

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, MARCH 2, 2020

TIME: 6:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Crockett Recreation Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of February 3, 2020
 - b. Receive Report from Facilities Manager.
 - c. Receive Minutes from Budget & Finance Committee of February 25, 2020.
5. RECREATION:
6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider Draft budget FY 2020/2021.
7. ADMINISTRATIVE:

Receive report on actions taken by the District Board.
8. REPORT OF DEPARTMENT MANAGER: (This item is typically for exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS: (This item is typically for exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT to April 6, 2020.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, FEBRUARY 3, 2020

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoldi, Choquette, Scheer and Valentini, along with General Manager McDonald and Department Manager Wilson. Facilities Manager/Asst. Secretary Witschi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent items were approved unanimously (lc/ja):
 - a. Approve Minutes of January 6, 2020.
 - b. Receive Report from Facilities Manager.
- 5.a. CENTENNIAL CELEBRATION: Mr. Wilson discussed the upcoming Centennial Celebration of the Community Center to be held on February 15th. The open house will run from 12 noon to 3:00 PM. Photos will be placed on display and popcorn and hot dogs will be served. Mr. Wilson is asking for volunteers to arrive no later than 11:30 AM. Mr. Wilson said he is planning to give a presentation at 2:00 PM followed by a cake cutting and expects everyone to be complete with their volunteer work by 3:00 PM. He did mention that during his research for the Centennial Celebration has been able to dispel the rumor that the Crockett Community Center was designed by Julia Morgan or one of her students. While the building has a similar style and may be influence by her work the architect who designed the Crockett Community Center was William H. Crim, Jr. who also designed the C&H brick office building. Ms. Choquette asked that volunteer support be mentioned during the presentation.
- 5.b. COMMEMORATION GIFT: There was discussion on the best way to commemorate David Botta for his many years of service on P-1 and the Recreation Commission. The Commission supported installing a bench, something the whole community can see and enjoy, rather a memorial donated directly to the family. A motion authorizing staff to coordinate the installation of a memorial bench with a plaque commemorating David Botta passed unanimously (as/jv). Chairperson Cusack directed General Manager McDonald and Recreation Manager Wilson to develop a policy on how memorial donations should be handled so that there is clear transparency on how public funds can and cannot be used and how donations for memorials can be made.
6. FINANCIAL REPORT: The monthly statement of department finances and report on investments were examined by the Commission. Mr. McDonald said the Budget & Finance Committee will be meeting later this month and the draft budget for FY 2020/2021 will be ready to be presented to the Commission on March 2.
- 7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in January. He said District audit for FY 18/19 was received. He said the Board

submitted a preliminary offer of \$725,000 to Carriage Services for the purchase of the Hosselkus Chapel, to be discussed under the next agenda item.

7.b. HOSSELKUS CHAPEL: Mr. McDonald informed the Commission on Board actions to date regarding the property acquisition. There was discussion about reaching out to the community for their feedback. While nothing final has been set the intent would be that the building and parking would be shared, most of it used for sanitary department operations and the remaining space, such as the chapel, available for recreation rental use.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the new motor starter at the pool has been installed, the pool covers are back on the pool as it is now being heated, and that the John Swett High School Swim Team will begin using the pool on February 11. A new shed for the Crockett Swim Team, purchased and installed by them, replaces their old shed so that they have more room for storage of swim team equipment. Mr. Wilson asked if the Commission would like a plaque at the Crockett Community Center commemorating its 100th anniversary. The Commission supported this idea. Mr. McDonald confirmed this is a business decision management can make and said Mr. Wilson can go ahead and coordinate as he sees fit.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEM:

Draft budget for FY 2020/2021 (March)
Consider Community Center as a Cooling Center.

11. COMMISSIONER COMMENTS: Ms. Choquette thanked Ron Wilson for all his hard work.

12. ADJOURNMENT: The meeting was adjourned at 6:52 PM until March 2, 2020.

Respectfully submitted,



Dale McDonald
February 27, 2020

Facilities Report

March 2, 2020

1. **Presidential Primary Election**: Crockett Community Center on Tuesday, March 3 from 7:00 am – 8:00 pm.
2. **JSHS Career Day**: Crockett Community Center on Tuesday, March 17 from 9:15 am – 11:15 am.

Respectfully submitted,

Susan Witschi

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING FEBRUARY 25, 2020

The meeting was called to order at 3:30 PM by Commissioner Cusack. Present was Commissioner Valentini, General Manager McDonald and Department Manager Wilson.

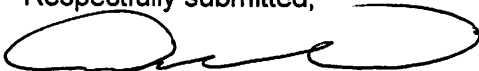
PUBLIC COMMENTS: None

1. CAPITAL PROJECTS PROPOSED FOR FY 20/21: Mr. Wilson went over the list of capital projects proposed for FY 20/21. He said there will be a few minor changes may be made to some of the items before the final budget is submitted in June. The Committee reviewed the list and a few clarification questions were answered by Mr. Wilson. It was noted that the Community Center Deck Project have been split over multiple years with the focus for the upcoming year to be on the improvement to the Community Center entrance to meet ADA specifications. We are still waiting for the architect to get back on us and we're hopeful this project will occur in the upcoming fiscal year. Mr. Cusack asked about the new light fixtures proposed. Mr. Wilson said he wants to get the auditorium lights to dim to at least 90% for ambience to match the old incandescent feel and that the plan is to split the electrical loads, 2 circuits to 4, so that 300w dimmer switches would function properly based on the lesser load. The remaining capital LED lighting allocation would go to replacing the fixtures the MPR. The capital replacement line item replanting the park lawn carried forward from last year. The intent is to kill off the existing grass in low spots, fill and level, and replant new sod in areas of Alexander park that need it.

2. DRAFT BUDGET FY 20/21: Mr. McDonald presented the draft recreation budget for FY 20/21 and 7-month actuals for the current fiscal year. He went over the bullet points outlined in the memo and described the major areas of focus for the Community Center, Aquatic center, and Parks cost centers. The total recreation fund balance ending June 30, 2021 is anticipated to be \$322,4212 with most of it reserved for capital projects. Mr. McDonald said staff will be recommending that the Recreation Commission move funds from the Capital Fund account to the O&M General Fund account to address a projected shortfall in operating funds. Mr. McDonald is planning to submit the 9-month budget report and preliminary FY 20/21 budget to the Recreation Commission at its April 6 meeting. It will give a clearer picture on the financial position of the recreation department.

ADJOURNMENT: The meeting was adjourned at 4:20 PM.

Respectfully submitted,



Dale McDonald
February 27, 2020

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 2-26-20

LATEST FUND REPORT: 2-12-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$61,279.14

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (8543-8585) (\$35,654.47)
 Wells Fargo CC Fees (\$49.46)
 Payroll recovery (\$840.08)
 Investment fee (\$67.00)

DEPOSITS AND CREDITS

Comm Center Rentals \$19,675.00
 Nutrition / Classes \$400.00
 Cleaning/Damage Depos \$7,460.00
 Security Services \$2,534.00
 Cleaning Services \$480.00
 Payroll recovery \$922.89
 Trns frm investments \$20,000.00
 Tennis/restroom key \$20.00
 Donation ops & 100 y \$200.00
 Donations United Way \$316.58
 Donation Botta restr: \$100.00
 Cost Recov track sta \$2,305.81
 Recycling money \$832.00
 Grant Engr for wall \$6,750.00
 Quilters passthu \$2,064.89

CASH BALANCE: \$88,729.30

ADV ON TAXES : \$59,070.00
 No activity \$0.00

NET ADV ON TAXES: \$59,070.00

INVESTED BALANCE: \$361,433.77
 Trns to cash (\$20,000.00)
 Interest LAIF \$1,989.21
 NET INVESTED: \$343,422.98

\$45,822.82 c/d deposits
 \$297,600.16 avail. funds

FUND BALANCE: \$491,222.28

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$39,762.82
 c/d deposit receipts \$7,460.00
 c/d deposit refunds (\$795.00)
 Trnsfr recovery (\$605.00)
 NET C/D ENDING BALANCE: \$45,822.82

CAP / RESTRICTED BAL: \$4,456.85
 Donations \$ 316.58
 No expenses \$ -
 NET CAPITAL REPL. BAL: \$4,773.43

POLICE LIAISON BALANCE: \$8,145.24
 Parking revenue \$0.00
 Payroll/Expenses (\$156.87)
 NET PLC ENDING BALANCE: \$7,988.37

XMAS LIGHT BEG BALANCE: \$496.57
 Light Bulbs \$0.00
 XMAS LIGHT END BALANCE: \$496.57
 CERT ACTIVITY: None \$0.00
 CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00
 TAXES held in 3240: \$ 32,760.89
 CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00
 PY due from MAINT Dept.

