

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT
REGULAR MEETING**

Regular Meeting of the Board of Directors
September 14, 2023, 6:30 p.m. – District Office – Regular Meeting
6040 Watt Avenue, North Highlands, Ca 95660
Phone: (916) 332-7440
WWW.NHRPD.ORG

1. CALL MEETING TO ORDER

2. COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS

Matters under the jurisdiction of the Board of Directors, and not on the posted agenda, may be addressed by the general public at this time. The public may address the Board on each agenda item during the Board's consideration of the item. In order to speak, the speaker must complete and submit a public comment card. The cards are available on a table to the rear of the Boardroom. The card should be handed to the Secretary of the Board. The Chairperson of the Board may use his or her discretion in waiving this policy. The Board of Directors limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. Except for public hearings, comments from the public shall not be received until after completion of Board Discussion and deliberation, and just before final action or completion of the agenda item. The Board of Directors cannot take action on any unscheduled matter.

3. ADMINISTRATOR'S REPORT

- A. Park and Facility Maintenance Report
- B. Recreation Report

4. CORRESPONDENCE

None

5. REPORTS FROM STANDING COMMITTEES:

Budget, Finance & Audit: Chairperson Crystal Harding; Member Veya Cummings
Facility Development: Chairperson Beau Reynolds; Member Joanna McVay
Personnel and Policy: Chairperson Veya Cummings; Member Beau Reynolds
Programs, Fees, and Charges: Chairperson Joanna McVay; Member Crystal Harding

6. CONSENT CALENDAR

- A. Approval August 10, 2023 minutes
- B. Approval of payment of the bills for the General Fund and CFD for the month of August 2023.

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

- A. Hiring New District Administrator: Terms of Employment Agreement
Board discussion/action that The North Highlands Recreation and Park District's Board of Directors hire Scott Graham as the new District Administrator with a starting date effective September 15, 2023 along with the terms and Deal Points of Mr. Graham's Employment Agreement.
- B. Consider approval of District Administrator Emeritus Position and Salary Schedule
Board discussion/action that The North Highlands Recreation and Park District's Board of Directors approve the District Administrator Emeritus position, including salary schedule and job description.

9. CHAIRPERSON'S REPORT

10. COMMENT'S FROM BOARD MEMBERS

11. ADJOURNMENT

12. DATE, TIME, AND PLACE OF NEXT MEETING

The next regular meeting of the Board of Directors will be on October 12, 2023 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands, CA

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, please contact the North Highlands Recreation and Park District Office at (916) 332-7440. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

IMPORTANT INFORMATION

The North Highlands Recreation and Park District is currently utilizing the Zoom meeting format to record the district board meetings. You can access the Zoom Meeting using the information listed below. The meeting is also available on Facebook live.

Public questions will be accepted by the District up to 3:00 p.m. September 14, 2023. Please direct your questions to larry@nhrrpd.org. If the question asked relates to an Item on the Agenda, it will be addressed by the Board at the time the item appears on the agenda. If your question is not related to an Item on the Agenda, it will be addressed by the Board under Agenda Item No. 2 – Comments and Reports from Citizens and Organizations.

Join Zoom Meeting

<https://us06web.zoom.us/j/84693326413?pwd=T0pnTzk1azdPU3lFc2NIN1cyNFh2dz09>

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Larry Mazzuca, District Administrator

From: Scott Graham, Parks and Facilities Superintendent

Date: September 14, 2023

Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

- Staff completed multiple irrigation repairs (3" main line, valves, broken sprinklers) at Cherry Blossom, Chardonnay, Planehaven, Brock, Memorial, Capehart, Freedom, Larchmont and Sierra Creek parks.
- At multiple parks, rose bushes, shrubs and tree branches were pruned. At Ridgepoint and Brock weeds were treated with an herbicide.
- Both mowers underwent routine maintenance.
- Bollards were replaced at Karl Rosario Park.
- Weekly mowing, edging, trimming and pruning of all District parks and facilities, including the streetscapes at Elverta Park housing community.

FACILITY MAINTENANCE UPDATE:

- At the Community Center, the main hall floor was stripped, cleaned and waxed.
- At Freedom Park, an unknown subject poured sandy gravel down the drain line for the splash pad. The result backed up the drain lines for the pad and the bathrooms. A plumbing contractor was able to clear the lines. Also, damaged toilet seats were replaced.
- At Brock Park, new paper towel dispensers were installed, toilets were repaired and doors repainted.
- The Office Complex received new soap dispensers and HVAC filters.
- At Memorial Park, swing seats were replaced, the drinking fountain at Freedom was repaired and sheetrock was repaired at Capehart.

INCIDENT/ACCIDENT REPORT UPDATE:

- At Memorial Park, unknown subjects vandalized swing seats. The seats were replaced.

COMMUNITY MEETING OUTREACH UPDATE:

Staff attended two community meetings in August, the North Watt Business Watch Meeting and a meeting at McClellan Business Park to discuss RV parking and homeless camping on Freedom Park Drive. Representatives from the District Attorney’s office, the Sheriff’s Department, local business owners, three Board of Supervisor’s offices and other interested parties attended these meetings. At the Business Watch meeting, law enforcement encouraged those that are impacted by illegal activity in businesses, parks and other property to continue to reach out to the Sheriff’s Department and report the activity. More contacts may justify and raise the amount of staffing they can provide. At the Freedom Park Drive meeting, ideas were discussed to create a no stopping designation along Freedom Park Drive between Watt and the air base. This would allow law enforcement to tow parked vehicles. A similar approach was adopted on Dudley Boulevard to much success in stopping RV parking along that stretch. Further discussion and planning will need to take place to implement a similar solution on Freedom Park Drive. A third meeting, organized by Supervisors Desmond, Serna and Frost, was held at the Kay F. Dahill Community Center. Well over one hundred people attended to hear about details of the Safety Spot program that will soon include a facility on Watt Avenue.

FEC POP TEAM STAT PROGRAM:

Each month the District receives a summary of activity in District parks from the Fulton-El Camino Police Department. The summary report is listed below for your review:

Monthly activity report for: North Highlands Park District, **Reporting Period:** 2023-08-01 to 2023-08-31

Summary of enforcement actions

NTA Issued: 34	Park Hours:	4
	Drugs:	4
	Weapons:	0
	Alcohol:	1
	Animals:	0
	Vehicle Code:	10
	Probation Violation:	0
	Other:	15
Onsite Arrests: 1	Drugs:	0
	Weapons:	0
	Assault/Battery:	0
	Sex Crimes:	0
	Theft:	0
	Probation Violation:	0
	Other:	1

Calls For Service:	0
Parking Citations:	17
Warrant Arrests:	0
DUI Arrests:	0
Stolen Vehicles:	0
Warnings Issued:	9



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator
FROM: Kayla Thayer, Acting Recreation Superintendent
DATE: September 14, 2023
SUBJECT: Recreation Division Report

Toddler/Youth Programs

- Books and Bakes for Tots held its last class of the series. Thank you to Sacramento County Library for partnering with us on this program. The program finished with 8 participants.
- The last class of our Summer Sweets Cooking Class series took place on Thursday, August 17. Participants made Mug Cakes and Homemade Frosting. 12 participants were registered for this program (10 sponsored by TRUSD).
- Youth Open Gym finished on August 2. Averaged 7 participants.
- Pee Wee Soccer was held every Saturday of August. Staff led participants in different drills that would improve their soccer skills. 14 participants were enrolled (no sponsorships).

Dragon's Den Before and After School Program

The Dragon's Den Before and After School program started on August 7. This program is in partnership with Dudley Elementary and is hosted at Capehart Gymnasium.

- We currently have 28 kids enrolled in the program, 1st through 6th grade.
- Staff continues to work with the CJUSD to increase registration to reach our maximum of 48 students.
- Each Monday, students get to select a club that they have an interest in. This month staff hosted a cooking, gardening, LEGO and American Sign Language club.
- Staff hosted the first family night of the school year on August 28. Families were invited to the gym from 4:00pm – 6:00pm for a paint night and tour of the program. In addition to painting, families pitched in to provide snacks such as, cheese and crackers.

Adult Programs

- Adult Coed Power Volleyball championship game was held on August 21. Congratulations to Just Dig It for winning the 2023 Summer Season!

Senior Programs

Bingo

- Bingo averaged about 21 participants.

Harvesttime

- Harvesttime hosted their annual Summer Carnival Event on August 17. Participants engaged in DIY Carnival Games, balloon animals, special treats like snow cones and had a raffle.
- Harvesttime averaged 22 participants.

Senior Movies

- The August movie showing was Captain Phillips.
- Senior movie had 5 participants.

Senior Appreciation Brunch:

- Staff hosted our first Senior Appreciation Brunch where we invited out seniors to the Community Center on August 9 for free pancakes, breakfast meat, fruit salad and coffee. Participants 55+ engaged in conversations, table activities and a staff lead activity.
- 50 participants signed up for this event.

Paint in the Park:

- This program was cancelled due to low enrollment. Staff will reevaluate the program to come up with new ideas to get the program to run next summer.

