

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, JUNE 24, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 197 850 938 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/197850938> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 197 850 938.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board 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. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
 5. PUBLIC HEARINGS: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 - a. Hearing on proposed increase of annual sewer use charges, within the area served by the Crockett Sanitary Department, to be collected on the tax roll; Receive confirmation of Prop. 218 mailing to property owners and report on how many properties would constitute majority protest in Crockett; Waive reading of ordinance; Tabulate written responses from property

owners; determine whether a majority protest exists; Consider adoption of Ordinance No. 20-2 determining charges; Consider adoption of Resolution No. 19/20-28 overruling objections to the method of collection, confirm acceptance of the Department Manager's Sewer Use Charge Report originally presented April 22, 2020 and levying charges on the tax roll.

- b. Hearing on proposed increase of annual sewer use charges, within the area served by the Port Costa Sanitary Department, to be collected on the tax roll; Receive confirmation of Prop. 218 mailing to property owners and report on how many properties would constitute majority protest in Port Costa; Waive reading of ordinance; Tabulate written responses from property owners; determine whether a majority protest exists; Consider adoption of Ordinance No. 20-3 determining charges; Consider adoption of Resolution No. 19/20-29 overruling objections to the method of collection, confirm acceptance of the Department Manager's Sewer Use Charge Report originally presented April 22, 2020 and levying charges on the tax roll.
- c. Hearing on proposed budget for FY 2020/21; Consider Resolution No. 19/20-30 adopting budget for FY 2020/21.

6. REPORT OF DISTRICT COUNSEL:

7. MANAGERS' REPORTS: *(These items are typically for exchange of information only. No action will be taken at this time.)*

- a. Recreation Department.
- b. Maintenance Department.
- c. Port Costa Sanitary Department.
- d. Crockett Sanitary Department.
- e. Governmental matters.
- f. Announcements and discussion.

8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

- a. Approve Minutes of May 27, 2020.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.
- d. Receive Catalog of Information Systems used by the District (Gov. Code Sec. 6270.5).
- e. Approve cost allocation rates for FY 2020/21.
- f. Approve cost of services – billable rates effective July 1, 2020.

9. ADMINISTRATIVE:

- a. Consider consent Items removed from Consent Calendar.
- b. Resolution No. 19/20-31 adopting Debt Management Policy.
- c. Consider Resolution No. 19/20-33 appointing Port Costa Commissioner.
- d. Receive update on Hosselkus Chapel acquisition along with Needs Assessment completed for the Crockett Sanitary Department.

10. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Consider Resolution No. 19/20-27 reallocating \$80,000 from the Crockett Recreation Department's restricted capital fund to its unrestricted operations and maintenance fund for the FY 2019/20.
- c. Consider Resolution No. 19/20-32 adopting revised Appropriations Limit for FY 2020/21, and certifying that FY 2020/21 appropriations subject to limitation do not exceed the appropriations limit.

11. REPORTS FROM BOARD MEMBERS:

(These items are typically for exchange of information only. No action will be taken at this time.)

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees: Strategic Planning, Property Acquisition, Staff Management
- d. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:

General Manager Performance Evaluation (July).

Consider proposed maintenance parcel tax including plaza insurance from the Crockett Improvement Association (July).

Discuss role of Police Liaison Committee and how it should best serve the public (Aug).

Review and adopt ADA compliance plan.

Adopt purchasing procedures and spending limits.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS:

14. ADJOURNMENT to July 22, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud.

Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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.

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 prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. 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.

RESOLUTION

NO. 19/20-28

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT
OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION
OF SEWER SERVICE CHARGES FOR CROCKETT**

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2020/21 and subsequent years collected on the tax roll of the District as adopted on June 24, 2020 by Ordinance No. 20-2.

2. That on June 24, 2020 this Board did by Ordinance No. 20-2 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2020/2021 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on June 3, 2020 and June 13, 2020 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 20-2.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 24th day of June, 2020 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 24, 2020, objections were heard to the report dated April 13, 2020 of the General Manager, which contains a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Crockett.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated April 13, 2020.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2020/21 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2020 with a notice that the bill becomes delinquent after December 2, 2020 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 20-2.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 24, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

ORDINANCE NO. 20-2

AN ORDINANCE ESTABLISHING AND PROVIDING FOR
THE COLLECTION OF SEWER SERVICE CHARGES
TO BE BILLED BY THE CROCKETT COMMUNITY SERVICES DISTRICT
TO ALL SERVED PROPERTIES IN CROCKETT FOR 2020-2021

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates for the user classification Single Family Residence should increase by an amount of \$30 and the user classification Apartment should be increased by an amount of \$35 for fiscal year 2020-2021. Non-residential, industrial and mixed-use rates will vary with water consumption in proportion to the District standard for residential use. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges was last increased in fiscal year 2018-2019; and

WHEREAS, in adopting Ordinance No. 20-2, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2020/21 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on June 24, 2020, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on June 24, 2020 and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) (1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District, and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Crockett Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Port Costa Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Crockett Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier in January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year. Water data over the last six years is averaged to generate the use factor and cost factors used to calculate the sewer use charge. Water consumption data from FY 18/19, FY 17/18, FY 16/17, FY 15/16, FY 14/15, and FY 13/14 has therefore

been used in support of this Ordinance is for sewer service charges to be imposed in FY 20/21.

Each separately metered (water) use of a property shall be charged independently as a residential account, non-residential account or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 1,200 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen,

bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

Each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single accessory dwelling unit.

2A-2 Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5443 cubic feet per year.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5443 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served, plus the charge set forth for a single family residence times the number of single family residences served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

2B. Single Family Residential Water Use Standard

2B-1. Basis of Charges

The District has developed a District-wide standard for typical use of the sewer system by a single family residence. The single family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single family residence within the District. That figure is 6701 cubic feet per year. The sewer use charge for single family residences is based on that estimated average use.

2B-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative

volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

2B-3. Industrial Properties

The District finds that for the industrial properties within the District, water consumption is not an accurate way to measure discharge to its system, because industrial processes use an enormous amount of water that is not in fact discharged to the District's system. For purposes of this Ordinance, industrial properties include properties engaged in food processing, electrical production, and hydroprocessing, but does not include the C&H sugar refinery plant properties.

Therefore, for industrial properties, not including the C&H sugar refinery plant properties, which is charged for and pays its sewer service charges under separate agreement with the District, there shall be a flat charge plus an additional per unit charge for each 100 cubic feet of water actually discharged to the District. The flat and per-unit charges shall be the same as for other non-residential properties served by the Crockett Sanitary Department. The volume of water discharged from such properties shall be measured by flow meters installed at District-approved locations in all pipelines discharging water to the District's system. The required pump or flow meters shall be approved by the District Board. The required flow meters shall operate on a 24-hour basis to measure and record in electronic format on one-minute intervals the volume of water passing through each metered location. All required flow meters shall be placed in a location accessible to the District for inspection, and all raw data collected shall be routinely transmitted electronically to the District on a regular monthly basis. For those time periods during which the required flow meters fail to collect reliable flow data for whatever reason, the District will substitute its own calculations of flow during those periods using its best efforts.

Section 3. BILLINGS AND COLLECTION

3A. Sewer Service Charges Collected on the Tax Roll

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

3B. Directly Billed Sewer Service Charges

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C)).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2020, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 20-2, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 18-2 and the preexisting sewer service charges adopted therein shall be immediately restored and will be effective until further action of the Board of Directors.

4B. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2020 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 24th day of June 2020 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Michael Kirker, President
Crockett Community Services District
Contra Costa County, California

ATTEST:

Dale McDonald, Secretary
Crockett Community Services District
Contra Costa County, California

Approved as to Form:

Rachel Hundley
District Counsel

EXHIBIT "A"
TO
CROCKETT COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 20-2
ESTABLISHING SEWER SERVICE CHARGES
Rates Effective July 1, 2020

Single family residence (SFR)	\$819.00 per year
Duplex	\$1,318.00 per year
Apartments (per unit) (APT)	\$659.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$659.00 per year
Non-residential account -	
Flat fee	\$659.00 per year
Plus per-unit charge	\$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year
Mixed-use account -	
Flat fee	\$659.00 per year
Plus per-unit charge	\$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year
• Minimum charge	not less than \$659.00 per APT plus \$819.00 per SFR.
Industrial account -	
Flat fee	\$659.00 per year
Plus per-unit charge	\$12.72 per 100 cubic feet of water discharged in excess of 5443 cubic feet per year

RESOLUTION

NO. 19/20-29

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION OF SEWER SERVICE CHARGES FOR PORT COSTA

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2020/21 and subsequent years collected on the tax roll of the District as adopted on June 24, 2020 by Ordinance No. 20-3.

2. That on June 24, 2020 this Board did by Ordinance No. 20-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2020/2021 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on June 3, 2020 and June 13, 2020 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 20-3.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 24th day of June, 2020 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 24, 2020, objections were heard to the report dated April 14, 2020 of the Port Costa Department Manager, which contains a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Port Costa.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated April 14, 2020.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2020/21 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2020 with a notice that the bill becomes delinquent after December 2, 2020 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 20-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 24, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

ORDINANCE NO. 20-3

AN ORDINANCE ESTABLISHING AND PROVIDING FOR
THE COLLECTION OF SEWER SERVICE CHARGES
TO BE BILLED BY THE CROCKETT COMMUNITY SERVICES DISTRICT
TO ALL SERVED PROPERTIES IN PORT COSTA FOR 2020-2021

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates should be increased by an amount of \$272 for fiscal year 2020-2021. Non-residential and mixed-use rates will be increased proportionately. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges was last increased in fiscal year 2018-2019; and

WHEREAS, in adopting Ordinance No. 20-3, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2020/21 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on June 24, 2020, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on June 24, 2020, and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) (1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District, and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Port Costa Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Crockett Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Port Costa Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier by January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year. Water data over the last six years is averaged to generate the use factor and cost factors to calculate the sewer use charge. Water consumption data from FY 18/19, FY 17/18, FY 16/17, FY 15/16, FY 14/15, and FY 13/14 has therefore been used in support of this Ordinance for sewer service charges to be imposed in FY 20/21.

Each separately metered (water) use of a property shall be charged independently as a residential account, non-residential account or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 1,200 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen, bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

Each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single accessory dwelling unit.

2A-2. Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5852 cubic feet per year. In no case shall the total annual charge for each such account be less than the per-unit charge for an apartment as set forth in 2A-1c above.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5852 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

2B. Single Family Residential Water Use Standard

2B-1. Basis of Charges

The District has developed a Department-wide standard for typical use of the sewer system by a single family residence in Port Costa. The single family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single family residence, using 69 single family residences as the mean. That figure is 5852 cubic feet per year. The sewer use charge for single family residences is based on that estimated average use.

2B-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

Section 3. BILLINGS AND COLLECTION

3A. Sewer Service Charges Collected on the Tax Roll

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

3B. Directly Billed Sewer Service Charges

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute, remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C)).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2020, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 20-3, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 18-3 and the preexisting sewer service charges adopted therein shall be immediately restored and will be effective until further action of the Board of Directors.

4B. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2020 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 24th day of June, 2020 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Michael Kirker, President
Crockett Community Services District
Contra Costa County, California

ATTEST:

Dale McDonald, Secretary
Crockett Community Services District
Contra Costa County, California

Approved as to Form:

Rachel Hundley
District Counsel

EXHIBIT "A"
TO
CROCKETT COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 20-3
ESTABLISHING SEWER SERVICE CHARGES
Rates Effective July 1, 2020

Single family residence (SFR)	\$2,245.00 per year
Duplex	\$4,490.00 per year
Apartments (per unit) (APT)	\$2,245.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$2,245.00 per year
Non-residential account -	
• Flat fee	\$2,245.00 per year
• Plus per-unit charge	\$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year
Mixed-use account -	
• Flat fee	\$2,245.00 per year
• Plus per-unit charge	\$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year
• Minimum charge	not less than \$2,245.00 per APT

RESOLUTION

NO. 19/20-30

**A RESOLUTION
ADOPTING AN OPERATING AND CAPITAL IMPROVEMENTS BUDGET
FOR THE FISCAL YEAR 2020/2021**

WHEREAS, the General Manager has prepared the proposed operating budget for the fiscal year 2020/21; and

WHEREAS, the Members of the District Board of Directors have studied that proposed budget and made amendments thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the general fund budget allocation approved for fiscal year 2020/21 is \$3,652,172, including an allocation of \$1,185,474 for capital improvements and \$190,258 for debt service.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on June 24, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Budget & Finance Committee / Board of Directors
FROM: General Manager *PM*
SUBJECT: Proposed FY 20/21 Budget
DATE: June 8, 2020

The Crockett Community Services District proposed budgets for FY 20/21 have been updated to reflect changing conditions at the District office due to the impact the 2019 Novel Coronavirus is having and will have for the foreseeable future. These latest updates are based on the proposed and preliminary versions presented to the Commissions. The Maintenance Department budget is to be reviewed by the CSD Budget & Finance.

Each report is broken out by department and includes a written budget summary report along with the proposed budget for FY 20/21. The District's fiscal year is July 1 through June 30.

- Recreation Department – Fund 3241.
- Maintenance Department – Fund 3242.
- Port Costa Sanitary Department – Fund 3425.
- Crockett Sanitary Department – Fund 3426, Fund 3427, and Fund 3429.

The total District proposed budget for FY 20/21 is \$3,652,172, including an allocation of \$1,185,474 for capital improvements and \$190,258 for debt service.

STAFF RECOMMENDATION:

The Budget & Finance Committee should receive the budget report and proposed FY 20/21 budget and form opinion on budget presented.

The Board should then receive report from the Budget & Finance Committee on the proposed FY 20/21 budget along with recommendations and form opinion on budget presented.

CROCKETT COMMUNITY SERVICES DISTRICT FY 2020/21 BUDGET

Proposed (6/8/2020)

	PRIOR YEAR ACTUAL 2018/19	ADOPTED BUDGET 2019/20	ESTIMATED YEAR-END 2019/20	PROPOSED BUDGET 2020/21
Revenue				
CCSD Administration ⁽¹⁾	\$ -	\$ -	\$ 6,749	\$ -
Recreation Dept.	\$ 553,317	\$ 733,253	\$ 493,766	\$ 632,951
Maintenance Dept.	\$ 63,249	\$ 207,829	\$ 58,707	\$ 169,700
Port Costa Sanitary Dept.	\$ 263,500	\$ 277,594	\$ 428,158	\$ 303,488
Crockett Sanitary Dept. ^{(2) (3)}	\$ 2,056,447	\$ 2,126,541	\$ 2,096,453	\$ 2,181,647
Receivable PC Loans ⁽³⁾	\$ 89,932	\$ 36,474	\$ -	\$ 73,977
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 3,026,445	\$ 3,381,691	\$ 3,083,833	\$ 3,361,763
Expenses				
CCSD Administration ⁽¹⁾	\$ 11,263	\$ -	\$ -	\$ -
Recreation Dept.	\$ 533,890	\$ 825,193	\$ 540,884	\$ 735,381
Maintenance Dept.	\$ 47,514	\$ 363,872	\$ 24,691	\$ 372,562
Port Costa Sanitary Dept. ⁽³⁾	\$ 252,918	\$ 361,070	\$ 446,848	\$ 339,537
Crockett Sanitary Dept. ⁽²⁾	\$ 1,336,022	\$ 1,982,200	\$ 2,194,339	\$ 2,204,692
Rate Stabilization Resrv	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 2,181,607	\$ 3,532,335	\$ 3,206,762	\$ 3,652,172
Net Increase (Decrease) in Cash	\$ 844,838	\$ (150,644)	\$ (122,929)	\$ (290,409)
Fund Balance, beginning	\$ 4,189,555	\$ 5,034,393	\$ 5,034,393	\$ 4,911,464
Fund Balance, end of year	\$ 5,034,393	\$ 4,883,749	\$ 4,911,464	\$ 4,621,055
<i>O&M annual - All Depts.</i>	\$ 1,809,386	\$ 2,091,855	\$ 2,085,360	\$ 2,183,485
<i>Payroll Summary All Depts.</i>	\$ 356,860	\$ 393,246	\$ 399,188	\$ 413,825

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and split to Crockett San, Rec. and Maint. Depts.
CSD roll-up reflected on estimated only, revenue/expenses not reflected in adopted budget.

(2) Includes Crockett Sanitary funds 3426, 3427, and 3429, and JTP large project reserves.

(3) Non-operation loan and repayment from Port Costa San. Dept. separated from CVSAN as long-term liability.

Fund beginning balance matches Accounting Balance Sheet as of June 30, 2019

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District


850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

TO: Board of Directors
FROM: General Manager 
SUBJECT: Proposed FY 2020/21 Budget for General Fund 3241
DATE: June 8, 2020

The 11-month Recreation Budget Report details are incorporated within the attached proposed FY 20/21 budget. Even with the Novel Coronavirus (COVID-19) crisis a budget deficit for the recreation department is not forecast as operating expenses have also been lower. The projected year end fund balance as of June 30, 2020 is anticipated to be \$473,560. Unused contingency and excess revenue will roll over to the respective Capital Fund and O&M General Fund.

The budget report financials are based on the COVID-19 crisis impacting the Recreation Department through the end of September 2020. The department has budgeted opening the pool later in the summer with limited offerings and social distancing restrictions put in place. Community Center rental events, such as weddings and Quinceañeras, cannot be held until the County Health Officer announces Phase 4 re-openings can begin. There is the possibility that Phase 4 openings are not allowed until next year. A prolonged closure would have a drastic impact on the recreation budget and further cuts in services may have to be considered.

COMMUNITY CENTER:

- The Community Center is primarily funded through operating revenue and grants. Bookings for next year are continuing to be accepted and Community Center Rental revenue (#4200) is not drastically being impacted by COVID-19. Revenue through June 2020 has been limited to deposit bookings only, contracts and rental payments are anticipated in July and August once the center opens to execute contracts. Rental Refund expenditures (#5165.61) is estimated to be \$13,349 through June 30, 2020. Both Event Supervisors remain furloughed. The budget includes \$30,000 in additional rental refunds through September 30, 2020.
- \$17,670 of Property Tax (#4010) is allocated to the Community Center cost center for FY 20/21 to cover Health Benefit expenses for two recreation employees. Both the District share and Employee share of health benefits are continuing to be paid by the Recreation Department for one furloughed employee.
- Painting of the Multi-Purpose Room (MPR) has been added to planned capital projects for FY 20/21.
- The 2020 Summer Concert Series for two events remain included in the budget but they may be cancelled. Unused grant funding for musicians would be returned to the Crockett Community Foundation.

AQUATIC:

- Historically the pool is subsidized and receives the second largest share of the Recreation Special Parcel Tax (#4802). The proposed budget assumes the pool opening to the public in early July. Limited use of the pool in mid-June is possible if agreement with the Crockett Swim Team is reached. If the pool were to remain closed this summer its operating expenses (i.e. payroll, pool chemicals, electricity, gas, etc.) will be substantially lower.
- Payroll expenses will continue to be the largest expense to operate the pool. Lifeguard training and certification (#5230) costs will be higher in FY 20/21 as training will be paid in July 2020 for late opening and May 2021 for those hired for next year's opening.

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. Architectural grant has been awarded and drawings have been done. Planning for this project has been halted due to COVID-19. Management is hopeful a grant can be obtained in late 2020 or early 2021 to complete this project in the Spring of 2021.
- Incidental landscaping expenses for Memorial Hall are included in the park cost center.
- The installation of David Botta Memorial Bench added as capital project for FY 20/21.

ADMINISTRATIVE:

- Higher payroll costs are budgeted for the administrative cost center. This is due in part as the Facilities Manager / Assistant District Secretary is performing more District work during the COVID-19 shutdown, for which shared costs are billed to the administrative cost center.
- Attorney costs (#5180) are over budget in FY 19/20 but should be lower in FY 20/21.

POLICE LIAISON:

- Parking revenue is anticipated to remain low in FY 20/21 bringing in \$600 in revenue. Some jurisdictions have suspended enforcement of violations, such as parking fines, during the COVID-19 crisis and as such little extra revenue through December 30, 2020 is anticipated. Expenses will exceed revenue in both FY 19/20 and FY 20/21.

SUMMARY

Total budgeted expenses will exceed revenue in FY 20/21 by \$102,430. The majority of the cost centers will draw down the Operations & Maintenance (O&M) General Fund. The Capital Reserve Fund will be drawn down to as identified capital project are completed. The total Recreation Fund 3241 balance ending June 30, 2021 is anticipated to be \$371,130.

FY 2020-21 CROCKETT RECREATION DEPARTMENT PROPOSED BUDGET (6/8/20) - FUND 3241

	PY 2018-19 Actual	FY 2019-20 Approved	FY 2019-20 Year-End Estimated	FY 20-21 Proposed Budget
O&M Expenses - combined cost centers				
Uniforms	\$ 3,327	\$ 2,500	\$ 2,024	\$ 2,200
Telephone / Internet / Software Subscriptions	\$ 6,190	\$ 6,162	\$ 7,836	\$ 7,354
Insurance	\$ 15,085	\$ 16,134	\$ 20,056	\$ 21,093
Elections	\$ 1,128	\$ 0	\$ 0	\$ 1,200
Maintenance	\$ 101,757	\$ 96,493	\$ 88,872	\$ 96,146
Memberships	\$ 235	\$ 360	\$ 414	\$ 360
Program Supplies	\$ 7,370	\$ 11,900	\$ 3,089	\$ 14,375
Other Operating incld. Capital Replcmt.	\$ 78,735	\$ 111,993	\$ 70,281	\$ 136,254
Office	\$ 6,512	\$ 6,401	\$ 5,542	\$ 6,876
Professional Services	\$ 12,194	\$ 15,214	\$ 18,396	\$ 16,100
Advertising & Legal Notices	\$ 1,172	\$ 1,250	\$ 1,442	\$ 1,500
Training & Certification	\$ 5,550	\$ 5,400	\$ 1,006	\$ 8,170
Cost of Goods Sold	\$ 5,665	\$ 6,513	\$ 6,751	\$ 4,942
Vehicle Travel Reimbursement	\$ 2,561	\$ 2,780	\$ 1,976	\$ 2,590
Utilities	\$ 52,643	\$ 52,382	\$ 60,284	\$ 59,961
County Charges	\$ 5,522	\$ 5,784	\$ 5,508	\$ 5,510
Salaries and Benefits	\$ 210,188	\$ 227,090	\$ 210,988	\$ 181,624
Total O&M Expenses	\$ 515,834	\$ 568,356	\$ 504,463	\$ 566,255
Fixed Assets				
Capital Projects Allocation / Expenses	\$ 2,472	\$ 200,000	\$ 29,406	\$ 112,500
Total Fixed Assets	\$ 2,472	\$ 200,000	29,406	112,500
Contingency Reserve *	\$ 0	\$ 56,837	0	\$ 56,626
Non-Operating expense / interfund trsfrs	\$ 17,455	\$ 0	\$ 7,014	\$ 0
Payroll Liabilities G/L adjust.	-1,870		\$ 0	
Total Expenditures	\$ 533,890	\$ 825,193	\$ 540,884	\$ 735,381
	\$	\$		
TOTAL APPROPRIATIONS	\$	\$ 825,193	\$	\$ 735,381
TOTAL REVENUES **	\$ 553,317	\$ 733,253	\$ 493,766	\$ 632,951
Operating Revenue	\$ 296,793	\$ 307,193	\$ 218,148	\$ 283,267
Cost recovery	\$ 4,036	\$ 3,325	\$ 5,220	\$ 3,425
Community Center income	\$ 205,237	\$ 212,960	\$ 173,536	\$ 226,786
Aquatics Center income	\$ 82,546	\$ 84,599	\$ 36,655	\$ 49,656
Other income (park, keys, fines, etc.)	\$ 3,016	\$ 3,209	\$ 2,537	\$ 1,900
Donations (other)	\$ 1,958	\$ 3,100	\$ 200	\$ 1,500
Non-Operating Revenue	\$ 256,524	\$ 426,060	\$ 275,617	\$ 349,684
Property Tax trsf from 3240	\$ 58,000	\$ 59,947	\$ 52,000	\$ 63,949
Recreation Tax	\$ 136,180	\$ 136,620	\$ 136,180	\$ 136,180
Interest (non-op)	\$ 8,601	\$ 9,891	\$ 9,083	\$ 6,975
Return-to-Source Co-gen grant	\$ 42,789	\$ 43,852	\$ 36,078	\$ 52,380
Other non-profit grants	\$ 166	\$ 172,500	\$ 32,897	\$ 87,000
Non-operating income	\$ 10,787	\$ 3,250	\$ 9,379	\$ 3,200

CROCKETT RECREATION DEPARTMENT - BALANCE SUMMARY
PROPOSED (6/8/20) RECREATION BUDGET FY 2020/21

	<u>PY Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</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 Est.
					FY 21/22
Opening Cash Balance in Fund 3241					
Opening Damage Deposit Balance	18,376.32	22,260.82	22,260.82	25,001.82	27,742.82
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	344,617.69	227,817.69
Opening Cap / Restricted Donations	3,438.50	3,600.79	3,600.79	5,173.43	5,073.43
Opening Police Liaison Funds	9,280.40	8,228.86	8,228.86	7,847.64	5,616.64
Opening O&M General Funds *	331,027.83	99,930.69	99,930.69	45,389.31	59,349.31
TOTAL OPENING CASH BALANCE	501,252.42	520,678.53	520,678.53	473,560.41	371,130.41
ESTIMATED REVENUES					
Community Center	251,140.64	248,362.00	209,247.41	279,797.00	
Aquatics Center	167,271.45	239,094.00	123,181.08	117,692.00	
Parks, Bocce, Tennis Courts	60,765.96	166,828.00	86,392.11	144,029.00	
Administrative	72,173.75	77,160.00	74,551.34	90,833.00	
Police Liaison	1,964.74	1,809.00	393.59	600.00	
TOTAL REVENUES	553,316.54	733,253.00	493,765.53	632,951.00	
ESTIMATED O&M OUTLAY EXPENSE					
Community Center	230,567.06	251,175.00	236,080.71	265,299.00	
Aquatics Center	157,969.46	174,968.00	133,102.54	151,248.00	
Parks, Bocce, Tennis Courts	54,179.05	69,608.00	53,596.83	65,468.00	
Administrative	70,102.03	70,145.00	80,908.40	82,575.00	
Police Liaison	3,016.28	2,460.00	774.81	1,665.00	
SUB -TOTAL O&M EXPENSE	515,833.88	568,356.00	504,463.29	566,255.00	
Contingency	0.00	56,837.00	0.00	56,626.00	
Non-operating expense	17,455.01	0.00	7,014.20	0.00	
Payroll Liability G/L adjust.	-1,870.46	0.00	0.00	0.00	
ESTIMATED CAPITAL OUTLAY EXPENSE					
Community Center	0.00	0.00	2,441.16	5,000.00	
Aquatics Center	0.00	80,000.00	0.00	15,000.00	
Park, Tennis, Bocce	2,472.00	120,000.00	26,965.00	91,500.00	
Police Liaison	0.00	0.00	0.00	1,000.00	
TOTAL EXPENSE	533,890.43	825,193.00	540,883.65	735,381.00	
CLOSING BALANCE - FUND 3241 ***	520,678.53	428,738.53	473,560.41	371,130.41	
Prop. Taxes Held in 3240 as of June 30	8,918.23	10,000.00	16,642.70	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
PROPOSED BUDGET (6/8/2020) FY 2020/2021 (Closure thru Sept 30)