\\rec\bud&fin\wrksht.xls

CROCKETT COMMUNITY SERVICES DISTRICT

02/14/20

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 02/12/2020

| Type | Date | Num | Name | Memo | Clr | Amount | Balance |
|--|------------|------|-----------------------|---|-----|-------------------|-------------------|
| Beginning Balance | | | | | | | 481,782.91 |
| Cleared Transactions | | | | | | | |
| Checks and Payments - 43 items | | | | | | | |
| Check | 01/16/2020 | 8545 | U.S. BANK | Various: Xmas, motor starter, janitorial... | X | -3,295.89 | -3,295.89 |
| Check | 01/16/2020 | 8553 | Quilters of Crockett | Quilters fundraiser pass thru, CCF fun... | X | -2,064.89 | -5,360.78 |
| Paycheck | 01/16/2020 | 8556 | SUSAN G. WITSCHI | Payroll January 1-15 | X | -1,921.45 | -7,282.23 |
| Liability C... | 01/16/2020 | 8543 | STATE COMPENS... | Workers Comp | X | -944.53 | -8,226.76 |
| Paycheck | 01/16/2020 | 8554 | DOLORES M. MO... | Payroll January 1-15 | X | -870.20 | -9,096.96 |
| Check | 01/16/2020 | 8548 | UNIVERSAL BUIL... | Janitorial Services | X | -560.40 | -9,657.36 |
| Check | 01/16/2020 | 8551 | LESLIE'S POOL S... | Pool Chemical Supplies | X | -458.79 | -10,116.15 |
| Paycheck | 01/16/2020 | 8555 | KATELYNN M. CL... | Payroll January 1-15 | X | -365.41 | -10,481.56 |
| Check | 01/16/2020 | 8550 | PG&E | Gas & Electric | X | -281.08 | -10,762.64 |
| Check | 01/16/2020 | 8544 | MEYERS NAVE | General legal advice Dec 2019 | X | -264.38 | -11,027.02 |
| Check | 01/16/2020 | 8552 | DexYP | Advertising Vallejo-Benicia | X | -122.61 | -11,239.63 |
| Check | 01/16/2020 | 8546 | Grease Trap Clean... | Grease Trap Cleaning | X | -200.00 | -11,439.63 |
| Check | 01/16/2020 | 8549 | GBS LINENS | Dry Cleaning | X | -127.84 | -11,567.47 |
| Check | 01/16/2020 | 8547 | Construct Your Im... | Uniforms | X | -113.60 | -11,681.07 |
| Paycheck | 01/16/2020 | 8557 | TREVOR B. DEES | Payroll January 1-15 | X | -78.21 | -11,759.28 |
| Check | 01/16/2020 | | Wells Fargo Fees | Wells Fargo Fees | X | -49.46 | -11,808.74 |
| Check | 01/24/2020 | | | Service Charge | X | -67.00 | -11,875.74 |
| Check | 02/07/2020 | 8580 | CONTRA COSTA ... | Health Permits for 2020/2021 | X | -3,095.00 | -14,970.74 |
| Paycheck | 02/07/2020 | 8561 | RONALD D. WILS... | Payroll Jan 2020 | X | -2,494.10 | -17,464.84 |
| Check | 02/07/2020 | 8578 | TERRACARE ASS... | Landscaping services | X | -2,171.00 | -19,635.84 |
| Paycheck | 02/07/2020 | 8564 | SUSAN G. WITSCHI | Payroll Jan 16-31, 2020 | X | -2,155.15 | -21,790.99 |
| Check | 02/07/2020 | 8581 | PG&E | Gas & Electric | X | -2,092.06 | -23,883.05 |
| Liability C... | 02/07/2020 | 8568 | CalPERS Public E... | CalPERS retirement and 457 plans | X | -1,847.08 | -25,730.13 |
| Liability C... | 02/07/2020 | 8569 | SDRMA | Health Benefit Premiums | X | -1,636.08 | -27,366.21 |
| Check | 02/07/2020 | 8573 | EBMUD | Water | X | -1,603.05 | -28,969.26 |
| Check | 02/07/2020 | 8582 | UNIVERSAL BUIL... | Janitorial Services for January | X | -1,271.00 | -30,240.26 |
| Liability C... | 02/07/2020 | 8566 | UNITED STATES ... | Fed Tax Payroll Liability | X | -1,196.36 | -31,436.62 |
| Paycheck | 02/07/2020 | 8562 | DOLORES M. MO... | Payroll Jan 16-31, 2020 | X | -704.44 | -32,141.06 |
| Check | 02/07/2020 | 8574 | Delta One Security... | Security Guards | X | -639.90 | -32,780.96 |
| Check | 02/07/2020 | 8584 | Celina Carleton | Cleaning & Damage Refund for Event ... | X | -635.00 | -33,415.96 |
| Check | 02/07/2020 | 8577 | Smart Care - EEC ... | Annual Maintenance - Oven | X | -422.25 | -33,838.21 |
| Check | 02/07/2020 | 8572 | AT&T | Telephone comm center and pool | X | -365.07 | -34,203.28 |
| Paycheck | 02/07/2020 | 8563 | KATELYNN M. CL... | Payroll Jan 16-31, 2020 | X | -301.70 | -34,504.98 |
| Liability C... | 02/07/2020 | 8567 | EMPLOYMENT D... | State Tax Payroll Liability | X | -287.59 | -34,792.57 |
| Check | 02/07/2020 | 8576 | Sierra Chemical C... | Chemicals for Pool | X | -266.02 | -35,058.59 |
| Check | 02/07/2020 | 8575 | G & C Refrigeratio... | Annual Refridge Maintenance | X | -243.30 | -35,301.89 |
| Check | 02/07/2020 | 8583 | Ma Gomez | Cleaning & Damage Refund for Event ... | X | -160.00 | -35,461.89 |
| Check | 02/07/2020 | 8579 | Ron Wilson. | Mileage Reimbursement | X | -126.50 | -35,588.39 |
| Liability C... | 02/07/2020 | 8570 | LINCOLN FINANCI... | LTD premium CCSVD-BL-1564438 | X | -69.19 | -35,657.58 |
| Check | 02/07/2020 | 8585 | Jeanne Owens | Reimbursement for 100th Celebration ... | X | -47.39 | -35,704.97 |
| Paycheck | 02/07/2020 | 8565 | TREVOR B. DEES | Payroll Jan 16-31, 2020 | X | -37.54 | -35,742.51 |
| Check | 02/07/2020 | 8571 | Alhambra & Sierra ... | Concessions water | X | -28.42 | -35,770.93 |
| Transfer | 02/10/2020 | | | Payroll and other recovery Jan 2019 | X | -840.08 | -36,611.01 |
| Total Checks and Payments | | | | | | -36,611.01 | -36,611.01 |
| Deposits and Credits - 19 items | | | | | | | |
| Deposit | 01/14/2020 | | | Rentals DP801410 | X | 400.00 | 400.00 |
| Deposit | 01/14/2020 | | | Community Center Deposit #1013 | X | 12,057.62 | 12,457.62 |
| Deposit | 01/16/2020 | | | Rental and C/D deposit DP 801633 | X | 1,650.00 | 14,107.62 |
| Transfer | 01/20/2020 | | | Payroll recovery Jan 1-15 | X | 61.66 | 14,169.28 |
| Transfer | 01/20/2020 | | | Payroll recovery Jan 1-15 | X | 797.49 | 14,966.77 |
| Deposit | 01/20/2020 | | | Rentals DP801813 | X | 1,900.00 | 16,866.77 |
| Deposit | 01/20/2020 | | | Grant for Engr of Retianing Wall & Stairs | X | 6,750.00 | 23,616.77 |
| Deposit | 01/23/2020 | | | Rent & C/D - cc | X | 2,610.00 | 26,226.77 |
| Deposit | 01/24/2020 | | | Interest | X | 1,989.21 | 28,215.98 |
| Deposit | 01/31/2020 | | | Ckt Comm Deposit #1015 | X | 4,457.81 | 32,673.79 |
| Deposit | 02/05/2020 | | | Rental and C/D deposit DP802921 | X | 2,160.00 | 34,833.79 |
| Deposit | 02/06/2020 | | | Rental and C/D deposit DP802972 | X | 2,670.00 | 37,503.79 |
| Check | 02/07/2020 | 8558 | VOID | ***** VOID ***** | X | 0.00 | 37,503.79 |
| Check | 02/07/2020 | 8560 | VOID | ***** VOID ***** | X | 0.00 | 37,503.79 |
| Check | 02/07/2020 | 8559 | VOID | ***** VOID ***** | X | 0.00 | 37,503.79 |
| Deposit | 02/07/2020 | | | Comm Ctr Deposit #1016 | X | 2,592.85 | 40,096.64 |
| Transfer | 02/10/2020 | | | Payroll and other recovery Jan PC to ... | X | 63.74 | 40,160.38 |
| Deposit | 02/10/2020 | | | Rentals DP803182 | X | 5,572.00 | 45,732.38 |

