

LIGHTING & LANDSCAPE COMMISSION

REGULAR MEETING

AGENDA FOR TUESDAY, JUNE 18, 2024

TIME: 7:00

PLACE: Crockett Community Center, 850 Pomona, Crockett

The Lighting and Landscape 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 are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR:
 - a. Approve minutes for May 21, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Discuss maintenance needs and progress.
 - c. Consider Maintenance Plan.
 - d. Update on Bridgehead wood-chipping.
 - e. Update on pressure washer purchase.
 - f. Community outreach and education.
6. BUDGET AND FINANCE:
 - a. Financial report on expenditure and available funds.
 - b. Update on financial matters.
7. REPORT FROM STAFF:
8. COMMENTS FROM COMMISSIONERS:
9. FUTURE AGENDA ITEMS:
10. ADJOURNMENT: to July 16, 2024.

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.

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

For Review

MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING MAY 21, 2024.

1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Fisk, Garbis, Mitzel, and Pannell. Staff present included District Secretary (DS) Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.

2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4 CONSENT CALENDAR: ASM Goodman clarified that items under consent can be approved as a group under one motion unless an item is pulled for discussion.

a. Minutes for December 19, 2023, were approved as presented. (Garbis 1st, Mitzel 2nd, 4/0).

b. Minutes for March 19, 2024, were approved with minor edits. (Garbis 1st, Fisk 2nd, 4/0). Item 6b – Actual rate is \$750 per 8-hour shift.

5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the sewer use charge was pushed from April to May. The Board approved hiring a government accounting service to help reconcile the District's accounting. The District signed a contract with Redwood Public Law for legal counsel. Richard Pio Roda continues to serve as our attorney and has been working with the Joint Use Agreement. An Ad Hoc Committee for 1 Rolph Park Drive has been pushed again.

5b RECOMMEND SPECIFIC MAINTENANCE SPECIAL TAX RATE TO BE CHARGED IN FY 24/25: A draft resolution to raise the lighting and landscape special tax for fiscal year 2024/2025 and a copy of the Measure L Ballot Title language were presented to the Commission for consideration. DS Rivas explained that the commission has the option to keep the use tax at the current amount or increase it. The Ballot Title Language specifically notes that the special tax has no automatic expiration and can be increased with CPI adjustments up to 7% annually by adopting a proposed initiative ordinance. ASM Goodman presented an overview of the current budget; total expenditures to date are \$8,513.14 equating to 17% - 18% of revenues. Unspent funds will roll over to fiscal year 2024-2025. Although the new fiscal year begins on July 1st, new funds will not hit the account until later in the year.

The budget process is not exact, and it is still too early to predict any large or unexpected expenditures. Should the Commission spend more than revenues, a revised budget can be adopted. Ms. Goodman recommended no increase for the following fiscal year but also recommended that consistent incremental increases rather than intermittent increases be considered for future budgets. Intermittent increases could result in significantly higher tax increases.

For future years, the information that will help guide in determining if a rate increase is warranted includes the CPI; the amount the increase would generate; the costs for a Prop 218 public notification – including staff time; and if the increase outweighs the cost of the Prop 218 mailing costs. For example, if an increase will generate \$6,000 in revenue, but the Prop 218 mailing is

4.a

\$5,000, it may not make sense to increase the tax. The attorney can assist in addressing these questions. A discussion on increasing the tax will normally take place around April and notices will be mailed by May 1st. For cost savings, L&L tax increase notices may be bundled with the sewer use charge Prop 218 mailing. Staff reminded the commissioners that Initiative 1935 may negate the L&L tax and possibly others. The measure calls into doubt any fees that were imposed by less than two-thirds majority votes. The consequences of the measure passing is unknown.

The Commissioners agreed not to increase the tax for FY 24/25.

5c DISCUSS DECORATIVE BASKETS ON DISTRICT-OWNED STREETLIGHTS: The Crockett Chamber has placed this project on hold. The original costs did not consider a maintenance cost of \$400 per month. In addition, the Chamber's insurance company does not provide liability insurance as required by the District.