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Estimated</u>	<u>Proposed</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	4,633.31	4,873.31	3,000.00
4200 · Community Center Rentals	140,212.00	155,000.00	117,541.00	118,341.00	157,500.00
4201 · Center rents - senior nutrition	4,000.00	4,800.00	4,000.00	4,000.00	4,800.00
4202 · Center rents - outside classes	1,440.00	1,200.00	780.00	780.00	1,200.00
4203 · Center - clean/damage DEPOSITS	44,435.00	38,000.00	30,960.00	30,960.00	42,686.00
4750 · Security services *	9,236.00	8,960.00	9,559.00	9,559.00	9,800.00
4780 · Cleaning services *	5,112.00	4,000.00	4,896.00	4,896.00	4,800.00
4870 & 4880 · Summer Concert & other	801.60	1,000.00	5,000.00	5,000.00	6,000.00
4885 · Donations (operations)	1,338.00	2,300.00	200.00	200.00	1,000.00
4886 · Donations (restricted)	640.78	800.00	1,559.77	1,559.77	700.00
Total 4000 · OPERATING REVENUE	209,159.31	219,060.00	179,129.08	180,169.08	231,486.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	0.00	7,200.00	3,000.00	3,000.00	17,670.00
4802 · Recreation tax	17,579.00	1,195.00	1,085.00	1,085.00	1,000.00
4803 · Investment interest	5,635.76	6,481.00	6,055.50	6,055.50	4,251.00
4850 · Cost Recovery (Non-op)	3,271.87	750.00	460.25	485.25	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	4,690.00	4,690.00	16,390.00
4891.3 · Grants: Capital Impr. (restrict.)	0.00	0.00	8,494.00	8,494.00	0.00
4899 · Non-operating passthru & other	4,553.70	2,000.00	5,101.91	5,268.58	2,000.00
Total 4800 · NON-OPERATING REVENUE	41,981.33	29,302.00	28,886.66	29,078.33	48,311.00
Total 3241i · FUND 3241 REC. Income*****	251,140.64	248,362.00	208,015.74	209,247.41	279,797.00
Total Income	251,140.64	248,362.00	208,015.74	209,247.41	279,797.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5050 · UNIFORMS	546.17	500.00	56.80	56.80	200.00
5060 · TELEPHONE / INTERNET	2,881.94	2,812.00	3,788.01	4,023.01	3,100.00
5070 · SOFTWARE SUBSCRIPTIONS	137.44	250.00	216.48	257.31	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	743.21	823.21	1,180.00
5132 · Building maint. services	4,474.91	4,966.00	5,219.06	5,619.06	5,198.00
5133 · Bldg. repair supplies & hdwe	1,706.57	1,514.00	1,108.85	1,234.85	1,576.00
5134 · Bldg. repair services	6,088.04	3,707.00	1,527.30	1,777.30	4,061.00
5135 · Janitorial supplies	4,899.97	5,588.00	4,732.45	4,982.45	4,261.00
5136 · Janitorial services	18,783.84	19,368.00	17,251.47	17,251.47	17,769.00

**CROCKETT RECREATION DEPARTMENT - COMMUNITY CENTER DETAIL
PROPOSED BUDGET (6/8/2020) FY 2020/2021 (Closure thru Sept 30)**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Estimated</u>	<u>Proposed</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	13,177.51	13,177.51	13,427.00
Total 5130 · MAINTENANCE	50,409.80	48,566.00	43,759.85	44,865.85	47,472.00
5150 · MEMBERSHIPS	117.50	240.00	413.82	413.82	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	1,510.40	1,510.40	12,800.00
Total 5160 · PROGRAM SUPPLIES	6,257.99	10,800.00	2,528.51	2,528.51	13,800.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	7,427.49	13,100.00	862.74	862.74	18,800.00
5165.61 · Comm. center Rental refunds	270.50	1,400.00	9,355.00	13,349.00	30,000.00
5165.62 · Comm. center Deposit transfer	1,851.50	2,800.00	4,488.39	4,488.39	3,400.00
5165.63 · Comm. center Deposit refunds	40,598.50	36,000.00	31,011.61	31,711.61	36,545.00
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	1,050.77	1,117.44	1,000.00
5165.9e · Other Operating Costs	1,340.37	1,500.00	1,337.37	1,462.37	1,500.00
Total 5165 · OTHER OPERATING	55,546.74	58,400.00	51,039.88	55,925.55	94,195.00
5170 · OFFICE					
5171 · Postal	308.71	380.00	372.95	373.95	380.00
5172 · Supplies	889.34	1,000.00	2,114.70	2,198.03	2,000.00
5173 · Furnishings& Equipment	562.52	750.00	116.60	116.60	500.00
5174 · Visa transaction fees	1,211.64	1,200.00	820.70	920.70	1,200.00
Total 5170 · OFFICE	2,972.21	3,330.00	3,424.95	3,609.28	4,080.00
5183 · PROF. SVCS. Sec. Guards & Other	9,032.24	10,194.00	7,146.42	7,146.42	7,800.00
5191 · ADVERTISING	891.40	900.00	854.11	854.11	900.00
5230 · TRAINING & CERTIFICATION	0.00	500.00	752.39	752.39	700.00
5250 · VEHIC./TRAVEL REIMBURSEMENT	705.94	900.00	573.87	583.87	740.00
5260 · UTILITIES					
5261 · Electricity	9,378.32	11,499.00	10,846.66	11,246.66	11,621.00
5262 · Natural gas	2,628.04	2,551.00	2,755.66	2,905.66	2,785.00
5263 · Water	1,717.16	2,776.00	2,442.61	2,442.61	2,500.00
Total 5260 · UTILITIES	13,723.52	16,826.00	16,044.93	16,594.93	16,906.00
5340 · COUNTY CHARGES	1,011.00	1,200.00	1,294.14	1,404.14	1,380.00
Total 3241e · FUND 3241 REC. Expense*****	149,903.04	161,556.00	143,135.02	150,256.85	203,566.00
6560 · PAYROLL EXPENSES *****	80,664.02	89,619.00	82,984.86	85,823.86	61,733.00
Total O&M Expense	230,567.06	251,175.00	226,119.88	236,080.71	265,299.00
Contingency Expense (10%)*		25,118.00			26,530.00
Interfund and non-operating adjustments	0.00	0.00	0.00	0.00	0.00
5400 · Other Non-Op & 5166 COVID-19	14,755.01	0.00	5,779.20	5,779.20	0.00
Capital Project Funding Alloc. / Expense	0.00	0.00	2,441.16	2,441.16	5,000.00
TOTAL EXPENSE *	245,322.07	276,293.00	234,340.24	244,301.07	296,829.00
Net Ordinary O&M Increase/Decrease	16,019.88	-4,813.00	-31,700.05	-40,595.88	12,498.00
Net Including Contingency & Cap. Income/Exp.	5,818.57	-27,931.00	-26,324.50	-35,053.66	-17,032.00
Net Income	5,818.57	-27,931.00	-26,324.50	-35,053.66	-17,032.00

CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
PROPOSED BUDGET (6/8/2020) FY 2020/21 (Pool to open late)

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Estimated</u>	<u>Proposed</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	36.02	36.02	100.00
4205 · Aquatics rents	19,664.00	21,000.00	7,467.00	7,467.00	9,933.00
4206 · Concessions	9,321.70	9,681.00	6,233.48	6,233.48	7,448.00
4860 · Swim admission fees	27,042.36	27,942.00	17,066.00	17,066.00	19,376.00
4861 · Aquatics passes	10,360.20	9,089.00	1,090.00	1,090.00	7,999.00
4874 · Aquatics programs	120.00	250.00	0.00	0.00	0.00
4876 · Swim lessons	15,522.00	16,437.00	4,674.50	4,674.50	4,800.00
4880 · Other sales-aquatics	211.00	200.00	107.00	107.00	100.00
4881 · Cash over / unidentified	304.77	0.00	16.75	16.75	0.00
4885 · Donations (operations)	50.00	100.00	0.00	0.00	100.00
4886 · Donations (restricted)	570.26	500.00	0.00	0.00	200.00
Total 4000 · OPERATING REVENUE	83,174.29	85,299.00	36,690.75	36,690.75	50,056.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	66,746.00	74,209.00	74,099.00	74,099.00	44,222.00
4803 · Investment interest	2,965.41	3,410.00	3,027.76	3,027.76	2,724.00
4850/4899 · Cost Recovery Non-op	44.75	500.00	2,508.57	2,508.57	200.00
4891.1 · Grants: RTS non-profit	14,341.00	8,176.00	6,855.00	6,855.00	20,490.00
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	86,490.33	86,490.33	67,636.00
Total 3241i · FUND 3241 REC. Income****	167,271.45	239,094.00	123,181.08	123,181.08	117,692.00
Total Income	167,271.45	239,094.00	123,181.08	123,181.08	117,692.00
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	1,378.25	1,528.25	1,800.00
5070 · SOFTWARE SUBSCRIPTIONS	768.00	800.00	768.00	768.00	800.00
5100 · INSURANCE					
5101c · Property insurance	275.14	344.00	573.60	573.60	602.00
5102a · Liability insurance-aquatics	4,467.98	4,736.00	3,980.79	3,980.79	4,219.00
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	4,931.00
5130 · MAINTENANCE					
5131 & 5133 · Bldg. repair supplies	588.08	924.00	980.52	1,057.52	606.00
5132 & 5134 · Bldg. repair services	967.10	555.00	645.31	691.56	828.00
5135 · Janitorial supplies	876.84	814.00	157.69	307.69	700.00
5136 · Janitorial services	267.69	150.00	0.00	0.00	150.00
5140 5141 5142 · Landscape & light	1,872.23	100.00	327.99	327.99	250.00

CROCKETT RECREATION DEPARTMENT - AQUATICS DETAIL
PROPOSED BUDGET (6/8/2020) FY 2020/21 (Pool to open late)

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Estimated</u>	<u>Proposed</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	11,773.10	12,273.10	12,507.00
5146 · Pool maint. supplies	3,963.26	4,100.00	1,648.78	1,990.45	4,100.00
5147 & 5148 · Pool maint. services	1,387.04	1,564.00	1,736.25	2,361.25	1,930.00
Total 5130 · MAINTENANCE	21,934.86	20,175.00	17,269.64	19,009.56	21,071.00
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	575.00
5165 · OTHER OPERATING					
5165.5 · Capital Replacements	13,000.20	27,500.00	712.12	712.12	19,400.00
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	2.00	2.00	0.00
5165.9 · Recoverable & Other Oper.	401.14	1,643.00	2,350.09	2,360.09	1,359.00
Total 5165 · OTHER OPERATING	15,703.39	31,843.00	5,554.21	5,564.21	23,359.00
5170 5171 5172 5173 · OFFICE SUPPLII	1,761.26	1,321.00	1,099.48	1,299.48	1,346.00
5174 · OFFICE - VISA transaction fees	582.42	700.00	423.67	423.67	500.00
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	253.40	7,070.00
5240 · COST OF GOODS SOLD					
5241 · Food concession supplies	5,445.40	6,293.00	5,349.19	6,674.19	4,842.00
5242 · Promotional goods	220.09	220.00	76.66	76.66	100.00
Total 5240 · COST OF GOODS SOLD	5,665.49	6,513.00	5,425.85	6,750.85	4,942.00
5250 · VEHIC./TRAVEL REIMBURSMNT	1,405.10	1,400.00	1,021.71	1,171.71	1,400.00
5260 · UTILITIES					
5261 · Electricity	16,153.19	16,262.00	18,503.45	19,103.45	19,676.00
5262 · Natural gas	11,428.44	9,686.00	6,984.02	7,384.02	9,406.00
5263 · Water	6,066.25	3,554.00	9,093.86	9,593.86	7,830.00
Total 5260 · UTILITIES	33,647.88	29,502.00	34,581.33	36,081.33	36,912.00
5340 · COUNTY CHARGES	2,671.00	2,724.00	2,073.14	2,073.14	2,080.00
Total 3241e · FUND 3241 REC. Expense**	100,387.15	109,788.00	75,709.99	82,114.91	109,006.00
Total 6560 · PAYROLL EXPENSES *****	57,582.31	65,180.00	50,487.63	50,987.63	42,242.00
Total O&M Expense	157,969.46	174,968.00	126,197.62	133,102.54	151,248.00
Contingency Expense (10%)*		17,497.00			15,125.00
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	15,000.00
TOTAL EXPENSE *	157,969.46	272,465.00	126,407.62	133,312.54	181,373.00
Net Ordinary O&M Increase/Decrease	9,301.99	-3,374.00	-3,016.54	-9,921.46	-33,556.00
Net Including Contingency & Cap. Inc./Expense	9,301.99	-33,371.00	-3,226.54	-10,131.46	-63,681.00
Net Revenue	9,301.99	-33,371.00	-3,226.54	-10,131.46	-63,681.00

**CROCKETT RECREATION DEPARTMENT - PARKS DETAIL
PROPOSED BUDGET (6/8/2020) FY 2020/21**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month Actual</u>	<u>Estimated</u>	<u>Proposed</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	12.50	150.00
4879 · Tennis/restroom keys	410.00	600.00	534.00	584.00	600.00
4885 · Donations (operations)	0.00	200.00	0.00	0.00	200.00
Total 4000 · OPERATING REVENUE	2,396.71	950.00	534.00	596.50	950.00
4800 · NON-OPERATING REVENUE					
4802 · Recreation tax	40,696.00	36,878.00	36,768.00	36,768.00	46,579.00
4891.1 · Grants - RTS	17,507.00	30,000.00	24,533.00	24,533.00	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	85,795.61	85,795.61	143,079.00
Total 3241i · FUND 3241 REC. Income*****	60,765.96	166,828.00	86,329.61	86,392.11	144,029.00
Total Income	60,765.96	166,828.00	86,329.61	86,392.11	144,029.00
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	530.71	1,000.00
5135-5136 · Janitorial supplies & services	100.95	641.00	61.09	81.09	350.00
5140-5141 · Landscape suppl. & services	24,141.54	25,811.00	24,163.37	24,163.37	25,953.00
5142-5144 · Lighting and tennis supplies	312.12	300.00	176.07	221.07	300.00
Total 5130 · MAINTENANCE	29,412.37	27,752.00	24,847.90	24,996.24	27,603.00
5160 / 5165 · OTHER OPERATING					
5165.5 · Capital Replacements	4,604.85	20,700.00	7,999.18	7,999.18	17,500.00
5060 / 5165.9 / 5250 · Recov. / Other	1,362.50	200.00	41.63	58.30	200.00
Total 5165 · OTHER OPERATING	5,967.35	20,900.00	8,040.81	8,057.48	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	7,608.20	7,608.20	6,143.00
Total 3241e · FUND 3241 REC. Expense*****	45,211.05	60,232.00	44,647.81	44,812.82	55,805.00
6560 · PAYROLL EXPENSES *****	8,968.00	9,376.00	8,564.01	8,784.01	9,663.00
Total O&M Expense	54,179.05	69,608.00	53,211.82	53,596.83	65,468.00
Contingency Expense (10%) *	0.00	6,961.00	0.00	0.00	6,547.00
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	26,365.00	26,965.00	91,500.00
TOTAL EXPENSE *	56,651.05	166,569.00	79,576.82	80,561.83	163,515.00
Net Ordinary O&M Increase/Decrease	6,586.91	-1,780.00	33,117.79	32,795.28	-2,439.00
Net Including Contingency & Cap. Income/Expense	4,114.91	259.00	6,752.79	5,830.28	-19,486.00
Net Revenue	4,114.91	259.00	6,752.79	5,830.28	-19,486.00

**CROCKETT RECREATION DEPARTMENT - ADMINISTRATION DETAIL
PROPOSED BUDGET (6/8/2020) FY 2020/21**

	<u>PY Actual</u>	<u>Adopted</u>	<u>11 Month</u>	<u>Estimated</u>	<u>Proposed</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	292.09	298.34	175.00
Total 4000 · OPERATING REVENUE	97.75	75.00	292.09	298.34	175.00
4800 · NON-OPERATING REVENUE					
4010 · Property Tax transfer from 3240	58,000.00	52,747.00	49,000.00	49,000.00	46,279.00
4802 · Recreation tax	11,159.00	24,338.00	24,228.00	24,228.00	44,379.00
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	74,253.00	74,253.00	90,658.00
Total 3241i · FUND 3241 REC. Income*****	72,173.75	77,160.00	74,545.09	74,551.34	90,833.00
Total Income	72,173.75	77,160.00	74,545.09	74,551.34	90,833.00
Expense					
3241e · FUND 3241 REC. Expense*****					
5120 · SOFTWARE SUBSCRIPTIONS	465.23	500.00	1,199.87	1,259.87	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	573.05	631.38	850.00
5171/5172/5173 · OFFICE POSTAL/OFFICE	823.13	900.00	126.30	188.84	900.00
5180 · PROF. SVCS. (Attor./Audit./Consult.)	3,161.42	4,300.00	11,007.90	11,249.57	8,300.00
5190 · PUBLISH LEGAL NOTICES	280.17	250.00	587.90	587.90	500.00
5230 · TRAINING & CERTIFICATION	105.56	400.00	0.00	0.00	400.00
5250 · VEHICLE/TRAVEL REIMBURSEMENT	449.52	480.00	200.34	220.34	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	15,725.58	16,168.12	16,054.00
6560 · PAYROLL EXPENSES *****					
5010.1 · REC. MGR- Wage/Benefits (RW)	35,797.62	37,841.00	38,704.09	38,704.09	40,252.00
5011.1 · DIST. SECY- Wage/Benefits (SW)	1,871.41	2,156.00	3,345.16	3,716.16	4,876.00
5011.3 · GEN. MGR- Wage/Benefits (DMc)	22,588.48	20,265.00	21,970.12	21,970.12	21,393.00
5011.5 · ASST. MGR- Wage/Benefits	408.60	493.00	44.70	44.70	0.00
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	64,369.28	64,740.28	66,521.00
Total O&M Expense	70,102.03	70,145.00	80,094.86	80,908.40	82,575.00
Contingency Expense (10%)*		7,015.00			8,258.00
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	81,119.86	81,933.40	90,833.00
Net Ordinary Income	-628.28	0.00	-6,574.77	-7,382.06	0.00
Net Income	-628.28	0.00	-6,574.77	-7,382.06	0.00

**CROCKETT RECREATION DEPARTMENT - POLICE LIAISON DETAIL
PROPOSED BUDGET (6/8/20) FY 2020/21**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11 Mo. Actual</u>	<u>Estimated</u>	<u>Proposed</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	393.59	393.59	600.00
Total 3241i · FUND 3241 REC. Income*****	1,964.74	1,809.00	393.59	393.59	600.00
Total Income	1,964.74	1,809.00	393.59	393.59	600.00
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	102.31	150.00
Total 5165 · OTHER OPERATING	709.85	150.00	102.31	102.31	150.00
5171/5172 · OFFICE POSTAL/SUPPLIES	372.99	150.00	10.45	20.45	50.00
Total 3241e · FUND 3241 REC. Expense*****	1,082.84	300.00	112.76	122.76	200.00
6560 · PAYROLL EXPENSES *****					
5011 · Staff- Wage/Benefits	1,933.44	2,160.00	632.05	652.05	1,465.00
Total 6560 · PAYROLL EXPENSES *****	1,933.44	2,160.00	632.05	652.05	1,465.00
Total O&M Expense	3,016.28	2,460.00	744.81	774.81	1,665.00
Contingency 10%	0.00	246.00	0.00	0.00	166.00
Capital Project Funding Allocation / Expense	0.00	0.00	0.00	0.00	1,000.00
TOTAL EXPENSE	3,016.28	2,706.00	744.81	774.81	2,831.00
Net Including Capital Income/Expenses	-1,051.54	-897.00	-351.22	-381.22	-2,231.00
Net Income	-1,051.54	-897.00	-351.22	-381.22	-2,231.00

CAPITAL PROPOSED (6/8/2020) FY 20/21

	CAPITAL IMPROVEMENT	CAPITAL REPLACEMENT	GRANT FUNDED	RTS FUNDED	CAP RESERVE FUNDED	REC TAX or OTHER FUNDED	
COMMUNITY CENTER							
Repair bar floor		\$3,000.00		\$3,000			
Repair kitchen tiles		\$2,500.00			\$2,500		
Paint MPR		\$2,400.00			\$2,400		
Replacement Tables		\$3,500.00		\$3,500			
Replace fixtures in bathrooms		\$400.00		\$400			
New LED light fixtures	\$5,000.00			\$5,000			
New stage curtains		\$2,000.00		\$2,000			
Various Misc. Cap. Repl. items		\$5,000.00			\$5,000		
TOTAL	\$5,000.00	\$18,800.00					
AQUATICS CENTER							
Silicon roof for pool bld.	\$10,000.00			\$10,000			
Metered outdoor showers	\$5,000.00				\$5,000		
New pool cover winder		\$8,400.00			\$8,400		
New pool covers		\$8,000.00		\$8,000			
Various Cap. Repl. items		\$3,000.00			\$2,000		
TOTAL	\$15,000.00	\$19,400.00					
PARK, TENNIS, BOCCE							
Retaining Wall (Pomona/Pool)	\$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			
Replant park lawn		\$10,000.00		\$10,000			
Botta Memorial Bench (50%)	\$1,500.00				\$500	\$1,000	
Various Cap. Repl. items		\$2,000.00			\$2,000		
TOTAL	\$91,500.00	\$17,500.00					
POLICE LIAISON							
Botta Memorial Bench (50%)	\$1,000.00					\$1,000	
TOTAL	\$1,000.00	\$0.00					
NON-CAP O&M EXPENSES COVERED BY RTS FUNDING							
Annual camera maintenance (Comm 50%/Pool 50%)				\$4,980			
			SUB-TOTALS:	\$81,000	\$52,380	\$36,800	\$2,000
** Est. RTS funding in FY 20/21 is \$40,800			TOTAL:	\$172,180			

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
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e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Budget & Finance Committee / Board of Directors

FROM: General Manager *fm*

SUBJECT: Proposed FY 2020/2021 Budget

DATE: June 8, 2020

The Crockett Community Services District Board (CSD) is responsible for reviewing the Maintenance Department budget each year. The budget report includes an overview summary page and separate budget pages for the Memorial Hall, Bridgehead/Landscaping, and Plaza/Street Lighting/Fence cost centers.

The Maintenance Department will end the year with a net increase in cash. Maintenance Department share of Property Tax transfer from CSD Fund 3240 was completed in May. No substantial changes are anticipated prior to adoption of budget in June 2020.

HIGHLIGHTS

- The 2020 Walk of Honor Fundraising event has been cancelled due to the coronavirus pandemic. As such fundraising revenue was removed from the Memorial Hall cost center.
- Seismic foundation work at Memorial Hall did not occur in FY 19/20. Capital expenditures have been moved forward to FY 20/21, a total of \$344,000, with work anticipated to begin in the spring of 2021.
- Memorial Hall Park landscaping is being handled by the Recreation Department using funds from the Recreation park cost center.
- Donation of \$5,000 for the dog park was a pass-thru donation made to the independent Dog Park Committee in FY 19/20 which shows as Bridgehead Non-op expense line item under the Bridgehead cost center.
- The budget for FY 20/21 includes repayment of \$8,000 to the Recreation Department for Memorial Hall acquisition costs with funds coming from Property Tax revenue anticipated in December 2020.

SUMMARY

The Maintenance department will have a balanced budget for all cost centers. Property Tax revenue is anticipated to be the largest source of funding for operating costs. The independent and separate pursuit of a Maintenance Parcel Tax by the Crockett Improvement Association is not considered as any future changes to maintenance service generated by this proposed tax would not occur until FY 21/22 at the earliest. The Maintenance Department relies heavily on volunteers and concern remains as volunteers and donations shrink.