12:46 PM

02/14/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 02/12/2020

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Cir</u> | <u>Amount</u> | <u>Balance</u> |
|-----------------------------------|-------------|------------|-------------|-----------------|------------|---------------|----------------|
| Deposit | 02/11/2020 | | | Rental DP803260 | X | 318.00 | 46,050.38 |
| Total Deposits and Credits | | | | | | 46,050.38 | 46,050.38 |
| Total Cleared Transactions | | | | | | 9,439.37 | 9,439.37 |
| Cleared Balance | | | | | | 9,439.37 | 491,222.28 |
| Register Balance as of 02/12/2020 | | | | | | 9,439.37 | 491,222.28 |
| Ending Balance | | | | | | 9,439.37 | 491,222.28 |

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TO: Recreation Budget & Finance Committee
FROM: Recreation Department Manager
SUBJECT: 7-month Budget Report and draft FY 2019/20 Budget for General Fund 3241
DATE: February 24, 2020

The 7-month Recreation Budget Report details are incorporated within the attached draft FY 20/21 budget. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget for FY 19/20. Unused contingency fund and excess revenue will roll over to the following year to the respective Capital Fund and O&M General Fund.

The Recreation Budget & Finance Committee is asked to review the details for each cost center and give staff direction. Any recommended changes will be investigated by staff and included in the preliminary budget to be presented in April.

COMMUNITY CENTER:

- The Community Center is primarily funded through operating revenue and grants. \$17,670 of Recreation Tax income is allocated to the Community Center cost center for FY 20/21.
- The ADA entrance project is anticipated to be funded through a capital improvement grant of \$180,000 with the balance paid from Capital Reserve Fund.
- Various maintenance and contract expense items are anticipated to increase 2% to 3%.

AQUATIC:

- Payroll expenses will continue to be the largest expense to operate the pool.
- Restroom improvements of \$75,000 has been removed from the budget and the project has been moved to FY 21/22.
- Lifeguard training and certification (#5230) costs will be higher in FY 20/21.

PARKS:

- Retaining wall along Pomona and replacement stairs at the corner of Rolph and Pomona will be treated as a capital improvement under the parks cost center. Grant(s) would be required to complete this project
- Incidental landscaping expenses for Crockett's Memorial Hall are included in the parks cost center.

ADMINISTRATIVE:

- Property Tax and Recreation Tax is the primary source of revenue supporting the administrative costs of the District office. Payroll costs for the Recreation Department Manager and General Manager is the primary expense for this cost center.

POLICE LIAISON:

- District wages and incidental expenses continue to be recovered from Police Liaison parking fine revenue.
- Parking revenue is anticipated to remain nearly the same in FY 20/21 at \$1,226. Expenses will exceed revenue in both FY 19/20 and FY 20/21. The balance is estimated to be \$7,293 as of June 30, 2020.

SUMMARY

Total expenses budgeted will exceed revenue in FY 20/21. Both the Capital Reserve Fund and O&M General Fund balances will be drawn down. The total Recreation Fund 3241 balance ending June 30, 2021 is anticipated to be \$322,421. Having enough funds in the O&M General Fund, helps guarantee that unforeseen capital replacements or decrease in revenue will not affect the quality of services provided to the public. A transfer from the Capital Fund to the O&M General Fund will be considered in January 2021 to avoid the O&M General Fund to go into a negative balance before June 30, 2021.

FY 2020-21 CROCKETT RECREATION DEPARTMENT DRAFT BUDGET (2/18/20) - FUND 3241

| | PY 2018-19 | FY 2019-20 | FY 2019-20 | FY 20-21 Draft |
|---|-------------------|-------------------|-------------------|-----------------------|
| | Actual | Approved | Year-End | Budget |
| | Actual | Approved | Actual | Budget |
| O&M Expenses - combined cost centers | | | | |
| Uniforms | \$ 3,327 | \$ 2,500 | \$ 2,524 | \$ 2,500 |
| Telephone / Internet / Software Subscriptions | \$ 6,190 | \$ 6,162 | \$ 7,169 | \$ 7,354 |
| Insurance | \$ 15,085 | \$ 16,134 | \$ 20,056 | \$ 21,352 |
| Elections | \$ 1,128 | \$ 0 | \$ 0 | \$ 1,200 |
| Maintenance | \$ 101,757 | \$ 96,493 | \$ 94,911 | \$ 102,298 |
| Memberships | \$ 235 | \$ 360 | \$ 529 | \$ 360 |
| Program Supplies | \$ 7,370 | \$ 11,900 | \$ 1,778 | \$ 8,000 |
| Other Operating incl. Capital Replcmt. | \$ 78,735 | \$ 111,993 | \$ 98,522 | \$ 106,698 |
| Office | \$ 6,512 | \$ 6,401 | \$ 6,485 | \$ 7,267 |
| Professional Services | \$ 12,194 | \$ 15,214 | \$ 17,925 | \$ 17,714 |
| Advertising & Legal Notices | \$ 1,172 | \$ 1,250 | \$ 1,388 | \$ 1,450 |
| Training & Certification | \$ 5,550 | \$ 5,400 | \$ 4,896 | \$ 6,100 |
| Cost of Goods Sold | \$ 5,665 | \$ 6,513 | \$ 6,828 | \$ 7,408 |
| Vehicle Travel Reimbursement | \$ 2,561 | \$ 2,780 | \$ 2,328 | \$ 2,590 |
| Utilities | \$ 52,643 | \$ 52,382 | \$ 60,275 | \$ 60,214 |
| County Charges | \$ 5,522 | \$ 5,784 | \$ 6,033 | \$ 6,095 |
| Salaries and Benefits | \$ 210,188 | \$ 227,090 | \$ 256,309 | \$ 277,522 |
| Total O&M Expenses | \$ 515,834 | \$ 568,356 | \$ 587,955 | \$ 636,122 |
| Fixed Assets | | | | |
| Capital Projects Allocation / Expenses | \$ 2,472 | \$ 200,000 | \$ 22,056 | \$ 310,000 |
| Total Fixed Assets | \$ 2,472 | \$ 200,000 | 22,056 | 310,000 |
| Contingency Reserve * | \$ 0 | \$ 56,837 | 0 | \$ 63,612 |
| Non-Operating expense / interfund trsfrs | \$ 17,455 | \$ 0 | \$ 3,300 | \$ 0 |
| Payroll Liabilities G/L adjust. | -1,870 | | \$ -1,870 | |
| Total Expenditures | \$ 533,890 | \$ 825,193 | \$ 611,441 | \$ 1,009,734 |
| | \$ | \$ | | |
| TOTAL APPROPRIATIONS | \$ | \$ 825,193 | \$ | \$ 1,009,734 |
| TOTAL REVENUES ** | \$ 553,317 | \$ 733,253 | \$ 558,562 | \$ 839,953 |
| Operating Revenue | \$ 296,793 | \$ 307,193 | \$ 294,437 | \$ 301,712 |
| Cost recovery | \$ 4,036 | \$ 3,325 | \$ 4,017 | \$ 3,425 |
| Community Center income | \$ 205,237 | \$ 212,960 | \$ 202,144 | \$ 208,661 |
| Aquatics Center income | \$ 82,546 | \$ 84,599 | \$ 85,394 | \$ 85,300 |
| Other income (park, keys, fines, etc.) | \$ 3,016 | \$ 3,209 | \$ 1,732 | \$ 2,526 |
| Donations (other) | \$ 1,958 | \$ 3,100 | \$ 1,150 | \$ 1,800 |
| Non-Operating Revenue | \$ 256,524 | \$ 426,060 | \$ 264,125 | \$ 538,241 |
| Property Tax trsf from 3240 | \$ 58,000 | \$ 59,947 | \$ 67,947 | \$ 63,949 |
| Recreation Tax | \$ 136,180 | \$ 136,620 | \$ 136,180 | \$ 156,232 |
| Interest (non-op) | \$ 8,601 | \$ 9,891 | \$ 8,069 | \$ 7,180 |
| Return-to-Source Co-gen grant | \$ 42,789 | \$ 43,852 | \$ 43,852 | \$ 40,380 |
| Other non-profit grants | \$ 166 | \$ 172,500 | \$ 92 | \$ 267,000 |
| Non-operating income | \$ 10,787 | \$ 3,250 | \$ 7,985 | \$ 3,500 |

CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY
DRAFT (2/18/20) RECREATION BUDGET FY 2020/21

| | <u>PY Actual</u> | <u>Budget</u> | <u>Estimated</u> | <u>Draft</u> | |
|--|-------------------|-------------------|-------------------|---------------------|------------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> | |
| REC FUND 3241: BUDGET DETAIL *** | | | | | Opening Balance |
| | | | | | FY 21/22 |
| Opening Cash Balance in Fund 3241 | | | | | |
| Opening Damage Deposit Balance | 18,376.32 | 22,260.82 | 22,260.82 | 18,621.82 | 14,982.82 |
| Opening Restricted O&M Funds | 45,530.52 | 45,530.52 | 45,530.52 | 45,530.52 | 45,530.52 |
| Opening Restricted Childrens Programs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Opening Capital Fund Balance | 93,598.85 | 341,126.85 | 341,126.85 | 343,473.69 | 281,473.69 |
| Opening Cap / Restricted Donations | 3,438.50 | 3,600.79 | 3,600.79 | 5,173.43 | 5,373.43 |
| Opening Police Liaison Funds | 9,280.40 | 8,228.86 | 8,228.86 | 7,859.99 | 7,292.99 |
| Opening O&M General Funds * | 331,027.83 | 99,930.69 | 99,930.69 | 71,542.84 | -32,232.16 |
| TOTAL OPENING CASH BALANCE | 501,252.42 | 520,678.53 | 520,678.53 | 492,202.30 | 322,421.29 |
| ESTIMATED REVENUES | | | | | |
| Community Center | 251,140.64 | 248,362.00 | 239,084.83 | 442,340.00 | |
| Aquatics Center | 167,271.45 | 239,094.00 | 173,195.53 | 171,655.00 | |
| Parks, Bocce, Tennis Courts | 60,765.96 | 166,828.00 | 91,999.11 | 134,328.00 | |
| Administrative | 72,173.75 | 77,160.00 | 78,175.73 | 90,404.00 | |
| Police Liaison | 1,964.74 | 1,809.00 | 509.47 | 1,226.00 | |
| TOTAL REVENUES | 553,316.54 | 733,253.00 | 582,964.67 | 839,952.99 | |
| ESTIMATED O&M OUTLAY EXPENSE | | | | | |
| Community Center | 230,567.06 | 251,175.00 | 275,747.49 | 302,384.00 | |
| Aquatics Center | 157,969.46 | 174,968.00 | 177,437.51 | 182,014.00 | |
| Parks, Bocce, Tennis Courts | 54,179.05 | 69,608.00 | 56,856.95 | 67,909.00 | |
| Administrative | 70,102.03 | 70,145.00 | 77,035.03 | 82,185.00 | |
| Police Liaison | 3,016.28 | 2,460.00 | 878.34 | 1,630.00 | |
| SUB -TOTAL O&M EXPENSE | 515,833.88 | 568,356.00 | 587,955.32 | 636,122.00 | |
| Contingency | 0.00 | 56,837.00 | 0.00 | 63,612.00 | |
| Non-operating expense | 17,455.01 | 0.00 | 3,299.89 | 0.00 | |
| Payroll Liability G/L adjust. | -1,870.46 | 0.00 | -1,870.46 | 0.00 | |
| ESTIMATED CAPITAL OUTLAY EXPENSE | | | | | |
| Community Center | 0.00 | 0.00 | 2,441.16 | 205,000.00 | |
| Aquatics Center | 0.00 | 80,000.00 | 0.00 | 5,000.00 | |
| Park, Tennis, Bocce | 2,472.00 | 120,000.00 | 19,615.00 | 100,000.00 | |
| Police Liaison | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL EXPENSE | 533,890.43 | 825,193.00 | 611,440.91 | 1,009,734.00 | |
| CLOSING BALANCE - FUND 3241 *** | 520,678.53 | 428,738.53 | 492,202.30 | 322,421.29 | |
| Prop. Taxes Held in 3240 as of June 30 | 8,918.23 | 10,000.00 | 8,918.23 | 10,000.00 | |
| County charges held in 3240 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Cash On Hand Balance (cash register) | 60.00 | 60.00 | 60.00 | 60.00 | |

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

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
DRAFT BUDGET (2/18/2020) FY 2020/2021**

| | <u>PY Actual</u> | <u>Adopted</u> | <u>7 Month Actual</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|---|-------------------|-------------------|-----------------------|-------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| RECREATION FUND 3241 - Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 3241i · FUND 3241 REC. Income***** | | | | | |
| 4000 · OPERATING REVENUE | | | | | |
| 4180 · Cost recovery - C/D and other | 1,943.93 | 3,000.00 | 2,996.89 | 3,736.89 | 3,000.00 |
| 4200 · Community Center Rentals | 140,212.00 | 155,000.00 | 79,966.00 | 144,566.00 | 146,000.00 |
| 4201 · Center rents - senior nutrition | 4,000.00 | 4,800.00 | 3,200.00 | 4,800.00 | 4,800.00 |
| 4202 · Center rents - outside classes | 1,440.00 | 1,200.00 | 600.00 | 1,100.00 | 1,200.00 |
| 4203 · Center - clean/damage DEPOSITS | 44,435.00 | 38,000.00 | 21,160.00 | 37,470.00 | 41,761.00 |
| 4750 · Security services * | 9,236.00 | 8,960.00 | 5,877.00 | 9,607.00 | 9,400.00 |
| 4780 · Cleaning services * | 5,112.00 | 4,000.00 | 2,736.00 | 4,401.00 | 4,500.00 |
| 4870 & 4880 · Center programs & other s | 801.60 | 1,000.00 | 0.00 | 200.00 | 1,000.00 |
| 4885 · Donations (operations) | 1,338.00 | 2,300.00 | 100.00 | 600.00 | 1,000.00 |
| 4886 · Donations (restricted) | 640.78 | 800.00 | 648.92 | 648.92 | 700.00 |
| Total 4000 · OPERATING REVENUE | 209,159.31 | 219,060.00 | 117,284.81 | 207,129.81 | 213,361.00 |
| 4800 · NON-OPERATING REVENUE | | | | | |
| 4010 · Property Tax transfer from 3240 | 0.00 | 7,200.00 | 2,000.00 | 15,200.00 | 17,670.00 |
| 4802 · Recreation tax | 17,579.00 | 1,195.00 | 1,085.00 | 1,085.00 | 1,195.00 |
| 4803 · Investment interest | 5,635.76 | 6,481.00 | 3,558.66 | 5,339.66 | 4,724.00 |
| 4850 · Cost Recovery (Non-op) | 3,271.87 | 750.00 | 1,292.25 | 1,604.75 | 1,000.00 |
| 4890 · Non-profit grants (operations) | 0.00 | 6,000.00 | 0.00 | 0.00 | 6,000.00 |
| 4891.1 · Non-profit grants RTS (restrict.) | 10,941.00 | 5,676.00 | 0.00 | 5,676.00 | 16,390.00 |
| 4891.3 · Grants: Capital Impr. (restrict.) | 0.00 | 0.00 | 0.00 | 0.00 | 180,000.00 |
| 4899 · Non-operating income | 4,553.70 | 2,000.00 | 2,216.26 | 3,049.61 | 2,000.00 |
| Total 4800 · NON-OPERATING REVENUE | 41,981.33 | 29,302.00 | 10,152.17 | 31,955.02 | 228,979.00 |
| Total 3241i · FUND 3241 REC. Income***** | 251,140.64 | 248,362.00 | 127,436.98 | 239,084.83 | 442,340.00 |
| Total Income | 251,140.64 | 248,362.00 | 127,436.98 | 239,084.83 | 442,340.00 |
| Expense | | | | | |
| 3241e · FUND 3241 REC. Expense***** | | | | | |
| 5050 · UNIFORMS | 546.17 | 500.00 | 56.80 | 556.80 | 500.00 |
| 5060 · TELEPHONE / INTERNET | 2,881.94 | 2,812.00 | 2,269.40 | 3,533.40 | 3,100.00 |
| 5070 · SOFTWARE SUBSCRIPTIONS | 137.44 | 250.00 | 43.00 | 247.15 | 250.00 |
| 5100 · INSURANCE | | | | | |
| 5101 · Property insurance | 1,088.46 | 1,447.00 | 1,401.52 | 1,401.52 | 1,472.00 |
| 5102 & 5103 · Liab. & Empl. Bond Ins. | 4,580.69 | 4,691.00 | 9,839.34 | 9,839.34 | 10,331.00 |
| Total 5100 · INSURANCE | 5,669.15 | 6,138.00 | 11,240.86 | 11,240.86 | 11,803.00 |
| 5130 · MAINTENANCE | | | | | |
| 5131 · Building maint. supplies | 1,368.70 | 1,239.00 | 429.40 | 945.65 | 1,192.00 |
| 5132 · Building maint. services | 4,474.91 | 4,966.00 | 2,309.39 | 4,378.74 | 4,560.00 |
| 5133 · Bldg. repair supplies & hdwe | 1,706.57 | 1,514.00 | 715.47 | 1,345.47 | 1,572.00 |
| 5134 · Bldg. repair services | 6,088.04 | 3,707.00 | 865.05 | 2,410.05 | 4,377.00 |
| 5135 · Janitorial supplies | 4,899.97 | 5,588.00 | 4,033.58 | 6,363.58 | 6,554.00 |
| 5136 · Janitorial services | 18,783.84 | 19,368.00 | 12,987.79 | 21,057.79 | 21,690.00 |

