LIGHTING & LANDSCAPE COMMISSION (L&L)

AGENDA FOR TUESDAY, NOVEMBER 17, 2026

TIME: 7:00 PM - REGULAR MEETING
LOCATION: Crockett Community Center, 850 Pomona St., Crockett

P.O. Box 578, Crockett, CA 94525 | www.town.crockett.ca.us | (510) 787-2992
districtsecretary@town.crockett.ca.us | Meetings are recorded for accuracy of minutes.

The Lighting and Landscape (L&L) Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
   (Matters that are not on the agenda may be referred to staff for action or calendared on a future agenda.)

4. CONSENT CALENDAR
   a. Approve Minutes of Joint meeting with Recreation September 14.
   b. Receive report on Actions Taken by the Board (September 23, October 28)
   c. Receive Warrant Transmittals (September, October)
   d. Receive Cash Balance and LAIF account balances.

5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR

6. ADMINISTRATIVE
   a. Discuss which Monday to meet (1st or 3rd) for 2027, review and approve a meeting and holiday schedule for 2027.
   b. Update on pruning at the Bridgehead.
   c. Consider approved Adopt-A-Highway permit and discuss next steps.

7. BUDGET AND FINANCE
   a. Review the L&L quarterly report for Q1 (July – September).

8. MAINTENANCE PLAN AD HOC: None

9. REPORT FROM STAFF

10. REPORTS / COMMENTS FROM COMMISSIONERS

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT: To December 15, 2026.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/lighting-and-landscape-commission

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 District Secretary at (510) 787-2992. Notification at least 48 hours before 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 before 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.

SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION

of the Crockett Community Services District
P.O. Box 578, Crockett, CA 94525
Telephone (510) 787-2992
E-mail: districtsecretary@town.crockett.ca.us
Website: www.town.crockett.ca.us

FOR REVIEW

MINUTES OF THE SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION ON SEPTEMBER 14, 2026.

1. CALL TO ORDER – ROLL CALL (L&L): Chair Pannell called the meeting to order at 6:07. Commissioners Fisk, Garbis, Gomez, Mitzel, and Pannell were present. General Manager (GM) Goodman, District Secretary (DS) Rivas, Recreation Department Manager (RDM) Maria, and CVSAN Commissioner Wais were present.
2. CALL TO ORDER – ROLL CALL (REC): (OUT OF ORDER) Commissioner Airoldi called the Recreation meeting into order at 6:17. Commissioners Airoldi, Choquette, and Leuba were present. Chair Cusack was absent (unexcused)
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
5. CONSENT CALENDAR **L&L**): Approved. (Pannell 1st, Garbis 2nd, 5/0).
   a. Approve Minutes of July 21.
   b. Receive Warrant Transmittals (July and August)
   c. Receive Cash Balance and LAIF account balances.
   d. Receive Letter to County regarding median maintenance.
   e. Receive County Resolution 72/163 Policy Relative to Care of Median Strips in County Roads.
6. CONSENT CALENDAR (**REC**): Item was initially skipped and resumed at 6:15. Approved. (Leuba 1st, Choquette 2nd, 3/0, 1 absent)
   a. Approve minutes for March 2 and May 4)
   b. Receive minutes for Special Joint Meeting with Lighting & Landscaping (June 1).
   c. Receive Actions Taken by the Board (June 24, July 22, August 26)
   d. Receive report on Warrant Transmittals (June, July, August)
   e. Receive Recreation Cash Account and LAIF Balance.
   f. Receive Recreation Budget
7. ITEMS PULLED FROM CONSENT CALENDAR: None.
8. ADMINISTRATIVE:
   a. DISCUSS BOARD VACANCIES AND MAKE RECOMMENDATIONS: DS Rivas announced there are three Board seats that terminate at the end of 2026. Only Director Spinner submitted his candidacy; his term will be renewed by default. Director

4.a

Murdock did not file and Director Mackenzie will consider a reappointment should the Board consider him for another term. Those who wish to be considered for a seat should contact Staff.

b. DISCUSS CHANGING THE L&L MONTHLY MEETING DAY TO THE THIRD MONDAY: DS Rivas polled the L&L Commissioners on changing their meeting date to Mondays. A unanimous vote approved Mondays, and a suggestion was made to consider the first Monday following the Recreation meetings rather than the third Monday. Staff will assess the feasibility of back-to-back meetings and make a final recommendation.

c. UPDATE ON ADOPT A HIGHWAY AGREEMENT: The application was submitted to Caltrans and is being reviewed. The agreement focuses on litter removal, graffiti removal, and vegetation control. Staff will report on next steps as soon as possible. Chair Pannell reported that Molly Batchelder is scheduled to bring her students for their annual oak tree pruning during the first two Fridays of October. This takes place at the Bridgehead property.

OUT OF ORDER: Commissioner Choquette arrived at 6:12, resulting in a quorum. She reported that she may need to resign for personal reasons. The meeting reverted to Item 6 – Consent Calendar for Recreation; the regular meeting resumed at 6:20, starting at Item 8d.

d. CONSIDER AND DISCUSS SPLITTING COSTS BETWEEN RECREATION AND L&L TO CLEAR GROWTH ON THE HILLSIDE PUBLIC SPACE AREA BEHIND ALEXANDER PARK AND THE COMMUNITY CENTER FOR FIRE PREVENTION: Staff presented the issue of removing overgrown vegetation from the hillside behind Alexander Park and the Community Center for fire prevention. Staff noted that the hillside poses a fire-safety concern and that Measure X funding may not be available for the work. Discussion focused on whether L&L funds could be used to share the cost with Recreation.

Commissioners discussed the Measure L ordinance and whether the hillside qualifies as a public space eligible for L&L funding. One interpretation was that the ordinance excludes work directly related to CCSD buildings, sewer facilities, or facilities managed by the Recreation Department, but does not specifically exclude land or public open space. Others expressed concern that the hillside has historically been considered a Recreation asset and that using L&L funds would be inconsistent with the intent of Measure L and could establish a precedent for diverting L&L funds from other public spaces.

Commissioners discussed the Measure L ordinance, the historical designation of the hillside as a Recreation asset, potential cost estimates, grant funding, and the precedent that cost sharing could establish.

The GM conducted an informal straw poll to gauge interest in continuing to consider cost sharing. The Commissioners indicated they did not wish to continue the discussion. A no-cost-sharing proposal or funding allocation was approved, and the matter was dropped. A potential Crockett Community Foundation grant was noted as an alternative funding source.

9. BUDGET AND FINANCE:

a. UPDATE ON COMMUNITY BENEFIT AGREEMENT (CBA) GRANT APPLICATION(S): The County failed to receive sufficient scoring for the grant applications from the panelists that were previously selected. The County Supervisor is meeting with the Department of Conservation team administering the process to discuss the results. Staff understands that some funding will be awarded during this

grant cycle and that the awards are expected to be presented to the Board of Supervisors for approval at its October meeting.

b. REVIEW THE L&L QUARTERLY BUDGET REPORT FOR Q4 (APRIL – JUNE): The Q4 for L&L report was presented. Staff explained that payroll costs include employee payroll (salaries) and payroll services costs. An outside agency prepares payroll checks.

c. Review the Recreation quarterly budget report for Q4 (April – June): The Q4 for Recreation was presented. Commissioner Gomez asked about the approximately $53,000 shown as an "Unallocated Credit Card" expense. Staff explained that the amount represented credit card charges that had been paid but were not assigned to a specific budget line because no separate credit card budget category existed. The underlying expenses were included within the applicable departmental budgets, such as supplies. Staff explained that credit card charges are reviewed by the department manager, administrative staff, and the Board President as part of the check-signing process. Beginning with the current fiscal year, credit card expenses are being allocated to the appropriate account when incurred.

   Commissioner Gomez asked about Recreation's share of the mortgage expense for the One Rolph Park Building. Staff explained that the departments have established cost-sharing percentages for the building and that Recreation's portion is reflected through warrant payments. Staff offered to provide the specific amount allocated to Recreation. Staff also indicated that L&L's participation in the building costs would need to be confirmed.

d. UPDATE ON OTHER FINANCIAL MATTERS: Staff successfully submitted the tax roll to the County without any errors. The first round of tax revenue is expected mid-December. Both Recreation and L&L will receive their allocations.

10. MAINTENANCE PLAN AD HOC: Staff will reconfigure the most current maintenance plan. The Ad Hoc committee plans to complete the plan around January.

11. DEPARTMENT MANAGER REPORT:

a. MAINTENANCE MONTHLY REPORT: The GM reported that maintenance and landscaping activity is currently limited due to the seasonal slowdown. A streetlight near the gas station was damaged by a box truck; a police report was filed, and staff is pursuing an insurance claim for repair costs. Volunteers Peterson and Trask assisted with the pole, and volunteer Shaw subsequently reinstalled it. Several additional streetlights require replacement, but the District is currently short of replacement lamps. Mr. Peterson offered assistance with temporarily disabling flashing lights and use of a lift for future repairs. He also reported that he retains historical streetlight and insurance-recovery records. Staff will coordinate transferring and scanning the records to ensure they are preserved.

b. RECREATION MANAGER'S REPORT: The Recreation Manager reported that the Community Center experienced a significant water leak resulting in an approximately $11,000 water bill and nearly one million gallons of usage. Multiple irrigation leaks were repaired, and a failed pressure-control valve was replaced. Water usage has since returned to below the prior year's level. Staff is working with East Bay MUD and has escalated the matter in an effort to obtain a substantial billing adjustment.