Rentals

- Capehart Gym: 12 (11 NR, 1 Resident)
- Community Center: 2 (2 NR)
- Freedom Park: 6 (5 NR, 1 Resident)
- Recreation Center: 5 (5 NR)
- Ridgepoint Gym: 0
- Birthday Parties: 0

Special Events

- Staff hosted a Root Beer Floats in the Park event at Karl Rosario Park on August 2. The community was invited to participate in multiple crafts, games and to grab a Root Beer Float.
- We estimate that 60 participants attended the event. Our largest Park Spotlight event yet!

Scholarships

- We received 1 scholarship in the month of August for the Pee Wee Flag Football Program starting in September.
- Staff continue to market the opportunity through the Recreation Guide, social media, on the gym bulletin board, website and at Back to School Nights.

Marketing

- Staff attended 5 Back-to-School nights in the month of August (4 schools in TRUSD and Dudley Elementary). Staff will attend another Back-to-School night in September.

- Staff has added new features to our marketing table to make it more engaging including a spin wheel and bubble machine.
- Staff have purchased new swag items to distribute at community events.
- 1,400 flyers were distributed to TRUSD schools that are within our District Boundaries and where we did not attend Back-to-School Nights.
- We had 18 new subscribers for our monthly newsletter.

Sponsorships

NHRPD received their first sponsorship of the 2023 – 2024 from SMUD. SMUD has generously donated \$1,000 dollars (Gold Sponsor Level) which includes being listed as a sponsor at all major events, featured on our District website, presented a plaque from the Board of Directors, free vendor space at major events and a banner displayed at our facility.

Thank you, SMUD!

Summer Sweets



Pee Wee Soccer



Dragon's Den



Adult Coed Power Volleyball



Harvesttime Carnival



Senior Appreciation Brunch



Root Beer Floats in the Park



Back to School Nights



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 10, 2023

Time: 6:30 p.m. – Regular Meeting

Place: North Highlands District Offices (6040 Watt Avenue, North Highlands, CA)

Member Present: Patrick Williams, Crystal Harding, Veya Cummings, Beau Reynolds, Joanna McVay

Members Absent: None

Staff Present: Larry Mazzuca, Administrator
Scott Graham, Park Superintendent
Kayla Thayer, Acting Recreation Superintendent
Terri Smith, Administrative Service Manager
James Wagaman, Recreation Leader

Guests Present: Emily Bellus, Fulton El Camino General Manager, Chief of Police Beth Johnson Fulton El Camino, Karen Folsom, Project Manager for O'Dell Engineering

CALL MEETING TO ORDER:

Chairperson Williams called the meeting to order at 6:30 p.m.

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

None

ADMINISTRATOR'S REPORT:

Oral Report by Park Superintendent Scott Graham:

- Scott stated that he has been in contact with the Sacramento Tree Foundation regarding the tree planting event for this fall. Sac Tree Foundation stated that they are not quite ready for us this fall, but we tentatively plan the event for Karl Rosario Park in March of 2024.

Oral Report by Acting Recreation Superintendent Kayla Thayer:

- Kayla stated that with the help of Board Member Harding the district was able to acquire by donation 90 life jackets that were distributed for free at the Summer Extravaganza. Kayla thanked Board Member Harding for her support.
- SMUD has also become one of our sponsors.

CORRESPONDENCE:

Chairperson stated that this will be under New Businesses.

REPORTS FROM STANDING COMMITTEES:

Budget, Finance & Audit: Chairperson Crystal Harding; Members Veya Cummings

Facility Development: Chairperson Beau Reynolds; Member Joanna McVay
Personnel and Policy: Chairperson Veya Cummings; Member Beau Reynolds
Programs, Fees, and Charges: Chairperson Joanna McVay; Member Crystal Harding

Personnel and Policy Member Reynolds stated that he and Chairperson Cummings met with Administrator Mazzuca on July 27th to review the District Administrator applications.

CONSENT CALENDAR

8/1/23

Motion by Board Member Reynolds, seconded by Board Member McVay, to pull Consent Calendar Items A and B for discussion.

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

- A. Approval of July 13, 2023 minutes with comments from the Board of Directors.

8/2/2023

Motion by Board Member McVay, and seconded by Board Member Cummings to approve the July 13, 2023 minutes of the Regular Board Meeting with the amended items shared by Board Member Harding.

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

- B. Approval of payment of the bills for the General Fund and CFD for the month of July 2023 with comments from the Board of Directors.

8/3/2023

Motion by Board Member Cummings, and seconded by Board Member Reynolds to approve payment of the bills for the General Fund and CFD for the month of July 2023.

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Fulton-El Camino Recreation and Park District – Park Police Services
Interim Chief of Police Beth Johnson introduce herself and provided background information regarding the status of the FECRPD Police Services.
- She stated that she has been hired to review previous assessments and offer a recommendation to the Fulton-El Camino Recreation and Park District Board of Directors.

A significant amount of discussion occurred between Board Members and Fulton – El Camino Recreation and Park District Interim Chief of Police Johnson and General Manager Ballus.

B. Sierra Creek Park Design Presentation and Project Cost Estimate

Karen Folsom, Project Manager for O'Dell Engineering, presented updates on Sierra Creek Park. She noted that the project design will no doubt increase the cost of constructing the park. She stated that this is due in large part to the economy, the fact that the grant amount was submitted four years ago, the cost of materials and labor have dramatically increase, etc.

Karen stated that Option #1 includes all of the previous park elements shared with the board earlier in the year. The cost for Option #1 is more than \$5.5M.

Option #2 reflects changes to the design (although still providing all design elements as required by the grant). The changes have reduced the cost of the project to approximately \$4.9M (which includes a 10% project contingency).

- Option #1
 - Community Garden, circular style
 - Storage Shed
 - Picnic Table
 - Shade Shelter
 - Pathways all through the park
 - Two bridges
 - Amphitheater with terra seating
 - Picnic capacity for 100 people
 - Large Restroom building with storage

- Option #2
 - All the elements from the grant application
 - One Bridge just outside the rare plant species habitat
 - Modified the Community Garden, more rectangular, no storage shed, no picnic table.
 - Shade Shelter
 - Took out the roundabout in the parking lot
 - Restroom Building is smaller, storage, number stall was reduced
 - Picnic capacity will now seat 60 people, 40ft shade structure
 - No terra seating with the Amphitheater
 - Playground hasn't change that much
 - Cornhole, game tables, table tennis, and fitness area
 - Reduced amount of walking paths
 - Parking lot was reduced to 49 space from 52 spaces
 - Beginning Grant Budget Construction was \$2,325,000
 - O'Dell's Budget Construction \$4,995,021.56, includes a 10% contingency (\$454,092.87)

Administrator Mazzuca shared with the Board various ways that the District could fund either Option #1 or Option #2, however, he supports Option #2.

8/4/2023

Motion by Board Member Reynolds, and seconded by Board Member Harding to approve staff recommendation to authorize O'Dell Engineering to move forward with the park design and cost estimate as proposed – Option #2.

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

C. Sacramento LAFCo – Election of Special District Representative to Sacramento LAFCo

8/5/2023

Motion by Board Member Reynolds, and seconded by Board Member Harding to support Board Member Joanna McVay's candidacy for the Special District Representative to LAFCo Regular Seat #7.

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

8/6/2023

Motion by Board Member Reynolds, and seconded by Board Member Harding to approve LAFCo distributing electronic ballots to districts in the future and to receive ballots via e-mail and submit its vote electronically.

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

D. Resolution #626 – Approval of the Fiscal Year 2023-2024 Final Budget
Budget, Finance & Audit Chairperson Harding went over the changes from Preliminary Budget to the Final Budget.

8/7/2023

Motion by Board Member Harding, and seconded by Board Member Reynolds, to approve Resolution #626 for the General Fund Fiscal Year 2023-2024 Final Budget.

AYES: Williams, Harding, Cummings, Reynolds,
NOES: McVay
ABSTAIN: -0-
ABSENT: -0-

E. Resolution #627 – Approval of the Fiscal Year 2023-2024 Appropriations Limit Schedule

8/8/2023

Motion by Board Member McVay, and seconded by Board Member Cummings to approve Resolution #627, Appropriations Limit Schedule for Fiscal Year 2023/2024

AYES: Williams, Harding, Cummings, Reynolds, McVay
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

F. Resolution #628 – Approval of the Fiscal Year 2023-2024 Final Budget for North Highlands Recreation and Park District Community Facility District No. 2016-01 Elverta Park

8/9/2023

Motion by Board Member McVay, and seconded by Board Member Harding to approve Resolution #628 for the North Highlands Recreation and Park District Community Facility District No. 2016-01 Elverta Park Fiscal Year 2023-2024 Final Budget.

AYES:	Williams, Harding, Cummings, Reynolds, McVay
NOES:	-0-
ABSTAIN:	-0-
ABSENT:	-0-

CHAIRPERSON’S REPORT:

Chairperson Williams stated that he will be at the September 14th, but not the October 12th, board meetings.

Chairperson Williams wanted to thank Larry for his 9.5 years.

COMMENTS FROM BOARD MEMBERS:

Board Member Harding wanted to give a shout out to Jonathan Barnard, volleyball referee. Board Member Harding wanted to shout out to the District for Fiscal Year 23/24 fiscal goal.

