

# ***CROCKETT COMMUNITY SERVICES DISTRICT***

Ad Hoc Property Acquisition Committee  
Agenda for Monday, February 10, 2020

TIME: 3:00 PM  
PLACE: 850 Pomona Street, Multi-purpose Room, Crockett

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## CALL TO ORDER:

## PUBLIC COMMENTS:

## ITEMS FOR CONSIDERATION:

1. Receive update from manager along with updated Acquisition Checklist / Timeline.
2. Authorize ordering environmental assessment reports from Synergy Environmental.
3. Discuss financing options for purchase of Hosselkus Chapel property at 1 Rolph Park Drive, form recommendation.
4. Discuss allocation split for expenses accrued during the acquisition process and splitting of purchase expenses between District departments, form recommendation.
5. Committee comments on other issues related to Hosselkus Chapel.

## ADJOURNMENT:

*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 24 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.*

## ACQUISITION CHECKLIST / TIMELINE

Property Address: <u>1 ROLPH PARK DRIVE</u>	APN <u>354-203-002</u>
Owner's Name: <u>CARRIAGE SERVICES INC.</u>	Phone Number: <u>713-332-8452</u>
Fund Source: <u>tbd</u>	Reason for Acquisition: <u>District and Sanitary use</u>

#	Timeline	Task	Done	Comments
I.	Sept 25	Council/Agency authorization to: A) enter into negotiations, B) proceed with appraisal; and C) appropriate funds for appraisal	9/25/19	Fund appropriations pending department splits
II.	Sept/Oct	Order appraisal	10/3/19	
III.	Nov	Notify owner of appraisal	11/18/19	Yes, did not provide
IV.	Nov	Determine if there are tenants. If so, coordinate with relocation specialist	n/a	Tenants vacated
V.	Dec 18	Board authorization to offer (based on appraisal)	12/18/19	
VI.	Dec/Jan	Offer to purchase contingent upon environmental	1/3/20	
VII.	Jan/Feb	Order PTR / Condition of Title	2/7/20	Old Republic Title
VIII.	Feb	Environmental assessment		
IX.	Feb	CEQA analysis (allow at least 30 days)		Send to County
X.	Feb	Identify and select funding source		
XI.	Feb	Advise B&F of pending purchase, purchase amount, anticipated closing and source of funds		Appropriate funds
XII.	Feb 3,12,19	Commission agenda items with feedback at public meetings		Schedule in Feb and March
XIII.	Mar	Prepare Agenda Report and forward to Board		
XIV.	Mar	Board authorization to purchase & issue Neg Dec		
XV.		Received PTR		
XVI.		District Attorney to review PTR		
XVII.	Mar 25	Execute purchase agreement		
XVIII.		Open escrow		
XIX.		Confirm square footage (if necessary)		
XX.		Feasibility review – objections to exceptions in PTR		
XXI.	April	Certificate of acceptance (prepare & have Clerk sign)		
XXII.		Wire instructions from escrow		
XXIII.		Closing Statement (review and have GM sign)		
XXIV.		Coordinate wire of funds with Finance, prepare warrant request		
XXV.		Receipt of title insurance policy		
XXVI.		Receipt of conformed deed		
XXVII.		Enter into Board property database		
XXVIII.		Town meeting / outreach to announce purchase		