   Recreation activities remain active, including Community Center rentals, pool programs, swim team activities, and private floating sound-bath events. The tennis courts have been resurfaced and are being successfully used for tennis and pickleball. Staff will pursue Foundation funding to replace the broken teeter-totter at Alexander

Park, while a pending CBA grant includes several facility and accessibility improvements.

12. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioners discussed East Bay MUD's residential water-leak adjustment process and potential high-usage notifications. They also discussed the revised Republic Services cleanup program, including the community-wide 15-bag cleanup and additional residential pickup service, and noted the need to communicate the program changes to residents.
13. FUTURE AGENDA ITEMS: REC Commissioner Choquette requested a future agenda item regarding insurance coverage for the Community Center. Staff reported that the insurance company is the entity that appraises the properties and is expected to conduct a new appraisal this year.
14. ADJOURNMENT: The meeting was adjourned at 7:26 pm by L&L Chair Pannell. to October 5 for REC and October 20 for L&L

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CROCKETT COMMUNITY SERVICES DISTRICT

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Telephone (510) 787-2992
E-mail: DistrictSecretary@town.crockett.ca.us
Website: www.town.crockett.ca.us

TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on September 23, 2026**

The following are summaries of administrative actions taken by the Board at the September 23 meeting. The complete meeting minutes will be presented to the Board for approval on October 28, 2026.

Visit the September 23 agenda page online for a complete copy of the agenda and supporting documents. **https://www.town.crockett.ca.us/2026-09-23-board-meeting**

5. CLOSED SESSION - CANCELED

- CONFERENCE WITH LEGAL COUNSEL

7. **CONSENT CALENDAR: Approved.** For a full list of agenda items, visit the link above**.**

- d. Receive payment letter to C&H.
- e. Receive C&H JUA extension through December 31, 2026.

9. ADMINISTRATIVE:

- a. Consider a draft lease for Revival Coffee and direct Staff. **Notice of 60-day termination was rescinded. Negotiations will continue with a final review by legal counsel prior to presenting a revised lease to the Board for consideration.**
- b. Consider and approve the Organizational Chart and direct Staff. **District Engineer was removed.**

10. BUDGET AND FINANCE:

- a. Consider Q4 financial reports for all commissions. **The item was pulled and carried to a future meeting.**
- b. Discuss financial matters related to the District. **Governor Newsom has declared a state of emergency in anticipation of upcoming wet weather. This allows access to grant funding and advanced financing services.**

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONER

- f. Governmental matters: **The next State Lands Commission meeting is on October 21. The C&H lease, JTP (joint treatment plant) renewal, and the Nantucket property are expected to be on the agenda.**
- g. Announcements and discussion: **The next Town Hall is scheduled for October 31 with a focus on a candidates' forum, led by the League of Women Voters.**

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on October 28, 2026**

The following are summaries of administrative actions taken by the Board at the October 28 meeting. The complete meeting minutes will be presented to the Board for approval on November 18, 2026.

Visit the October 28 agenda page online for a complete copy of the agenda and supporting documents. **https://www.town.crockett.ca.us/2026-11-28-board-meeting**

5. CEREMONIAL:

- Ms. Soxna Dice was presented with a certificate of acknowledgment for her voluntary contributions to the visual enhancement through landscaping of the grounds at 1 Rolph Park Drive.

6. CLOSED SESSION:

- a. Conference with legal counsel – anticipated litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (1 potential case) Factual circumstance: Receipt of written demand from C&H/ASR regarding outstanding balance: **Not reportable actions.**

10. ADMINISTRATIVE:

- a. Consider candidates to be recommended to the Contra Costa Board of Supervisors for appointments to the CCSD Board of Directors and approve Resolution 26/27-10 Recommendation to the Board of Supervisors for appointments to the District Board. **Incumbent John Mackenzie and applicant Corey Savinski were recommended for appointment by the County's Board of Supervisors' agenda of November 17.**
- b. Approve contract for Cost of Service for a sewer use charge study for Crockett and Port Costa. **Agreement with Hildebrand Consulting was approved, with direction to the GM for minor adjustments to the agreement.**
- c. Consider and approve Resolution 26/27-11 Appropriations Limit. **Approved. Limit was set at 4,670,238.**

12. MANAGER REPORTS

- g. Announcements and discussion: **The next Town Hall is scheduled for October 31, 11 a.m.–1 p.m. in the community center.**

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
09/02/2026	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. FY 2026/27 - Split	75.68	756
09/02/2026	L&K Hauling	Set Street Light Pole and Bolt Down - Invoice 1733	500.00	757
09/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #81 - Split	404.42	758
Total 1015 · Fund 3242 - Maintenance			980.10	
Total 1000 · County Operating Funds			980.10	
TOTAL			980.10	



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CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

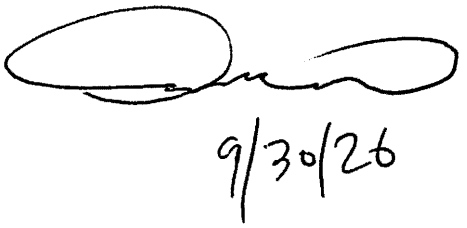
Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
09/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #82 - Split	296.68	759
Total 1015 · Fund 3242 - Maintenance			296.68	
Total 1000 · County Operating Funds			296.68	
TOTAL			**296.68**	

9/16/26

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
10/01/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #83 - Split	516.85	760
Total 1015 · Fund 3242 - Maintenance			516.85	
Total 1000 · County Operating Funds			516.85	
TOTAL			**516.85**	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
10/19/2026	Bruce Adair	Chip Brogh at Bridgehead - Invoice 690519	500.00	761
10/19/2026	Contra Costa Special Districts Asso	Annual Dues for FY 2026/27 - Split	15.00	762
10/19/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #84 - Split	124.04	763
Total 1015 · Fund 3242 - Maintenance			639.04	
Total 1000 · County Operating Funds			639.04	
TOTAL			**639.04**	

10/16/2026

Organization	Contra Costa County
Periods	FY 2026-27 : 01 Jul - 12 Jun
Ledger	Actuals
Ledger Acct/Summary	**0210:INVESTMENTS**
Accounting Worktag	SEE BELOW
Book	Operating Book
Company Currency	USD
Translation Currency	USD
Run	**11/13/2026 07:33 AM**

Accounting Worktag **3241 CROCKETT RECREATION DEPT**
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	22,312.87	0.00	22,312.87
Total	0.00	22,312.87	0.00	22,312.87

Accounting Worktag **3242 CROCKETT CSD-MAINT DEPT**
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	306,423.25	0.00	306,423.25
Total	0.00	306,423.25	0.00	306,423.25

Accounting Worktag **3425 PORT COSTA SANITARY DEPT**
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	221,283.55	0.00	221,283.55
Total	0.00	221,283.55	0.00	221,283.55

Accounting Worktag **3426 CROCKETT SANITARY DEPT**
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	492,770.19	0.00	492,770.19
Total	0.00	492,770.19	0.00	492,770.19

Accounting Worktag **3427 CROCK-VALONA SAN CONST**
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	1,203,573.74	0.00	1,203,573.74
Total	0.00	1,203,573.74	0.00	1,203,573.74

Accounting Worktag **3429 CROCK-VALONA SAN CAP RES**
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	84,182.62	0.00	84,182.62
Total	0.00	84,182.62	0.00	84,182.62

Organization	Contra Costa County
Ledger	Actuals
Ledger Account/Summary	**0010:CASH**
	0530:WARRANTS PAYABLE
Run	**11/13/2026 7:23**

Accounting Worktag 3240 CROCKETT COMMUNITY SVCS

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	48,535.08	1,246.61	47,288.47
Total	0.00	48,535.08	1,246.61	47,288.47

Accounting Worktag 3241 CROCKETT RECREATION DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	948,714.21	699,565.32	249,148.89
Total	0.00	948,714.21	699.565.32	249,148.89

Accounting Worktag 3242 CROCKETT CSD-MAINT DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	47,437.89	23,548.46	23,889.43
Total	0.00	47,437.89	23,548.46	23,889.43

Accounting Worktag 3425 PORT COSTA SANITARY DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	357,517.38	143,775.46	213,741.92
Total	0.00	357,517.38	143,775.46	213,741.92

Accounting Worktag 3426 CROCKETT SANITARY DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	4,717,124.95	3,748,401.41	968,723.54
Total	0.00	4,717,124.95	3,748,401.41	968,723.54