FY 20/21 MAINTENANCE DEPARTMENT PROPOSED BUDGET (6/8/2020) - FUND 3242 - OVERVIEW

	FY 2018-19	FY 2019-20	FY 2019-20	FY 2019-20 Est.	FY 2020-21
	Actual	Adopted	11-Month	Year-End	Proposed
<u>EXPENSES</u>					
Memorial Hall O&M	\$ 11,832	\$ 10,429	\$ 3,633	\$ 3,728	\$ 8,133
Bridgehead O&M	\$ 895	\$ 1,320	\$ 393	\$ 400	\$ 825
Plaza / Streetlights O&M	\$ 765	\$ 862	\$ 547	\$ 563	\$ 644
Port Costa Light. & Landscap. I	\$ -	\$ -	\$ -	\$ -	\$ 0
Sub-Total O&M Expense	\$ 13,492	\$ 12,611	\$ 4,573	\$ 4,691	\$ 9,602
Fixed Assets - Capital Expense					
Memorial Hall	\$ 7,638	\$ 322,000	\$ -	\$ -	\$ 344,000
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ 0
Plaza / Streetlights	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ 7,638	\$ 322,000	\$ -	\$ -	\$ 344,000
Contingency Reserve 10%	\$ -	\$ 1,261	\$ -	\$ -	\$ 960
Non-op Expenses	\$ 26,384	\$ 20,000	\$ 25,000	\$ 20,000	\$ 10,000
Interfund G/L non-op adj.	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000
TOTAL EXPENDITURES	\$ 47,514	\$ 363,872	\$ 29,573	\$ 24,691	\$ 372,562
TOTAL APROPRIATIONS	\$	\$ 363,872	\$	\$	\$ 372,562
<u>REVENUES</u>					
Operating Revenue					
Memorial Hall	\$ 2,793	\$ 2,000	\$ 300	\$ 300	\$ 1,000
Bridgehead	\$ 1,100	\$ 600	\$ 5,937	\$ 5,937	\$ 600
Plaza / Streetlights	\$ -	\$ 100	\$ -	\$ -	\$ 200
Total Operating Revenue	\$ 3,893	\$ 2,700	\$ 6,237	\$ 6,237	\$ 1,800
Non-Operating Revenue					
Memorial Hall	\$ 51,190	\$ 203,429	\$ 50,802	\$ 50,802	\$ 166,125
Bridgehead	\$ 520	\$ 852	\$ 816	\$ 816	\$ 888
Plaza / Streetlights	\$ 7,645	\$ 848	\$ 853	\$ 853	\$ 887
Total Non-Operating Revenue	\$ 59,355	\$ 205,129	\$ 52,471	\$ 52,471	\$ 167,900
TOTAL REVENUES	\$ 63,249	\$ 207,829	\$ 58,707	\$ 58,707	\$ 169,700
Net Increase (Decrease)	\$ 15,735	\$ (156,043)	\$ 29,135	\$ 34,017	\$ -202,862
<u>BALANCE OVERVIEW</u>					
FUND BALANCE (Beginning)	\$ 154,844.01	\$ 170,579.07	\$ 170,579.07	\$ 170,579.07	\$ 204,595.80
Estimated Revenue	\$ 63,248.68	\$ 207,829.00	\$ 58,707.48	\$ 58,707.48	\$ 169,700.00
Estimated Expenses	\$ 47,513.62	\$ 363,872.00	\$ 29,572.83	\$ 24,690.75	\$ 372,562.00
FUND BALANCE (End of Year)	\$ 170,579.07	\$ 14,536.07	\$ 199,713.72	\$ 204,595.80	\$ 1,733.80
Combined Payroll (Sal-Ben)	\$ 3,484	\$ 3,976	\$ 1,003	\$ 1,121.13	\$ 1,542

Note: Share of Property Tax held in Fund 3240 as of June 30, 2020 is \$140.87.

FY 20/21 MAINTENANCE DEPARTMENT PROPOSED BUDGET (6/8/2020) - FUND 3242 - MEMORIAL HALL

	<u>FY 2018-19</u> <u>Actual</u>	<u>FY 2019-20</u> <u>Adopted</u>	<u>FY 19-20</u> <u>11-Month</u>	<u>FY 19-20 Est.</u> <u>Year-End</u>	<u>FY 2020-21</u> <u>Proposed</u>
<u>EXPENSES</u>					
Memorial Hall O&M					
Insurance - Property	\$ 88	\$ 7	\$ 2	\$ 2	\$ 2
Maintenance - building	\$ 2,458	\$ 300	\$ -	\$ -	\$ 300
Capital Replacement - O&M	\$ 352	\$ 250	\$ -	\$ -	\$ 250
Utilities - electricity	\$ 194	\$ 480	\$ -	\$ -	\$ 480
Payroll Expenses and volunteer WC	\$ 2,523	\$ 2,792	\$ 782	\$ 877	\$ 1,001
Programs - events (WoH & other)	\$ 1,823	\$ 1,500	\$ -	\$ -	\$ 1,000
Prof. Svcs.- Engineer, Attorney, Audit	\$ 4,342	\$ 5,000	\$ 2,780	\$ 2,780	\$ 5,000
All Other- Office and other op	\$ 52	\$ 100	\$ 69	\$ 69	\$ 100
Total Memorial Hall O&M Expenses	\$ 11,832	\$ 10,429	\$ 3,633	\$ 3,728	\$ 8,133
Fixed Assets - Capital Expense					
MH Construction	\$ -	\$ 300,000	\$ -	\$ -	\$ 317,000
MH Engineering / Architect	\$ 7,638	\$ 20,000	\$ -	\$ -	\$ 25,000
MH Staff Cap Expense	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
Total Fixed Assets	\$ 7,638	\$ 322,000	\$ -	\$ -	\$ 344,000
Contingency Reserve 10%	\$ -	\$ 1,043	\$ -	\$ -	\$ 813
Memorial Hall Non-op	\$ 19,375	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000
Interfund G/L non-op trns adjust.	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000
TOTAL MEMORIAL HALL EXPENDITURES	\$ 38,844	\$ 361,472	\$ 23,633	\$ 23,728	\$ 370,946
<u>REVENUES</u>					
Operating Revenue					
Memorial Hall					
Donations (restricted)	\$ 1,593	\$ 1,000	\$ 200	\$ 200	\$ 500
Donations / fundraisers (ops)	\$ 1,200	\$ 1,000	\$ 100	\$ 100	\$ 500
Total Operating Revenue	\$ 2,793	\$ 2,000	\$ 300	\$ 300	\$ 1,000
Non-Operating Revenue					
Memorial Hall					
Property Tax	\$ -	\$ 5,399	\$ 5,390	\$ 5,390	\$ 13,370
Cost Recovery and other	\$ 5	\$ 15	\$ -	\$ -	\$ 25
Interest (non-operating)	\$ 2,692	\$ 3,015	\$ 3,412	\$ 3,412	\$ 2,730
Non-profit grants (non-op.)	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Walk of Honor fundraiser	\$ 25,000	\$ 25,000	\$ 22,000	\$ 22,000	\$ 0
RTS Co-gen pass-thru (for MH)	\$ 4,118	\$ -	\$ -	\$ -	\$ 0
Pass-through (WoH & other) *	\$ 19,375	\$ 20,000	\$ 20,000	\$ 20,000	\$ 0
Total Non-Operating Revenue	\$ 51,190	\$ 203,429	\$ 50,802	\$ 50,802	\$ 166,125
TOTAL REVENUES	\$ 53,984	\$ 205,429	\$ 51,102	\$ 51,102	\$ 167,125
Net Increase (Decrease) in Cash	\$ 15,139	\$ (156,043)	\$ 27,469	\$ 27,374	\$ -203,821

FY 20/21 MAINTENANCE DEPARTMENT PROPOSED BUDGET (6/8/2020) - FUND 3242 - PLAZA/STREETLIGHTS

	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2019-20</u>	<u>FY 2019-20 Est.</u>	<u>FY 2020-21</u>
	<u>Actual</u>	<u>Adopted</u>	<u>11-Month</u>	<u>Year-End</u>	<u>Proposed</u>
<u>EXPENSES</u>					
Plaza / Street Lighting / Fence					
Insurance - Property	\$ 512	\$ 528	\$ 527	\$ 527	\$ 553
Payroll Expenses	\$ 253	\$ 284	\$ 20	\$ 36	\$ 41
All Other - Maint., Office, Auditor, et	\$ -	\$ 50	\$ -	\$ -	\$ 50
Total Plaza / Streetlight / Fence O&M	\$ 765	\$ 862	\$ 547	\$ 563	\$ 644
Fixed Assets - Capital Expense					
Street Lighting / Fence / Plaza	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 0
Contingency Reserve 10%	\$ -	\$ 86	\$ -	\$ -	\$ 64
Plaza / Streetlights / Fence Non-op	\$ 7,009	\$ -	\$ -	\$ -	\$ -
TOTAL PLAZA/LIGHTS EXPENDITURES	\$ 7,774	\$ 948	\$ 547	\$ 563	\$ 708
<u>REVENUES</u>					
Operating Revenue					
Plaza/Streetlights/Fence					
Donations (restricted)	\$ -	\$ -	\$ -	\$ -	\$ 100
Donations / fundraisers (ops)	\$ -	\$ 100	\$ -	\$ -	\$ 100
Total Operating Revenue	\$ -	\$ 100	\$ -	\$ -	\$ 200
Non-Operating Revenue					
Plaza/Streetlights/Fence					
Property Tax *	\$ -	\$ 848	\$ 853	\$ 853	\$ 887
Cost Recovery and other	\$ 7,183	\$ -	\$ -	\$ -	\$ 0
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ 0
RTS Co-gen pass-thru	\$ 462	\$ -	\$ -	\$ -	\$ 0
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 7,645	\$ 848	\$ 853	\$ 853	\$ 887
TOTAL REVENUES	\$ 7,645	\$ 948	\$ 853	\$ 853	\$ 1,087
Net Increase (Decrease) in Cash	\$ (129)	\$ -	\$ 306	\$ 290	\$ 379

FY 20/21 MAINTENANCE DEPARTMENT PROPOSED BUDGET (6/8/2020) - FUND 3242 - BRIDGEHEAD

	<u>FY 2018-19</u> <u>Actual</u>	<u>FY 2019-20</u> <u>Adopted</u>	<u>FY 2019-20</u> <u>11-Month</u>	<u>FY 2019-20 Est.</u> <u>Year-End</u>	<u>FY 2020-21</u> <u>Prelim Budget</u>
<u>EXPENSES</u>					
Bridgehead / Landscaping					
Insurance - Liability	\$ 88	\$ -	\$ -	\$ -	\$ 0
Maintenance	\$ 86	\$ 250	\$ 192	\$ 192	\$ 250
Payroll Expenses and volunteer WC	\$ 415	\$ 900	\$ 201	\$ 208	\$ 500
Other Office, Attor., Audit., etc.	\$ -	\$ 170	\$ -	\$ -	\$ 75
Total Bridgehead O&M	\$ 588	\$ 1,320	\$ 393	\$ 400	\$ 825
Fixed Assets - Capital Expense					
Bridgehead	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 0
Contingency Reserve 10%	\$ -	\$ 132	\$ -	\$ -	\$ 83
Bridgehead Non-op	\$ -	\$ -	\$ 5,000	\$ -	\$ -
TOTAL BRIDGEHEAD EXPENDITURES	\$ 588	\$ 1,452	\$ 5,393	\$ 400	\$ 908
<u>REVENUES</u>					
Operating Revenue					
Bridgehead / Landscaping					
Donations (restricted)	\$ -	\$ 500	\$ 5,742	\$ 5,742	\$ 500
Donations / fundraisers (ops)	\$ -	\$ 100	\$ 195	\$ 195	\$ 100
Total Operating Revenue	\$ -	\$ 600	\$ 5,937	\$ 5,937	\$ 600
Non-Operating Revenue					
Bridgehead / Landscaping					
Property Tax *	\$ -	\$ 812	\$ 816	\$ 816	\$ 848
Cost Recovery	\$ -	\$ 40	\$ -	\$ -	\$ 40
Non-profit grants (non-op.)	\$ -	\$ -	\$ -	\$ -	\$ 0
RTS Co-gen pass-thru	\$ 140	\$ -	\$ -	\$ -	\$ 0
Pass-through (other) *	\$ -	\$ -	\$ -	\$ -	\$ 0
Total Non-Operating Revenue	\$ 140	\$ 852	\$ 816	\$ 816	\$ 888
TOTAL REVENUES	\$ 140	\$ 1,452	\$ 6,753	\$ 6,753	\$ 1,488
Net Increase (Decrease) in Cash	\$ (448)	\$ -	\$ 1,360	\$ 6,352	\$ 580

* If ordinance allowing use of property tax is adopted by the Board, otherwise from RTS or elsewhere.

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commissioners and Board of Directors

FROM: General Manager 

SUBJECT: Proposed FY 2020/21 Budget

DATE: June 4, 2020

The 11-month Port Costa Sanitary Department Budget Report details are incorporated within the attached proposed Fiscal Year (FY) 20/21 budget.

The Port Costa Sanitary Department will have a deficit by fiscal year end but will not need to adopt a revised budget as the District will not end the year with a deficit. The Board will consider the proposed District budget on June 24, 2020.

HIGHLIGHTS

- The Port Costa Sanitary Department will end the year June 30, 2020 with \$97,530 in Fund 3425, which is enough to carry it for 6-months until Sewer Use Charge revenue (#301.0) is received. If receipt of revenue is deferred along with of property tax payments for property owners impacted by the coronavirus pandemic staff will work with the county to continue payment of bills until revenue is received.
- Regular septic tank cleaning (#416.96) will occur as requested by operators to avoid future major septic tank cleaning projects. Included in Capital Sewer Projects (#111.x) is \$5,000 for cutting maintenance hatches in the septic tank. This work will be scheduled based on engineer and operator recommendation and may be in phases if budget does not allow completion in one year.
- Payroll costs for Port Costa will remain about the same in FY 20/21. While the large septic tank cleaning project was the driving force for increased payroll costs in FY 19/20 there are incidental costs increases, such as health benefit offerings that began in 2020, that have been factored into the FY 20/21 budget.
- The exhausted Operating Reserves must be rebuilt over the next 2 to 5 years. A total of \$29K is budgeted for FY 20/21 along with a contingency reserve of \$17,397.
- The backup chemical pump capital project is still pending and will not occur this fiscal year. The item has been moved to the capital budget for FY 20/21.

ACTION

Review the proposed budget and form recommendation to the Board for adoption on June 24, 2020.

FY 2020-2021 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED 6/4/2020

	<u>PY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2019-20 Est.</u>	<u>FY 2020-21</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Prelim Budget</u>
Collection System				
Liability Insurance	\$ 3,723	\$ 4,178	\$ 4,282	\$ 4,453
Profess. Services.	\$ 1,000	\$ 1,000	\$ 0	\$ 1,000
Sewers Maint.	\$ 14,808	\$ 10,000	\$ 8,110	\$ 10,000
Other Operating	\$ 1,800	\$ 1,000	\$ 157	\$ 1,000
Permits & Fees	\$ 2,286	\$ 2,331	\$ 2,625	\$ 2,678
Total Collection System	\$ 23,617	\$ 18,509	\$ 15,174	\$ 19,131
Treatment Plant				
Generator fuel / oil	\$ 60	\$ 100	\$ 266	\$ 300
Property Insurance	\$ 974	\$ 1,217	\$ 1,207	\$ 1,267
Contract Operator	\$ 48,000	\$ 54,000	\$ 47,080	\$ 55,200
Chemicals	\$ 4,523	\$ 3,500	\$ 3,112	\$ 3,937
Hardware/Supplies & Misc.	\$ 294	\$ 800	\$ 1,034	\$ 1,000
Profess. Svcs. (Engineer, Lab, Technici	\$ 19,827	\$ 20,772	\$ 13,151	\$ 15,803
Electricity	\$ 3,186	\$ 3,074	\$ 3,595	\$ 3,560
Alarm system phone	\$ 1,586	\$ 1,580	\$ 1,307	\$ 1,580
Cap. Replacement	\$ 2,820	\$ 3,000	\$ 45,649	\$ 3,000
Operating fees/permits	\$ 4,551	\$ 4,395	\$ 6,782	\$ 6,918
Other Operating - septic cleaning	\$ 0	\$ 43,000	\$ 226,250	\$ 12,000
Total Treatment Plant	\$ 85,821	\$ 135,438	\$ 349,432	\$ 104,565
Adminstrative				
Elections	\$ 77	\$ 0	\$ 0	\$ 80
Crime Insurance	\$ 22	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,427	\$ 2,480	\$ 1,675	\$ 1,709
Office / Postal	\$ 218	\$ 250	\$ 158	\$ 250
Profess. Svcs.(admin)	\$ 1,774	\$ 3,500	\$ 11,607	\$ 6,955
Printing/Publishing	\$ 1,424	\$ 1,412	\$ 265	\$ 273
Software Subscription	\$ 171	\$ 350	\$ 1,320	\$ 1,346
Vehicle/Travel/Meetings	\$ 89	\$ 100	\$ 213	\$ 150
Other	\$ 773	\$ 1,600	\$ 310	\$ 1,000
County Charges	\$ 686	\$ 660	\$ 1,033	\$ 1,075
Sub-Total Administrative	\$ 7,660	\$ 10,377	\$ 16,607	\$ 12,863
Salaries and Benefits (O&M)	\$ 20,313	\$ 25,589	\$ 37,075	\$ 37,411
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 27,973	\$ 35,966	\$ 53,682	\$ 50,274
Total O&M Expenses	\$ 137,410	\$ 189,913	\$ 418,288	\$ 173,970
Non-Operational Expenses				
Loan Principle	\$ 89,932	\$ 36,474	\$ 0	\$ 76,063
Loan Interest on PY Cap Projects	\$ 12,236	\$ 12,692	\$ 0	\$ 15,107
Non-Op Other	\$ 7,100	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 6,240	\$ 68,000	\$ 28,561	\$ 28,000
Allocation to operating reserves	\$ 0	\$ 35,000	\$ 0	\$ 29,000
Contingency Reserve	\$ 0	\$ 18,991	\$ 0	\$ 17,397
Total Expenditures	\$ 252,918	\$ 361,070	\$ 446,848	\$ 339,537
TOTAL APPROPRIATIONS	\$ 252,918	\$ 361,070	\$ 446,848	\$ 339,537
TOTAL REVENUES				
Sewer use charge	\$ 262,501	\$ 272,528	\$ 272,528	\$ 300,165
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 60	\$ 180	\$ 120	\$ 180
Interest (non-op)	\$ 939	\$ 1,483	\$ 1,797	\$ 360
Misc fees / cost recovery (ops)	\$ 0	\$ 3,403	\$ 3,712	\$ 2,783
Grants / Interdept Loan (no-op)	\$ 0	\$ 0	\$ 150,000	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (6/4/2020)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	11 Month Actual	Est. Year End	Prelim Budget
	FY 18/19	FY 19/20	FY 19/20	FY 19/20	FY 20/21
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,723.03	4,178.00	4,282.36	4,282.36	4,453.00
415.55 · PROF. SVCS. (Coll.)	1,000.00	1,000.00	0.00	0.00	1,000.00
415.70 · MAINTENANCE	14,807.50	10,000.00	7,710.00	8,110.00	10,000.00
415.96 · OTHER OPERATING (Coll.)	1,800.00	1,000.00	156.72	156.72	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,286.00	2,331.00	2,625.00	2,625.00	2,678.00
Total 415 · SEWAGE COLLECTION *****	23,616.53	18,509.00	14,774.08	15,174.08	19,131.00
416.25 · GASOLINE, OIL, FUEL	\$60.07	\$100.00	\$265.85	\$265.85	\$300.00
416.31 · INSURANCE - Property	\$974.35	\$1,217.00	\$1,207.09	\$1,207.09	\$1,267.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$54,000.00	\$42,680.00	\$47,080.00	\$55,200.00
416.51.2pc · Chemicals	\$4,523.13	\$3,500.00	\$2,550.09	\$3,112.09	\$3,937.00
416.51.3pc · Hardware, Supplies, & Misc	\$293.52	\$800.00	\$978.63	\$1,033.63	\$1,000.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$8,341.25	\$5,000.00	\$62.50	\$62.50	\$2,000.00
416.56.3pc · Prof. Svcs. -Technician	\$3,010.00	\$5,000.00	\$2,000.00	\$2,000.00	\$3,500.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$8,476.00	\$10,572.00	\$10,323.00	\$11,088.00	\$10,103.00
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
416.91.1pc · Electricity	\$3,185.61	\$3,074.00	\$3,594.57	\$3,594.57	\$3,560.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,585.56	\$1,580.00	\$1,269.03	\$1,306.57	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$2,820.31	\$3,000.00	\$45,649.19	\$45,649.19	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,551.00	\$4,395.00	\$6,377.00	\$6,782.00	\$6,918.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$0.00	\$43,000.00	\$211,250.39	\$211,250.39	\$12,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
Total 416 · SEWAGE TREATMENT *****	85,820.80	135,438.00	343,207.34	349,431.88	104,565.00
417. ADMIN/GENERAL					
417.21 · ELECTIONS	77.18	0.00	0.00	0.00	80.00
417.31 · INSURANCE -Crime(employee bond)	21.50	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,427.00	2,480.00	1,675.00	1,675.00	1,709.00
417.41 · OFFICE POSTAL / SUPPLIES	217.98	250.00	139.22	158.22	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,773.98	3,500.00	10,107.43	11,607.43	6,955.00
417.61 · PRINTING/ PUBLISHING	1,424.36	1,412.00	244.74	264.74	273.00
417.70 · SOFTWARE SUBSCRIPTION	170.53	350.00	1,285.63	1,319.80	1,346.00
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	88.90	100.00	204.92	213.25	150.00
417.96 · OTHER ADMIN. / RECOVERY	772.97	1,600.00	310.39	310.39	1,000.00
417.96.3pc · County Charges	685.71	660.00	1,033.17	1,033.17	1,075.00
Total 417 · ADMIN / GENERAL *****	7,660.11	10,377.00	15,000.50	16,607.00	12,863.00
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	20,312.59	25,589.00	34,606.20	36,449.07	36,761.00
6560.2 · CalPERS Unfunded Liability	0.00	0.00	625.58	625.58	650.00
Total 6560 · PAYROLL EXPENSES *****	20,312.59	25,589.00	35,231.78	37,074.65	37,411.00
Total O&M Expense	137,410.03	189,913.00	408,213.70	418,287.61	173,970.00
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	89,931.51	36,474.00	0.00	0.00	76,063.00
419.1 · Loan Interest - Non-Op Expense	12,236.13	12,692.00	0.00	0.00	15,107.00
111.x · Capitol Sewer Projects and CCTV	6,240.00	68,000.00	28,560.75	28,560.75	28,000.00
419 · Non-Op Expense - Other	7,100.00	0.00	0.00	0.00	0.00
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		30,000.00			10,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		2,000.00			10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		3,000.00			4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		0.00			5,000.00
Contingency 10%		18,991.00			17,397.00
TOTAL EXPENSES	\$252,917.67	\$361,070.00	\$436,774.45	\$446,848.36	\$339,537.00
Net Ordinary O&M Income	126,090.28	87,681.00	19,743.92	9,870.01	129,518.00
Net Include. Contingency, Capital, & Reserves	\$10,582.64	(83,476.00)	(8,816.83)	(18,690.74)	\$ (36,049.00)

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (6/4/2020)**

Sewer Use Charge \$2,245

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 18/19	Adopted FY 19/20	11 Month Actual FY 19/20	Est. Year End FY 19/20	Proposed Budget FY 20/21
301.0 Sewer use charge	\$262,501.00	\$272,528.00	\$272,528.00	\$272,528	\$300,165.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$60.00	\$180.00	\$120.00	\$120.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTALS O&M	\$262,561.00	\$272,708.00	\$272,648.00	\$272,648.00	\$300,345.00
311.0 Interest	\$939.31	\$1,483.00	\$1,797.31	\$1,797.31	\$360.00
318.0 Cost recovery (Non-op)	\$0.00	\$3,403.00	\$3,512.31	\$3,712.31	\$2,783.00
317.0 Inter-department Loan	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$263,500.31	\$277,594.00	\$427,957.62	\$428,157.62	\$303,488.00

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 18/19	ADOPTED FY 19/20	11 Month Actual FY 19/20	ESTIMATED YEAR END FY 19/20	PROPOSED BUDGET FY 20/21
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 16,820.15	\$ 28,820.15	\$ 28,820.15	\$ 28,820.15	\$ -
Discharge Permit Reserve	\$ 29,946.25	\$ 32,908.75	\$ 32,908.75	\$ 32,908.75	\$ -
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over (unallocated)	\$ 42,871.48	\$ 34,491.62	\$ 34,491.62	\$ 34,491.62	\$ 97,529.78
TOTAL OPENING CASH BALANCE	\$ 105,637.88	\$ 116,220.52	\$ 116,220.52	\$ 116,220.52	\$ 97,529.78
ESTIMATED REVENUE	\$263,500.31	\$277,594.00	\$427,957.62	\$428,157.62	\$ 303,488.00
ESTIMATED O&M EXPENSES	\$ (137,410.03)	\$ (189,913.00)	\$ (408,213.70)	\$ (418,287.61)	\$ (173,970.00)
ESTIMATED CAP. PROJ. EXPENSES	\$ (6,240.00)	\$ (68,000.00)	\$ (28,560.75)	\$ (28,560.75)	\$ (28,000.00)
ESTIMATED LOAN PRINCIPAL	\$ (89,931.51)	\$ (36,474.00)	\$ -	\$ -	\$ (76,063.00)
ESTIMATED LOAN INTEREST	\$ (12,236.13)	\$ (12,692.00)	\$ -	\$ -	\$ (15,107.00)
NON-OPERATING EXPENSE - OTH	\$ (7,100.00)	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Rese	\$ 28,820.15	\$ 15,820.15	\$ -	\$ -	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ 34,908.75	\$ 34,908.75	\$ -	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ 5,000.00
Contingency ***	\$ -	\$ 18,991.00	\$ -	\$ -	\$ 17,397.00
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over(unallocated)	\$ 34,491.62	\$ (5,984.38)	\$ 57,494.94	\$ 97,529.78	\$ 61,480.78
TOTAL CLOSING FUND BALANCE	\$ 116,220.52	\$ 86,735.52	\$ 107,403.69	\$ 97,529.78	\$ 107,877.78

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 19/20	Est. Ending FY 19/20	Principle Pay FY 20/21	Est. Ending FY 20/21
Crockett Sanitary (WestA Refi)	\$277,963.36	\$277,963.36	\$73,976.87	\$203,986.49
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$0.00	\$150,000.00	\$0.00	\$150,000.00
Total Debt	\$302,196.85	\$452,196.85	\$73,976.87	\$378,219.98

Capital Projects for FY 2020/21 *Proposed (6/4/2020)*

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$5,000.00		\$5,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
TOTAL	<u>\$15,000.00</u>		

TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$5,000.00	\$5,000.00
Sump high alarm		\$1,500.00	\$1,500.00
Backup chemical pump		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00	\$8,000.00
TOTAL	<u>\$3,000.00</u>	<u>\$13,000.00</u>	

EQUIPMENT	CAPITAL IMPROVEMENTS	
No tools or equipment planned	\$0.00	
TOTAL	<u>\$0.00</u>	
		<u>\$31,000.00</u>

Future Capital Reserve for large WWTP projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
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e-mail: manager@town.crockett.ca.us
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TO: Crockett Sanitary Commissioners and Board of Directors

FROM: General Manager 

SUBJECT: Proposed FY 2020/2021 Budget

DATE: June 8, 2020

The 11-month FY 19/20 Crockett Sanitary Budget Report details are incorporated within the proposed FY 20/21 budget. The Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves will not be used this year. No budget deficit is forecast for the Crockett Sanitary Department for the year ending June 30, 2020 and there is no need to revise its current budget.

