contra Costa is not responsible for any claims, damages, or liabilities arising from the use of this map. The County of Contra Costa is not responsible for any claims, damages, or liabilities arising from the use of this map. The County of Contra Costa is not responsible for any claims, damages, or liabilities arising from the use of this map.

Figure 1.1. Contra Costa County
March 2019

1.2 SERVICES REVIEWED AND FOCUS AREAS

Municipalities and CSDs can provide a range of services. For this MSR Update, Contra Costa LAFCO chose to focus on some but not all the services jurisdictions provide including:

- Animal Control
- Broadband
- Building/Planning
- Law Enforcement
- Library
- Lighting
- Parks and Recreation
- Solid Waste
- Streets
- Stormwater
- Utilities (gas, electricity/community choice aggregation)

This MSR Update has four focus areas:

- Updating profile data including growth and population, jobs/housing, finances (expenses, revenues, debt, reserves, related fiscal health indicators), and staffing
- Shared services (i.e., joint powers and joint use agreements, contracts between public agencies, public-private partnerships)
- Infill development/sprawl prevention/islands
- Agricultural/open space preservation

There is substantial variation among jurisdictions regarding what services they provide directly and what services are provided by others. When a service provider other than the city itself is used, the outside provider is often the County. Examples include County library services and animal control. In other situations, a special district (e.g., Central Contra Costa Sanitary District) provides the services and the City has no financial role.

Table 1.1 shows services provided by the cities and CSDs, as well as under contract with other service providers.

This report fulfills Contra Costa LAFCO's responsibility to conduct an MSR prior to or in conjunction with SOI updates for those jurisdictions that provided enough information for this report. The MSR serves as a resource to help the public better understand how municipal services are provided.

TABLE 1.1
SERVICE PROVISION OVERVIEW

CITY / CSD	ANIMAL CONTROL	BROADBAND	BUILDING / PLANNING	LAW ENFORCEMENT	LIBRARY	LIGHTING	PARKS & RECREATION	SOLID WASTE	STREETS	STORMWATER	UTILITIES
Antioch	City	SP	City	City	SP	City	City	SP	City	City	SP
Brentwood	SP	SP	City	City	SP	SP	City	City	City	City	SP
Clayton	SP	SP	City	City	SP	City/SP	City	SP	City	City	SP
Concord	SP	SP	City	City	SP	City	City	SP	City	City	SP
Danville	SP	SP	Town	SP	SP	Town	Town	SP	Town	Town	SP
El Cerrito	SP	SP	City	City	SP	City	City	City/SP	City	City/SP	SP
Hercules	SP	SP	City/SP	City	SP	City	City	City/SP	City	City	SP
Lafayette	SP	SP	City/SP	SP	SP	City	City/SP	SP	City	City	SP
Martinez	SP	SP	City	City	SP	City	City	SP	City	City	SP
Moraga	SP	SP	Town	Town/SP	SP	Town	Town	SP	Town	Town	SP
Oakley	SP	SP	City	City	SP	City/SP	City/SP	SP	City	City	SP
Orinda	SP	SP	City/SP	SP	SP	City	City	SP	City	City	SP
Pinole	SP	SP	City	City	SP	City	City	SP	City	City	SP
Pittsburg	SP	SP	City	City	SP	City/SP	City	SP	City	City	SP
Pleasant Hill	SP	SP	City	City	SP	City	SP	SP	City	City	SP
Richmond	SP	SP	City	City	City	City	City	SP	City	City	SP
San Pablo	SP	SP	City	City	SP	City	City	SP	City	City	SP
San Ramon	SP	SP	City	City	SP	City/SP	City	SP	City	City	SP
Walnut Creek	SP	SP	City	City	SP	City	City	SP	City	City	SP
COMMUNITY SERVICES DISTRICTS											
Crockett	SP	SP	SP	SP	SP	SP	CSD	CSD/SP	SP	SP	SP
Diablo	SP	SP	SP	CSD/SP	SP	CSD/SP	CSD	SP	CSD	SP	SP
Discovery Bay	SP	SP	SP	SP	SP	SP	CSD	SP	SP	SP	SP
Kensington	SP	SP	SP	CSD	SP	SP	CSD	SP	SP	SP	SP

SP = other service provider

1.3 ORGANIZATION OF THIS INTRODUCTION AND SUMMARY

This summary has the following sections. Key conclusions in each section are presented below.

Methodology Summary

This MSR Update was prepared by the MSR consultants under direction of the LAFCO Executive Officer using input provided by the cities and CSDs. The work began in mid-2018. Draft chapters were distributed to each subject agency and their comments are incorporated where relevant. The Public Review Draft MSR was released in March 2019 and is undergoing a 30-day public comment period. There will be a public hearing at the Contra Costa LAFCO meeting on April 17. After comments are incorporated, a Final Draft will be prepared and released. On June 12, the Commission will discuss the final draft and will be asked to accept the MSR, make required findings and determinations, and approve the SOI updates.

Growth and Population Update

Population in the County is expected to increase from an estimated 1,132,140 in 2017 to approximately 1,387,000 by 2040. Growth projections are not distributed evenly across the jurisdictions and Concord, Richmond, and Antioch are expected to grow the most.

Jobs, Employed Residents and Housing

Most jurisdictions in Contra Costa have jobs/employed residents and jobs/housing units ratios that are lower than many inner-Bay counties. These low values indicate that Contra Costa serves as a bedroom area for those counties that attract most employment. Until conditions change, this situation causes longer commute times, results in wasted off-peak capacity in the transportation network, and increases the amount of pollutants emitted by transportation.

Financial Status of Municipalities and CSDs

Financial conditions vary among jurisdictions. Several jurisdictions have a healthy financial condition. A few jurisdictions face heavy debt loads compared with their revenue and many have large unfunded pension and to a lesser extent other post-employment benefit (OPEB) liabilities. Short-term financial conditions are only severe in El Cerrito, where this report recommends further analysis before any future SOI adjustment is considered. Many cities are improving their financial condition and outlook.

Shared Services

Probably all jurisdictions participate in some shared services, either directly through a contract with another jurisdiction or through participation in a joint powers agreement. Shared services provide efficiencies and economies for jurisdictions and their citizens.

Infill Development/Sprawl Prevention/Islands

LAFCO encourages jurisdictions to pursue infill development before adding new land to either the SOI or boundary. Achieving this goal is supported by the existence of voter approved Urban Limit Lines (ULLs) and Urban Growth Boundaries (UGBs) covering all jurisdictions in the County, and by Contra Costa LAFCOs Agricultural and Open Space Preservation Policy (AOSPP). These policies also discourage sprawl.

There are 16 small “city” islands in the County, and Contra Costa LAFCO has a policy to discourage the creation of islands and encourage annexation of small islands. Several of the islands include disadvantaged communities that would benefit from annexation to an adjacent city.

Sphere of Influence Recommendations

This report recommends that Contra Costa LAFCO maintain and reaffirm the SOIs for the 23 jurisdictions studied in this report. The report also recommends that no changes to the SOIs of six jurisdictions be approved until further analysis is completed.

1.3.1 METHODOLOGY

The municipal services reviewed as part of this MSR Update were identified at the outset of the process; as well as types of data required, a timeline for data collection, and criteria to be used when making the MSR and SOI determinations required as part of this report.

In May 2018, the LAFCO Executive Officer and lead MSR consultant attended the monthly Public Managers Association meeting to kick-off the MSR Update process. In June 2018, questionnaires were sent to City/District Managers and Finance Directors. In addition to agency questionnaires, the MSR team conducted a comprehensive review of publicly available documents from existing, readily available sources (e.g., US Census, Association of Bay Area Governments, State Department of Finance, city, district, and county websites). To assist in the data gathering process, an Agency Profile (partially pre-populated by MSR team) was distributed to each city and CSD with a request to verify and supplement the data. Agency profiles focused on MSR-related issues (i.e., agency overview; agency services, finances, growth and population; boundaries, islands, disadvantaged communities). For each of the agencies being reviewed, a list of service level statistics was compiled to help determine the adequacy of public services provided by each city and CSD. These agency-specific service level statistics are provided in Attachment B.

Following the verification and augmentation of the Agency Profile data, a draft profile chapter was prepared and sent to each city and CSD for review, verification, and comments. In some cases, the requested data was not provided in time to be included in this MSR.

Upon release of the Public Review Draft MSR, each subject agency was notified by email, and each agency is encouraged to place the Draft MSR on their meeting agenda for public discussion. The public comment period is 30 days.

A public hearing will be held on April 17, 2019 to discuss the draft MSR. Following a public hearing, public comments, and Commissioner input, a Final Draft MSR will be prepared and distributed for additional public comment.

On June 12, 2019, Contra Costa LAFCO will hold a public hearing on the Final Draft MSR at which time the Commission will be asked to accept the MSR, make the required findings and determinations, and approve the SOI updates.

1.3.2 GROWTH AND POPULATION UPDATE

In 2018, Contra Costa County's population was estimated by the California Department of Finance at 1,149,363 placing it as the ninth largest county in California.¹ The Association of Bay Area Governments (ABAG) forecasts city and County populations as shown in **Table 1.2**.² Forecast 2010-2040 growth ranges from less than 600 in Clayton to more than 76,000 in Concord while percentage growth over the same period ranges from 5.5% in Clayton to 62.8% in Concord.

TABLE 1.2
YEAR 2010, 2017, AND 2040 POPULATION ESTIMATES AND PROJECTIONS
CONTRA COSTA COUNTY

JURISDICTION	2010	2017 ¹	2040
Antioch	101,695	113,061	130,725
Brentwood	52,020	63,042	84,460
Clayton	10,665	11,431	11,255
Concord	122,155	129,159	198,850
Danville	42,470	44,396	47,350
El Cerrito	23,550	24,939	29,075
Hercules	23,680	26,317	28,700
Lafayette	23,995	25,655	26,815
Martinez	35,995	38,097	40,035
Moraga	16,035	16,991	18,080
Oakley	35,280	41,742	54,435
Orinda	17,300	19,199	18,745
Pinole	18,940	19,236	21,930
Pittsburg	63,415	72,647	91,615
Pleasant Hill	32,990	35,068	35,925
Richmond	103,050	119,067	164,220
San Pablo	29,730	31,593	34,090
San Ramon	71,295	82,643	84,165
Walnut Creek	64,920	70,667	81,265

¹ California Department of Finance, January 1, 2018 estimate. Available at: <http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/>

² ABAG. Projections 2017.

JURISDICTION	2010	2017 ¹	2040
Crockett CSD		2,562	
Diablo CSD		807	
Discovery Bay CSD		14,765	
Kensington CSD		5,602	
Unincorporated County	162,645	172,513	199,105
Contra Costa County Total ²	1,051,830	1,149,363	1,387,300

¹ California Department of Finance, January 1, 2018 estimate for cities; American Community Survey, 2016 estimate for CSDs.

² Total reflects total of incorporated areas and balance of unincorporated County.

1.3.3 JOBS, EMPLOYED RESIDENTS, AND HOUSING

Historically, jurisdictions in Contra Costa County have provided more housing than they have jobs. This leads to suboptimal use of transportation resources, increases travel times and costs for residents, produces more pollutants than would occur if commuting distances were shorter, and allows residents less time to spend with their families and in their communities.

The jobs/employed residents' ratio measures the balance between where people work and where they live.

Jobs/employed resident ratios close to 1.0 imply that those who work in an area are likely to be employed in the same area, although a 1.0 ratio does not necessarily mean that the people who live in a municipality work there or that those who work in a municipality live there. As the size and population of the area being considered increases, the ratio will move towards 1.0, i.e., the ratio is more likely to be close to 1.0 for the nine-county Bay Area than for a single jurisdiction. Higher ratios suggest more jobs than employed residents while lower ratios suggest more employed residents than jobs.

Table 1.3 shows jobs compared with employed persons for the municipalities in Contra Costa County. Several jurisdictions have ratios of less than 0.5, indicating a jobs/ employed resident imbalance. Several of these jurisdictions are in eastern Contra Costa County. The overall ratio of 0.70 for Contra Costa shows the County serves as a bedroom for people who work elsewhere. For purposes of comparison, a similar analysis conducted for Santa Clara County in 2015 showed a county-wide Jobs/Employed Resident ratio of 1.18.

TABLE 1.3
JOBS, EMPLOYED RESIDENTS, AND JOBS PER EMPLOYED RESIDENT BY JURISDICTION
YEARS 2010 AND 2040

JURISDICTION	JOBS		EMPLOYED RESIDENTS		JOBS PER EMPLOYED RESIDENT	
	2010	2040	2010	2040	2010	2040
Antioch	20,115	25,745	48,385	61,020	0.42	0.42
Brentwood	11,625	11,990	18,095	29,030	0.64	0.41
Clayton	1,995	2,095	6,245	6,975	0.32	0.30
Concord	54,275	95,455	61,520	93,480	0.88	1.02
Danville	11,840	13,120	21,280	26,630	0.56	0.49
El Cerrito	5,315	5,910	12,590	16,170	0.42	0.37
Hercules	4,955	5,420	12,370	15,300	0.40	0.35
Lafayette	8,990	9,940	12,185	15,030	0.74	0.66
Martinez	20,710	26,085	19,565	22,000	1.06	1.19
Moraga	4,570	5,725	7,620	9,400	0.60	0.61
Oakley	3,410	5,365	15,425	23,080	0.22	0.23
Orinda	4,835	5,500	8,275	10,435	0.58	0.53
Pinole	6,700	8,485	9,345	10,665	0.72	0.80
Pittsburg	11,835	15,615	27,185	39,380	0.44	0.40
Pleasant Hill	16,360	19,800	17,420	19,550	0.94	1.01
Richmond	30,685	61,815	44,610	70,010	0.69	0.88
San Pablo	7,430	9,100	10,970	12,840	0.68	0.71
San Ramon	47,950	71,775	36,240	46,940	1.32	1.53
Walnut Creek	50,855	58,090	32,075	42,240	1.59	1.38
Unincorporated County	35,790	41,085	76,035	95,700	0.47	0.43
Contra Costa County Total	360,230	498,115	497,445	665,875	0.72	0.75

Source: ABAG Projections 2017

Another frequently used measure of whether the number of housing units can meet demand is the jobs/housing ratio. This measures the number of jobs as a fraction of the number of housing units. This ratio will differ from the jobs/employed resident ratio because the number of employed residents per housing unit will differ from 1.0 and many housing units are occupied only by residents who are not employed (e.g., retirees). **Table 1.4** shows the jobs/housing ratio for municipalities in Contra Costa. There is a close to 1:1 match between jobs and housing units countywide, but there is much variation among jurisdictions. The ratio in several jurisdictions is expected to move further away from 1.0 which implies an imbalance. For purposes of comparison, a similar analysis of the cities in Santa Clara County completed in 2014 found a jobs housing ratio of 1.63, a level exceeded by only three of Contra Costa's 19 jurisdictions.

TABLE 1.4
 JOBS, HOUSING UNITS, AND JOBS/HOUSING RATIO FOR CONTRA COSTA JURISDICTIONS
 YEARS 2010 AND 2040

JURISDICTION	JOBS		HOUSING UNITS		JOBS/HOUSING RATIO	
	2010	2040	2010	2040	2010	2040
Antioch	20,115	25,745	34,849	41,830	0.58	0.62
Brentwood	11,625	11,990	17,523	27,550	0.66	0.44
Clayton	1,995	2,095	4,086	4,205	0.49	0.50
Concord	54,275	95,455	47,125	67,145	1.15	1.42
Danville	11,840	13,120	15,934	16,300	0.74	0.80
El Cerrito	5,315	5,910	10,716	12,355	0.50	0.48
Hercules	4,955	5,420	8,553	9,835	0.58	0.55
Lafayette	8,990	9,940	9,651	10,165	0.93	0.98
Martinez	20,710	26,085	14,796	15,640	1.40	1.67
Moraga	4,570	5,725	57,554	6,020	0.08	0.95
Oakley	3,410	5,365	11,484	17,050	0.30	0.31
Orinda	4,835	5,500	6,804	6,935	0.71	0.79
Pinole	6,700	8,485	7,158	7,430	0.94	1.14
Pittsburg	11,835	15,615	21,126	27,525	0.56	0.57
Pleasant Hill	16,360	19,800	14,321	14,550	1.14	1.36
Richmond	30,685	61,815	39,328	56,310	0.78	1.10
San Pablo	7,430	9,100	9,571	10,010	0.78	0.91
San Ramon	47,950	71,775	26,222	30,920	1.83	2.32
Walnut Creek	50,855	58,090	32,681	38,650	1.56	1.50
Unincorporated County	35,790	41,085	-	69,530	-	0.59
Contra Costa County Total	360,230	498,115	-	489,955	-	1.02

Sources: ABAG Projections 2017; Bay Area Census housing unit data for 2010

In addition to the ABAG projections, there are other regional planning and policymaking efforts to help guide development in Contra Costa County. For over a decade, local governments and regional agencies have been working together to encourage the growth of jobs and production of housing in areas supported by amenities and infrastructure. Plan Bay Area, developed and approved by ABAG and the Metropolitan Transportation Commission (MTC), is a long-range integrated transportation and land use/housing strategy for the San Francisco Bay Area, including Contra Costa County.³ Plan Bay Area was first adopted in 2013 and updated four years later as required by law. In August 2019, ABAG and MTC will embark on another update.

³ ABAG and MTC, Plan Bay Area 2040, Regional Transportation Plan and Sustainable Communities Strategy for the San Francisco Bay Area, 2013, as amended July 2017.

Plan Bay Area is the regional response to California Senate Bill 375 – the California Sustainable Communities and Climate Protection Act of 2008, which requires the state’s metropolitan areas to reduce greenhouse gas emissions from cars and light trucks. Plan Bay Area directs new growth within existing urban footprints, locally adopted urban growth boundaries, and along major transit corridors, which is anticipated to provide more development in pedestrian- and bike-friendly areas that are close to public transit, jobs, schools, shopping, recreation, and other amenities.⁴ Directing growth to these areas has the ancillary effect of protecting farmland, open space, and natural resources in the Bay Area, and is in line with the goals of LAFCOs.

As part of the Plan Bay Area development process, local jurisdictions have identified Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs), forming the implementing framework. PDAs are areas where new development will support the day-to-day needs of residents and workers in a pedestrian-friendly environment served by transit. PCAs are areas of regionally significant open space facing development pressure and for which there is a broad consensus for long-term protection. Promoting development within PDAs reduces development pressure on open space and agricultural lands—a key interest of LAFCOs. Municipalities in Contra Costa County (except for Brentwood and Clayton) have identified at least one PDA within their boundaries. Contra Costa County has also identified PDAs within urbanized unincorporated areas.

Other regional plans that help guide development and preserve agricultural and open space land including the East Contra Costa Habitat Conservation Plan and various land use compacts (e.g., Briones Hills Agricultural Preservation Area compact).

1.3.4 FINANCIAL STATUS OF CITIES, TOWNS AND CSDS

In the first decade of this millennium, several jurisdictions in Contra Costa were growing rapidly and their budgets benefitted from the increases in assessed valuation, sales tax receipts, and other taxes and fees associated with new development. The economic slowdown that began in 2008 hit Contra Costa local government agencies hard, especially those municipalities that had a large share of new housing stock. Several of these jurisdictions saw their assessed valuation, which drives property tax revenue, decline significantly due to rampant home foreclosures and vacancies. Jurisdictions with older housing stock saw a smaller percentage decline in assessed values because Proposition 13 caps had kept assessed valuations below market values and even as market values declined, they did not dip below Proposition 13 assessed valuation caps. In addition, sales tax declined significantly as did other sources of revenue.

Jurisdictions responded by cutting spending where possible. Some also raised fees as permissible under state law and went to their voters to ask them to approve additional taxes. The result is that even if one ignores the unequal allocation of base property taxes which can be the result of several factors, jurisdictions are funded unevenly as is shown in **Table 1.5**.

⁴ Local jurisdictions maintain control of all decisions to adopt plans and permit or deny development projects.

TABLE 1.5
COMPARISON OF SELECTED CITY REVENUE ENHANCEMENTS FY 2017

CITY	PROPERTY TAX % RATE (1)	PROPERTY TAX % OF GENERAL FUND	PARCEL TAX SPEC. ASSESS.	1% SALES TAX % OF GF	ADDITIONAL LOCAL SALES TAX % RATE	ADDITIONAL LOCAL SALES TAX EXPIRES	UTILITY USERS TAX (2)	TOTAL % RATE (3)
Antioch	11.4%	34%	n/a	37%	0.50%	2021	n/a	10.0%
Brentwood	13.4%	27%	n/a	18%	n/a	n/a	n/a	10.0%
Clayton	0.7%	54%	\$1,100,000	10%	n/a	n/a	n/a	4.0%
Concord	10.6%	15%	n/a	45%	0.50%	2025	n/a	10.0%
Danville	7.6%	55%	\$580,000	22%	n/a	n/a	n/a	6.5%
El Cerrito	22.2%	27%	n/a	22%	1.00%	2026	8%	10.0%
Hercules	5.4%	7%	n/a	13%	0.50%	n/a	8%	10.0%
Lafayette	6.7%	28%	n/a	18%	n/a	n/a	n/a	9.5%
Martinez	15.9%	37%	n/a	21%	0.50%	2031	n/a	10.0%
Moraga	5.3%	26%	n/a	12%	1.00%	2033	n/a	n/a
Oakley	7.1%	46%	n/a	14%	n/a	n/a	n/a	10.0%
Orinda	7.4%	48%	\$514,000	15%	0.50%	2022	n/a	10.0%
Pinole	18.8%	20%	n/a	44%	1.00%	n/a	8%	10.0%
Pittsburg	18.3%	8%	n/a	32%	n/a	n/a	n/a	12.0%
Pleasant Hill	5.7%	25%	\$560,000	35%	0.50%	2037	1% (intrastate tel)	10.0%
Richmond	28.5%	22%	n/a	25%	1.00%	n/a	9.5%-10%	10.0%
San Pablo	9.8%	2%	n/a	9%	0.50%	2022 (.25%)	4%	12.0%
San Ramon	9.6%	39%	\$6,900,000	20%	n/a	n/a	n/a	7.25%
Walnut Creek	9.5%	27%	n/a	24%	n/a	n/a	n/a	8.5%

(1) Increment Factor (% share of tax growth) for TRA with the majority of agency assessed value (Report: EA3281-01_2017_18; fund codes from Report: DG3876 Chart of Funds; Property Tax Division Contra Costa County Office of the Auditor-Controller).

(2) Utility Users Tax, CaliforniaCityFinance.com, Michael Coleman 530.758.3952, file: "UUT15p.xlsx", 2015.

(3) Transient Occupancy Tax, CaliforniaCityFinance.com, Michael Coleman 530.758.3952, file: "TOT15p.xlsx", 2015.

While many jurisdictions face fiscal challenges, all the subject municipalities and CSDs believe they can meet their obligations and provide necessary services over the next five years. Several jurisdictions have used reserves to offset revenue declines rather than relying solely on service reductions; and as a result, their fund balances have not returned to their locally established goals. Detailed findings can be found in the analyses of each local agency.

There are several fiscal challenges facing many jurisdictions.

- The cost of pensions and OPEBs are increasing and are likely to consume an increasing share of jurisdictions' expenditures. Barring new revenue sources or changes to pension laws, there is no easy fix.
- Stormwater control requirements mandated by regional and state agencies are increasing the cost of treating stormwater without providing compensating new revenue sources. In addition, there are other unfunded mandates facing jurisdictions.
- The incremental sales taxes approved by voters in some jurisdictions will expire and to date voters have not been asked to approve extensions.
- Many cities used redevelopment to fund capital projects deemed necessary to the revitalization of most cities in Contra Costa County. The importance of redevelopment varied by city and in some cases included only a small portion of a city and in others covered much of the incorporated area. Redevelopment funds also represented the largest source of public funding produced by cities that was channeled into affordable housing. Redevelopment was canceled in 2011 and obligations incurred by that time are being funded. There are some successor programs for redevelopment but those have not been used extensively to date.
- Many activities of jurisdictions involve providing capital infrastructure including roads and signalization, stormwater drains, sidewalks, parks and recreation facilities, other public buildings, and water and sewerage systems in some cities. Many cities do not spend enough on capital facilities to offset the effects of depreciation and changes in technology. There is some funding available from county, regional, state, and federal sources for roads and signalization but this is often insufficient compared with the need. Some jurisdictions seek voter approval for special taxes and fees to cover these costs. Many, but not all of these initiatives have been successful, but a capital funding shortfall remains. Because reinvestment in capital facilities is often less than depreciation, many jurisdictions are recording a decline in net assets.

Highlights of finance issues for each jurisdiction are listed in **Table 1.6**.

TABLE 1.6
SIGNIFICANT FINANCIAL CONSIDERATIONS BY JURISDICTION

JURISDICTION	NET WORTH/RESERVES	REVENUES AND EXPENDITURES	OTHER
Antioch	<ul style="list-style-type: none"> Stable net position and improving liquidity ratio Increasing pension and OPEB liabilities 	<ul style="list-style-type: none"> Local sales tax expires in 2021 	<ul style="list-style-type: none"> Require funds for road repair
Brentwood	<ul style="list-style-type: none"> Improving net position and improving liquidity ratio 	–	–
Clayton	<ul style="list-style-type: none"> Improving net position and stable liquidity ratio Increasing pension and OPEB liabilities 	–	<ul style="list-style-type: none"> Low tax and expenditure rates
Concord	<ul style="list-style-type: none"> Stable net position and liquidity ratio Increasing pension and OPEB liabilities 	<ul style="list-style-type: none"> Foresees growing structural budget deficit 	<ul style="list-style-type: none"> Supplemental sales tax expires in 2025
Danville	<ul style="list-style-type: none"> High unrestricted funds balance Improving liquidity ratio 	–	<ul style="list-style-type: none"> Defined contribution retirement plan
El Cerrito	<ul style="list-style-type: none"> Stable net position and low liquidity ratio Increasing pension and OPEB liabilities 	<ul style="list-style-type: none"> Local sales tax expires in 2026 	<ul style="list-style-type: none"> Low reserves
Hercules	<ul style="list-style-type: none"> Low but stable liquidity ratio 	–	<ul style="list-style-type: none"> High debt burden given city size
Lafayette	<ul style="list-style-type: none"> Stable net position and declining liquidity ratio 	<ul style="list-style-type: none"> Multiple failed local tax elections 	<ul style="list-style-type: none"> Defined contribution retirement plan
Martinez	<ul style="list-style-type: none"> Improving liquidity ratio Increasing pension liability 	<ul style="list-style-type: none"> Local sales tax expires in 2033 	–
Moraga	<ul style="list-style-type: none"> Stable liquidity ratio Increasing pension liabilities 	<ul style="list-style-type: none"> Local sales tax expires in 2033 	<ul style="list-style-type: none"> Inadequate reserves

JURISDICTION	NET WORTH/RESERVES	REVENUES AND EXPENDITURES	OTHER
Oakley	<ul style="list-style-type: none"> Improving liquidity ratio Low pension and no OPEN liability 	-	-
Orinda	<ul style="list-style-type: none"> Declining liquidity ratio 	<ul style="list-style-type: none"> Local sales tax expires in 2022 	<ul style="list-style-type: none"> Defined contribution retirement plan
Pinole	<ul style="list-style-type: none"> Improving liquidity ratio Increasing pension liability and stable OPEB liability 	<ul style="list-style-type: none"> Projecting shortfalls due to pension costs 	-
Pittsburg	<ul style="list-style-type: none"> Decreasing liquidity ratio Increasing pension liability 	<ul style="list-style-type: none"> Using reserves to offset shortfalls 	-
Pleasant Hill	<ul style="list-style-type: none"> Decreasing liquidity ratio Increasing pension liability 	-	<ul style="list-style-type: none"> Low debt per capita
Richmond	<ul style="list-style-type: none"> Low liquidity ratio Low fund balances given budget size Increasing pension liability 	<ul style="list-style-type: none"> High expenditures per capita 	<ul style="list-style-type: none"> Voters have approved multiple additional taxes
San Pablo	<ul style="list-style-type: none"> Decreasing but high liquidity ratio Increasing pension liability 	<ul style="list-style-type: none"> Half of local sales tax expires in 2022 	-
San Ramon	<ul style="list-style-type: none"> Fluctuating liquidity ratio 	-	<ul style="list-style-type: none"> Expenditures for new civic center affect trends
Walnut Creek	<ul style="list-style-type: none"> Fluctuating liquidity ratio Increasing pension liability 	-	<ul style="list-style-type: none"> Low debt per capita
Crockett CSD	<ul style="list-style-type: none"> Relatively small agency Increasing pension liability 	-	<ul style="list-style-type: none"> Enterprise activities larger than general government activities

JURISDICTION	NET WORTH/RESERVES	REVENUES AND EXPENDITURES	OTHER
Diablo CSD	<ul style="list-style-type: none"> Relatively small agency Declining liquidity ratio 	-	<ul style="list-style-type: none"> Defined contribution retirement plan
Discovery Bay CSD	<ul style="list-style-type: none"> Stable liquidity ratio 	-	<ul style="list-style-type: none"> Enterprise activities larger than general government activities Defined contribution retirement plan
Kensington CSD	<ul style="list-style-type: none"> Stable liquidity ratio Increasing pension liability 	-	-

POSITIVE FISCAL INDICATORS

Several cities and districts covered in this MSR Update have made positive strides to enhance fiscal health including maintaining strong liquidity ratios (i.e., most agencies covered in this MSR), reducing debt obligation, maintaining a positive net position, implementing successful local revenue measures, and preparing timely financial planning reports. Some examples are presented below.

