

CROCKETT RECREATION COMMISSION

Regular Business Meeting

AGENDA FOR MONDAY SEPTEMBER 9, 2024

TIME: 6:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve minutes for July 1, 2024.
 - b. Approve minutes for a Special Meeting on August 16, 2024
5. RECREATION:
6. BUDGET AND FINANCE:
 - a. Receive Recreation transmittals.
 - b. Receive adopted budget for FY 24/25.
 - c. Update on District finances.
7. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Discuss Interim Recreation Department Manager role.
 - c. Discuss recreation programming.
 - d. Discuss Recreation Department Manager.
8. REPORT OF DEPARTMENT MANAGER:
(This item is typically for the exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS:
(This item is typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
 - Recreation Use Tax for FY 25/26
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT: to October 7, 2024.

CROCKETT RECREATION COMMISSION

Minutes of this meeting are posted on our website at <https://www.town.crockett.ca.us/meetings>

Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours before the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record relates to an open session agenda item and is distributed less than 72 hours before a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

For Review

MINUTES OF REGULAR MEETING, JULY 1, 2024

1. CALL TO ORDER: The meeting was called to order at 6:09 pm by Vice-Chair Airoidi. Commissioners present were Airoidi, Quade, and Valentini. Commissioners Cusack and Choquette were absent (excused).

Staff present: District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Events Supervisor (ES) Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for May 6, 2024. (Valentini 1st, Quade 2nd, 3/0, 2 absent)
 - a. RECREATION: Jimmy Easterday has replaced the former landscaper to manage all landscaping needs: the Community Center, the parks, and Memorial Hall. The pool has a bad pump and a filter is being replaced. There are several new recreation staff. Recreation management is working on developing standard operating systems for daily operations.
5. BUDGET AND FINANCE:
 - a. RECREATION TRANSMITTALS: A check was issued to CD Construction Inc. to complete the pool ADA project. Funds were pulled from the LAIF and AD Valorum accounts. As a reminder, the project is supported by outside funding, but the District must pay upfront and request reimbursement. Recreation has received \$125,000 in reimbursements for the ADA project. A check for \$20,000 was received from the recent Walk of Honor event. Ms. Goodman announced that she has been appointed chair of the Memorial Hall Committee and is looking forward to moving that forward. The Alexander Park sewer repair job is almost complete. A transmittal report with crossed-out lines reflected voided checks due to insufficient funds. Funds were pulled from the Ad Valorem account and reissued.
 - b. UPDATE ON THE BUDGET PROCESS AND DISTRICT FINANCES: The ASM has been meeting with the different departments on their budgets and will schedule one for Recreation before the Board Meeting on July 24. The process has been delayed due to subpar historical accounting practices and staff shortages. Some of the roadblocks in completing a most accurate budget include the lack of internal accounting for cash accounts, investment accounts, transfers, and various other things that have not been documented. In addition to working on the budget, she has stepped in to fill in the gap created by the recently retired recreation manager.

4.a

Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

6. ADMINISTRATIVE:

- a. ACTIONS TAKEN BY THE DISTRICT BOARD: The Lighting & Landscape \$50 tax was approved to continue to be collected. The district secretary role was changed from a part-time to a full-time role. Election day is November 5th. There are three seats open on the Board. Declaration of Candidacy statements are due between July 15th & August 9th. The Supreme Court struck down Initiative 1935 from going on the November ballot. The Board had a small celebration for Ron Wilson at the last Board meeting, but staff had not been made aware that he would not be in attendance. Two large frames were created for the community to sign but appears that the attendees were not aware of the frames to sign.
- b. UPDATE ON PROP 68 BID (ALEXANDER PARK): Correction: this item is for the sewer repair project, not the Prop 68 project. The Alexander Park sewer repairs are almost complete. There were a few damages that need to be repaired and accounting to be reconciled. The ASM will follow up to ensure all is returned to normal during the staffing transition.
- c. DISCUSS RECREATION DEPARTMENT MANAGER TRANSITION: The District's priority is hiring support staff for the sanitary department, followed by a new general manager and then a recreation manager. Mr. Wilson continues to come in to monitor a few times a week. Otherwise, tasks are being split between the ASM and Facilities Manager. A discussion was had on how operations became disorganized and what is being done to tighten things up. The government accounts will be a significant component of getting things back on track. In the interim, staff has to prioritize operations, and the sanitary departments take precedence.
- d. DISCUSS RECREATION DEPARTMENT MANAGER JOB DESCRIPTION: The recreation department has the potential to be a revenue generator by creating programs for different age groups. The ASM has been working with Mr. Wilson to continue relationships with P66 through the CIP and Memorial Hall committees. A discussion on programs that were offered and can be offered created excitement. The Board has requested input from the Rec Commission. All agreed that many of our resources are underutilized. Grants will need to be considered to bring in new programming. The role of recreation manager will be brought to the Commission on the September meeting. The DS reminded the commissioners that the recreation tax will be brought back for consideration
- e. DISCUSS AUGUST MEETING: The Recreation Commission did not meet in June. A short discussion was had on whether to hold a meeting in August, usually a dark month, or meet at the next regularly scheduled meeting. It was explained that the Commissioners would not be able to review the recreation budget before the July Board meeting. All commissioners present opted to resume the schedule as posted and meet in September.

