

CROCKETT POLICE LIAISON COMMITTEE

Regular Business Meeting
AGENDA FOR MONDAY, NOVEMBER 7, 2022

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

The Crockett Police Liaison Committee is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL:
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Committee 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. LAW ENFORCEMENT ISSUES AND REPORTS:
(These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Consider report from Resident Deputy and allow public to discuss issues of concern.
 - b. Consider report from CHP Officer and allow public to discuss issues of concern.
5. ADMINISTRATIVE:
 - a. Discuss Crockett Community Foundation grant application for the Automated License Plate Reader (ALPR) cameras.
 - b. Approve meeting schedule for 2023.
6. REPORTS FROM COMMITTEE MEMBERS:
7. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of October 3, 2022.
8. FUTURE AGENDA ITEMS:
Election of officers (Dec.).
9. ADJOURNMENT to December 5, 2022

THE PUBLIC IS INVITED TO ATTEND AND EXPRESS ANY CONCERNS RELATED TO LAW ENFORCEMENT IN CROCKETT OR PORT COSTA, INCLUDING PARKING ENFORCEMENT.

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.

How to apply for a grant

April 2014

Crockett Community Foundation does not discriminate or give preference on the basis of race, religion, sex, age, national origin or disabilities in the hiring of staff or providing of services.

Mission Statement

The mission of the Crockett Community Foundation is to enhance the quality of life in the Crockett Community, now and for generations to come.

The goals of the foundation are to:

- ◇ Serve all segments of the Crockett, Port Costa and Torrey Community.
- ◇ Promote the vitality of nonprofit organizations
- ◇ Foster volunteerism in Crockett
- ◇ Promote sense of community in Crockett
- ◇ Establish a permanent endowment
- ◇ Encourage and assist donors to achieve their charitable objectives
- ◇ Evaluate the Foundation's activities and outcomes to determine their results.
- ◇ Improve community resources

The Crockett Community Foundation was established to oversee the annual community fund donations given to the Community of Crockett by Crockett Cogeneration and C&H Sugar Co., as part of the settlement agreement to the Cogeneration Plant. The Foundation receives donations and grants from other sources, as well.

A portion of the Foundation funds has been designated to establish a

perpetual endowment and is therefore restricted. The remainder of the funds is referred to as unrestricted or discretionary. These are the funds that grantseekers may apply for using the following guidelines.

To effectively serve our constituency, the Community Foundation has established several objectives which proposals should address, including:

- ◇ Provide long-lasting benefits & serve large segments of the community.
- ◇ Develop self-reliance and character, or eliminate dependency.
- ◇ Expand the capacity of volunteer organizations to serve our community.
- ◇ Demonstrate the managerial & financial capabilities of nonprofit organizations.
- ◇ Eliminate duplication of services and encourage cooperation.
- ◇ Demonstrate the ability of the organizations to combine forces and work cooperatively.
- ◇ Provide new or expanded services.
- ◇ Leverage funds from other sources.
- ◇ Projects that have demonstrated success elsewhere.

Eligibility Requirements

1. The applying organization or agency must be operated and organized so that it does not discriminate or give preference in the hiring of staff or providing of services on the basis of race, religion, sex, age, national origin or disabilities.
2. All public non-profit organizations and public agencies providing services within the Crockett Community Services District and Tormey are eligible.
3. Projects must be located in and serve the people in the geographic area previously mentioned.
4. Applicants must be legally incorporated public non-profit organizations or be fiscally represented by a legally incorporated public non-profit organization..
5. For all grants over \$100,000, it is mandatory that a letter of intent detailing cost analysis and expenditures be submitted to the Board of Directors by May 1.
6. If your grant is for an event, the date of the event will automatically be added to the CCF calendar on our website.

Eligibility Limitations

The current objectives of the Board do not allow for grants for the following purposes:

1. Establishing endowments.
2. Religious organizations for religious purposes.
3. Direct assistance to individuals or businesses.

4. Existing obligations, deficits or retroactive funding, (i.e., a project that has already been started, money has been spent on or developed as it is related to this application).
5. Routine operating expenses or staff salaries.
6. Incurring a debt liability.
7. Conferences.
8. Political parties or organizations.
9. Replacing County funding for existing County services and responsibilities.