Accounting Worktag 3427 CROCK-VALONA SAN CONSTRUCTION

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	37,887.28	79.00	37,808.28
Total	0.00	37,887.28	79.00	37,808.28

Accounting Worktag 3429 CROCK-VALONA SAN CAP RESERVES

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	214.00	6.00	208.00
Total	0.00	214.00	6.00	208.00

LIGHTING & LANDSCAPING COMMISSION

PROPOSED

SCHEDULE OF REGULAR MEETINGS FOR 2027

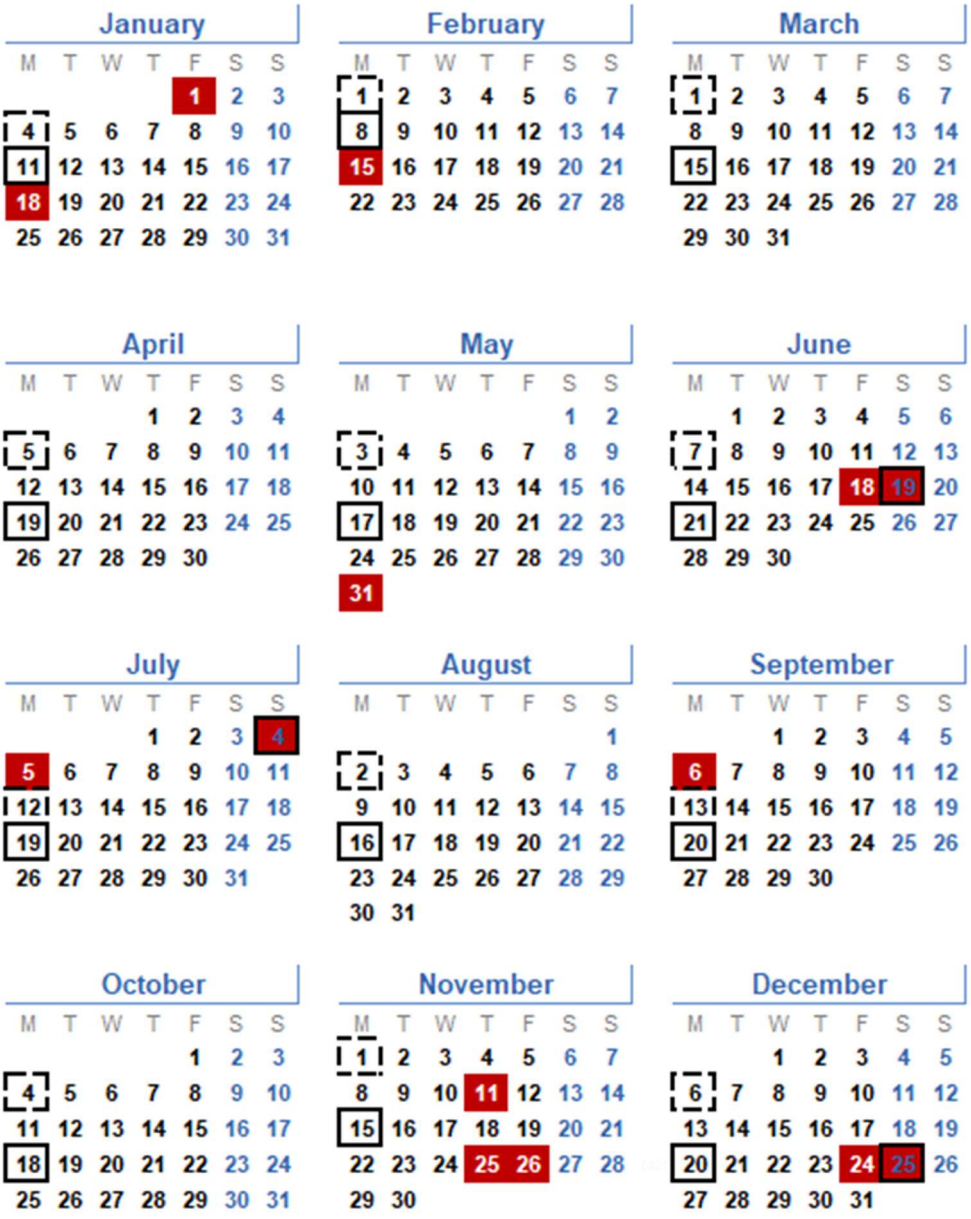
Crockett Community Center, 850 Pomona, Crockett, CA

The Lighting & Landscape Commission normally meets on the third Tuesday of the month. After several joint meetings with the Recreation Commission, L&L is considering changing its meeting dates to the first Monday of the month at 7 PM, following the Recreation meeting, or third Monday.

First Monday Third Monday Holiday Holiday Observed

2027

Yearly Calendar



Monday

1st		3rd
4	Jan	11
1	Feb	8*
1	Mar	15
5	Apr	19
3	May	17
7	Jun	21
12**	Jul	19
2	Aug	16
13**	Sep	20
4	Oct	18
1	Nov	15
6	Dec	20

* 1 week earlier
** 1 week later

18-Feb - MLK
5-Jul - 4th of July observed
6-Sep - Labor Day

6.a

Outlook

Safety Orientation for Crockett Community Services District VC 80 CC 13.5 - 13.7 E/B Bike Path

From Montoya, Jose L@DOT <jose.montoya@dot.ca.gov>
Date Fri 11/13/2026 1:23 PM
To districtsecretary@town.crockett.ca.us <districtsecretary@town.crockett.ca.us>
Cc Jevicky, Michael@DOT <michael.jevicky@dot.ca.gov>; Scott Jr., Steven@DOT <Steven.Scott@dot.ca.gov>; Turner, Stanley@DOT <Stanley.Turner@dot.ca.gov>

6 attachments (5 MB)

Crockett Community Services District 04-26-N-AH-3292 .PDF; Crockett Community Services District SafetyOrientationVolunteers.pdf; 5 Year Plan AAH Application Crockett L&L Signed 09102026.PDF; AAH Tailgate Safety Mtg.pdf; Safety Video; 2026 No Work Days New.pdf;

Good Afternoon Jena & Sonia,

Congratulations, attached is a copy of your new permit, and safety orientation paperwork. You will need to contact **Caltrans Maintenance Supervisor Stanley Turner, Hercules Maintenance Station at (510) 715-6766.** and schedule a safety orientation within 30 days.

I have attached a copy of our **Crew Plans** & **Special Provisions** along with our **Safety Video**. I will need everyone in your group, being trained as a group leader, to watch this video and write down any questions they may have. At the time of your Safety Orientation, the Area Supervisor will answer any questions that they may have regarding the video and go over the Crew Plans & Special Provisions outside, while social distancing and wearing masks, in addition to riding the area with you and providing safety gear, bags, etc..

At the time of your safety orientation, you will be able to discuss any concerns and issues regarding your adoption that you may have, please contact me if you have any additional questions.

Thank you.

Jose Montoya
Assistant Adopt-A-Highway Coordinator
State of California, Dept. of Transportation, District 4.
Cell (510) 715-7277
http://adopt-a-highway.dot.ca.gov
Break the ICE and tell us how we're doing!!!

6.c

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ENCROACHMENT PERMIT (ADOPT-A-HIGHWAY)

DOT TR-0121 (REV 05/2023)

PERMIT NUMBER
04-26-N-AH-3292

In compliance with

☒ Your application of November 06, 2026

DIST/CO/RTE/PM
04/CC/080/PM 13.5-13.7

APPROVAL DATE
November 09, 2026

TO: Crockett Community Services District
PO Box 780
Crockett, CA 94525
Email: manager@town.crockett.ca.us
Phone: (510)787-2992

, **PERMITTEE**

and subject to the following, PERMISSION IS HEREBY GRANTED to:

Perform the following activities on 04 / CC / 080 / PM 13.5-13.7 / East Bound
DISTRICT/COUNTY/ROUTE/POSTMILE RANGE/DIRECTION(S)

☒ Litter Removal.
☐ Graffiti Removal.
☒ Vegetation Control.
☐ Seedling Tree and Shrub Planting.
☐ Wildflower Planting and Vegetation Control.
☐ "Spot" Wildflower Planting.
☐ Recognition Panel Replacement. (By Contractors only. Panels must be approved by the Department.)
☒ Other, describe: Litter shall be removed a minimum of 2 times per year; Vegetation shall be controlled a minimum of 2 times per year

NO ONE UNDER 16 YEARS OF AGE IS ALLOWED TO PARTICIPATE ON STATE RIGHT-OF-WAY.
THIS PERMIT IS NOT A PROPERTY RIGHT AND DOES NOT TRANSFER WITH THE PROPERTY TO A NEW OWNER.

The following attachments are also included as part of this permit *(Check applicable)*:

☐ Adopt-A-Highway Permit Special Provisions.
☐ Attachment A (Adopt-A-Highway Special Provisions).
☐ Planting Plan, Work Plan, and Work Schedule.
☒ Vegetation Control Plan, Work Plan, and Work Schedule.
☒ Other, describe:

ADVANCED NOTIFICATION OF WORK: Before each work occasion, the Permittee shall notify the Department's Maintenance Field Representative at least five working days, but no more than one month, prior to start of any work to ensure coordination with other activities.