Board Member Reynolds wanted to wish everyone a Happy back to school.

ADJOURNMENT

Chairperson Williams adjourned the Regular Board Meeting at 8:57 p.m.

DATE, TIME, AND PLACE OF MEETING

The next regular meeting of the Board of Directors will be on September 14, 2023, at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands, CA.

Signature

Signature

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT SEPTEMBER 2023
(Bills paid in August 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
	<u>BENEFITS</u>			
1210	Retirement	Voya	Aug-23	\$ 5,517.66
1210	" " "	Voya	Mazzuca Sick Leave Pay out	\$ 3,024.83
1210	" " "	Voya	Sep-23	\$ 4,968.71
1230	Insurance	California Choice	Sep-23	\$ 9,978.23
1230	" " "	CoPower	Sep-23	\$ 1,111.50
1240	Workers' Comp	CAPRI	2nd Quarter	\$ -
	Total			24,600.93

SERVICES & SUPPLIES

2039	Bus Conf Exp	USBank	ILG (Conference)	\$ 1,250.00
2039	Empl Trans	Kersevan, Chirs	July 2023	\$ 12.58
2039	" " "	Luu, Evonne	July 2023	\$ 15.39
2039	" " "	Thayer, Kayla	July 2023	\$ 19.26
2076	Office Sup	Caltronics	Copies	\$ 306.28
2076	" " "	Walkers	Copier Paper, Budget Binders	\$ 374.41
2076	" " "	Caltronics	Copies	\$ 347.26
2085	Printing	Rocket Design	Direct Mail Postcards	\$ 5,684.67
2085	" " "	USBank	DazzlePrintng,CPRS(Brochure,Lables)	\$ 771.75
2111	Bldg Maint. Services	USBank	J&J Locksmith (keys)	\$ 21.55
2111	" " "	Stice Lock	Brock Park	\$ 337.53
2112	Bldg Maint. Supplies	Home Depot	Supplies	\$ 23.66
2112	" " "	Home Depot	Supplies	\$ 215.36
2112	" " "	Home Depot	Supplies	\$ 32.91
2112	" " "	USBank	Walmart (water)	\$ 35.90
2142	Land Imp Sup	Sprinkler Service	Supplies	\$ 1,239.07
2168	Plumbing	Rapid First	Freedom Park	\$ 598.00
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 167.81
2191	" " "	SMUD	7000000346 District	\$ 2,918.60
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 119.96
2191	" " "	SMUD	2733018 Aztec	\$ 1,458.53
2191	" " "	SMUD	3548415 3244 Freedom Park	\$ 167.81
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 8.87
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 48.17
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 8.60
2192	" " "	PG&E	8802679102-5 3829 Stephen Drive	\$ 8.04
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 784.44
2193	" " "	Public Works	Dump	\$ 302.55
2195	Sewage	Sac Utilities	2802 Perrin	\$ -
2195	" " "	Sac Utilities	3843 Bainbridge	\$ 113.70
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ 113.70
2195	Sewage	Sac Utilities	3929 Karl Dr.	\$ 113.70
2195	" " "	Sac Utilities	6040 Watt	\$ 327.68
2195	" " "	Sac Utilities	7916 Aztec	\$ 638.32
2197	Tele & Teleg	Comcast	Service - Shop	\$ 93.45
2197	" " "	Comcast	Service - District	\$ 527.61
2197	" " "	Telepacific	Service	\$ 908.44

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT SEPTEMBER 2023
(Bills paid in August 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2198	Water	Sac Suburban	Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip Karl Dr., Strizek, Karl&Kosario, Planenaven, Wings Way, 6040 Watt, Freedom, Softball Complex	\$ 4,980.16
2198	" " "	Sac Suburban	(Freedom JunJul&Aug)	\$ 12,321.65
2198	" " "	CA/American	Chardonnay	\$ 2,749.19
2198	" " "	CA/American	Sierra	\$ 1,820.59
2205	Auto Maint. Serv	J&T Auto	2021 Ford f150 oil change	\$ 90.00
2205	" " "	J&T Auto	2000 Chevy oil change add service	\$ 490.00
2205	" " "	Petty Cash	TireOutlet, 5 StarTires (Flat Tire repairs)	\$ 55.86
2211	Constr., Equip. Srv	Turf Star	Mower Repair	\$ 7,055.35
2226	Expand Tools	A1 Janitorial	Janitorial Supplies	\$ 396.94
2226	" " "	CH Mowers	Tools	\$ 113.76
2226	" " "	CH Mowers	Tools	\$ 85.75
2226	" " "	CH Mowers	Tools	\$ 65.75
2226	" " "	CH Mowers	Tools	\$ 288.75
2236	Fuel and Lube	C.J.U.S.D. Fuel	APRMAYJUN 2023	\$ 829.00
2261	Office Equip. Maint.	Pacific Office Automation	Riso Graph Yearly Maintenance	\$ 533.36
2275	Rents & Leases	Alhambra	water	\$ 150.89
2275	" " "	Cintas	Service	\$ 72.31
2275	" " "	DLL Financial	Copier	\$ 186.28
2275	" " "	Sac Valley	7916 Quarterly Monitoring	\$ 491.82
2275	" " "	Cintas	Service	\$ 72.31
2275	" " "	USBank	United Serv (PortaPotties)	\$ 464.79
2275	" " "	CIT Avaya	Phones	\$ 418.26
2275	" " "	Alhambra	water	\$ 373.01
2275	" " "	Cintas	Service	\$ 72.31
2275	" " "	DLL Financial	Copier	\$ 186.27
2292	Other Equip Sup	Fast Signs	Signs	\$ 121.71
2314	Clothing	USBank	Kohls(work boots)	\$ 96.98
2322	Custodial Sup	A1 Janitorial	Janitorial Supplies	\$ 552.70
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 577.52
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 552.02
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 88.69
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 368.80
2332	Food	Petty Cash	FoodMaxx, Wlalmart, Winco, LittleCaesars, GroceryOutlet, (Harvestime, SummerCamp, Summer Extr. Walmart, Smart&Final, BelAir, Wakeland, Amazon (Books&Bakes, SummerSweets, Sr.Brunch, SummerCamp, TeenCamp, Park Spotlight)	\$ 175.89
2332	" " "	USBank	Spotlight)	\$ 509.14
2444	Medical	USBank	Amazon (Dragons Den)	\$ 24.90
2505	Accounting	CliftonLarsonAllen	FY2022/2023	\$ 2,000.00
2531	Legal	Bart., Kron., Shan.	July 2023 Legal Service	\$ 1,340.61
2591	Other Prof Serv.	Cintas	Service	\$ 196.24
2591	" " "	Sac County Env.	Hazard Waste	\$ 353.00
2591	" " "	Sac County Taxes	Copier tax	\$ 136.89
2591	" " "	Stice Lock	6040 Service	\$ 276.94
2591	" " "	Fulton El Camino	July 2023 Service	\$ 2,345.00

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT SEPTEMBER 2023
(Bills paid in August 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>		<u>AMOUNT</u>
2591	Other Prof Serv.	WM Mattos	Sierra Creek Disc	\$	1,700.00
2591	" " "	Petty Cash	Antelope Mobil (Notary)	\$	75.00
2591	" " "	Tree Tech	Brock Park	\$	950.00
2591	" " "	Cintas	Service	\$	196.24
2591	" " "	DOJ	Recreation Fingerprints	\$	32.00
			Streamline,Adobe,Microsoft,WhenIWork, Tmobile (Website,Programs,Scheduler,		
2591	" " "	USBank	RecCell Phone)	\$	678.09
2591	" " "	DLL Financial	Copier tax	\$	19.78
2591	" " "	O'Dell	Master Plan	\$	2,298.00
2591	" " "	Cintas	Service	\$	196.24
2851	Recreation Service	Keresvan, C.	Scandia - Teen Camp	\$	344.06
2851	" " "	Petty Cash	Golfand (TeenCamp)	\$	18.00
			TopGolf,Amazon,SunriseAquatics,Smart &Final,AlphaFreeArts,BigKidsLLC,Wake Island,Inflatables (TeenCamp,Sr.Movies,		
2851	" " "	USBank	Sr.Brunch,SummerCamp,SummerExtrav.)	\$	3,807.86
2851	" " "	All About a Farm	Dragons Den	\$	275.00
2852	Recreation Sup	Petty Cash	Walmart (SummerExtra.)	\$	14.89
			Walmart,Amazon,OrientalTrading, (Books& Bakes,TeenCamp,Sr.Brunch,Summer Sweets,SummerExtra.,DragonsDen, Park Spotlight)		
2852	" " "	USBank		\$	742.00
2871	Transportation	T.R.U.S.D.	Teen Camp and Summer Camp	\$	1,470.75
2871	" " "	T.R.U.S.D.	Summer Camp	\$	461.50
			(Bank Fees - Aug \$44.95/ Bank Analysis Fees		
2898	Other Oper Exp	NHRPD - BANK FEES	July \$118.44/Active Fee Aug \$319.44)	\$	482.83
2898	" " "	Refund Fees	Youth Sports Camp Cancellation	\$	9.53
2898	" " "	USBank	SacCounty (Parking)	\$	3.50
	TOTAL			\$	77,972.22
<u>FIXED ASSETS</u>					
4201	Building Improvement			\$	-
4202	Structures	Tree Tech	Removal of Trees at Sierra	\$	5,850.00
			Phase 3 Concept.Design,Phase 4 Design Dev., Phase 7 Optional Community, Phase		
4202	" " "	O'Dell Engineering	10 Creek Easement	\$	28,003.27
	TOTAL			\$	33,853.27
Total District Salaries				(AUGUST 2 PAY DAY)	\$ 89,427.10
Total District EDD				(AUGUST 2 PAY DAY)	\$ 151.37
Total District OASDI				(AUGUST 2 PAY DAY)	\$ 6,798.60
					\$ 96,377.07
DISTRICT TOTALS					\$232,803.49
9429	Building Rentals				