7. REPORTS FROM COMMISSIONERS: none.

8. FUTURE AGENDA ITEMS:

- Recreation Use Tax for FY 25/26.
- Review adopted budget for FY 24/25.
- Recreation Manager job description.
- Recreation Programming wish list.
- Five-year appraisal.

9. COMMISSIONER COMMENTS: None.

10. ADJOURNMENT: The meeting was adjourned at 6:57 PM until September 9, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

For Review

MINUTES OF SPECIAL MEETING, AUGUST 16, 2024

1. CALL TO ORDER: The meeting was called to order at 4:07 pm by Chair Cusack. Commissioners present were Choquette, Cusack, Quade, and Valentini. Vice-Chair Airoidi was absent.

Staff present: District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Events Supervisor (ES) Morales.

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

3. PUBLIC COMMENT ON NON-AGENDA ITEMS: A question was asked about the status of financial reporting. Maze & Associates continues to make progress in the reconciliation of the accounting records and expects to have the books updated by the end of the year.

4. ADMINISTRATIVE:

- a. DISCUSS AND RECOMMEND ALLOCATIONS TO THE RECREATION BUDGET FOR FY 24/25:

The Recreation account faces financial challenges largely due to the Pool ADA remodel project; inadequate funding, mismanagement of funds, and the lack of additional revenue streams. Speakers discussed potential solutions, including extending the pool season, expanding recreation services, and reorganizing Recreation's finances to avoid bankruptcy. They also emphasized the importance of transparency and communication in the organization, particularly around financial matters, to improve the organization's reputation and avoid similar issues in the future. There are outstanding invoices that need to be paid but grant funds are not expected to be received until much later. Three options to bridge the funding shortfall were presented utilizing Ad Valorem taxes. A motion was made to recommend bullet 1 to the Board: To cover the cost burden, a minimum of \$180,000.00 would need to be transferred from Property Tax account no. 3240 to Recreation account no. 3241, leaving \$551,621.66 in Property Tax account no. 3240. (Quade 1st, Valentini 2nd, 3/1: 1 abstain, 1 absent)

A topic of discussion revolved around hiring a new recreation manager and the industry range in salary and desired outputs focused on revenue generation.

5. ADJOURNMENT: The meeting was adjourned at 5:21 PM until September 9, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

4.b

Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

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

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
08/04/2024	Alisa Maria	Pool Supplies and Snack Bar Food Reimbursement	1,623.28	14997
08/04/2024	Maria Alfaro	Deposit Refund Event 7/20/2024	800.00	14998
08/04/2024	DAKAY ARROYO	Reissuance of Check for Deposit Refund, issued 11/2/23	700.00	14999
08/04/2024	CINTAS CORP	Quarterly Svc and Insp. Inv#0F44821957	602.00	15000
08/04/2024	CSRMA	Prop Ins, Prop JPA, Prop PDF, and Prop Deposit, INV#7348 SPLIT	7,431.15	15001
08/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll no 31, SPLIT	21,419.35	15002
08/04/2024	DC Construction, Inc	Pool ADA Project Inv#2207	42,878.34	15003
08/04/2024	DOLORES M. MORALES	Travel and supplies reimbursement	36.40	15004
08/04/2024	Doug Gourley Playground Design Inc	Parts and installation for Park swing and Bubble Panel, Inv#2049	3,387.95	15005
08/04/2024	EBMUD	Water 5/9-7/10/24, Pool and Park, Acct# 3038500001	2,981.48	15006
08/04/2024	First Foundation Bank	1 RPD payment Acct#60162400, SPLIT	2,197.01	15007
08/04/2024	Let's Dig, Inc.	Inv#s 03 and 04	7,087.00	15008
08/04/2024	PG&E	Pool utilities, Acct# 8212111930-7	3,121.66	15009
08/04/2024	PG&E	Utilities, Acct# 6757455609-0	504.13	15010
08/04/2024	PG&E	Gas and Electricity, Acct# 2501517473-0	919.58	15011
08/04/2024	PRECISION SECURITY SOLUTIONS	Security svcs July 2024, Inv# 24-SE7-336 & Sep 2022, Inv# 2023-SE-5670	2,896.25	15012
08/04/2024	Sierra Chemical Company	Pool Chemicals, Inv# 152116 & 151979	3,088.78	15013
08/04/2024	SDRMA	SDRMA for May-Aug 2024, SPLIT	11,565.74	15014
08/04/2024	Studio 144 Architects	Pool ADA Proj, Inv# 18 & 17	1,682.75	15015
08/04/2024	Susan Witschi	mileage reimbursement	69.68	15016
08/04/2024	USBank	Credit Card Payment, acct# 8450, SPLIT	7,983.23	15017
Total 1010 · Fund 3241 - Recreation			122,975.76	
Total 1000 · County Operating Funds			122,975.76	
TOTAL			122,975.76	