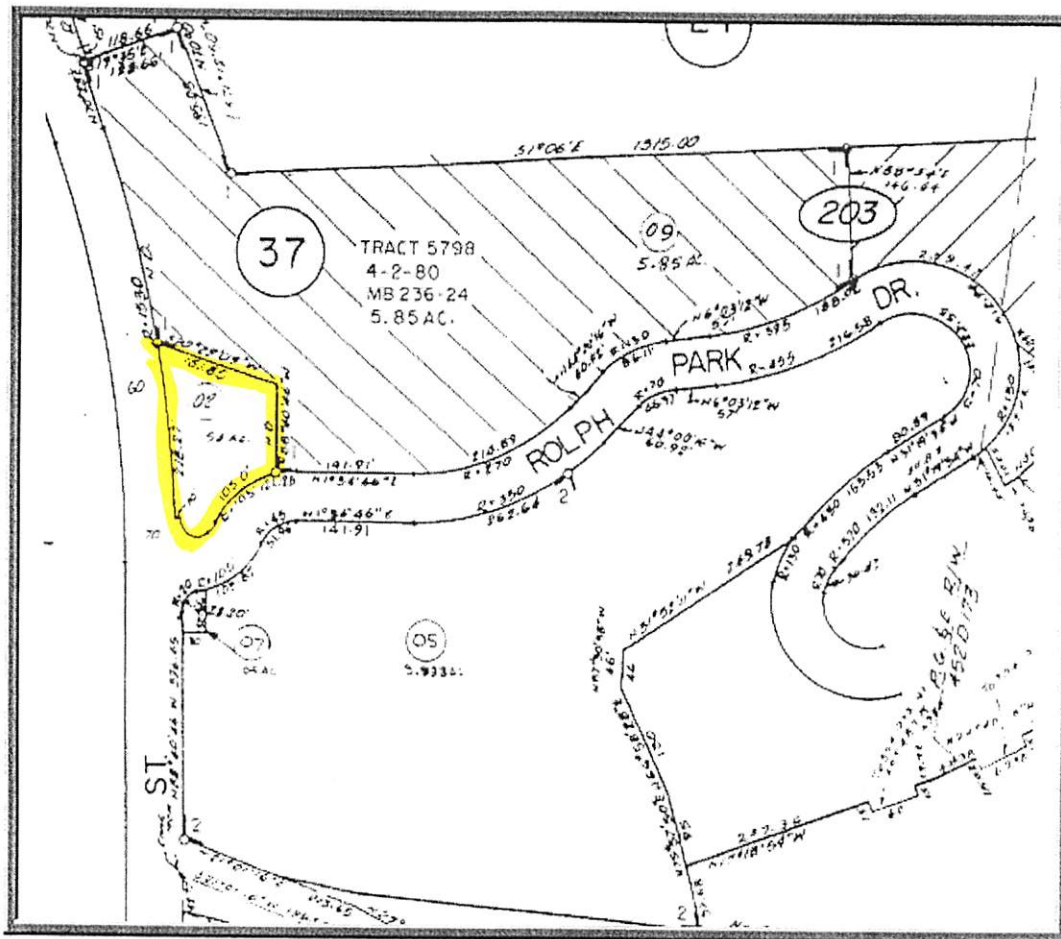
## Hosselkus - Recoverable Costs and staff time spent on property acquisition

Date	Staff Time # of Minutes	Notes	Payroll Costs	Material Costs
9/9/2019	45	RGS Tina - initial call and email		
9/11/2019	15	Paul Elliot - Carriage Services		
9/16/2019	45	Carriage - Letter of Intent email		
9/17/2019	5	Carriage signed letter		
9/21/2019	5	Gaunt Murdock CCF email review		
9/23/2019	10	Gaunt email reply		
9/25/2019	20	CSD Board meeting, approved entering into negotiations		
9/26/2019	5	Email to Gaunt		
9/26/2019	10	Emails to attorney		
9/27/2019	10	Property appraiser list emails		
10/2/2019	10	Dennis Smith Appraisal communications		
10/3/2019	5	Dennis Smith emails		
10/21/2019		Appraisal - Smith & Associates retainer, <i>CVSAN paid</i>		\$2,400.00
10/21/2019	40	Pre-property inspection calls, emails, and research		
10/22/2019	10	J Roche Inspection		
10/23/2019		CSD Board meeting		
10/25/2019	15	Notify inspection companies - J Roche selected		
10/30/2019	40	Appraisal received and reviewed		
11/2/2019	5	with Tina		
11/2/2019	10	Emails to coordinate site visit; Roche and others		
11/4/2019	15	Inspection agreement received and reviewed		
11/5/2019	75	J Roche Inspection - open and close building		
11/5/2019		Meyers Nave Attorney costs Sept 2019, <i>CSD split</i>		\$226.80
11/5/2019		RGS Sept 2019, <i>CSD split</i>		\$268.00
11/5/2019		Roche Home Inspection Services, <i>CVSan paid</i>		\$1,125.00
11/5/2019		Appraisal - Smith & Associates balance, <i>CVSan paid</i>		\$1,600.00
11/16/2019	10	Update Board and Ad-hoc via email		
11/18/2019	5	Email to Paul Elliot - Carriage Services		
11/20/2019		<i>CSD Board meeting - closed session</i>		
12/3/2019	60	CEQA Rachel Hundley questions		
12/5/2019	60	Repair and Upgrade Cost Estimate worksheet created		
12/5/2019	60	Ad Hoc Meeting		
		Meyers Nave Attorney costs Oct 2019, <i>CSD split</i>		\$194.40
12/7/2019	45	Needs Analysis created		
12/18/2019	60	Develop Board Closed Session memo		
12/18/2019		<i>CSD Board meeting - open and closed session</i>		
12/27/2019	45	Offer to purchase - review and rewrite - from Tina RGS		
<b>DEC TOTAL</b>	<b>740</b>	<b>Staff time billed CSD, reverse based on reallocation</b>	<b>\$664.89</b>	<b>\$5,814.20</b>