- Cities of Clayton and Pleasant Hill, as well as Crockett, Diablo and Discovery Bay CSDs report having no outstanding debt obligations
- Cities/towns of Danville, Lafayette, and Orinda, as well as Diablo and Discovery Bay CSDs have no unfunded pension liabilities
- Many cities have minimal or no OPEB unfunded liabilities
- Most of the subject cities and CSDs regularly update their capital improvement programs to plan for funding future improvements
- All the subject cities and CSDs prepare annual financial reports reviewed by independent auditors and issue Certified Annual Financial Reports; and with a few exceptions, these reports are prepared in a timely manner

While cities and CSDs can take steps to stabilize and improve financial conditions, over the longer-term, state legislation is needed to address many of the issues, such as changes to the pension system, state funding of infrastructure, and unfunded state mandates.

1.3.5 SHARED SERVICES

Probably all jurisdictions participate in some shared services, either directly through a contract with another jurisdiction, participation in a joint powers agreement such as for solid waste management (e.g., Central Contra Costa Solid Waste Authority) or in a voter approved entity including the Contra Costa Transportation Authority. Shared services are valuable. Examples of shared services are shown below and are discussed further in the individual agency profiles

- Many cities have shared agreements with Contra Costa County for library facilities and services.
- The City of San Pablo's shared Police Dispatch and Records Management System is a shared joint function with the cities of Pinole and Hercules; and the City of San Pablo has joint use arrangements with the West Contra Costa Unified School District.
- The San Ramon Police Department (PD) participates in the Central County SWAT Team with Martinez, Walnut Creek, Pleasant Hill, and Bay Area Rapid Transit Police to safely resolve critical incidents. The San Ramon PD also uses a joint-use 911 Communications Center for all emergency and non-emergency calls for service. The City of San Ramon shares capital facilities with San Ramon Unified School District for school parks, the aquatic center, and the Dougherty Valley Performing Arts Center. Additionally, the two San Ramon libraries are shared with the County library system.
- The City of Walnut Creek owns several facilities which are leased by other agencies (i.e., Lindsay Wildlife Experience, Heather Farm, UC Master Gardeners, Walnut Creek Historical Society, Assistance League of Diablo Valley, Walnut Creek Model Railroad Center, Walnut Creek Downtown, Walnut Creek Library). Walnut Creek also provides street sweeping services to Lafayette under a contract.
- The Discovery Bay CSD leases an old fire house station from East Contra Costa Fire Protection District for landscaping services (i.e., crew and equipment).

1.3.6 INFILL DEVELOPMENT/SPRAWL PREVENTION/ISLANDS

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act, LAFCO is charged with encouraging efficient development of existing vacant lands and infill properties within an agency's boundary. This MSR reviews the sprawl prevention and infill development efforts of each city.

There are a number of regional efforts that help guide orderly, efficient patterns of urban development, prevent urban sprawl, and help preserve agricultural and open space lands. Such plans and policies include the ABAG/MTC Plan Bay Area, the Regional Housing Need Plan, voter approved ULLs/UGBs, regional transportation plans, and habitat conservation plans, as well as local agency and LAFCO plans and policies.

As part of the Plan Bay Area process, many cities have identified PDAs. The PDAs are intended to encourage the growth of jobs and production of housing in areas supported by amenities and infrastructure. Many Contra Costa cities are growing via infill development and do not anticipate that current or projected growth patterns will require expansion beyond their existing municipal boundaries or SOIs. As shown in this MSR Update, a majority of cities have identified undeveloped entitled residential acres in considering their anticipated future growth patterns, as well as a number of commercial and residential projects in the entitlement process. Plan Bay Area concentrates most growth in PDAs, all of which lie within existing urbanized areas.

Each jurisdiction is assigned a Regional Housing Needs Allocation (RHNA) that covers an eight-year period. Each jurisdiction must zone land in a manner suitable for the number and types of housing required by its RHNA to receive state approval of its housing element.⁵ All Contra Costa jurisdictions have done so.

Two additional regional policies discourage sprawl outside of existing urban boundaries and SOIs. First, Contra Costa voters approved an ULL that imposes financial penalties for the County and cities that approve development outside the ULL except in unusual circumstances. The County and 16 cities have adopted the countywide ULL. The cities of Antioch, Pittsburg, and San Ramon have their own voter approved UGBs. And while special districts and LAFCO are not bound by the ULL and UGBs, these agencies respect the growth boundaries.

Second, in 2016, Contra Costa LAFCO approved an AOSPP that promotes LAFCO's mission of supporting logical and orderly development and preserving agricultural and open space lands. LAFCO's policy provides goals, policies, and guidelines for stakeholders, applicants, and LAFCO Commissioners relating to LAFCO applications. LAFCO's AOSPP was developed to guide LAFCO's decisions regarding agricultural and open space lands in Contra Costa County, as well as to clarify LAFCO's expectations in reviewing applications that include agricultural and open space lands.

Contra Costa County has adopted policies intended to strengthen the agricultural sector of the economy which will make agricultural land less attractive for conversion. Also, some cities have developed policies relating to agriculture and open space preservation (see Attachment A).

Regarding islands, in 2012, Contra Costa LAFCO held a workshop on unincorporated islands in Contra Costa County; and subsequently developed a policy to discourage the creation of islands and encourage annexation of small islands. Islands create illogical boundaries and service challenges for residents and local agencies.

There are currently 16 small "city" islands in Contra Costa County that can be annexed through an expedited LAFCO process. These islands are located throughout the County and within the SOIs of the cities of Antioch, Brentwood, Clayton, Concord, Pleasant Hill, San Pablo, San Ramon, and Walnut Creek. Several of these islands are disadvantaged communities which could benefit from annexation to a city. LAFCO encourages annexation of these small islands.

1.4 SPHERE OF INFLUENCE DETERMINATIONS

Government Code section 56425(e) requires LAFCO to prepare a written statement of determinations as part of the review of the existing SOI for each local agency. The SOI determinations in this MSR Update are summarized below.

⁵ ABAG, Regional Housing Need Plan, San Francisco Bay Area, 2014-2022.

Present and Planned Land Uses (including agricultural and open space lands) – The cities and CSDs reviewed in this MSR Update plan for a variety of land uses within their boundaries, representing a continuation of the current mix of uses, including industrial, office, commercial, residential, transit oriented development, retail, agricultural, and open space. Present and planned land uses are adequate for existing residents as well as future growth, as demonstrated in the local agency General Plans.

Present and Probable Need for Public Facilities and Services – There are no anticipated changes in the type of public services and facilities required within the SOIs for the cities and CSDs reviewed in this MSR Update. The level of demand for these facilities and services, however, will increase commensurate with anticipated population and job growth over the next five years.

Present and Probable Future Capacity of Public Facilities and Services – The present capacity of public facilities in the cities and CSDs reviewed in this MSR Update appears adequate. The cities and CSDs reviewed in this MSR Update anticipate they will continue to have adequate capacity during the next five years.

Existence of any Social or Economic Communities of Interest – In general, communities of interest within the municipal boundaries of the cities and CSDs covered in this MSR Update are included within their SOIs. As part of this review, Contra Costa LAFCO has identified specific social or economic communities of interest relevant to the cities/towns of Danville, Lafayette, Pleasant Hill, San Pablo, and Walnut Creek.

There are several communities located in the East Danville and Camino Tassajara areas that are within Danville’s SOI and are communities of interest. There has been some growth and development in and around these areas. Also, there has been interest by some of the residents in these areas for enhanced police services and annexation to the Town of Danville. This report recommends that the Town consider annexing these areas.

In the past several years, there has been interest by neighborhood groups in the Newell Avenue/ Olympic Blvd and Reliez Valley areas to annex to the City of Lafayette. City officials have discussed potential annexation with these neighborhoods indicating that due to deficient infrastructure (e.g., roads, drainage); a special tax would be needed to support City services in these areas. Discussions continue with the interested parties.

Contra Costa LAFCO has identified three islands within the City of Pleasant Hill’s SOI that potentially represent communities of interest that the City should consider annexing.

The Rollingwood community is a community of interest and is a small island which can be annexed via an expedited process. LAFCO encourages the City of San Pablo to consider annexing the Rollingwood island.

There are several communities of interest within the City of Walnut Creek’s SOI but not within the municipal boundary. Residents in these areas have Walnut Creek addresses, travel City streets, attend City schools, and are surrounded by the City of Walnut Creek. This report recommends that the City consider annexing these island and pocket areas.

Present and Probable Need for Sewer, Municipal and Industrial Water, or Structural Fire Protection Public Facilities and Services of any Disadvantaged Unincorporated Communities Within the Existing SOI – There are disadvantaged communities within the boundary, SOI, or contiguous to the SOI of the cities of Antioch, Brentwood, Concord, El Cerrito, Martinez, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, and Walnut Creek.

Bethel Island in its entirety is a disadvantaged unincorporated community. Most of Bethel Island does not have access to municipal water service.

1.5 SPHERE OF INFLUENCE RECOMMENDATIONS

This report recommends that Contra Costa LAFCO maintain and reaffirm the existing SOI for the following cities and CSDs reviewed in this MSR Update:

- City of Antioch
- City of Brentwood
- City of Clayton
- City of Concord
- Town of Danville
- City of El Cerrito
- City of Hercules
- City of Lafayette
- City of Martinez
- Town of Moraga
- City of Oakley
- City of Orinda
- City of Pinole
- City of Pittsburg
- City of Pleasant Hill
- City of Richmond
- City of San Pablo
- City of San Ramon
- City of Walnut Creek
- Crockett CSD
- Diablo CSD
- Town of Discovery Bay CSD
- Kensington Police Protection and CSD

This report also recommends that any future SOI changes for the City of El Cerrito not be considered until such time as another review is conducted to examine the City's financial ability to provide services; and that any future SOI changes not be considered for the City of Concord, City of Hercules, Town of Moraga, City of Richmond, and Crockett CSD until such time as a more complete review has been conducted to examine their capacity, adequacy, and financial ability to provide services.

1.6 CONCLUDING REMARKS

Since the prior MSRs were last conducted for cities, towns, and CSDs, these jurisdictions have continued to provide service, have worked to address concerns raised in the prior MSRs, and several have secured new funding sources to address community needs. All jurisdictions have shown operational, financial, governance, and operational abilities to continue to provide services and to support reasonable growth within the next five years. This MSR recommends that the SOIs for all the studied jurisdictions remain unchanged at this time.

Many communities that were seriously affected by the Great Recession and its effects on residents and real estate values have now largely or fully recovered. There are potentially serious financial challenges, largely caused or exacerbated by pension obligations for those communities that offer defined-benefit retirement programs. Many jurisdictions are addressing this growing concern.

Compared to their peers in other Bay Area counties, jurisdictions in Contra Costa have a jobs/housing imbalance, namely too few jobs for the number of residents and housing units. This results in severe impacts on the transportation network and longer commutes that cause more pollution, greater commuting expenses, and excessive time away from families and communities. The region should rely on existing planning programs to address this concern and Contra Costa jurisdictions can advocate for a change in the policies that led to the current situation.

ACKNOWLEDGEMENTS

This MSR Update would not be possible without the substantial information and time investment provided by the 19 cities and 4 CSDs included in this report. We express our appreciation to the leadership of these agencies, including city managers, finance directors, public works directors, and community development directors, as well as to the staffs of the 23 agencies, whose contributions to the data gathering efforts were invaluable.

We also extend our thanks to Contra Costa LAFCO Executive Officer Lou Ann Texeira, who provided project direction and review; Richard Berkson of Berkson Associates, who provided the fiscal review and analysis for each agency; Don Tatzin, who provided assistance in writing the Executive Summary; and the County demographics/GIS staff, who prepared the maps and select demographic information for this MSR Update.

CHAPTER 21

CROCKETT COMMUNITY SERVICES DISTRICT

21.1 AGENCY OVERVIEW

The Crockett Community Services District (CSD), formed in 2006, covers an area of approximately 1.3 square miles and includes the unincorporated towns of Crockett and Port Costa, located in two separate and distinct areas. With an estimated combined population of 3,331, the CSD has a population density of approximately 2,562 persons per square mile.¹

The Crockett CSD lies in western Contra Costa County with the Carquinez Strait to the north, and County and East Bay Regional Park lands to the south, east, and west. The Sphere of Influence (SOI) for the Crockett CSD is coterminous with the service area boundary, with the exception of one parcel located west of Canyon Lake Drive (Port Costa area), as shown in **Figure 21.1**.

Land uses in the CSD are almost entirely residential and include parks and recreation, open space, and some agricultural land uses as designated in the Contra Costa County General Plan for grazing livestock or dry grain farming.

21.1.1 FORM OF GOVERNMENT

The publicly elected CSD Board of Directors consists of five members; members serve staggered four-year terms.

21.1.2 AGENCY STAFFING

The CSD has eight year-round employees with various levels of regular hours. The four staffing functions with the highest FTE include the General Manager, Sanitary Department Manager, Recreation Facilities Manager, and Recreation Event Supervisor. In addition, the CSD operates a summer aquatics center from Memorial Day through Labor Day with 24 to 27 part-time employees. For FY 2017 seasonal staffing included an additional 6.57 FTE employees.

21.1.3 JOINT POWERS AUTHORITIES

The Crockett CSD is a not member of any joint powers authorities.

¹ American Community Survey, 2016 estimate. Available at: <https://censusreporter.org>

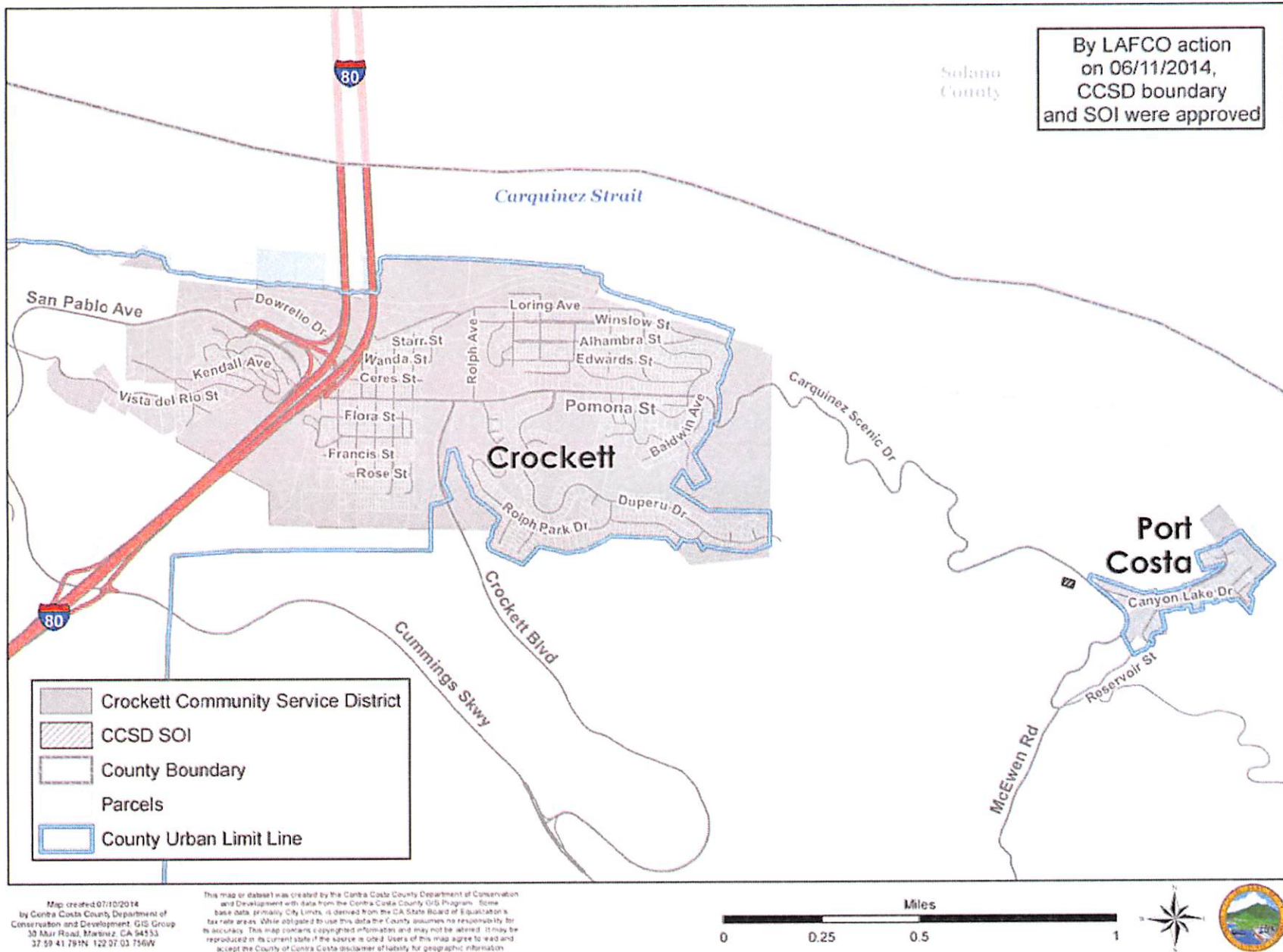


Figure 21.1. Crockett Community Services District Boundary and Sphere of Influence
March 2019

21.1.4 AWARDS AND RECOGNITION

The Crockett CSD reports that it has not received any awards since the 2009 Municipal Service Review (MSR).

21.2 MUNICIPAL SERVICES OVERVIEW

The Crockett CSD primarily provides recreation and sewer services within its service area. As shown in **Table 21.1**, other municipal services for the Crockett CSD are provided by other service providers. Municipal services considered in this update are discussed individually below. Fire and emergency medical, water, and wastewater services have been reviewed as part of recent MSRs. For comparative purposes, FY 2015 and FY 2017 information is also included where available.

TABLE 21.1
CROCKETT CSD
MUNICIPAL SERVICES AND SERVICE PROVIDERS

SERVICE	SERVICE PROVIDER
Animal Control	Contra Costa County
Broadband	AT&T, Comcast
Building / Planning	Contra Costa County
Law Enforcement	Contra Costa County
Library	Contra Costa County
Lighting	Contra Costa County
Parks and Recreation	Crockett CSD
Solid Waste	Crockett Garbage Service
Stormwater	Contra Costa County
Streets	Contra Costa County
Utilities:	
Electricity	Pacific Gas & Electric
Gas	Pacific Gas & Electric
Community Choice	n/a

Source: Crockett CSD

The Crockett CSD reports the following challenges related to its provision of services:

- The community of Port Costa is very small and is required to maintain its own wastewater collection system and treatment plant. The financial burden to the community is great with such a small population supporting the service. The average property owner income thresholds limit grant opportunities and taking on extra debt burden may be required to

maintain services. Long-term solutions are being investigated to provide alternatives to the existing method of wastewater treatment.

- Majority of residential lots in older neighborhoods of Crockett and Port Costa are smaller lots of 5,000 square feet or less, were designed with narrow streets, and have limited off-street parking options. The state continues to work to address the housing shortages and recent legislation allowing Accessory Dwelling Units to be added to single-family residential units will impact the community as more duplexes and in-law apartments are added. The smaller lot size is below the County minimum standard lot size square feet and therefore property owners must regularly apply for variances with the County building and planning departments which causes an undue burden on property owners in Crockett and Port Costa. Parking solutions will need to be considered by the County, with input from the community, for some neighborhoods in Crockett and Port Costa as Accessory Dwelling Units are added. The Crockett CSD no longer collects capacity charge revenue when Accessory Dwelling Units are added. The fiscal impact to the Crockett CSD is minimal with the estimated annual loss of revenue at \$3,234.

21.2.1 ANIMAL CONTROL

Contra Costa County Animal Services (CCAS) is the animal control service provider for the Crockett CSD and most all of Contra Costa County. Animal licensing services are provided via CCAS contract with PetData. CCAS operates two shelter locations—the main location is in Martinez and a smaller facility is in Pinole. Expenditures for animal services were not reported or were unavailable at the time of this MSR update.

CCAS monthly year-over-year performance reports compare operational performance in various areas against performance from the prior year.² The August 2018 report indicates a total live intake of 4,783 animals from January through August, down from 8,002 for the same period in 2015. The number of animals adopted from January through August was 1,810, down from a high of 2,283 for the same period in 2017 and 2,017 adoptions in 2015. The overall live release rate was reported as 87.8% in 2017, up from 78.08% in 2015.

21.2.2 BROADBAND

The Crockett CSD does not provide public broadband service. XFINITY from Comcast and AT&T Internet are the main internet providers for the CSD.³ These providers use a variety of wired technologies including cable and DSL. The Crockett CSD did not indicate concerns about the availability or reliability of high-speed internet services. The California Public Utilities Commission (CPUC) currently considers 6 megabits per second (Mbps) download and 1.5 Mbps upload speeds to be the standard for adequate residential broadband service.

² Accessed via: <http://www.co.contra-costa.ca.us/6820/Monthly-Year-Over-Year-Performance-Report>

³ Reese, Nick. Internet Access in California: Stats & Figures *Broadband Now*. Last modified November 30, 2017. Accessed May 24, 2018. <https://broadbandnow.com/California>.

The East Bay Broadband Consortium conducted a study to gather information about broadband availability, infrastructure, and adoption in Alameda, Contra Costa, and Solano counties, using data submitted by Internet service providers to the CPUC, and developed a comparative report card for 2013. Contra Costa County received a grade of C+, which indicates that internet service providers meet the CPUC's minimum 6 Mbps download and 1.5 Mbps upload standard, with one provider advertising maximum download/upload speeds of at least 10/6 Mbps.⁴

The Crockett CSD did not indicate concerns about the ability of broadband providers to serve the CSD's existing or growing population.

21.2.3 BUILDING/PLANNING

The Contra Costa County Department of Conservation and Development provides building and planning services for the County, including the Crockett CSD. Department expenditures for FY 2017 were not reported or were unavailable at the time of this MSR update.

The County issued 121 residential and 6 commercial building permits for the Crockett CSD in 2017. Total building permit valuation in FY 2017 is estimated at approximately \$2.4 million.

21.2.4 LAW ENFORCEMENT

The Contra Costa County Sheriff's Office provides law enforcement and dispatch services for the County, including the Crockett CSD. FY 2017 expenditures for the Sheriff's Office were approximately \$229.3 million, up from approximately \$217.8 million in FY 2015.

The Sheriff's Office reported 677 FTE for FY 2017, up from 664 FTE in FY 2016, with an average of 1.02 sworn staff per 1,000 population. The national average in 2012 was 2.39 FTE sworn personnel per 1,000 population.⁵ Crime clearance rates are a measure of crimes solved.⁶ Total property crime clearances were reported at 125 and total violent crime clearances were reported at 340 for FY 2017.

The CSD is assigned one Resident Deputy who works only in the Town of Crockett. This position is funded from the Crockett Cogeneration power plant Return-to-Source property tax revenue. Additionally, one of the Bay Station beats, staffed by one Deputy, covers Crockett. The property crime closure rate was reported as 59% and the violent crime closure rate was reported as 100% for FY 2017, up from 47% and 80% respectively in FY 2016.

⁴ East Bay Broadband Consortium, East Bay Broadband Report Card. www.bit.ly/broadbandreportcard.

⁵ National Sources of Law Enforcement Employment Data. April 2016. <http://www.bjs.gov/content/pub/pdf/nsleed.pdf>

⁶ Common indicators used as metrics for evaluating law enforcement service provision have limitations. The information is presented as a reference and can be used for comparative purposes with the caveat that different jurisdictions can have different characteristics (e.g., a dense urban area and a suburban residential city), rendering the comparison less meaningful.

21.2.5 LIBRARY

Contra Costa County provides library services for the Crockett CSD at its Crockett Branch Library location. County library expenditures were \$25.36 per capita for FY 2017, up slightly from \$24.48 per capita in FY 2013.

The County's average circulation per capita was 5.99 in FY 2017, down from 7.79 in FY 2013. Contra Costa County libraries had 3.15 visits per capita in FY 2017, reflecting a downward trend from 4.20 in FY 2013. The Contra Costa County library system had 0.1775 FTE staff per 1,000 population in FY 2017.

The State of California Library provides a compilation of statistical data from public libraries throughout the state.⁷ Select state statistical data are provided in this MSR Update for comparative purposes. The state averaged 5.56 library visits per capita in FY 2017, which represents a slight downward trend from 6.13 in FY 2013. Average circulation was 7.25 per capita, also reflecting a downward trend from 8.30 in FY 2013. California public libraries spent an average of \$51.21 per capita in FY 2017, representing an increase of nearly \$5 per capita since FY 2013 when operating expenditures were \$46.54 per capita. The state average for FTE staff per 1,000 population was 0.4557 in FY 2017. The state average expenditures and staffing per capita are nearly double the County's.

21.2.6 LIGHTING

Lighting (street and traffic) is provided and maintained by the Contra Costa County Public Works Department. FY 2017 expenditures for light and signal maintenance were not reported or were unavailable at the time of this MSR update. The signalized intersections, traffic lights, and street lights maintained by the County were not reported or were unavailable at the time of this MSR update.

The Crockett CSD owns 29 decorative streetlamps that are located throughout the downtown area. As part of an agreement for taking ownership of the decorative streetlamps, funding for the continuing operation of the streetlamps is considered annually by the Crockett Community Foundation and ongoing maintenance is managed by a local non-profit group, Crockett Public Services, at no cost to the Crockett CSD.