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT SEPTEMBER 2023
(Bills paid in August 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>		<u>AMOUNT</u>
9646	Rec Fees & Charges	Knoll, Rebecca	Youth Sport Camp Cancellation	\$	148.00
9646	" " "	Millinchamp, Melissa	Refund PW Soccer	\$	36.00

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H
78	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
79	TEENS							
80	9646	7/8 Grade VolleyBall League	\$1,776.00	74.00	0.00	74.00	1,702.00	
81	9646	Jr. Recreation Leader	\$440.00	0.00	0.00	0.00	440.00	
82	9646	Smash Bros Tournament	\$228.00	0.00	0.00	0.00	228.00	
83	9646	Teen Camp	\$6,336.00	0.00	0.00	660.00	5,676.00	
84		TOTAL	\$8,780.00	74.00	0.00	734.00	8,046.00	8%
85								
86	GYM/PARK RENTALS							
87	9646	Birthday Parties	\$2,250.00	150.00	0.00	150.00	2,100.00	
88	9646	Gym Rental-Capehart/R.P.	\$20,625.00	3,370.00	0.00	5,975.00	14,650.00	
89	9646	Park Rentals	\$10,000.00	1,840.00	0.00	3,250.00	6,750.00	
90		TOTAL	\$32,875.00	5,360.00	0.00	9,375.00	23,500.00	29%
91								
92	YOUTH SPORTS							
93	9646	2nd-3rd Bball -Winter	\$2,960.00	0.00	0.00	0.00	2,960.00	
94	9646	4th-5th Bball -Winter	\$2,960.00	0.00	0.00	0.00	2,960.00	
95	9646	6th-7th Bball -Winter	\$2,960.00	0.00	0.00	0.00	2,960.00	
96	9646	Cheer	\$624.00	0.00	0.00	0.00	624.00	
97	9646	DodgeBall	\$1,100.00	0.00	0.00	0.00	1,100.00	
98	9646	Kickball	\$1,100.00	0.00	0.00	0.00	1,100.00	
99	9646	PW Basketball	\$1,040.00	0.00	0.00	0.00	1,040.00	
100	9646	PW Sports	\$1,728.00	417.00	(184.00)	542.00	1,186.00	
101	9646	Play-Well TEK LEGOR	\$1,120.00	0.00	0.00	0.00	1,120.00	
102	9646	Skills & Drills	\$1,728.00	0.00	0.00	0.00	1,728.00	
103	9646	Sports Camp	\$1,184.00	0.00	0.00	0.00	1,184.00	
104	9646	Workshop (Misc.)	\$2,880.00	0.00	0.00	0.00	2,880.00	
105		TOTAL	\$21,384.00	417.00	(184.00)	542.00	20,842.00	3%
106								
107	ADULT SPORTS							
108	9646	Art Class	\$400.00	0.00	0.00	0.00	400.00	
109	9646	Basketball Open Gym	\$0.00	0.00	0.00	0.00	0.00	
110	9646	Coed Kickball	\$760.00	0.00	0.00	0.00	760.00	
111	9646	Coed VolleyBall	\$3,040.00	570.00	0.00	570.00	2,470.00	
112	9646	Cornhole	\$100.00	0.00	0.00	20.00	80.00	
113	9646	VolleyBall Open Gym	\$0.00	0.00	0.00	0.00	0.00	
114		TOTAL	\$4,300.00	570.00	0.00	590.00	3,710.00	14%
115								
116	SENIORS							
117	9646	Field Trips	\$630.00	35.00	0.00	35.00	595.00	
118	9646	Paint Class	\$600.00	0.00	0.00	0.00	600.00	
119		TOTAL	\$1,230.00	\$35.00	\$0.00	\$35.00	1,195.00	3%
120								
121	TAXES							
122	9101	Prop Tax - Secured	\$1,700,000.00	0.00	0.00	0.00	1,700,000.00	
123	9102	Prop Tax - Unsec	\$57,000.00	0.00	0.00	0.00	57,000.00	
124	9103	Supp Prop Tax	\$55,000.00	0.00	0.00	0.00	55,000.00	
125	9104	Prop Tax Sec Delinquent	\$10,000.00	0.00	0.00	0.00	10,000.00	
126	9105	Prop Tax Supp Delinquent	\$3,700.00	0.00	0.00	0.00	3,700.00	
127	9106	Prop tax Unitary	\$11,400.00	0.00	0.00	0.00	11,400.00	
128	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
129	9130	Prop Tax - Prior Unsec	\$800.00	0.00	0.00	0.00	800.00	
130	9140	Prop Tax - Pently	\$700.00	0.00	0.00	0.00	700.00	
131	9196	RDA Residual	\$7,100.00	0.00	0.00	0.00	7,100.00	
132	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
133		TOTAL	\$1,845,700.00	0.00	0.00	0.00	1,845,700.00	0%
134								
135	INTEREST INCOME							
136	9410	Interest Income	\$18,100.00	0.00	0.00	0.00	18,100.00	
137		TOTAL	\$18,100.00	0.00	0.00	0.00	18,100.00	0%
138								
139	USE OF MONEY/PROPERTY							
140	9522	Homeowner Prop Tax	\$13,000.00	0.00	0.00	0.00	13,000.00	
141		TOTAL	\$13,000.00	0.00	0.00	0.00	13,000.00	0%
142								
143	IN LIEU TAX							
144	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
145		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
146								
147	MISC. Revenue							
148	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
149		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
150								
151	AID TO LOCAL GOVERNMENT							
152	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
153		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
154								

	A	B	C	D	E	F	G	H
155	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
156	REDEVELOPMENT FUNDS							
157	9533	Redevelopment Passthru	\$11,500.00	0.00	0.00	0.00	11,500.00	
158		TOTAL	\$11,500.00	0.00	0.00	0.00	11,500.00	0%
159								
160	FISCAL RELIEF FOR SPECIAL DISTRICT							
161	9595	Fiscal Relief for Special District	\$0.00	0.00	0.00	0.00	0.00	
162		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
163								
164	STATE AID							
165	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
166		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
167								
168	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
169	9429	Building Rental	\$60,000	3,463.50	1547.00	12,249.00	47,751.00	20%
170	9646	Rec Fees & Charges	\$295,431	15,159.00	-184.00	20,478.00	274,953.00	7%
171	9100	Taxes	\$1,845,700	0.00	0.00	0.00	1,845,700.00	0%
172	9410	Interest Income	\$18,100	0.00	0.00	0.00	18,100.00	0%
173	9522	Homeowner Prop Tax	\$13,000	0.00	0.00	0.00	13,000.00	0%
174	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
175	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
176	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
177	9533	Redevelopmnet Funds	\$11,500	0.00	0.00	0.00	11,500.00	0%
178	9595	Fiscal Relief for Special Dist.	\$0	0.00	0.00	0.00	0.00	0%
179	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
180	9690	Lease Property	\$132,130	15,943.46	0.00	32,036.92	100,093.08	24%
181	9790	Revenue Other	\$275,745	0.00	0.00	80,622.98	195,122.02	29%
182		TOTAL	\$2,651,606	34,565.96	1,363.00	145,386.90	2,506,219.10	5%
183								
184		GENERAL RESERVED FUND	\$0					
185		CARRY OVER	\$572,859	0.00	0.00	0.00	0.00	0%
186								
187		TOTAL BUDGET	\$3,224,465	34,565.96	1,363.00	\$145,387	3,079,078.10	5%
188								
189		Scholarship		1000.00				
190		ADA		0.00				
191		Field Deposit - Brock Park		400.00				
192		Field Deposit - Softball Complex		0.00				
193		Field Deposit - Capehart		0.00				
194		Bldg Deposit		2500.00	0.00			
195		Bldg Guards		1000.00				
196				4900.00				
197								
198	2191	SMUD Reim - Something Extra		380.00				
199	2192	PG&E Reim - Something Extra		10.00				
200	2193	Republic Serv. Reim - Something		90.00				
201	2195	Sewage Reim - Something Extra		240.00				
202	2198	Water Reim - Something Extra		100.00				
203	2035	Reim CAPRD Conf.		0.00				
204	2198	5420516		363.91				
205				1183.91				
206								
207		Total Revenue		40,649.87				
208								
209								
210		Program/Scholarship Donations	\$0.00	1,000.00	0.00	14,177.21	-14,177.21	
211								
212		District ADA Account	\$0.00	0.00	0.00	0.00	0.00	
213		055000000	\$0.00	3,900.00	0.00	39,238.51	-39,238.51	
214		Contingency	\$150,000.00	0.00	0.00	0.00	150,000.00	
215		Park Dedication Acct 088L	\$0.00	0.00	0.00	804,524.44	-804,524.44	
216		Park Fees 346I	\$0.00	0.00	0.00	1,319,295.40	-1,319,295.40	
217		District Reserve Acct	\$0.00	88,744.00	0.00	1,519,672.00	-1,519,672.00	