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
DRAFT BUDGET (2/18/2020) FY 2020/2021**

| | <u>PY Actual</u> | <u>Adopted</u> | <u>7 Month Actual</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|--|-------------------|-------------------|-----------------------|-------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| 5140 & 5141 · Landscp Supp. & Srvs | 13,087.77 | 12,184.00 | 8,198.38 | 13,188.38 | 13,584.00 |
| Total 5130 · MAINTENANCE | 50,409.80 | 48,566.00 | 29,539.06 | 49,689.66 | 53,529.00 |
| 5150 · MEMBERSHIPS | 117.50 | 240.00 | 413.82 | 528.82 | 240.00 |
| 5160 · PROGRAM SUPPLIES | | | | | |
| 5160.2 · Xmas program (restricted) | 1,363.73 | 800.00 | 1,018.11 | 1,018.11 | 1,000.00 |
| 5160.9 · S. Concert & 100 Year Celeb. | 4,894.26 | 10,000.00 | 0.00 | 200.00 | 6,000.00 |
| Total 5160 · PROGRAM SUPPLIES | 6,257.99 | 10,800.00 | 1,018.11 | 1,218.11 | 7,000.00 |
| 5165 · OTHER OPERATING | | | | | |
| 5165.5 · Capital Replacements | 7,427.49 | 13,100.00 | 0.00 | 10,100.00 | 16,400.00 |
| 5165.61 · Comm. center Rental refunds | 270.50 | 1,400.00 | 380.00 | 960.00 | 1,200.00 |
| 5165.62 · Comm. center Deposit transfer | 1,851.50 | 2,800.00 | 2,921.89 | 3,620.89 | 3,400.00 |
| 5165.63 · Comm. center Deposit refunds | 40,598.50 | 36,000.00 | 25,878.11 | 41,574.11 | 42,000.00 |
| 5165.7 · Security Alarm/CCTV | 2,712.05 | 2,800.00 | 2,934.00 | 2,934.00 | 2,950.00 |
| 5165.9 · Recoverable costs | 1,346.33 | 800.00 | 566.70 | 900.05 | 1,000.00 |
| 5165.9e · Other Operating Costs | 1,340.37 | 1,500.00 | 1,337.37 | 1,962.37 | 1,500.00 |
| Total 5165 · OTHER OPERATING | 55,546.74 | 58,400.00 | 34,018.07 | 62,051.42 | 68,450.00 |
| 5170 · OFFICE | | | | | |
| 5171 · Postal | 308.71 | 380.00 | 350.70 | 355.70 | 380.00 |
| 5172 · Supplies | 889.34 | 1,000.00 | 1,747.12 | 2,163.77 | 2,000.00 |
| 5173 · Furnishings& Equipment | 562.52 | 750.00 | 116.60 | 366.60 | 500.00 |
| 5174 · Visa transaction fees | 1,211.64 | 1,200.00 | 461.62 | 961.62 | 1,200.00 |
| Total 5170 · OFFICE | 2,972.21 | 3,330.00 | 2,676.04 | 3,847.69 | 4,080.00 |
| 5183 · PROF. SVCS. Sec. Guards & Other | 9,032.24 | 10,194.00 | 5,756.26 | 9,796.26 | 9,414.00 |
| 5191 · ADVERTISING | 891.40 | 900.00 | 212.61 | 830.01 | 1,050.00 |
| 5230 · TRAINING & CERTIFICATION | 0.00 | 500.00 | 752.39 | 752.39 | 700.00 |
| 5250 · VEHIC./TRAVEL REIMBURSEMENT | 705.94 | 900.00 | 335.82 | 710.82 | 740.00 |
| 5260 · UTILITIES | | | | | |
| 5261 · Electricity | 9,378.32 | 11,499.00 | 7,933.15 | 11,766.15 | 12,237.00 |
| 5262 · Natural gas | 2,628.04 | 2,551.00 | 1,086.09 | 2,446.65 | 2,537.00 |
| 5263 · Water | 1,717.16 | 2,776.00 | 1,614.39 | 2,539.73 | 2,128.00 |
| Total 5260 · UTILITIES | 13,723.52 | 16,826.00 | 10,633.63 | 16,752.53 | 16,902.00 |
| 5340 · COUNTY CHARGES | 1,011.00 | 1,200.00 | 129.14 | 1,291.14 | 1,300.00 |
| Total 3241e · FUND 3241 REC. Expense***** | 149,903.04 | 161,556.00 | 99,095.01 | 163,047.06 | 179,058.00 |
| 6560 · PAYROLL EXPENSES ***** | 80,664.02 | 89,619.00 | 62,550.43 | 112,700.43 | 123,326.00 |
| Total O&M Expense | 230,567.06 | 251,175.00 | 161,645.44 | 275,747.49 | 302,384.00 |
| Contingency Expense (10%)* | | 25,118.00 | | | 30,238.00 |
| Interfund and non-operating adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5400 · Other Non-Operating Expense | 14,755.01 | 0.00 | 2,064.89 | 2,064.89 | 0.00 |
| Capital Project Funding Alloc. / Expense | 0.00 | 0.00 | 2,441.16 | 2,441.16 | 205,000.00 |
| TOTAL EXPENSE * | 245,322.07 | 276,293.00 | 166,151.49 | 280,253.54 | 537,622.00 |
| Net Ordinary O&M Increase/Decrease | 16,019.88 | -4,813.00 | -36,424.72 | -39,712.27 | -42,044.00 |
| Net Including Contingency & Cap. Income/Exp. | 5,818.57 | -27,931.00 | -38,714.51 | -41,168.71 | -95,282.00 |
| Net Income | 5,818.57 | -27,931.00 | -38,714.51 | -41,168.71 | -95,282.00 |