21.2.7 PARKS AND RECREATION

The Crockett Recreation Department is the service provider for parks and recreation facilities and recreation programs for Crockett and Port Costa residents. FY 2017 expenditures for recreation facilities were approximately \$549,292 in FY 2017, up from approximately \$488,667 in FY 2015. These amounts include capital replacement and capital improvement projects which can fluctuate annually as projects are completed. Actual Operating & Maintenance expenditures were \$493,467 in FY 2017, up from \$463,504 in FY 2015. Minimum wage increases in recent years have affected

⁷ California State Library, Library Statistics. <http://www.library.ca.gov/services/to-libraries/statistics/>

the seasonal aquatics payroll expense as pay scales for instructor and lifeguard positions have been increased along with minimum wage increases.

The CSD provides various classes and programs including swim lessons, dance and exercise classes, bocce, and special events.

The CSD provides and maintains 1.8 park acres per 1,000 residents and 0.33 recreation centers per 20,000 residents. The facilities include the Crockett Community Center, Crockett Aquatics Center, Alexander Park, and adjacent hillside. The Community Center auditorium is rented out and is primarily funded through rental fees.

The Quimby Act allows California cities and counties to require from 3 to 5 acres of land for every 1,000 new residents. The Act also authorizes jurisdictions to require the dedication of land or to impose fees for park or recreational purposes as a condition of the approval of a tentative or parcel subdivision map. The County's General Plan identifies the neighborhood park standard as 2.5 acres per 1,000 population and the community park standard as 1.5 acres per 1,000 population, with the goal of achieving a level of park and recreational facilities at 4 acres per 1,000 population.

21.2.8 SOLID WASTE

Solid waste services are provided to the Crockett CSD via franchise agreement between Contra Costa County and Richmond Sanitary Service, doing business as Crockett Garbage Service. As such, there are no expenditures for solid waste.

The CSD-specific data for tons of waste disposed per capita and per resident disposal rate for FY 2017 were not available.

Under Assembly Bill 939, the annual goal for solid waste disposal is 6.3 pounds/person/day, and the per capita diversion rate is 50% for all California local jurisdictions. Assembly Bill 341 identified a statewide recycling goal of 75% or 2.7 pounds/person/day by 2020.

21.2.9 STORMWATER/DRAINAGE

The Contra Costa County Public Works Department maintains the Crockett CSD stormwater drainage system. FY 2017 expenditures for streets were not reported or were unavailable at the time of this MSR update.

21.2.10 STREETS/ROADS

The miles of public roads in the Crockett CSD provided and maintained by the Contra Costa County Public Works Department were not reported or were unavailable at the time of this MSR update. FY 2017 expenditures for streets were not reported or were unavailable at the time of this MSR update.

MTC tracks street pavement conditions throughout the Bay Area as a measure of how well local streets are being maintained. Many factors affect the pavement condition index, or PCI score. These include pavement age, climate and precipitation, traffic loads and available maintenance funding.

The PCI for streets in Contra Costa County was 70 (good) in 2017, up from 69 in 2015, but remains below the target PCI of 75 (good) MTC has established.⁸ Pavement in the good (70-79) range requires mostly preventive maintenance and shows only low levels of distress.

21.2.11 UTILITIES

Pacific Gas & Electric provides electricity and gas service to the Crockett CSD. The Crockett CSD did not indicate concerns about the ability of utility service providers to serve its existing or growing population.

21.3 FINANCIAL OVERVIEW

This section provides an overview of the Crockett CSD's financial health and assesses the CSD's financial ability to provide services. Key financial information for municipal operations derives from audited 2015 through 2017 Comprehensive Annual Financial Reports (CAFRs), current budget documents, and CSD staff review and input. The MSR Fiscal Profiles used for this section are provided in **Attachment C**.

21.3.1 FUND BALANCES AND RESERVES

Crockett CSD services are funded via several funds, including the Community Services / Administration,⁹ Recreation, and Maintenance funds. Funds categorized under Sanitary Department include the Port Costa Operating Fund, Crockett Operating Fund, and Crockett Construction Fund. The CSD also maintains a separate Crockett Sanitary Reserve Fund. For purposes of this MSR, governmental activities include the Community Services/Administration, Recreation, and Maintenance funds.

The Community Services District/Administration fund is used to receive property tax revenue and tax adjustments from the County. The funds are allocated and transferred to the respective operating funds of the Crockett Sanitary Department and Recreation Department based on the historical tax rate allocation in place prior to the CSD's formation in 2006.

The CSD prepares an annual budget. According to the CSD's FY 2018-19 budget for governmental activities including administration, recreation and (non-sanitary fund) maintenance, total revenues of \$1.11 million are less than total expenditures of \$1.23 million.¹⁰ One primary factor for the shortfall in the budget is an underfunded expenditure for improvements to the Memorial Hall.¹¹ The Recreation Fund nearly covers its operating expenditures through charges for services, property taxes, and a recreation tax; its FY 2019 budget shows a shortfall of \$34,000. FY 2019 budget shortfalls also appear in the sanitation funds. Combined reserves for the CSD totaled \$3.88 million

⁸ MTC Vital Signs: <http://www.vitalsigns.mtc.ca.gov/street-pavement-condition>

⁹ The Crockett CSD's budget and CAFRs alternately use the terms "Community Services" and "Administration."

¹⁰ Crockett Community Services District FY 2018/19 Budget, Adopted 6/27/2018.

¹¹ FY 18/19 Maintenance Department Adopted Budget (6/27/2018) - Fund 3242.

for all funds, representing an increase over the prior year \$3.4 million total; however, Port Costa reserves appear to be low.¹²

Governmental activities fund revenues generally exceed expenditures for the combination of administration, recreation, and (non-sanitary fund) maintenance activities.¹³ **Table 21.2** summarizes prior year changes in governmental activities expenditures and revenues from FY 2015 to FY 2017, and liquidity ratios in each year.

TABLE 21.2
CROCKETT CSD
SUMMARY OF GOVERNMENTAL ACTIVITIES FUNDS AND LIQUIDITY, 2015 – 2017

ITEM	FISCAL YEAR 2014- 2015	FISCAL YEAR 2015- 2016	FISCAL YEAR 2016- 2017
GOVERNMENTAL ACTIVITIES FUND REVENUES			
Property Tax ¹	\$419,000	\$437,000	\$461,000
Other Revenues (including Transfers In)	\$538,000	\$586,000	\$560,000
<i>Total Revenues</i>	\$957,000	\$1,023,000	\$1,002,000
<i>Change from Prior Year</i>	n/a	6.9%	-0.2%
GOVERNMENTAL ACTIVITIES FUND EXPENDITURES			
Administration, Recreation, and Maintenance Operations (non-sanitary)	\$455,000	\$464,000	\$521,000
Other (includes Cash Transfers Out)	\$398,000	\$416,000	\$487,000
<i>Total Expenditures</i>	\$853,000	\$880,000	\$1,008,000
<i>Change from Prior Year</i>	n/a	3.2%	14.5%
<i>Expenditures per capita</i>	\$375	\$387	\$443
LIQUIDITY RATIO²			
Business-type Activities	7.9	4.7	5.6

Source: Attachment C

¹ FY 2016 property taxes partially allocated to Sanitary/Crockett Operating Fund. The total tax for FY16 is shown here before allocations for comparison purposes.

² Calculated by combining cash and short-term investments, then dividing by current liabilities. The liquidity ratio indicates the necessary cash the agency has to fund its current liabilities; the higher the number, the greater the degree of liquidity.

¹² FY17 CAFR, Note 2, pg. 10.

¹³ Crockett CSD FY 2018/19 Budget.

21.3.2 LIQUIDITY AND LONG-TERM DEBT

Standard and Poor's suggests that high debt levels can overburden a municipality while low debt levels may indicate underutilized capital investment capacity.

The CSD's governmental activities current obligations are nominal; therefore, its cash and investments provide significant liquidity by comparison. The FY 2017 enterprise activity liquidity ratio was a combined 5.6, indicating adequate cash and investments.¹⁴ The Port Costa Operating Fund, which provides sanitary services, had only \$100,000 of cash and investments compared to \$570,000 of liabilities; the liabilities included interdepartmental loans from the Crockett Sanitary Department.¹⁵ The two interdepartmental loans were made to pay off higher interest rate municipal and county loans related to treatment plant upgrades completed before the Crockett CSD took over the Port Costa treatment plant. The CSD reported debt obligations totaling \$642,000 in FY 2017 for loans that funded Crockett sewer improvements.

21.3.3 NET POSITION

Net position may serve over time as a useful indicator of a government's financial position (i.e., whether it is improving or deteriorating).

The CSD's CAFRs indicate a relatively stable net position for combined business-type activities for FY 2017 compared to FY 2015.¹⁶ The Port Costa Fund component shows a significant decline from \$1.3 million in FY 2015 to about \$900,000 in FY 2017, resulting from the inability of sanitary rates charged to meet Port Costa sanitary expenditures.

The ending balance for the CSD's governmental activities improved slightly for FY 2017 compared to FY 2016. Liabilities totaling \$1.14 million were reallocated from Community Services to other departments in FY 2016, resulting in an improved governmental activities balance.¹⁷

21.3.4 LOCAL REVENUE MEASURES

A CSD is not authorized to adopt voter-approved local tax measures or other voter-approved General Fund revenue sources, other than rates and charges for services, and assessment, e.g., for landscape and lighting maintenance.

The CSD's financial documents only report income from property taxes, which are assumed to be generated entirely from the CSD's share of the Proposition 13-related 1% property taxes. No assessments for landscape and lighting or other purposes are identified; the taxes are used in the sanitary funds.

¹⁴ Liquidity ratio is defined as cash and short-term investments/total current liabilities. A ratio of less than 1.0 indicates insufficient short-term resources to cover short-term liabilities.

¹⁵ The CSD's CAFRs do not provide information about the interdepartmental transfers and loans.

¹⁶ Changes in FY 2016 are not clear—a decline in FY16 appears to be the result of a restatement of beginning net position that is not explained.

¹⁷ The nature of the liability and means of elimination is not apparent in the CAFRs.

The FY 2019 budget reports a recreation parcel tax assessment. The recreation assessment of \$110 is assessed against every residential parcel in the district annually.

21.3.5 ENTERPRISE ACTIVITIES

The Crockett Operating Fund, which provides sanitary services, is funded by property tax in addition to sewer use charges, and revenues equal expenditures (after including the use of capital reserves for capital expenditures by the Fund). However, Port Costa Operating Fund revenues, which consist only of sewer service charges, fall short of expenditures by about \$33,000 in FY 2019 and also are short in prior years.¹⁸ According to the CSD, the Port Costa community "is unable to support a sizeable increase to their annual sewer use charges which are already one of the highest (if not the highest) in the greater Bay Area."¹⁹ Inadequate rate revenues, in addition to the lack of property tax revenues, contribute to the ongoing Port Costa Operating Fund shortfalls. Inadequate operating and capital reserves for the Port Costa system are also a consequence. According to the CSD, Port Costa paid off its largest interdepartmental loan in 2019 which will result in \$54,000 being available annually to address operational and capital improvements projects with the collection system and treatment plant. The second interdepartmental loan is expected to be paid in off by 2025.

The Recreation Fund nearly covers its expenditures, according to the adopted FY 2019 budget. The Fund receives charges for services, property taxes, and a recreation parcel assessment tax. The Maintenance Fund relies almost entirely on grants and donations to fund services including "insurance for downtown decorative street lamps, Crockett's downtown plaza, landscaping at Crockett's bridgehead, and for Crockett's Memorial Hall renovation."²⁰ The CSD has no plans to request additional taxes from its residents to cover these expenditures.

21.3.6 PENSION AND OTHER POST-EMPLOYMENT BENEFIT LIABILITIES

Pension plans are funded by employee contributions, municipal contributions, and investment income. These sources are intended to provide enough revenue to fully fund the plan liabilities, otherwise a plan would be considered underfunded. When an agency's General Fund revenue is insufficient to cover pension expenses, the agency may pass that expense on to taxpayers.

The CSD's FY 2017 CAFR reported its unfunded pension liability at \$99,000. No other post-employment benefit obligations were reported. The CSD has been meeting its required California Public Employees' Retirement System contributions for FY 2015 through FY 2017.²¹

21.3.7 CAPITAL ASSETS AND DEPRECIATION

The net value of Governmental Fund depreciable capital assets declined over FY 2016 and FY 2017, indicating that capital investments generally were not keeping pace with asset depreciation.

¹⁸ Crockett CSD FY 2018/19 Budget.

¹⁹ Crockett CSD Response to MSR Fiscal Questions.

²⁰ Crockett CSD Response to MSR Fiscal Questions.

²¹ FY17 CAFR, Note 6, pg. 22.

As noted above, the CSD relies on grants, donations, and volunteers for maintenance and improvement of many of its recreation and community facilities.

21.3.8 FINANCIAL PLANNING AND REPORTING

The timeliness of financial reporting is a common concern expressed to the Governmental Accounting Standards Board (GASB) by the users of state and local government financial reports. According to the GASB, financial report information retains some of its usefulness to municipal bond analysts, legislative fiscal staff, and researchers at taxpayer associations and citizen groups for up to 6 months after fiscal year end.

The CSD's budgets and audited CAFRs are prepared in a timely manner and posted on the agency's website. The CSD's CAFRs report payment of debt service; however, they do not provide any further detail about the debt. The CAFR documents were not electronically searchable.

According to the CSD, various reserve reports have been provided to its Board, most commonly in budget support documentation, but "they have not been converted to PDF or electronically archived into one centralized location."²² The CSD made the same comment with respect to other reports such as financial forecasts, asset management plans, and conditions assessments. No other financial reports were provided for the purposes of this MSR Update.

21.4 SERVICE REVIEW DETERMINATIONS

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires the Contra Costa Local Agency Formation Commission (LAFCO) to prepare a written statement of determination with respect to the key areas discussed below. The following analysis informs the determinations which have been prepared for the Crockett CSD.

21.4.1 GROWTH AND POPULATION PROJECTIONS

The efficient provision of public services is linked to an agency's ability to plan for future needs. Such factors as projected growth in and around the agency's service areas and impact of land use plans and growth patterns on service demands may be reviewed. In making a determination on growth and population projections, LAFCO may consider an agency's ability to plan for future need.

According to the 2016 American Community Survey data, the Crockett CSD serves 3,331 residents.

PROJECTED GROWTH AND DEMOGRAPHIC CHANGES

As required by California law, the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) prepared a Sustainable Communities Strategy that considers how the San Francisco Bay Area will accommodate projected growth while also reducing

²² Crockett CSD Response to MSR Fiscal Questions.

regional generation of greenhouse gases pursuant to state greenhouse gas reduction goals. Plan Bay Area is the Sustainable Communities Strategy for the region. Plan Bay Area seeks to accommodate the majority of growth in Priority Development Areas (PDAs; e.g., infill areas), which is consistent with the overall goals of LAFCOs, and includes 30-year growth projections for population, housing, and jobs.

ABAG projects that unincorporated Contra Costa County will grow at an annual rate of approximately 0.7% to a population of 199,105 between 2010 and 2040.²³ Unincorporated Contra Costa County is also projected to experience an approximate 0.5% annual growth rate in jobs between 2010 and 2040.

JOBS AND HOUSING

The Bay Area Census does not provide jobs and employment data for the Crockett CSD.²⁴ The ABAG Projections data²⁵ for 2010 provides jobs and employment estimates for unincorporated Contra Costa County only. For 2010, ABAG estimated 35,790 jobs and 76,035 employed residents in unincorporated areas of the County, which equates to approximately 0.47 job for every employed resident. The jobs/housing ratio is 0.62.

Bay Area Census data²⁶ estimates for 2016 indicate that the Crockett CSD has 1,759 housing units (**Table 21.3**). The number of owner-occupied units in the CSD is greater than the number of renter-occupied housing units, indicating that the rate of homeownership exceeds the rental household rate.

TABLE 21.3
CROCKETT CSD
HOUSING OVERVIEW

HOUSING STATISTIC	NUMBER
Owner-occupied housing units	861
Renter-occupied housing units	684
Vacant housing units	214
Total existing housing units	1,759

Source: ABAG Bay Area Census. Available at:
<http://www.bayareacensus.ca.gov/cdp/cdp.htm>

California cities and counties are required to demonstrate in their Housing Element how they will meet their Regional Housing Need Allocation (RHNA) as assigned in the Regional Housing Need

²³ ABAG. Projections 2017.

²⁴ A Bay Area Census data are derived from US Census data specific to the Bay Area and includes mostly population and housing characteristics for Census Designated Places.

²⁵ ABAG. Projections 2017.

²⁶ ABAG. Bay Area Census data are derived from US Census data specific to the Bay Area.

Plan.²⁷ The Crockett CSD was not assigned a RHNA; therefore, Contra Costa County data is provided.

Contra Costa County adopted its General Plan in 2000 and its Housing Element in 2015. The County's 2015–2023 Housing Element identifies adequate sites, anticipated to yield over 3,590 units, which are appropriately zoned to address the affordable housing demand and anticipated to meet and exceed its 2014–2022 assigned RHNA of 1,367 housing units. The West County Subregion of the County, which includes the Crockett CSD, accounts for 389 of the housing unit potential. The Contra Costa County 2015–2023 Housing Element has been found by the California Housing and Community Development Department to comply with State Housing Element law by adequately planning to meet the existing and projected housing needs of all economic segments of the community.

PLANNING FOR AN AGING POPULATION

The number of adults age 50 and older in Contra Costa County is projected to increase approximately 45% by 2040, growing from 339,438 in 2010 to 493,300, representing 36.9% of the total population in Contra Costa County, up from 32.3% in 2010.²⁸

The Crockett Sanitary and Port Costa Sanitary departments have an Access and Repair Agreement program whereby low interest loans are offered to senior citizens if their building sewer lateral is defective and it would be financial hardship to replace it otherwise.

The Recreation Department contracts with Contra Costa County to provide a senior nutrition program to seniors in Crockett and greater West Contra Costa County. Aqua Zumba is offered as a summer pool recreation program and is well attended by those who want a low impact workout.

ANTICIPATED GROWTH PATTERNS

PDA's help form the implementing framework for Plan Bay Area. No PDA's have been identified for the Crockett CSD in Plan Bay Area or the County General Plan.

Priority Conservation Areas, which are areas of regionally significant open space facing development pressure, also help form the implementing framework for Plan Bay Area. The Crockett CSD has not identified any Priority Conservation Areas in Plan Bay Area or the County's General Plan.

The Crockett CSD did not report that current or projected growth patterns will expand beyond its existing service area boundary and SOI.

21.4.2 BOUNDARIES, ISLANDS, AND DISADVANTAGED COMMUNITIES

The Crockett CSD's service boundary and SOI are coterminous, with the exception of one parcel located west of Canyon Lake Drive (Port Costa area; see Figure 21.1).

²⁷ ABAG. *Regional Housing Need Plan, San Francisco Bay Area, 2014-2022*.

²⁸ ABAG. Projections 2013. <https://abag.ca.gov/planning/housing/projections13.html>.

The CSD does not request any changes to its SOI. The CSD reports that it provides services to one Port Costa property that is within its SOI but outside its service area boundary.

DISADVANTAGED COMMUNITIES

Identifying disadvantaged communities allows cities and counties to address infrastructure deficiencies related to municipal services—specifically, water, sewer, and structural fire protection—that are known to exist in some disadvantaged communities. Although water, sewer, and structural fire protection are not services considered in this MSR Update, an effort was made to identify any disadvantaged communities within or adjacent to cities in Contra Costa County.

This MSR Update identified disadvantaged communities within and contiguous to the CSD’s SOI.

LAFCO is required to consider the need for sewer, municipal and industrial water, or structural fire protection services within identified disadvantaged communities as part of a SOI update for cities and special districts that provide such services. These services have been recently reviewed under the *2nd Round EMS/Fire Services Municipal Service Review/Sphere of Influence Updates and the Contra Costa County Water and Wastewater Agencies Combined Municipal Service Review and Sphere of Influence Study (2nd Round)*, adopted in 2016 and 2014 respectively, and remain unchanged.

21.4.3 CSD SERVICES MSR DETERMINATIONS

PRESENT AND PLANNED CAPACITY OF FACILITIES, ADEQUACY OF PUBLIC SERVICE, INFRASTRUCTURE NEEDS OR DEFICIENCIES

The present and planned capacity of public facilities and services is linked to an agency’s ability to plan for future needs, including infrastructure (e.g., water, sewer, fire, broadband, etc.). The term “infrastructure needs and deficiencies” refers to the status of existing and planned infrastructure and its relationship to the quality of levels of service that can or need to be provided. In making a determination on infrastructure needs or deficiencies, LAFCO may consider ways in which the agency has the ability and capacity to provide service. LAFCO shall consider service and infrastructure needs related to sewer, water, and fire protection within a disadvantaged community as defined by LAFCO.

The Crockett CSD reports that it adequately serves all areas within its service area and SOI and is likely to continue to do so in the foreseeable future based on available information.

The disadvantaged communities within and contiguous to the CSD’s SOI receive sewer, water, and fire protection services.

CAPACITY AND CONDITION OF INFRASTRUCTURE AND ABILITY TO MEET SERVICE-LEVEL NEEDS

When accounting for the projected growth and population increases over the next five years, as well as the available information related to its provision of services, obstacles to maintaining existing service levels or meeting infrastructure needs are not anticipated for the CSD.

CONSISTENCY WITH CAPITAL IMPROVEMENT PLANS

A Capital Improvement Program (CIP) sets priorities for building infrastructure such as parks, sewer/storm drain improvements, pedestrian/bicycle network, traffic/street improvements, affordable housing, and community facilities.

The CSD did not report on the sufficiency of its CIP to maintain and expand facilities and infrastructure consistent with projected needs.

CONSISTENCY WITH LOCAL AND REGIONAL LAND USE PLANS AND POLICIES

The CSD is planning for continued growth, which is expected to be accommodated by way of regional plans such as Plan Bay Area and local plans such as the County's General Plan.

The County's 2015–2023 Housing Element has been found by the California Housing and Community Development Department to comply with State housing element law by adequately planning to meet the existing and projected housing needs of all economic segments of the community.

STATUS AND OPPORTUNITIES FOR SHARED FACILITIES

If service providers develop strategies for sharing resources, public service costs may be reduced and service efficiencies increased. In making a determination on opportunities for shared facilities, LAFCO may consider if an agency's facilities are currently being utilized to capacity and whether efficiencies can be achieved by accommodating the facility needs of adjacent agencies.

The sharing of municipal services and facilities involves centralizing functions and facilities. Municipalities will collaborate through joint-use and shared services agreements for the joint provision of public services and joint use of public facilities as a way to save resources.

CURRENT SHARED SERVICES

The CSD provides parks and recreation and solid waste services. All other services for the CSD—including those related to animal control, broadband, building/planning, law enforcement, library, lighting, stormwater, streets, and utilities—are provided through Contra Costa County, public vendors, or private vendors.

The CSD does not share facilities or services covered under this review. Based on available information, no areas of overlapping responsibilities or opportunities to share services or facilities were identified as a part of this review.

DUPLICATION OF EXISTING OR PLANNED FACILITIES

This review did not identify any duplication of existing or planned facilities based on the information available.

AVAILABILITY OF EXCESS CAPACITY

Based on available information, no excess service or facility capacity was identified as part of this review.

21.4.4 FINANCIAL DETERMINATIONS

LAFCOs must weigh a community's public service needs against the resources available to fund the services. In making a determination on the financial ability of an agency to provide services, LAFCO may review such factors as an agency's potential for shared financing and/or joint funding applications, cost avoidance opportunities, rate structures, and other fiscal constraints and opportunities.

FINANCIAL ABILITY OF AGENCY TO PROVIDE SERVICES

The Crockett CSD is experiencing some fiscal challenges that may affect its ability to provide services, particularly in the event of unexpected funding needs. Overall, and despite these fiscal challenges, the Crockett CSD is likely to have sufficient financial resources to continue providing services. The CSD's ability to accommodate infrastructure expansion, improvements, or replacement over the next five years may be compromised absent the identification of additional funding opportunities.

The net value of Governmental Fund depreciable capital assets declined over FY 2016 and FY 2017, indicating that capital investments generally were not keeping pace with asset depreciation. The Port Costa Operating Fund, which provides sanitary services, had only \$100,000 of cash and investments compared to \$570,000 of liabilities; the liabilities included interdepartmental loans from the Crockett Sanitary Department as reported in the FY 2017 CAFR. Port Costa Operating Fund revenues, which consist only of service charges, fall short of expenditures by about \$60,000 in FY 2019, continuing a shortfall trend in prior years.

OPERATING GENERAL FUND AND RESERVES TRENDS

The Crockett CSD has been operating with a surplus in their Government Activities Fund, and projects a FY 2019 deficit for the Port Costa Operating Fund.

The CSD's reserve goal is unknown, and therefore it is unknown whether they meet their goal and whether they are able to maintain an acceptable level of service provision and to enact changes to maintain services. Combined reserves totaled \$3.88 million for all funds for FY 2017; however, Port Costa reserves appear to be low.

LIQUIDITY, DEBT, AND PENSION LIABILITIES

The liquidity ratio indicates whether a city has the means available to cover its existing obligations in the short run. The CSD reported a liquidity ratio of 5.6, which indicates the CSD has the means available to cover its existing obligations in the short run.

Total debt has been declining and was approximately \$283 per capita for FY 2017.

The CSD's unfunded pension and OPEB liabilities continue to grow; however, the CSD has not identified measures to address the increasing pension liabilities. As with other agencies in Contra Costa County, rising pension costs are expected to continue to reduce funding for other priorities.

TIMELINESS AND ACCURACY OF FINANCIAL REPORTING

The CSD issued its CAFR approximately 6 months after fiscal year end, which is considered timely. The CAFR was audited by an independent CPA and received a clean opinion.

Overall, the CAFRs are clearly presented; however, the CSD could incorporate the following changes to improve the transparency of its financials:

- Add a label or footnote for the debt payments and link them to the detail provided in the CAFR's notes for reporting payment of debt service.
- Ensure future CAFRs are electronically searchable.
- Ensure clear documentation and explanation throughout (e.g., see GASB 68 adjustments in FY 2016 CAFR, Statements of Revenues, Expenses, and Changes in Net Position).
- Include greater narrative detail in the budgets and CAFRS to help the reader understand the activities of the District and their financial status, beyond the basic financial reports.
- Separately list debt service payments in the CAFR statements.
- Explain the purpose of all reported funds and categorize them in the CAFRs as "governmental activities" and "business type" or "enterprise" activities, for example.
- Make the cost allocations (allocation of administrative costs to individual funds) apparent.
- Provide supplemental information in the CAFRs related to historical documentation of assessed value, debt, and other expenditures and revenues, for example.
- Clearly present actual budget results and adjustments in the CAFRs to reconcile to the financial statements.
- Use common documentation in tables and notes for the source fund and destination fund of interfund transfers.
- Describe the nature or terms of the loans, including interfund loans.
- Ensure that restated beginning of the year net positions match prior year ending position and that the basis for restated amounts is explained.

21.4.5 ACCOUNTABILITY FOR COMMUNITY SERVICE NEEDS, INCLUDING GOVERNMENTAL STRUCTURE AND OPERATIONAL EFFICIENCIES

The service review may include options to provide more logical service boundaries to the benefit of customers and regional planning goals and objectives. In making a determination on government structure, LAFCO may consider possible consolidations, mergers and/or reorganizations. The service review may also consider the agency's management efficiencies in terms of operations and practices in relation to the agency's ability to meet current and future service demands.