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - AUGUST 2023						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator	143,469	0.00	0.00	143,469.00	0%
8	1110	Administrator - Larry	53,519	14,320.37	26,514.66	27,004.34	50%
9	1110	Administrative Srv. Mngr.	83,748	6,445.24	12,890.48	70,857.52	15%
10	1122	Board of Directors	8,925	1,170.00	1,570.00	7,355.00	18%
11		Sub-Total	289,661	21,935.61	40,975.14	248,685.86	14%
12	1210	Retirement	24,354	5,031.61	6,522.77	17,831.23	27%
13	1220	OASDI	22,159	1,672.72	3,123.88	19,035.12	14%
14	1230	Insurance	33,755	1,524.15	3,049.30	30,705.70	9%
15	1240	Worker's Comp.	2,238	0.00	559.50	1,678.50	25%
16	1250	Unemployment	735	0.00	0.00	735.00	0%
17		Sub-Total	83,241	8,228.48	13,255.45	69,985.55	16%
18		TOTAL	372,902	30,164.09	54,230.59	318,672.41	15%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	1,600	0.00	0.00	1,600.00	0%
22	2022	Bks/Subs	150	0.00	0.00	150.00	0%
23	2029	Bus Conf Exp	10,000	1,250.00	1,250.00	8,750.00	13%
24	2035	Educ/Trng	5,000	0.00	0.00	5,000.00	0%
25	2039	Empl Trans	2,000	0.00	0.00	2,000.00	0%
26	2051	Insurance	134,786	0.00	67,393.00	67,393.00	50%
27	2061	Memberships	13,000	0.00	3,805.00	9,195.00	29%
28	2076	Office Sups	8,500	1,027.95	1,098.79	7,401.21	13%
29	2081	Postage	2,750	0.00	1,386.00	1,364.00	50%
30	2085	Printing	700	165.00	405.00	295.00	58%
31	2197	Tele & Teleg	16,000	1,436.05	2,674.17	13,325.83	17%
32	2261	Office Equip Mtnc	9,000	533.36	533.36	8,466.64	6%
33	2275	Rents & Leases	9,484	604.54	1,022.80	8,461.20	11%
34	2332	Food Sups	1,200	0.00	87.23	1,112.77	7%
35	2444	Medical Supplies	500	0.00	0.00	500.00	0%
36	2505	Actg Svcs	32,850	2,000.00	2,000.00	30,850.00	6%
37	2531	Legal Svcs	10,000	1,340.61	1,495.61	8,504.39	15%
38	2591	Other Prof Svcs	32,603	3,258.93	11,782.92	20,820.08	36%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	0	0.00	0.00	0.00	0%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	6,500	495.86	1,133.55	5,366.45	17%
43		TOTAL	296,623	12,112.30	96,067.43	200,555.57	32%
44							
45							
46	4202	Struct & Imp	353624	33,853.27	66,559.25	287,064.75	19%
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		TOTAL	353,624	33853.27	66,559.25	287,064.75	19%
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	A	B	C	D	E	F	G
58	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent- Rachel	86,400	2,043.54	2,785.82	83,614.18	3%
62	1110	Supervisor-Kayla	71,555	6,034.46	12,068.92	59,486.08	17%
63	1110	Rec. Coordinator - Chris	53,093	3,929.84	7,859.68	45,233.32	15%
64	1110	Rec Specialist - Luu	54,336	4,182.76	8,365.52	45,970.48	15%
65	1122	Part Time	218,875	16,400.02	36,048.91	182,826.09	16%
66	1122	Part Time Ases	0	0.00	0.00	0.00	0%
67		Sub-Total	484,259	32,590.62	67,128.85	417,130.15	14%
68	1210	Retirement	21,231	3,316.89	4,980.60	16,250.40	23%
69	1220	OASDI	37,046	2,502.78	5,151.45	31,894.55	14%
70	1230	Insurance	28,726	2,279.14	4,558.28	24,167.72	16%
71	1240	Worker's Comp	6,372	0.00	1,593.00	4,779.00	25%
72	1250	Unemployment	8,641	135.47	313.17	8,327.83	4%
73		Sub-Total	102,015	8,234.28	16,596.50	85,418.50	16%
74		TOTAL	586,275	40,824.90	83,725.35	502,549.65	14%
75							
76	SERVICES & SUPPLIES						
77	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
78	2022	Books/Subs	0	0.00	0.00	0.00	0%
79	2029	Business/Conf Exp	8,000	0.00	0.00	8,000.00	0%
80	2035	Educ/Trng	2,500	0.00	0.00	2,500.00	0%
81	2039	Empl Trans	2,000	47.23	113.32	1,886.68	6%
82	2061	Memberships	700	0.00	290.00	410.00	41%
83	2065	Film Svcs	0	0.00	0.00	0.00	0%
84	2076	Office Sups	2,500	0.00	23.69	2,476.31	1%
85	2081	Postage	25,000	0.00	0.00	25,000.00	0%
86	2085	Printing	4,000	6,291.42	6,291.42	-2,291.42	157%
87	2197	Tele & Teleg	0	0.00	0.00	0.00	0%
88	2275	Rents & Leases	0	0.00	0.00	0.00	0%
89	2314	Clothing	3,000	0.00	0.00	3,000.00	0%
90	2332	Food	6,800	685.03	1,219.02	5,580.98	18%
91	2444	Med Sups	1,000	24.90	74.45	925.55	7%
92	2591	Other Prof Svcs	5,000	167.10	366.20	4,633.80	7%
93	2851	Rec Svcs	20,000	4,444.92	7,455.37	12,544.63	37%
94	2852	Rec Sups	18,000	756.89	1,510.28	16,489.72	8%
95	2871	Transportation	2,000	1,932.25	1,932.25	67.75	97%
96	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
97			100,500	14,349.74	19,276.00	81,224.00	19%
98							
99	4202	Struct & Imp	18,000	0.00	0.00	18,000.00	0%
100			18,000	0.00	0.00	18,000.00	0%
101							
102							
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	A	B	C	D	E	F	G
115	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
116	MAINTENANCE						
117	SALARIES & BENEFITS						
118	1110	Superintendent-Scott	98,820	7,604.62	15,209.24	83,610.76	15%
119	1110	Supervisor - Sergio	78,216	6,019.70	12,039.40	66,176.60	15%
120	1110	Superviosr - Kurtis	72,485	5,464.00	10,928.00	61,557.00	15%
121	1110	Mtnc Worker II - Steve	56,065	2,630.77	6,753.17	49,311.83	12%
122	1110	Mtnc Wkr-Eric	51,396	0.00	0.00	51,396.00	0%
123	1110	Mtnc Wkr-Rodney	13,828	0.00	0.00	13,828.00	0%
124	1110	Mtnc Wkr-Barry	48,972	3,770.16	7,540.32	41,431.68	15%
125	1110	Mtnc Wkr-Simmons	51,396	3,956.62	7,754.12	43,641.88	15%
126	1122	PT Maintenance Wkr	0	0.00	0.00	0.00	0%
127	1122	Weekday & Weekend Bldg Monitor	31,824	5,455.00	10,860.50	20,963.50	34%
128		Sub-Total	503,003	\$ 34,900.87	71,084.75	431,918.25	14%
129	1210	Retirement	37,694	5,162.70	7,525.49	30,168.51	20%
130	1220	OASDI	38,480	2,623.10	5,333.58	33,146.42	14%
131	1230	Insurance	123,717	7,285.44	14,570.88	109,146.12	12%
132	1240	Worker's Comp.	43,498	0.00	10,874.50	32,623.50	25%
133	1250	Unemployment	2,205	15.90	34.04	2,170.96	2%
134		Sub-Total	245,594	15,087.14	38,338.49	207,255.51	16%
135		TOTAL	748,597	49,988.01	109,423.24	639,173.76	15%
136	SERVICES & SUPPLIES						
137	2029	Bus & Conf. Exp.	2,500	0.00	0.00	2,500.00	0%
138	2035	Educ/Trng	500	0.00	0.00	500.00	0%
139	2039	Empl Trans	250	0.00	0.00	250.00	0%
140	2061	Memberships	450	0.00	0.00	450.00	0%
141	2076	Office Sups	1,000	0.00	17.23	982.77	2%
142	2104	Agri/Hort	2,000	0.00	86.11	1,913.89	4%
143	2111	Bldg Mtnc Svc	2,500	359.08	607.57	1,892.43	24%
144	2112	Bldg Mtnc Sups	7,500	616.45	816.58	6,683.42	11%
145	2122	Chem Sups	2,500	0.00	0.00	2,500.00	0%
146	2131	Elec Sys SVC	4,000	0.00	1,853.00	2,147.00	46%
147	2132	Elec Sys Sup	1,000	0.00	0.00	1,000.00	0%
148	2142	Land Imp Sup	20,000	1,239.07	10,121.56	9,878.44	51%
149	2151	Mech Sys Svc	0	0.00	0.00	0.00	0%
150	2162	Paint Sups	1,000	0.00	330.85	669.15	33%
151	2168	Plumbing Sups	8,000	598.00	598.00	7,402.00	7%
152	2191	Electricity	40,000	4,452.71	7,990.47	32,009.53	20%
153	2192	Natural Gas	5,000	63.68	135.61	4,864.39	3%
154	2193	Refuse	10,000	996.99	1,750.88	8,249.12	18%
155	2195	Sewage	5,000	1,067.10	1,027.21	3,972.79	21%
156	2197	Tele/Teleg	3,000	93.45	186.90	2,813.10	6%
157	2198	Water	100,000	21,771.59	35,129.74	64,870.26	35%
158	2205	Auto Mtnc Svc	12,000	635.86	1,115.86	10,884.14	9%
159	2206	Auto Mtnc Sup	0	0.00	0.00	0.00	0%
160	2211	Constr Equip Svc	4,500	7,055.34	7,055.34	-2,555.34	157%
161	2212	Constr Equip Sup	0	0.00	0.00	0.00	0%
162	2226	Expend Tools	4,000	950.95	1,028.50	2,971.50	26%
163	2236	Fuels & Lubes	16,000	829.00	829.00	15,171.00	5%
164	2275	Rents & Leases	17,000	1,697.44	2,755.12	14,244.88	16%
165	2281	Shop Equip Svc	1,200	0.00	0.00	1,200.00	0%
166	2282	Shop Equip Sup	0	0.00	0.00	0.00	0%
167	2292	Other Equip	10,000	0.00	371.91	9,628.09	4%
168	2314	Clothing	4,000	96.98	96.98	3,903.02	2%
169	2321	Cust Svc	0	0.00	0.00	0.00	0%
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171							