5d DISCUSS BRIDGEHEAD MAINTENANCE PLAN: Mr. Peterson reported that he drafted a response to Caltrans and has been forwarded to the County contact. Chair Pannell presented the attached Bridgehead Maintenance Plan created by Steve Batchelder, a certified arborist with over 40 years of landscaping experience. The Plan did not include any cost because most of the maintenance work will be done by community volunteers. The Plan refers to fire hazard prevention, but it was still suggested that fire staff participate in the conversation. Several maintenance work projects have been completed before approving the expenditures. It was suggested as good practice to bring expected expenditures to the meetings for discussion and approval before expediting the work. Ms. Goodman suggested the Committee set an amount dedicated to the bridgehead and consider it in the budget discussion. Mr. Peterson works with a local gentleman who is paid through the CIA and funded by C&H. He has been weed-whacking along the bypass. Chair Pennell would like to discuss the sidewalk maintenance. It was not touched during the town cleanup day. Step one of the Plan has started but has not been completed. She will get some cost estimates for chipping services – Step Two. Ms. Pannell has been taking the lead on coordinating maintenance tasks but Staff will be taking the lead. A walkthrough will be scheduled for the next few weeks.

ACTION ITEM: create a map to help identify maintenance areas.

ACTION ITEM: Mr. Peterson to present a sample maintenance plan.

ACTION ITEM: Staff to create a schedule of tasks.

5e DISCUSS DOWNTOWN PLAZA MAINTENANCE:

MOU: Mr. Peterson presented the revised MOU. It has been accepted by the CIA and will be presented to the Board the following day. Member Mitzel would like to add a subsidy with an amount to be discussed.

MAINTENANCE: Recreation staff continues to maintain the Plaza with very favorable results. The District has been using a location within the Bridgehead as a temporary unofficial trash collection site. Until an official agreement is signed, Mr. Peterson will collect trash from the Plaza. The maintenance staff suggested a power washer to remove graffiti. The Committee approved the purchase of an electric power washer with a cap of \$400.

TRASH & RECYCLING: Recycling has not existed because the bins are not being picked up by Republic Services. The recycling bins are falling apart and should be removed.

ELECTRICITY: The Chamber will be cleaning and painting the Plaza kiosk on June 1st. They are also looking to light the Plaza. They will test the electricity and replace the light bulbs. Solar options were considered but dismissed because of the potential theft. They will also be trimming the planter vegetation.

FOUNTAIN: The fountain has been leaking and needs repairing. Mr. Peterson has a volunteer looking into the issue.

5f REVIEW DOWNTOWN PLAZA TEMPORARY USE PERMIT: A copy of the existing permit was included for reference. DS Rivas will work with Mr. Peterson on possible edits.

5g CONSIDER REPRESENTATION ON 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The Board has discussed the creation of an ad hoc to steer the direction of the 1 Rolph Park Drive (1RPD). Since all departments have a financial interest in the property, the Board would like representation from all departments. Commissioner Mitzel volunteered to participate. Ms. Goodman reported that the owner of the coffee shop would also like to participate in the ad hoc.

6 BUDGET AND FINANCE: ASM Goodman is working on a monthly report to begin presenting. She will work with the district engineer on potential budget matters to consider and then meet with the budget & finance committee on the budget. The Trial Balance form is new from the County and shows the account's cash on hand. The process of reconciling the District's account is still being worked on and hope that the process can be caught up by September but may be too optimistic.

Commissioner Garbis inquired about the Debit and Credit amounts noted on the report. Ms. Goodman explained that credits are funds that are being taken out and debits are incoming. C&H has been donating \$5,000 to the maintenance fund via the Crocket Public Services (CPS) organization. The CPS organization is expected to close by the end of the year. It is unclear if the organization will be transferred to a new manager or if it will be dissolved.

Maze & Associates has been hired to help with the District's accounting. Recreation staff has been helping to enter revenues and is caught up to June 2023. All departments will be splitting the cost of the accounting reconciliation efforts except for L&L. The District has a cost allocation calculator based on percentages commensurate with the department's budget. With the addition of L&L, the allocation distribution will need to be modified accordingly. The 2022 audit triggered the need for accounting assistance. The District's accounting inputs stopped in August of 2022 for unknown reasons. Once the reconciliation is completed, the accounting firm will be auditing the accounting quarterly.