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
DRAFT BUDGET (2/18/2020) FY 2020/21**

| | <u>PY Actual</u> | <u>Adopted</u> | <u>7 Month Actual</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|---|-------------------|-------------------|-----------------------|-------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| RECREATION FUND 3241 - Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 3241i · FUND 3241 REC. Income***** | | | | | |
| 4000 · OPERATING REVENUE | | | | | |
| 4180 · Cost recovery | 8.00 | 100.00 | 0.00 | 41.65 | 100.00 |
| 4205 · Aquatics rents | 19,664.00 | 21,000.00 | 4,707.00 | 20,467.00 | 21,000.00 |
| 4206 · Concessions | 9,321.70 | 9,681.00 | 6,233.48 | 10,783.48 | 11,058.00 |
| 4860 · Swim admission fees | 27,042.36 | 27,942.00 | 17,066.00 | 30,608.00 | 28,531.00 |
| 4861 · Aquatics passes | 10,360.20 | 9,089.00 | 1,090.00 | 9,389.00 | 9,613.00 |
| 4874 · Aquatics programs | 120.00 | 250.00 | 0.00 | 150.00 | 250.00 |
| 4876 · Swim lessons | 15,522.00 | 16,437.00 | 4,674.50 | 13,774.50 | 14,648.00 |
| 4880 · Other sales-aquatics | 211.00 | 200.00 | 107.00 | 207.00 | 200.00 |
| 4881 · Cash over / unidentified | 304.77 | 0.00 | 14.75 | 14.75 | 0.00 |
| 4885 · Donations (operations) | 50.00 | 100.00 | 0.00 | 50.00 | 100.00 |
| 4886 · Donations (restricted) | 570.26 | 500.00 | 0.00 | 400.00 | 500.00 |
| Total 4000 · OPERATING REVENUE | 83,174.29 | 85,299.00 | 33,892.73 | 85,885.38 | 86,000.00 |
| 4800 · NON-OPERATING REVENUE | | | | | |
| 4802 · Recreation tax | 66,746.00 | 74,209.00 | 74,099.00 | 74,099.00 | 74,209.00 |
| 4803 · Investment interest | 2,965.41 | 3,410.00 | 1,779.34 | 2,729.34 | 2,456.00 |
| 4850/4899 · Cost Recovery Non-op | 44.75 | 500.00 | 2,305.81 | 2,305.81 | 500.00 |
| 4891.1 · Grants: RTS non-profit | 14,341.00 | 8,176.00 | 0.00 | 8,176.00 | 8,490.00 |
| 4891.3 · Grants: Cap. Impr. (restrctc | 0.00 | 67,500.00 | 0.00 | 0.00 | 0.00 |
| Total 4800 · NON-OPERATING REVENUE | 84,097.16 | 153,795.00 | 78,184.15 | 87,310.15 | 85,655.00 |
| Total 3241i · FUND 3241 REC. Income**** | 167,271.45 | 239,094.00 | 112,076.88 | 173,195.53 | 171,655.00 |
| Total Income | 167,271.45 | 239,094.00 | 112,076.88 | 173,195.53 | 171,655.00 |
| Expense | | | | | |
| 3241e · FUND 3241 REC. Expense***** | | | | | |
| 5050 · UNIFORMS | 2,780.87 | 2,000.00 | 766.92 | 1,966.92 | 2,000.00 |
| 5060 · TELEPHONE / INTERNET | 1,937.69 | 1,800.00 | 835.49 | 1,585.49 | 1,800.00 |
| 5070 · SOFTWARE SUBSCRIPTIONS | 768.00 | 800.00 | 0.00 | 768.00 | 800.00 |
| 5100 · INSURANCE | | | | | |
| 5101c · Property insurance | 275.14 | 344.00 | 573.60 | 573.60 | 344.00 |
| 5102a · Liability insurance-aquatics | 4,467.98 | 4,736.00 | 3,980.79 | 3,980.79 | 4,736.00 |
| 5103c · Employee bond | 112.70 | 110.00 | 0.00 | 110.00 | 110.00 |
| Total 5100 · INSURANCE | 4,855.82 | 5,190.00 | 4,554.39 | 4,664.39 | 5,190.00 |
| 5130 · MAINTENANCE | | | | | |
| 5131 & 5133 · Bldg. repair supplies | 588.08 | 924.00 | 0.00 | 385.00 | 606.00 |
| 5132 & 5134 · Bldg. repair services | 967.10 | 555.00 | 584.48 | 815.73 | 890.00 |
| 5135 · Janitorial supplies | 876.84 | 814.00 | 131.32 | 531.32 | 725.00 |
| 5136 · Janitorial services | 267.69 | 150.00 | 0.00 | 75.00 | 150.00 |
| 5140 5141 5142 · Landscape & light | 1,872.23 | 100.00 | 0.00 | 0.00 | 100.00 |

**CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
DRAFT BUDGET (2/18/2020) FY 2020/21**

| | <u>PY Actual</u> | <u>Adopted</u> | <u>7 Month Actual</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|---|-------------------|-------------------|-----------------------|-------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| 5145 · Pool chemical supplies | 12,012.62 | 11,968.00 | 7,998.23 | 12,666.23 | 12,710.00 |
| 5146 · Pool maint. supplies | 3,963.26 | 4,100.00 | 1,364.05 | 3,072.40 | 4,100.00 |
| 5147 & 5148 · Pool maint. services | 1,387.04 | 1,564.00 | 1,040.70 | 1,765.70 | 1,624.00 |
| Total 5130 · MAINTENANCE | 21,934.86 | 20,175.00 | 11,118.78 | 19,311.38 | 20,905.00 |
| 5150 · MEMBERSHIPS | 117.50 | 120.00 | 0.00 | 0.00 | 120.00 |
| 5160.6 · PROGRAM SUPPLIES | 1,111.87 | 1,100.00 | 540.00 | 560.00 | 1,000.00 |
| 5165 · OTHER OPERATING | | | | | |
| 5165.5 · Capital Replacements | 13,000.20 | 27,500.00 | 712.12 | 22,712.12 | 15,500.00 |
| 5165.7 · Security / CCTV monitoring | 2,268.05 | 2,700.00 | 2,490.00 | 2,490.00 | 2,600.00 |
| 5165.8 · Cash under | 34.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5165.9 · Recoverable & Other Oper. | 401.14 | 1,643.00 | 2,310.81 | 2,495.41 | 1,448.00 |
| Total 5165 · OTHER OPERATING | 15,703.39 | 31,843.00 | 5,512.93 | 27,697.53 | 19,548.00 |
| 5170 5171 5172 5173 · OFFICE SUPPLII | 1,761.26 | 1,321.00 | 717.58 | 1,417.58 | 1,637.00 |
| 5174 · OFFICE - VISA transaction fees | 582.42 | 700.00 | 423.67 | 473.67 | 600.00 |
| 5180 · PROF. SVCS. - Consultants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5191 · ADVERTISING | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 |
| 5230 · TRAINING & CERTIFICATION | 5,444.00 | 4,500.00 | 253.40 | 3,803.40 | 5,000.00 |
| 5240 · COST OF GOODS SOLD | | | | | |
| 5241 · Food concession supplies | 5,445.40 | 6,293.00 | 5,425.85 | 6,750.85 | 7,188.00 |
| 5242 · Promotional goods | 220.09 | 220.00 | 76.66 | 76.66 | 220.00 |
| Total 5240 · COST OF GOODS SOLD | 5,665.49 | 6,513.00 | 5,502.51 | 6,827.51 | 7,408.00 |
| 5250 · VEHIC./TRAVEL REIMBURSMNT | 1,405.10 | 1,400.00 | 842.16 | 1,302.16 | 1,400.00 |
| 5260 · UTILITIES | | | | | |
| 5261 · Electricity | 16,153.19 | 16,262.00 | 12,711.03 | 19,746.03 | 20,338.00 |
| 5262 · Natural gas | 11,428.44 | 9,686.00 | 2,133.83 | 8,503.83 | 9,966.00 |
| 5263 · Water | 6,066.25 | 3,554.00 | 4,736.73 | 6,486.73 | 6,276.00 |
| Total 5260 · UTILITIES | 33,647.88 | 29,502.00 | 19,581.59 | 34,736.59 | 36,580.00 |
| 5340 · COUNTY CHARGES | 2,671.00 | 2,724.00 | 30.14 | 2,711.14 | 2,745.00 |
| Total 3241e · FUND 3241 REC. Expense** | 100,387.15 | 109,788.00 | 50,679.56 | 107,825.76 | 106,833.00 |
| Total 6560 · PAYROLL EXPENSES ***** | 57,582.31 | 65,180.00 | 50,299.75 | 69,611.75 | 75,181.00 |
| Total O&M Expense | 157,969.46 | 174,968.00 | 100,979.31 | 177,437.51 | 182,014.00 |
| Contingency Expense (10%)* | | 17,497.00 | | | 18,201.00 |
| Other Non-Operating Expense | 0.00 | 0.00 | 210.00 | 210.00 | 0.00 |
| Capital Project Funding Allocation/Exper | 0.00 | 80,000.00 | 0.00 | 0.00 | 5,000.00 |
| TOTAL EXPENSE * | 157,969.46 | 272,465.00 | 101,189.31 | 177,647.51 | 205,215.00 |
| Net Ordinary O&M Increase/Decrease | 9,301.99 | -3,374.00 | 11,097.57 | -4,241.98 | -10,359.00 |
| Net Including Contingncy & Cap. Inc./Expense | 9,301.99 | -33,371.00 | 10,887.57 | -4,451.98 | -33,560.00 |
| Net Income | 9,301.99 | -33,371.00 | 10,887.57 | -4,451.98 | -33,560.00 |