HIGHLIGHTS

- Collection system sewer replacement projects remain relatively unchanged from what was presented in May, \$771,785 has been budgeted for sewer projects in FY 20/21. It is estimated that \$762,746 will have been spent on sewer projects by the end of this fiscal year.
- West County Wastewater District (WCWD) has cut their collection system maintenance schedules in half during the COVID-19 crisis and is anticipating addressing the deferred backlog over six months after the emergency order is lifted by the county. As such, the estimates for Pump Station Operations & Maintenance (O&M) for FY 19/20 and the first few months of FY 20/21 has been lowered.
- Rate Stabilization Reserve is anticipated to be \$2,092,795 on June 30, 2020. The Bartle Wells study of 2012 projected a reserve of \$2.2 M by June 30, 2020. The department is on target to reach the goal of \$2.5 M in reserves by 2022.
- Joint-Treatment-Plant (JTP) O&M expenses (#411.50) remain the largest expense of the Crockett Sanitary Department. Expenses were lower this year as it was a dry winter. A credit of \$43,232 was received from C&H Sugar after the JTP annual cost reallocation was completed for the period April 1, 2019 to March 31, 2020.
- The budget includes expense line items for the anticipated acquisition of the Hosselkus Chapel for use as sanitary department offices and garage. These items are found on page 3, accounts #414.65 thru #414.75, for a total \$89,236. The allocation of \$30,000 for rent will be for the anticipated shared use of the facility that benefits the sanitary department. The Board has authorized the purchase of the Hosselkus Chapel with final offer price dependent on negotiation of asbestos removal and restoration of drywall.
- Payroll expenses will increase both for existing staff and for anticipated new part-time hire. The District Board has formed an Ad Hoc committee to look at staffing workload and will formulate recommendations for efficient operations of the departments. The Crockett Sanitary Department has added \$32K to the budget as a placeholder for additional O&M part time staff,

this may change after feedback from the Ad Hoc committee. Contracted capital project oversight is included in the capital budget in the amount of \$53,986, this amount may be used for in-house staff salary for oversight of capital sewer projects.

- Minor adjustments to various expense line items have been made to the preliminary budget.

Total O&M expenditures for FY 20/21 are estimated to be \$1,433,570 which is below total operating revenue of \$1,641,492 anticipated.

Sewer projects comprise most of the capital expenditure in FY 19/20 with only a few small projects completed at the Joint Treatment Plant and Crockett Pump Station. WCWD and C&H have not provided feedback on the proposed Capital Replacement and Capital Improvement projects budgeted for FY 20/21. Collection sewer system projects will remain the largest share of capital projects, budgeted at \$771,785 for FY 20/21.

FY 2020-21 CROCKETT SANITARY DEPARTMENT BUDGET - FUND 3426 PROPOSED - 6/8/2020

	PY 2018-19	FY 2019-20	FY 2019-20 Est.	FY 2020-21
	Actual	Approved	Year End	Proposed
Collection System				
Loan Principal	\$ 75,684	\$ 78,545	\$ 78,545	\$ 81,525
Gas, Fuel, Vehicle (District owned)	\$ 1,882	\$ 1,000	\$ 870	\$ 1,376
Insurance	\$ 32,321	\$ 35,918	\$ 34,848	\$ 37,611
West County O&M Pump Station	\$ 26,593	\$ 40,665	\$ 39,541	\$ 41,519
Prof. Services (Collection Sys) Non WCWD	\$ 7,804	\$ 12,000	\$ 3,897	\$ 6,000
Rent/Lease Easements	\$ 2,448	\$ 2,500	\$ 2,485	\$ 2,500
Maintenance (CSO) Paulsell & WCWD	\$ 86,499	\$ 89,682	\$ 95,459	\$ 102,841
Utilities	\$ 28,870	\$ 32,150	\$ 33,704	\$ 33,602
Cap. Replacement (O&M) Pump Station	\$ 2,079	\$ 30,300	\$ 0	\$ 28,000
Other	\$ 1,412	\$ 3,500	\$ 10,070	\$ 3,140
Total Collection System	\$ 265,595	\$ 326,260	\$ 299,419	\$ 338,114
Treatment Plant				
JTP Operations & Maint - C&H	\$ 684,771	\$ 720,123	\$ 603,709	\$ 710,754
Capital Replacement (O&M) JTP	\$ 20,267	\$ 11,893	\$ 8,813	\$ 11,893
Total Treatment Plant	\$ 705,038	\$ 732,016	\$ 612,522	\$ 722,647
Administrative				
Elections	\$ 1,051	\$ 0	\$ 0	\$ 1,060
Membership	\$ 4,681	\$ 4,800	\$ 4,750	\$ 4,800
Office - Supplies/Postal/Misc.	\$ 5,040	\$ 5,217	\$ 5,084	\$ 5,466
Professional Services (Admin)	\$ 8,981	\$ 61,905	\$ 37,960	\$ 45,374
Printing / Publishing	\$ 2,039	\$ 1,800	\$ 2,522	\$ 1,800
Rents/Leases - Office Space	\$ 2,400	\$ 3,000	\$ 3,000	\$ 30,000
Capital Replacement (Admin Bldg.)	\$ 0	\$ 0	\$ 0	\$ 46,000
Admin Bldg Office Operating	\$ 0	\$ 0	\$ 0	\$ 13,236
Travel/Meetings/Vehicle	\$ 683	\$ 800	\$ 687	\$ 800
Telephone and Internet	\$ 3,369	\$ 3,500	\$ 3,739	\$ 3,600
Software subscriptions	\$ 1,584	\$ 27,840	\$ 15,125	\$ 14,056
County & State Charges	\$ 6,618	\$ 6,650	\$ 6,917	\$ 7,400
Recoverable Expenses / Other Misc.	\$ 12,079	\$ 9,000	\$ 15,701	\$ 9,000
Training and Conferences	\$ 525	\$ 1,500	\$ 1,416	\$ 1,500
Sub-Total Administrative	\$ 49,049	\$ 126,012	\$ 96,901	\$ 184,092
Salaries and Benefits (O&M)	\$ 116,478	\$ 136,491	\$ 140,840	\$ 180,309
Other Payroll Exp. (WC liab, LTD, etc.)	\$ 6,396	\$ 100	\$ 8,158	\$ 8,408
Total Administrative	\$ 171,923	\$ 262,603	\$ 245,899	\$ 372,809
Fixed Assets				
Capital Projects Allocation	\$ 152,045	\$ 391,122	\$ 819,801	\$ 700,974
423 Other Non-Op Interfund trsfr to 3427	\$ 2,425	\$ 8,084	\$ 4,850	\$ 7,275
Total Fixed Assets	\$ 154,470	\$ 399,206	\$ 824,651	\$ 708,249
Interfund loan to Port Costa	\$ 0	\$ 0	\$ 150,000	\$ 0
Non-operation expenses	\$ 26,805	\$ 23,544	\$ 61,770	\$ 20,563
Contingency Expense 10%	\$ 0	\$ 132,088	\$ 0	\$ 143,357
Payroll Liability G/L Adjustment	\$ 499	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 1,324,329	\$ 1,875,717	\$ 2,194,261	\$ 2,305,739
TOTAL APPROPRIATIONS	\$	\$ 1,875,717	\$	\$ 2,305,739
TOTAL REVENUES				
Property Tax	\$ 323,000	\$ 305,920	\$ 318,000	\$ 310,887
Sewer Use Charges	\$ 1,333,295	\$ 1,328,293	\$ 1,332,213	\$ 1,423,521
Sewer Use Charges - C&H	\$ 190,967	\$ 190,967	\$ 190,967	\$ 196,696
Permit fees	\$ 1,800	\$ 3,000	\$ 1,692	\$ 3,000
Capacity charges	\$ 2,425	\$ 2,425	\$ 4,850	\$ 7,275
Building Rental Revenue	\$ 0	\$ 0	\$ 0	\$ 8,000
Interest (non-op)	\$ 63,046	\$ 69,351	\$ 66,428	\$ 28,414
Cost Recovery including payroll	\$ 13,437	\$ 2,000	\$ 53,786	\$ 2,000
Grants - RTS (non-op) and others	\$ 47,330	\$ 40,869	\$ 42,968	\$ 32,226
Interfund transfer 3427	\$ 11,599	\$ 106,387	\$ 16,862	\$ 106,387
Loan repayment from Port Costa	\$ 89,932	\$ 36,474	\$ 0	\$ 73,977
Other - Penalties, pass thru, bonds, etc.	\$ 14,206	\$ 14,082	\$ 9,648	\$ 12,221
Allocation from Rate Stabilization Reserve	\$ 0	\$ 0	\$ 0	\$ 0

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 PROPOSED (6/8/2020)**

	<u>PY Actual</u>	<u>Estimated</u>	<u>Proposed Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
GENERAL FUND 3426: CASH BUDGET DETAIL *****			
Opening Cash Balance			
Contingency Fund roll-over *	-	-	-
Capital Account Balance Carryover	605,792.08	1,171,649.18	928,181.63
Rate Stabilization Reserve	1,822,184.98	2,023,036.24	2,092,795.12
TOTAL OPENING CASH BALANCE	2,427,977.06	3,194,685.42	3,020,976.75
ESTIMATED REVENUES (excl. PCSan Repay & 3427 Trns)	1,989,505.33	2,020,552.64	2,024,240.00
Interdepartment receivable Port Costa Loans	89,931.51	0.00	73,977.00
Const. Fund 3427 Transfer for projects	11,599.31	16,862.03	106,387.00
ESTIMATED O&M OUTLAY EXPENSE	-1,142,554.07	-1,157,840.02	-1,433,570.00
Interdepartment loan to Port Costa (#3)	0.00	-150,000.00	0.00
ESTIMATED CAPITAL OUTLAY EXPENSE	-120,045.24	-787,800.85	-1,117,972.00
Contingency Expense 10% *	0.00	0.00	-143,357.00
Non-Op Expense / Cash Bond Refunds	-26,804.98	-61,770.44	-20,563.00
Transfer to Capital Construction Fund # 3427 **	-34,425.00	-36,850.00	-39,275.00
Transfer from Capital Reserve Fund # 3429	0.00	0.00	0.00
Payroll Liability G/L Adjustment	-498.50	0.00	0.00
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE			
Capital Account Balance in Fund #3426	1,171,649.18	928,181.63	224,506.63
Rate Stabilization Reserve	2,023,036.24	2,092,795.12	2,246,337.12
TOTAL PROJECTED CLOSING YEAR-END CASH BALANCE ***	3,183,086.11	3,020,976.75	2,470,843.75

* Any unused contingency at year-end allocated to Rate Stabilization Reserve

** Includes Clarifier Reserve and Capacity Charges collected

*** Total excluding taxes held in 3240

INVESTMENT ASSETS OUTSIDE FUND 3426 *****			
Accrued Debt PCSan Beginning Balance	392,128.36	302,196.85	452,196.85
Interdepartment Loan #3 from CVSAN	0.00	150,000.00	0.00
Loan Prinipal Payments	-89,931.51	0.00	-73,977.00
Accrued Debt PCSan Ending Balance	302,196.85	452,196.85	378,219.85

CSD GENERAL FUND 3240: CASH BUDGET DETAIL *****			
Property Taxes Held in 3240 Beginning Balance	47,055.22	39,996.19	38,879.95
Property Taxes Held in 3240 Ending Balance	39,996.19	38,879.95	40,000.00
Difference (increase / decrease)	-7,059.03	-1,116.24	1,120.05

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/21 (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Proposed</u> <u>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>
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,333,295.01	1,328,293.00	1,332,213.27	1,332,213.27	1,423,521.00
301.2 · SEWER USE CHARGES - PY	0.00	0.00	0.00	0.00	0.00
301.3 · SEWER USE CHARGES - C&H **	190,966.95	190,967.00	143,225.20	190,966.95	196,696.00
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,800.00	3,000.00	1,572.20	1,692.20	3,000.00
303 · CONNECTION / CAPACITY CHARGES	2,425.00	2,425.00	4,850.00	4,850.00	7,275.00
304 · BUILDING RENTAL REVENUE	0.00	0.00	0.00	0.00	8,000.00
307 · PENALTIES AND FINES COLLECTED	500.00	1,000.00	74.88	74.88	1,000.00
318 · COST RECOVERY					
318.2 · Abatement Costs	504.06	1,000.00	0.00	0.00	1,000.00
318.1 .3 .6 · C&H reimburse and Other	12,932.50	1,000.00	13,559.92	53,786.32	1,000.00
Total 318 · COST RECOVERY	13,436.56	2,000.00	13,559.92	53,786.32	2,000.00
Total 300 · OPERATING REVENUE	1,542,423.52	1,527,685.00	1,495,495.47	1,583,583.62	1,641,492.00
325 · NON-OPERATING REVENUE					
311 · INTEREST	63,046.28	69,351.00	66,428.18	66,428.18	28,414.00
314 · PROPERTY TAX-transfer from 3240	323,000.00	305,920.00	318,000.00	318,000.00	310,887.00
316 · PAYMENTS PRIVATE SEWER AGRMT	6,722.38	7,682.00	7,662.84	7,662.84	6,221.00
319 · GRANTS / RTS	47,330.00	40,869.00	42,968.00	42,968.00	32,226.00
320 · OTHER NON-OP INCOME / PASSTHRU	2,983.15	2,400.00	910.00	910.00	2,000.00
322 · INTERFUND TRANSFER FROM 3427	11,599.31	106,387.00	16,862.03	16,862.03	106,387.00
325.8 · CONTRACTOR BONDS	4,000.00	3,000.00	1,000.00	1,000.00	3,000.00
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	89,931.51	36,474.00	0.00	0.00	73,977.00
Total 325 · NON-OPERATING REVENUE	548,612.63	572,083.00	453,831.05	453,831.05	563,112.00
Allocation from Rate Stabilization Reserve	0.00	0.00	0.00	0.00	0.00
Interfund G/L non-operating income adj.	0.00	0.00	0.00	0.00	0.00
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,091,036.15	2,099,768.00	1,949,326.52	2,037,414.67	2,204,604.00

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/21 (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month Actuals</u>	<u>Estimated Current Year</u>	<u>Proposed 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>
GENERAL FUND 3426 - Expense					
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	75,684.46	78,545.00	78,545.40	78,545.40	81,525.00
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	1,881.96	1,000.00	786.46	869.79	1,376.00
410.30 · INSURANCE	32,321.37	35,918.00	34,724.67	34,847.77	37,611.00
410.50 · WEST COUNTY O&M (PS)	26,593.43	40,665.00	39,541.02	39,541.02	41,519.00
410.55 · PROF. SVCS. (Coll.)	7,804.32	12,000.00	3,896.50	3,896.50	6,000.00
410.65 · RENT/LEASE EASEMENTS	2,448.10	2,500.00	2,484.70	2,484.70	2,500.00
410.70 · MAINTENANCE			0.00		
70.1 · Sewers - preventive maint.	83,874.54	86,882.00	84,927.62	94,927.62	98,341.00
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	2,624.76	2,800.00	531.70	531.70	4,500.00
Total 410.70 · MAINTENANCE	86,499.30	89,682.00	85,459.32	95,459.32	102,841.00
410.90 · UTILITIES					
90.6 · Autodialer Alarm	0.00	0.00	1,978.22	2,037.26	717.00
90.1 · Electricity	27,943.44	31,016.00	29,487.80	29,487.80	30,962.00
90.2 · Water	926.29	1,134.00	1,990.36	2,179.36	1,923.00
Total 410.90 · UTILITIES	28,869.73	32,150.00	33,456.38	33,704.42	33,602.00
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	2,078.84	30,300.00	0.00	0.00	28,000.00
95.2 · Other Operating Costs + HHW	1,412.00	3,500.00	9,570.00	10,070.00	3,140.00
Total 410.95 · OTHER OPERATING (Coll.)	3,490.84	33,800.00	9,570.00	10,070.00	31,140.00
Total 410 · COLLECTION SYSTEM *****	265,593.51	326,260.00	288,464.45	299,418.92	338,114.00
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	684,770.52	720,123.00	549,621.06	603,709.06	710,754.00
411.95 · CAPITAL REPLACEMENT (Treat)	20,267.07	11,893.00	6,285.37	8,813.37	11,893.00
Total 411 · TREATMENT PLANT *****	705,037.59	732,016.00	555,906.43	612,522.43	722,647.00
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	1,051.23	0.00	0.00	0.00	1,060.00
414.35 · MEMBERSHIPS	4,680.52	4,800.00	4,650.43	4,750.43	4,800.00
414.40 · OFFICE					
40.1 · Postal	1,523.61	1,400.00	915.55	948.88	1,400.00
40.2 · Supplies	1,842.34	2,017.00	2,324.81	2,474.81	2,266.00
40.3 · Miscellany	1,674.00	1,800.00	1,510.00	1,660.00	1,800.00
Total 414.40 · OFFICE	5,039.95	5,217.00	4,750.36	5,083.69	5,466.00
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants (Appraisal / Financial / RG	0.00	0.00	7,557.73	7,807.73	3,008.00
55.4 · Attorney	5,181.39	6,250.00	16,373.35	16,894.18	13,515.00
55.5 · Auditor	3,799.24	5,655.00	6,524.92	6,524.92	6,851.00
55.6 · Engineer / Consultants (non-Capl)	0.00	50,000.00	6,732.75	6,732.75	22,000.00
Total 414.55 · PROF. SVCS. (Admin.)	8,980.63	61,905.00	37,188.75	37,959.58	45,374.00
414.60 · PRINTING/PUBLISHING	2,038.81	1,800.00	2,221.76	2,521.76	1,800.00

**CROCKETT SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/21 (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>11-month</u> <u>Actuals</u>	<u>Estimated</u> <u>Current Year</u>	<u>Proposed</u> <u>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>
414.65 · RENTS & LEASES	2,400.00	3,000.00	3,000.00	3,000.00	30,000.00
414.70 · CAPITAL REPL. (Admin Bld.)	0.00	0.00	0.00	0.00	46,000.00
414.75 · ADMIN BLDG OFFICE OPERATING	0.00	0.00	0.00	0.00	13,236.00
414.80 · VEHICLE / TRAVEL REIMBURSE	682.76	800.00	620.07	686.74	800.00
414.90 · TELEPHONE / INTERNET / CELL	3,369.14	3,500.00	3,447.39	3,739.06	3,600.00
414.94 · SOFTWARE SUBSCRIPTIONS	1,583.57	27,840.00	14,968.93	15,124.93	14,056.00
414.95 · OTHER ADMIN					
95.3 · County & State Charges	6,618.48	6,650.00	6,917.22	6,917.22	7,400.00
95.x · Recoverable exp. (excl. Payroll)	9,052.45	8,000.00	14,221.54	14,238.21	8,000.00
95.9 · Training and Conferences	525.39	1,500.00	1,416.48	1,416.48	1,500.00
95 · SUC Refund, COVID-19, and Other Misc	3,026.15	1,000.00	1,462.49	1,462.49	1,000.00
Total 414.95 · OTHER ADMIN	19,222.47	17,150.00	24,017.73	24,034.40	17,900.00
Total 414 · ADMINISTRATIVE *****	49,049.08	126,012.00	94,865.42	96,900.59	184,092.00
Total 3426e · SUB-TOTAL O&M Expense*****	1,019,680.18	1,184,288.00	939,236.30	1,008,841.94	1,244,853.00
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dept. Manager	59,822.16	67,737.00	64,298.50	64,298.50	69,442.00
Asst. Department Manager	48,882.10	56,216.00	54,982.42	54,982.42	56,632.00
Assistant District Secretary	7,141.19	9,538.00	13,777.40	15,159.40	16,675.00
Other hourly employees	632.28	3,000.00	6,399.87	6,399.87	37,560.00
Total CVSan O&M SALARY/BENEFITS	116,477.73	136,491.00	139,458.19	140,840.19	180,309.00
Other Payroll (CalPER Unfnd/LTD/WC prem)	6,396.16	100.00	8,157.89	8,157.89	8,408.00
Total 6560 · PAYROLL O&M EXPENSES *****	122,873.89	136,591.00	147,616.08	148,998.08	188,717.00
Total O&M Expense	1,142,554.07	1,320,879.00	1,086,852.38	1,157,840.02	1,433,570.00
Net Ordinary O&M Revenue	399,869.45	206,806.00	408,643.09	425,743.60	207,922.00
411.99 Other Non-Op Interfund trsfr to 3427	2,425.00	8,084.00	4,850.00	4,850.00	7,275.00
423.1 Loan Interest Non-Op Expense	23,404.98	20,544.00	20,544.04	20,544.04	17,563.00
423 Non-Op Expense Other / Cash Bond Refund	3,400.00	3,000.00	41,226.40	41,226.40	3,000.00
Contingency Expense 10%		132,088.00			143,357.00
111 Capital Project Funding Additional Allocation		391,122.00			700,974.00
<i>Actual spent on Capital Projects</i>	120,045.24		779,952.85	787,800.85	
411.98 Trnsfr to 3427 for 3rd clarifier capx reser	32,000.00		32,000.00	32,000.00	
Interdepartment loan to Port Costa (#3)	0.00	0.00	150,000.00	150,000.00	
Payroll Liability G/L Adjustment	498.50	0.00	0.00	0.00	0.00
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,324,327.79	1,875,717.00	2,115,425.67	2,194,261.31	2,305,739.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 PROPOSED (6/8/2020)**

	<u>PY Actual</u>	<u>Budgeted</u>	<u>Estimated Yearly Totals</u>	<u>Proposed Budget</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
CONSTRUCTION FUND 3427: BUDGET DETAIL *****				
Opening Cash Balance	871,741.96	913,864.84	913,864.84	954,343.24
Interest (non-operating)	19,384.19	21,322.13	20,560.43	10,280.00
Connection Fees / Capacity Charges *	2,425.00	8,084.00	4,850.00	7,275.00
Misc. Fees	0.00	0.00	0.00	0.00
Annexation Fees	0.00	0.00	0.00	0.00
Investment Fees	-87.00	-88.00	-70.00	-80.00
Transfer for JTP Plant Cap Impr.	-11,599.31	-106,387.00	-16,862.03	-106,387.00
Transfer for PS & collec sewer Cap Impr.	0.00	0.00	0.00	0.00
Interfund Transfers - to JTP CapX Reserves *	32,000.00	32,000.00	32,000.00	32,000.00
YEAR-END BALANCE	913,864.84	868,795.97	954,343.24	897,431.24

CAPITAL RESERVE FUND 3429: BUDGET DETAIL *****

Opening Cash Balance	67,924.25	69,450.66	69,450.66	71,070.52
Loans	0.00	0.00	0.00	0.00
Interfund Transfers	0.00	0.00	0.00	0.00
Interest (non-operating)	1,534.41	1,841.31	1,627.86	1,465.00
Cost Recovery	0.00	0.00	0.00	0.00
Investment Fees	-8.00	-8.00	-8.00	-8.00
Interfund Transfers	0.00	0.00	0.00	0.00
YEAR-END BALANCE	69,450.66	71,283.97	71,070.52	72,527.52

*** JTP Capital Improvement Reserve Breakdown**

	<u>Balance Carried Forward</u>	<u>Allocated in FY 20/21</u>	<u>Ending Reserve Balance June 30, 2021</u>	<u>Est. District Share of Project Costs</u>
Third Clarifier (Polishing) Reserve	288,000.00	0.00	288,000.00	324,363.00
Diffuser Membranes #1, #2, #3	96,000.00	32,000.00	128,000.00	141,596.00
TOTAL	384,000.00		416,000.00	465,959.00

**CROCKETT SANITARY DEPARTMENT
OPERATING BUDGET FY 2020/21 PROPOSED (6/8/2020)**

	<u>Funding Carryover</u>	<u>Funded</u>	<u>Estimated Spending</u>	<u>Estimated Balance</u>
	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>June 30, 2020</u>
CAPITAL BUDGET DETAIL *****				
Capital Project Cost Centers	+	+	-	=
Sewers (collection system)	665,681.50	345,241.00	762,746.07	248,176.43
Pump Station	593,679.88	0.00	7,064.78	586,615.10
Treatment Plant	101,424.47	5,456.00	16,862.03	90,018.44
JTP Cap Reserve to Fund 3427	0.00	32,000.00	32,000.00	0.00
Equipment	-3,925.37	8,425.00	1,127.97	3,371.66
Other	0.00	0.00	0.00	0.00
TOTAL	<u>1,356,860.48</u>	<u>391,122.00</u>	<u>819,800.85</u>	<u>928,181.63</u>

** Interest on long-term project loans must be counted as No-Operating Expense per SCO.*

	<u>Funding Carryover</u>	<u>Capital Improvements Identified</u>		<u>Proposed Budget Allocation</u>
	<u>FY 20/21</u>	<u>FY 20/21</u>		<u>FY 20/21</u>
Capital Projects Cost Centers	-	+	<i>Contingency **</i>	=
Sewer Projects	248,176.43	771,785.00	10%	575,969.00
Pump Station	586,615.10	162,800.00	10%	0.00
Treatment Plant	90,018.44	106,387.00	10%	18,005.00
JTP Cap Reserve *	0.00	32,000.00		32,000.00
Equipment	3,371.66	2,000.00		0.00
Admin Bldg.	0.00	75,000.00		75,000.00
TOTAL	<u>928,181.63</u>	<u>1,149,972.00</u>		<u>700,974.00</u>

* \$32K allocation to JTP large cap reserve for projects such as CapX Clarifier, Polishing Clarifier, Diffuser Membranes

** Capital Replacements are included in O&M Budget and not Capital Budget, 10% contingency on allocation

*** State Revolving Fund (SFR) Loan identified as funding source for collection system projects

Capital Projects for FY 2020/21 *PROPOSED (6/8/20)*

CROCKETT SANITARY DEPARTMENT

SEWER PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
Planned projects funding		\$253,860.00	#3426
Prior uncompleted projects		\$331,500.00	Reserves
Emergency projects / unidentified		\$95,000.00	Reserves
TV inspection program		\$23,000.00	#3426
Flow metering		\$1,500.00	#3426
Staff salary & benefits		\$12,939.00	#3426
Capital project contracted oversight		<u>\$53,986.00</u>	#3426
	TOTAL	<u>\$771,785.00</u>	
EQUIPMENT		CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Safety equipment and tools		\$1,000.00	#3426
Office equipment		<u>\$1,000.00</u>	#3426
	TOTAL	<u>\$2,000.00</u>	
ADMINISTRATION BUILDING	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING SOURCE
Flat roof and gutter repair	\$21,000.00		#3426
Moisture damage mitigation and drainage imp		\$45,000.00	#3426
Apartment cosmetic - flooring, paint, misc.	\$20,000.00		#3426
Garage Roof Replacement and rails		\$30,000.00	#3426
Admin office prep	<u>\$5,000.00</u>		#3426
	TOTAL	<u>\$75,000.00</u>	

Capital Projects for FY 2020/21 PROPOSED (6/8/2020)

CROCKETT SANITARY DEPARTMENT

PUMP STATION	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	CAP. IMP. FUNDING SOURCE
MCC Phase 1 - Parts, Phase 2 install in Jul-Aug 2021		\$150,000.00	#3426/Reserve
Improve ventilation of wet well (additional. vent fans)		\$3,300.00	Reserve
Loring Power Generator Package		\$9,500.00	Reserve
Rebuild Air Compressor and motor 1 & 2	\$12,000.00		
Rebuild of Grit Pump No. 1	\$13,000.00		
Rebuild/replace/modify Pump No. 5 air vent system	\$3,000.00		
TOTAL	\$28,000.00	\$162,800.00	

TREATMENT PLANT

	CAPITAL REPLACEMENTS	CAPITAL IMPROVEMENTS	CAP. IMP. FUNDING
Replace DAF air compressor	\$3,370.00		
Install french drain south of reactors	\$5,055.00		
New wires from control room to reactor pump	\$940.00		
Miscellaneous projects - cap replacement	\$2,528.00		
Replace influent pumps, impellers, etc.		\$8,425.00	Fund 3427 *
Replace sewer liner		\$13,712.00	Fund 3427
Overhaul DAF #1		\$84,250.00	Fund 3427
Trns to JTP Cap. Reserve - diffusers/3rd clarifier		\$32,000.00	#3426
TOTAL	\$11,893	\$138,387.00	

CROCKETT SANITARY DEPARTMENT

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

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: June 10, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between May 13, 2020 and June 9, 2020. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- There was no Sanitary Sewer Overflows (SSOs) reported in May.
- Staff responded to three incidents since last month's report; low water pressure due to stuck float at pump station, running water at Pomona and 1st, and report of graffiti at the downtown plaza.
- Request from PG&E for a discharge permit for discharging groundwater from a dig site has been received for a job on Port Street.
- West County Wastewater District (WCWD) collection system maintenance review completed and outstanding line segments rodded.
- Tree fell at EQ tank yard during wind events the weekend of June 6 taking out a portion of the fence.