Stanley Turner	Stanley.Turner@dot.ca.gov	(510) 715-6766
DEPARTMENT'S MAINTENANCE FIELD REPRESENTATIVE	EMAIL	PHONE NUMBER

Permittee's work shall be subordinated to State operations and shall not interfere with State forces or State's contractors.

☐ Yes ☒ No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit expires on November 30 , 2031
This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.
No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

CC:
#1: NEIL HAYES
#2: STANLEY L TURNER
#3: MICHAEL A JEVICKY
#4: CHEN LI

APPROVED

Doanh Nguyen, Acting, District Director

BY

Mohammad Dastmalchian
Mohammad Dastmalchian (Nov 9, 2026 09:42:33 PST)

Mohammad Dastmalchian, District Permit Engineer

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

ATTACHMENT A (ADOPT-A-HIGHWAY SPECIAL PROVISIONS)

MTCE-09 (REV 7/2009)

1. DEPARTMENTAL CONTACTS:

District Adopt-A-Highway Coordinator (Processes applications, answers questions regarding program policy, maintains program data, receives contact information changes.)

Name: Michael Jevicky Phone: (510) 715-8338

Address: 111 Grand Avenue, P.O. Box 23660, Oakland, CA 94623-0660

Maintenance Supervisor or Designee (Receives five-day advance notice of work, provides additional supplies and equipment throughout the permit period, arranges for collection of filled litter bags, hazardous materials, and large items.)

Name: Stanley Turner or Landscape Area Supervisor Phone: 925-580-7495

Address: Hercules Maintenance Station, 1369 Willow Avenue, Hercules, CA 94547

Representative Providing Safety Orientation (Answers safety-related questions, provides initial supply of safety equipment.)

Name: Stanley Turner or Landscape Area Supervisor Phone: 510-799-7073

Address: Hercules Maintenance Station, 1369 Willow Avenue, Hercules, CA 94547

2. WORK FREQUENCY: *(Check all that apply)*

- [x] Litter shall be removed a minimum of 2 times per year. (Litter removal during vegetation control activity is required.)
- [ ] Graffiti shall be removed within ____ calendar days of notification.
- [x] Vegetation shall be controlled a minimum of 2 times per year.
- [x] Planting, vegetation control, and other activities shall be performed per permittee's attached plans and schedules.

3. WORK DAYS AND HOURS

Work shall not be scheduled by any permittee during the holiday periods listed in Special Provisions 10. **In addition, work shall not be scheduled:**

No addtional restrictions.

Volunteer litter removal groups shall schedule work during the national cleanup events listed in Special Provisions 11 (weather permitting). **In addition, volunteer litter removal groups shall schedule work:**

No additions.

4. SITE ACCESS – Direction 1: Eastbound

Walk-on entry and exit points?	☑ Yes	☐ No
Shoulders for drop-off and pick-up?	☑ Yes	☐ No
Space to park off of shoulders?	☑ Yes	☐ No

Comments/Recommendations:

None

Site Access – Direction 2:

Walk-on entry and exit points?	☐ Yes	☐ No
Shoulders for drop-off and pick-up?	☐ Yes	☐ No
Space to park off of shoulders?	☐ Yes	☐ No

Comments/Recommendations:

5. WORK AREA DESCRIPTION – Direction 1:

Begin:

End:

WORK AREA DESCRIPTION – Direction 2:

Begin:

End:

6. WORK PROCEDURES:

Direction 1:

Vegetation control shall be performed per approved work plan.

Direction 2:

Vegetation control shall be performed per approved work plan.

GROUP NAME/CONTRACTOR NAME	ADOPTION TYPE AND LOCATION
Crockett Community Services District (Volunteers 18+)	EB VC 80 CC 13.5 - 13.7 Bike Path
ADOPT-A-HIGHWAY COORDINATOR SIGNATURE: Jose Montoya	DATE PREPARED: 11/6/2026

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ADOPT-A-HIGHWAY PERMIT SPECIAL PROVISIONS

TR–0156 (Rev. 07/2023)

1. **AUTHORITY:** The California Department of Transportation ("Department") has authority to issue encroachment permits under Division 1, Chapter 3, Article 1, Sections 660 through 734 of the Streets and Highways Code.

2. **REVOCATION/CANCELLATION:** Encroachment permits are revocable on five (5) business days' notice unless otherwise stated on the permit or otherwise provided by law, and except as provided by law for public corporations, franchise holders, and utilities. Notwithstanding the foregoing, in an emergency situation as determined by the Department, an encroachment permit may be revoked immediately. These Adopt-A-Highway Permit Special Provisions and all attachments to this permit are subject to modification or abrogation by the Department at any time. Permittees' joint use agreements, franchise rights, reserved rights or any other agreements for operating purposes in State of California ("State") highway right-of-way may be exceptions to this revocation.

3. **PERMITTEE AUTHORIZATION FOR OTHERS TO PERFORM WORK:** This encroachment permit allows only the Permittee and/or Permittee's authorized contractor or agent to work within or encroach upon the State highway right-of-way, and the Permittee may not assign or transfer this encroachment permit. Any attempt to assign or transfer this encroachment permit shall be null and void. Permittee shall provide to the Department a list of Permittee's authorized contractors/agents, in the "Encroachment Permit Applicant: Contractor(s) Authorization Form" (form DOT TR-0429) and at the time specified by the Department but if no time is specified then no later than the safety orientation. Permittee shall keep the list current and shall provide updates to the Department immediately upon any change to the list of authorized contractors/agents, including but not limited to the addition, removal, or substitution of an authorized contractor/agent, or a new address or contact information for an existing authorized contractor/agent. Permittee is responsible for the acts and/or omissions of any person or entity acting on behalf of the Permittee, even if such person or entity is not included on Permittee's list of authorized contractors and/or agents.

4. **ACCEPTANCE OF PROVISIONS:** Permittee and the Permittee's authorized contractors and/or agents understand and agree to accept and comply with these Adopt-A-Highway Permit Special Provisions, any and all terms and/or conditions contained in or incorporated into the encroachment permit, and all attachments to the encroachment permit (collectively "the Permit Conditions"), for any encroachment, work, and/or activity to be performed under this encroachment permit and/or under color of authority of this encroachment permit. Permittee understands and agrees the Permit Conditions are applicable to and enforceable against Permittee as long as the encroachment remains in, under, or over any part of the State highway right-of-way. The Permittee's authorized contractors and/or agents are also bound by the Permit Conditions. Non-compliance with the Permit Conditions by the Permittee's authorized contractor and/or agent, or by any volunteer or employee or other person acting under this Permit, will be deemed non-compliance by the Permittee.

5. **PERMITTEE RESPONSIBILITY:** No person shall enter the State highway right-of-way to perform work until the Department's Maintenance Supervisor or designee has given the Permittee's group/crew leaders or contractor's group/crew leaders a safety orientation, and all participants have received safety training from the Permittee's or contractor's group/crew leaders as described in Special Provisions numbers 20 and 24.

   It is the responsibility of the Permittee to notify the Department's District Adopt-A-Highway Coordinator of any change of Permittee's contact information such as mailing address, e-mail address, phone number, or contact person.

6. **PLAN CHANGES:** Deviations from plans, specifications, and/or the Permit Conditions are not allowed without prior approval from the Department's representative and the Federal Highway Administration ("FHWA") representative if applicable.

7. **AGE OF PARTICIPANTS:** Persons under the age of 16 shall not participate in the program. Persons, sixteen (16) and seventeen (17) years of age, may participate; however, there must be at least one adult supervisor for every five (5) minors present at the work site. The adult supervisor must be at least twenty-one (21) years old and must walk along with the group. Group leaders, alternate group leaders, and crew leaders must be adults who are at least twenty-one (21) years old.

8. **BEGINNING OF WORK:** Work authorized by this permit shall begin only **after a safety orientation has been completed (see Special Provisions numbers 20 and 24) and within thirty (30) calendar days from the date of permit issuance**, regardless of whether or not the Permittee's Adopt-A-Highway courtesy sign(s) and/or recognition panel(s) have been installed. Work shall not be discontinued if the Permittee's courtesy sign is damaged or stolen.

9. **ADVANCE NOTICE OF WORK:** Permittee must notify the Department's Maintenance Supervisor or designee, listed on "Attachment A (Adopt-A-Highway Special Provisions)" (form MTCE-09) of their plans to work at least five (5) business days, but no more than one (1) month, before the event.

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10. **WORK DAYS AND HOURS:** Work must be performed during daylight hours. If weather (or other adverse circumstance) causes decreased visibility or a public hazard, work shall immediately be discontinued. Work shall not be conducted on, or within twenty-four (24) hours preceding an official State holiday. Unless specified otherwise, work may be conducted the day following an official State holiday or holiday weekend.