**CROCKETT RECREATION DEPARTMENT - PARKS DETAIL
DRAFT BUDGET (2/18/2020) FY 2020/21**

| | <u>PY Actual</u> | <u>Adopted</u> | <u>7 Month Actual</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|--|------------------|-------------------|-----------------------|------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| RECREATION FUND 3241 - Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 3241i · FUND 3241 REC. Income***** | | | | | |
| 4000 · OPERATING REVENUE | | | | | |
| 4180 · Cost recovery | 1,986.71 | 150.00 | 0.00 | 62.50 | 150.00 |
| 4879 · Tennis/restroom keys | 410.00 | 600.00 | 324.00 | 574.00 | 600.00 |
| 4885 · Donations (operations) | 0.00 | 200.00 | 0.00 | 100.00 | 200.00 |
| Total 4000 · OPERATING REVENUE | 2,396.71 | 950.00 | 324.00 | 736.50 | 950.00 |
| 4800 · NON-OPERATING REVENUE | | | | | |
| 4802 · Recreation tax | 40,696.00 | 36,878.00 | 36,768.00 | 36,768.00 | 36,878.00 |
| 4891.1 · Grants - RTS | 17,507.00 | 30,000.00 | 0.00 | 30,000.00 | 15,500.00 |
| 4891.3 · Grants: Capital Impr. (restricted) | 0.00 | 99,000.00 | 24,403.00 | 24,403.00 | 81,000.00 |
| 4899 · Other Non-Operating | 166.25 | 0.00 | 91.61 | 91.61 | 0.00 |
| Total 4800 · NON-OPERATING REVENUE | 58,369.25 | 165,878.00 | 61,262.61 | 91,262.61 | 133,378.00 |
| Total 3241i · FUND 3241 REC. Income***** | 60,765.96 | 166,828.00 | 61,586.61 | 91,999.11 | 134,328.00 |
| Total Income | 60,765.96 | 166,828.00 | 61,586.61 | 91,999.11 | 134,328.00 |
| Expense | | | | | |
| 3241e · FUND 3241 REC. Expense***** | | | | | |
| 5101 · INSURANCE Property insurance | 91.71 | 115.00 | 112.00 | 112.00 | 118.00 |
| 5102 · INSURANCE Liability insurance | 4,467.98 | 4,691.00 | 4,038.90 | 4,038.90 | 4,241.00 |
| 5130 · MAINTENANCE | | | | | |
| 5131-5134 · Building & play eq. maint. | 4,857.76 | 1,000.00 | 447.37 | 864.07 | 1,000.00 |
| 5135-5136 · Janitorial supplies & services | 100.95 | 641.00 | 61.09 | 274.77 | 458.00 |
| 5140-5141 · Landscape suppl. & services | 24,141.54 | 25,811.00 | 13,714.76 | 24,469.71 | 26,106.00 |
| 5142-5144 · Lighting and tennis supplies | 312.12 | 300.00 | 176.07 | 301.27 | 300.00 |
| Total 5130 · MAINTENANCE | 29,412.37 | 27,752.00 | 14,399.29 | 25,909.82 | 27,864.00 |
| 5160 / 5165 · OTHER OPERATING | | | | | |
| 5165.5 · Capital Replacements | 4,604.85 | 20,700.00 | 7,665.35 | 7,665.35 | 17,500.00 |
| 5060 / 5165.9 / 5250 · Recov. / Other | 1,362.50 | 200.00 | 30.74 | 114.09 | 200.00 |
| Total 5165 · OTHER OPERATING | 5,967.35 | 20,900.00 | 7,696.09 | 7,779.44 | 17,700.00 |
| 5180 · PROF. SVCS. (Safety Inspection) | 0.00 | 720.00 | 0.00 | 0.00 | 0.00 |
| 5260 · UTILITIES -WATER | 5,271.64 | 6,054.00 | 6,768.32 | 8,786.32 | 6,732.00 |
| Total 3241e · FUND 3241 REC. Expense***** | 45,211.05 | 60,232.00 | 33,014.60 | 46,626.48 | 56,654.99 |
| 6560 · PAYROLL EXPENSES ***** | 8,968.00 | 9,376.00 | 7,105.14 | 10,230.47 | 11,254.00 |
| Total O&M Expense | 54,179.05 | 69,608.00 | 40,119.74 | 56,856.95 | 67,909.00 |
| Contingency Expense (10%) * | 0.00 | 6,961.00 | 0.00 | 0.00 | 6,791.00 |
| 5290 · Non-Operating Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Capital Project Funding Allocation / Expense | 2,472.00 | 90,000.00 | 19,615.00 | 19,615.00 | 100,000.00 |
| TOTAL EXPENSE * | 56,651.05 | 166,569.00 | 59,734.74 | 76,471.95 | 174,700.00 |
| Net Ordinary O&M Increase/Decrease | 6,586.91 | -1,780.00 | 21,466.87 | 35,142.17 | -14,581.00 |
| Net Including Contingency & Cap. Income/Expense | 4,114.91 | 259.00 | 1,851.87 | 15,527.17 | -40,372.00 |
| Net Income | 4,114.91 | 259.00 | 1,851.87 | 15,527.17 | -40,372.00 |

**CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL
DRAFT BUDGET (2/18/2020) FY 2020/21**

| | <u>PY Actual</u> | <u>Adopted</u> | <u>7 Month</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|--|------------------|------------------|------------------|------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| RECREATION FUND 3241 -Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 3241i · FUND 3241 REC. Income***** | | | | | |
| 4000 · OPERATING REVENUE | | | | | |
| 4180 · Cost recovery | 97.75 | 75.00 | 144.48 | 175.73 | 175.00 |
| Total 4000 · OPERATING REVENUE | 97.75 | 75.00 | 144.48 | 175.73 | 175.00 |
| 4800 · NON-OPERATING REVENUE | | | | | |
| 4010 · Property Tax transfer from 3240 | 58,000.00 | 52,747.00 | 30,000.00 | 52,747.00 | 46,279.00 |
| 4802 · Recreation tax | 11,159.00 | 24,338.00 | 24,228.00 | 24,228.00 | 43,950.00 |
| 4899 · Non-Op Income / passthrough | 2,917.00 | 0.00 | 1,025.00 | 1,025.00 | 0.00 |
| Total 4800 · NON-OPERATING REVENUE | 72,076.00 | 77,085.00 | 55,253.00 | 78,000.00 | 90,229.00 |
| Total 3241i · FUND 3241 REC. Income***** | 72,173.75 | 77,160.00 | 55,397.48 | 78,175.73 | 90,404.00 |
| Total Income | 72,173.75 | 77,160.00 | 55,397.48 | 78,175.73 | 90,404.00 |
| Expense | | | | | |
| 3241e · FUND 3241 REC. Expense***** | | | | | |
| 5120 · SOFTWARE SUBSCRIPTIONS | 465.23 | 500.00 | 700.51 | 1,034.49 | 1,404.00 |
| 5120 · ELECTIONS | 1,128.42 | 0.00 | 0.00 | 0.00 | 1,200.00 |
| 5165 · OTHER OPERATING / RECOVERABLE | 807.96 | 700.00 | 536.71 | 828.36 | 850.00 |
| 5171/5172/5173 · OFFICE POSTAL/OFFICE | 823.13 | 900.00 | 72.67 | 701.16 | 900.00 |
| 5180 · PROF. SVCS. (Attor./Audit./Consult.) | 3,161.42 | 4,300.00 | 6,920.39 | 8,128.74 | 8,300.00 |
| 5190 · PUBLISH LEGAL NOTICES | 280.17 | 250.00 | 433.38 | 558.38 | 300.00 |
| 5230 · TRAINING & CERTIFICATION | 105.56 | 400.00 | 0.00 | 340.00 | 400.00 |
| 5250 · VEHICLE/TRAVEL REIMBURSEMENT | 449.52 | 480.00 | 115.19 | 315.19 | 450.00 |
| 5340 · COUNTY CHARGES | 1,840.37 | 1,860.00 | 2,030.22 | 2,030.22 | 2,050.00 |
| Total 3241e · FUND 3241 REC. Expense***** | 9,061.78 | 9,390.00 | 10,809.07 | 13,936.54 | 15,854.00 |
| 6560 · PAYROLL EXPENSES ***** | | | | | |
| 5010.1 · REC. MGR- Wage/Benefits (RW) | 35,797.62 | 37,841.00 | 22,385.87 | 38,759.85 | 40,310.00 |
| 5011.1 · DIST. SECY- Wage/Benefits (SW) | 1,871.41 | 2,156.00 | 1,396.52 | 2,396.52 | 2,708.00 |
| 5011.3 · GEN. MGR- Wage/Benefits (DMc) | 22,588.48 | 20,265.00 | 12,993.16 | 21,436.91 | 23,113.00 |
| 5011.5 · ASST. MGR- Wage/Benefits | 408.60 | 493.00 | 0.00 | 200.00 | 200.00 |
| 6560 · PAYROLL Other (WC Premium etc.) | 374.14 | 0.00 | 305.21 | 305.21 | 0.00 |
| Total 6560 · PAYROLL EXPENSES ***** | 61,040.25 | 60,755.00 | 37,080.76 | 63,098.49 | 66,331.00 |
| Total O&M Expense | 70,102.03 | 70,145.00 | 47,889.83 | 77,035.03 | 82,185.00 |
| Contingency Expense (10%)* | | 7,015.00 | | | 8,219.00 |
| 5400 · Non-Operating Expense / Passthrough | 2,700.00 | 0.00 | 1,025.00 | 1,025.00 | 0.00 |
| Capital Project Funding Allocation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSE * | 72,802.03 | 77,160.00 | 48,914.83 | 78,060.03 | 90,404.00 |
| Net Ordinary Income | -628.28 | 0.00 | 6,482.65 | 115.70 | 0.00 |
| Net Income | -628.28 | 0.00 | 6,482.65 | 115.70 | 0.00 |

**CROCKETT RECREATION DEPARTMENT - POLICE LIAISON DETAIL
DRAFT BUDGET (2/18/20) FY 2020/21**

| | <u>PY Actual</u> | <u>Budgeted</u> | <u>7 Mo. Actual</u> | <u>Estimated</u> | <u>Draft Budget</u> |
|--|------------------|-----------------|---------------------|------------------|---------------------|
| | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
| RECREATION FUND 3241 -Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 3241i · FUND 3241 REC. Income***** | | | | | |
| 4882 · Parking fines | 1,964.74 | 1,809.00 | 349.47 | 509.47 | 1,226.00 |
| Total 3241i · FUND 3241 REC. Income***** | <u>1,964.74</u> | <u>1,809.00</u> | <u>349.47</u> | <u>509.47</u> | <u>1,226.00</u> |
| Total Income | <u>1,964.74</u> | <u>1,809.00</u> | <u>349.47</u> | <u>509.47</u> | <u>1,226.00</u> |
| Expense | | | | | |
| 3241e · FUND 3241 REC. Expense***** | | | | | |
| 5165 · OTHER OPERATING | | | | | |
| 5165.5 · Capital Replacements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5165.9 · Recoverable costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5165.9e · Other Op Costs / LE Fees | 709.85 | 150.00 | 102.31 | 165.31 | 150.00 |
| Total 5165 · OTHER OPERATING | <u>709.85</u> | <u>150.00</u> | <u>102.31</u> | <u>165.31</u> | <u>150.00</u> |
| 5171/5172 · OFFICE POSTAL/SUPPLIES | 372.99 | 150.00 | 6.85 | 44.85 | 50.00 |
| Total 3241e · FUND 3241 REC. Expense***** | <u>1,082.84</u> | <u>300.00</u> | <u>109.16</u> | <u>210.16</u> | <u>200.00</u> |
| 6560 · PAYROLL EXPENSES ***** | | | | | |
| 5011 · Staff- Wage/Benefits | 1,933.44 | 2,160.00 | 368.18 | 668.18 | 1,430.00 |
| Total 6560 · PAYROLL EXPENSES ***** | <u>1,933.44</u> | <u>2,160.00</u> | <u>368.18</u> | <u>668.18</u> | <u>1,430.00</u> |
| Total O&M Expense | <u>3,016.28</u> | <u>2,460.00</u> | <u>477.34</u> | <u>878.34</u> | <u>1,630.00</u> |
| Contingency 10% | 0.00 | 246.00 | 0.00 | 0.00 | 163.00 |
| Capital Project Funding Allocation / Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSE | <u>3,016.28</u> | <u>2,706.00</u> | <u>477.34</u> | <u>878.34</u> | <u>1,793.00</u> |
| Net Including Capital Income/Expenses | <u>-1,051.54</u> | <u>-897.00</u> | <u>-127.87</u> | <u>-368.87</u> | <u>-567.00</u> |
| Net Income | <u>-1,051.54</u> | <u>-897.00</u> | <u>-127.87</u> | <u>-368.87</u> | <u>-567.00</u> |

CAPITAL PROJECTS DRAFT (2/18/2020) FY 20/21

| | CAPITAL IMPROVEMENT | CAPITAL REPLACEMENT | GRANT FUNDED | RTS FUNDED | CAP RESERVE FUNDED | REC TAX FUNDED |
|--|------------------------|------------------------|--------------------|---------------|--------------------------|-------------------|
| COMMUNITY CENTER | | | | | | |
| Repair bar floor | | \$3,000.00 | | \$3,000 | | |
| Repair kitchen floor | | \$2,500.00 | | | \$2,500 | |
| Replacement Tables | | \$3,500.00 | | \$3,500 | | |
| Replace fixtures in bathrooms | | \$400.00 | | \$400 | | |
| Improve ADA entrance | \$200,000.00 | | \$180,000 | | \$20,000 | |
| New light fixtures LED | \$5,000.00 | | | \$5,000 | | |
| New stage curtains | | \$2,000.00 | | \$2,000 | | |
| Various Misc. Cap. Repl. items | | \$5,000.00 | | | \$5,000 | |
| TOTAL | \$205,000.00 | \$16,400.00 | | | | |
| AQUATICS CENTER | | | | | | |
| Metered outdoor showers | \$5,000.00 | | | | \$5,000 | |
| New pool cover winder | | \$6,500.00 | | | \$6,500 | |
| New pool covers | | \$6,000.00 | | \$6,000 | | |
| Various Cap. Repl. items | | \$3,000.00 | | | \$2,000 | |
| TOTAL | \$5,000.00 | \$15,500.00 | | | | |
| PARK, TENNIS, BOCCE | | | | | | |
| Retaining Wall (Pomona/Poc | \$45,000.00 | | \$40,500 | | \$4,500 | |
| Replace Stairs to Pomona | \$45,000.00 | | \$40,500 | | \$4,500 | |
| Hardwood chips for playground | | \$5,500.00 | | \$5,500 | | |
| Park improvements | \$10,000.00 | | | | \$10,000 | |
| Replant park lawn | | \$10,000.00 | | \$10,000 | | |
| Various Cap. Repl. items | | \$2,000.00 | | | \$2,000 | |
| TOTAL | \$100,000.00 | \$17,500.00 | | | | |
| POLICE LIAISON | | | | | | |
| None | | \$0.00 | | | | |
| TOTAL | \$0.00 | \$0.00 | | | | |
| NON-CAP O&M EXPENSES COVERED BY RTS FUNDING | | | | | | |
| Annual camera maintenance (Comm 50%/Pool 50%) | | | | \$4,980 | | |
| | | | SUB-TOTALS: | \$261,000 | \$40,380 | \$62,000 |
| | | | | | \$0 | \$0 |
| | | | | | | |
| ** Est. RTS funding in FY 20/21 is \$40,800 | | | | TOTAL: | \$363,380 | |