7. REPORTS FROM STAFF: A discussion was had regarding A-frame signs at the Plaza. The signs can be placed on the public right-of-way, but not in the Plaza. Mr. Murdock reported that he had received quotes for maintenance work across the street from the recreation center on Pomona Street. The quotes are high. He will attempt to negotiate a collaborative deal with the HOA association on Rolph Park Drive and bill L&L. The medians need attention. Chair Pannell and a neighbor prepared and submitted a letter addressing the median issue to the County, the Supervisor, and the County's new Public Works director. The response was that Crockett was on the list but no further information was provided.

8 COMMENTS FROM COMMISSIONERS: Comments are referenced in the Future Agenda Items

9 FUTURE AGENDA ITEMS:

- Maintenance plan – it was agreed that a larger scale maintenance plan should be considered after a year to see where the actual needs are. Mr. Peterson will prepare a maintenance plan concept for discussion.
- Maintenance person – L&L will continue to use Recreation staff for now.

10 ADJOURNMENT: The meeting was adjourned at 8:33 PM to June 18, 2024.

Respectfully submitted,
Sonia Rivas, MBA

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

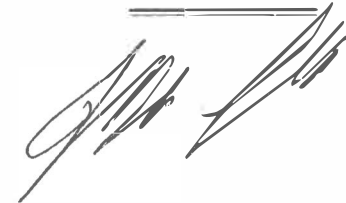
Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
05/01/2024	DOLORES M. MORALES	Weedkiller and graffiti remover	57.04	597
05/01/2024	L & K Hauling	20 hours at \$125, Bridgehead Maintenance, INV#1466	2,500.00	598
05/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 24, split	235.16	599
Total FUND 3242 - MAINTENANCE			<u>2,792.20</u>	
TOTAL			<u>2,792.20</u>	

[Handwritten Signature]
5/15/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
05/17/2024	CONTRA COSTA COUNTY TREAS...	Netchex Payroll nbr 26, SPLIT	114.21	600
Total FUND 3242 - MAINTENANCE			114.21	
TOTAL			114.21	

 5/17/2024

**FY 24/25 MAINTENANCE DEPARTMENT PROPOSED BUDGET
- FUND 3242 - OVERVIEW**

	<u>FY 2023-24</u>	<u>YTD</u>	<u>FY 2023-24 Year-</u>		<u>FY 2024-25</u>
			<u>End</u>		<u>Proposed</u>
<u>EXPENSES</u>					
Bridgehead O&M	\$	2,649.79	\$	\$	20,000
Plaza / Streetlights O&M	\$	79.98	\$	\$	1,000
Landscaping/other	\$	4,700.00	\$	\$	10,000
CSD Administration/other	\$	1,083.37	\$	\$	10,000
Sub-Total O&M Expense	\$	8,513.14	\$	-	\$ 41,000
Fixed Assets - Capital Expense					
Bridgehead	\$	0.00	\$	-	\$ 0.00
Plaza / Streetlights	\$	0.00	\$	-	\$ 0.00
Total Fixed Assets	\$	0.00	\$	-	\$ 0.00
TOTAL EXPENDITURES	\$	8,513.14	\$	-	\$ 41,000
TOTAL APROPRIATIONS	\$	8,513.14	\$		\$
<u>REVENUES</u>					
Operating Revenue					
Lighting & Landscaping	\$	57,092.21	\$	-	\$ 57,092.21
Total Operating Revenue	\$	57,092.21	\$	-	\$ 57,092.21
Non-Operating Revenue					
Lighting & Landscaping	\$	0.00	\$	\$	0.00
Total Non-Operating Revenue	\$	0.00	\$	\$	0.00
TOTAL REVENUES	\$	57,092.21	\$	-	\$ 57,092.21
Net Increase (Decrease)	\$	0.00	\$	-	\$ -
<u>BALANCE OVERVIEW</u>					
FUND BALANCE (Beginning)	\$	57,092.21	\$		\$ 48,579.07
Estimated Revenue	\$	57,092.21	\$	-	\$ 57,092.21
Estimated Expenses	\$	8,513.14	\$	-	\$ 41,000.00
FUND BALANCE (End of Year)	\$	48,579.07	\$	-	\$ 64,671.28