11. **PARTICIPATION IN STATEWIDE EVENTS:** Weather permitting, volunteer litter removal groups shall schedule work during Spring and Fall Litter Cleanup events in order to support Adopt-A-Highway's participation in statewide, national and international events.

12. **CONFLICTING ENCROACHMENTS:** Permittee shall yield to ongoing, prior authorized, work adjacent to or within the limits of the project site.

13. **PERMIT AT WORK SITE:** Permittee and Permittee's authorized contractors/agents shall keep copies of the complete permit package (Adopt-A-Highway Encroachment Permit, Adopt-A-Highway Permit Special Provisions, and if applicable, plans and work schedule), and current list of authorized contractors/agents, at the work site and show such documents upon request to any Department representative or law enforcement officer. If copies of the permit package and current list of authorized contractors/agents are not kept and made available at the work site, the work shall be suspended. In addition, a copy of the encroachment permit must be openly displayed in the windshield of each vehicle parked on the right of way. Vehicles without openly displayed permits may receive traffic citations.

14. **PARKING AT THE WORK SITE:** Personal vehicles shall not interfere with the free flow of traffic, bicycles, or pedestrians. Vehicles used to transport participants or materials may park on the highway right-of-way provided that they are located completely off of the pavement and a minimum of six (6) feet from any traffic lane. If this is not possible, participants must walk to and from the site or, if the site has a shoulder, participants can use a drop-off and pick-up arrangement.

15. **WORK PROCEDURES:** Work shall proceed in the direction facing traffic. A posted safety lookout shall be used when fellow participants are unable to watch oncoming traffic.

    Work shall not be performed on or within six (6) feet from any traffic lane or anywhere within a median. Participants shall not cross access-controlled highways (freeways or expressways), on-ramps, and/or off- ramps, except at marked crosswalks. Participants shall not work on unstable or slippery ground, on slopes greater than approximately forty (40) degrees, on bridges, in tunnels, or inside culverts. Unless excluded by the aforementioned conditions, or entered on Attachment A, "Work Procedures," litter removal and vegetation control shall be performed behind soundwalls.

16. **PUBLIC TRAFFIC CONTROL:** All forms of traffic control, including shoulder, lane, and ramp closures, signs, cones, vehicles, or any other traffic control device are prohibited under this permit.

17. **PERSONAL PROTECTIVE EQUIPMENT:** All participants shall wear hard hats, retroreflective vests, gloves, and protective eye wear while on the State's highway right-of-way. The Department will provide these and litter pickers, if needed, to non-contractor participants free of charge. In addition, all participants shall wear long pants and substantial leather shoes or boots with ankle support. All Department-furnished personal protective equipment, unused materials, and tools shall be returned to the Department upon termination of the permit.

18. **LITTER BAGS**: Participants shall use the white Adopt-A-Highway bags provided by the Department. Securely tied, filled bags must be placed at least six (6) feet from the edge of traffic lanes and off of paved shoulders. Bags must be placed in locations where they are not obstructing drainage and where Departmental maintenance forces can easily see them and safely retrieve them. Whenever possible, bags should be stacked together and/or placed one hundred (100) feet from structures. It is important for participants to leave their filled bags at the site so that the Department can verify that work frequencies are being met. Also, the monthly count of white bags collected, enables the Department to quantify the value of the Adopt-A-Highway Program. (Participants may take bags of recyclables home.)

19. **STORAGE OF EQUIPMENT AND MATERIALS:** Unless specified in the Permittee's planting and/or work plans, storage of equipment and materials (other than filled, Adopt-A-Highway litter bags) on the State highway right-of-way is not authorized under this permit.

20. **SAFETY PROCEDURES FOR VOLUNTEER GROUPS:**

    A. **Designate group leaders.** Permittee shall designate a group leader and an alternate group leader to represent the group. If no group leader is designated, the Department will assume the group leader is the individual whose name appears on the permit application as the "primary contact" or on the permit as the "Attn:".

       If no alternate group leader is designated, the Department will assume the alternate group leader is the individual whose name appears on the permit application as the "alternate contact."

    B. **Attend a Caltrans safety orientation.** Both the group leader and the alternate group leader shall schedule and attend a safety orientation given by the Department's Maintenance Supervisor or designee. The "Adopt-A-Highway Safety Orientation Checklist for Volunteers" will be reviewed, signed, and copies given to the group leaders.

    C. **Obtain personal protective equipment:** Personal protective equipment and a copy of the Adopt-A-

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Highway safety video may be issued during the Caltrans safety orientation. Participants who need them will also receive Adopt-A-Highway litter bags and litter pickers. Additional equipment and litter bags may be obtained as needed throughout the permit period from the Department's Maintenance Supervisor or designee.

D. **Provide safety training to all group members.** The group leader or alternate group leader shall then provide safety training for all participants before they attend a work event. During the training, the encroachment permit and special provisions shall be explained and part two of the Adopt-A-Highway safety video must be viewed.

E. **Conduct safety reviews before each work event.** The group leader or alternate group leader shall conduct a brief off-site safety review with participants each time a participant goes out to work, before beginning work. The "Safety Requirements for Participants" and the "Bag It, Move It, or Leave It?" handouts shall be reviewed. The group leader or alternate group leader shall ensure that all participants are equipped with personal protective equipment and that minors will be adequately supervised. The group leader or alternate group leader must participate in the work event.

F. **Provide annual safety training.** The group leader or alternate group leader shall hold an annual safety training refresher for all participants. During the annual safety training refresher, the encroachment permit and special provisions shall be explained and part two of the Adopt-A- Highway safety video viewed.

G. **Report injuries, traffic collisions, and incidents.** The following occurrences shall be reported to the Department's District Adopt-A-Highway Coordinator by the next business day: injuries resulting in an individual seeking medical treatment, vehicular damage resulting in an insurance claim and/or police report, and incidents where the California Highway Patrol was contacted.

H. **Report changes in contact information or leadership to the Department's District Adopt-A-Highway Coordinator.** New group leaders or alternate group leaders appointed during the permit period must schedule and attend a safety orientation given by the Department's Maintenance Supervisor or designee, the safety orientation may not be given by the Permittee's previous group leaders.

21. **ADOPT-A-HIGHWAY SIGNS:** The Department shall furnish, install, and maintain an Adopt-A-Highway courtesy sign(s) and standard recognition panel(s) at the adoption site in recognition of the Permittee's contribution. Standard recognition panels shall display the Permittee's name in black, block letters on a white background. Permittees may furnish a customized, recognition panel(s) at their own expense. Specifications for the recognition panel's wording, size, color, type style, placement, and any subsequent modifications shall be solely determined and approved by the Department. (Note: "Spot" Wildflower and Supplemental Litter Removal adoptions do not meet minimum requirements for a courtesy sign.) **Neither the Adopt-A- Highway Program nor its courtesy signs are intended to provide a forum for advertisement, solicitation, or public discourse.**

22. **WHEN AN ADOPT-A-HIGHWAY CONTRACTOR IS UTILIZED:** Individuals, organizations, and businesses may adopt segments of highway and have the required adoption work performed by a professional business (contractor) through contract or agreement. Only contractors that have been pre-approved by the Department may be utilized. Contractors must submit to the Department and maintain the following documents:

A. **Liability Insurance:** Contractors with employees shall maintain at least $1,000,000 of general liability insurance for each occurrence, plus $2,000,000 of excess liability insurance (totaling at least $3,000,000). Contractors who do not utilize paid employees shall maintain at least $1,000,000 in general liability insurance for each occurrence; no excess liability insurance is required. All certificates of liability insurance shall name the State of California, California Department of Transportation, the directors, officers, employees, and/or agents of the State of California and/or of the California Department of Transportation as additional insured.

B. **Automobile insurance,** in the minimum amount of $1,000,000, is required of all contractors.

C. **Worker's compensation insurance,** in the minimum amount of $1,000,000, is required for contractors who employ persons to perform work authorized under this permit.

D. **Professional licensing** as required by the California Contractors State License Board and/or the California Department of Pesticide Regulation to perform work authorized under this permit.

E. **County and/or city business licenses** as required by local governments to perform work authorized under this permit.

F. **Subcontracting** is not allowed under the Adopt-A-Highway Program.

Contractors are required to provide a minimum notice of thirty (30) calendar days to the Department's District Adopt-A-Highway Coordinator or Statewide Adopt-A-Highway Coordinator before any reduction in coverage and/or cancellation of coverage becomes effective.

23. **INSTALLATION OF RECOGNITION PANELS BY ADOPT-A- HIGHWAY CONTRACTORS:** Adopt-A-Highway contractors may install recognition panels at specific locations if the work is authorized on page one of the attached Encroachment Permit (Adopt-A-Highway)

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and they have received an Adopt-A-Highway Service Contractor Recognition Panel Installation Order.

24. **SAFETY PROCEDURES FOR ADOPT-A-HIGHWAY CONTRACTORS:**

   A. **Attend a Caltrans safety orientation.** Adopt-A-Highway contractors shall abide by safety requirements set forth by the California Occupational Safety and Health Administration (Cal/OSHA). In addition, the contractor's crew leaders must schedule and attend a safety orientation given by the Department's Maintenance Supervisor or designee. The "Safety Orientation Checklist for Adopt-A-Highway Contractors" will be reviewed, signed, and a copy given to the crew leaders.