Capital Improvements / Projects

- Payment of \$40,226.40 from John Swett Unified School District for their share of Carquinez Middle School Sewer Replacement Project C-1015 was received.
- Pomona and First Street Sewer Spot Repair Project C-1017 was completed, fourteen feet of 6" VCP pipe was replaced with 6" CIP by APB Engineering for \$9,500.

Administrative/Financial:

- Still awaiting 4th installment payment from C&H Sugar for FY 19/20 SUC Fees, due by June 15.
- Annual Joint Treatment Plant (JTP) flow reconciliation report for the period April 2019 to March 2020 completed, credit of \$43,232 received.

- State Fund Workers Compensation Policy was renewed for July 1, 2020 to July 1, 2021. Sanitary Department Management WC Code billing rate went up 12.5%, estimated to be an additional \$406 annually.
- V.W. Housen has begun ICOM Geographic Information System (GIS) review in preparation of building a simple hydraulic model for Crockett and Port Costa collection systems.
- Contingency Plan and Spill Prevention Plan reviewed with only minor updates needed.
- General Manager McDonald spent 36% of his time towards Crockett Sanitary Department operations and 3% on Capital Projects in May. The rest of his time was spent on District business 37%, Recreation 14%, Maintenance 1%, and Port Costa 9%. He worked a total of 191 hours in April, including 23 hours of exempt overtime.
- Assistant Sanitary Department Manager Barnhill spent 82% of his time towards Crockett Sanitary Department operation and 9% on Capital Flow and Capital CCTV review in May. The rest of his time, 9%, was spent on Port Costa business. He worked a total of 163 hours in May, including 3 hours of exempt overtime.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
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Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MAY 27, 2020

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Port Costa Sanitary Department Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
- 6.. REPORT OF DISTRICT COUNSEL: No report.
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of March 2. Mr. Wilson reported since the shutdown of the Community Center and Park area we have had very few problems. He said he plans to open the pool when he gets notice from the County. He had a staff meeting today with the pool managers to discuss the pool opening and the extra measures to take during COVID-19. The pool will follow the Center for Disease Control (CDC) guidelines for pools and parks. The CDC recommends designating a Point of Contact staff member to be responsible for responding to COVID-19 concerns and the Office Manager, Madison Kozier, will be the contact person. She will also produce a video on promoting behaviors that prevent the spread of COVID-19 and how we plan to implement changes so everyone is in a safe environment.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported he has been working at the Bridgehead to clear the weeds and remove dead wood. He said the Dog Park Committee is working on a submittal for Caltrans. Mr. McDonald reported Ms. Witschi has been in contact with Cal Fire to clean up the dead trees on the hillside behind the Community Center. She has also been in contact with Tom Polcari to weed the hillside behind the Community Center.
- 7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of April 8 and April 20. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in April. He said he has been in communication with the owner at 70 Canyon Lake Drive with an encroachment issue.
- 7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of April 15 and written manager's report. Mr. McDonald reported one Sanitary Sewer Overflow (SSO) at Carquinez Middle School. He said West County Wastewater District repaired the flow meter at the Crockett Pump Station and replaced a circuit board.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported he received paperwork from the Contra Costa County Elections Department. He said there are two seats up to re-election. The filing period is from July 13 – August 7. The current shelter in place ends on May 31 and he is just waiting to hear more information on whether it will be extended.

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: The consent items were approved unanimously (kp/es):

- a. Approve Minutes of April 22, 2020.
- b. Approve payment of District bills (warrants Rec. 8663-8692; PCSan, 1216-1225; CVSan 6127-6147).
- c. Receive Minutes of Commissions and Committees, includes Personnel Committee Minutes of May 26 and Budget & Finance Minutes of May 26.
- d. Receive notices of Prop. 218 Mailings for proposed Sewer Use Charge increases.

9.a. CONSENT ITEMS REMOVED: None

9.b. ATHERTON COOKE SEWER PROJECT: Mr. McDonald reported the Crockett Sanitary Commission recommends accepting the work as complete. A motion to approve Resolution No. 19/20-22 accepting the Atherton-Cooke Sewer Project No. C-1002 as complete carried unanimously (lb/es). Staff will file with the Contra Costa County Recorder's Office a Notice of Completion.

9.c. CARQUINEZ MIDDLE SCHOOL SEWER PROJECT: Mr. McDonald reported the Crockett Sanitary Commission recommends accepting the work as complete. Director Peterson asked if this is our project or that of the school districts. Mr. McDonald said it is our project and our slip line sewer has two defects and is unable to handle the flow of the new school from its new location. Director Peterson asked was the line extended. Mr. McDonald said it was not extended but a new manhole was installed where the shallow sewer box structure was previously located. The school district and the Crockett Sanitary Department shared in the replacement costs. A motion to approve Resolution No. 19/20-23 accepting the Carquinez Middle School Sewer Replacement Project No. C-1015 as complete carried unanimously (kp/lb).

9.d. HOSSELKUS CHAPEL: Mr. McDonald reported the Ad Hoc Property Acquisition Committee met today at 3:00 pm. He said the cost to fully remove the asbestos is \$78,550, termite removal is \$3,950 and additional roof repair is \$48,361. We have not had a chance to hold a public hearing due to the Coronavirus. The original offer to Carriage Services was \$725K and staff is proposing an offer of \$642,500 (which includes removal of asbestos and termite work). Mr. McDonald said he has been approached by the Crockett Chamber for possible rental space. He spoke with Chief Dean Colombo from the Crockett-Carquinez Fire Department for possible apartment rental space for First Responders. Director Peterson would like to have Mr. McDonald negotiate the purchase price. Director Barassi said he thinks the purchase price should be lower; cost estimates might get to high. Director Mackenzie doesn't think we will find a cheaper place and would like to go forward with the purchase. Director Sutton said she remains in favor. Commissioner Bartlebaugh said the Crockett Sanitary Commission is still waiting for staff to get more information on what the liabilities costs are and for a monthly cash flow report related to expenses the sanitary department would incur. A motion to adopt Resolution No. 19/20-24 as presented and directing staff to reduce offer to Carriage Services

by amount to include costs to replace dry-wall removed as part of the asbestos abatement carried unanimously (es/kp).

9.e. PAY SCHEDULE OF WAGES FOR GENERAL MANAGER: Mr. McDonald reported the most recent General Manager Employment Agreement Extension and Modification adopted March 7, 2018 requires a salary increase on June 1, 2020. On June 1, 2020 the monthly salary will increase to Level III, Step A which is \$8,089 per month. No action is required.

9.f. DISTRICT ELECTIONS: Mr. McDonald reported California Elections Code requires a general district election to be held in each district to choose a successor for each elective office whose term will expire. He said there are two seats up for re-election, Directors Barassi and Peterson, to be held on November 3. The official filing period begins on July 13 and ends on August 7. A motion to approve Resolution No. 19/20-25 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order, as amended, carried unanimously (kp/es).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald informed the Board that the cost for General Liability insurance based on exposure is now known and that the issue was discussed at the recent Budget & Finance meeting. Director Peterson believes the current O&M basis for calculation of premiums to be billed each department should be followed as least for this upcoming fiscal year. Director Mackenzie believes each department should pay its fair share using the risk exposure formula even if that means an increase for the Maintenance and Recreation Departments. Director Kirker believes the problem with the insurance costs for the Plaza and Bridgehead need to be addressed. It was the consensus of the Board to keep the formula for calculation of liability insurance premiums the same for FY 20/21. Staff was directed to look for solutions, such as a stepped transition over five years to lessen impact to the Recreation and Maintenance Departments, and bring back proposal to the Budget & Finance Committee in December for consideration for the budget for FY 21/22.

10.b. PRELIMINARY BUDGET: Mr. McDonald presented the preliminary budget proposed for FY 20/21. He said the respective commissions have reviewed this budget or the similar draft budget. The board received the budget and look forward to final budget for consideration on June 24, 2020.

10.c. RECREATION SPECIAL TAX: A motion to approve Resolution No. 19/20-26 to levy \$110 annual Recreation Special Tax on residential parcels for FY 2020/21 carried unanimously (kp/lb).

10.d. DISTRICT ANNUAL AUDIT: Mr. McDonald reported the district needs to select a qualified certified public accounting firm to perform an annual audit and issue opinions on the financial statements for a one-year period ending June 30, 2020. Last year David Farnsworth, CPA performed the audit for the District completing it on time and on budget. In prior years Dennis L. Lorette has performed the audit. Mr. McDonald reported he has reached out to Mr. Lorette to see if he would be interested in submitting a proposal but he has not responded. A motion to select David Farnsworth, CPA to perform District's FY 19/20 audit at a cost not to exceed \$10,428 carried unanimously (kp/es).

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of May 26. No further report.

11.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of May 26. Director Mackenzie would like the committee to discuss the financial authority delegated to the commissions as outlined in the Delegating Authority to Commissions policy of August 2008; he believes it may have served a purpose in 2008 but should be reviewed based on current District needs. Mr. McDonald will bring it to the Budget & Finance Committee for discussion.

11.c. AD HOC COMMITTEE REPORTS: Director Peterson said he is looking for feedback on the list provided. He said he is not sure how we go forward. There has not been a lot of response. Director Kirker suggested the process restart in July with feedback on the documents, hopefully people will be more available, and that the committee can come up with recommendations on how to move forward.

11.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Public hearing on rates and method of collection (June).
- Adopt budget for FY 2020/21 (June).
- General Manager Performance Evaluation (June).
- Discuss role of Police Liaison Committee and how it should best serve the public (Aug).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: Director Sutton asked if there will be a meeting to discuss the letter Mr. Barnhill sent to all the directors. Mr. McDonald said he will reach out to everyone next week and schedule a meeting.

13. ADJOURNMENT: The meeting was adjourned at 8:46 PM until June 24, 2020.

Respectfully submitted,



Susan Witschi
May 29, 2020

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 6/4/20 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
06/05/2020	DALE A. McDONALD	Payroll May 2020	4,373.09	6148
06/05/2020	JAMES G. BARNHILL	Payroll May 2020	4,274.13	6149
06/05/2020	CalPERS Public Employees R...	CalPERS Retirement and 457 Plan	4,156.65	6150
06/05/2020	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,524.84	6151
06/05/2020	EMPLOYMENT DEVELOPME...	EDD State Tax Payroll Liability	440.53	6152
06/05/2020	SDRMA	Health Benefit Premium Liability	892.50	6153
06/05/2020	LINCOLN FINANCIAL GROUP	LTD Premium Liability	120.12	6154
06/05/2020	ECAST Engineering Inc.	Atherton-Cooke C-1002 Final Pay and Relea...	47,024.42	6155
06/05/2020	APB GENERAL ENGINEERING	Pomona & First Project C-1017 Full Payment	9,500.00	6156
06/05/2020	L.R. PAULSELL CONSULTING	Winslow Project C-1016 and consulting	14,633.31	6157
06/05/2020	WEST COUNTY WASTEWA...	CSO PS contract services March & April	7,233.04	6158
06/05/2020	PSR West Coast Builders, Inc.	Contruccion cost projection Hosselkus Chapel...	902.50	6159
06/05/2020	AT&T	Telephone and alarm cell	191.98	6160
06/05/2020	PG&E	Electricity	2,451.44	6161
06/05/2020	CONTRA COSTA COUNTY R...	Environmental Filing Fee CEQA and lien rele...	55.00	6162
Total FUND 3426 - CV SANITARY - O&M			<u>97,773.55</u>	
TOTAL			<u><u>97,773.55</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 6/4/20 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
06/05/2020	RONALD D. WILSON	Payroll May 2020	2,569.84	8693
06/05/2020	HARIKESH SHRI-SHASHIT...	Payroll May 16-31	24.24	8694
06/05/2020	JUSTIN T. CROW	Payroll May 16-31	19.74	8695
06/05/2020	MADISON A. KOZIER	Payroll May 16-31	22.18	8696
06/05/2020	MONICA A. MUNOZ	Payroll May 16-31	19.40	8697
06/05/2020	STELLA T.E. MANNELL	Payroll May 16-31	20.08	8698
06/05/2020	SUSAN G. WITSCHI	Payroll May 16-31	1,793.61	8699
06/05/2020	TREVOR B. DEES	Payroll May 16-31	243.55	8700
06/05/2020	CalPERS Public Employees...	CalPERS Retirement and 457	873.81	8701
06/05/2020	UNITED STATES TREASU...	Fed Tax Payroll Liability	888.62	8702
06/05/2020	EMPLOYMENT DEVELOP...	EDD State Payroll Tax Liability	83.95	8703
06/05/2020	SDRMA	Health Benefits Liability	1,636.08	8704
06/05/2020	LINCOLN FINANCIAL GRO...	LTD Premium Liability	69.19	8705
06/05/2020	AT&T	Telephone	364.76	8706
06/05/2020	CUNHA ENGINEERING	Pomona Steps - survey and engineering	750.00	8707
06/05/2020	EBMUD	Water	1,249.70	8708
06/05/2020	LESLIE'S POOL SUPPLIES	Pool chemicals	417.01	8709
06/05/2020	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8710
06/05/2020	PG&E	Gas & Electricity	1,743.51	8711
06/05/2020	Anthony Polcari	Weed abatement on hillside above ce...	2,300.00	8712
06/05/2020	Emily Draper	Refund on booking for May 31 event - ...	200.00	8713
06/05/2020	Kelsey O'Shea	Repayment for uncashed paycheck #8...	44.28	8714
Total FUND 3241 - RECREATION			<u>17,504.55</u>	
TOTAL			<u><u>17,504.55</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 6/4/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
06/05/2020	Crockett Sanitary Depart...	Wastewater SUC from PCSan bypass W...	1,927.27	1226
06/05/2020	Eurofins Calscience LLC	Lab testing	815.00	1227
06/05/2020	PG&E	Electricity	311.99	1228
Total FUND 3425 - PC SANITARY - O&M			<u>3,054.26</u>	
TOTAL			<u><u>3,054.26</u></u>	

mk

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 6/4/20 Fund: 324200 Account: 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
06/05/2020	KENT PETERSON	Bridgehead maintenance reimbursement	153.42	427
Total FUND 3242 - MAINTENANCE			<u>153.42</u>	
TOTAL			<u><u>153.42</u></u>	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
06/19/2020	USBank	Various admin office & padlocks	532.95	6163
06/19/2020	C&H SUGAR CO.	JTP Shared Op costs May 2020	60,882.96	6164
06/19/2020	CCSDA	Membership 2020-2021	100.00	6165
06/19/2020	RedZone Robotics, Inc.	ICOM Maintenance Plan 5/1/20-4/...	11,319.60	6166
06/19/2020	Alliant Insurance Services, Inc ...	Crime Ins Policy	212.59	6167
06/19/2020	STATE COMPENSATION INS...	Workers Comp	415.99	6168
06/19/2020	LINCOLN FINANCIAL GROUP	Long Term Disability premium	120.12	6169
06/19/2020	CONTRA COSTA COUNTY R...	Release Filing fee for Parcel 354-...	20.00	6170
06/19/2020	CONTRA COSTA COUNTY R...	Envrionmental Filing Fee CEQA	50.00	6171
Total FUND 3426 - CV SANITARY - O&M			73,654.21	
TOTAL			73,654.21	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/19/2020	ASHER H. LABINSKI	Payroll June 1-15	30.93	8715
06/19/2020	CASSANDRA D. CONTRERAS	Payroll June 1-15	24.75	8716
06/19/2020	GABRIEL J. OSTI	Payroll June 1-15	24.75	8717
06/19/2020	HARIKESH SHRI-SHASHITHA...	Payroll June 1-15	64.64	8718
06/19/2020	JOCELYN M. OSTI	Payroll June 1-15	24.75	8719
06/19/2020	JUSTIN T. CROW	Payroll June 1-15	65.81	8720
06/19/2020	MADELINE H. LEVEQUE	Payroll June 1-15	12.65	8721
06/19/2020	MADISON A. KOZIER	Payroll June 1-15	103.42	8722
06/19/2020	MONICA A. MUNOZ	Payroll June 1-15	51.71	8723
06/19/2020	NAYA K. MURDOCK	Payroll June 1-15	13.39	8724
06/19/2020	STELLA T.E. MANNELL	Payroll June 1-15	26.78	8725
06/19/2020	SUSAN G. WITSCHI	Payroll June 1-15	2,217.55	8726
06/19/2020	TREVOR B. DEES	Payroll June 1-15	72.76	8727
06/19/2020	U.S. BANK	Various	1,185.90	8728
06/19/2020	PG&E	Gas & Electricity	570.94	8729
06/19/2020	Alliant Insurance Services, Inc ...	Crime Ins Policy	176.41	8730
06/19/2020	STATE COMPENSATION INS...	Workers Comp	946.09	8731
06/19/2020	RONALD D. WILSON	Reimbursement hand sanitizer ...	45.61	8732
06/19/2020	Raquel Santana-Pizana	Cancellation of event 8/22/20 - ...	4,794.00	8733
06/19/2020	LINCOLN FINANCIAL GROUP	Long Term Disability CCSV...	69.19	8734
Total FUND 3241 - RECREATION			10,522.03	
TOTAL			10,522.03	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
06/19/2020	USBank	Alarm monitoring & postage	44.43	1229
06/19/2020	Valley Operators, LLC	Monthly service WWTP May 2020	4,400.00	1230
06/19/2020	Sierra Chemical Company	Sodium Hypochlorite 210 gallons	701.57	1231
06/19/2020	RedZone Robotics, Inc.	ICOM Maintenance plan 5/1/20-4/30/21	680.40	1232
Total FUND 3425 - PC SANITARY - O&M			<u>5,826.40</u>	
TOTAL			<u>5,826.40</u>	

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525
Telephone (510) 787-2414
Fax (510) 787-3049
e-mail: recreation@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MAY 4, 2020

1. CALL TO ORDER: The meeting was called to order at 6:01 PM by Chairperson Cusack. Present were Commissioners Airoldi, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette 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 (as/ja):
 - a. Approve Minutes of March 2, 2020.
 - b. Receive Status Report on outstanding issues.
- 5.a. COVID-19 STAY AT HOME ORDER: Mr. Wilson reported the Recreation Department has \$40,439 in loss of revenue at the Community Center and pool due to date. He said this is likely to go on for a few more months and doesn't know if the pool will open. Two employees have been furloughed and they have applied for unemployment. Tennis courts will be allowed to open based on revised health order but bocce courts will remain closed.
- 5.b. RECREATION SPECIAL TAX: A motion to recommend continuation of recreation special tax in the amount of \$110 per residential parcel carried unanimously (as/jv).
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a transfer of \$53,400 from the Property Tax Advance-on-Taxes allocation to cash account has been completed. Commissioner Scheer asked if the Community Center is taking reservations for the fall. Mr. McDonald said the Center has already booked out for the remainder of the year so no new revenue is being collected for the upcoming months.
- 6.b. 9-MONTH BUDGET REPORT: Mr. McDonald reported a budget deficit for the recreation department is not forecast as some large capital improvements approved in the budget were not completed. The projected year end fund balance as of June 30, 2020 is anticipated to be \$492,748. He said \$14,710 from the contingency fund will be used to cover a portion of the shortfall in revenue in FY 19/20. Unused contingency, if any, and any excess capital reserve funding will roll over to the following year to the respective Capital Fund and O&M General Fund.
7. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March. He said the Board re-appointed Commissioners Airoldi and Valentini for two more years on the Recreation Commission. The Board approved a one-step salary increase for Recreation Department Manager Wilson. The Board has scheduled a hearing to consider adoption of the budget for FY 20/21 on June 24.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported we can now resume capital replacement and capital improvement work at the Community Center and the pool. He said the roof at the pool needs to be repaired and the pool doors need to be replaced. The retaining wall and stairs project on Pomona Street still needs a permit from Public Works and funding, anticipated work to be done next spring or early summer of 2021.

9. COMMISSIONERS: Commissioner Valentini asked how much we received in donations for David Botta's bench. Mr. Wilson said we received \$600 from the Crockett Community Foundation. He said the Recreation Department will make up the difference in the cost of the bench from the Recreation Department's donation account. The concrete pad will be paid for from park improvement funding. Mr. Wilson will draft language for plaque and give to Commissioner Valentini for approval. Commissioner Cusack asked once we receive the bench will there be a ceremony. Mr. Wilson said you can invite the family and have a small ceremony.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:54 PM until June 1, 2020.

Respectfully submitted,



Susan Witschi
April 6, 2020

PORT COSTA SANITARY COMMISSION

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, MAY 13, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Asst. District Secretary Witschi. Commissioner Mann was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: Mr. Barnhill reported on the actions taken by the District Board in April. He said the Board approved the inter-department loan for Port Costa in the amount of \$150K. The Board approved the final payment to Clean Harbors for septic tank cleaning.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported during the month of March no exceedances occurred.
6. 10-MONTH BUDGET REPORT: Mr. McDonald reported very little has changed on the budget. He said he has updated the inter-department loan, septic tank cleaning and Sewer Use Charge. He said payroll costs will remain about the same for Port Costa. Will need to adopt a revised budget in June for FY 2019/20 and then a budget for FY 2020/21. Updated the outstanding debt to include the \$150 loan and the principle payment. Will end in June 2021 with a balance of \$61K. The County may allow property tax postponement to May 31, 2021. Commissioner Scheer asked what the \$43K for capital replacements was for. Mr. McDonald said it was for the replacement of the baffles.
7. WASTEWATER: Mr. McDonald reported the Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Port Costa were mailed out on May 7. This was more than 45 days before the hearing date of June 24, 2020 and therefore in compliance with Prop. 218. All notices were mailed first class. He said there were nine properties staff did not have a P.O. Box number. Staff mailed the Prop. 218 notices to the addresses on file.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the final checks for Clean Harbors were mailed out by certified mail. He said 70 Canyon Lake is for sale and he mailed letters to the owner and the listing agent. One letter addressed the existing encroachment and the concurrent letter was a notice requiring lateral compliance.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (as/to):
a. Approve Minutes of April 8 and April 20, 2020.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: Commissioner Surges said John Mann has resigned from the Port Costa Sanitary Commission on May 10. Commissioner Surges will speak with Karen Klaiber, alt. to see if she is willing to take Mr. Mann's place.