ONLINE AVAILABILITY OF CSD GOVERNANCE INFORMATION

The Crockett CSD website provides public access to the agendas and minutes for the CSD Board meetings and its various committees and commissions; the CSD's current budget; and the CSD's annual audit report. The CSD therefore adequately provides accountability with regard to governance and operations.

ONLINE AVAILABILITY OF CSD PLANNING INFORMATION

The Crockett CSD website provides public access to the CSD's governance, including meetings, reports, and policies. Building and planning services are provided by Contra Costa County, whose website includes information on its general plan as well as various development plans and projects. The CSD therefore adequately provides accountability with regard to planning.

PUBLIC INVOLVEMENT

The Crockett CSD website provides public access to public hearing notices, including the time and place at which CSD residents may provide input, as well as other opportunities for public involvement in the CSD decision-making process. Newsletters are also distributed to residents of the CSD. The CSD therefore adequately provides accountability with regard to citizen participation.

21.5 SPHERE OF INFLUENCE REVIEW AND DETERMINATIONS

21.5.1 SPHERE OF INFLUENCE RECOMMENDATION

The SOI for the Crockett CSD is coterminous with the service area boundary, with the exception of one parcel located west of Canyon Lake Drive (Port Costa area), as shown in Figure 21.1.

This report recommends that Contra Costa LAFCO maintain and reaffirm the existing SOI for the Crockett CSD.

This report also recommends that Contra Costa LAFCO consider the option of retaining the existing SOI with the condition that future service area expansion applications from the CSD require that the CSD demonstrate its financial ability to provide services to the area under consideration.

21.5.2 SPHERE OF INFLUENCE DETERMINATIONS FOR THE CROCKETT CSD

Government Code §56425(e) requires Contra Costa LAFCO to prepare a written statement of determination for each of the factors below. These determinations are made as part of the review of the existing SOI and are based on the information in this Crockett CSD MSR profile.

PRESENT AND PLANNED LAND USES (INCLUDING AGRICULTURAL AND OPEN SPACE LANDS)

Contra Costa County, of which the Crockett CSD is a part, plans for a variety of urban uses within its boundary, representing a continuation of the current mix of land uses. Present and planned land uses are adequate for existing residents as well as future growth, maintaining compatibility with agricultural and open space uses, as demonstrated in the General Plan.

PRESENT AND PROBABLE NEED FOR PUBLIC FACILITIES AND SERVICES

There are no anticipated changes in the type of public services and facilities required within the SOI for the Crockett CSD. The level of demand for these services and facilities, however, will increase commensurate with anticipated population growth over the next five years.

PRESENT AND PROBABLE FUTURE CAPACITY OF PUBLIC FACILITIES AND SERVICES

The present capacity of public facilities in the Crockett CSD appears adequate. The CSD is likely to continue to have adequate capacity during the next five years.

EXISTENCE OF ANY SOCIAL OR ECONOMIC COMMUNITIES OF INTEREST

Contra Costa LAFCO has not identified specific social or economic communities of interest relevant to the Crockett CSD.

PRESENT AND PROBABLE NEED FOR SEWER, MUNICIPAL AND INDUSTRIAL WATER, OR STRUCTURAL FIRE PROTECTION PUBLIC FACILITIES AND SERVICES OF ANY DISADVANTAGED COMMUNITIES WITHIN THE EXISTING SPHERE OF INFLUENCE

This MSR Update identified disadvantaged communities within and contiguous to the CSD's SOI. There are no disadvantaged communities within or contiguous to the SOI for the Crockett CSD and therefore no present or probable need for the CSD to provide structural fire protection, sewer, or water facilities and services to any disadvantaged communities. These areas receive sewer, water, and fire protection services.

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commission / Board of Directors
FROM: Dept. Manager James Barnhill *JB*
SUBJECT: Port Costa Sanitary Department Managers Report for March 2019
DATE: April 3, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in March 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in March.
- H&R Plumbing repaired manhole P-00-00A. Concrete structure and steel ring/lid were failing.
- Chemical tanks and secondary containment were installed at the wastewater treatment plant (WWTP). The secondary containment for the tote at the septic tank and the tanks at the WWTP were reported to RWQCB via email.

Administrative

- Tentative draft of 2nd Nutrient Discharge Permit received.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Crockett Sanitary Commissioners / Board of Directors
FROM: General Manager *JM*
SUBJECT: Crockett Sanitary Department Managers Report
DATE: April 10, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between March 13, 2019 and April 10, 2019.

Operation and Maintenance

- There was one Category 3 (lowest rating) Sanitary Sewer Overflows (SSO) reported in March due to failure of float at Loring Pump station resulting in 36 gallons spill on ground nearby.
- Staff responded to eight incidents during this period including three calls to the Loring Pump station; one SSO and two pump failure alarms.
- Continue to monitor locks and gates to State Lands gravel lot near old Nantucket restaurant.
- West County Wastewater District (WCWD) has new acting supervisor. Crockett Department staff bringing him up to speed on outstanding maintenance projects at the pump stations.
- Grit bins at the Crockett Pump Station emptied by Republic Services on April 10.

Capital Improvements / Projects

- Atherton and Cooke Project No. C-1003 front end bid documents completed. Construction anticipated to occur end of June.
- Loring Pump Station backup generator project restarted, options under review.
- Loring manhole N-00-16 rehabilitation completed March 27.
- Outstanding sewer repair at John Swett High School outside near the football field bleachers and clearing of manhole behind batting cages scheduled for early summer.

Administrative/Financial:

- Submitted proxy vote for USA North 811 for slate as recommended.
- Letter sent to Union Pacific Railroad advising to protect UPRR Crossing 751707C so that we can safely access our sewer assets.
- Letter of support for H.R. 11764 Extending NPDES Permit Terms mailed.
- Service agreement with ServiceMaster Restore to handle sewer spill cleanup being finalized.

CROCKETT COMMUNITY SERVICES DISTRICT

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
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 27, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Peterson. Present were Board Members Barassi, Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson and Assistant Sanitary Dept. Manager Barnhill. Also present was Sanitary Commissioner Wais. Assistant District Secretary Witschi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Ms. Wais feels that the notes in last month's minutes on page 3 under the discussion on action plans regarding comments not taking action on climate change could put the District at risk. Mr. Barassi stands by his comments. He said he cares about climate change but believes planning to change our facilities in the short timeframe would be an unwise use of resources. Mr. McDonald said Contra Costa County is holding a community meeting to discuss updating their General Plan and Zoning at the Crockett Community Center, Thursday, March 28 at 6:30 pm. Ms. Wais mentioned that the meeting is being held to help create the future of our community. A full announcement along with an online survey link is available on the bulletin board outside the multipurpose room.
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING ADOPTION OF SSMP: Mr. Peterson opened the public hearing for consideration of an adoption of a Sewer System Management Plan (SSMP). Mr. McDonald said the plan submitted is currently in use. He said it is a living document that is updated as needed and has served the District well. He said a requirement of the State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-058-EXEC is that the SSMP must be adopted by the governing board every five years. Mr. Peterson closed the public hearing after hearing no additional comments. A motion adopting Resolution No. 18/19-09 as an updated Sewer System Management Plan carried unanimously (jm/es).
6. REPORT OF DISTRICT COUNSEL: None
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of February 4. Mr. Wilson updated the Board on the pool break-in from last month. He said the Crockett Swim Team (CST) got involved and was able to identify the person who broke into the pool grounds and the swim team shed. That person dropped the majority of the items off near the wading pool area by placing them over the fence. Mr. Wilson said that the CST had no authority to decide not to press charges and the District is still moving forward with the Sheriff's Department to press charges. Mr. Wilson said the circulation pump went out at the pool causing the pool to be closed down for two weeks. The John Swett High School (JSHS) Swim Team will get a portion of their pool rental refunded. The CST is now using the pool. Mr. Wilson said he replaced the LED bulbs and dimmer switches in the auditorium and, wow, what a difference the light makes with the new bulbs. He is very satisfied with the brightness and

dimming capability and because of it no longer feels that the LED upgrade conversion project is needed. He said the Recreation Department is applying for a Crockett Community Foundation (CCF) grant to resurface the tennis courts. He attended the JSHS job fair to recruit for summer employment and found that it is not salary which is too low but instead the type of work that we are offering which is resulting in less interest. He cited an example where Six Flags amusement park has lower pay but students were lined up to work there. He handed out 25 applications and none have been returned so far. Mr. Wilson said he believes the lifeguard certification and swim test requirements along with working outside is the challenge the department will face when recruiting. He said a swim test will be held April 13 for those interested in applying for the lifeguard jobs to make sure they can pass the physical tests before the District pays for their lifeguard certification class. Hopefully we can get enough lifeguards to keep the pool open. Mr. Barassi asked if the person who broke into the pool was a juvenile. Mr. Wilson said no it was a middle-age man that does not live in town.

7.b. MAINTENANCE DEPARTMENT: Mr. Peterson said there is the possibility that the District will be able to move forward with the foundation strengthening project at Memorial Hall. He said Holmes Structures (previously Holmes Cully) reported that micropiles will not be needed if the work is to be done on the outside of the building and that concrete piers tied to the existing foundation could work. The cost would be substantially lower than the more specialized use of micropiles. Mr. Wilson said it was a contractor who moved to town recently and offered to help at the Memorial Hall who suggested we didn't need micropiles but instead could use reinforced piers on the outside. Mr. Peterson is in the process of revising the Phase 1 Scope of Work and will have the Memorial Hall Committee consider this proposal next week. Ms. Wais mentioned that Scott Lawton painted the base of the foundation gray so that the exposed area matches that of the existing building. Mr. Peterson said the Memorial Hall Committee has been having trouble obtaining a quorum and want to reduce the committee to five people, through attrition, removing those that have been unable to attend recently. As chairperson with authority to appoint and remove members on committees Mr. Peterson stated the Memorial Hall Committee will consist of Ron Wilson as chair, himself Kent Peterson, Bud Burlison, Scott Lawton, and Chuck Dell so that a quorum is now three which will allow us to hold meetings to move business along. Mr. Wilson said regular meetings have been reduced to every other month but additional working meetings can be called as needed. Mr. Kirker said he was not informed that he was being taken off the committee and asked if there would be an alternative solution for him to still be involved. Mr. McDonald said that appointing Mr. Kirker as an alternate to the Memorial Hall Committee would work. It would allow him to remain being involved and if one member is not available he would be able to take their seat which would be beneficial in helping obtain a quorum. Mr. Barassi says he does not see the need for the committee because we are now approaching the construction aspect of the Memorial Hall rehabilitation and believes this should be handled at a staff level. He asked he asked why the committee is still needed if the design decisions have been made. Mr. Peterson said that the group is trying as hard as possible to stop financial resources going to staff payroll and instead have as much of that available for use for actual construction costs. He said that volunteers willing to serve on the ad hoc committee have served an important role but, as they are only advisory, all final actions are considered by the Board and that would include any decision regarding consuming staff resources. Mr. Kirker offered that if there is a lack of a quorum to please reach out by text or call and see if he would be available. He said he can easily come down to the meeting in many instances. Mr. Peterson said the he is researching purchasing additional streetlamp poles to have in stock. It took a while to order the replacement poles and now that we have a vendor who has poles that are such a good match to what we have in town he feels it is important to take this opportunity and purchase a

couple poles as back up. He said he will submit his proposal to the CCF to see whether they would consider this. Mr. McDonald said LDI Trucking has paid for the replacement streetlamp on north-west corner of Pomona and Port Street in full as of March 5.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of February 13. Mr. Barnhill gave a summary of the manager's report for February 2019. No Sanitary Sewer Overflows (SSO's) were reported in February. He said H&R Plumbing refurbished the manhole outside treatment plant yesterday and finished up today. He will perform a final inspection on it tomorrow or soon after. Mr. Peterson suggested when preparing write-ups to be clear and specific, such as including manhole numbers, so that we have better understanding of what is being discussed.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of February 20. Mr. McDonald present at the Crockett Sanitary Department Manager's report. He said in addition to the written report presented the manhole rehabilitation project on Loring was completed yesterday as well. C&H reported in their February 2019 electronic Self-Monitoring Report (eSMR) for the Joint Treatment Plant that there was a cyanide permit limit exceedance at location EFF-002, an effluent monitoring location, resulting in two violations for exceeding daily and monthly cyanide limits. C&H investigated where it might have occurred within the refinery and there was only one location, the carbon furnace, which would have only caused cyanide to occur if incomplete combustion occurred in the carbon furnace. C&H verified that the carbon furnace was out of service for more than a week prior to and during the sampling time period and therefore there was no combustion going on. The District reviewed our potential list of cyanide sources and none were identified. There are no businesses in town that would generate cyanide. Rainfall totals were reviewed between February 1 and February 6, the period prior to exceedance, and just under 1-1/4 inches of rainfall was recorded. Mr. Mackenzie asked if we ever had any sewer pipes coming from Selby. He knows the slag that has been covered for years is quite contaminated. Mr. Peterson said that when Wickland Oil proposed development to the west of town concern was raised by citizens and the project was nixed. He said sewer piping for Tormey, which is near Selby, went to the Rodeo Sanitary District and not Crockett. Mr. McDonald said our sewer pipes end just past the Vista Del Rio / Grandview Avenue intersection. He said the low lying Marina line and equalization force main are both new plastic pipe which keeps groundwater from infiltrating the sewer system. Mr. Barassi asked if these limit violations would result in fines. Mr. McDonald said that fines are probable due to statutory mandated minimum penalties for discharge limit violations in our NPDES permit. However, since C&H Sugar is responsible for treatment plant operations the District's position is that those fines, absent clear knowledge that the cyanide contamination came from the town, would be levied against and paid by C&H Sugar. Mr. McDonald said C&H Sugar may try to allocate a portion of the fine to the District but we will cross that bridge if it happens. A member of the Board wondered if the equipment was undergoing a wash down while it was shut down for maintenance and whether that could have resulted in flushing remnants from the carbon furnace into the sewer system, it is just something to keep in mind. Mr. Peterson asked about the delay of the Motor Control Center (MCC) project at the Crockett Pump Station. Mr. McDonald explained that West County Wastewater District (WCWD) staff will be heavily involved in the implementation, bypass, and training and that there was concern that rushing out to bid this summer would be more risky to the District than delaying the project or spreading it out over two years. Mr. McDonald said he hopes to meet with WCWD General Manager on April 5 to ask if WCWD would be interested in bundling our MCC project with that of their pump station projects scheduled to occur this summer and next. Mr. Peterson said when MCC specification bid documents are developed it is important to

include clear language to address any extended delay or time deadlines. He said it is critical to describe costs and cost recovery for both delay on the District's part in the awarding contractors part. Mr. McDonald agrees and it is for that reason, especially for large jobs such as this project, the District relies on engineering support from our consulting engineer working with the contract engineer to develop the specifications and final bid documents.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald said a letter supporting House of Representative bill HR 1764, which would extend the current NPDES permit limit of 5 years to a fixed period of up to 10 years, was sent to Congressman Mike Thompson's office. He said any extension of the NPDES permit renewal will have direct and substantial benefit to the Port Costa community. For example, it cost approximately \$35,000 to renew Port Costa's NPDES permit and if we only have to perform this task once every 10 years instead of 5 it would save each ratepayer approximately \$250 over the term of the permit. Mr. McDonald said that he has also sent a letter of opposition for California Senate Bill SB 332 which would mandate that all wastewater agencies that discharge treated effluent to oceans, bays and estuaries reduce their discharges by 50% by 2030, and by 95% by 2040. It is still very early in the legislative cycle, currently being considered Senate committees, but it would be of serious concern if it advances without addressing the impact on small communities like Port Costa and Crockett. He mentioned that the California Association of Sanitation Agencies (CASA) as well as the California Special Districts Association (CSDA) provides notices that are important to special districts such as ours and work as advocates for and against measures results regarding their constituents. Mr. McDonald said that the California State Water Resources Control Board (SWRCB) is conducting outreach workshops to gather stakeholder input on the proposed re-issuance of the existing statewide Sanitary Sewer Systems (SSS) General Order. Both Crockett and Port Costa collection systems are regulated by this order. It is one of the reasons SSMPs were developed as this order deals with sewer overflows and the effects they have on communities and waterways of the State. Topics of discussion will include proposed regulation of larger private collection systems, proposed system specific requirements to address climate change and system resiliency, clarification of the SWRCB enforcement process, and proposed regulatory incentives for good compliance records. Mr. McDonald said change to the SSS order and associated SSMPs will be forthcoming. Some of it would be good like a de minimis rule that would exempt reporting for smaller Sanitary Sewer Overflow (SSO) spills, maybe less than 100 gallons, if they do not reach the waters of the State. He said staff is not planning to attend the workshops but will continue to stay on top of proposed changes to the SSS order. An annual Sewer Summit, usually held in Oakland or Hayward, has been updating agencies that attend on the reissuance of the SSS order; staff is planning to attend when it is announced. Mr. McDonald shared the CSDA Take Action Brief with the Board and mentioned the state has proposed many legislative bills on Accessory Dwelling Units. Staff will continue to watch for changes as this will affect connection fees and capacity charges for infill development in Crockett and Port Costa. Mr. McDonald reported that Contra Costa Local Agency Formation Commission (LAFCO) released its 2nd round of its Municipal Service Review (MSR) for public comment. The Crockett Community Services District is included in this MSR under Chapter 21. The Board supported adding the MSR review on next month's meeting agenda to facilitate our own public discussion on the report. Mr. MacKenzie said he has heard of recent legislation submitted by Garamendi that would exempt government agencies from having to pay sales tax on items purchased that are more than \$5,000. Mr. McDonald said he was not aware of it but that he will look into it because currently the district is paying sales tax on all purchases.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald presented an update on the petitions against Special Districts under the California Voting Rights Act (CVRA) related to holding At-large vs. District wide elections. He said the attorney filing petitions is doing it to reform districts to make sure candidates would be geographically distributed in compliance with the CVRA. The attorney said as an ethical matter he will not be filing petitions against small jurisdictions where there is not a meaningful opportunity to create a district that would benefit minorities. Mr. McDonald said this CVRA issue was discussed at the Contra Costa CSDA chapter meeting in October and an article on the potential change was included in our Crockett Engaged newsletter released in November. He said unless there is an objection he would support a follow-up article being written in a future Crockett Engaged newsletter sharing the information recently learned. Mr. McDonald invited any director who would be interested in attending CSDA's Special District Legislative Days toward the end of May in Sacramento to contact him for more details. Mr. McDonald reported that the recent rains have kept staff busy responding to storm water issues. One of those issues involves the storm water drain on the east side of 303 Virginia Street running underneath what is known as the Vista Del Rio steps that begins at the small parking lot on Pomona west of the bridge. This path and steps was originally installed by C&H Sugar and served the community as a way to walk down to Pomona Avenue from the top of the hill. The County has informed the homeowner of 303 Virginia that C&H Sugar built the storm drains and steps and while C&H Sugar granted the walkways and utilities to the County years ago the County never accepted them. In effect County Public Works has taken the position that it is C&H Sugar's and the community's problem to address. The homeowner has asked for assistance dealing with the County. Mr. McDonald said that our District has no authority over storm drains but felt it was important to share this information with the Board as it does impact our community especially in the way the County has taken the position to not accepting responsibility for something they previously had on their maps and had it one point performed service on. This storm drain failure, in particular, is more problematic as it has exposed a PG&E gas line running down the hill in the same utility easement. Mr. McDonald said the exposed gas line was reported to PG&E by Crockett Sanitary Department staff but we have not received any follow up call from PG&E. Mr. Barassi suggested we, the community and property owner, should push back on Public Works decision. He said if there are facts and evidence to show they accepted it by actions they took, such as cleaning and maintenance on that line in the past, it would constitute acceptance even without the formal dedication being made. Mr. McDonald will inform the property owner and let them know where they might be able to look for evidence and facts so that he can press his case to the County. Mr. Wilson left the meeting at 8:10 pm.

8. CONSENT CALENDAR: Mr. Peterson asked that item 8.d. Status Reports be removed from the consent calendar for discussion. The following items were approved unanimously (jm/es):

- a. Approve Minutes of February 27, 2019.
- b. Approve payment of District bills (warrants Rec.7907-7943; PCSan, 1085-1089; CVSan 5821-5837; Maintenance 416).
- c. Receive Minutes of Commissions and Committees.
- e. Receive letter to Union Pacific Railroad on protection of crossing.

9.a. ITEM REMOVED FROM CONSENT CALENDAR – STATUS REPORTS: Mr. Peterson has some questions on the status reports. He asked about the Communication Assistant position mentioned under Personnel Status item P-7. Mr. McDonald said he may still require the position but is looking into other options before bringing on a new part-time employee. Mr. Peterson asked why the Non-Employee Conduct policy, item P-6, is needed. Mr. McDonald explained the District has policies in place to protect employees against other employees, and

policies that prohibit certain behaviors from the public such as harassment, but does not provide much guidance on how to escalate complaints by employees or the public against commissioners or committee members for whom the General Manager does not have authority over. He said the District is put at risk by not having clear rules and guidelines for non-employee conduct for its commissions and committees. He said these guidelines could also be included in by-laws of the commissions and committees but these are backlogged as well. Mr. Peterson said with the MCC project at the Crockett Pump Station moving to next year the requirement to remove the bricks by April 2019 can be pushed back. Mr. McDonald said he will change this to October 2019 as he'd still like the yard clear before next wet-weather period and in case components for the MCC project need to be stored on site. A motion to approve Item 8.d Status Reports, as amended, carried unanimously (es/lb).

9.b. APPOINT RECREATION COMMISSIONER: Resolution No. 18/19-10 appointing Anne Scheer to serve as Commissioner on the Crockett Recreation Commission carried unanimously (lb/jm).

9.c. ALTERNATIVE BIDDING: Mr. McDonald reported that the resolution being presented would elect the District to become subject to the uniform construction cost accounting procedures, promulgated by the State Controller pursuant to the Public Contract Code section 22019, adhering to the California Uniform Public Construction Cost Accounting Act (CUPCCAA). The Board discussed the benefits of having higher bidding thresholds which include reducing the burden and cost of going out to a formal public bid for construction projects over \$25,000, which is what is currently required. Mr. McDonald said the limits of CUPCCAA would allow project of \$60,000 or less to be let by force account, projects of \$200,000 or less may be let by informal bidding procedures, and projects in excess of \$200,000 would continue to be let by formal bidding. Mr. Kirker said it is important that the Board be aware of what's going on as with the higher limit of \$60,000 being proposed it could open up the risk for abuse on issuing contracts, smaller amounts that float under the radar, and that would not be in the public's best interest in controlling costs. McDonald's said procedures will be in place to prevent abuse and agrees with Mr. Kirker that having the Board and/or Commissions review contracts and have the ability to ask questions would help avoid abuse of the public funds or trust. Mr. Mackenzie asked if the District has any projects over \$1 million because, if so, we may be required to enter into a Project Stabilization Agreement (PSA) or Project Labor Agreement (PLA). Mr. McDonald said he is not familiar with this requirement and doubts very highly that we would have any projects upcoming over \$1 million but that for any large project staff would rely on outside engineering assistance and guidance in developing the formal bid documents and meeting all federal and state requirements for construction. Mr. Barassi said he thinks the idea of following CUPCCAA is a good idea, having less formal administrative requirements would open it up to some contractors who otherwise would not take the job due to the accounting and reporting burdens. A motion to adopt Resolution No. 18/19-11 electing the District to become subject to alternative bidding and Uniform Public Construction Cost Accounting Procedures carried unanimously (lb/jm). Mr. McDonald will notify the State Controller and schedule a public hearing to consider an informal bidding ordinance.

9.d. VACATION LEAVE BENEFITS: Mr. McDonald expressed to the Board his appreciation of employees Witschi and Morales who have both served the District in excess of 10 years. He supports and is asking the Board to consider extending their vacation leave benefit. A motion to approve Resolution No. 18/19-12 modifying the vacation leave policy for non-exempt regular employees to accrue three weeks (15 days) of vacation leave annually starting on the

tenth (10) year of service, including retroactive service to January 1, 2019 for employees who have already surpassed 10 years of service carried unanimously (lb/mk).

9.e. EMPLOYMENT AGREEMENT MODIFICATION BARNHILL: Mr. McDonald presented an Employment Agreement Modification for Port Costa Sanitary Department Manager Barnhill which includes an extension of terms, addition of items to termination and severance pay, and modification of salary. Mr. Peterson called for comments from the Personnel Committee. Mr. Barassi said that he supports the agreement and that there has been concern raised at the Personnel Committee about losing key personnel due to the District's lower pay scale and the lack of adjustments for keeping up with minimum-wage. Ms. Sutton said she was unable to make the last meeting but said she agrees with the reality of rising costs and the need to keep up with them for our employees. Mr. Barassi mentioned cost-of-living adjustments or something like that has to be taken into consideration. A motion to accept the Employment Agreement Modification as presented carried unanimously (lb/es).

9.f. LEGAL SERVICES ENGAGEMENT WITH MEYERS NAVE: Mr. McDonald said that our recent legal Associate Thomas Smith has left employment with Meyers Nave and a new legal associate has been proposed to serve as District Counsel and as the principal point of contact for our District. Mr. Kirker asked if the rate structure remained the same. Mr. McDonald said the rate sheet as of February 2019 remains the same as when Associate Thomas Smith was our counsel, \$295 per hour for Associate and principal rate of \$350 per hour. He said it is important to note to the new Board members that when Kent Alm retired from Meyers Nave in December 2018 the old rate schedule was still in place and it was substantially lower. A motion to accept and authorize signing the legal services engagement letter with Meyers Nave accepting Associate Rachel Hundley to serve as District Counsel carried unanimously (es/jm).

9.g. DOG PARK COMMITTEE GRANT APPLICATION: Mr. McDonald provided information to the Board that the Crockett Dog Park Committee (CDPC) is in the process of submitting a grant application to the Crockett Community Foundation (CCF) for the construction of a dog park under the Carquinez Bridge. As it has been a few years since the District agreed to act as government sponsor for the CDPC and he felt it was important to bring the question back to the Board to confirm their support for a dog park before the grant application is submitted to the CCF. Ms. Wais asked if the District has developed a policy on fiscal responsibility. Mr. McDonald said not related to sponsorships. Mr. Kirker was concerned with liability and questioned if adding a dog park opens the District for increased liability risk. Mr. Kirker and Ms. Sutton said they would have liked more information in the packet to make an informed decision on whether they would want to support the dog park proposal. Mr. McDonald said the District has been involved with the CDPC for a few years and had previously received plans, drawings, and supported the dog park design prior to Mr. Kirker and Ms. Sutton joining the Board. The District supported acting as a government sponsor by formal resolution a few years back. Mr. MacKenzie said that issue before the board is a re-confirmation of previously indicated support and that the Board still has final say on whether the project can move forward which is dependent on an acceptable Memorandum of Understanding (MOU). Mr. McDonald explained that he brought the question back before the Board to confirm support because the original resolution from 2017 described the Lion's Club being more actively involved. While the Lions Club still wants to be involved, funding and installing benches etc., they are not interested in being the leading non-profit group driving this project. It will be the group of volunteer citizens who formed the CDPC and who are driving the development and construction aspect of park which will take the lead. He said questions still remain on ongoing maintenance funding, insurance costs, and lease payments to Caltrans but these details are

going to be flushed out during the MOU process after Caltrans provides a final lease to the District. The lease would be between the District and Caltrans. Ms. Sutton asked if the CDPC has agreed to follow a fiscal sponsorship policy. Mr. McDonald said there is currently no fiscal sponsorship policy in place at the District and that previous requests by other entities, groups, or individuals that have come before the Board or one of our Commissions have been considered on a case-by-case basis without such a policy. Ms. Sutton said she is not opposed to confirming support but would need a policy in place and maybe have that considered by a subcommittee before presenting to the board. Mr. McDonald said the District's Budget & Finance Committee would be a logical committee to review fiscal sponsorship requests. A motion to support the Crockett Dog Park Committee's (CDPC) Crockett Community Foundation (CCF) grant application listing the District as Fiscal Sponsor contingent upon an executed lease between the District and Caltrans, a Memorandum of Understanding between the CDPC and District, and an executed policy statement on fiscal sponsorship being signed by the CDPC carried unanimously (jm/es).

10. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were received and examined by the Board.

11.a. PERSONNEL COMMITTEE REPORT: The Board received the Personnel Minutes of March 12, 2019. There was a general discussion on recruiting lifeguards and how critical it is to have the positions fully staffed to operate the pool for the entire summer.

11.b. BUDGET & FINANCE COMMITTEE REPORT: The Board received the Budget & Finance Minutes of March 21, 2019. Nothing further to report.

11.c. AD HOC COMMITTEE REPORTS: Mr. Peterson said they have not met. Nothing to report.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Memorial Hall recommendation on alternative Phase 1 seismic retrofit option (April/May).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: The Board was reminded of the 11th Annual Phillips 66 Walk of Honor for our Veterans event scheduled for Saturday May 18, 2019.

14. ADJOURNMENT: The meeting was adjourned at 9:12 PM until April 24, 2019.

Respectfully submitted,



Dale McDonald
April 4, 2019

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
04/19/2019	STATE COMPENSATI...	Workers Comp	415.79	5851
04/19/2019	MEYERS NAVE	Attorney costs Feb and March	2,006.32	5852
04/19/2019	C&H SUGAR CO.	Shared op costs March 2019	53,368.73	5853
04/19/2019	L.R. PAULSELL CONS...	Sewer high pressure cleaning i...	3,450.00	5854
04/19/2019	U.S. BANK	Various	638.82	5855
Total FUND 3426 - CV SANITARY - O&M			59,879.66	
TOTAL			59,879.66	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
04/19/2019	DOLORES M. MORAL...	Payroll April 1-15	560.64	7968
04/19/2019	KATELYNN M. CLEM...	Payroll April 1-15	242.41	7969
04/19/2019	SUSAN G. WITSCHI	Payroll April 1-15	1,630.53	7970
04/19/2019	HARLEY W. MANDICI...	Payroll April 1-15	269.11	7971
04/19/2019	TREVOR B. DEES	Payroll April 1-15	234.75	7972
04/19/2019	KARA D. BROWN	Payroll April 1-15	106.67	7973
04/19/2019	STATE COMPENSATI...	Workers Comp	783.71	7974
04/19/2019	MEYERS NAVE	Attorney costs Feb and March	656.41	7975
04/19/2019	Delta One Security, Inc.	Security guards	234.00	7976
04/19/2019	KEL-AIRE HEATING &...	Service HVAC systems invoice ...	568.22	7977
04/19/2019	PG&E	Gas and electricity at pool	1,859.32	7978
04/19/2019	UNIVERSAL BUILDIN...	Janitorial services invoice 4609...	1,271.00	7979
04/19/2019	Henrietta Farias	Cleaning and damage deposit r...	430.00	7980
04/19/2019	John Swett Athletic Bo...	Cleaning and damage deposit r...	700.00	7981
04/19/2019	U.S. BANK	Various	1,519.37	7982
Total FUND 3241 - RECREATION			11,066.14	
TOTAL			11,066.14	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/19/2019	Valley Operators, LLC	Monthly treatment plant fee invoice 1...	4,000.00	1095
04/19/2019	L.R. PAULSELL CON...	High pressure pipeline cleaning	460.00	1096
04/19/2019	MEYERS NAVE	Attorney costs Feb and March	179.83	1097
04/19/2019	U.S. BANK	Lab, alarm, district lunch, sign, office ...	989.69	1098
Total FUND 3425 - PC SANITARY - O&M			5,629.52	
TOTAL			5,629.52	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 4/3/19 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
04/05/2019	DALE A. McDONALD	Payroll March 2019	3,777.45	5838
04/05/2019	JAMES G. BARNHILL	Payroll March 2019	3,908.57	5839
04/05/2019	UNITED STATES TRE...	FedTax Liability	1,228.50	5840
04/05/2019	EMPLOYMENT DEVE...	EDD State Tax Liability	320.07	5841
04/05/2019	CalPERS Public Emplo...	CalPERS Liability	4,157.49	5842
04/05/2019	AT&T (Phone)	Telephone service	130.80	5843
04/05/2019	CUNHA ENGINEERING	Project Plans Atherton and Coo...	1,100.00	5844
04/05/2019	EBMUD	Water	238.39	5845
04/05/2019	H&R Plumbing and Dra...	Manhole N-00-16 rehab	3,700.00	5846
04/05/2019	L.R. PAULSELL CONS...	Sewer high pressure cleaning M...	5,117.50	5847
04/05/2019	PG&E	Electricity	3,545.68	5848
04/05/2019	Specialized Electrical C...	Videofied monitoring Apr-Jun in...	285.00	5849
04/05/2019	WEST COUNTY WAS...	Feb 2019 contract services	2,649.72	5850
Total FUND 3426 - CV SANITARY - O&M			<u>30,159.17</u>	
TOTAL			<u><u>30,159.17</u></u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/2/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
04/05/2019	RONALD D. WILSON	Payroll March 2019	2,402.92	7944
04/05/2019	DOLORES M. MORAL...	Payroll March 16-31, 2019	769.39	7945
04/05/2019	SUSAN G. WITSCHI	Payroll March 16-31, 2019	1,528.91	7946
04/05/2019	KATELYNN M. CLEM...	Payroll March 16-31, 2019	176.05	7947
04/05/2019	HARLEY W. MANDICI...	Payroll March 16-31, 2019	85.88	7948
04/05/2019	TREVOR B. DEES	Payroll March 16-31, 2019	128.83	7949
04/05/2019	UNITED STATES TRE...	FedTax Liability	942.32	7950
04/05/2019	EMPLOYMENT DEVE...	EDD State Tax Liability	115.18	7951
04/05/2019	CalPERS Public Emplo...	CalPERS Liability	1,644.36	7952
04/05/2019	Alhambra & Sierra Spri...	Water for office	43.51	7953
04/05/2019	AT&T (Phone)	Telephone Center and Pool	325.28	7954
04/05/2019	EBMUD	Water	634.56	7955
04/05/2019	PG&E	Gas & Electricity	1,905.68	7956
04/05/2019	TERRACARE ASSOCI...	Landscaping services	2,171.00	7957
04/05/2019	UNIVERSAL BUILDIN...	Janitorial services	186.80	7958
04/05/2019	John Swett Unified Sch...	Refund of JSHS swim team rent for ...	1,280.00	7959
04/05/2019	LESLIE'S POOL SUPP...	Alka up chemicals for pool	131.84	7960
04/05/2019	TERMINIX	Pest control	126.00	7961
04/05/2019	RONALD D. WILSON	Mileage reimbursement March	112.52	7962
04/05/2019	Crockett Rodeo Glass ...	Replace 10'x11" broken glass frenc...	140.00	7963
04/05/2019	SUSAN G. WITSCHI	Mileage reimbursement Feb-March	46.40	7964
04/05/2019	Diego Martinez	Cleaning and damage deposit refund	632.50	7965
Total FUND 3241 - RECREATION			<u>15,529.93</u>	
TOTAL			<u>15,529.93</u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 4/3/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/05/2019	H&R Plumbing and Drain ...	Manhole P-00-00A rehab	4,400.00	1090
04/05/2019	PG&E	Electricity	359.59	1091
04/05/2019	Specialized Electrical Con...	Videofied monitoring Apr-Jun P...	285.00	1092
04/05/2019	L.R. PAULSELL CONSUL...	High Pressure Pipeline cleanin...	345.00	1093
04/05/2019	Sierra Chemical Company	Sodium Hypochlorite	534.43	1094
Total FUND 3425 - PC SANITARY - O&M			5,924.02	
TOTAL			5,924.02	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 4/8/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
04/08/2019	CalPERS Public Emplo...	CalPERS liability	1,643.86	7966
04/08/2019	Leonel Marquez	Cleaning and damage deposit reissued...	700.00	7967
Total FUND 3241 - RECREATION			2,343.86	
TOTAL			2,343.86	

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 POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@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 7:00 PM by Chairperson Angell. Present were Committee members Botta, Cardwell, Currington, Melero, Valentini and Wais. Also present were Dominic Aliano from Supervisor Glover's office, Robert Nelson, Officers Morales and Gonzales from Animal Control.

2. AGENDA ORDER: No requests for items out of order.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The Crockett Signal is available and includes information on CHP Driver Safety.

4.a. REPORT FROM DEPUTY: John Angell introduced Robert Nelson a direct associate of the Contra Costa Sheriff. Deputy Spangler reported that the Nantucket lease is over. She will ticket/tow any persons and vehicles found in the Nantucket parking lot starting March 1. She will give warnings but if trespassers return they will be ticketed. The Nantucket is boarded up and she will monitor/patrol several times daily. She issued 15 parking tickets and 2 vehicles were towed downtown.

Mr. Nelson was very pleased with our attendance at the meeting. He states that the sheriff is very aware of the sideshows in Crockett. They are very dangerous and difficult to police. He mentioned that our sheriffs were participants in the Shop with a Cop program and it was very successful.

4.b. REPORT FROM CHP ON TRAFFIC ISSUES: CHP Officer Wilkenfeld reported that he wrote 50 parking tickets and also towed some vehicles. He will continue to monitor morning school drop offs and issue tickets. CHP Officer Leveste reported that the new law effective January 1 requires dealers to affix temporary license plates on all new vehicles. This should make it easier to track. He reminded attendees that if their license plates are stolen to report them right away. He recommended using special screws that are more difficult to remove when attaching license plates.

4.c. NEIGHBORHOOD WATCH: It was reported that Valona still has a group but there have not been any meetings lately.

5. AGGRESSIVE DOGS: Lt. Morales and Sgt Gonzales answered questions on the aggressive dog mentioned last month at the Police Liaison meeting. They said that there is only one animal control officer that covers El Cerrito to Crockett. The aggressive dog mentioned in the issue is now in Rodeo, out of Crockett. They mentioned the public should call Vector Control for skunk issues and Fish and Wildlife for coyote issues. To contact animal control during business hours call (925) 608-8400.

6. REPORTS FROM COMMITTEE MEMBERS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (mw/eg):
- a. Approve Minutes of February 4, 2019.
 - b. Approve Financial Report.

8. FUTURE AGENDA ITEMS:

- Invite County Public Works to speak about their responsibilities for road and sidewalk improvements and safety (April).
- Consider zoning issues.
- Consider survey to identify community priorities.

9. ADJOURNMENT: The meeting was adjourned at 7:50 PM until April 1, 2019.

Respectfully submitted,
Barbara Cardwell

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 13, 2019

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, and Cusack along with Dept. Manager Barnhill. Chairperson Beauchemin was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None.
4. PUBLIC HEARING: None.
- 5.a. DISTRICT BOARD ACTIONS: None.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill presented the cover letter for the January electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). Two Biochemical Oxygen Demand (BOD) exceedences occurred in January. The BOD monthly average was 34 mg/L and the weekly average was 150 mg/L. The permit limits are 30 mg/L monthly and 45 mg/L weekly.
6. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. Mr. Mann asked why the sewer line leading into the septic tank is being cleaned monthly. Mr. Barnhill said that Fats Oils and Grease (FOG) has been periodically blocking flow, requiring emergency dispatch for line cleaning. He said the cleaning was previously scheduled every two months but a backup occurred within the two month timeframe that could have led to a Sanitary Sewer Overflow (SSO). The backup forced management to adjust the frequency to monthly in order to prevent SSO's. Ms. Scheer said it would be beneficial for community outreach to hand deliver flyers to each residence on the importance of keeping grease out of the sewer.
7. RECEIVE VALUE COMPARISON APPRAISAL REPORT: Ms. Scheer said the description of the septic tank location on the appraisal is inaccurate. Mr. Mann asked if the sand is still being insured. Mr. Barnhill said that the sand itself is not covered by insurance but the concrete structures are.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in February. H&R Plumbing has been contracted to repair the manhole (P-00-00A) near the wastewater treatment plant (WWTP). The work is expected to be scheduled toward the end of March.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None.
- 8.c. STAFF ANNOUNCEMENTS: None.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None.

9.b. WASTEWATER COMMITTEE REPORT: Mr. Mann said there has never been a comment on this item and a Wastewater Committee meeting has never been held.

9.c. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR: The consent item was approved unanimously (as/jm):

- a. Approve Minutes of February 13, 2019.
- b. Receive Status Report on Outstanding Items.

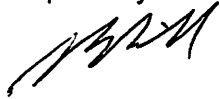
11. FUTURE AGENDA ITEMS:

Engineering proposal to inspect and assess septic tank.
Status on manhole repair (P-00-00A) near WWTP.

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 7:50 PM until April 10, 2019.

Respectfully submitted,



James Barnhill
April 3, 2019

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 20, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Asst. Manager Barnhill was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING – 468 WINSLOW: Mr. McDonald reported the owner has not been in contact with staff. A motion to record the Notice of Violation with the County Recorder's Office and schedule a second hearing carried unanimously (jw/sb).
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/mm):
 - a. Approve Minutes of February 20, 2019.
 - b. Receive Status Report on outstanding issues.
6. REPORT OF CONSULTING ENGINEER: No report.
- 7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions. He said the property at 61 Crestview had suspended enforcement through May to coordinate common lateral repair with 51 Crestview. No action was needed or taken.
- 7.b. MCC CONTROL PANEL PROJECT: Mr. McDonald reported the MCC Control Panel Project at the Crockett Pump Station has been delayed. He said staff is trying to find alternative lower cost SCADA solutions. Commissioner Manzione asked does the emergency generator run through MCC. Mr. McDonald said no, it is separate from the control system. Commissioner Manzione also asked if the Pump Station is configured through MCC. Mr. McDonald said the pump station can be bypassed completely in an emergency by bringing in a portable generator/pump flatbed. He said there would be more risk to rush the job than to plan and prepare for installation next year.
- 7.c. ANNUAL LATERAL INSPECTION PROGRAM: Mr. McDonald reported a decrease in properties inspected from last year. He said the majority of property sales continue to be issued a Certificate of Compliance prior to the sale or soon after.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported staff received the capacity charge for the new home to be built on Kendall. He said C&H Joint Treatment Plant (JTP) operating shared costs were \$50K. C&H paid for the broken sewer repair on sewer C-00-04 as a credit on their monthly bill. Commissioner Bartlebaugh asked what was the scope-

of work to J. Flores Construction for \$10K. Mr. McDonald said it was for repair work on the damaged sewer under the bridge.

8.b. SEWER USE CHARGE (SUC) REVENUE DETAIL: Mr. McDonald reported the SUC revenue detail has been reviewed by the Budget & Finance Committee. He said water use has decreased for mixed-use and commercial properties. The loss of the Nantucket has reduced commercial revenue by \$15K. He said John Swett High School and Carquinez Middle have higher water usage this year due to broken water pipes and if it can be proven that water did not enter the sewer an adjustment to their SUC will be made. Commissioner Bartlebaugh asked Mr. McDonald what are the no charge properties. Mr. McDonald said they are District properties.

8.c. PRELIMINARY FY 2019/20 BUDGET: Mr. McDonald reported the preliminary budget has very few changes from the previously submitted draft budget. He said the Rate Stabilization Reserve (RSR) is at \$2.4M which is ahead of the District goal of reaching \$2.5M in 2025. Joint Treatment Plant O&M expenses remain the largest expense of the Sanitary Department. Payroll expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase due to health benefits to the Crockett Sanitary Department is anticipated to be \$14k for FY 19/20 and increasing to \$20K by FY 21/22. Commissioner Wolthuis asked what is the difference in cost recovery for payroll. Mr. McDonald said in prior years there were both cost recovery expenses and cost recovery revenue related to inter-department payroll recovery. They washed each other out but gave inflated budget numbers. Cost recovery occurs when payroll is processed and the back and forth transfer in the budget are no longer needed. Commissioner Bartlebaugh asked what is the 3427 interfund transfer. Mr. McDonald said funds in 3427 are held for capital improvements at the treatment plant. Interfund transfers are made to restore the O&M fund that paid for capital improvements at the treatment plant. Commissioner Bartlebaugh asked why the Port Costa loan repayment dropped. Mr. McDonald said the first loan was repaid in full last October and only the second loan payments remain.

9.a. SUSPENDING SEWER USE CHARGE STUDY REPORT: A motion to suspend completing the SUC Study Report for FY 2019/20 and recommend no increase in Crockett SUC for FY 2019/20 carried unanimously (jw/mm). Commissioner Adams said we should put an article in the Signal and let property owners know there will not be an increase in SUC. Mr. McDonald said there will be an article in the District newsletter sent to the town if the Board approves the recommendation.

9.b. CROCKETT MARINE SERVICE: Mr. McDonald reported Nantucket cleared out on February 28. He said there is a lot of debris still, locks cut and graffiti. Nick Lavoie with State Lands will be doing recycling cleanup. One person is trying to restore the waterfront and restaurant.

9.c. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in February. He said Director Barassi is very concerned about the situation at the old Nantucket site. He said Director Barassi considers the area a Recreation facility and worries we will lose access to the waterfront and we should take a position that the railroad crossing is a public crossing and not private. Mr. McDonald reported Director Barassi said planning for climate change impact with public engagement is a waste of time and staff shouldn't spend time on it when there are more important items to address.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported staff responded to seven incidents between February 13 and March 13. Multiple calls were on failed storm drains which are the responsibility of Contra Costa County. The problem with Crockett Pump Station SCADA/PLC flow meter recording flow data in early February was identified. The PLC controller was switched in the wrong position during routine pump station maintenance.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported receiving a CASA alert asking agencies to oppose California Senate Bill (SB) 332 which mandates all wastewater agencies that discharge treated effluent to oceans, bays and estuaries to reduce their discharges by 50% by 2030, and by 95% by 2040.

10.c. STAFF ANNOUNCEMENTS: Mr. McDonald said he will be attending a Manager's Roundtable on April 5 and will have the opportunity to meet West County Wastewater District General Manager Malek-Zadeh.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Consider recommended enforcement actions.
- Lateral repair bids.
- Consider comprehensive rehabilitation program.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Commissioner Wolthuis said he will not be at the April meeting.

14. ADJOURNMENT: The meeting was adjourned at 8:05 PM until April 17, 2019.

Respectfully submitted,



Susan Witschi
April 2, 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

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF BUDGET & FINANCE COMMITTEE MEETING MARCH 26, 2019

The meeting was called to order at 5:00 PM by Chairperson Surges. Commissioner Mann was present. Also present were General Manager McDonald and Department Manager Barnhill.

PUBLIC COMMENTS: None

1. 9-MONTH BUDGET REPORT FOR FY 18/19 AND FY 2019/20 DRAFT BUDGET: The committee reviewed the 9-month budget report and raised various questions. Mr. Mann asked about the \$20K budgeted for septic cleaning and when we think the septic will be cleaned. Mr. Barnhill said that chamber #4 of the septic tank will be pumped as needed. He said budgeted amount would not be for full cleaning. Full pumping will be planned based on engineering recommendations following structural inspection and would be considered a special project which will likely require additional funding. Mr. McDonald said the Contingency Reserve has been increased from 5% to 10% which is in-line with other departments within the District. There were no recommendations to revise the current budget report or the preliminary budget for FY 19/20. The preliminary budget does not include a Sewer Use Charge (SUC) increase. The department is in a good financial position heading into FY 19/20 and department staff recommends no increase to the SUC. Following discussion it was the consensus of the committee that a SUC increase is not needed. The recommendation will be given to the Port Costa Sanitary Commission at the April 10 meeting.

2. GENERAL DISCUSSION: Mr. McDonald said that he sent a letter of support to Congressman Thompsons office to support H.R. 1764 extending NPDES Permit Terms to 10-years instead of the current 5-year cycle. He also sent a letter to the California Senate Environmental Quality Committee opposing SB 332 which proposes prohibiting public wastewater agencies from discharging to the ocean, bay, or estuary. The Federal bill would be of great benefit to Port Costa and the State bill would be seriously detrimental. The Committee talked briefly about the benefits of pumping all wastewater to Crockett if the State bill were ever to pass. Mr. McDonald said the next Budget & Finance Committee meeting would be in May if any major budget changes are needed.

ADJOURNMENT: The meeting was adjourned at 5:28 PM.


Respectfully submitted,



James Barnhill
March 27, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

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
website: www.town.crockett.ca.us

TO: Board of Directors Commission
FROM: General Manager 
SUBJECT: General Liability Insurance Report
DATE: April 16, 2019

The Crockett Community Services District's commercial insurance is through the California Sanitary Risk Management Authority (CSRMA) insurance by Allied World Assurance Company through CSRMA's Primary Insurance Program (PIP) care of Alliant Insurance Services, Inc. The Recreation Commission has asked that the District Board consider raising the District's Excess Liability coverage to \$9 Million.

COMMERCIAL MULTI-LINE PACKAGE POLICY

The District's 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.

There was concern by REC 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 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.

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 share for 2019 was \$13,404 and the estimated extra premium would be \$700. The Port Costa Sanitary Department share for 2019 was \$3,723 and the estimated extra premium would be \$200. The Crockett Sanitary Department share for 2019 was \$30,668 and the estimated extra premium would be \$1,600.

ACTION:

Consider instructing staff to increase the Excess Liability insurance coverage to \$9 Million as recommendation by the Recreation Commission and supported by the Port Costa Sanitary Commission. The Crockett Sanitary Commission will consider the question on April 17.

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

CROCKETT COMMUNITY SERVICES DISTRICT

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850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 4-24-19

LATEST FUND REPORT: 4-11-19

CCSD FUND 3240

CCSD FUND 3240

CASH CARRIED FORWARD:
REC DEPT: \$12,848.44

CASH CARRIED FORWARD:
CVSAN DEPT: \$41,629.72

ACTIVITY:

ACTIVITY:

Prop Tax Prior Supp (\$46.04)

Prop Tax Prior Supp (\$270.44)

Uns Refnds to 11/18 (\$26.24)

Uns Refnds to 11/18 (\$154.14)

CASH BALANCE (Rec): \$12,776.15

CASH BALANCE (CVSan): \$41,205.15

ADV ON TAXES (Rec): \$22,920.09

ADV ON TAXES (CVSan): \$134,251.33

060 Adv beginning bal \$22,803.19
No activity \$0.00

060 Adv beginning bal \$133,568.52
No activity \$0.00

Ending Balance \$22,803.19

Ending Balance \$133,568.52

160 Supplmt begin bal \$116.90
No activity \$0.00

160 Supplmt begin bal \$682.81
No activity \$0.00

Ending Balance \$116.90

Ending Balance \$682.81

FUND BALANCE (Rec): \$35,696.24


FUND BALANCE (CVSan): \$175,456.48
TOTAL BALANCE: \$211,152.72

CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF MARCH 31, 2019

<u>Beginning invested balance:</u>	<u>3/1/2019</u>	<u>\$ 4,406,636.83</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 393,622.13
Activity: No activity		
Ending balance:		\$ 393,622.13
 <u>MAINTENANCE DEPT. OPERATING FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 108,298.50
Activity: Trns from cash (3/19)		\$ 35,000.00
Ending balance:		\$ 143,298.50
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 45,630.15
Activity: Transfer to cash 3/19)		\$ (15,000.00)
Ending balance:		\$ 30,630.15
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 2,693,165.01
Activity: Transfer to cash (3/19)		\$ (100,000.00)
Ending balance:		\$ 2,593,165.01
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 868,287.91
Activity: No activity		
Ending balance:		\$ 868,287.91
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.55% as of 3/31/2019		\$ 68,746.43
Activity: Interest		
Ending balance:		\$ 68,746.43
 <u>Closing invested balance:</u>	 <u>3/31/2019</u>	 <u>\$ 4,097,750.13</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.