   B. **Report injuries, traffic collisions, and incidents.** The following occurrences shall be reported to the Department's District Adopt-A-Highway Coordinator by the next business day. Injuries resulting in an individual seeking medical treatment, vehicular damage resulting in an insurance claim and/or police report, and incidents where the California Highway Patrol was contacted.

   C. **Contractor's ID Cards.** Contractor's crew must carry identification cards. The cards must list the employee's name, the name of the Adopt-A-Highway contractor, and a phone number where the crew leader can be reached during working hours.

25. **PERMITS FROM OTHER AGENCIES:** This encroachment permit is invalidated if the Permittee has not obtained all permits and approvals necessary and required by law, including but not limited to permits from the California Public Utilities Commission (CPUC), Cal/OSHA, and any other public agency and/or entity having jurisdiction. Permittee warrants all such permits and approvals have been obtained before beginning work under this encroachment permit. The Department may, at the Department's discretion, require the Permittee to demonstrate that Permittee has obtained all such permits/approvals, and Permittee shall demonstrate this at the time and in the manner specified by the Department.

26. **COST OF WORK:** Unless stated otherwise in the encroachment permit or a separate written agreement with the Department, the Permittee must bear all costs incurred for work within the State highway right-of-way and waives all claims for indemnification or contribution from the United States, the State, the Department, and from the Directors, officers, and employees of the State and/or the Department. Removal of Permittee's personal property and improvements shall be at no cost to the United States, the State, and the Department.

27. **PREVAILING WAGES:** Work performed by or under an encroachment permit may require Permittee's contractors and subcontractors to pay appropriate prevailing wages as set by the California Department of Industrial Relations. Inquiries or requests for interpretations relative to enforcement of prevailing wage requirements must be directed to the California Department of Industrial Relations.

28. **UNDERGROUND SERVICE ALERT (USA) NOTIFICATION:** Any excavation requires compliance with the provisions of Government Code section 4216 et seq., including but not limited to notice to a regional notification center, such as Underground Service Alert (USA). The Permittee must provide notification to the Department representative at least five (5) business days before, and the regional notification center at least forty-eight (48) hours before, performing any excavation work within the State highway right-of-way.

29. **ENVIRONMENTAL:**

   A) ARCHAEOLOGICAL/HISTORICAL: If any archaeological or historical resources are identified or encountered in the work vicinity, the Permittee must immediately stop work and notify the Department's District Adopt-A-Highway Coordinator.

   B) HAZARDOUS MATERIALS: If any hazardous waste or materials (such as underground storage tanks, asbestos pipes, contaminated soil, etc.) are identified or encountered in the work vicinity, the Permittee must immediately stop work and notify the Department's District Adopt-A-Highway Coordinator. Attention is directed to the potential presence of aerially deposited lead (ADL) in unpaved areas along highways. It is the Permittee's responsibility to take all appropriate measures to protect workers in conformance with California Code of Regulations Title 8, Section 1532.1, "Lead," and with Cal-OSHA Construction Safety Orders, and to ensure roadway soil management is in compliance with California Department of Toxic Substances Control (DTSC) requirements.

   C) BIOLOGICAL: If any regional, state, or federally listed biological resource is identified or encountered in the work vicinity, the Permittee must immediately stop work and notify the Department's District Adopt-A-Highway Coordinator.

30. **DURATION OF PERMIT:** Unless otherwise specified, this permit is valid for five (5) years from the date of issuance. Permittees may apply for additional five (5)-year permits, provided that the Permittee and/or the Permittee's contractor have satisfactorily met the terms of the existing permit and the site remains suitable for adoption. If the Permittee wishes to reapply, a notice of such intent shall be submitted to the Department's District Adopt-A-Highway Coordinator at least thirty (30) calendar days prior to the expiration date of this permit.

31. **NO PRECEDENT ESTABLISHED:** This permit is issued with the understanding that it does not establish a precedent.

32. **LIABILITY, DEFENSE, AND INDEMNITY:** The Permittee agrees to indemnify and save harmless the United States, the State, the Department, and the Directors, officers,

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employees, agents and/or contractors of the State and/or of the Department, including but not limited to the Director and the Deputy Directors, from any and all claims, demands, damages, costs, liability, suits, or actions of every name, kind, and description, including but not limited to those brought for or on account of property damage, invasion of privacy, violation or deprivation of a right under a state or federal law, environmental damage or penalty, or injury to or death of any person including but not limited to members of the public, the Permittee, persons employed by the Permittee, and/or persons acting on behalf of the Permittee, arising out of or in connection with: (a) the issuance and/or use of this encroachment permit; and/or (b) the encroachment, work, and/or activity conducted pursuant to this encroachment permit, or under color of authority of this encroachment permit but not in full compliance with the Permit Conditions; and/or (c) the installation, placement, design, existence, operation, and/or maintenance of the encroachment, work, and/or activity; and/or (d) the failure by the Permittee or anyone acting on behalf of the Permittee to perform the Permittee's obligations under any part of the Permit Conditions in respect to maintenance or any other obligation; and/or (e) any change to the Department's property or adjacent property, including but not limited to the features or conditions of either of them, made by the Permittee or anyone acting on behalf of the Permittee; and/or (f) a defect or obstruction related to or caused by the encroachment, work, and/or activity whether conducted in compliance with the Permit Conditions or from any cause whatsoever. The duty of the Permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the California Civil Code.

It is the intent of the Department and the Permittee that except as prohibited by law, the Permittee will defend, indemnify, and hold harmless as set forth in this Provision regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of: the United States, the State; the Department; the Directors, officers, employees, agents and/or contractors of the State and/or of the Department, including but not limited to the Director and the Deputy Directors; the Permittee; persons employed by the Permittee; and/or persons acting on behalf of the Permittee.

The Permittee waives any and all rights to any type of expressed or implied indemnity from or against the United States, the State, the Department, and the Directors, officers, employees, agents, and/or contractors of the State and/or of the Department, including but not limited to the Director and the Deputy Directors.

The Permittee understands and agrees to comply with the obligations of Titles II and III of the Americans with Disabilities Act in the conduct of the encroachment, work, and/or activity whether conducted pursuant to this encroachment permit or constituting Unauthorized Work or Activity, and further agrees to defend, indemnify, and save harmless the United States, the State, the Department, and the Directors, officers, employees, agents, and/or contractors of the State and/or of the Department, including but not limited to the Director and the Deputy Directors, from any and all claims, demands, damages, costs, penalties, liability, suits, or actions of every name, kind, and description arising out of or by virtue of the Americans with Disabilities Act.

The Permittee understands and agrees the Directors, officers, employees, agents, and/or contractors of the State and/or of the Department, including but not limited to the Director and the Deputy Directors, are not personally responsible for any liability arising from or by virtue of this encroachment permit.

For the purpose of this Special Provision and all paragraphs herein, "contractors of the State and/or of the Department" includes contractors, and their subcontractors, under contract to the State and/or the Department.

This Special Provision and all paragraphs herein take effect immediately upon issuance of this encroachment permit, and apply before, during, and after the encroachment, work, and/or activity contemplated under this encroachment permit, regardless of whether such work is or is not in compliance with the Permit Conditions, except as otherwise provided by California law. The Permittee's obligations to defend, indemnify, and save harmless under this Special Provision take effect immediately upon issuance of this encroachment permit and have no expiration date, including but not limited to situations in which this encroachment permit expires or is revoked, the work or activity performed under this encroachment permit is accepted or not accepted by the Department, the encroachment, work, and/or activity is conducted in compliance with the Permit Conditions as defined in or constitutes Unauthorized Work or Activity, and/or no work or activity is undertaken by the Permittee or by others on the Permittee's behalf.

If the United States or an agency, department, or board of the United States is the Permittee, the first two paragraphs of this Special Provision (beginning "The Permittee agrees to indemnify…" and "It is the intent of the parties…") are replaced by the following paragraph:

Claims for personal injury, death, or property damage allegedly caused by the negligent or wrongful act or omission of any employee of the United States acting within the scope of their official duties are subject to the Federal Tort Claims Act, as amended, 28 U.S.C. § 1346 and § 2671 et seq. (Chapter 171).

33. **FEDERAL CIVIL RIGHTS REQUIREMENTS FOR PUBLIC ACCOMMODATION:**

A) As part of the consideration for being issued this encroachment permit, the Permittee, on behalf of Permittee and on behalf of Permittee's personal representatives, successors in interest, and assigns, does hereby covenant and agree that:

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i) No person on the grounds of race, color, or national origin may be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

ii) In connection with the construction of any improvements on said lands and the furnishings of services thereon, no discrimination must be practiced in the selection and retention of first-tier subcontractors in the selection of second-tier subcontractors.

iii) Such discrimination must not be practiced against the public in their access to and use of the facilities and services provided for public accommodations (such as eating, sleeping, rest, recreation), and operation on, over, or under the space of the State highway right-of-way.

iv) The Permittee must use the premises in compliance with all other requirements imposed pursuant to Title 15, Code of Federal Regulations, Commerce and Foreign Trade, Subtitle A. Office of the Secretary of Commerce, Part 8 (15 C.F.R. Part 8) and as said Regulations may be amended.