Responsibilities of Grant Recipients

Each grant recipient is held accountable for using the Foundation grant in compliance with the proposal and any additional terms placed on the grant by the Crockett Community Foundation. In addition, each recipient must:

- Institute adequate controls over project funds to ensure that all funds are properly accounted for.
- Present invoices to the Foundation on request.
- Ensure that the Foundation is kept properly advised of significant factors affecting the successful outcome of the project or program and any significant deviation from the proposed scope, starting date or completion date of the project or program.
- Upon completion of grant expenditures provide the Foundation with a final audit of funds received and expended.

Foundation grant moneys not spent for the purposes intended by the

Crockett Community Foundation in making the grant must be returned to the Foundation within 30 days of termination of the proposed project or program.

How to Apply

Grants are generally made semi-annually in December and June. Applications will be accepted during the months of August - September and February - March, with the deadlines being September 30th and March 31st. Grant applications must be postmarked by the deadline or hand delivered to the Foundation office by deadline date. Grant applications may **not** be hand delivered or mailed to an individual Board member. The Foundation will be holding workshops in September and March to present the application forms, explain the grant process and answer questions. Grantseekers are encouraged to review these guidelines carefully, attend the Foundation's workshops and then submit full proposals instead of letters of inquiry or exploratory appointments and phone calls. This gives the Board an opportunity to do our homework.

Applicants must submit **1 copy of the proposal containing all of the items listed on the check list and 9 additional copies containing items 1-8 on the checklist.** Be sure to include a cover letter signed by the board officer authorized to sign for the organization.

The cover letter must contain the following statement: *We (I).certify*

that the information contained in this proposal is to the best of our (my) knowledge true and accurate and that the proposal is submitted with the Board of Director's full knowledge and endorsement.

Evaluation Criteria

Applicants are encouraged to use the following criteria in developing their proposals. In determining the merits and priority of an application, particular consideration should be given to:

1. The results of the Foundations' annual community needs assessments.
2. The degree of potential benefit to the community.
3. The ability of the organization to achieve expected results.
4. Community or affected neighborhood support of proposal.
5. The long-term sustainability of the project.
6. The scope of the target population.
7. The Foundation Board encourages sponsors of large projects to phase the completion and funding of their projects over a multi-year period.

Grant Applications Must Include

(If any item is unavailable include a statement of explanation.)

1. Cover letter signed by the Board officer authorized to sign for the organization.
2. Checklist showing documents attached.
3. An Internal Revenue Service letter confirming the agency's tax-exempt status.
4. Grant Application Form.

5. Detailed Project Budget.
6. Detailed Project Plans including timeline.
7. Minimum two bids on work performed by independent contractors or consultants, and a minimum of two price quotes for purchases.
8. List of the Board of Directors or Officers of all organizations on the application.
9. Organization Budget.
10. A complete financial statement (audited if available) for the most recent fiscal year and a copy of the agency's most recent IRS Form 990.

Grantseekers need not contact members of our Elected Board regarding the grant process. The Foundation's Project Funding Committee will answer questions and assist you in completing the application forms, and we encourage your inquiries.

To set up an appointment for assistance call : 787-9708.

Grant Application Checklist

THIS GRANT APPLICATION MUST INCLUDE THE FOLLOWING DOCUMENTS:

(If any item is unavailable, include a statement of explanation)

- 1. Cover letter signed by the Board officer authorized to sign for the organization. The cover letter must contain the following statement:
We (I) certify that the information contained in this proposal is to the best of our (my) knowledge true and accurate and that the proposal is submitted with the Board of Director's full knowledge and endorsement.
- 2. This Checklist showing the documents attached, in this order.
- 3. Internal Revenue Service determination letter confirming the organization's tax-exempt status.
- 4. Grant Application Form.
- 5. Detailed Project Budget.
- 6. Detailed Project Plans, including timeline.
- 7. Minimum two bids on work performed by independent contractors or consultants on projects over \$2,000.
- 8. List of the Board of Directors or Officers of all organizations which are party to the application.
- 9. Organization's Annual Budget.
- 10. Complete Financial Statement (audited if available) for the most recent fiscal year and a copy of the most recent IRS Form 990.

CROCKETT COMMUNITY FOUNDATION
P.O. BOX 155
CROCKETT, CA 94525

PHONE 510-787-9708
FAX 510-787-1346

Grant Application Form

Please return this completed form with your proposal. You may re-create this form on your computer, but please limit responses to the space allotted. You will be given an appointment to make verbal presentation.