## Hosselkus - Recoverable Costs and staff time spent on property acquisition

Date	Staff Time # of Minutes	Notes	Payroll Costs	Material Costs
1/2/2020	10	Email to Rachel to review Offer to Purchase		
1/7/2020	10	Email offer to Carriage Services		
1/8/2020	5	W-9 Tax ID request		
1/11/2020	15	Emails to schedule B&H meeting to discuss financing etc.		
1/22/2020		<i>CSD Board meeting</i>		
1/22/2020		Meyers Nave Attorney costs Dec 2019, <i>CSD split</i>		\$388.80
1/12-1/31	170	Staff time on Hosselkus Chapel through end of January		
<b>JAN TOTAL</b>	<b>210</b>	Billed to CVSan, recover from depts after reallocation	<b>\$188.69</b>	<b>\$388.80</b>
2/3/2020		<i>REC Commission and PLC Committee meetings</i>		
2/7/2020		RGS Dec 2019, <i>CVSan paid all</i>		\$670.00
2/7/2020		Old Republic Title - Condition of Title ordered		\$400.00
2/12/2020		<i>Port Costa Commission meeting</i>		
2/19/2020		Crockett Sanitary Commission meeting		
2/26/2020		<i>CSD Board meeting</i>		
		Environmental services		
2/1-2/29/20		Staff time on Hosselkus Chapel through end of February		
<b>FEB TOTAL</b>	<b>0</b>	Billed to CVSan, recover from depts after reallocation	<b>\$0.00</b>	<b>\$1,070.00</b>
<b>TOTAL</b>			<b>\$853.58</b>	<b>\$7,273.00</b>

## PARCEL MAP



### IMPROVEMENT DESCRIPTION

**Building Area** Per the Public Reports the building contains 7,036 square feet. Based on my field measurements and calculations, the building includes approximately 7,200 square feet. Of this, about 5,444 square feet are included on the first floor and of that the garage and shop/storage include about 1,110 square feet. The apartment, on the second floor, includes approximately 1,756 square feet. For valuation purposes, I have used my calculated square footage indicated at 7,200 square feet, rounded, which, though slightly larger, generally concurs with that of Public Records.

**Layout and Design** This is a one, part two, story structure. Construction materials include wood frame and masonry structure with stucco, wood and masonry exterior treatments. The building is situated on a concrete foundation and include a pitched roof section with composition shingles and a flat roof section with built up composition surface.

The first floor is slightly split level and includes the main sanctuary, with storage room to the rear of the alter, two restrooms, a reception area, two offices and a large community multi-purpose room. The sanctuary includes high vaulted exposed beam ceiling with stained glass windows at both ends. The ceiling height in the other areas, storage room, entry, office, multi-purpose room etc., appear to be the standard seven-six to eight feet.

The upper floor houses a residential unit. Access to this unit is through the reception area on the first floor. This unit includes a small entry area, living room, dining area, full kitchen with built in appliances, three bedrooms, two bathrooms, laundry room and two storage rooms.

The exterior elevations are generally attractive and reflect that of the original use and design as a Religious Facility.

Additional onsite improvements include asphalt paved parking, ingress and egress plus perimeter landscaping. Though the striping is faded, and the paving needs repair, there appears to be approximately 28 spaces plus a two-car garage. Considering just the open parking this equates to about 3.9/1000 square feet of building area.

**Quality/Condition:** Overall quality and condition are both average. This excluded consideration for the existing water damage.

**Year Built / Effective Age / Remaining Economic Life:** Per Public Record the improvements were constructed in 1931. There have been obvious improvements and upgrades since. The effective age is estimated at 25 Years with an estimated Remaining Economic Life of 30 Years plus.

**Landscaping:** There is mature landscaping along the property frontage and perimeters of the property.

**Functional Utility:** Rated average to good for the current use.

**Deferred Maintenance:** The main item noted was the condition of the parking lot which is in need of resurfacing, stripping and placement of the concrete parking bumpers.