B) In the event of breach of any of the above nondiscrimination covenants, the State and the Department have the right to terminate this encroachment permit and to re-enter and repossess said land and the facilities thereon and hold the same as if said permit had never been made or issued.

34. **COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA):** All work within the State highway right-of-way to construct and/or maintain any public facility must be designed, maintained, and constructed strictly in accordance with all applicable Federal Access laws and regulations (including but not limited to Section 504 of the Rehabilitation Act of 1973, codified at 29 U.S.C. § 794), California Access laws and regulations relating to ADA, along with its implementing regulations, Title 28 of the Code of Federal Regulations Parts 35 and 36 (28 C.F.R., Ch. I, Part 35, § 35.101 et seq., and Part 36, § 36.101 et seq.), Title 36 of the Code of Federal Regulations Part 1191 (36 C.F.R., Ch. XI, Part 1191, § 1119.1 et seq.), Title 49 of the Code of Federal Regulations Part 37 (49 C.F.R., Ch. A, Part 37, § 37.1 et seq.), the United States Department of Justice Title II and Title III for the ADA, and California Government Code section 4450 et seq., which require public facilities be made accessible to persons with disabilities.

Notwithstanding the requirements of the previous paragraph, all construction, design, and maintenance of public facilities must also comply with the Department's Design Information Bulletin 82, "Pedestrian Accessibility Guidelines for Highway Projects" and Standard Plans & Specifications on "Temporary Pedestrian Access Routes."

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ADOPT-A-HIGHWAY

Safety Requirements for Participants: "C R E W P L A N S"

Contact Caltrans. Notify your Maintenance field representative of your plans to work at least five days, but no more than one month, before the event. If State construction or maintenance activities have been scheduled at your adoption site on that same day, you will not be permitted to work.

Review safety procedures. Review these "Safety Requirements for Participants" and the "Bag It, Move It, or Leave It?" instructions with all participants at an off-site location prior to each work event.

Evaluate weather conditions. Work must be performed during daylight hours. Do not work, or discontinue working, if weather (or other adverse circumstance) decreases visibility or causes a public hazard.

Wear your safety gear. It is required that participants wear safety vests, hard hats, gloves, protective eye wear, long pants, and substantial leather shoes or boots with ankle support. Light-colored clothing and long-sleeved shirts are recommended. Put on your safety gear before travelling to your site and do not take it off on until you have left the roadside.

Park in a safe place. Please carpool. Vehicles must park completely off of paved areas and be at least six feet from any traffic lane. If this is not possible and your site has a shoulder, then use a drop-off and pick-up arrangement instead. Or, enter and exit your site on foot from locations that allow you to face oncoming traffic. If in doubt about the safest way to access your site, please contact your Maintenance field representative for advice.

Look out for danger and look out for each other. Always work facing oncoming traffic. Use a safety lookout when fellow workers are unable to see oncoming traffic. Watch your footing and be alert for snakes, stinging insects, and poisonous plants. If your encroachment permit authorizes minors to participate, you must have at least one adult supervisor over the age of 21 at the site for every five minors present. Do not work alone.

Alert the California Highway Patrol (call 911) if you find an extremely hazardous item. Identify all objects before touching them and handle found items according to the procedures outlined in the "Bag It, Move It, or Leave It" instructions.

Never risk injury. Work shall not be performed on median strips. Stay completely off of paved areas and always remain at least six feet from any traffic lane; this includes crossing freeway on-ramps and off-ramps. Use extreme caution when crossing conventional, two-lane highways; plan to use crosswalks and signals where available. Do not work on unstable or slippery ground, on bridges, in tunnels, or in drainage facilities. Avoid behaviors that will distract motorists; this includes working in groups of more the three or four persons. Drink plenty of water. Use tools to help prevent over exertion. For example, litter removal groups should use litter pickers instead of bending to pickup litter and graffiti removal groups should use rollers instead of brushes to paint large areas.

Stack your bags. Do not overload or compact litter bags and be sure to tie them securely closed. Whenever possible, stack several filled bags together. Place bags completely off of paved areas and at least six feet from any traffic lane. Make sure that the bags are located where Caltrans maintenance crews can easily see them and safely retrieve them.

ADDITIONAL REQUIREMENTS: 1) No person shall enter the State's right of way to perform work until a Caltrans representative has given the permittee's safety leader a safety orientation, and, all participants have received safety training from that safety leader. **2)** A complete encroachment permit "package" (encroachment permit, special provisions, and any plans and schedules) must be present at the site. In addition, a copy of the encroachment permit must be displayed on the dashboard of each vehicle parked on the State's right of way. **3)** Work shall not be conducted on, or within twenty-four hours preceding, holidays or holiday weekends. Refer to your Encroachment Permit Special Provisions for a listing of holidays and possible additional work restrictions specific to your adoption site.

FIRST QUARTER FINANCIAL REPORT (FY 2026/27)

1. DISTRICT-WIDE CONSOLIDATED SUMMARY

Department / Fund	Beginning Assets (Q1 Start)	Closing Assets (Q1 End)	Q1 Net Asset Change	Q1 Actual Expenditures	Annual Expenditure Budget	Budget Executed (%)	Remaining Budget Balance
Crockett Recreation (3241)	$476,058.75	$261,512.50	($214,546.25)	$214,759.83	$783,743.00	27.40%	$568,983.17
Maintenance Dept (3242)	$335,127.99	$330,783.49	($4,344.50)	$7,277.53	$74,530.00	9.76%	$67,252.47
Port Costa Sanitary (3425)	$500,063.60	$456,893.49	($43,170.11)	$45,288.20	$353,394.00	12.81%	$308,105.80
Crockett Sanitary / CVSAN (3426)	$4,440,416.15	$2,822,983.07	($1,617,433.08)	$1,634,444.77	$5,672,269.00	28.81%	$4,037,824.23
DISTRICT TOTALS	**$5,751,666.49**	**$3,872,172.55**	**($1,879,493.94)**	**$1,901,770.33**	**$6,883,936.00**	**27.63%**	**$4,982,165.67**

2. DEPARTMENT-BY-DEPARTMENT FINANCIAL ANALYSIS

2.1 Crockett Recreation Department (Fund 3241): The Recreation Department encompasses the Crockett Community Center, swimming pool, parks, and seasonal recreational programming.

- **Asset & Cash Balances:**
  - **Beginning Cash:** $454,180.01 | **Closing Cash:** $239,420.18
  - **Beginning LAIF:** $21,878.74 | **Closing LAIF:** $22,092.32
  - **Total Department Assets:** Decreased from **$476,058.75** to **$261,512.50** (-$214,546.25).
- **Expenditure Breakdown & Budget Performance:**
  - Total Q1 Spending: **$214,759.83** out of **$783,743.00** annual budget (**27.40%** spent).
  - **Payroll & Employee Expenses (5600):** $110,437.68 (30.96% of annual budget spent), reflecting heavy peak summer staffing for pool operations, recreation programs, and facility management.
  - **Cost of Goods Sold (5000):** $34,450.00 against a $25,054.00 budget. This seasonal overrun is tied to front-loaded summer pool/event concession supplies and is partially offset by incoming grant funding.
  - **Repairs & Maintenance (5910):** $24,884.51 (19.44% of budget spent).
  - **Utilities (5980):** $20,060.61 (23.06% of budget spent).
  - **Unallocated Credit Card Charges (8450 - USBank):** $15,726.86 (31.45% of budget). Staff is currently performing line-item coding reconciliations to transfer these credit card items into appropriate department sub-accounts before Q2 reporting.
  - **Bank & Finance Charges (5150):** $2,197.01 (24.56% of budget).
  - **Uniforms (5970):** $1,601.27 (64.05% of budget spent on summer pool staff uniforms).

117.a

2.2 Maintenance Department (Fund 3242 - L&L District & Memorial Hall)

The Maintenance Department tracks the Landscape & Lighting (L&L) assessment district and the preservation/upkeep of Memorial Hall.

- **Asset & Cash Balances:**
  - **L&L Cash Account:** Beginning $14,666.66 | Closing $7,389.13
  - **Memorial Hall Cash Account:** Beginning $20,000.00 | Closing $20,000.00. Awaiting the matching funds from the CCF to make a transfer into the LAIF Department.
  - **Memorial Hall Investment Account:** Beginning $300,461.33 | Closing $303,394.36 (reflects +$2,933.03 investment return yield)
  - **Total Department Assets:** $330,783.49 (Net change of -$4,344.50).
- **Expenditure Breakdown & Budget Performance:**
  - Total Q1 Spending: **$7,277.53** out of **$74,530.00** annual budget (**9.76%** spent).
  - **Landscape Services (5930):** $3,293.00 (10.98% of $30,000.00 budget spent).
  - **Payroll & Employee Charges (5600):** $2,023.63.
  - **Capital Expenses - Maintenance Dept (1500):** $1,000.00 spent out of $6,000.00 allocated.
  - **Memorial Hall Upkeep (1515):** $0 spent in Q1 out of $11,530.00 budget; major facility maintenance projects are scheduled for Q2 and Q3.
  - **Operational Subtotal:** $2,984.53 against $27,000.00 budget (11.05% spent).