	A	B	C	D	E	F	G
172	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
173	2322	Cust Sup	14,000	2,139.73	4,511.42	9,488.58	32%
174	2444	Medical Sup	300	0.00	110.11	189.89	37%
175	2591	Other Prof Svc	85,000	5,905.04	8,469.64	76,530.36	10%
176	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
177		TOTAL	384,200	50,568.46	86,995.59	297,204.41	23%
178							
179							
180	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
181	FIXED ASSETS						
182	4201	Building Improvement	40,000	0.00	0.00	40,000.00	0%
183	4202	Structures & Imp	40,000	121.71	121.71	39,878.29	0%
184	4303	Other Equip	45,000	0.00	0.00	45,000.00	0%
185			125,000	121.71	121.71	124,878	0%
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229	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
230		<u>DISTRICT TOTALS</u>					
231		<u>SALARIES & BENEFITS</u>					
232	1110	FULL TIME SALARIES	1,017,299	66,402.08	130,709.33	886,589.67	13%
233	1122	PART TIME SALARIES	259,624	23,025.02	48,479.41	211,144.59	19%
234	1210	RETIREMENT	83,279	13,511.20	19,028.86	64,250.14	23%
235	1220	OASDI	97,685	6,798.60	13,608.91	84,076.09	14%
236	1230	INSURANCE	186,198	11,088.73	22,178.46	164,019.54	12%
237	1240	WORKER'S COMP	52,108	0.00	13,027.00	39,081.00	25%
238	1250	UNEMPLOYMENT	11,581	151.37	347.21	11,233.79	3%
239	1000	SALARIES/BENEFITS	1,707,774	120,977.00	247,379.18	1,460,394.82	14%
240							
241		<u>SERVICES & SUPPLIES</u>					
242	2005	AD/LEGAL NOTICE	4,100	0.00	0.00	4,100.00	0%
243	2022	BOOKS/SUBS	150	0.00	0.00	150.00	0%
244	2029	BUS/CONF EXP	18,000	1,250.00	1,250.00	16,750.00	0%
245	2035	EDUC/TRNG	8,000	0.00	0.00	8,000.00	0%
246	2039	EMPLOY TRANS	4,250	47.23	113.32	4,136.68	0%
247	2051	INSURANCE	134,786	0.00	67,393.00	67,393.00	50%
248	2061	MEMBERSHIPS	14,150	0.00	4,095.00	10,055.00	29%
249	2065	FILM SVC	0	0.00	0.00	0.00	0%
250	2076	OFFICE SUPS	12,000	1,027.95	1,139.71	10,860.29	9%
251	2081	POSTAGE	27,750	0.00	1,386.00	26,364.00	5%
252	2085	PRINTING	4,700	6,456.42	6,696.42	-1,996.42	142%
253	2104	AGRI/HORT	2,000	0.00	86.11	1,913.89	4%
254	2111	BLDG MTNC SVC	2,500	359.08	607.57	1,892.43	24%
255	2112	BLDG MTNC SUP	7,500	616.45	816.58	6,683.42	11%
256	2122	CHEM SUPS	2,500	0.00	0.00	2,500.00	0%
257	2131	ELEC MTNC SVC	4,000	0.00	1,853.00	2,147.00	46%
258	2132	ELEC MTNC SUP	1,000	0.00	0.00	1,000.00	0%
259	2142	LAND IMP SUP	20,000	1,239.07	10,121.56	9,878.44	51%
260	2151	MECH SYS MTNC	0	0.00	0.00	0.00	0%
261	2162	PAINTING SUPS	1,000	0.00	330.85	669.15	33%
262	2168	PLUMBING SUPS	8,000	598.00	598.00	7,402.00	7%
263	2191	ELECTRICITY	40,000	4,452.71	7,990.47	32,009.53	20%
264	2192	NATURAL GAS	5,000	63.68	135.61	4,864.39	3%
265	2193	REFUSE	10,000	996.99	1,750.88	8,249.12	18%
266	2195	SEWAGE	5,000	1,067.10	1,027.21	3,972.79	21%
267	2197	TELE/TELEG	19,000	1,529.50	2,861.07	16,138.93	15%
268	2198	WATER	100,000	21,771.59	35,129.74	64,870.26	35%
269	2205	AUTO MTNC SVC	12,000	635.86	1,115.86	10,884.14	9%
270	2206	AUTO MTNC SUP	0	0.00	0.00	0.00	0%
271	2211	CONSTR EQUIP SVC	4,500	7,055.34	7,055.34	-2,555.34	157%
272	2212	CONSTR EQUIP SUP	0	0.00	0.00	0.00	0%
273	2226	EXPEND TOOLS	4,000	950.95	1,028.50	2,971.50	26%
274	2236	FUELS / LUBES	16,000	829.00	829.00	15,171.00	5%
275	2261	OFF EQUIP MTNC	9,000	533.36	533.36	8,466.64	6%
276	2275	RENTS/LEASES	26,484	2,301.98	3,777.92	22,706.08	14%
277	2281	SHOP EQUIP SVCS	1,200	0.00	0.00	1,200.00	0%
278	2282	SHOP EQUIP SUPS	0	0.00	0.00	0.00	0%
279	2292	OTHER EQUIP SUPS	10,000	0.00	371.91	9,628.09	4%
280	2314	CLOTHING	7,000	96.98	96.98	6,903.02	1%
281	2321	CUST SVC	0	0.00	0.00	0.00	0%
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	A	B	C	D	E	F	G
286	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
287	2322	CUST SUP	14,000	2,139.73	4,511.42	9,488.58	32%
288	2332	FOOD SUPS	8,000	685.03	1,306.25	6,693.75	16%
289	2444	MED SUPS	1,800	24.90	184.56	1,615.44	10%
290	2505	ACCOUNT SVC	32,850	2,000.00	2,000.00	30,850.00	6%
291	2531	LEGAL SVC	10,000	1,340.61	1,495.61	8,504.39	15%
292	2591	OTHER PROF SVCS	122,603	9,331.07	20,618.76	101,984.24	17%
293	2813	SALES TAX ADJUST.	0	0.00	0.00	0.00	0%
294	2819	REGISTRATION SVC	0	0.00	0.00	0.00	0%
295	2851	RECREATION SVC	20,000	4,444.92	7,455.37	12,544.63	37%
296	2852	RECREATION SUP	18,000	756.89	1,510.28	16,489.72	8%
297	2871	TRANSPORTATION	2,000	1,932.25	1,932.25	67.75	97%
298	2880	PY EXPEND	0	0.00	0.00	0.00	0%
299	2898	OTHER OPER EXP	6,500	495.86	1,133.55	5,366.45	17%
300	2000	SERVICES/SUPPLIES	781,323	77,030.50	202,339.02	578,983.98	26%
301							
302	FIXED ASSETS						
303	4201	Building IIM	40,000	0.00	0.00	40,000.00	0%
304	4202	STRUCT & IMP	411,624	121.71	66,680.96	344,943.04	0%
305	4303	EQUIPMENT	45,000	33,853.27	0.00	45,000.00	0%
306	4000	FIXED ASSETS	496,624	33,974.98	66,680.96	429,943	0%
307							
308							
309	1000	SALARIES & BENE	1,707,774	120,977.00	247,379.18	1,460,394.82	14%
310							
311	2000	SERVICES & SUPP	781,323	77,030.50	202,339.02	578,983.98	26%
312							
313	4000	FIXED ASSETS	496,624	33,974.98	66,680.96	429,943	0%
314							
315		CONTINGENCY	150,000	0.00	135,848.00	14,152.00	0%
316							
317		RESERVE	88,744	0.00	0.00	0.00	0%
318							
319							
320		TOTAL	3,224,465	231,982.48	652,247.16	2,483,474	20%
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NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT SEPTEMBER 2023
(Bills paid in August2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	Aug-23	\$ 316.53
1210	" " "	VOYA	Sep-23	\$ 316.53
1230	Insurance	CALIFORNIA CHOICE	Sep-23	\$ 933.12
1230	" " "	COPOWER	Sep-23	\$ 85.50
1240	" " "	CAPRI	2nd Quarter	\$ -
	Total			1,651.68
<u>SERVICES & SUPPLIES</u>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 36.49
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 36.35
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ -
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 54.46
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 64.76
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 2,010.27
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 1,594.51
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 1,457.48
2236	Fuel and Lube	C.J.U.S.D. Fuel	APRMAYJUN 2023	\$ 500.00
2505	Accounting	CLA	FY2022/23 Audit	\$ 500.00
	TOTAL			6,254.32
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
Total District Salaries		(AUGUST 2 PAY DAY)		\$ 5,108.62
Total District EDD		(AUGUST 2 PAY DAY)		\$ 18.43
Total District OASDI		(AUGUST 2 PAY DAY)		\$ 390.81
				\$ 5,517.86
DISTRICT TOTALS				\$13,423.86