 Dale McDonald, General Manager

Date: 4/15/2019

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 4-24-19

LATEST FUND REPORT: 4-11-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$58,336.42

INVESTED BALANCE: \$393,622.13

No activity \$0.00

ACTIVITY:

NET INVESTED: \$393,622.13

CHECKS AND PAYMENTS

Warrants (7923-7967) (\$42,381.00)
 Wells Fargo CC Fees (\$83.14)
 Payroll recovery (\$1,441.39)
 RTS share to MAINT (\$2,700.00)
 Wells cc Machine (\$431.93)

\$43,297.82 c/d deposits

\$350,324.31 avail. funds

FUND BALANCE: \$490,133.27

DEPOSITS AND CREDITS

Comm Center Rentals \$12,410.00
 Senior nutrition \$800.00
 Cleaning/Damage Depos \$3,300.00
 Security Services \$882.00
 Cleaning Services \$480.00
 Tennis Restroom Keys \$55.00
 Aquatics rents \$3,930.00
 Parking fines \$169.97
 Donations United Way \$104.15
 Payroll recovery \$388.49
 Quilters CCF passthru \$2,886.71
 Bocce mailer recovery \$32.75
 State of Cal Recovery \$19.00
 Cxl Check 7952 \$1,644.36
 Cxl Check 7921 \$700.00
 Cxl outdtd ck 7627 \$44.75

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$38,462.82

c/d deposit receipts \$3,300.00

c/d deposit refunds \$1,817.50

Trnsfr recovery (\$282.50)

NET C/D ENDING BALANCE: \$43,297.82

CAP / RESTRICTED BAL: \$3,064.87

Revenue (Donations) \$ -

Cap Expenses \$ -

NET CAPITAL REPL. BAL: \$3,064.87

POLICE LIAISON BALANCE: \$7,836.36

Fines & Fees \$169.97

Payroll and other (\$104.79)

NET PLC ENDING BALANCE: \$7,901.54

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: \$39,146.14

ADV ON TAXES: \$57,365.00

No activity \$0.00

NET ADV ON TAXES: \$57,365.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 35,696.24

CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

8:20 AM

CROCKETT COMMUNITY SERVICES DISTRICT

04/15/19

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 04/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							509,323.55
Cleared Transactions							
Checks and Payments - 46 items							
Transfer	03/18/2019			RTS REC to MAINT funding transfer	X	-2,700.00	-2,700.00
Check	03/21/2019	7943	LESLIE'S POOL SU...	Motor repair. chemicals	X	-4,183.17	-6,883.17
Check	03/21/2019	7934	PG&E	Gas & Electricity at the pool	X	-3,154.74	-10,037.91
Check	03/21/2019	7935	TERRACARE ASS...	Landscaping services	X	-3,051.00	-13,088.91
Check	03/21/2019	7932	Quilters of Crockett	CCF passthru to Quilters	X	-2,886.71	-15,975.62
Check	03/21/2019	7939	U.S. BANK	Various	X	-1,992.74	-17,968.36
Paycheck	03/21/2019	7925	SUSAN G. WITSCHI	Payroll March 1-15	X	-1,692.39	-19,660.75
Check	03/21/2019	7936	UNIVERSAL BUILD...	Janitorial services	X	-1,271.00	-20,931.75
Check	03/21/2019	7931	CP UNLIMITED	Fire suppression electrical work - s...	X	-900.00	-21,831.75
Check	03/21/2019	7933	PACIFIC STONE	Repair broken stone at bar - recov...	X	-820.00	-22,651.75
Liability Ch...	03/21/2019	7928	STATE COMPENS...	Workers Comp	X	-783.71	-23,435.46
Check	03/21/2019	7942	Valerie Paschall	Cleaning and damage deposit refund	X	-700.00	-24,135.46
Check	03/21/2019	7941	Newin Orante	Cleaning and damage deposit refund	X	-700.00	-24,835.46
Paycheck	03/21/2019	7923	DOLORES M. MOR...	Payroll March 1-15	X	-628.29	-25,463.75
Check	03/21/2019	7937	EBMUD	Water	X	-553.93	-26,017.68
Check	03/21/2019	7940	Miguel Barajas	Cleaning and damage deposit refund	X	-485.00	-26,502.68
Paycheck	03/21/2019	7924	KATELYNN M. CLE...	Payroll March 1-15	X	-483.40	-26,986.08
Check	03/21/2019	7929	LINCOLN FINANCI...	LTD premium April 2019	X	-69.19	-27,055.27
Paycheck	03/21/2019	7926	HARLEY W. MAND...	Payroll March 1-15	X	-68.71	-27,123.98
Paycheck	03/21/2019	7927	TREVOR B. DEES	Payroll March 1-15	X	-48.67	-27,172.65
Check	03/21/2019	7938	KATELYNN M. CLE...	Mileage reimbursement March 2019	X	-17.40	-27,190.05
Check	03/21/2019	7930	Alhambra & Sierra ...	Water	X	-17.16	-27,207.21
Paycheck	04/05/2019	7944	RONALD D. WILSON	Payroll March 2019	X	-2,402.92	-29,610.13
Check	04/05/2019	7957	TERRACARE ASS...	Landscaping services	X	-2,171.00	-31,781.13
Check	04/05/2019	7956	PG&E	Gas & Electricity	X	-1,905.68	-33,686.81
Transfer	04/05/2019			Payroll recovery REC to CVSAN	X	-1,866.90	-35,553.71
Paycheck	04/05/2019	7946	SUSAN G. WITSCHI	Payroll March 16-31, 2019	X	-1,528.91	-37,082.62
Check	04/05/2019	7959	John Swett Unified ...	Refund of JSWS swim team rent fo...	X	-1,280.00	-38,362.62
Liability Ch...	04/05/2019	7950	UNITED STATES T...	FedTax Liability	X	-942.32	-39,304.94
Paycheck	04/05/2019	7945	DOLORES M. MOR...	Payroll March 16-31, 2019	X	-769.39	-40,074.33
Check	04/05/2019	7955	EBMUD	Water	X	-634.56	-40,708.89
Check	04/05/2019	7965	Diego Martinez	Cleaning and damage deposit refund	X	-632.50	-41,341.39
Check	04/05/2019	7954	AT&T (Phone)	Telephone Center and Pool	X	-325.28	-41,666.67
Check	04/05/2019	7958	UNIVERSAL BUILD...	Janitorial services	X	-186.80	-41,853.47
Paycheck	04/05/2019	7947	KATELYNN M. CLE...	Payroll March 16-31, 2019	X	-176.05	-42,029.52
Check	04/05/2019	7963	Crockett Rodeo Gla...	Replace 10'x11" broken glass fren...	X	-140.00	-42,169.52
Check	04/05/2019	7960	LESLIE'S POOL SU...	Alka up chemicals for pool	X	-131.84	-42,301.36
Paycheck	04/05/2019	7949	TREVOR B. DEES	Payroll March 16-31, 2019	X	-128.83	-42,430.19
Check	04/05/2019	7961	TERMINIX	Pest control	X	-126.00	-42,556.19
Liability Ch...	04/05/2019	7951	EMPLOYMENT DE...	EDD State Tax Liability	X	-115.18	-42,671.37
Check	04/05/2019	7962	RONALD D. WILSON	Mileage reimbursement March	X	-112.52	-42,783.89
Paycheck	04/05/2019	7948	HARLEY W. MAND...	Payroll March 16-31, 2019	X	-85.88	-42,869.77
Check	04/05/2019	7964	SUSAN G. WITSCHI	Mileage reimbursement Feb-March	X	-46.40	-42,916.17
Check	04/05/2019	7953	Alhambra & Sierra ...	Water for office	X	-43.51	-42,959.68
Liability Ch...	04/08/2019	7966	CalPERS Public E...	CalPERS liability	X	-1,643.86	-44,603.54
Check	04/08/2019	7967	Leonel Marquez	Cleaning and damage deposit reis...	X	-700.00	-45,303.54
Total Checks and Payments						-45,303.54	-45,303.54
Deposits and Credits - 20 items							
Deposit	03/14/2019			Rent, Wells Fargo Fees, Credit Ca...	X	24.93	24.93
Deposit	03/15/2019			Rent - cc	X	200.00	224.93
Deposit	03/15/2019			Comm Ctr Deposit	X	2,699.00	2,923.93
Deposit	03/19/2019			Rent/Sec/CD - cc	X	2,200.00	5,123.93
Transfer	03/21/2019			Payroll recovery MAINT to REC M...	X	12.30	5,136.23
Transfer	03/21/2019			Payroll recovery PCSAN to REC M...	X	38.34	5,174.57
Transfer	03/21/2019			Payroll recovery CVSAN to REC	X	326.00	5,500.57
Deposit	03/22/2019			Comm Ctr Deposit	X	3,898.71	9,399.28
Deposit	03/25/2019			Booking	X	200.00	9,599.28
Deposit	03/26/2019			Security - cc	X	224.00	9,823.28
Deposit	03/28/2019			Rent/Cleaning/Booking	X	1,658.00	11,481.28
Deposit	03/29/2019			Comm Center Deposit	X	8,466.87	19,948.15
Deposit	04/04/2019			Rent - cc	X	100.00	20,048.15
Liability Ch...	04/05/2019	7952	CalPERS Public E...	VOID	X	0.00	20,048.15
Transfer	04/05/2019			Payroll recovery PCSAN to REC	X	11.85	20,060.00
Transfer	04/05/2019			Payroll recovery CVSan to REC	X	425.51	20,485.51

8:20 AM

04/15/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 04/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	04/05/2019			Comm Ctr Deposit	X	1,585.00	22,070.51
Deposit	04/08/2019		CONTRA COSTA C...	Cxl outdated check	X	44.75	22,115.26
Deposit	04/08/2019		Leonel Marquez	Cxl ck 7921 - reissued	X	700.00	22,815.26
Deposit	04/09/2019			Comm Ctr Deposit - cc	X	3,298.00	26,113.26
Total Deposits and Credits						26,113.26	26,113.26
Total Cleared Transactions						-19,190.28	-19,190.28
Cleared Balance						-19,190.28	490,133.27
Register Balance as of 04/11/2019						-19,190.28	490,133.27
Ending Balance						-19,190.28	490,133.27

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

FINANCIAL REPORT

AS OF MARCH 31, 2019

Opening balance: 3/1/2019	\$8,081.18
Activity:	
<u>Revenue</u>	
Fines & Fees (County 3/11)	\$6.45
<u>Expenditures</u>	
Payroll recovery	(\$320.12)
Postage	(\$1.80)
Current balance as of 3/31/19	\$7,765.71

Staff spent approximately 2.0 hours on PLC issues in March. Clancy report for February is pending.



District Finance Officer

//admin/districtsecretary/plc/financialreport

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	4/24/19	LATEST FUND REPORT:	4/11/19
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$50,983.79	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$221,500.00
CHECKS and PAYMENTS		Archt. Phasel	(\$15,427.99)
Warrant (416)	(\$1,792.50)	Engnr. Phasel	(\$31,229.00)
Payroll recovery	(137.54)	Other CapX	(\$4,605.65)
Trns to investment	(\$35,000.00)	WofH P66 Balance	\$170,237.36
DEPOSITS		Other MH O&M Bal.	\$77.04
RTS share of funding	\$5,100.00	BRIDGEHEAD	(\$209.67)
Streetlamp recovery	\$7,183.18	PLAZA/FENCES/LIGHTS	(\$469.30)
CASH BALANCE:	\$26,336.93	ACCRUED DEBT:	
INVESTED BEG. BALANCE:	\$108,298.50	PY due REC Dept.	\$8,000.00
Trns from cash	\$35,000.00	DOGPARK due BRGHD	\$1,024.48
INVESTED END. BALANCE:*	\$143,298.50	PCADVISORY due MH	\$1,170.20
FUND BALANCE:	\$169,635.43		

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04/15/19

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 04/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							159,282.29
Cleared Transactions							
Checks and Payments - 3 items							
Check	03/21/2019	416	The PRA Group, Inc.	Review FSSI pressure groutin...	X	-1,792.50	-1,792.50
Transfer	03/21/2019			Payroll recovery MAINT to RE...	X	-12.30	-1,804.80
Transfer	04/05/2019			Payroll recovery MAINT to CV...	X	-125.24	-1,930.04
Total Checks and Payments						-1,930.04	-1,930.04
Deposits and Credits - 3 Items							
Deposit	03/15/2019			Streetlamp reocvery	X	7,183.18	7,183.18
Transfer	03/18/2019			RTS from CVSan to MAINT	X	2,400.00	9,583.18
Transfer	03/18/2019			RTS REC to MAINT funding tr...	X	2,700.00	12,283.18
Total Deposits and Credits						12,283.18	12,283.18
Total Cleared Transactions						10,353.14	10,353.14
Cleared Balance						10,353.14	169,635.43
Register Balance as of 04/11/2019						10,353.14	169,635.43
Ending Balance						10,353.14	169,635.43

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 4/24/19 LATEST FUND REPORT: 4/11/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$2,610.77	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1088-1094)	(\$10,771.08)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$1,814.41)	Loan#2 due CVSan	\$277,963.36
DEPOSIT	\$0.00		
Trns from Investments	15,000.00		
CASH BALANCE:	\$5,025.28	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$112,507.00		
No activity	\$0.00		
Ending Balance	\$112,507.00		
INVESTED BEGIN. BALANCE:	\$45,630.15		
Trns to cash	(\$15,000.00)		
Interest LAIF	\$0.00		
Ending Balance	\$30,630.15		
FUND BALANCE:	\$148,162.43		

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04/15/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 04/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							160,747.92
Cleared Transactions							
Checks and Payments - 10 Items							
Check	03/21/2019	1088	Valley Operator...	WWTP monthly service - invoice 993	X	-4,000.00	-4,000.00
Check	03/21/2019	1089	U.S. BANK	Lab testing, phone alarm, share of GM traini...	X	-847.06	-4,847.06
Transfer	03/21/2019			Payroll recovery PCSAN to REC Mar 1-15	X	-38.34	-4,885.40
Check	04/05/2019	1090	H&R Plumbing a...	Manhole P-00-00A rehab	X	-4,400.00	-9,285.40
Transfer	04/05/2019			Payroll recovery PCSan to CVSan	X	-1,764.22	-11,049.62
Check	04/05/2019	1094	Sierra Chemical ...	Sodium Hypochlorite	X	-534.43	-11,584.05
Check	04/05/2019	1091	PG&E	Electricity	X	-359.59	-11,943.64
Check	04/05/2019	1093	L.R. PAULSELL...	High Pressure Pipeline cleaning invoice 19-4	X	-345.00	-12,288.64
Check	04/05/2019	1092	Specialized Elec.,	Videofied monitoring Apr-Jun PC WWTP	X	-285.00	-12,573.64
Transfer	04/05/2019			Payroll recovery PCSAN to REC	X	-11.85	-12,585.49
Total Checks and Payments						-12,585.49	-12,585.49
Total Cleared Transactions						-12,585.49	-12,585.49
Cleared Balance						-12,585.49	148,162.43
Register Balance as of 04/11/2019						-12,585.49	148,162.43
Ending Balance						-12,585.49	148,162.43

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-24-19

OPERATING FUND 3426

CASH CARRIED FORWARD: \$99,437.02

ACTIVITY:

Warrants (5832-5850)	(\$86,851.50)
Payroll REC recovery	(\$326.00)
RTS trnsfr to MAINT	(\$2,400.00)
C&H SUC 3rd qtr	\$47,741.74
Permits & Bond	\$1,180.00
Payroll recovery	\$3,330.85
Trns from investment	\$100,000.00

CASH BALANCE: \$162,112.11

ADV ON TAXES:

060 Prop tax Beginning	\$520,908.69
No activity	\$0.00
Ending Balance	\$520,908.69
160 Adv Supp Prop tax	\$4,117.89
No activity	\$0.00
Ending Balance	\$4,117.89

INVESTED BEG. BALANCE: \$2,693,165.01

Trns to cash	(\$100,000.00)
Ending Balance:	\$2,593,165.01

FUND 3426 BALANCE: \$3,280,303.70

TAXES held in 3240: \$175,456.48

CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

PCSAN DEPT.	\$302,196.85
MAINT DEPT.	\$0.00

LATEST FUND REPORT: 4-11-19

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD \$49,323.62

ACTIVITY:

No activity	\$0.00
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CASH BALANCE: \$49,323.62

INVESTED BEGIN BAL.: \$868,287.91

No activity	\$0.00
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INVESTED BALANCE: \$868,287.91

FUND 3427 BALANCE: \$917,611.53

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$275.00

ACTIVITY:

No activity	\$0.00
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CASH BALANCE: \$275.00

INVESTED BEGIN BAL.: \$68,746.43

No activity	\$0.00
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INVESTED BALANCE: \$68,746.43

FUND 3429 BALANCE: \$69,021.43

CONTRACTOR BONDS ON FILE:

28 contractors	\$27,500.00
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7:25 AM

04/15/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 04/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,317,628.61
Cleared Transactions							
Checks and Payments - 22 items							
Transfer	03/18/2019			RTS from CVSan to MAINT	X	-2,400.00	-2,400.00
Check	03/21/2019	5836	C&H SUGAR CO.	JTP Shared op costs Feb 2019 an...	X	-54,806.04	-57,206.04
Check	03/21/2019	5834	Aqua Natural Soluti...	Microbe Lift 5 gal x4 - invoice 4534	X	-756.67	-57,962.71
Check	03/21/2019	5837	U.S. BANK	Various office, telephone, internet,...	X	-438.76	-58,401.47
Liability Ch...	03/21/2019	5832	STATE COMPENS...	Workers Comp	X	-415.79	-58,817.26
Transfer	03/21/2019			Payroll recovery CVSAN to REC	X	-326.00	-59,143.26
Check	03/21/2019	5835	ARMOR LOCKSMI...	Safe opening - invoice 53047	X	-154.95	-59,298.21
Check	03/21/2019	5833	LINCOLN FINANCI...	LTD premium April 2019	X	-120.12	-59,418.33
Check	04/05/2019	5847	L.R. PAULSELL CO...	Sewer high pressure cleaning Mar...	X	-5,117.50	-64,535.83
Liability Ch...	04/05/2019	5842	CalPERS Public E...	CalPERS Liability	X	-4,157.49	-68,693.32
Paycheck	04/05/2019	5839	JAMES G. BARNHI...	Payroll March 2019	X	-3,908.57	-72,601.89
Paycheck	04/05/2019	5838	DALE A. McDONALD	Payroll March 2019	X	-3,777.45	-76,379.34
Check	04/05/2019	5846	H&R Plumbing and ...	Manhole N-00-16 rehab	X	-3,700.00	-80,079.34
Check	04/05/2019	5848	PG&E	Electricity	X	-3,545.68	-83,625.02
Check	04/05/2019	5850	WEST COUNTY W...	Feb 2019 contract services	X	-2,649.72	-86,274.74
Liability Ch...	04/05/2019	5840	UNITED STATES T...	FedTax Liability	X	-1,228.50	-87,503.24
Check	04/05/2019	5844	CUNHA ENGINEE...	Project Plans Atherton and Cook fi...	X	-1,100.00	-88,603.24
Transfer	04/05/2019			Payroll recovery CVSan to REC	X	-425.51	-89,028.75
Liability Ch...	04/05/2019	5841	EMPLOYMENT DE...	EDD State Tax Liability	X	-320.07	-89,348.82
Check	04/05/2019	5849	Specialized Electric...	Videofied monitoring Apr-Jun invo...	X	-285.00	-89,633.82
Check	04/05/2019	5845	EBMUD	Water	X	-238.39	-89,872.21
Check	04/05/2019	5843	AT&T (Phone)	Telephone service	X	-130.80	-90,003.01
Total Checks and Payments						-90,003.01	-90,003.01
Deposits and Credits - 7 items							
Deposit	03/22/2019			Permit 19-7	X	60.00	60.00
Deposit	03/25/2019			Bond and Permit 19-6	X	1,060.00	1,120.00
Deposit	04/01/2019			C&H SUC	X	47,741.74	48,861.74
Deposit	04/02/2019			Permit 19-8 - cc	X	60.00	48,921.74
Transfer	04/05/2019			Payroll recovery MAINT to CVSAN	X	125.24	49,046.98
Transfer	04/05/2019			Payroll recovery PCSan to CVSan	X	1,764.22	50,811.20
Transfer	04/05/2019			Payroll recovery REC to CVSAN	X	1,866.90	52,678.10
Total Deposits and Credits						52,678.10	52,678.10
Total Cleared Transactions						-37,324.91	-37,324.91
Cleared Balance						-37,324.91	3,280,303.70
Register Balance as of 04/11/2019						-37,324.91	3,280,303.70
Ending Balance						-37,324.91	3,280,303.70

CROCKETT COMMUNITY SERVICES DISTRICT

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
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: General Manager *M*
SUBJECT: 9-Month Budget Report for FY 18/19 and preliminary FY 19/20 Budget
DATE: April 15, 2019

The Crockett Community Services District 9-month budget reports for each of the respective departments have been presented to the Commissions or their Budget & Finance Committees with the exception of the Maintenance Department which is to be reviewed by the Board. All reports are being presented to the Board for review and to allow the Board to comment or question staff.

Each report is broken out by department and includes a written budget summary report along with the preliminary budget for FY 19/20. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

STAFF RECOMMENDATION:

The Board should receive the budget report and preliminary FY 19/20 budget along with recommendations and form opinions on budget presented. The Board should give direction to staff, call for public hearing, and plan to receive final budget for adoption on June 26, 2019.

CROCKETT COMMUNITY SERVICES DISTRICT FY 2019/20 BUDGET

PRELIMINARY (4/15/2019)

	PRIOR YEAR ACTUAL 2017/18	ADOPTED BUDGET 2018/19	ESTIMATED YEAR-END 2018/19	PRELIMINARY BUDGET 2019/20
Revenue				
CCSD Administration ⁽¹⁾	\$ 1,077	\$ -	\$ 7,620	\$ -
Crockett Sanitary Dept. ^{(2) (3)}	\$ 1,992,413	\$ 2,146,351	\$ 2,028,715	\$ 2,117,986
Receivable PC Loans ⁽³⁾	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Rate Stabilization Resrv	\$ -	\$ 74,316	\$ -	\$ -
Port Costa Sanitary Dept.	\$ 237,236	\$ 262,681	\$ 265,112	\$ 272,708
Recreation Dept.	\$ 576,951	\$ 618,383	\$ 530,522	\$ 772,965
Maintenance Dept.	\$ 47,276	\$ 510,475	\$ 63,449	\$ 202,731
Total Revenue	\$ 2,943,912	\$ 3,702,137	\$ 2,985,350	\$ 3,402,864
Expenses				
CCSD Administration ⁽¹⁾	\$ -	\$ -		\$ -
Crockett Sanitary Dept. ⁽²⁾	\$ 1,781,520	\$ 2,364,676	\$ 1,594,669	\$ 1,857,894
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
Port Costa Sanitary Dept. ^{(3) (4)}	\$ 235,628	\$ 321,952	\$ 278,189	\$ 327,493
Recreation Dept.	\$ 553,069	\$ 618,383	\$ 540,566	\$ 857,407
Maintenance Dept.	\$ 68,245	\$ 629,976	\$ 48,742	\$ 332,790
Total Expense	\$ 2,638,460	\$ 3,934,987	\$ 2,462,166	\$ 3,375,584
Net Increase (Decrease) in Cash	\$ 306,452	\$ (232,850)	\$ 523,184	\$ 27,280
Fund Balance, beginning	\$ 3,883,103	\$ 4,189,555	\$ 4,189,555	\$ 4,712,739
Fund Balance, end of year	\$ 4,189,555	\$ 3,956,705	\$ 4,712,739	\$ 4,740,019
<i>O&M annual - All Depts.</i>	\$ 1,916,933	\$ 1,981,209	\$ 1,850,086	\$ 1,949,270
<i>Payroll Summary All Depts.</i>	\$ 346,095	\$ 345,839	\$ 351,191	\$ 420,845

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San and Rec. Depts.
CSD roll-up reflected on estimated only, revenue/expenses not reflected in adopted budget.

(2) Includes Crockett Sanitary funds 3426, 3427, and 3429, and JTP large project reserves.

(3) Non-operation loan and repayment from Port Costa San. Dept. separated from CVSAN as long-term liability.

(4) Adopted PCSan FY 18/19 budget includes Op Reserve Allocation in rollup, later removed from expense.

Fund beginning balance matches Accounting Balance Sheet as of June 30, 2018

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	\$ 328,224	\$ 321,096	\$ 272,274	\$ 298,622
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					FY 20/21
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 *	254,667.87	332,926.84	332,926.84	94,022.50	51,423.50
TOTAL OPENING CASH BALANCE	476,370.33	501,252.42	501,252.42	491,345.89	407,154.39
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	1,593.49	1,958.00	1,722.16	1,657.50	
TOTAL REVENUES	577,951.16	618,383.00	530,521.74	772,965.49	
<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	1,444.77	1,780.00	3,159.64	2,541.00	
SUB -TOTAL O&M EXPENSE	490,200.02	491,620.00	511,501.26	570,143.00	
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	553,069.07	618,383.00	540,428.27	857,157.00	
<i>Adopted 6-27-18 total</i>					
CLOSING BALANCE - FUND 3241 ***	501,252.42	501,252.42	491,345.89	407,154.39	
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 EC	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./Expens	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*****	1,593.49	1,958.00	1,253.16	1,722.16	1,657.50
Total Income	1,593.49	1,958.00	1,253.16	1,722.16	1,657.50
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	0.00	25.00	709.85	729.85	150.00
5171/5172 · OFFICE POSTAL/SUPPLIES	25.79	75.00	371.19	392.19	150.00
Total 3241e · FUND 3241 REC. Expense*****	25.79	100.00	1,081.04	1,122.04	300.00
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 *****	1,418.98	1,680.00	1,725.60	2,037.60	2,241.00
Total O&M Expense	1,444.77	1,780.00	2,806.64	3,159.64	2,541.00
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	1,444.77	1,958.00	2,806.64	3,159.64	2,795.00
Net Including Capital Income/Expenses	148.72	0.00	-1,553.48	-1,437.48	-1,137.51
Net Income	148.72	0.00	-1,553.48	-1,437.48	-1,137.51

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: General Manager 
SUBJECT: 9-month FY 2018/19 Budget Report and Prelim FY 2019/2020 Budget
DATE: April 15, 2019

The Crockett Community Services District Board (CSD) is responsible for reviewing the Maintenance Department budget each year. The Budget & Finance Committee reviewed the budget report the March 21. The format of the budget layout has been changed since then and now includes an overview summary page and separate budget pages for the Memorial Hall, Bridgehead/Landscaping, and Plaza/Street Lighting/Fence cost centers.

The Maintenance Department is running a deficit and borrowing from the dedicated Walk of Honor reserve fund to pay expenses. Return-to-Source (RTS) grant funding was recently deposited. No substantial additional revenue other than 4th FY quarter interest and outstanding \$1,000 reimbursement for dog park related expenses is expected.

HIGHLIGHTS

- Memorial Hall Park landscaping is now being handled by the Recreation Department using funds from the Recreation cost center and RTS funding has been reduced accordingly. The Crockett Sanitary Department will still contribute a share of their RTS funding to cover administrative costs.
- Professional Engineering Services expenses for the Memorial Hall project continue to be billed for work by consultants PRA Group. As development of alternatives continue staff is anticipating additional charges through 2019. Costs not directly related to a pending construction project must be treated as an investigative operating expense.
- Liability insurance premium invoice for the Maintenance Department was reviewed and it was calculated correctly. As the formula to allocate insurance is based on prior year actual O&M expenses, and there was less Maintenance expenses compared to other departments, the shares for liability insurance for all Maintenance Department cost centers were lower.

SUMMARY

Operation and Maintenance expense has already exceeded the budgeted allocation for this fiscal year and is forecast to end the fiscal year 80% over budget. This does not include the Non-Operating cost recovery or capital expenditures. Operating revenue is only 72% of budget. Current funding shortfalls need to be discussed and long term funding of the Maintenance Department needs to be addressed. Concern remains as volunteers and donations shrink.