2.3 Port Costa Sanitary Department (Fund 3425)

Port Costa Sanitary provides collection, treatment, and wastewater disposal services for the unincorporated Port Costa community.

- **Asset & Cash Balances:**
  - **Cash Account Balance:** Beginning $283,085.45 | Closing $237,797.25
  - **LAIF Account Balance:** Beginning $216,978.15 | Closing $219,096.24 (+$2,118.09 interest earnings)
  - **Total Department Assets:** Decreased from **$500,063.60** to **$456,893.49** (-$43,170.11).
- **Expenditure Breakdown & Budget Performance:**
  - Total Q1 Spending: **$45,288.20** out of **$353,394.00** annual budget (**12.81%** spent).
  - **PCSan Direct Operating Expenses (6100):** $29,881.99 (15.56% of $192,000.00 budget spent).
  - **Payroll & Employee Services (5600):** $9,374.47 (20.98% of $44,680.00 budget spent).
  - **Dues & Subscriptions (5300):** $3,988.24 (23.83% of $16,733.00 budget spent).

- **Utilities (5980):** $1,813.68 (18.14% of $10,000.00 budget spent).
- **CVSAN Interfund Loan Repayment:** $0 paid in Q1 against $24,515.00 budgeted obligation; repayment is scheduled for Q3.

2.4 Crockett Sanitary Department (Fund 3426 / CVSAN)

CVSAN operates wastewater collection and treatment infrastructure for Crockett, managing three primary funds: General Operating (3426), Capital Construction (3427), and Capital Reserve (3429).

- **Multi-Fund Asset Breakdown:**

Fund Name	Account Type	Q1 Beginning Balance	Q1 Closing Balance	Net Balance Change
CVSAN General Fund (3426)	Cash Balance	$2,656,399.93	$1,021,955.16	-$1,634,444.77
CVSAN General Fund (3426)	LAIF Balance	$483,213.76	$487,899.28	+$4,685.52
CVSAN Construction Fund (3427)	Cash Balance	$37,887.28	$37,887.28	$0.00
CVSAN Construction Fund (3427)	LAIF Balance	$1,180,156.46	$1,191,676.85	+$1,1520.39
CVSAN Capital Reserve Fund (3429)	Cash Balance	$214.00	$214.00	$0.00
CVSAN Capital Reserve Fund (3429)	LAIF Balance	$82,544.72	$83,350.50	+$805.78
TOTAL CVSAN ASSETS		**$4,440,416.15**	**$2,822,983.07**	**-$1,617,433.08**

**NOTE: Accounts 3427 and 3429 are RESTICTED ACCOUNTS*

- **Expenditure Breakdown & Budget Performance:**
  - Total Q1 Spending: **$1,634,444.77** out of **$5,672,269.00** annual budget (**28.81%** spent).
  - **Due to C&H (Prior O&M JTP) (2120): $1,000,000.00** transferred in Q1 toward the $2,868,089.00 annual budgeted obligation. This planned payment accounts for **61.18%** of total CVSAN Q1 expenditures.
  - **CVSan Direct Operating Expenses (6000):** $294,331.74 spent (24.08% of $1,222,383.00 budget).
  - **Payroll & Employee Expenses (5600):** $109,281.33 (22.66% of $482,274.00 budget).
  - **Professional Services (5850):** $80,582.15 (53.37% of $151,000.00 budget spent), driven by specialized legal and engineering work associated with regulatory compliance and plant joint-use agreements.
  - **Capital Projects & Fixed Assets (1400):** $62,856.31 (11.67% of $538,500.00 budget spent).
  - **Bank & Finance Charges (5150):** $45,871.57 (52.88% of $86,749.00 budget).
  - **Utilities (5980):** $15,094.50 (18.87% of $80,000.00 budget).
  - **Credit Card Charges (8450 - USBank):** $16,880.97 (48.23% of $35,000.00 budget spent). Non-standard charges from Q1 on the credit card include: 1 RPD building lateral plumbing and associated arbitrator costs.

3. KEY FINANCIAL METRICS & RISK ANALYSIS

Liquidity & Cash Reserve Structure

- Capital reserves are concentrated in the Local Agency Investment Fund (LAIF) accounts across funds, yielding stable interest income and preserving principal. LAIF balances increased by **$20,131.73** across all district accounts in Q1 due to interest accumulation.
- **LAIF Holdings Summary:**
  - General Operating:
    - Recreation (3241): $22,092.32
    - Memorial Hall (3242): $303,394.36
    - Port Costa Sanitary (3425): $219,096.24
    - Crockett Sanitary General (3426): $487,899.28
  - Restricted:
    - Crockett Sanitary Construction (3427): $1,191,676.85
    - Crockett Sanitary Capital Reserve (3429): $83,350.50
  - **Total LAIF Portfolio of Operation and Restricted Funds: $2,004,115.19**

Budget Variance Benchmarks

- Standard target spending for Q1 (25% of fiscal year) was maintained across operational lines.
- **Over-Benchmark Line Items:**

- *Recreation COGS (5000):* Spent 137.5% of budget ($34.45k vs $25.05k budget) due to summer event timing; offset by upcoming donation/grant revenues.
- *CVSAN Professional Services (5850):* Spent 53.4% of budget ($80.58k vs $151.0k budget) due to ongoing legal and environmental engineering reviews.
- *CVSAN Finance Charges (5150):* Spent 52.9% of budget ($45.87k vs $86.75k budget) However this aligns with a bi-annual payment of the mortgage for 1 RPD.

Capital & Settlement Liabilities

- The District successfully transferred the first **$1,000,000.00** toward the C&H Sugar Joint Treatment Plant O&M settlement without disrupting ongoing cash liquidity, leaving **$1,868,089.00** remaining in the FY 2026/27 authorization. The District has agreed to settle the outstanding O&M costs from C&H JTP (excluding debate of interest and environmental fines) in the amount **$348,000.00** by December 31, 2026, leaving **$1,520,089.00** authorized funds remaining.

4. GM & ASM STRATEGIC RECOMMENDATIONS

1. **Reconciliation of Unallocated Credit Card Expenses:** Administrative staff will clear and reallocate all charges in account 8450 (USBank) to their respective line-item accounts.
2. **Monitoring December Tax Apportionment:** Staff will monitor Contra Costa County's December property tax and parcel tax disbursements to ensure timely replenishment of Fund 3241 and Fund 3242 cash balances.
3. **Capital Improvement Program (CIP) Execution:** Capital spending in Crockett Sanitary ($62.8k spent of $538.5k budget) and Port Costa Sanitary will accelerate in Q2 and Q3 as we transition into wet weather and heavy El Nino storm season.
4. **Conclusion:** All four funds remain fiscally sound, operating within overall budgetary limits.

Report respectfully submitted by General Management and Administrative Services Management.

Crockett Community Services District
Maintenance Department
FY 2026/27 - Q1

	A/N	Beginning Balance	Interfund Transfers	Closing Balance
Cash Account Balance	3242			
L&L		$14,666.66	None	$7,389.13
Memorial Hall		$20,000.00	None	$20,000.00
Investment Account Balance				
L&L		$0.00	None	$0.00
Memorial Hall		$300,461.33	None	$ 303,394.36
Grants & Donations	4520/4510	$0.00	N/A	$0.00
	Total Assets:	$335,127.99		$330,783.49

Department 3242	A/N	Actual Spent - Q1	Actual Spent - Q2	Actual Spent - Q3	Actual Spent - Q4	Budget for Year	Remaining Balance	Percent Remaining
Standard Charges								
County & State Charges	5200	$ 75.68						
Dues & Subscriptions	5300	$ -						
Elections	5350	$ -						
General & Admin	5400	$ -						
Insurance	5500	$ 26.00						
Payroll & Employee	5600	$ 2,023.63						
Payroll Expenses	5700	$ -						
Professional Services	5850	$ 363.74						
Utilities	5980	$ -						
US Bank	8450	$ 495.48						
	Sub Total:	**$ 2,984.53**				$ 27,000.00	$ 24,015.47	**89%**
Landscape Services	5930	$ 3,293.00				$ 30,000.00	$ 26,707.00	**89%**
							$ -	
Capital Expenses							$ -	
Maintenance Dept	1500	$ 1,000.00				$ 6,000.00	$ 5,000.00	**83%**
Memorial Hall	1515	$ -				$ 11,530.00	$ 11,530.00	**100%**
	Totals	**$ 7,277.53**				**$ 74,530.00**	**$ 67,252.47**	