[Handwritten Signature]
 8/4/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
08/18/2024	CONTRA COSTA COUNTY TREASURER	NETCHEX PAYROLL NO.32, split	16,571.79	15018
08/18/2024	Alisa Maria	REIMBURSEMENT FOR POOL SUPPLIES AND CHEMICALS	2,294.86	15019
08/18/2024	CCSDA	Membership dues 24-25, split	60.00	15020
08/18/2024	KEL-AIRE HEATING & AIR CONDITIONING	INV# 083471, service to Comm Ctr	519.99	15021
08/18/2024	Anita Latin	Deposit refund, 8-10-2024	300.00	15022
08/18/2024	LESLIE'S POOL SUPPLIES	Inv#s 00731-01-062923 & 00242-01-068907	1,072.75	15023
08/18/2024	Maze & Associates	JULY ACCOUNTING SVCS, INV# 53460, SPLIT	1,903.38	15024
08/18/2024	yanira Melgar	REPRINT CHECK NO 14992, COMM CTR DEPOSIT REFUND	200.00	15025
08/18/2024	ROSAISELA SALMERON	DEPOSIT REFUND, 7/724	700.00	15026
08/18/2024	Sierra Chemical Company	INV#152501, POOL CHEMS	1,736.43	15027
08/18/2024	UNIVERSAL BUILDING SERVICES	INV# 527552 & 526720, CLEANING SVCS COMM CTR JUNE & JULY 2024	2,542.00	15028
Total 1010 - Fund 3241 - Recreation			<u>27,901.20</u>	
Total 1000 - County Operating Funds			<u>27,901.20</u>	
TOTAL			<u>27,901.20</u>	

[Handwritten Signature]
8/18/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
08/20/2024	CONTRA COSTA COUNTY TREASURER	CalPERS Payment, July 2024	<u>3,777.38</u>	15029
Total 1010 · Fund 3241 - Recreation			<u>3,777.38</u>	
Total 1000 · County Operating Funds			<u>3,777.38</u>	
TOTAL			<u><u>3,777.38</u></u>	

[Handwritten Signature]
 8/20/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
08/30/2024	DC Construction, Inc	Pool ADA project, Inv#2211 8/5/24	24,324.12	15030
Total 1010 - Fund 3241 - Recreation			24,324.12	
Total 1000 - County Operating Funds			24,324.12	
TOTAL			24,324.12	

Jan Hood
8/30/24

CROCKETT COMMUNITY SERVICES DISTRICT FY 2024/25 BUDGET

ADOPTED (07/24/2024)