FY 19/20 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/31/2019) - FUND 3242 - OVERVIEW

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Adopted</u>	<u>FY 2018-19 9-Month</u>	<u>FY 2018-19 Est. Year-End</u>	<u>FY 2019-20 Prelim Budget</u>
EXPENSES					
Memorial Hall O&M	\$ 5,921	\$ 6,578	\$ 10,954	\$ 12,680	\$ 9,464
Bridgehead / Landscaping O&M	\$ 588	\$ 1,020	\$ 961	\$ 1,231	\$ 1,290
Plaza / Streetlight / Fence O&M	\$ 497	\$ 562	\$ 759	\$ 809	\$ 873
Port Costa Light. & Landscap. (PCAC)	\$ 30	\$ -	\$ -	\$ -	\$ -
Sub-Total O&M Expense	\$ 7,036	\$ 8,160	\$ 12,674	\$ 14,721	\$ 11,627.00
Fixed Assets - Capital Expense					
Memorial Hall	\$ 55,309	\$ 600,000	\$ 7,638	\$ 7,638	\$ 300,000
Bridgehead / Landscaping	\$ -	\$ -	\$ -	\$ -	\$ -
Street Lighting / Fence / Plaza	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fixed Assets	\$ 55,309	\$ 600,000.00	\$ 7,638	\$ 7,638	\$ 300,000.00
Contingency Reserve 10%	\$ -	\$ 816	\$ -	\$ -	\$ 1,163
Non-op Expenses	\$ 5,900	\$ 21,000	\$ 26,384	\$ 26,384	\$ 20,000
Interfund G/L non-op adjustment	\$ 3	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 68,248	\$ 629,976	\$ 46,696	\$ 48,742	\$ 332,790
TOTAL APROPRIATIONS	\$	\$ 629,976.00	\$	\$	\$ 332,790.00
REVENUES					
Operating Revenue					
Memorial Hall	\$ 7,900	\$ 5,000	\$ 2,793	\$ 2,793	\$ 2,000
Bridgehead / Landscaping	\$ -	\$ 500	\$ -	\$ 1,200	\$ 200
Plaza/Streetlights/Fence	\$ -	\$ 100	\$ -	\$ 50	\$ 100
Total Operating Revenue	\$ 7,900	\$ 5,600	\$ 2,793	\$ 4,043	\$ 2,300
Non-Operating Revenue					
Memorial Hall	\$ 38,736	\$ 503,893	\$ 50,479	\$ 51,240	\$ 199,449
Bridgehead / Landscaping	\$ 140	\$ 520	\$ 520	\$ 520	\$ 520
Plaza/Streetlights/Fence	\$ 500	\$ 462	\$ 7,645	\$ 7,645	\$ 462
Total Non-Operating Revenue	\$ 39,376	\$ 504,875	\$ 58,644	\$ 59,406	\$ 200,431
TOTAL REVENUES	\$ 47,276	\$ 510,475.00	\$ 61,438	\$ 63,449	\$ 202,731.00
Net Increase (Decrease) in Cash	\$ (20,972)	\$ (119,501)	\$ 14,742	\$ 14,707	\$ (130,059)
BALANCE OVERVIEW					
FUND BALANCE (Beginning)	\$ 175,813.40	\$ 154,841.01	\$ 154,841.01	\$ 154,841.01	\$ 169,547.81
Estimated Revenue	\$ 47,275.80	\$ 510,475.00	\$ 61,437.64	\$ 63,448.84	\$ 202,731.00
Estimated Expenses	\$ 68,248.19	\$ 629,976.00	\$ 46,695.85	\$ 48,742.04	\$ 332,790.00
FUND BALANCE (End of Year)	\$ 154,841.01	\$ 35,340.01	\$ 169,582.80	\$ 169,547.81	\$ 39,488.81
Dedicated WofH Funds (EOY)	\$ 156,622	\$ 32,622.36	\$ 173,984.86	\$ 191,347	\$ 16,347.36
Other Mem Hall Cap Dontations	\$ -	\$ 1,000.00	\$ 1,593	\$ 1,593	\$ 1,000.00
Combined Payroll Salary & Benefits	\$ 2,306	\$ 2,363	\$ 3,242	\$ 4,017	\$ 3,643

FY 19/20 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/31/2019) - FUND 3242 - MEMORIAL HALL

	<u>FY 2017-18</u> <u>Actual</u>	<u>FY 2018-19</u> <u>Adopted</u>	<u>FY 2018-19</u> <u>9-Month</u>	<u>Est. Year-</u> <u>End</u>	<u>FY 2019-20</u> <u>Prelim Budget</u>
<u>EXPENSES</u>					
Memorial Hall O&M					
Insurance - Property & Liability	\$ 89	\$ 93	\$ 88	\$ 88	\$ 94.00
Maintenance - building & landscaping	\$ 3,600	\$ 3,900	\$ 2,458	\$ 2,533	\$ 300.00
Capital Replacement - O&M	\$ -	\$ 200	\$ 352	\$ 352	\$ 350.00
Utilities - electricity	\$ 272	\$ 492	\$ 194	\$ 194	\$ 252.00
Payroll Expenses and volunteer WC	\$ 1,769	\$ 1,443	\$ 2,221	\$ 2,741	\$ 2,368.00
Programs - events	\$ -	\$ -	\$ 1,270	\$ 1,270	\$ 1,000.00
Prof. Svcs.- Engineer, Attorney, Audit	\$ 26	\$ 250	\$ 4,342	\$ 5,442	\$ 5,000.00
All Other- Office and other op	\$ 167	\$ 200	\$ 29	\$ 60	\$ 100.00
Total Memorial Hall O&M Expenses	\$ 5,921	\$ 6,578	\$ 10,954	\$ 12,680	\$ 9,464.00
Fixed Assets - Capital Expense					
Memorial Hall	\$ 55,309	\$ 600,000.00	\$ 7,638	\$ 7,638	\$ 300,000.00
Total Fixed Assets	\$ 55,309	\$ 600,000.00	\$ 7,638	\$ 7,638	\$ 300,000.00
Contingency Reserve 10%	\$ -	\$ 658	\$ -	\$ -	\$ 946.00
Memorial Hall Non-op	\$ 5,900	\$ 21,000	\$ 19,375	\$ 19,375	\$ 20,000.00
Interfund G/L non-op adjustment	\$ 3	\$ -	\$ -	\$ -	\$ -
TOTAL MEMORIAL HALL EXPENDITURES	\$ 67,133	\$ 628,236	\$ 37,967	\$ 39,693	\$ 330,410
<u>REVENUES</u>					
Operating Revenue					
Memorial Hall					
Donations (restricted)	\$ -	\$ 1,000	\$ 1,593	\$ 1,593	\$ 1,000.00
Donations / fundraisers (ops)	\$ 7,900	\$ 4,000	\$ 1,200	\$ 1,200	\$ 1,000.00
Total Operating Revenue	\$ 7,900	\$ 5,000.00	\$ 2,793	\$ 2,793	\$ 2,000.00
Non-Operating Revenue					
Memorial Hall					
Cost Recovery and other	\$ -	\$ 15	\$ 5	\$ 5	\$ 15.00
Interest (non-operating)	\$ 1,475	\$ 1,860	\$ 1,981	\$ 2,742	\$ 3,016.00
Non-profit grants (non-op.)	\$ -	\$ 450,000	\$ -	\$ -	\$ 150,000.00
Walk of Honor fundraiser	\$ 26,000	\$ 26,000	\$ 25,000	\$ 25,000	\$ 25,000.00
RTS Co-gen pass-thru (for MH)	\$ 5,360	\$ 5,018	\$ 4,118	\$ 4,118	\$ 1,418.00
Pass-through (WoH & other) *	\$ 5,900	\$ 21,000	\$ 19,375	\$ 19,375	\$ 20,000.00
Total Non-Operating Revenue	\$ 38,736	\$ 503,893.00	\$ 50,479	\$ 51,240	\$ 199,449.00
TOTAL REVENUES	\$ 46,636	\$ 508,893.00	\$ 53,272	\$ 54,034	\$ 201,449.00
Net Increase (Decrease) in Cash	\$ (20,497)	\$ (119,343)	\$ 15,306	\$ 14,341	\$ (128,961)

FY 19/20 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/31/2019) - FUND 3242 - BRIDGEHEAD

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2018-19</u>	<u>FY 2018-19 Est.</u>	<u>FY 2019-20</u>
	<u>Actual</u>	<u>Adopted</u>	<u>9-Month</u>	<u>Year-End</u>	<u>Prelim Budget</u>
<u>EXPENSES</u>					
Bridgehead / Landscaping					
Insurance - Liability	\$ 88	\$ 90	\$ 19	\$ 19	\$ 20.00
Maintenance	\$ 86	\$ 100	\$ 8	\$ 58	\$ 100.00
Payroll Expenses and volunteer W	\$ 415	\$ 800	\$ 774	\$ 989	\$ 1,000.00
All Other - Office, Auditor, etc.	\$ -	\$ 30	\$ 160	\$ 165	\$ 170.00
Total Bridgehead O&M	\$ 588	\$ 1,020	\$ 961	\$ 1,231	\$ 1,290.00
Fixed Assets - Capital Expense					
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency Reserve 10%	\$ -	\$ 102	\$ -	\$ -	\$ 129.00
Bridgehead Non-op	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BRIDGEHEAD EXPENDITURES	\$ 588	\$ 1,122	\$ 961	\$ 1,231	\$ 1,419
<u>REVENUES</u>					
Operating Revenue					
Bridgehead / Landscaping					
Donations (restricted)	\$ -	\$ -	\$ -	\$ 1,000	\$ -
Donations / fundraisers (ops)	\$ -	\$ 500	\$ -	\$ 200	\$ 200.00
Total Operating Revenue	\$ -	\$ 500.00	\$ -	\$ 1,200	\$ 200.00
Non-Operating Revenue					
Bridgehead / Landscaping					
Cost Recovery and other	\$ -	\$ -	\$ -	\$ -	\$ -
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ -
RTS Co-gen pass-thru	\$ 140	\$ 520	\$ 520	\$ 520	\$ 520.00
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Operating Revenue	\$ 140	\$ 520.00	\$ 520	\$ 520	\$ 520.00
TOTAL REVENUES	\$ 140	\$ 1,020.00	\$ 520	\$ 1,720	\$ 720.00
Net Increase (Decrease) in Cash	\$ (448)	\$ (102)	\$ (441)	\$ 489	\$ (699)

FY 19/20 MAINTENANCE DEPARTMENT PRELIM BUDGET (3/31/2019) - FUND 3242 - PLAZA/STREETLIGHTS

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2018-19</u>	<u>FY 2018-19 Est.</u>	<u>FY 2019-20</u>
	<u>Actual</u>	<u>Adopted</u>	<u>9-Month</u>	<u>Year-End</u>	<u>Prelim Budget</u>
<u>EXPENSES</u>					
Plaza / Street Lighting / Fence					
Insurance - Property/Liability	\$ 374	\$ 392	\$ 512	\$ 512	\$ 548.00
Payroll Expenses	\$ 122	\$ 120	\$ 248	\$ 288	\$ 275.00
All Other - Maint., Office, Auditor, etc.	\$ -	\$ 50	\$ -	\$ 10	\$ 50.00
Total Plaza / Streetlight / Fence O&M	\$ 497	\$ 562	\$ 759	\$ 809	\$ 873.00
Fixed Assets - Capital Expense					
Street Lighting / Fence / Plaza	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency Reserve 10%	\$ -	\$ 56	\$ -	\$ -	\$ 87.00
Plaza / Streetlights / Fence Non-op	\$ -	\$ -	\$ 7,009	\$ 7,009	\$ -
TOTAL PLAZA/LIGHTS EXPENDITURES	\$ 497	\$ 618	\$ 7,768	\$ 7,818	\$ 960
<u>REVENUES</u>					
Operating Revenue					
Plaza/Streetlights/Fence					
Donations (restricted)	\$ -	\$ -	\$ -	\$ -	\$ -
Donations / fundraisers (ops)	\$ -	\$ 100	\$ -	\$ 50	\$ 100.00
Total Operating Revenue	\$ -	\$ 100.00	\$ -	\$ 50	\$ 100.00
Non-Operating Revenue					
Plaza/Streetlights/Fence					
Cost Recovery and other	\$ -	\$ -	\$ 7,183	\$ 7,183	\$ -
Non-profit grants (non-op.)	\$ -	\$ -	\$ 462	\$ 462	\$ -
RTS Co-gen pass-thru	\$ 500	\$ 462	\$ -	\$ -	\$ 462.00
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Operating Revenue	\$ 500	\$ 462.00	\$ 7,645	\$ 7,645	\$ 462.00
TOTAL REVENUES	\$ 500	\$ 562.00	\$ 7,645	\$ 7,695	\$ 562.00
Net Increase (Decrease) in Cash	\$ 3	\$ (56)	\$ (123)	\$ (123)	\$ (398)

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commissioners / Board of Directors
FROM: Department Manager SB
SUBJECT: 9-month Budget Report and preliminary FY 2019/20 Budget
DATE: March 13, 2019

The 9-month Port Costa Sanitary Department Budget Report details are incorporated within the attached draft Fiscal Year (FY) 19/20 budget. There does not appear the need to adopt a revised FY 18/19 budget for the Port Costa Sanitary Department.

HIGHLIGHTS

- Sewer Use Charge (SUC) income (#301.0) is the sole source of revenue in FY 19/20 minus a small amount from sewer permit fees. Expenditures will exceed revenue.
- Outfall diffuser repair placeholder of \$25K removed from Capital Replacement (#416.96).
- Professional septic tank inspection of \$35K added as a Capital Improvement Project study (#111.x); planning \$10K for Phase 1 in FY 18/19 and \$25K for Phase 2 in FY 19/20.
- Partial septic tank cleaning (#416.96) will occur annually as requested by operators while reserves are built to perform any repairs or replacement identified by professional inspection. \$20K remains budgeted for septic tank cleaning. If full septic tank cleaning is required additional funding, such as inter-department loan, will need to be secured.
- Payroll costs for Port Costa will increase in FY 19/20 as staff spends more time on Port Costa issues. Benefit expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase to the Port Costa Sanitary Department is anticipated to be \$2,200 for FY 19/20.
- Contingency Reserve has been increased from 5% to 10% to \$16,848 in FY 19/20.
- There is currently no Capital Project Reserve Fund. Any emergency capital projects will require identification of funding at time of the declaration of emergency.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department continues to draw down its unallocated cash balance. Current revenue is enough to cover operating expenses and planned inspections. Raising the Sewer Use Charge in FY 19/20 would not provide sufficient revenue to address larger projects or major emergencies.

FY 2019-20 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PRELIMINARY 3/13/2019

	<u>PY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2018-19 Est.</u>	<u>FY 2018-19</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Prelim Budget</u>
Collection System				
Liability Insurance	\$ 3,325	\$ 3,425	\$ 3,723	\$ 3,946
Profess. Services.	\$ 0	\$ 500	\$ 1,000	\$ 1,000
Sewers Maint.	\$ 4,690	\$ 5,800	\$ 11,313	\$ 10,000
Other Operating	\$ 0	\$ 100	\$ 1,800	\$ 1,000
Permits & Fees	\$ 2,088	\$ 2,140	\$ 2,286	\$ 2,331
Total Collection System	\$ 10,103	\$ 11,965	\$ 20,122	\$ 18,277
Treatment Plant				
Generator fuel / oil	\$ 53	\$ 100	\$ 50	\$ 100
Property Insurance	\$ 812	\$ 852	\$ 974	\$ 935
Contract Operator	\$ 48,000	\$ 49,200	\$ 48,000	\$ 54,120
Chemicals	\$ 2,477	\$ 3,914	\$ 3,924	\$ 3,200
Hardware/Supplles & Misc.	\$ 680	\$ 800	\$ 487	\$ 800
Profess. Svcs. (Engineer, Lab, Technici	\$ 39,090	\$ 35,671	\$ 20,690	\$ 20,867
Electricity	\$ 3,265	\$ 2,954	\$ 2,977	\$ 3,121
Alarm system phone	\$ 1,150	\$ 1,580	\$ 1,300	\$ 1,580
Cap. Replacement	\$ 1,806	\$ 25,000	\$ 2,820	\$ 3,000
Operating fees/permits	\$ 4,238	\$ 4,289	\$ 4,564	\$ 4,401
Other Operating - septic cleaning	\$ 1,760	\$ 10,000	\$ 25,000	\$ 20,000
Total Treatment Plant	\$ 103,331	\$ 134,360	\$ 110,787	\$ 112,124
Adminstrative				
Elections	\$ 0	\$ 35	\$ 77	\$ 0
Crime Insurance	\$ 28	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,392	\$ 2,435	\$ 2,432	\$ 2,480
Office / Postal	\$ 193	\$ 250	\$ 267	\$ 250
Profess. Svcs.(admin)	\$ 1,286	\$ 3,500	\$ 2,273	\$ 3,500
Printing/Publishing	\$ 1,393	\$ 1,535	\$ 1,502	\$ 1,547
Software Subscription	\$ 0	\$ 0	\$ 169	\$ 350
Vehicle/Travel/Meetings	\$ 26	\$ 50	\$ 80	\$ 100
Other	\$ 420	\$ 400	\$ 748	\$ 1,600
County Charges	\$ 557	\$ 575	\$ 644	\$ 660
Sub-Total Administrative	\$ 6,295	\$ 8,805	\$ 8,217	\$ 10,512
Salaries and Benefits (O&M)	\$ 16,429	\$ 19,890	\$ 23,096	\$ 27,566
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 22,724	\$ 28,695	\$ 31,313	\$ 38,078
Total O&M Expenses	\$ 136,158	\$ 175,020	\$ 162,221	\$ 168,479
Non-Operational Expenses				
Loan Principle	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Loan Interest on PY Cap Projects	\$ 10,511	\$ 13,653	\$ 12,236	\$ 12,692
Non-Op Other	\$ 0	\$ 0	\$ 700	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 0	\$ 4,100	\$ 13,800	\$ 58,000
Allocation to operating reserves	\$ 0	\$ 26,000	\$ 0	\$ 35,000
Contingency Reserve	\$ 0	\$ 13,248	\$ 0	\$ 16,848
Total Expenditures	\$ 235,628	\$ 321,952	\$ 278,189	\$ 327,493
TOTAL APPROPRIATIONS	\$ 235,628	\$ 321,952	\$ 278,189	\$ 327,493
TOTAL REVENUES				
Sewer use charge	\$ 237,236	\$ 262,501	\$ 262,501	\$ 272,528
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 0	\$ 180	\$ 180	\$ 180
Interest (non-op)	\$ 0	\$ 0	\$ 1,031	\$ 0
Misc fees / cost recovery (ops)	\$ 0	\$ 0	\$ 1,400	\$ 0
Grants (non-op)	\$ 0	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PRELIMINARY BUDGET FY 19/20 (3/13/2019)**

Sewer Use Charge \$1,973

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 17/18	Adopted FY 18/19	9 Month Actual FY 18/19	Estimated Total FY 18/19	Preliminary Budget FY 19/20
301.0 Sewer use charge	\$237,236.00	\$262,501.00	\$262,501.00	\$262,501	\$272,528.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$0.00	\$180.00	\$60.00	\$180.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTALS O&M	\$237,236.00	\$262,681.00	\$262,561.00	\$262,681.00	\$272,708.00
311.0 Interest	\$0.00	\$0.00	\$630.15	\$1,031.00	\$0.00
318.0 Cost recovery (Non-op)	\$0.00	\$0.00	\$700.00	\$1,400.00	\$0.00
317.0 Short-term Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$237,236.00	\$262,681.00	\$263,891.15	\$265,112.00	\$272,708.00

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 17/18	ADOPTED FY 18/19	ESTIMATED FY 18/19	DRAFT BUDGET FY 19/20	
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 6,820.15	\$ 16,820.15	\$ 16,820.15	\$ 3,820.15	
Discharge Permit Reserve	\$ 36,000.00	\$ 29,946.25	\$ 29,946.25	\$ 32,908.75	
Plumbing Pipe Refurb. Reserve	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	
RWQCB Violation Fines Reserve	\$ 33,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	
Carry Over (unallocated)	\$ 21,207.95	\$ 42,871.48	\$ 42,871.48	\$ 35,832.13	
TOTAL OPENING CASH BALANCE	\$ 104,028.10	\$ 105,637.88	\$ 105,637.88	\$ 92,561.03	
ESTIMATED REVENUE	\$237,236.00	\$262,681.00	\$ 265,112.00	\$ 272,708.00	
ESTIMATED O&M EXPENSES	\$ (136,156.36)	\$ (175,020.00)	\$ (162,221.21)	\$ (168,479.00)	
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (4,100.00)	\$ (13,800.00)	\$ (58,000.00)	
ESTIMATED LOAN PRINCIPAL	\$ (88,958.58)	\$ (89,931.00)	\$ (89,931.51)	\$ (36,474.00)	
ESTIMATED LOAN INTEREST	\$ (10,511.28)	\$ (13,653.00)	\$ (12,236.13)	\$ (12,692.00)	
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve	\$ 16,820.15	\$ 28,820.15	\$ 3,820.15	\$ 13,820.15	(\$300K by __ 2029)
Discharge Permit Reserve	\$ 29,946.25	\$ 35,688.75	\$ 32,908.75	\$ 34,908.75	(\$40K by May 2023)
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	(\$15K by Oct 2020)
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Contingency ***	\$ -	\$ 13,248.00	\$ -	\$ 16,848.00	
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	
Carry Over(unallocated)	\$ 42,871.48	\$ (12,142.02)	\$ 35,832.13	\$ 1,047.13	
TOTAL CLOSING FUND BALANCE	\$ 105,637.88	\$ 85,614.88	\$ 92,561.03	\$ 89,624.03	

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 18/19	Actual Ending FY 18/19	Est. Payments FY 19/20	Est. Ending FY 19/20
Crockett Valona Sanitary (WestA Refi)	\$313,437.15	\$277,963.36	\$36,474.15	\$241,489.21
Crockett Valona Sanitary (CCC Refi)	\$54,457.72	\$0.00	\$0.00	\$0.00
Crockett Valona Sanitary (Transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Total Debt	\$392,128.36	\$302,196.85	\$36,474.15	\$265,722.70

**PORT COSTA SANITARY DEPARTMENT
PRELIMINARY BUDGET FY 19/20 (3/13/2019)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	9 Month Actual	Estimated	Preliminary Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,324.84	3,425.00	3,723.03	3,723.03	3,946.00
415.55 · PROF. SVCS. (Coll.)	0.00	500.00	1,000.00	1,000.00	1,000.00
415.70 · MAINTENANCE	4,690.00	5,800.00	9,862.50	11,312.50	10,000.00
415.96 · OTHER OPERATING (Coll.)	0.00	100.00	1,800.00	1,800.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,088.00	2,140.00	2,286.00	2,286.00	2,331.00
Total 415 · SEWAGE COLLECTION *****	10,102.84	11,965.00	18,671.53	20,121.53	18,277.00
416.25 · GASOLINE, OIL, FUEL	\$53.09	\$100.00	\$0.00	\$50.00	\$100.00
416.31 · INSURANCE - Property	\$811.79	\$852.00	\$974.35	\$974.35	\$935.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$49,200.00	\$32,000.00	\$48,000.00	\$54,120.00
416.51.2pc · Chemicals	\$2,476.91	\$3,914.00	\$2,945.55	\$3,923.55	\$3,200.00
416.51.3pc · Hardware, Supplies, & Misc	\$679.59	\$800.00	\$289.20	\$487.20	\$800.00
416.56.2pc.3pc · Prof. Svcs. - Engineer	\$16,053.75	\$17,971.00	\$8,091.25	\$8,091.25	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$7,492.00	\$5,700.00	\$3,010.00	\$4,210.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$15,299.50	\$12,000.00	\$5,189.00	\$8,389.00	\$10,667.00
416.56.x · Prof. Svcs. - Attorney / Other	\$244.86	\$0.00	\$0.00	\$0.00	\$200.00
416.91.1pc · Electricity	\$3,264.58	\$2,954.00	\$2,235.94	\$2,976.94	\$3,121.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,150.16	\$1,580.00	\$1,151.66	\$1,300.17	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$1,806.46	\$25,000.00	\$2,820.31	\$2,820.31	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,238.00	\$4,289.00	\$4,149.00	\$4,564.00	\$4,401.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$1,760.00	\$10,000.00	\$0.00	\$25,000.00	\$20,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 416 · SEWAGE TREATMENT *****	103,330.69	134,360.00	62,856.26	110,786.77	112,124.00
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	35.00	77.18	77.18	0.00
417.31 · INSURANCE -Crime(employee bond)	28.04	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,391.63	2,435.00	2,427.00	2,432.00	2,480.00
417.41 · OFFICE POSTAL / SUPPLIES	192.59	250.00	174.02	267.02	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,285.92	3,500.00	1,492.80	2,272.80	3,500.00
417.61 · PRINTING/ PUBLISHING	1,393.35	1,535.00	1,370.70	1,502.30	1,547.00
417.70 · SOFTWARE SUBSCRIPTION	0.00	0.00	168.58	168.58	350.00
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	25.69	50.00	67.84	80.35	100.00
417.96 · OTHER ADMIN. / RECOVERY	419.66	400.00	738.81	747.81	1,600.00
417.96.3pc · County Charges	557.02	575.00	643.71	643.71	660.00
Total 417 · ADMIN / GENERAL *****	6,293.90	8,805.00	7,160.64	8,216.75	10,512.00
6560 · PAYROLL EXPENSES *****					
6.1dMc · GM's O&M Wages	5,022.60	6,105.00	4,346.51	6,887.42	7,576.00
6.1ds · Secrtry. O&M Wages	315.55	392.00	276.35	451.07	496.00
6.1ds · Dept. Mgr's O&M Wages	9,398.07	11,387.00	8,453.96	13,253.12	14,579.00
11.1dMc · GM O&M Benefits GM	604.86	729.00	552.98	871.53	1,395.00
11.1ds · Secrtry. O&M Benefits	52.70	65.00	35.59	60.92	351.00
11.1as · Dept. Mgr's O&M Benefits	1,035.15	1,212.00	1,019.65	1,572.10	3,169.00
Total 6560 · PAYROLL EXPENSES *****	16,428.93	19,890.00	14,685.04	23,096.16	27,566.00
Total O&M Expense	136,156.36	175,020.00	103,373.47	162,221.21	168,479.00
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	\$88,958.58	\$89,931.00	\$89,931.51	\$89,931.51	\$36,474.00
419.1 · Loan Interest - Non-Op Expense	10,511.28	13,653.00	12,236.13	12,236.13	12,692.00
111.x · Capitol Sewer Projects and CCTV	0.00	4,100.00	0.00	13,800.00	58,000.00
419 · Non-Op Expense - Other	0.00	0.00	700.00	700.00	0.00
Operating Reserves - Budget Allocation					
Septic Tank Replacement(\$300k over 10yrs)		12,000.00			30,000.00
Discharge Permit Reserve(\$40k over 5yrs)		10,000.00			2,000.00
Plumbing Pipe Reserve (\$15K over 5yrs)		2,000.00			3,000.00
RWQCB Violation Fines Reserve		2,000.00			0.00
Contingency 10%		13,248.00			16,848.00
TOTAL EXPENSES	\$235,626.22	\$321,952.00	\$206,241.11	\$278,888.85	\$327,493.00
Net Ordinary O&M Income	101,079.64	87,661.00	160,517.68	102,890.79	104,229.00
Net Include. Contingency, Capital, & Reserves	\$1,609.78	(59,271.00)	57,650.04	(13,776.85)	-\$54,785.00

Capital Projects for FY 2019/20

PRELIM (3/13/19)

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)		\$10,000.00		\$10,000.00
CCTV Inspection		\$10,000.00		\$10,000.00
	TOTAL	<u>\$20,000.00</u>		
TREATMENT PLANT		CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Inspection Phase 2			\$25,000.00	\$25,000.00
Sump high alarm			\$1,500.00	\$1,500.00
Backup chemical pump			\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$10,000.00		\$1,500.00
	TOTAL	<u>\$3,000</u>	<u>\$38,000.00</u>	
EQUIPMENT			CAPITAL IMPROVEMENTS	
No tools or equipment planned			\$0.00	
	TOTAL		<u>\$0.00</u>	
				<u>\$49,500.00</u>

The below programs can be added if additional funding is identified, otherwise to FY 20/21 or later.

Smoke Testing of collection system	\$8,600.00
Sand Replacement Reserve - annual buildup	TBD

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: General Manager *M*
SUBJECT: 9-month FY 2018/19 Budget Report and Prelim FY 2019/2020 Budget
DATE: April 15, 2019

The 9-month FY 18/19 Crockett Sanitary Budget Report details are incorporated within the attached preliminary FY 19/20 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not expected to be used this year. A budget deficit is not forecast for FY 18/19.

HIGHLIGHTS

- Sewer Use Charge (SUC) revenue (#301.1) for FY 19/20 will be \$1,331,259. Commercial and mixed use property revenue for FY 19/20 is projected to be \$19,012 less from FY 18/19 primarily because no revenue is anticipated from old Nantucket waterfront property.
- Capital improvement and capital replacement projects have remained unchanged. The preliminary budget anticipates the same projects as was presented in the draft budget.
- Rate Stabilization Reserve is forecast to be \$2,442,913 as of June 30, 2020. This is just shy of the District's goal of reaching \$2.5 M by 2022. The Bartle Wells study of 2012 projected a reserve of \$2.2 M by June 30, 2020.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Wet-weather JTP billable expenses will increase over the next two months as invoices are paid by C&H. JTP annual cost reallocation is complete and the District anticipates owing an additional \$14K for the period April 1, 2018 to March 31, 2019.
- Property Tax Revenue (#314) and RTS Grant Funding (#319) may be lower in FY 19/20. The District will be considering reapportioning the District's ad valorem property tax allocation and possibly Return-to-Source funding allotment. It is prudent to plan for the loss of this income in order to determine whether a SUC increase would be required to cover any potential shortfall.
- Payroll expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase to the Crockett Sanitary Department is anticipated to be \$14,000 for FY 19/20 and increasing to \$20,000 by FY 21/22.
- Minor adjustments to various expense line items have been made to the preliminary budget.