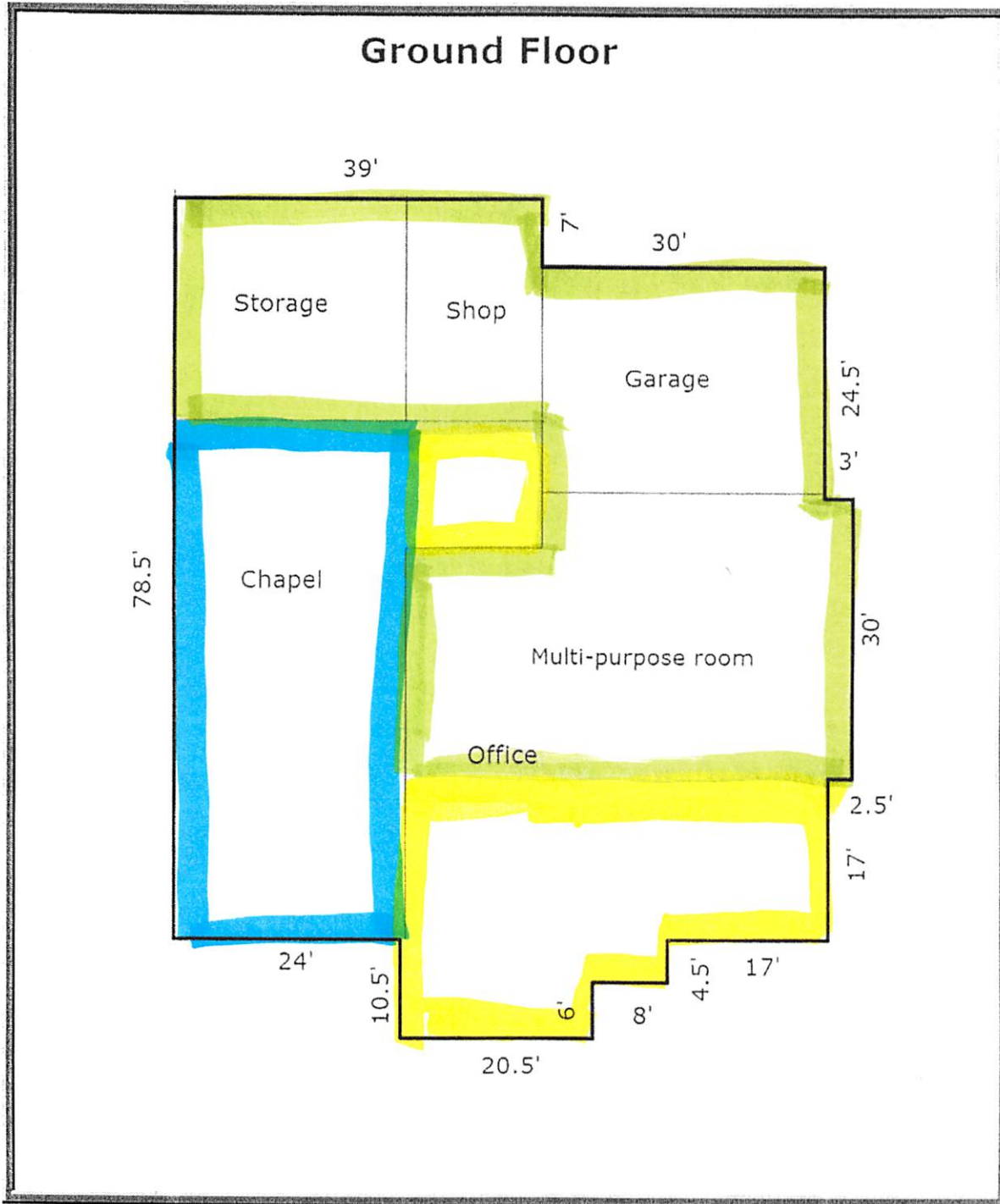
Other items noted included the water damage resulting from the roof leak in the storage room. Per assignment conditions, again, I have not considered the cost of repair for this as instructed by my client. To arrive at an As Is value the costs of remediation and repair of this damage should be deducted from the Hypothetical Value concluded in this report.




**Conclusion:** As laid out the property offers good appeal and functional utility for use as a religious facility. No major adverse influences were noted.