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2		REVENUE REPORT - AUGUST 2023						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	TAXES							
6	9101	Prop Tax - Secured	\$0.00	0.00	0.00	0.00	0.00	
7	9102	Prop Tax - Unsec	\$0.00	0.00	0.00	0.00	0.00	
8	9103	Supp Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
9	9104	Prop Tax Sec Delinquent	\$0.00	0.00	0.00	0.00	0.00	
10	9105	Prop Tax Supp Delinquent	\$0.00	0.00	0.00	0.00	0.00	
11	9106	Prop tax Unitary	\$0.00	0.00	0.00	0.00	0.00	
12	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
13	9130	Prop Tax - Prior Unsec	\$0.00	0.00	0.00	0.00	0.00	
14	9140	Prop Tax - Pently	\$0.00	0.00	0.00	0.00	0.00	
15	9196	RDA Residual	\$0.00	0.00	0.00	0.00	0.00	
16		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
17								
18	INTEREST INCOME							
19	9410	Interest Income	\$300.00	0.00	0.00	0.00	300.00	
20		TOTAL	\$300.00	0.00	0.00	0.00	300.00	0%
21								
22	USE OF MONEY/PROPERTY							
23	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
24		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
25								
26	IN LIEU TAX							
27	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
28		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
29								
30	MISC. Revenue							
31	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
32		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
33								
34	AID TO LOCAL GOVERNMENT							
35	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
37								
38	REDEVELOPMENT FUNDS							
39	9533	Redevelopment funds	\$0.00	0.00	0.00	0.00	0.00	
40		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
41								
42	STATE AID							
43	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
44		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
45								
46	SPECIAL ASSESSMENT							
47	9603	Special Assessment	\$132,085.00	0.00	0.00	0.00	132,085.00	
48		TOTAL	\$132,085.00	0.00	0.00	0.00	132,085.00	0%
49								
50	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
51								
52	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
53	9410	Interest Income	\$300	0.00	0.00	0.00	300.00	0%
54	9522	Homeowner Prop Tax	\$0	0.00	0.00	0.00	0.00	0%
55	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
56	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
57	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
58	9533	Redevelopmnet Funds	\$0	0.00	0.00	0.00	0.00	0%
59	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
60	9603	Special Assessment	\$132,085	0.00	0.00	0.00	132,085.00	0%
61								
62		TOTAL	\$132,385	0.00	0.00	0.00	132,385.00	0%
63								
64		GENERAL RESERVED FUND	\$0					
65		CARRY OVER	\$52,643	0.00	0.00	0.00	52,643.00	0%
66								
67		TOTAL BUDGET	\$185,028	0.00	0.00	\$0	185,028.00	0%
68								
69								
70		Total Revenue		0.00				
71								
72								
73								
74								
75								

	A	B	C	D	E	F	G
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK					
2		EXPENDITURE REPORT AUGUST 2023					
3							
4	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
5	ADMINISTRATION						
6	SERVICES & SUPPLIES						
7	2005	Adv/Legal Notice	200	0.00	0.00	200.00	0%
8	2505	Actg Svcs	1,500	500.00	500.00	1,000.00	33%
9	2591	Other Prof Svcs	9,902	0.00	0.00	9,902.00	0%
10		TOTAL	11,602	500.00	500.00	11,102.00	4%
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58	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	37,568	3,956.62	7,913.24	29,654.76	21%
62	1122	PT Wkr-Seasonal	12,000	1,152.00	2,532.00	9,468.00	21%
63		Sub-Total	49,568	\$ 5,108.62	10,445.24	39,122.76	21%
64	1210	Retirement	3,005	633.06	949.59	2,055.41	32%
65	1220	OASDI	3,792	390.81	799.06	2,992.94	21%
66	1230	Insurance	9,623	1,018.62	2,037.24	7,585.76	21%
67	1240	Worker's Comp.	5,242	0.00	1,310.25	3,931.75	25%
68	1250	Unemployment	490	18.43	40.51	449.49	8%
69		Sub-Total	22,153	2,060.92	5,136.65	17,016.35	23%
70		TOTAL	71,720	7,169.54	15,581.89	56,138.11	22%
71	SERVICES & SUPPLIES						
72	2104	Agri/Hort	2,000	0.00	0.00	2,000.00	0%
73	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
74	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
75	2142	Land Imp Supplies	1,600	0.00	0.00	1,600.00	0%
76	2191	Electricity	900	72.84	145.95	754.05	16%
77	2193	Refuse	1,200	0.00	0.00	1,200.00	0%
78	2198	Water	30,000	5,181.48	7,650.94	22,349.06	26%
79	2205	Auto Mtnc Svc	750	0.00	0.00	750.00	0%
80	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
81	2226	Expend Tools	300	0.00	0.00	300.00	0%
82	2236	Fuels & Lubes	2,000	500.00	500.00	1,500.00	25%
83	2275	Rents & Leases	1,000	0.00	0.00	1,000.00	0%
84	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
85	2292	Other Equip Sups	300	0.00	0.00	300.00	0%
86	2314	Clothing	300	0.00	0.00	300.00	0%
87	2444	Medical Supplies	100	0.00	0.00	100.00	0%
88	2591	Other Prof Svc	1,000	0.00	0.00	1,000.00	0%
89		TOTAL	42,050	5,754.32	8,296.89	33,753.11	20%
90							
91							
92	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
93	FIXED ASSETS						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	9,000	0.00	0.00	9,000.00	0%
96	4303	Other Equip	0	0.00	0.00	0.00	0%
97			9,000	0.00	0.00	9,000.00	0%
98							
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	A	B	C	D	E	F	G
113	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
114		DISTRICT TOTALS					
115		SALARIES & BENEFITS					
116	1110	FULL TIME SALARIES	37,568	3,956.62	7,913.24	29,654.76	21%
117	1122	PART TIME SALARIES	12,000	1,152.00	2,532.00	9,468.00	21%
118	1210	RETIREMENT	3,005	633.06	949.59	2,055.41	32%
119	1220	OASDI	3,792	390.81	799.06	2,992.94	21%
120	1230	INSURANCE	9,623	1,018.62	2,037.24	7,585.76	21%
121	1240	WORKER'S COMP	5,242	0.00	1,310.25	3,931.75	25%
122	1250	UNEMPLOYMENT	490	18.43	40.51	449.49	8%
123	1000	SALARIES/BENEFITS	71,720	7,169.54	15,581.89	56,138.11	22%
124							
125		SERVICES & SUPPLIES					
126	2005	Adv/Legal Notice	155	0.00	155.00	0.00	100%
127	2104	AGRI/HORT	2,000	0.00	0.00	2,000.00	0%
128	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
129	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
130	2142	Land Imp Supplies	1,600	0.00	0.00	1,600.00	0%
131	2191	ELECTRICITY	900	72.84	145.95	754.05	16%
132	2193	REFUSE	1,200	0.00	0.00	1,200.00	0%
133	2198	WATER	30,000	5,181.48	7,650.94	22,349.06	26%
134	2205	Auto Mtnc Svc	750	0.00	0.00	750.00	0%
135	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
136	2226	Expend Tools	300	0.00	0.00	300.00	0%
137	2236	FUELS / LUBES	2,000	500.00	500.00	1,500.00	25%
138	2275	Rents & Leases	1,000	0.00	0.00	1,000.00	0%
139	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
140	2292	Other Equip Sups	300	0.00	0.00	300.00	0%
141	2314	Clothing	300	0.00	0.00	300.00	0%
142	2444	Medical Supplies	100	0.00	0.00	100.00	0%
143	2505	Accounting	1,500	500.00	500.00	1,000.00	33%
144	2591	OTHER PROF SVCS	9,902	0.00	0.00	9,902.00	0%
145	2000	SERVICES/SUPPLIES	53,652	5,754.32	8,796.89	44,855.11	16%
146							
147		FIXED ASSETS					
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	9,000	0.00	0.00	9,000.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
152							
153							
154	1000	SALARIES & BENE	71,720	7,169.54	15,581.89	56,138.11	22%
155							
156	2000	SERVICES & SUPP	53,652	5,754.32	8,796.89	44,855.11	16%
157							
158	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
159							
160		CONTINGENCY	20,000	0.00	0.00	20,000.00	0.00
161			0				
162		RESERVE	30,656	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	185,028	12,923.86	24,378.78	129,993	13%
166							
167							
168							
169							

North Highlands Recreation and Park District

Board Agenda

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: September 14, 2023



DISCUSSION: Hiring New District Administrator: Terms of Employment Agreement.