Expenditures are well under budget in FY 18/19. Revenue in FY 19/20 will cover all operating expenses. Staff sees no need to move forward with a formal Sewer Use Charge (SUC) Study or SUC increase in FY 19/20.

FY 2019-20 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PRELIM - 4/15/2019

	PY 2017-18 Actual	FY 2018-19 Approved	FY 2018-19 Estimated Year	FY 2019-20 Prelim Budget
Collection System				
Loan Principal	\$ 72,937	\$ 75,236	\$ 75,684	\$ 78,545
Gas, Fuel, Vehicle (District owned)	\$ 393	\$ 600	\$ 1,870	\$ 1,000
Insurance	\$ 30,445	\$ 31,359	\$ 32,328	\$ 35,561
West County O&M Pump Station	\$ 47,610	\$ 44,141	\$ 35,767	\$ 43,772
Prof. Services (Collection Sys) Non WCWD	\$ 10,618	\$ 12,000	\$ 6,692	\$ 12,000
Rent/Lease Easements	\$ 2,392	\$ 2,350	\$ 2,448	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,187	\$ 95,436	\$ 79,930	\$ 87,013
Utilities	\$ 30,830	\$ 31,429	\$ 30,230	\$ 31,552
Cap. Replacement (O&M) Pump Station	\$ 10,547	\$ 32,100	\$ 8,300	\$ 30,300
Other	\$ 3,566	\$ 3,680	\$ 2,186	\$ 3,500
Total Collection System	\$ 295,526	\$ 328,331	\$ 275,435	\$ 325,743
Treatment Plant				
JTP Operations & Maint - C&H	\$ 663,217	\$ 678,625	\$ 705,378	\$ 671,333
Capital Replacement (O&M) JTP	\$ 37,507	\$ 11,893	\$ 16,660	\$ 11,893
Total Treatment Plant	\$ 700,724	\$ 690,518	\$ 722,038	\$ 683,226
Administrative				
Elections	\$ 0	\$ 1,000	\$ 1,051	\$ 0
Membership	\$ 4,764	\$ 5,296	\$ 4,777	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 4,076	\$ 5,217	\$ 5,023	\$ 5,172
Professional Services (Admin)	\$ 14,231	\$ 10,500	\$ 9,100	\$ 12,195
Printing / Publishing	\$ 780	\$ 1,400	\$ 1,957	\$ 1,500
Rents/Leases - Office Space	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000
Travel/Meetings/Vehicle	\$ 483	\$ 685	\$ 731	\$ 700
Telephone and Internet	\$ 4,961	\$ 5,600	\$ 3,455	\$ 3,500
Software subscriptions	\$ 0	\$ 0	\$ 1,410	\$ 3,500
County & State Charges	\$ 5,959	\$ 5,965	\$ 6,543	\$ 6,550
Recoverable Expenses / Other Misc.	\$ 7,086	\$ 6,000	\$ 11,317	\$ 9,000
Training and Conferences	\$ 821	\$ 1,500	\$ 1,221	\$ 1,500
Sub-Total Administrative	\$ 45,561	\$ 45,563	\$ 48,986	\$ 51,417
Salaries and Benefits (O&M)	\$ 106,622	\$ 113,878	\$ 114,950	\$ 138,189
Recoverable Payroll (REC/PC/MAINT)	\$ 46,090	\$ 36,929	\$ 0	\$ 0
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 0	\$ 1,200	\$ 0	\$ 100
Total Administrative	\$ 198,273	\$ 197,570	\$ 163,936	\$ 189,706
Fixed Assets				
Capital Projects Allocation	\$ 559,598	\$ 917,627	\$ 390,380	\$ 393,260
423 Other Non-Op Interfund trsfr to 3427	\$ 8,892	\$ 2,425	\$ 2,425	\$ 8,084
Total Fixed Assets	\$ 568,490	\$ 920,052	\$ 392,805	\$ 401,344
Allocation to Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0
Non-operation expenses	\$ 2,400	\$ 2,000	\$ 27,830	\$ 31,628
Contingency Expense 10%	\$ 0	\$ 127,181	\$ 0	\$ 119,868
Interfund G/L operation adjustment	\$ 3,429	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,768,842	\$ 2,265,652	\$ 1,582,043	\$ 1,751,515
TOTAL APPROPRIATIONS	\$	\$ 2,169,206	\$	\$ 1,751,515
TOTAL REVENUES				
Property Tax	\$ 293,000	\$ 296,000	\$ 318,000	\$ 300,720
Sewer Use Charges	\$ 1,282,012	\$ 1,359,482	\$ 1,333,295	\$ 1,331,259
Sewer Use Charges - C&H	\$ 185,405	\$ 190,967	\$ 190,967	\$ 190,967
Permit fees	\$ 3,240	\$ 3,000	\$ 1,950	\$ 3,000
Capacity charges	\$ 8,892	\$ 2,425	\$ 2,425	\$ 2,425
Interest (non-op)	\$ 32,154	\$ 36,000	\$ 59,075	\$ 64,982
Cost Recovery including payroll	\$ 47,656	\$ 48,326	\$ 811	\$ 2,000
Grants - RTS (non-op) and others	\$ 51,700	\$ 43,945	\$ 47,330	\$ 40,869
Interfund transfer 3427	\$ 12,618	\$ 103,104	\$ 6,000	\$ 106,387
Loan repayment from Port Costa	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Other - Penalties, pass thru, bonds, etc.	\$ 24,272	\$ 14,017	\$ 13,206	\$ 11,783
Allocation from Rate Stabilization Reserve	\$ 0	\$ 74,316	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PRELIM (4/15/2019)**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	398,792.58	605,792.08	933,314.86
Rate Stabilization Reserve	1,768,119.87	1,822,184.98	1,975,609.73
TOTAL OPENING CASH BALANCE	2,166,912.45	2,427,977.06	2,908,924.59
ESTIMATED REVENUES (excl. PCSan Repay & Stab Resrv	1,940,948.60	1,973,059.10	2,054,392.00
Interdepartment receivable Port Costa Loans	88,958.58	89,931.51	36,474.00
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED O&M OUTLAY EXPENSE	-1,194,523.43	-1,161,408.54	-1,198,675.00
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-527,598.34	-358,379.56	-1,132,819.00
Contingency Expense 10% *	0.00	0.00	-119,868.00
Non-Op Expense / Cash Bond Refunds	-2,400.00	-27,829.98	-31,628.00
Transfer to Capital Construction Fund # 3427 **	-40,892.00	-34,425.00	-40,084.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Interfund G/L noperating adjust.	-3,428.80	0.00	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	605,792.08	933,314.86	153,671.86
Rate Stabilization Reserve	1,822,184.98	1,975,609.73	2,442,912.73
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	2,427,977.06	2,908,924.59	2,476,716.59
* Any unused contingency at year-end allocated to Rate Stabilization Reserve			
** Includes Clarifier Reserve and Capacity Charges collected			
*** Total excluding taxes held in 3240			
INVESTMENT ASSETS OUTSIDE FUND 3426			
Accrued Debt PCSan Beginning Balance	481,086.94	392,128.36	302,196.85
Adjustments	-88,958.58	-89,931.51	-36,474.00
Accrued Debt PCSan Ending Balance	392,128.36	302,196.85	265,722.85
CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****			
Property Taxes Held in 3240 Beginning Balance	47,068.36	47,055.22	40,000.00
Property Taxes Held in 3240 Ending Balance	47,055.22	40,000.00	40,000.00
Difference (increase / decrease)	-13.14	-7,055.22	0.00
County charges held in 3240	0.00	0.00	0.00

CROCKETT SANITARY DEPARTMENT
9-MONTH ACTUALS AND PRELIM BUDGET FY 2019/30 (4/15/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>9-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Draft 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>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,274,512.00	1,349,482.00	1,333,295.01	1,333,295.01	1,331,259.00
301.2 · SEWER USE CHARGES - PY	7,500.00	10,000.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	185,404.81	190,967.00	95,483.47	190,966.95	190,967.00
302 · PERMIT FEES	3,240.00	3,000.00	1,290.00	1,950.00	3,000.00
303 · CONNECTION / CAPACITY CHARGES	8,892.00	2,425.00	2,425.00	2,425.00	2,425.00
307 · PENALTIES AND FINES COLLECTED	158.58	1,000.00	500.00	500.00	1,000.00
318 · COST RECOVERY			0.00		
318.2 · Abatement Costs	1,005.10	1,500.00	504.06	504.06	1,000.00
318.1 .3 .6 · Refunds, C&H and Other	256.73	1,000.00	244.40	307.40	1,000.00
318.8m · Payroll - repaid by Maint.	3,391.86	2,837.00	0.00	0.00	0.00
318.8pc · Payroll - repaid by PCSan	16,060.68	17,653.00	0.00	0.00	0.00
318.8re · Payroll - repaid by Rec	26,941.40	25,336.00	0.00	0.00	0.00
Total 318 · COST RECOVERY	47,655.77	48,326.00	748.46	811.46	2,000.00
Total 300 · OPERATING REVENUE	1,527,363.16	1,605,200.00	1,433,741.94	1,529,948.42	1,530,651.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	32,153.91	36,000.00	46,015.25	59,075.15	64,982.00
314 · PROPERTY TAX-transfer from 3240	293,000.00	296,000.00	180,000.00	318,000.00	300,720.00
316 · PAYMENTS PRIVATE SEWER AGRMT	13,083.32	7,617.00	6,722.38	6,722.38	5,383.00
319 · GRANTS	51,700.00	43,945.00	47,330.00	47,330.00	40,869.00
320 · OTHER NON-OP INCOME / PASSTHRU	3,029.91	2,400.00	2,983.15	2,983.15	2,400.00
322 · INTERFUND TRANSFER FROM 3427	12,618.30	103,104.00	0.00	6,000.00	106,387.00
325.8 · CONTRACTOR BONDS	8,000.00	3,000.00	3,000.00	3,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	88,958.58	89,931.00	89,931.51	89,931.51	36,474.00
Total 325 · NON-OPERATING REVENUE	502,544.02	581,997.00	375,982.29	533,042.19	560,215.00
Allocation from Rate Stabilization Reserve	0.00	74,316.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,029,907.18	2,261,513.00	1,809,724.23	2,062,990.61	2,090,866.00

CROCKETT SANITARY DEPARTMENT
9-MONTH ACTUALS AND PRELIM BUDGET FY 2019/30 (4/15/19)

	<u>PY Actual</u>	<u>Budgeted</u>	<u>9-month</u>	<u>Estimated</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Actuals</u>	<u>Current Year</u>	<u>Draft Budget</u>
			<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	72,936.83	75,236.00	75,684.46	75,684.46	78,545.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHICLE	393.23	600.00	1,669.95	1,869.95	1,000.00
410.30 · INSURANCE	30,445.43	31,359.00	32,198.27	32,328.27	35,561.00
410.50 · WEST COUNTY O&M (PS)	47,610.28	44,141.00	21,054.51	35,766.51	43,772.00
410.55 · PROF. SVCS. (Coll.)	10,618.25	12,000.00	5,882.00	6,692.00	12,000.00
410.65 · RENT/LEASE EASEMENTS	2,392.24	2,350.00	2,448.10	2,448.10	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,590.16	93,936.00	59,687.31	77,387.31	84,513.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,596.67	1,500.00	785.54	2,542.21	2,500.00
Total 410.70 · MAINTENANCE	86,186.83	95,436.00	60,472.85	79,929.52	87,013.00
410.90 · UTILITIES					
90.1 · Electricity	30,219.13	30,429.00	19,810.13	29,395.13	30,701.00
90.2 · Water	610.69	1,000.00	502.41	834.41	851.00
Total 410.90 · UTILITIES	30,829.82	31,429.00	20,312.54	30,229.54	31,552.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	10,546.65	32,100.00	0.00	8,300.00	30,300.00
95.2 · Other Operating Costs + HHW	3,566.48	3,680.00	1,006.29	2,186.29	3,500.00
Total 410.95 · OTHER OPERATING (Coll.)	14,113.13	35,780.00	1,006.29	10,486.29	33,800.00
Total 410 · COLLECTION SYSTEM *****	295,526.04	328,331.00	220,728.97	275,434.64	325,743.00
411 · TREATMENT PLANT *****					
411.50 · C&H - JTP O&M			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	663,217.12	678,625.00	502,825.92	705,377.92	671,333.00
411.95 · CAPITAL REPLACEMENT (Treat)	37,506.68	11,893.00	14,660.46	16,660.46	11,893.00
Total 411 · TREATMENT PLANT *****	700,723.80	690,518.00	517,486.38	722,038.38	683,226.00
414 · ADMINISTRATIVE *****					
414.20 · ELECTIONS			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	0.00	1,000.00	1,051.23	1,051.23	0.00
414.35 · MEMBERSHIPS	4,764.33	5,296.00	4,606.00	4,777.00	4,800.00
414.40 · OFFICE					
40.1 · Postal	1,299.92	1,406.00	1,489.46	1,569.46	1,400.00
40.2 · Supplies	1,920.96	2,011.00	1,228.52	1,908.52	1,972.00
40.3 · Miscellany	855.25	1,800.00	1,095.14	1,545.14	1,800.00
Total 414.40 · OFFICE	4,076.13	5,217.00	3,813.12	5,023.12	5,172.00
414.55 · PROF. SVCS. (Admin.)					
55.4 · Attorney	4,594.70	4,800.00	2,440.53	3,640.53	5,461.00
55.5 · Auditor	3,349.40	3,700.00	3,559.31	3,559.31	4,734.00
55.6 · Engineer / Consultants (non-Capl)	6,286.75	2,000.00	0.00	1,900.00	2,000.00
Total 414.55 · PROF. SVCS. (Admin.)	14,230.85	10,500.00	5,999.84	9,099.84	12,195.00
414.60 · PRINTING/PUBLISHING	779.91	1,400.00	1,557.24	1,957.24	1,500.00

CROCKETT SANITARY DEPARTMENT
9-MONTH ACTUALS AND PRELIM BUDGET FY 2019/30 (4/15/19)

	PY Actual	Budgeted	9-month Actuals	Estimated Current Year	Draft Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
414.65 · RENTS&LEASES	2,400.00	2,400.00	2,400.00	2,400.00	3,000.00
414.80 · VEHICLE / TRAVEL REIMBURSE	482.82	685.00	510.51	730.51	700.00
414.90 · TELEPHONE / INTERNET / CELL	4,960.92	5,600.00	2,404.83	3,454.83	3,500.00
414.94 · SOFTWARE SUBSCRIPTIONS	0.00	0.00	1,410.04	1,410.04	3,500.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	5,959.31	5,965.00	6,501.48	6,543.48	6,550.00
95.x · Recoverable exp. (excl. Payroll)	6,792.53	5,000.00	8,058.04	8,178.04	8,000.00
95.9 · Training and Conferences	821.44	1,500.00	421.39	1,221.39	1,500.00
95 · Other Misc.	293.39	1,000.00	3,019.15	3,139.15	1,000.00
Total 414.95 · OTHER ADMIN	13,866.67	13,465.00	18,000.06	19,082.06	17,050.00
Total 414 · ADMINISTRATIVE *****	45,561.63	45,563.00	41,752.87	48,985.87	51,417.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,041,811.47	1,064,412.00	779,968.22	1,046,458.89	1,060,386.00
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	51,294.57	56,619.00	44,947.01	59,929.35	64,305.00
Asst. Department Manager	45,755.93	44,285.00	36,365.01	48,486.68	60,491.00
Assistant District Secretary	9,571.13	10,974.00	4,811.31	6,415.08	10,393.00
Other salaried employees	0.00	2,000.00	88.91	118.55	3,000.00
Total CVSan O&M SALARY/BENEFITS	106,621.63	113,878.00	86,212.24	114,949.65	138,189.00
Recoverable REC Payroll	26,941.40	19,597.00	0.00	0.00	0.00
Recoverable PCSAN Payroll	15,757.07	14,706.00	0.00	0.00	0.00
Recoverable MAINT Payroll	3,391.86	2,626.00	0.00	0.00	0.00
Total Recoverable Payroll	46,090.33	36,929.00	0.00	0.00	0.00
Other Payroll Exp. (WC premium / credit adj.)	0.00	1,200.00	0.00	0.00	100.00
Total 6560 · PAYROLL O&M EXPENSES *****	152,711.96	152,007.00	86,212.24	114,949.65	138,289.00
Total O&M Expense	1,194,523.43	1,216,419.00	866,180.46	1,161,408.54	1,198,675.00
411.99 Other Non-Op Interfund trsfr to 3427	8,892.00	2,425.00	0.00	2,425.00	8,084.00
423.1 Loan Interest Non-Op Expense	0.00	0.00	23,404.98	23,404.98	20,544.00
423 Non-Op Expense Other / Cash Bond Refunds	2,400.00	3,400.00	1,000.00	2,000.00	3,000.00
Contingency Expense 10%		121,642.00			119,868.00
111 Capital Project Funding Allocation		917,627.00			393,260.00
<i>Actual spent on Capital Projects</i>	527,598.34		61,199.56	358,379.56	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reserve	32,000.00		0.00	32,000.00	
Allocation to Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L operation adjustment	3,428.80	0.00	0.00	0.00	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,768,842.57	2,261,513.00	928,380.02	1,556,213.10	1,722,887.00
NET BUDGET EXCESS or (DEFICIT)	261,064.61	0.00	881,344.21	506,777.51	367,979.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PRELIM (3/12/19)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly Totals</u>	<u>Draft Budget</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	833,739.84	871,741.96	871,741.96	913,134.73
Interest (non-operating)	9,783.42	13,400.00	19,674.07	21,641.00
Connection Fees / Capacity Charges *	8,892.00	2,425.00	2,425.00	8,084.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-55.00	-55.00	-88.00	-88.00
Transfer for Treatment Plant Cap Impr.	-12,618.30	-103,104.00	-12,618.30	-106,387.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	871,741.96	816,407.96	913,134.73	868,384.73

CAPITAL RESERVE FUND 3429: BUDGET DETAIL *****

Opening Cash Balance	67,138.20	67,924.25	67,924.25	69,473.73
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	790.05	1,260.00	1,557.48	1,869.00
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-4.00	-4.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	67,924.25	69,180.25	69,473.73	71,334.73

*** JTP Capital Improvement Reserve Breakdown**

	<u>Balance Carried Forward</u>	<u>Allocated in FY 19/20</u>	<u>Ending Reserve Balance June 30, 2020</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00
Diffuser Membranes #1, #2, #3	64,000.00	32,000.00	96,000.00

FY 19/20 will be last year \$32K will need to be added to JTP Cap Improvement Reserves barring another large identified project.

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2019/20 PRELIM (3/12/2019)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Estimated Spending</u>	<u>Estimated Balance</u>
	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 18/19</u>	<u>June 30, 2019</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	387,120.00	375,098.00	324,867.40	437,350.60
Loan Projects / Interest *	0.36	23,405.00	0.00	0.00
Pump Station	219,157.91	378,006.00	20,991.32	576,172.59
Treatment Plant	3,905.78	109,118.00	5,220.84	107,802.94
Clarifier Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	4,500.03	0.00	7,300.00	-2,799.97
Other	0.00	0.00	0.00	0.00
TOTAL	<u>614,684.08</u>	<u>917,627.00</u>	<u>390,379.56</u>	<u>1,118,526.16</u>

* Interest on long-term project loans must be counted as No-Operating Expense per SCO, removed from capital in FY 18/19.

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Draft Budget Allocation</u>
	<u>FY 19/20</u>	<u>FY 19/20</u>		<u>FY 19/20</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	437,350.60	759,132.00	10%	353,960.00
Pump Station	576,172.59	262,800.00	10%	0.00
Treatment Plant	107,802.94	106,387.00	10%	0.00
Clarifier Reserve *	0.00	32,000.00		32,000.00
Equipment	-2,799.97	4,500.00		7,300.00
Other	0.00	0.00		0.00
TOTAL	<u>1,118,526.16</u>	<u>1,164,819.00</u>		<u>393,260.00</u>

* \$32K allocation to JTP large cap reserve for projects such as CapX Clarifier, Polishing Clarifier, Diffuser Membranes

** Capital Replacements are included in O&M Budget and not Capital Budget, 10% contingency on allocation

Capital Projects for FY 2019/20 *PRELIM (3/12/19)*

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding	\$212,230.00	#3426
Prior uncompleted projects	\$391,500.00	Reserves
Emergency projects / unidentified	\$90,000.00	Reserves
TV inspection program	\$22,000.00	#3426
Flow metering	\$3,000.00	#3426
Staff salary& benefits	\$13,394.00	#3426
Capital project contracted oversight	<u>\$27,008.00</u>	#3426
TOTAL	\$759,132.00	

EQUIPMENT	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools	\$1,000.00	#3426
Computer software upgrades/replacement	\$2,500.00	#3426
Office equipment	<u>\$1,000.00</u>	#3426
TOTAL	\$4,500.00	

Capital Projects for FY 2019/20 *PRELIM (3/12/19)*

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Replacement (parts in 2019, finish July 2020)		\$250,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Rebuild/replace fresh water system booster pump	\$5,500.00		
Rebuild Air Compressor and motor 1 & 2	\$11,000.00		
Rebuild of Grit Pump No. 1	\$11,000.00		
Rebuild/replace/modify Pump No. 5 air vent syste	\$2,800.00		
Loring Power Generator Package		\$9,500.00	
TOTAL	\$30,300.00	\$262,800.00	

TREATMENT PLANT

	REPLACEMENTS O&M	IMPROVEMENTS FIXED ASSET	FUNDING SOURCE
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		Fund 3427
New wires from control room tp reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
TOTAL	\$11,893	\$138,387.00	

RESOLUTION

NO. 18/19-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT CONFIRMING OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION OF SEWER SERVICE CHARGES FOR CROCKETT

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board elected to have the sewer service charges for Fiscal Year 2018/19 and subsequent years collected on the tax roll of the District.

2. That pursuant to Government Code Section 61115, a Public Hearing on a proposed increase of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 27th day of June, 2018 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

3. That on June 27, 2018, objections were heard to the report dated April 11, 2018 of the Department Manager, which contains a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a proposed schedule for user service charges for the District.

4. That on June 27, 2018 this Board did by Ordinance No. 18-2 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2018/2019 and subsequent years.

5. The Board having considered all comments and objections adopted Resolution No. 17/18-25 overruling the method of collection.

6. That the Board did not change the sewer service charge rate for FY 2019/20, leaving the rate schedule the same as adopted by Ordinance No. 18-2 effective July 1, 2018.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2019/20 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2019 with a notice that the bill becomes delinquent after December 2, 2019 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in

addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 18-2.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on April 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

RESOLUTION

NO. 18/19-14

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT CONFIRMING OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION OF SEWER SERVICE CHARGES FOR PORT COSTA

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board elected to have the sewer service charges for Fiscal Year 2018/19 and subsequent years collected on the tax roll of the District.

2. That pursuant to Government Code Section 61115, a Public Hearing on a proposed increase of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 27th day of June, 2018 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

3. That on June 27, 2018, objections were heard to the report dated April 9, 2018 of the Department Manager, which contains a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a proposed schedule for user service charges for the District.

4. That on June 27, 2018 this Board did by Ordinance No. 18-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2018/2019 and subsequent years.

5. The Board having considered all comments and objections adopted Resolution No. 17/18-26 overruling the method of collection.

6. That the Board did not change the sewer service charge rate for FY 2019/20, leaving the rate schedule the same as adopted by Ordinance No. 18-3 effective July 1, 2018.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2019/20 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2019 with a notice that the bill becomes delinquent after December 2, 2019 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in

addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 18-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on April 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

RESOLUTION

NO. 18/19-15

**A RESOLUTION REALLOCATING
FUNDS USED BY THE CROCKETT RECREATION DEPARTMENT
FOR THE FISCAL YEAR 2018/2019**

WHEREAS, the District Board did on June 27, 2018 adopt by Resolution No. 17/18-27 an operating and capital improvements budget for fiscal year 2018/19; and

WHEREAS, the District Board finds that the Crockett Recreation Department's unrestricted operations and maintenance fund has been growing steadily over the last few years as the annual contingency reserves in the budget have not been spent; and

WHEREAS, the Recreation Department has identified multiple capital projects over the next 5 years that should be undertaken; and

WHEREAS, the Recreation Department has a portion of their general fund restricted for current and future capital use.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that \$250,000 from the Crockett Recreation Department's unrestricted operations and maintenance fund be allocated to the restricted capital fund.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on April 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald
District Secretary

RESOLUTION

NO. 18/19-16

**ESTABLISHING A POLICY ON FISCAL SPONSORSHIP FOR
CROCKETT COMMUNITY FOUNDATION GRANT APPLICANTS
WHO ARE NOT TAX-EXEMPT CHARITIES**

WHEREAS, Crockett Community Services District "District" has been pleased to accept requests to act as fiscal sponsor for Crockett Community Foundation "CCF" grant applicants who are not tax-exempt charities; and

WHEREAS, fiscal sponsorship entails receiving charitable grants from CCF, managing and dispersing that money responsibly, and ensuring that all requirements of grant agreements are met by the grant applicant, including all required grant reports and final accounting for grant projects to the satisfaction of CCF; and

WHEREAS, the District Board finds that having a policy statement ensures full understanding and consent of grant applicants as to their obligations to the District as fiscal sponsor.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District hereby elects to adopt the attached *Policy on Fiscal Sponsorship*, as it may be amended from time to time; and

BE IT FURTHER RESOLVED that CCF grant applicants that wish the District act as fiscal sponsor make a presentation to the District Board, as an agenda item, for considered endorsement by District Resolution; and

BE IT FURTHER RESOLVED that the Budget & Finance Committee may be tasked with reviewing and overseeing fiscal sponsorship upon request of the Board.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on April 24, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Kent Peterson, President

ATTEST:

Dale McDonald, District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD) POLICY ON FISCAL SPONSORSHIP

From time-to-time, the CCSD has been pleased to accept requests to act as fiscal sponsor for CCF grant applicants who are not tax-exempt charities. This entails receiving charitable grants from CCF, managing and dispersing that money responsibly, and ensuring that all requirements of grant agreements are met by the grant applicant, including all required grant reports and final accounting for grant projects to the satisfaction of CCF.

This policy statement is adopted to ensure the full understanding and consent of grant applicants as to their obligations to CCSD as fiscal sponsor.

CCF has made it clear that, upon receipt of a grant check, the fiscal sponsor becomes liable to CCF for full compliance of the grant applicant with the terms of the signed grant agreement (attached). Failure to fully comply can result in demand for full return of the grant amount to CCF. This exposes the fiscal sponsor to risk and the risk of the public trust developed by the CCSD.

By signature to this page, the named grant applicant:

1. Acknowledges his/her/their obligations to CCSD to fully comply with all terms of the attached grant agreement, and in a timely manner;
2. Acknowledges that the grant amount becomes the property of CCSD, not the grant applicant;
3. Agrees that all grant funds dispersed by CCSD for this grant project will be managed responsibly and spent only as promised in the grant application (also attached);
4. Agrees to prepare and submit to CCSD all required grant reports with invoices and receipts necessary to fully account for expense of grant funds;
5. Agrees to return to CCSD all grant funds received but not spent in accordance with the attached grant agreement, as determined solely by CCF.
6. Agrees to hold harmless the Crockett Community Services District (CCSD) as fiscal sponsor for any failure of the undersigned grant applicant to fully comply with all terms of the attached grant agreement to the satisfaction of the Crockett Community Foundation (CCF).

CCF Grant No. _____

Name of Grant Project _____

Name of Grant Applicant _____

CCF Grant Amount _____

Signature of Grant Applicant _____

Date of Signing _____