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USE FOR DISCUSSION ONLY

FLOOR PLAY LAYOUT - (First Floor)

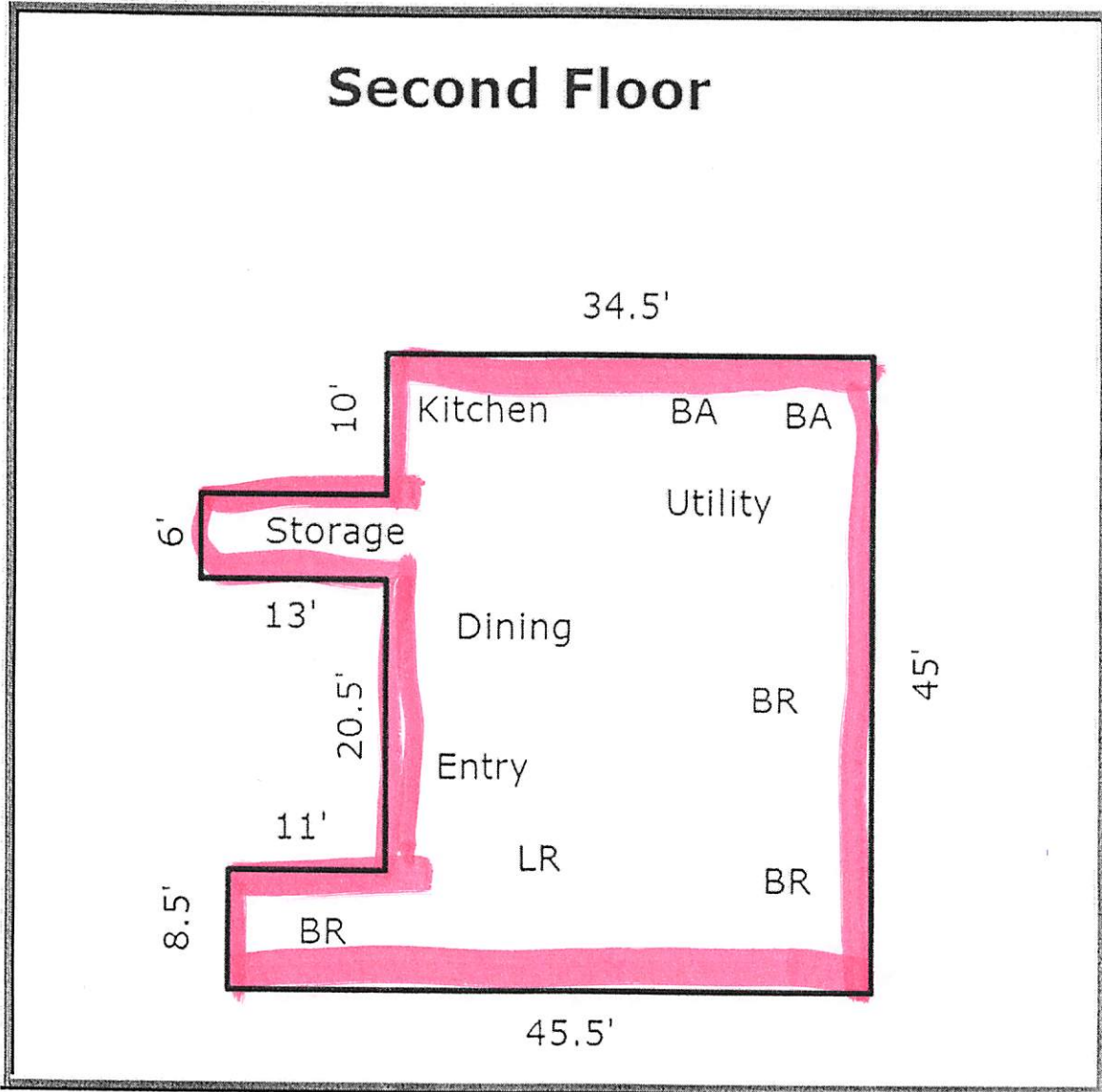



-  = SANITARY USE approx. 2,833 sq.ft 52.0%
-  = RECREATION USE approx 1,319 sq.ft. 24.3%
-  = SHARED DISTRICT WIDE USE approx 1,292 sq.ft 23.7%

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FLOOR PLAY LAYOUT - (Second Floor Living Quarters)

USE FOR DISCUSSION ONLY



 = 1,756 sq. ft.

DISCUSS USE AND VALUE  
FIRST RESPONDER USE?  
RENTAL INCOME?  
WHICH DEPT TO MANAGE?