13. ADJOURNMENT: The meeting was adjourned at 7:22 PM until June 10, 2020.

Respectfully submitted,



Susan Witschi
May 14, 2020

CROCKETT SANITARY COMMISSION

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, MAY 20, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Bartlebaugh. Present were Commissioners Adams and Manzione, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioners Wais and Wolthuis arrived later.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (ha/mm):
 - a. Approve Minutes of April 15, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in April. He said the Board approved the Sewer Use Charge Reports for Crockett and Port Costa, adopted updated Sewer System Management Plan, approved District Newsletter, set date of June 24 for public hearing to adopt proposed FY 2020/21 Budget, and approved inter-department loan of \$150K for Port Costa.
- 6.b. PROP. 218 NOTICES MAILED: Mr. McDonald reported the Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Crockett was been mailed out. Commissioner Manzione asked if staff has received any comments from residents on the increase. Mr. McDonald said he has only received one indirect comment.
- 6.c. ATHERTON-COOKE SEWER PROJECT: Mr. McDonald reported he is very happy with the work ECAST Engineering has done on this project. Commissioner Bartlebaugh asked if the additional work on the Pomona sewer east of Cooke was a project that was planned for in the future. Mr. McDonald said the Pomona line was planning to be replaced in a year or two, but opportunity now allowed for construction cost savings based on great public bid rate. Commissioner Manzione said it looks like it was a very successful project. A motion to accept the Atherton-Cooke sewer replacement Project C-1002 as complete, order staff to file Notice of Completion, and recommend final payment retention amount of \$43,548.18 plus final billing from the County on the Encroachment permit carried unanimously (mm/ha).
- 6.d. CARQUINEZ MIDDLE SCHOOL SEWER REPLACEMENT: Mr. McDonald reported that a public sewer which needs replacement runs through the project site where a new Carquinez Middle School is being built. He said the sewer was a failing in two spots. He went to the John Swett Unified School District (JSUSD) and reached an agreement to split the cost of the project with JSUSD. A proposal by Carone & Company in the amount of \$87,200 was accepted and the contract for work was executed. The sanitary department's share of the project was calculated at \$46,973.60 and JSUSD would pay \$40,226.40. Commissioner Wais

arrived at 7:28 pm. A motion to accept the Carquinez Middle School sewer replacement Project C-1015 as complete, order staff to file the Notice of Completion, and recommend final payment retention amount of \$8,720 carried unanimously (mm/ha).

7.a. ENFORCEMENT ACTIONS: Mr. McDonald reported the lifting of COVID-19 restrictions on private construction has allowed private sewer replacement projects to be scheduled again. The sanitary departments restarted issuing permits for lateral sewer replacements on May 4. He said staff continues to postpone non-critical enforcement action items.

7.b. SEWER INSPECTION PROGRAM: Mr. Barnhill reported L.R. Paulsell completed the annual sewer inspection program awarded in 2019 and performed well. He said the total line segments planned for 2019 was 83, total length planned for inspection was 12,009 LF, and total cost for the program was \$26,681. There were 52 serious defects documents by inspection in 2019 with 2 identified as urgent priorities. Commissioner Wolthuis arrived at 7:40 pm.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the new loan has been added to the Port Costa Sanitary Department accrued debt amount owed to Crockett Sanitary shown on the bottom of the worksheet. He reported transferring \$16,862.03 from Fund 3427 (Construction) to Fund 3426 (O&M) to reimburse for the Joint Treatment Plant Capital projects completed this fiscal year. Mr. McDonald reported interest received from the Local Agency Investment Fund (LAIF) for the fourth quarter of \$14,957.90.

8.b. 10-MONTH BUDGET REPORT: Mr. McDonald reported the sanitary department is in a strong financial position with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not planned to be used this year. No budget deficit is forecast and no need to revise its current budget. No recommended changes to the preliminary budget for FY 20/21 were made.

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported one Sanitary Sewer Overflow (SSO) in April. It occurred at Carquinez Middle School construction site when a by-pass pump hose crimped causing 180 gallons of sewage to spill onto the ground and into the adjacent storm drain.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald said there will be two seats on the District Board that are up for re-election at the next General Election held on November 3. The official filing period begins on July 13 and ends on August 7 and if anyone has an interest running for a Board seat please contact him for more information.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: Commissioner Wolthuis said the committee previously met in March to discuss the budget. No further report.

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Detailed Facilities Needs Analysis for Crockett Sanitary Department (June)
- Existing and future staffing FTE report requirements (June)
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (August).
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:29 PM until June 16, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
May 22, 2020

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING JUNE 15, 2020

CALL TO ORDER: The meeting was called to order at 3:06 PM by Director Peterson. Also present was General Manager McDonald. Director Mackenzie was absent.

PUBLIC COMMENTS: None

1. COST ALLOCATON RATES FOR 2020/21: Mr. Peterson said he saw nothing out of the ordinary. Mr. McDonald will present the proposed rate sheet to the Board.

2. COST OF SERVICES: The proposed rates were received. Mr. McDonald said billable overhead increased from the prior year in part due to anticipated increased professional services and rent expenses. The rates were approved and will be submitted to the Board for final approval.

3. PROPOSED FY 20/21 BUDGET REVIEW: The proposed budget was presented. No recommended changes were made.

4. DEBT MANAGEMENT POLICY: Mr. Peterson said the draft policy appears to be boiler plate language. Mr. McDonald said template was provided by Municipal Finance Corporation. Requirements imposed in the policy, such as net present value debt service, SEC Rule 15c2-12, CDIAAC reporting requirements, and arbitrage and rebate compliance were pointed out.

5. OTHER BUDGETARY ISSUES OF CONCERN: None

ADJOURNMENT: The meeting was adjourned at 3:16 PM.

Respectfully submitted,



Dale McDonald
June 15, 2020

Crockett Community Services District - District Data and Public Accountability

District Data

Current System Vendor	Current System Product	A brief statement of the system's purpose	A general description of categories or types of data	The department that serves as the system's primary custodian	How frequently system data is collected	How frequently system data is updated
Microsoft	Access 365	To track property owner of record, property use for setting sewer use charges and recreation assessments, sewer lateral inspection compliance, and to manage permits and contractors authorized to perform sewer repairs.	Property descriptions, property owners and their contact information, sewer easements on private property, sewer contractors, sewer permit records, and sewer lateral compliance records.	Administrative	Annual audit against County Assessor records performed in July. Manual review, no imports.	Records updated on average at least once a week as changes are identified.
Intuit	QuickBooks 2020	Track District finances including lists of customers, vendors, invoices, deposits, and employee payroll. Financial system audited annually.	Customer, vendors, invoices, deposits, and payroll.	Administrative	Added to system as needed. No imports.	Records updated on average twice a month.

The information above is in compliance with Gov Code Section 6270.5 requiring public agencies to catalog detailed information about the information system used to store various kinds of public data. The information is posted on our agency's website and is reviewed annually.

Updated: 6/8/2016
 Reviewed, no changes required: 6/11/2017
 Updated QB Version: 6/11/2018
 Reviewed, no changes required: 6/8/2019
 Updated software versions: 6/15/2020



COST ALLOCATION RATES

FY 20/21

(proposed 6/16/2020)

REC. DEPT. CVSAN DEPT. PCSAN DEPT. MAINT DEPT.

Allocation weighted, 25% by population served and CY 75% budgeted O&M expenditures (excl. Maint.)

GENERAL MANAGER (CSD allocated time)	32.04%	61.25%	6.71%	0%
ASSIST. DISTRICT SECRETARY (CSD allocated)	32.04%	61.25%	6.71%	0%
LEGAL / CONSULTING ADVICE (unallocated time)	32.04%	61.25%	6.71%	0%
DISTRICT OFFICE RENT (Sanitary Depts. only)	0%	90.47%	9.53%	0%
EOC / OES STAFF TIME (Sanitary Depts. only)	0%	90.47%	9.53%	0%
ICOM SOFTWARE (Sanitary population only)	0%	94.33%	5.67%	0%

Allocated by ratio of CY O&M budgeted expenditures (excluding Maint. Dept.)

CSD OFFICE SUPPLIES	24.25%	55.65%	20.10%	0%
LAFCO / COUNTY CHARGES (CSD only)	24.25%	55.65%	20.10%	0%
WEB, EMAIL, SOFTWARE SUBSCRIPTIONS	24.25%	55.65%	20.10%	0%

Allocations by other factors

LIABILITY INSURANCE (PY actual O&M) * <i>(Estimate displayed - only for historical comparison)</i> REC split 33% to Comm Center, Pool, & Park MAINT share paid by REC in FY 20/21		Use audited O&M from prior year to allocate		
	30.7%	61.3%	8.0%	0.0%
PROPERTY INSURANCE (use actual split) * <i>(Estimate displayed - only for historical comparison)</i> <i>(REC Breakdown - Comm Center 24.8%, Pool 6.3%, Park 2.1%)</i>		Use allocation by actual split once bill arrives		
	36.4%	33.3%	21.0%	9.2%
EMPLOYEE CRIME INSURANCE (CY O&M payroll)	45.35%	45.02%	9.34%	0.28%
CALPERS UNFUNDED LIAB. (pensions)	34.95%	57.91%	7.14%	0%
AUDITOR'S FEES (PY O&M expenditures)	28.51%	63.15%	7.59%	0.75%
ELECTION COSTS (by ratio of registered voters)	50%	46.69%	3.31%	0%
CCSDA / CSDA MEMBERSHIP (Sanitary 80% popul.)	20.00%	75.46%	4.54%	0%
BACWA MEMBERSHIP DUES (PCSAN only)	0%	0%	100%	0%
CASA MEMBERSHIP DUES (CVSan only benefit)	0%	100.00%	0%	0%
CSD PHONE/FAX/INTERNET (paid by CVSAN)	0%	100%	0%	0%
DISTRICT VEHICLE (CVSAN w/ mileage recov.)	0%	100%	0%	0%
PO BOX 578 FEES (paid by CVSAN)	0%	100%	0%	0%
USA NORTH FEES (paid by CVSAN)	0%	100%	0%	0%
USB / COSTCO CREDIT CARD FEES (Paid by REC)	100%	0%	0%	0%

Allocations for Maintenance Dept

	<u>Mem Hall</u>	<u>Bridgehead</u>	<u>Plaza/Lights</u>
PAYROLL SPLIT (PY O&M exld. insurance)	91.72%	6.30%	1.98%
OTHER (Unallocated incidentals)	100%	0%	0%

CROCKETT COMMUNITY SERVICES DISTRICT

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Cost of Services - Crockett CSD

(Proposed Rate as of 7/1/2020)

Item / Task	Actual Cost	+ Overhead	Proposed Billable Rate	FY 19/20 PY Rate
Photocopy / printouts per page	0.6800	\$0.07	\$0.75	\$0.60
Second page	0.0878	\$0.01	\$0.10	\$0.10
Double sided - second side	0.0804	\$0.01	\$0.10	\$0.10
Faxing per page (sending)	0.9287	\$0.09	\$1.00	\$1.00
Faxing per page (receiving)	0.4314	\$0.04	\$0.50	\$0.50
Check Processing				
Create and cut checks	\$2.25	\$1.81		
Counter sign checks	\$0.45	\$0.36		
Prepare and mail checks	\$0.60	\$0.48		
Postage and envelope	\$0.67	\$0.07		
Total Cost Per Check	\$3.97	\$2.72	\$6.69	\$6.30
Bounced Check Fee			\$50.00	\$50.00
Reissue check 2x check fee			\$13.38	\$12.60
Staff / Abatement Costs Per Hour				
General Manager	\$54.44	\$43.65	\$98.09	\$92.65
Department Manager	\$42.57	\$34.13	\$76.70	\$70.76
Assistant District Secretary	\$39.44	\$23.19	\$62.63	\$46.77
Recreation Manager	\$41.85	\$24.61	\$66.46	\$58.11
Facilities Coordinator	\$39.44	\$23.19	\$62.63	\$46.77
Event Supervisor	\$33.53	\$19.72	\$53.24	\$36.83
REC General Assistant	\$16.76	\$9.86	\$26.62	\$22.98
Recording the Release Notice of Violation				
<i>Average 20 minutes staff time at billable rate. Use Cost Report Calculation for recovery.</i>			\$67.37	
<i>County fees of \$20 to release lien plus \$15 notary fee. Base fee \$14 1st page and \$3 each addtl.</i>				
Incidental Costs (no overhead)				
Envelope and postage	0.67		\$0.67	\$0.60
Certified Mail + Electronic Receipt	4.80		\$4.80	\$3.50
Vehicle Mileage	0.575		\$0.58	\$0.58
** Billable labor overhead REC / CSD	58.81%			48.49%
Billable labor overhead SANITARY	80.17%			71.86%
Surcharge on direct-costs	10%			10%

Approved by B&F on 6/15/20
 Approved by CSD _____

//admin/b&f/costofservices.xls

Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

S.f.

RESOLUTION

NO. 19/20-31

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT
COMMUNITY SERVICES DISTRICT DEBT MANAGEMENT POLICY**

WHEREAS, the Board of Directors (the "Board") of the Crockett Community Services District (the "District") recognizes that cost-effective access to the capital markets depends on prudent management of the District's debt program; and

WHEREAS, Government Code section 8855(i) requires any issuer of public debt to certify prior to issuing debt that it has adopted local policies addressing the topics set forth in said Code; and

WHEREAS, the Board wishes to set parameters for issuing debt, managing the debt portfolio and providing guidance to decision makers; and

WHEREAS, the Board finds and determines that adoption of the attached Debt Management Policy (the "Debt Management Policy") will help ensure that debt is issued and managed prudently in order to maintain sound fiscal policy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Crockett Community Services District hereby orders and determines as follows:

Section 1. Recitals. The Board hereby specifically finds and declares that each of the recitals set forth above are true and correct and are hereby incorporated in conjunction with the respective staff report.

Section 2. Approval of the Debt Management Policy. This Board hereby declares that the proposed Debt Management Policy attached hereto is hereby approved as the Crockett Community Services District Debt Management Policy to be effective on the date of approval.

Section 3. Authorization to Manage Debt Issuance Functions. The General Manager, or a designee thereof, is hereby authorized to manage debt issuance functions for the District in accordance with the Debt Management Policy.

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

The foregoing resolution was adopted at a regular meeting of the Board of Directors of the Crockett Community Services District held on the on the 24th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED

Michael Kirker, President

ATTESTED:

Dale McDonald
District Secretary

Crockett Community Services District

Debt Management Policy

Approved by a Resolution adopted by the Board of Directors
on _____, 2020

This Debt Management Policy (the "Debt Policy") of the Crockett Community Services District (the "District") was approved by the Board of Directors to be effective as of the date first set forth above. The Debt Policy may be utilized by staff with the discretion to deviate as determined appropriate by the District Administrator, and may be amended by the Board of Directors of the District as it deems appropriate from time to time in the prudent management of the debt and financing needs of the District.

1. Findings

This Debt Policy is intended to comply with Government Code Section 8855(i), which became effective on January 1, 2017, and shall govern all debt undertaken by the District.

The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Help maintain the District's financial health.
- Ensure the District has the flexibility to meet its financial needs.
- Protect the District's credit-worthiness.
- Ensure that all debt is structured to benefit both current and future constituents of the District.
- Ensure that the District's debt is consistent with the District's planning goals and objectives.

2. Policies

A. Purposes For Which Debt May Be Issued

(i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and/or rehabilitation of capital improvements and facilities, property and other assets, equipment and land to be owned and operated by the District or funded for the benefit of the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its constituents.
- When the debt is issued to refinance outstanding debt in order to produce savings or to realize other benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for recurring operating expenses and routine maintenance expenses.

(c) The District may use long-term debt financings subject to the following conditions:

- The project and/or costs to be financed must be approved by the District Board.
- The weighted average maturity of the debt will generally not exceed the average useful life of project being financed.
- The District estimates that sufficient revenues will be available to service the debt through its maturity.
- The District determines that the issuance of the debt will comply with the applicable state and federal law.

(ii) Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

(iii) Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

B. Types of Debt

The following types of debt are allowable under this Debt Policy:

- Installment sale agreements, loans and similar debt-financing contracts
- Loans and contracts with State or Federal agencies, including the United States Department of Agriculture–Rural Development
- Lines of credit
- General obligation bonds (GO Bonds)
- Bond or grant anticipation notes (BANs)
- Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- Other revenue bonds and Certificates of Participation (COPs)
- Tax and revenue anticipation notes (TRANS)
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- Refunding bonds, notes, loans, and other obligations

The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

C. Relationship of Debt to Capital Improvement Program and Budget

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan. Items outside the capital budget or capital improvement plan may also be financed.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that funding is available for capital and non-capital projects when needed in furtherance of the District's public purposes.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budget.

It is a policy goal of the District to protect its constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, minimum net present value debt service savings equal to at least 3.0% of the refunded principal amount.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings entered into by the District in accordance with Securities and Exchange Commission (SEC) Rule 15c2-12.
- Any reporting obligations to the California Debt and Investment Advisory Commission (CDIAC)
- Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- The District's investment policies as they relate to the use and investment of bond proceeds.

Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the District Administrator (or his or her designee), or (b) by the District, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the District.

END OF DEBT MANAGEMENT POLICY

RESOLUTION

NO. 19/20-33

A RESOLUTION APPOINTING COMMISSIONER

WHEREAS, the District Board has by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Karen Klaiber is appointed to the Port Costa Sanitary Commission as Commissioner for two years.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on June 24, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors
FROM: General Manager 
SUBJECT: Hosselkus Chapel property acquisition update and Needs Assessment
DATE: June 18, 2020

A draft *Purchase and Sale Agreement* for the Hosselkus Chapel is nearly complete and, pending loan information from Municipal Finance Corporation, will be provided to Carriage Services along with offer price adjusted for asbestos and termite mitigation.

CEQA Notice of Exemption Form B and Preliminary Exemption Assessment Form A filing was delayed due to the closure of the Clerk-Recorder's office. The forms along with payment were mailed for recording but returned as the clerk required two separate checks for payment, one for the exemption and a second for another unrelated Crockett Sanitary Department filing. Checks were reissues and mailed today. It is anticipated that the documents will be recorded and posted on Monday June 22. Posting for 30 days is required before execution of sales agreement. As such the execution of the *Purchase and Sales Agreement* cannot occur until at least July 22.

The issue on authorizing execution of the *Purchase and Sales Agreement* will be considered at the next July 22, 2020 Board meeting.

Along with this update is a Needs Assessment completed for the Crockett Sanitary Commission that the Board may find useful.

ACTION:

No action required. The Board can receive the report, ask questions if any, and give direction to staff if desired.

Needs Assessment

Crockett Sanitary Department

June 17, 2020

Assessment Summary

Timeframe	
General Objective	Determine if additional facilities are required to carry out the required functions of the Crockett Sanitary Department and if so, define office space needed.
Specific Objectives	Determine if the Hosselkus Chapel at 1 Rolph Park Drive would serve as a suitable office, garage, and storage space for the Crockett Sanitary Department. This Needs Assessment focuses only on the Crockett Sanitary Department but because of sharing inter-department resources other departments are mentioned in this report.
Geographic coverage	Crockett, CA
Targeted groups	Crockett Sanitary Commission (CVSan) and Crockett Community Services District (CCSD) Board
Budget	Determine capital acquisition costs that the Crockett Sanitary Department would be responsible for, costs of capital replacement and upgrades, and ongoing operation and maintenance expenses.
Contact	<i>Dale McDonald, General Manager</i>

Assessment objective

Background and rationale

The current office space available at the Crockett Community Center is restricting growth, limiting overall productivity and effectiveness of the Sanitary Department, along with impacting CCSD business. Required workload of the General Manager by other by CCSD departments and the Board is increasingly taking more time resulting in less staff time spent on Crockett Sanitary Department objectives. The CCSD has three employees working across multiple departments, equal to three Full-Time Equivalent (FTE) positions for the whole District, all three individuals support the Crockett Sanitary Department. Current storage of equipment and material left in the truck is less secure than staff would like and street parking puts the department truck at higher risk for damage. Storage of emergency materials at the EQ tank area is less than ideal when required for emergency response.

Objectives

Identify staffing requirements for the Crockett Sanitary Department and address office space that would:

- provide office space to allow growth of staff to address workload
- secure storage of regular and emergency materials and supplies which improves reliability and productivity
- timely access to emergency materials to improve quality of emergency response, minimizes the impact of events, and reduces potential fines
- meeting space that will increase department and project productivity and effectiveness
- additional office space to allow staff working space for projects, operations, and the sanitary department portion of CCSD administrative tasks
- provide secure storage and archiving of records that are more readily accessible to staff

Opportunity

The Hosselkus Chapel provides an opportunity to address the need for increased space to serve the Crockett Sanitary Department. The acquired property would be owned by the CCSD who has the authority to determine how it is to be used for public benefit.

Staffing and Workload

History

The Crockett Sanitary Department began as the Crockett-Valona Sanitary District in 1953 with an elected board and the secretary of the District performing administrative functions. The secretary position later became a part-time employed position and between 1992 and 2006 these hours were increased to deal with ever increasing regulatory and operational requirements of the District. In 2006 the CCSD was formed and additional responsibilities fell onto the then District Manager bringing the position to one Full-Time-Equivalent (FTE) position (30 hours for Crockett Sanitary and 10 hours for CCSD business). It quickly became apparent that additional administrative support staff would be required and a part-time Assistant District Secretary was brought on board at 20 hours per week, later increased to 25 hours per week, to assist with CCSD workload.

In 2008, the Port Costa Sanitary Department was created and in 2009 a new position was created to manage both the Port Costa Sanitary Department (at 10 hours per week) and to help the Crockett Sanitary Department (30 hours per week).

In 2014, the Recreation Facilities Manager, working an average of 30 hours per week, quit and the CCSD combined the position with the Assistant District Secretary, working an average of 25 hours per week, into one 40-hour FTE position. Staff worked to reduce redundancy and streamline some administrative functions to

lessen the impact the reduction of total hours had on the CCSD and Recreation Department. Over the years additional Community Center rentals increased the workload of the Recreation Facilities Manager and therefore the share of CCSD work being completed was reduced.

Current Staffing Time Allocation to Crockett Sanitary Department

All three individuals performing work for the Crockett Sanitary Department are being pulled in multiple directions by different departments and must juggle the workload and responsibilities assigned to them.

- General Manager – is currently spending 40% of his time towards Crockett Sanitary Department tasks, down from 80% in 2009. (See Appendix A – Dale McDonald Allocation of Time Between Departments). Total hours worked over contract hours from January 2019 thru April 2020 was 375 hours which averages out to 5.4 hours a week in overtime (See Appendix B – Timesheet Review).
- Assistant Sanitary Department Manager – is currently spending 74% of his time towards Crockett Sanitary Department tasks, down from 80% established in 2008. (See Appendix B – Timesheet Review).
- Assistant District Secretary – is spending approximately 7% of her time on CVSan tasks and 9% on CCSD tasks, down from a combined 45% in 2014. Most of her time, 70% or 28 hours per week, is spent addressing her primary responsibility of Recreation Facilities Manager. This is close to the original 30 hour per week this recreation position requires. The workload squeezed was that of CVSan and CCSD

In 2014 the Crockett Sanitary Department had 1.8 FTE allocated to handle its workload, in 2020 the actual FTE is at 1.2. To return to 2014 levels staffing would need to increase 0.6 FTE or 24 hours a week.

The backlog of action items for the Crockett Sanitary Department is growing. The Status Report (Appendix C – CVSan Status Report) identifies tasks backlogged since 2001. Our office currently has stacks of backlogged tasks and projects (Appendix D – photos) that represent countless hours of work that needs to be addressed.

The Recreation Event Supervisor has assisted the Crockett Sanitary Department with administrative support, but the department would be best served by considering filling this position with someone else. It is anticipated that the Event Supervisor, currently furloughed, will return to work by the end of September and would have additional recreation responsibilities as the Assistant Event Supervisor is planning to begin college in the fall.

The CCSD Board has created a Staffing Ad Hoc Committee to research the evolving needs of the District, including whether contracting services are more cost effective than hiring in-house. Contract agreements with Regional Governmental Services for HR assistance, Lynn MacDonald Accountancy to help with financial related matters, V.H. Housen & Associates for engineering services, and contracting with L.R. Paulsell to perform construction management oversight on behalf of the District has been implemented.

Office Space

Existing

The existing office in the Community Center is 200 sq. ft., shared storage of approximately 30 sq. ft. adjacent to the office, and two cabinets in the Multi-Purpose Room (MPR). Shared use of kitchen facilities and microwave in stage room is available to employees when there is no event rental or use of the hall.

Under The Workplace (Health, Safety and Welfare) Regulations 1992, employers have a responsibility to provide a minimum workspace of 40 square feet per person in an office area, not overall for the building and the business per person. The desk in back storeroom does NOT meet this minimum requirement.

The office is shared and provides no privacy for confidential conversations, requiring staff to leave the office. There is no area for the public to meet with staff other than in the auditorium or in MPR in the afternoon, both which do not present a professional setting.

COVID-19 restrictions imposed does not allow two people to work in the current shared office. As such, the Port Costa Sanitary / Assistant Sanitary Department Manager is temporarily setup in the MPR. The Recreation Department has expressed their need to have MPR vacated by July 1. Staggered work shifts will again be scheduled and telework from home will be reimplemented.

The prior office was 400 sq. ft. in the old Valona Emporium building downtown and it allowed for 3 desks in a cramped open seating environment with no privacy. It was not ADA compliant. The move to our existing location was completed in 2014 when the Facilities Manager / Assistant District Secretary positions were also combined.

Requirements

The District and sanitary department offices must provide enough space to effectively work, provide privacy as needed, and meet safety and ADA requirements.

A standard office is generally defined as 10' x 15' (150 SF) and an office with a small meeting table should be 200 SF. The District would be best served with 1 large office, and two standards offices for a total of 500 SF.

A reception area of 200 SF and two open cubical workstations setup in 200 SF would also be needed.

A separate large conference room of 350 SF would allow for meetings with employees and contractors.

File storage is currently at the old EQ tank office and it takes up approximately 150 SF of stacked boxes. Proper layout in file cabinets and shelving would require 200 SF.

This brings the total office space required to **1,450 SF**. This does not include kitchen/break room or garage space for vehicle storage.

Review of the Hosselkus Chapel Floor Plan Layouts created in March 2020 (See Appendix D – Floor Plans) shows that it has enough space on the ground floor to establish the District/Sanitary Department Office.

The Crockett Sanitary Department and Port Costa Sanitary Department Pollution Prevention Plans require the District to engage in limiting pollutants from entering the waste stream. These include batteries, mercury thermometers, compact fluorescents, etc. The front foyer of the new District Offices would allow for secure drop-off containers for batteries, compact fluorescent bulbs, medicine, and sharps at a convenient location for the community.

The sanitary departments stopped collecting electronic waste (e-Waste) due to the inability to securely store the equipment and because of the added burden for disposal. Having additional space in the workshop area at the Hosselkus Chapel could allow that program to be restarted for the benefit of the community.