Date: _____

Applicant Organization Name: _____

Address: _____ Phone: _____

Contact Person/Title _____ E-mail: _____

Organization EIN# _____

I would like my event advertised on the CCF website/calendar Yes No

Fiscal Sponsor (if applicable) Name: _____

Address: _____

Contact Person: _____ Phone: _____

Relationship of Applicant to Fiscal Sponsor: _____

Project Title: _____

Amount Requested: _____

Accountant or individual responsible for project
Finances and recordkeeping: _____

Total Project Cost: _____

Brief Project or Program Description:

**Intended starting date for project or program expenditures. Intended completion date for expenditures.
Describe the sequence of activities needed to accomplish the program objectives.**

Describe the intended beneficiaries of the project. Who will be better off and how, when the project is completed?

Crockett Community Foundation
Grant Application Form

Tell us about your organization. What qualifications and experience does the applicant possess? Document past program accomplishments and show evidence of community support. How does this project relate to your organization's purposes and goals?

Summarize the specific intended outcomes of the project.

How will you measure or demonstrate that these outcomes have been achieved?

If this will be an ongoing project, how will you support or maintain it in the future? At what point in time will it be self-sustaining? If this is a returning project, how successful has the project been thus far?

Crockett Community Foundation
Grant Application Form

PROJECT FUNDS

Matching Funds

Source & availability of all additional funds for the project

Source of Funds	Amount	Commitment Yes or No	Date Funds Are Available

Please include evidence of your organization's efforts to obtain funding (or donations) from other sources for the proposed project. Include letters of commitment as well as application cover letters, approval letters, and rejection letters.

All proposals are required by policy of the Foundation to provide some matching funds:

- a. Non-profit agencies and local government agencies in Crockett (P-1 Advisory Committee, Crockett-Carquinez Fire Protection District, Community Services District, John Swett Unified School District and Crockett Library) must have at least a 10% match from other sources. Consideration will be given to verifiable in-kind services, sweat equity, and material donations to the project in lieu of cash. The standard rate for calculation of sweat equity will be \$15.00 per hour.
- b. Government agencies (except as noted above) must have at least a 50% match of the proposal from other sources.

Project Budget

Please attach a realistic line item estimate of all project expenses (not only those covered by the requested grant). If the project costs exceed the grant request, indicate how grant dollars will be spent.

Signature: _____
Board Chair/ or Designee

Signature: _____
Administrative Director

MEETING SCHEDULES/HOLIDAYS FOR 2023

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	2	6	6	3	1	5	3	No Mtg	11	2	6	4
Port Costa	11	8	8	12	10	7	12	9	13	11	1**	6**
Crockett Sanitary	18	15	15	19	17	14	19	16	20	18	8**	13**
District Board	25	22	22	26	24	21	26	23	27	25	15**	20**
Memorial Hall												
<i>Holidays</i>												
New Year's	1*											
Martin Luther King	16											
Presidents' Day		20										
Memorial Day					29							
Independence Day							4					
Labor Day									4			
Veterans Day											10*	
Thanksgiving Day											23, 24	
Cesar Chavez Day			31									
Christmas Day												25

* Observed
 ** One Week Early
 *** Tuesday

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, OCTOBER 3, 2022

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Angell. Present were Committee members Cardwell, Currington, Melero, Valentini and Wais.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Pictures were sent to Lt. Rodriguez regarding the homeless below the billboard close to the Dead Fish. Union Pacific has turned in complaints to Contra Costa Sheriff regarding trespassing on their property.
- 4.a. REPORT FROM DEPUTY: Deputy Sheppard reported on catalytic converter thefts at 3rd and Ceres and Welle Road. There was an arrest of a transient for an illegal matter in a vehicle. He reported to the Sheriff that illegal drug deals are happening at Vista Point.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Not in attendance.
5. ADMINISTRATIVE: Chairperson Angell gave stats on the license plate reader survey to include:

Yes	No	Not Sure	Privacy Issues	Cost
148	12	11	30	49

A motion to recommend to the Crockett Community Services District to move forward to establish and install license plate readers carried unanimously (sm/rc).

6. REPORTS FROM COMMITTEE MEMBERS: None
7. CONSENT CALENDAR: The consent item was approved unanimously (mw/bc):
 - a. Approve Minutes of September 12, 2022
8. FUTURE AGENDA ITEMS:
9. ADJOURNMENT: The meeting was adjourned at 7:57 PM until November 7, 2022.

Respectfully submitted,

Barbara Cardwell

Barbara Cardwell