BACKGROUND

In May 2023, District Administrator Larry Mazzuca announced his intention to retire from the North Highlands Recreation and Park District. During the May 11th board meeting, the Board of Directors provided direction to staff on how to proceed forward with the recruitment process for the new Administrator.

DISCUSSION

After the conclusion of interviewing numerous candidates to fill the Administrator vacancy, the North Highlands Recreation and Park District's Board of Directors have selected Scott Graham, as the District's new Administrator. The Board and Mr. Graham have agreed to enter into an Employment Agreement which includes the following terms and deal points:

TERMS OF EMPLOYMENT AND DEAL POINTS

Start Date:	September 15, 2023
Salary:	\$145,098. Salary is fixed for the first two years. Any COLA provided to District employees will also be provided to Mr. Graham.
Auto Allowance:	\$400 per month
Cell Phone Allowance:	\$40 per month
Work Schedule:	Administrator will work a traditional M-F 8-5 pm (40 hour) work week. Administrator may request changing his traditional work week to a modified work schedule (9/80 work week) after one-year of employment.
Contract Terms:	Two-year Contract (September 15, 2023 to September 15, 2025). First Performance Evaluation will occur after the first year of employment. A positive performance evaluation will result in one (1) additional year added to the current (2) year contract with a September 15, 2026.

RECOMMENDATION

The North Highlands Recreation and Park District's Board of Directors recommends the hiring of Scott Graham as the new District Administrator with a starting date effective September 15, 2023. The terms and Deal Points of Mr. Graham's Employment Agreement are listed in this report and recommendation.

North Highlands Recreation and Park District


Board Agenda

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: September 14, 2023

SUBJECT: New Job Description: District Administrator Emeritus



BACKGROUND

Over the past several months I have shared with the Board of Directors the idea of providing limited professional services to the district after my retirement. This would be accomplished by supporting the new Administrator in areas including operations, grants, projects, studies and other types of assistance, to be determined by the Administrator, until the time comes when that support is no longer required. This concept has been discussed with the District's legal counsel. He suggested that due to recent changes in laws governing independent contractors, the best path to providing this support would be for the District to forgo a contract and create a temporary job position to provide this level of support.

DISCUSSION

The District's legal counsel has developed a Job Description that would provide the services mentioned earlier. Legal counsel came up with the job title as District Administrator Emeritus. The intent of this position is to assist and support the new District Administrator in all matters related to district operations, projects, etc.

Past and current District Administrators have worked under an Employment Agreement/Contract. State law requires that all full and part time employees are to be included on a district salary schedule, even if some of the positions are paid at a different rate on a contract.

Attached you will find an updated FY 2023-2024 Full Time Salary Schedule. Although a PT position, the District Emeritus position has been placed on the FT salary schedule by legal counsel. This salary schedule, Step 5, reflects the proposed new position of District Administrator Emeritus. The hourly rate is \$66.44. This rate of pay also reflects the current salary and hourly rate for my position as District Administrator.

The recommendation is that North Highlands Recreation and Park District's Board of Director's approve the attached Job Description and Salary Schedule (as required by legal counsel). The proposal includes a start date of September 18, 2023 through December 31, 2023. The position and services provided by the Administrator Emeritus "may" be extended, with board approval, beyond December 31, 2023.

This position would be guaranteed at least 8 hours per week and extended beyond 8 hours if the District Administrator believes there is a need to do so. If the District Administrator requests the Administrator Emeritus to attend any meetings or site visits, the Administrator Emeritus would be entitled to mileage reimbursement at the current district rate per mile.

District Administrator Emeritus Deal Points

- Start/End Date: September 18, 2023 through December 31, 2023 1 2
- Availability: M-F (8-5 pm) except for meetings and onsite visitations upon request
- Hourly Rate: \$66.44
- Mileage Reimbursement: When required to travel per Administrator pre-approval (Reimbursed at the current district per mile rate)
- Minimum Hours Per-Week: 8

Except when requested to meet in person and or on site, communication will be through email, text or telephone. (1)

Extension of position beyond December 31, 2023 can be made with support of the District Administrator and approval of the majority of the Board of Directors. (2)

RECOMMENDATION

The North Highlands Recreation and Park District’s Board of Directors recommends approval of the District Administrator Emeritus position, including salary schedule and job description (as provided). The terms and Deal Points of the Administrator Emeritus position are listed in this report and recommendation.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

JOB DESCRIPTION DISTRICT ADMINISTRATOR EMERITUS

DEFINITION:

The District Administrator Emeritus assists and supports the current District Administrator by providing institutional knowledge, training, and coaching using experience obtained through prior service as District Administrator. The District Administrator Emeritus reports to the District Administrator and has those duties and responsibilities assigned by the District Administrator.

It is intended that a former District Administrator appointed as District Administrator Emeritus serve at the pleasure of the current District Administrator in a temporary, at-will role and have no direct managerial or financial authority or responsibility over District operations.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS:

- Assist and support the current District Administrator in the District Administrator's performance of all functions required for the position.
- Perform those duties and responsibilities assigned by the District Administrator.

QUALIFICATIONS AND EXPERIENCE:

Prior service as District Administrator for the District for at least two (2) years.

Revised 8/20/2023

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

FY2023-2024 FULL-TIME SALARY SCHEDULE

TITLE:	I	II	III	IV	V
ADMINISTRATOR*	7,298	7,663	8,046	8,448	8,871
DISTRICT ADMINISTRATOR EMERITUS	9,380	9,873	10,393	10,940	11,516
PARK SUPERINTENDENT	6,742	7,079	7,433	7,805	8,195
REC. SUPERINTENDENT	6,494	6,819	7,160	7,518	7,894
ADMIN. SERVICES MANAGER	5,994	6,294	6,608	6,939	7,286
RECREATION SUPERVISOR	5,249	5,511	5,787	6,076	6,380
PARK SUPERVISOR	5,330	5,596	5,876	6,170	6,478
OFFICE ASSISTANT	3,735	3,922	4,118	4,323	4,540
RECREATION COORDINATOR	4,014	4,214	4,425	4,646	4,879
RECREATION SPECIALIST	3,877	4,071	4,275	4,488	4,713
MAINTENANCE WORKER II	4,115	4,320	4,536	4,763	5,001
MAINTENANCE WORKER	3,490	3,665	3,848	4,041	4,243

*ADMINISTRATOR currently works under an Employment Agreement, which reflects a different salary.

FULL TIME EMPLOYEE BENEFITS

Health Insurance: The District provides medical coverage for each regular full time employee. The employee has the option of adding and paying for his/her dependents.

Dental Insurance: The District provides dental coverage for each regular full time employee. The employee has the option of adding and paying for his/her dependents.

Life Insurance: The District provides life insurance for each regular full time employee.

Retirement: All regular full time employees are eligible for the District's retirement program. The District pays 100% of the retirement policy, based on an annual percentage (currently 8%) of the employee's wage.

Vacations: The District provides the following leave schedule for District full time employees.

1 - 3 years:	12 days or 96 hours annually	8 hours per month
3 - 8 years:	15 days or 120 hours annually	120 hours 10 hours per month
8 - 15 years:	20 days or 162 hours annually	13.5 hours per month
15 years:	24 days or 192 hours annually	16 hours per month

Employees with less than 15 years service may not accumulate more than 240 hours of vacation. Employees with 15 years of service or more may not accumulate more than 320 hours of vacation.

Admin. Leave: Certain exempt management position, as identified in the District Policy Manual, will receive Administrative Leave in the amount of 80 hours per fiscal year.

Sick Leave: Regular full time employees shall be entitled to eight (8) hours of sick leave per month. The accrual of sick leave is unlimited for regular full time employees. Part time and temporary employees, will earn one-hour of paid leave for every 30 hours worked, however, sick leave use is limited to 24 hours or three-days per calendar year.