Sanitary department staff is required to be on call 24/7 as "First Responders", alternating between the Crockett Sanitary Department Manager and Port Costa Sanitary Department Manager, with a target response time to arrive at reported Sanitary Sewer Overflow (SSO) locations within 30 minutes. Employees are therefore required to live within 15-30-minute drive time of the District. This requirement is outlined in the District's Sanitary Sewer Management Plan (SSMP) and included in contract language for these key employee positions.

If an employee is unavailable to respond to a reported spill, they can dispatch West County Wastewater District (WCWD) collection system crew at their after-hour billable rate averaging \$850 to \$925 based on two people with a minimum 3-hour charge. WCWD pump station emergency coverage averages \$442 per after-hours call if staff is unavailable to respond. Having an apartment available allows the sanitary department to provide an affordable housing option which might be less costly than increasing the salary scale that may be required if a key employee were required to renting or owning a home within a 15-mile radius. The apartment space upstairs can also be used as co-housing with two rooms for use when each respective manger is on call similar to the way the fire department uses housing above the Loring station resulting in less calls to WCWD, offsetting operating costs for the Crockett Sanitary Department.

Financial Assessment

Purchase of Hosselkus Chapel

Staff foresees that the initial and primary use of the facility would be to relocate the District and Crockett Sanitary Department offices along with securing garage space for sanitary department use. It has been proposed that the Crockett Sanitary Department be considered the anchor tenant and would pay most of the loan and annual operating and maintenance expenses based on its percentage of building use.

Financing

Staff has determined that the best course of action for financing the property acquisition would be to seek a loan for the entire purchase price. Doing so would keep the operating and capital reserves for each of its departments untouched. The building would be treated as an asset with the loan and principal payments considered an

annual expense paid from each department's annual operations and maintenance fund based on the shared use of the facilities. The Board would study the benefits and costs annually as part of its Cost Allocation Rate table review and based on the property usage set the allocation rate for Hosselkus Chapel expenditures.

Assessed value \$932,929

Appraised opinion of value \$1,190,000

District initial offer of purchase \$725,000

Tentative district final offer including asbestos and termite abatement \$620,000

Staff identified two lenders who could provide 100% financing of the property.

- **Municipal Finance Corp** – 100% financing est. 2.95% over 20 years. Revised Term Sheet requested. Equivalent monthly cost of the loan would be \$3,457 per month.
- **iBank** – Infrastructure State Revolving Fund (ISRF) Program – 100% financing estimated at 2.5% over 30 years; the loan is dependent on their definition of housing and on how the apartment space will be used. Equivalent monthly cost of the loan estimated at \$2,469.

Due to lending requirements for government loans **Municipal Finance Corporation** is the most preferable lender. If **iBank** were to be chosen the District would have to quickly develop a procurement policy, meet certain revenue thresholds, and adhere to restrictions on use of the building.

A survey of available commercial property in Crockett was undertaken in March 2020. Rent for commercial space averages about \$1 per square foot (sq. ft.) plus utilities.

- 2,500 sq. ft. commercial office at Loring and Rolph, identified as the old bank building, without parking, is available for lease offered at \$2,600 per month.
- 4,000 sf. ft. brick warehouse on Loring with adjacent 3,500 sq. ft. gravel parking, most recently used by Baldwin Bar Supply, requiring structural upgrade and substantial renovation, is available for lease offered at \$4,999 per month.

The Hosselkus Chapel on is on a 0.54-acre flat parcel, equal to 23,522 sq. ft. The first floor including chapel and garage is 5,444 sq. ft. The upstairs space contains approximately 1,756 additional sq. ft. This leaves approximately 18,000 sq. ft. outside with the majority of that available for parking.

Loan Payment Review – Hosselkus Chapel

Loan Payment Breakdown (per month eq.)				Municipal Finance	<i>or</i>	iBank ISRF Program
				\$3,457		\$2,469
Sanitary use of building	3,034	sq. ft.	42.1%	\$1,384		\$988
CSD Shared	1,581	sq. ft.	22.0%	\$721		\$515
CSD Upstairs rental office	619	sq. ft.	8.6%	\$282		\$202
Dual REC/CSD	1,248	sq. ft.	17.3%	\$569		\$407
Storage	718	sq. ft.	10.0%	\$328		\$234
Sub Total	7,200					
Parking	18,000	sq. ft.	n/a	\$173		\$123
Total	32,400					

Department Allocations of Loan Payments (for discussion only)

CVSan	59%	\$2,040.49	59%	\$1,454.83
REC	33%	\$1,128.79	33%	\$807.80
PCSan	8%	\$287.72	8%	\$205.96

Cash Flow Review – Monthly O&M Expenses – Hosselkus Chapel

Additional Operating Expenses (monthly eq.)		Amount based on % of use split		
		CVSan	REC	PCSan
Property Insurance	\$38	\$22.38	\$12.38	\$3.16
Liability Insurance	\$8	\$4.43	\$2.45	\$0.62
Utilities - Elec/Water/Gas	\$381	\$224.88	\$124.41	\$31.71
Building Maintenance	\$629	\$371.46	\$205.49	\$52.38
Security system & alarm	\$292	\$172.16	\$95.24	\$24.27
Janitorial services	\$360	\$212.49	\$117.55	\$29.96
Janitorial supplies	\$41	\$24.10	\$13.33	\$3.40
Landscaping	\$120	\$70.83	\$39.18	\$9.99
Total	\$1,868	\$1,102.73	\$610.02	\$155.49

Next Steps

Discuss the initial Needs Assessment and formulate mitigation strategy to address items identified. Consider whether Hosselkus Chapel would address these gaps and address office space needs identified.

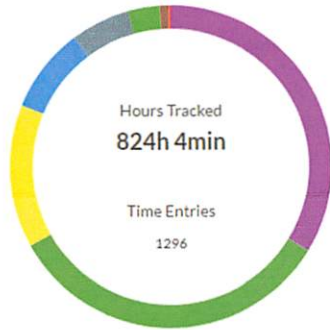
Give staff direction on next steps. Report will be shared with the Board. Purchase and Sales Agreement for the Hosselkus Chapel anticipated to be presented to the Board on July 22, 2020.

APPENDIX A - TIME ALLOCATION

Dale McDonald – Allocation Between Departments

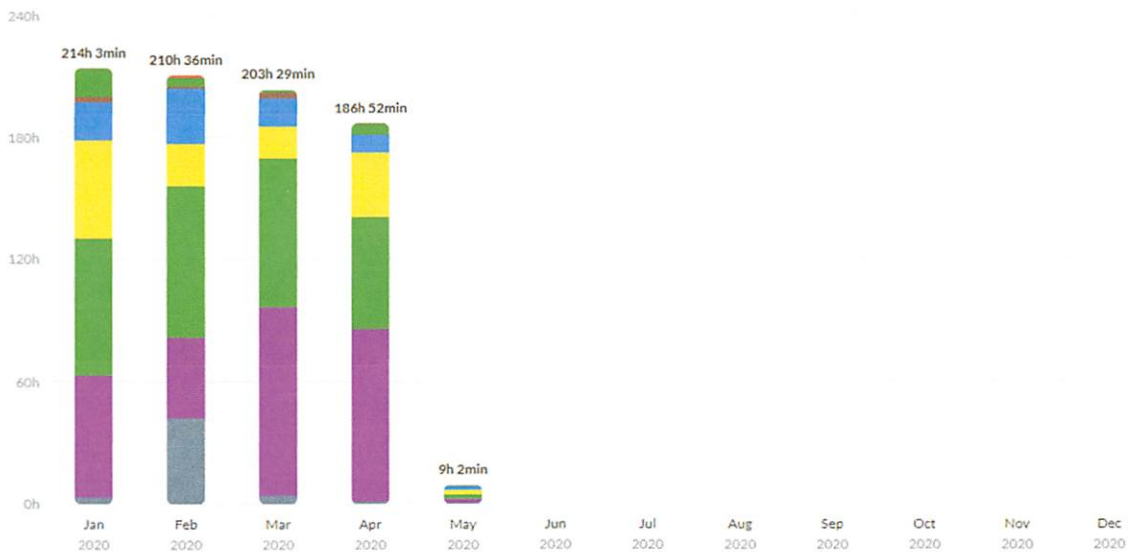
2020 (January thru April)

Overview



CSD	278h 38min	34%
CVSan	272h 0min	33%
PCSan	119h 13min	14%
REC	69h 51min	8%
Hosselkus Chapel	49h 21min	6%
CV CapX	26h 12min	3%
MAINT	7h 18min	1%
Bridgehead	1h 32min	0%

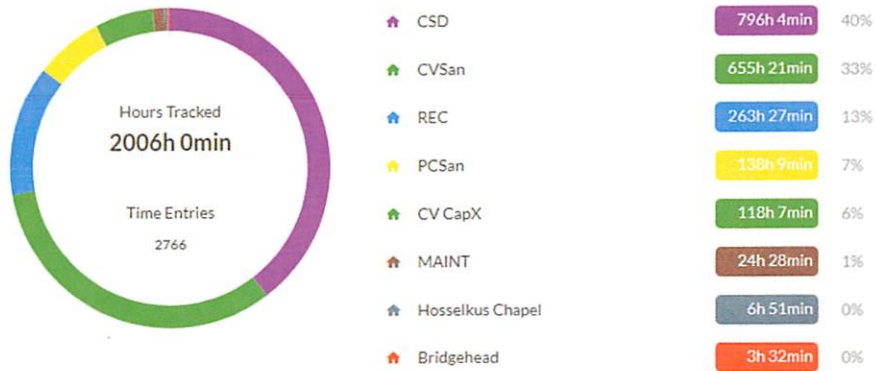
Time



This report is used track time billed to each department and is generated in free time tracking software. Allocation percentages do not include vacation, sick, or holiday leave. The total number of hours and minutes are added to monthly timesheet along with any vacation, sick, or holiday leave added to CVSan. General Manager payroll is paid from CVSan and recovered from other departments monthly.

2019 (January thru December)

Overview



Time

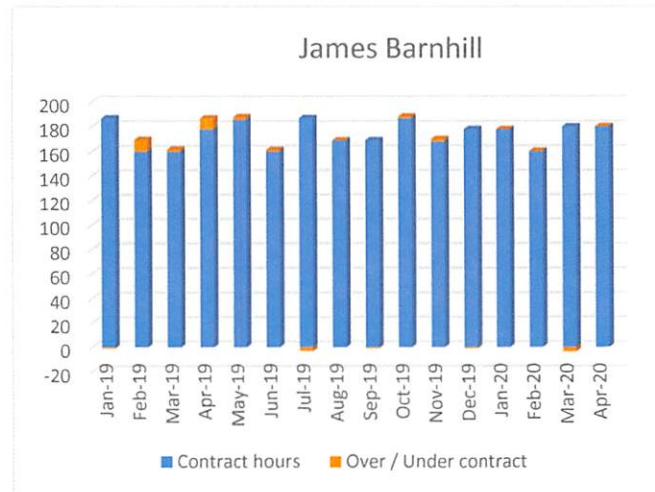
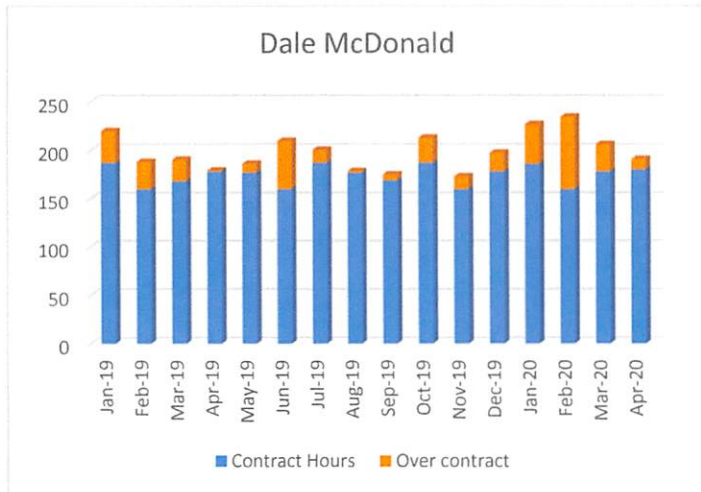


Months of April, May, and August show lower total hours as these were months where vacation was taken. Vacation is not tracked as working hours on this report.

APPENDIX B - TIMESHEET REVIEW

Timesheet Review January 2019 thru April 2020

Dale McDonald	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	TOTAL
Contract Hours	187	160	168	178	177	160	187	177	169	187	160	178	186	160	178	180	2792
Over contract	32.75	28	22.25	1	9	49.5	13.25	1.5	6	25.75	13	19.25	40.75	74.25	28	10.75	375
Total Hrs.	219.75	188	190.25	179	186	209.5	200.25	178.5	175	212.75	173	197.25	226.75	234.25	206	190.75	3167



James Barnhill	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	TOTAL
Contract hours	187	160	160	178	186	160	187	169	169	187	168	178	178	160	180	180	2787
Over / Under contract	-1	9.5	1.75	9	2	1.25	-3.25	0	-0.75	1.25	2	-1	0	0.25	-3.75	0.25	17.5
Total Hrs.	186	169.5	161.75	187	188	161.25	183.75	169	168.25	188.25	170	177	178	160.25	176.25	180.25	2805

	AVERAGE																
CVSan %	67.67%	73.60%	78.99%	80.48%	79.65%	87.44%	90.34%	88.61%	72.96%	81.54%	82.21%	40.93%	12.79%	75.51%	81.56%	79.75%	73.38%
PCSan %	29.57%	26.40%	21.02%	19.39%	20.35%	12.56%	9.66%	11.39%	27.04%	18.46%	17.79%	59.07%	87.22%	23.87%	18.44%	20.25%	26.41%

Timesheets include vacation, sick, and holiday leave in totals.

9/80 schedule and adjustments to cover vacation resulted in different contract hours between DM and JB on some months.

James Barnhill spent inconsequential % time on REC, less than 0.3% per month average) and REC has been left off report.

Dale McDonald splits between departments on separate page.

5/3/2020

APPENDIX C - BACKLOGGED STATUS REPORT

CV SAN. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	Gather data	Hydraulic study
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3, report map
Ongoing		Financial accounting & budget	Draft FY 20/21	Prelim FY 20/21 budget
Ongoing		JTP cost allocation adjustment	allocation complete	
Ongoing		C&H diversion analysis	current thru 5/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2020

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid April 2020
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by March 2020
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered

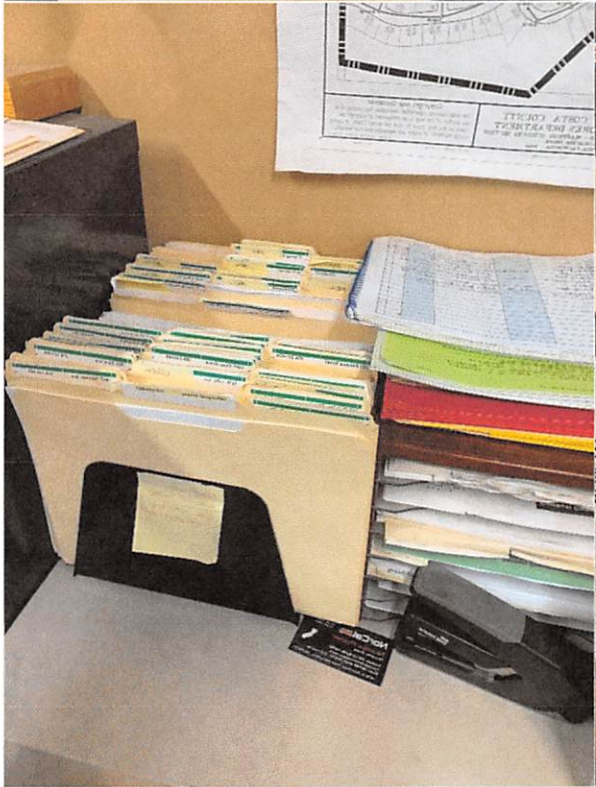
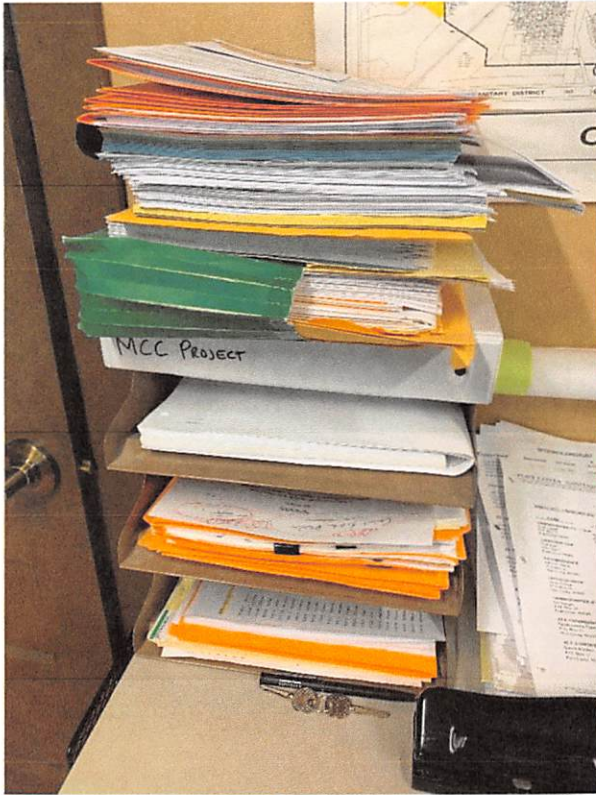
L:\Sanitary_Depts\Crockett Sanitary>StatusReport.CVSan.xls

To Do

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
<u>ADMINISTRATIVE MATTERS</u>				
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines
4/07	A-20.5	Lateral replacement	ON HOLD	
11/06	A-19	Safety training requirements	Identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	ON HOLD	continue with existing
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items
1/20	A-35	Voumetric reporting	Register on web	Complete reporting April 30

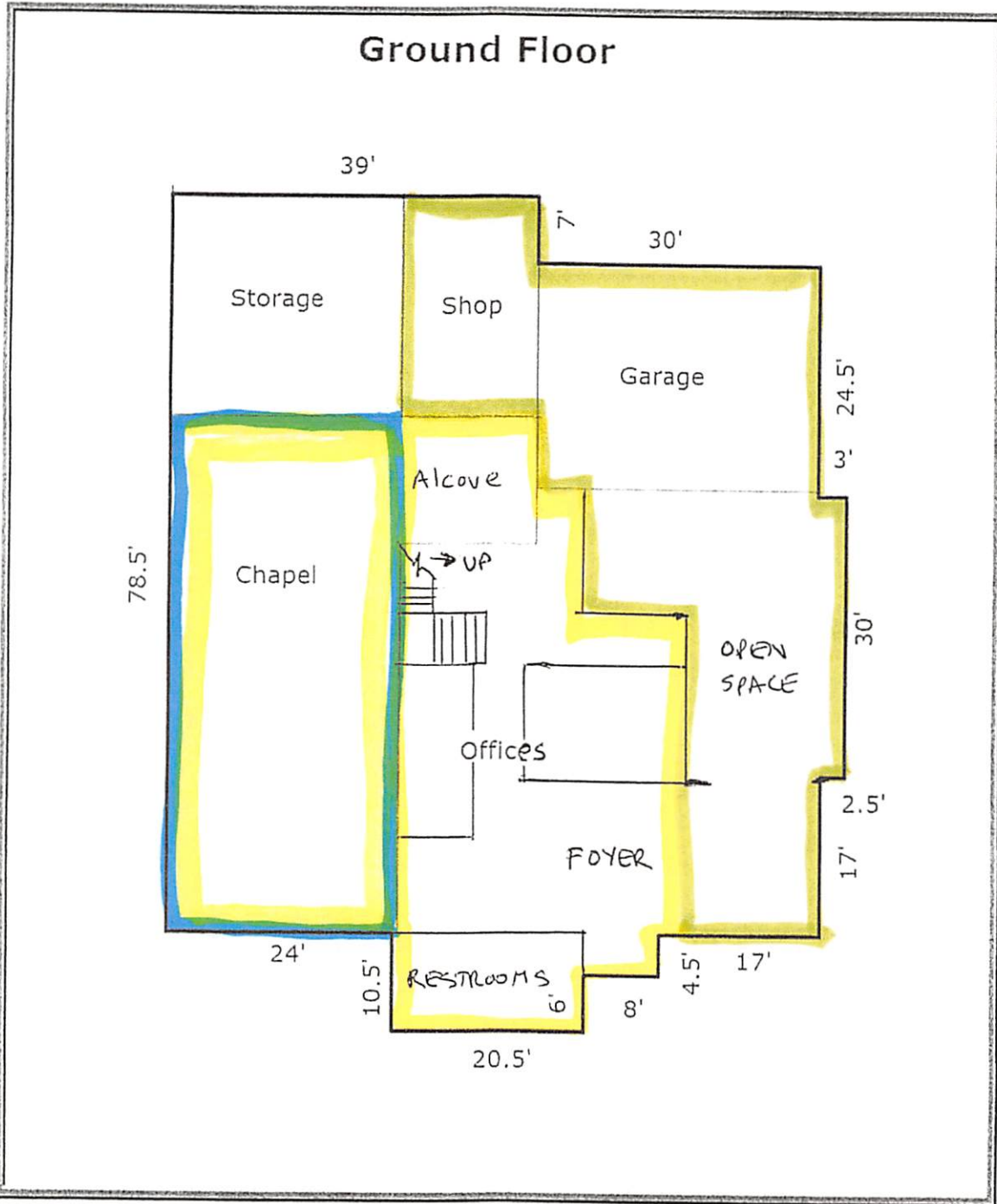
To Do

APPENDIX D – BACKLOGGED TASKS AND PROJECTS PHOTOS



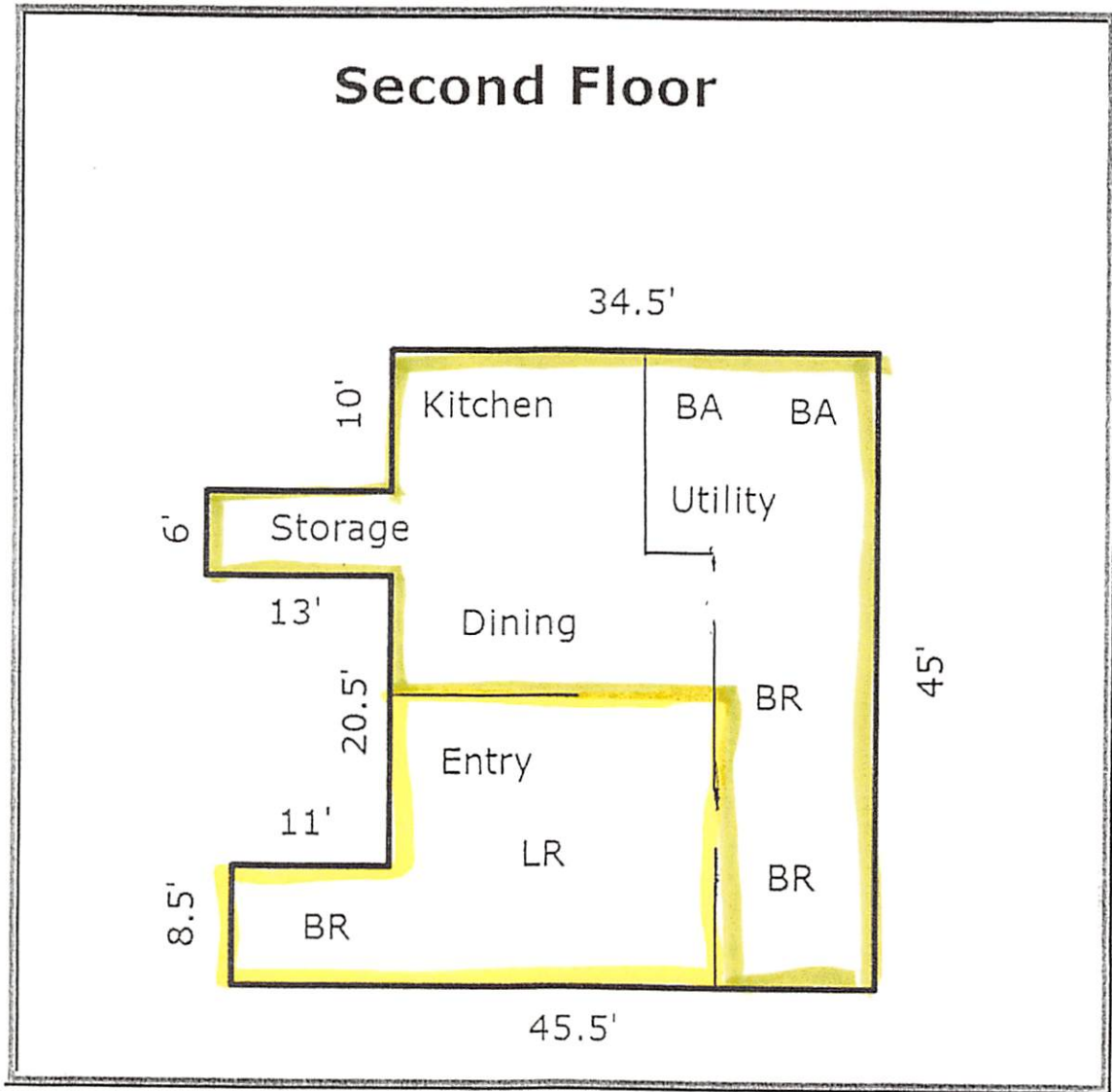
APPENDIX E - FLOOR PLAN HOSSELKUS CHAPEL



FLOOR PLAY LAYOUT – (First Floor)



- CVSAU = 1,897 sq. ft.
- CSD SHARED = 1,581 sq. ft.
- DUAL REZ/CSD = 1,248 sq. ft.
- STORAGE = 718 sq. ft.