	PRIOR YEAR ADOPTED 2022/23	ADOPTED BUDGET 2023/24	ESTIMATED YEAR-END 2023/24	ADOPTED BUDGET 2024/25
Revenue				
CCSD Administration ⁽¹⁾⁽⁵⁾	\$ 90,517	\$ 45,845	\$ 731,606	\$ 267,666
Recreation Dept.	\$ 1,047,937	\$ 893,819	\$ 939,262	\$ 824,963
Maintenance Dept. ⁽⁴⁾	\$ 446,835	\$ 448,990	\$ 307,093	\$ 307,093
Port Costa Sanitary Dept.	\$ 299,908	\$ 313,070	\$ 302,492	\$ 299,709
Crockett Sanitary Dept. ⁽²⁾⁽³⁾	\$ 2,558,688	\$ 2,784,331	\$ 2,510,367	\$ 4,279,399
Rate Stabilization Resrv	\$ 112,000	\$ 480,296	\$ 0	\$ 0
Total Revenue	\$ 4,511,016	\$ 4,992,613	\$ 4,790,820	\$ 5,978,830
Expenditures				
CCSD Administration ⁽¹⁾	\$ 0	\$ 0	\$ 0	\$ 0
Recreation Dept.	\$ 1,060,941	\$ 1,065,201	\$ 809,059	\$ 775,700
Maintenance Dept. ⁽⁴⁾	\$ 708,873	\$ 614,252	\$ 15,013	\$ 51,500
Port Costa Sanitary Dept. ⁽³⁾	\$ 372,357	\$ 417,981	\$ 234,622	\$ 263,655
Crockett Sanitary Dept. ⁽²⁾	\$ 3,355,499	\$ 2,906,438	\$ 1,294,952	\$ 2,992,740
Rate Stabilization Resrv	\$ 0	\$ 480,296	\$ 0	\$ 0
Total Expenditures	\$ 5,528,543	\$ 5,482,568	\$ 2,353,646	\$ 4,083,595
Net Increase (Decrease) in Cash ⁽³⁾	\$ 712,676	\$ 211,465	\$ 2,437,174	\$ 1,895,235
Fund Balance, beginning	\$ 6,095,282	\$ 7,024,773	\$ 6,534,818	\$ 6,836,077
Fund Balance, end of year	\$ 5,077,755	\$ 6,534,818	\$ 6,836,077	\$ 6,335,819

(1) CCSD Admin Revenues/Expenses held in Fund 3240 and Split between CVSAN, Rec, and Maint. Depts; CSD Roll-up Budget reflected on Estimates only

(2) Includes Crockett Sanitary Funds 3426, 3427, and 3429, and JTP Large Project Reserves

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

(4) Maintenance budget includes District Office O&M, Capital Projects, and CSD Admin

(5) CCSD Admin Fund 3240 was not distributed since potentially FY 22/23

(6) All historic data from prior Budgets and summaries was copied over for this summary

(7) Expenditure and Revenue Balance for CVSAN includes anticipated back payments for C&H billing