FLOOR PLAY LAYOUT – (Second Floor Living Quarters)



 CVSAW REAR USE = 1,137 sq. ft.
 CSD / OFFICE FRONT USE = 619 sq. ft.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
 850 Pomona Street
 Telephone (510) 787-2992
 Fax (510) 787-2459
 e-mail: manager@town.crockett.ca.us
 website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 6-24-20

LATEST FUND REPORT: 6-11-20

CCSD FUND 3240

CCSD FUND 3240

CASH CARRIED FORWARD:
REC DEPT: \$15,988.65

CASH CARRIED FORWARD:
CVSAN DEPT: \$28,021.18

ACTIVITY:

ACTIVITY:

2019-20 HOPR 2nd 50%	\$162.23
CY UNS 1%	\$76.02
PY Various	\$10.30

2019-20 HOPR 2nd 50%	\$942.49
CY UNS 1%	\$441.68
PY Various	\$59.83

CASH BALANCE (Rec): \$16,237.20

CASH BALANCE (CVSan): \$29,465.18

ADV ON TAXES (Rec): \$1,598.86

ADV ON TAXES (CVSan): \$16,347.80

060 Adv beginning bal	\$530.64
Correction JV390104	(\$0.39)

060 Adv beginning bal	\$10,141.85
Correction JV390104	(\$2.25)

Ending Balance \$530.25

Ending Balance \$10,139.60

160 Supplmt begin bal	\$123.41
1920 SEC SPTADV	\$713.61
PY SEC SPT UNS ADV	\$231.58
Ending Balance	\$1,068.61

160 Supplmt begin bal	\$716.92
1920 SEC SPTADV	\$4,145.87
PY SEC SPT UNS ADV	\$1,345.42
Ending Balance	\$6,208.20

FUND BALANCE (Rec): \$17,836.06

FUND BALANCE (CVSan): \$45,812.98

MAINT DEPT PROPERTY TAXES ALLOC:

Cash Carried Forward	(\$3,500.00)
Prop Tax Share	\$7,059.00
Trs to Maint 3241	(\$3,559.00)
Prop Tax Adj per CSI	\$140.87
Cash Balance (Maint)	\$140.87

060 Adv Beginning Bal	\$7,059.00
Prop Tax Trns	(\$7,059.00)
Ending Balance	\$0.00

FUND BALANCE (Maint): \$140.87

TOTAL CSD 3240 BALANCE: \$63,789.91

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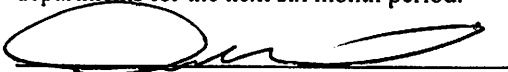
Members of the Board: Luigi Barassi, Michael Kirker, John MacKenzie, Kent Peterson, Emma Sutton

CROCKETT COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

AS OF MAY 31, 2020

<u>Beginning invested balance:</u>	<u>5/1/2020</u>	<u>\$ 4,534,061.87</u>
 <u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 425,179.03
Activity: No activity		\$ -
Ending balance:		\$ 425,179.03
 <u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 187,421.52 *
Activity: No activity		\$ -
Ending balance:		\$ 187,421.52
 <u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 222.54
Activity: No activity		\$ -
Ending balance:		\$ 222.54
 <u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 2,956,138.30
Activity: Transfer to cash		\$ (150,000.00)
Ending balance:		\$ 2,806,138.30
 <u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 894,294.96
Activity: No activity		\$ -
Ending balance:		\$ 894,294.96
 <u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 2.03% as of 4/15/2020		\$ 70,805.52
Activity: No activity		\$ -
Ending balance:		\$ 70,805.52
<u>Closing invested balance:</u>	<u>5/31/2020</u>	<u>\$ 4,384,061.87</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.



Date: 6/15/20

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTK 6-24-20

LATEST FUND REPORT: 6-11-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$81,801.84

INVESTED BALANCE: \$425,179.03

No activity \$0.00

ACTIVITY:

NET INVESTED: \$425,179.03

CHECKS AND PAYMENTS

Warrants 8681-8714 * (\$29,242.06)

\$47,122.82 c/d deposits

Wells Fargo CC Fees (\$22.61)

\$378,056.21 avail. funds

Payroll recovery (\$915.23)

FUND BALANCE: \$487,042.76

* Includes \$400 in COVID19 refunds

*** Below held in cash account ***

DEPOSITS AND CREDITS

Comm Center Rentals \$2,030.00

C/D BEGINNING BALANCE: \$47,122.82

CCF passthru Botta \$600.00

c/d deposit receipts \$0.00

Payroll recovery CVP \$1,967.84

c/d deposit refunds \$0.00

Parking fines \$33.95

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE: \$47,122.82

CAP / RESTRICTED BAL: \$4,773.43

Donations \$ -

Swing seats \$ (333.83)

NET CAPITAL REPL. BAL: \$4,439.60

POLICE LIAISON BALANCE: \$7,860.75

Parking revenue Mar \$33.95

Payroll/Expenses (\$20.06)

NET PLC ENDING BALANCE: \$7,874.64

CASH BALANCE: \$56,253.73

XMAS LIGHT BEG BALANCE: \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE: \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

ADV ON TAXES : \$5,610.00

PETTY CASH BALANCE: \$60.00

No activity \$0.00

TAXES held in 3240: \$ 17,836.06

NET ADV ON TAXES: \$5,610.00

CO.charges in 3240: \$ -

\\rec\bud&fin\wrksht.xls

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

CROCKETT COMMUNITY SERVICES DISTRICT

06/12/20

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 06/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							512,590.87
Cleared Transactions							
Checks and Payments - 37 items							
Transfer	05/15/2020			Corrected transfer of MAINT payro...	X	-11.84	-11.84
Check	05/21/2020	8691	TERRACARE ASS...	Landscaping services	X	-2,171.00	-2,182.84
Paycheck	05/21/2020	8681	SUSAN G. WITSCHI	Payroll May 1-15	X	-1,903.99	-4,086.83
Check	05/21/2020	8683	U.S. BANK	Various Maint, Soft subscript, cap ...	X	-1,798.59	-5,885.42
Check	05/21/2020	8687	EBMUD	Water	X	-1,501.87	-7,387.29
Check	05/21/2020	8689	PG&E	Gas & Electricity at pool AC 2501...	X	-1,278.39	-8,665.68
Check	05/21/2020	8685	MEYERS NAVE	General advice April 2020 - share ...	X	-1,036.04	-9,701.72
Liability C...	05/21/2020	8684	STATE COMPENS...	Workers Comp	X	-946.08	-10,647.80
Check	05/21/2020	8688	KEL-AIRE HEATIN...	Filter grill replacement - recoverabl...	X	-484.07	-11,131.87
Check	05/21/2020	8690	Regional Governm...	FEMA COVID review April Invoice ...	X	-225.00	-11,356.87
Check	05/21/2020	8692	Cecelia Hill	Cancellation of event 9/6/20 COVI...	X	-200.00	-11,556.87
Check	05/21/2020	8686	BAY AREA NEWS...	Publishing Ord 20-1 Summary Stat...	X	-154.52	-11,711.39
Paycheck	05/21/2020	8682	TREVOR B. DEES	Payroll May 1-15	X	-37.96	-11,749.35
Check	05/21/2020		Wells Fargo Merch...	Wells Fargo Fees	X	-22.61	-11,771.96
Paycheck	06/05/2020	8693	RONALD D. WILS...	Payroll May 2020	X	-2,569.84	-14,341.80
Check	06/05/2020	8712	Anthony Polcari	Weed abatement on hillside above...	X	-2,300.00	-16,641.80
Transfer	06/05/2020			Payroll recovery REC to CVSAN M...	X	-2,285.75	-18,927.55
Check	06/05/2020	8710	TERRACARE ASS...	Landscaping services	X	-2,171.00	-21,098.55
Paycheck	06/05/2020	8699	SUSAN G. WITSCHI	Payroll May 16-31	X	-1,793.61	-22,892.16
Check	06/05/2020	8711	PG&E	Gas & Electricity	X	-1,743.51	-24,635.67
Liability C...	06/05/2020	8704	SDRMA	Health Benefits Liability	X	-1,636.08	-26,271.75
Check	06/05/2020	8708	EBMUD	Water	X	-1,249.70	-27,521.45
Liability C...	06/05/2020	8702	UNITED STATES ...	Fed Tax Payroll Liability	X	-888.62	-28,410.07
Liability C...	06/05/2020	8701	CalPERS Public E...	CalPERS Retirement and 457	X	-873.81	-29,283.88
Check	06/05/2020	8707	CUNHA ENGINEE...	Pomona Steps - survey and engin...	X	-750.00	-30,033.88
Check	06/05/2020	8709	LESLIE'S POOL S...	Pool chemicals	X	-417.01	-30,450.89
Check	06/05/2020	8706	AT&T	Telephone	X	-364.76	-30,815.65
Paycheck	06/05/2020	8700	TREVOR B. DEES	Payroll May 16-31	X	-243.55	-31,059.20
Check	06/05/2020	8713	Emily Draper	Refund on booking for May 31 eve...	X	-200.00	-31,259.20
Liability C...	06/05/2020	8703	EMPLOYMENT D...	EDD State Payroll Tax Liability	X	-83.95	-31,343.15
Liability C...	06/05/2020	8705	LINCOLN FINANCI...	LTD Premium Liability	X	-69.19	-31,412.34
Check	06/05/2020	8714	Kelsey O'Shea	Repayment for uncashed paychec...	X	-44.28	-31,456.62
Paycheck	06/05/2020	8694	HARIKESH SHRI...	Payroll May 16-31	X	-24.24	-31,480.86
Paycheck	06/05/2020	8696	MADISON A. KOZI...	Payroll May 16-31	X	-22.18	-31,503.04
Paycheck	06/05/2020	8698	STELLA T.E. MAN...	Payroll May 16-31	X	-20.08	-31,523.12
Paycheck	06/05/2020	8695	JUSTIN T. CROW	Payroll May 16-31	X	-19.74	-31,542.86
Paycheck	06/05/2020	8697	MONICA A. MUNOZ	Payroll May 16-31	X	-19.40	-31,562.26
Total Checks and Payments						-31,562.26	-31,562.26
Deposits and Credits - 5 items							
Deposit	05/15/2020			Rent, donation, parking Comm Ctr ...	X	2,663.95	2,663.95
Transfer	05/22/2020			Payroll recovery May 1-15 PCSAN...	X	271.48	2,935.43
Transfer	05/22/2020			Payroll recovery May 1-15 CVSAN...	X	1,588.11	4,523.54
Transfer	06/05/2020			Payroll recovery PCSAN to REC M...	X	108.25	4,631.79
Transfer	06/05/2020			Payroll recovery CVSAN to REC M...	X	1,382.36	6,014.15
Total Deposits and Credits						6,014.15	6,014.15
Total Cleared Transactions						-25,548.11	-25,548.11
Cleared Balance						-25,548.11	487,042.76
Register Balance as of 06/11/2020						-25,548.11	487,042.76
Ending Balance						-25,548.11	487,042.76

CROCKETT MAINTENANCE DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 6/24/20

OPERATING FUND 3242

CASH CARRIED FORWARD: \$12,456.05

ACTIVITY:

CHECKS and PAYMENTS

Warrants (427) (\$153.42)

Payroll recovery May (117.93)

Payroll recovery Apr. (\$150.42)

DEPOSITS

None \$0.00

CASH BALANCE: \$12,034.28

INVESTED (MH) BEG. BAL: \$187,421.52

No activity \$0.00

INVESTED (MH) END. BAL: \$187,421.52

FUND BALANCE: \$199,455.80

LATEST FUND REPORT: 6/11/20

BALANCES BY CLASS

MEMORIAL HALL

Walk Honor & P66 \$243,500.00

Archt. Phase1 (\$15,427.99)

Engnr. Phase1 (\$33,934.00)

Other CapX (\$4,605.65)

WofH P66 Balance \$189,532.36

Other MH O&M Bal. \$8,070.56

BRIDGEHEAD \$1,191.64

PLAZA/FENCES/LIGHTS (\$182.90)

DOGPARK COST CENTER \$844.14

ACCRUED DEBT:

PY due REC Dept. \$8,000.00

PCADVISORY due MH \$1,170.20

TAXES held in 3240 \$140.87

06/12/20

Reconciliation Detail

FUND 3242 - MAINTENANCE, Period Ending 06/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							199,727.15
Cleared Transactions							
Checks and Payments - 2 Items							
Check	06/05/2020	427	KENT PETERSON	Bridgehead maintenanc...	X	-153.42	-153.42
Transfer	06/05/2020			Payroll recovery MAINT...	X	-117.93	-271.35
Total Checks and Payments						-271.35	-271.35
Total Cleared Transactions						-271.35	-271.35
Cleared Balance						-271.35	199,455.80
Register Balance as of 06/11/2020						-271.35	199,455.80
Ending Balance						-271.35	199,455.80

PORT COSTA SANITARY DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	6/24/20	LATEST FUND REPORT:	6/11/20

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$78,913.81	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1222-1228)	(\$13,916.13)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,114.25)	Loan#2 due CVSan	\$277,963.36
Permit #20-12 Fee	60.00	Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$62,943.43	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$38,952.00		
No activity	\$0.00		
Ending Balance	\$38,952.00		
INVESTED BEGIN. BALANCE:	\$222.54		
No activity	\$0.00		
Ending Balance	\$222.54		

FUND BALANCE:	\$102,117.97	\\san\pc\bud&fin\wrksht	

06/12/20

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 06/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							118,088.35
Cleared Transactions							
Checks and Payments - 10 Items							
Check	05/21/2020	1223	MEYERS NAVE	Legal advice Clean Harbors, Board meet...	X	-5,378.62	-5,378.62
Check	05/21/2020	1225	Valley Operators, ...	WWTP ops fee & misc pitchfork invoice ...	X	-4,441.49	-9,820.11
Check	05/21/2020	1222	U.S. BANK	Lab tests, Prop218 Notices, alarm, suppl...	X	-996.65	-10,816.76
Check	05/21/2020	1224	BAY AREA NEW...	Publishing Ord 20-1 Summary Statemen...	X	-45.11	-10,861.87
Transfer	05/22/2020			Payroll recovery May 1-15 PCSAN to REC	X	-271.48	-11,133.35
Check	06/05/2020	1226	Crockett Sanitary ...	Wastewater SUC from PCSan bypass W...	X	-1,927.27	-13,060.62
Transfer	06/05/2020			Payroll recovery PCSan to CVSan May 2...	X	-1,734.52	-14,795.14
Check	06/05/2020	1227	Eurofins Calscien...	Lab testing	X	-815.00	-15,610.14
Check	06/05/2020	1228	PG&E	Electricity	X	-311.99	-15,922.13
Transfer	06/05/2020			Payroll recovery PCSAN to REC May 16...	X	-108.25	-16,030.38
Total Checks and Payments						-16,030.38	-16,030.38
Deposits and Credits - 1 Item							
Deposit	05/22/2020			Permit 20-14	X	60.00	60.00
Total Deposits and Credits						60.00	60.00
Total Cleared Transactions						-15,970.38	-15,970.38
Cleared Balance						-15,970.38	102,117.97
Register Balance as of 06/11/2020						-15,970.38	102,117.97
Ending Balance						-15,970.38	102,117.97

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 6-24-20

LATEST FUND REPORT: 6-11-20

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$115,411.88

CASH CARRIED FORWARD \$60,048.28

ACTIVITY:

ACTIVITY:

Warrants (6141-6162) (\$111,824.10)
Payroll recov to REC (\$1,588.11)

No activity \$0.00

Trs from investments \$150,000.00
Payroll recov REC PCS: \$2,767.68
PCSan SUC for bypass \$1,927.27
Acces & Repair Reimbur: \$4,500.00
Cost recovery \$67.70
Permit fees \$90.00

CASH BALANCE: \$60,048.28

CASH BALANCE: \$161,352.32

INVESTED BEGIN BAL.: \$894,294.96

No activity \$0.00

ADV ON TAXES:

060 Prop tax Beginning \$57,305.00
No activity \$0.00

INVESTED BALANCE: \$894,294.96

FUND 3427 BALANCE: \$954,343.24

Ending Balance \$57,305.00
160 Adv Supp Prop tax \$4,117.89
No activity \$0.00
Ending Balance \$4,117.89

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$265.00

ACTIVITY:

No activity \$0.00

INVESTED BEG. BALANCE: \$2,956,138.30
Transfer to cash (\$150,000.00)

CASH BALANCE: \$265.00

INVESTED BEGIN BAL.: \$70,805.52

No activity \$0.00

Ending Balance: \$2,806,138.30

INVESTED BALANCE: \$70,805.52

FUND 3426 BALANCE: \$3,028,913.51

FUND 3429 BALANCE: \$71,070.52

TAXES held in 3240: \$45,812.98
CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$452,196.85

27 contractors \$27,500.00

3:26 PM

06/12/20

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 06/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,132,973.07
Cleared Transactions							
Checks and Payments - 24 items							
Check	05/21/2020	6145	C&H SUGAR CO.	JTP April 2020 shared costs and reconcila...	X	-8,732.51	-8,732.51
Check	05/21/2020	6141	U.S. BANK	Prop 218 mailing, car rental during COVID...	X	-2,093.57	-10,826.08
Check	05/21/2020	6143	MEYERS NAVE	Legal advise - Board meetings and COVID...	X	-1,927.80	-12,753.88
Check	05/21/2020	6146	EBMUD	Water	X	-428.30	-13,182.18
Liability C...	05/21/2020	6142	STATE COMPE...	Workers Comp	X	-416.00	-13,598.18
Check	05/21/2020	6144	BAY AREA NE...	Publishing Ord 20-1 Summary Statement ...	X	-273.77	-13,871.95
Check	05/21/2020	6147	DALE A. McDO...	Reimbursement supplies and mileage Feb...	X	-178.60	-14,050.55
Transfer	05/22/2020			Payroll recovery May 1-15 CVSAN to REC...	X	-1,588.11	-15,638.66
Check	06/05/2020	6155	ECAST Enginee...	Atherton-Cooke C-1002 Final Pay and Rel...	X	-47,024.42	-62,663.08
Check	06/05/2020	6157	L.R. PAULSELL...	Winslow Project C-1016 and consulting	X	-14,633.31	-77,296.39
Check	06/05/2020	6156	APB GENERAL ...	Pomona & First Project C-1017 Full Paym...	X	-9,500.00	-86,796.39
Check	06/05/2020	6158	WEST COUNT...	CSO PS contract services March & April	X	-7,233.04	-94,029.43
Paycheck	06/05/2020	6148	DALE A. McDO...	Payroll May 2020	X	-4,373.09	-98,402.52
Paycheck	06/05/2020	6149	JAMES G. BAR...	Payroll May 2020	X	-4,274.13	-102,676.65
Liability C...	06/05/2020	6150	CalPERS Public...	CalPERS Retirement and 457 Plan	X	-4,156.65	-106,833.30
Check	06/05/2020	6161	PG&E	Electricity	X	-2,451.44	-109,284.74
Liability C...	06/05/2020	6151	UNITED STATE...	Fed Tax Payroll Liability	X	-1,524.84	-110,809.58
Transfer	06/05/2020			Payroll recovery CVSAN to REC May 16-31	X	-1,382.36	-112,191.94
Check	06/05/2020	6159	PSR West Coas...	Contruction cost projection Hosselkus Cha...	X	-902.50	-113,094.44
Liability C...	06/05/2020	6153	SDRMA	Health Benefit Premium Liability	X	-892.50	-113,986.94
Liability C...	06/05/2020	6152	EMPLOYMENT ...	EDD State Tax Payroll Liability	X	-440.53	-114,427.47
Check	06/05/2020	6160	AT&T	Telephone and alarm cell	X	-191.98	-114,619.45
Liability C...	06/05/2020	6154	LINCOLN FINA...	LTD Premium Liability	X	-120.12	-114,739.57
Check	06/05/2020	6162	CONTRA COST...	Environmental Filing Fee CEQA and lien r...	X	-55.00	-114,794.57
Total Checks and Payments						-114,794.57	-114,794.57
Deposits and Credits - 7 items							
Transfer	05/15/2020			Corrected transfer of MAINT payroll liabilit...	X	11.84	11.84
Deposit	05/18/2020			Permit 20-13 DP808349	X	30.00	41.84
Deposit	06/05/2020			Permit 20-15 DP809263	X	60.00	101.84
Transfer	06/05/2020			Payroll recovery MAINT to CVSAN May 20...	X	117.93	219.77
Transfer	06/05/2020			Payroll recovery PCSan to CVSan May 20...	X	1,734.52	1,954.29
Transfer	06/05/2020			Payroll recovery REC to CVSAN May 2020	X	2,285.75	4,240.04
Deposit	06/05/2020			Bypass PCSAN SUC, Recovery DP809275	X	6,494.97	10,735.01
Total Deposits and Credits						10,735.01	10,735.01
Total Cleared Transactions						-104,059.56	-104,059.56
Cleared Balance						-104,059.56	3,028,913.51
Register Balance as of 06/11/2020						-104,059.56	3,028,913.51
Ending Balance						-104,059.56	3,028,913.51

RESOLUTION

NO. 19/20-27

**A RESOLUTION REALLOCATING
FUNDS USED BY THE CROCKETT RECREATION DEPARTMENT
FOR THE FISCAL YEAR 2019/2020**

WHEREAS, the District Board did on June 26, 2019 adopt by Resolution No. 18/19-23 an operating and capital improvements budget for the fiscal year 2019/2020; and

WHEREAS, the District Board finds that the Crockett Recreation Department's unrestricted operations and maintenance fund will be depleted by the end of 2020 due in part to the impact COVID-19 has had on revenue for the department; and

WHEREAS, the Recreation Commission has reviewed expenditures anticipated over the next year and paired down planned capital projects; and

WHEREAS, the Recreation Department's general fund includes an allocation for capital reserves which can be repurposed by action of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that \$80,000 from the Crockett Recreation Department's restricted capital fund be reallocated to the unrestricted operations and maintenance fund

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on June 24, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

RESOLUTION

CROCKETT COMMUNITY SERVICES DISTRICT

NO. 19/20-32

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
ESTABLISHING THE DISTRICT'S APPROPRIATIONS LIMIT FOR THE
2020-2021 FISCAL YEAR, AND CERTIFYING THAT FISCAL YEAR 2020-2021
APPROPRIATIONS SUBJECT TO LIMITATION DO NOT EXCEED THE
APPROPRIATIONS LIMIT**

RECITALS

WHEREAS, the Crockett Community Services District was formed on July 11, 2006; and

WHEREAS, Article XIII B of the California State Constitution, adopted as Proposition 4 (the "Gann Initiative") by the voters of California on November 6, 1979, as expanded by Proposition 111, prohibits, with certain exceptions, an agency's annual Appropriations Subject to Limitation from exceeding a base year Appropriations Limit, except by a formula which adjusts the Appropriations Limit by changes in population and changes in cost-of-living; and

WHEREAS, pursuant to Government Code Section 56811, at the first district election that was held following the first full fiscal year of operation, District voters approved a fiscal year 2008-2009 Appropriations Limit of \$2,851,048; and

WHEREAS, the Appropriations Limit for fiscal year 2020-2021 is calculated to be \$4,742,398, as determined by applying a percentage increase of 6.77% to the fiscal year 2019-2020 Appropriations Limit of \$4,441,839; with such percentage increase being comprised of the 2020 change in the California per capita personal income of a 6.51% increase, as determined by the U.S. Dept. of Commerce, Bureau of Economic Analysis and the annual change in the Contra Costa County countywide population as of January 1, 2020 showing an increase of 0.26%, as determined by the California Department of Finance; and

WHEREAS, the 2020-2021 Appropriations Subject to Limitation have been determined to be \$566,972; and

WHEREAS, the documentation for the fiscal year 2020-2021 Appropriations Limit and Appropriations Subject to Limitation have been made available to the public at least fifteen days prior to the Board of Director's consideration of this resolution;

NOW, THEREFORE BE IT RESOLVED by the Crockett Community Services District, as follows:

1. The Board of Directors selects the U.S. Dept. of Commerce State of California changes in cost-of-living and Contra Costa County countywide population as the factor to be used in determining the fiscal year 2020-2021 Appropriations Limit.
2. The Board of Directors hereby adopts an Appropriations Limit of \$4,742,398 for fiscal year 2020-2021.
3. The Board of Directors hereby certifies that the Appropriations Subject to Limitation for fiscal year 2020-2021 do not exceed the fiscal year 2020-2021 Appropriations Limit.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on June 24, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST:

Dale McDonald
District Secretary

Calculation of the Fiscal Year 2020-21 Appropriations Limit:

A.	Fiscal Year 2019-20 Appropriations Limit		\$4,441,839
B.	2019 California per capita personal income change over prior year	6.51%	
C.	January 2019 Contra Costa County population change over prior year	0.26%	
		<u>6.7666%</u>	
D.	Appropriations Limit change factor from 2019-20 to 2020-21(B+C+1)		1.067666
E.	Appropriations Limit for Fiscal Year 2020-21 (AxD)		\$4,742,398
	Fiscal Year 2020-21 Appropriations Subject to Limitation (from Proceeds of Taxes)		\$566,972

Attachment B

**Crockett Community Services District
Calculation of Appropriations Subject to Limitation
Fiscal Year 2020-21**

Fiscal Year 2020-21	Crockett Recreation/Maint			Crockett/Port Costa Sanitary			Crockett CSD Total		
	Proceeds of Taxes	Non-Proceeds of Taxes	Total 2020-21	Proceeds of Taxes	Non-Proceeds of Taxes	Total 2020-21	Proceeds of Taxes	Non-Proceeds of Taxes	Total 2020-21
Property taxes	\$79,054		\$79,054	\$310,887		\$310,887	\$389,941	\$0	\$389,941
Recreation tax	\$136,180		\$136,180			\$0	\$136,180	\$0	\$136,180
User fees in excess of costs			\$0			\$0	\$0	\$0	\$0
Sales		\$200	\$200			\$0	\$0	\$200	\$200
Grants and loans (inc. Maint.)		\$289,380	\$289,380		\$32,226	\$32,226	\$0	\$321,606	\$321,606
Sub Total	\$215,234	\$289,580	\$504,814	\$310,887	\$32,226	\$343,113	\$526,121	\$321,806	\$847,927
Allocation of Interest	\$4,138	\$5,567	\$9,705	\$36,713	\$3,806	\$40,519	\$40,851	\$9,373	\$50,224
Total	\$219,372	\$295,147	\$514,519	\$347,600	\$36,032	\$383,632	\$566,972	\$331,179	\$898,151