FY 2024-2025 RECREATION DEPARTMENT BUDGET - FUND 3241 ADOPTED

	FY 2021-22 Actual	FY 2022-23 Approved Budget	FY 2022-23 Est. Year End	FY 2023-24 Adopted Budget	FY 2023-24 Est. Year End	FY 2024-25 Adopted Budget
O&M Expenses - combined cost centers						
Uniforms	\$ 1,412	\$ 2,200	\$ 2,422	\$ 1,700	\$ 318	\$ 2,500
Telephone / Internet / Software Subscriptions	\$ 5,901	\$ 5,289	\$ 2,504	\$ 5,120	\$ 476	\$ 3,000
Insurance	\$ 20,213	\$	\$ 26,158	\$ 22,467	\$ 36,711	\$ 37,000
Elections	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,000
Maintenance	\$ 60,169	\$ 94,890	\$ 111,184	\$ 109,407	\$ 86,328	\$ 80,000
Memberships	\$ 309	\$ 360	\$ 75	\$ 1,585	\$ 1,743	\$ 2,000
Program Supplies	\$ 418	\$ 14,375	\$ 2,071	\$ 4,100	\$ 0	\$ 7,500
Other Operating incld. Capital Replcmt.	\$ 33,458	\$ 223,924	\$ 175,412	\$ 111,690	\$ 117,809	\$ 180,000
Office	\$ 2,930	\$ 5,804	\$ 4,806	\$ 6,047	\$ 30,200	\$ 15,000
Professional Services	\$ 13,274	\$ 17,918	\$ 16,832	\$ 13,300	\$ 38,556	\$ 40,000
Advertising & Legal Notices	\$ 67	\$ 1,294	\$ 711	\$ 840	\$ 895	\$ 1,200
Training & Certification	\$ 1,435	\$ 8,170	\$ 2,700	\$ 3,000	\$ 6,555	\$ 9,000
Cost of Goods Sold	\$ 3,582	\$ 5,196	\$ 1,779	\$ 6,775	\$ 0	\$ 5,000
Vehicle Travel Reimbursement	\$ 1,492	\$ 2,357	\$ 2,046	\$ 2,150	\$ 1,491	\$ 2,000
Utilities	\$ 48,586	\$ 61,153	\$ 68,913	\$ 75,429	\$ 84,811	\$ 85,000
County Charges	\$ 5,873	\$ 4,550	\$ 4,911	\$ 5,288	\$ 6,029	\$ 5,500
Salaries and Benefits	\$ 179,176	\$ 232,387	\$ 235,309	\$ 244,920	\$ 343,232	\$ 300,000
Credit Card Purchases	\$	\$	\$ 40,148	\$	\$ 53,907	\$ 0
Total O&M Expenses	\$ 378,295	\$ 679,867	\$ 697,981	\$ 613,818	\$ 809,059	\$ 775,700
Fixed Assets						
Capital Projects Allocation / Expenses	\$ 2,500	\$ 310,000	\$ 160,087	\$ 385,000	\$ 318,529	\$ 200,000
Total Fixed Assets	\$ 2,500	\$ 310,000	\$ 160,087	\$ 385,000	\$ 318,529	\$ 200,000
Contingency Reserve	\$ 0	\$ 71,074	\$ 0	\$ 61,382	\$ 50,000	\$ 25,000
Non-Operating expense / interfund trsfrs	\$ 36,615	\$ 0	\$ 5,000	\$ 5,000	\$ 5,550	\$ 0
Payroll Liabilities G/L adjust.	\$ 2,636	\$	\$ 0	\$	\$ 0	\$ 0
Total Expenditures	\$ 378,295	\$ 1,060,940	\$ 697,981	\$ 1,065,201	\$ 809,059	\$ 775,700
TOTAL APPROPRIATIONS	\$ 420,046	\$ 1,091,814	\$ 863,068	\$ 1,065,201	\$ 1,183,137	\$ 1,000,700
TOTAL REVENUES						
Operating Revenue	\$ 76,963	\$ 378,933	\$ 345,549	\$ 348,890	\$ 329,900	\$ 339,900
Cost recovery	\$ 394	\$ 8,489	\$ 8,963	\$ 8,550	\$ 0	\$ 0
Community Center income	\$ 8,295	\$ 279,688	\$ 259,344	\$ 260,700	\$ 253,000	\$ 263,000
Aquatics Center income	\$ 48,346	\$ 87,206	\$ 76,563	\$ 76,350	\$ 76,000	\$ 76,000
Other income (park, keys, fines, etc.)	\$ 14,747	\$ 1,550	\$ 479	\$ 1,790	\$ 400	\$ 400
Donations (other)	\$ 5,182	\$ 2,000	\$ 200	\$ 1,500	\$ 500	\$ 500
Non-Operating Revenue	\$ 251,833	\$ 669,004	\$ 364,170	\$ 544,929	\$ 609,362	\$ 485,063
Property Tax trsf from 3240	\$ 60,000	\$ 70,163	\$ 70,163	\$ 70,655	\$ 100,000	\$ 120,163
Recreation Tax	\$ 136,290	\$ 130,818	\$ 136,400	\$ 136,400	\$ 136,400	\$ 136,400
Interest (non-op)	\$ 3,439	\$ 3,201	\$ 2,449	\$ 2,694	\$ 2,694	\$ 3,000
Return-to-Source Co-gen grant	\$ 42,182	\$ 38,562	\$ 38,562	\$ 46,680	\$ 42,268	\$ 40,000
Other non-profit grants	\$ 0	\$ 422,560	\$ 111,046	\$ 283,000	\$ 328,000	\$ 180,000
Non-operating income	\$ 9,922	\$ 3,700	\$ 5,550	\$ 5,500	\$ 0	\$ 5,500

RECREATION DEPARTMENT MANAGER

Under the direction of the General Manager, the Recreation Dept. Manager is responsible for the efficient and effective management, administration, and operation of that Department as set forth in the District Code, Title 4. District hereby confers upon and delegates to the Recreation Department Manger the overall responsibility for management and administration of the Department to perform such other legally permissible and proper duties and functions as the General Manager from time to time may assign.

Duties and Responsibilities

Include, but are not limited to:

1. Manage the day-to-day business matters of the Recreation Department.
2. Supervise and direct the staff of the Recreation Department including but not limited to the Recreation Facilities Manager, Aquatics Facility Manager, Event Supervisor, Assistant Event Supervisor, and Maintenance Attendant.
3. Exercise discretion and independent judgment with respect to matters of significance.
4. With the General Manager's guidance, plan and implement the Recreation Department's objectives, programs, policies, and procedures. When appropriate, review and evaluation of these programs may be required.
5. Obtain professional services and contractors as needed.
6. Provide back up for the Aquatics Manager when needed.
7. Perform the duties of the Maintenance Department Manager, if position is vacant, as it relates to the coordinated care and maintenance of District owned properties.
8. Ensure that all necessary actions are taken on time, in full compliance with legal requirements.
9. Present ideas effectively, both orally and in writing.
10. Establish and maintain cooperative relationships with vendors, service providers, and other agencies.
11. Maintain certification as required to fulfill duties including but not limited to Operator of Aquatic Facilities and CPR/First Aid.