

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

Regular Meeting of the Board of Directors
April 13, 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
- C. District Communication Plan/Outreach Strategies

4. CORRESPONDENCE

A.

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 March 9 2023 minutes
- B. Approval of payment of the bills for the General Fund and CFD for the month of March 2023.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. O'Dell Engineering: Sierra Creek Park Design Review and Initial Cost Presentation
Karen Folsom, Project Manager for O'Dell Engineering will be giving Sierra Creek Park Design Review and Initial Cost.
- B. Fundraising Event
Board discussion/action to approve staff's recommendation for Sierra Leone Humanitarian to hold a fundraisers event in the District's Kay F. Dahill Community Center.
- C. Board of Director's Compensation
Board discussion/action to approve staff's recommendation for creating a Resolution that would increase Board compensation by 5% annually for Regular, Special Board and Board Committee meetings.
- D. District Administrator: Recruitment Options for Board Review
Board/discussion to approve staff recommendation to appoint an Ad Hoc Committee who will meet with the District Administrator to review the three recruitment options.
- E. District Administrator Employment Agreement : Amendment #3
Board discussion/action to approve Amendment #3 of the Administrator's Employment Agreement.

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 May 11, 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. April 13, 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/87142944549?pwd=NW8wamJnNVo1YWNaQVU5T0Job2Z4Zz09>

Meeting ID: 871 4294 4549

Passcode: nhrrpd

One tap mobile

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+16694449171,,87142944549#,,,,*760213# US

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS MEETING

To: Larry Mazzuca, District Administrator
From: Scott Graham, Parks and Facilities Superintendent
Date: April 13, 2023
Subject: Park/Maintenance Report

PARK MAINTENANCE UPDATE:

- Weekly mowing, edging, trimming and blowing of all District parks and facilities as needed.
- Basic irrigation repairs were completed at Memorial and Karl Rosario Parks.
- At Cherry Blossom and Freedom Parks multiple trees and bushes were pruned and re-staked as needed.
- The damaged tree at Ruth Inman was removed in March. One last tree damaged by the heavy wind and rain several weeks ago is awaiting removal at the Office Complex.
- Annual staff training and certification on use and storage of pesticides was completed in March.

FACILITY MAINTENANCE UPDATE:

- Regular cleaning of the Community Center floors was completed in March. In addition, three ceiling tiles were replaced.
- At Capehart Gymnasium complex, roof patches were completed on the pre-school side of the facility.
- Park Maintenance Supervisors Sergio Portela and Kurtis Secor attended an irrigation maintenance workshop on March 22. The focus was on system upgrades and installation and care of irrigation timers.
- Staff completed plumbing repairs in the Recreation Center men's bathroom.

INCIDENT/ACCIDENT REPORT UPDATE:

- Graffiti was removed or painted over at Freedom, Memorial and Karl Rosario Parks.

DISTRICT PROJECT UPDATES:

After several months awaiting delivery on three new HVAC units for Capehart, the project was completed the last week in March. Two units were replaced on the gymnasium side, and one unit was replaced on the pre-school side. New thermostats were also installed.



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:** 2023-03-01 to 2023-03-31

Summary of enforcement actions

	Park Hours:	1
	Drugs:	0
	Weapons:	0
NTA Issued: 7	Alcohol:	0
	Animals:	0
	Vehicle Code:	6
	Probation Violation:	0
	Other:	0
Onsite Arrests:	Drugs:	
	Weapons:	
	Assault/Battery:	
	Sex Crimes:	
	Theft:	
	Probation Violation:	
	Other:	
Calls For Service:		0
Parking Citations:		7
Warrant Arrests:		3
DUI Arrests:		1
Stolen Vehicles:		0
Warnings Issued:		5

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator
FROM: Rachel Robertson, Recreation Superintendent
DATE: April 13, 2023
SUBJECT: Recreation Division Report

Toddler/Youth Programs

- Youth Basketball League completed a successful season after a 2-year hiatus. The program offered 8 weeks of practice, 7 games, and 1 championship game to complete the season. The champions of each division were awarded a medal and their team photo will be displayed in the gymnasium. – 95 participants enrolled.
- Youth Cheer performed a half-time performance on the final day of the Basketball League, and stayed for 2 games instead of just 1. Cheer held the same schedule as basketball too. – 8 participants enrolled.
- Leprechauns in Training Cooking Class baked soda muffins, a traditional Irish food, homemade butter, shamrock sherbet floats and participated in a St. Patrick's Day Trivia to win a chocolate gold coin. - 15 participants (10 TR sponsored, 5 enrolled through NHRPD).
- Staff offered a new specialty class, "Discover Pi Day with LEGO Materials", with our new contractor Play-Well TEKnologies. The class was a hands-on workshop that led various creations using buckets of LEGO pieces. This particular workshop focused on a circular structure to celebrate Pi Day. - 11 participants (10 TR sponsored, 1 enrolled through NHRPD).

Dragon's Den

- Staff introduced a new club to the program – Lego Club which has been a popular activity amongst the students. Clubs are held on Mondays for minimum days and staff offer a variety of different and unique clubs for students to engage in.
- Hockey has quickly become a popular incentive for Fun Friday's.
- The bulletin board theme for the month of March focused on Women's History Month. Similar to the February bulletin board, staff focused on key women figures and explained the powerful acts each woman did.
- Staff held a St. Patrick's Day party with fun treats and games; a favorite amongst the students was setting leprechaun traps.
- CJUSD reached out to offer additional funding to the Dragon's Den program to purchase larger items. Staff proposed to have Chromebook, outdoor picnic benches, STEM supplies, and other materials. These items will maximize the participants experience and will be a useful tool as the program expands next year.

Teen Programs

- Beauty & Brunch for Teens was cancelled due to 0 enrollment. Staff received a lot of feedback about changing the ages to allow pre-teens in. Staff made that change and contacted those who voiced their opinion; however, unfortunately no one signed up.

Adult Programs

- Adult Volleyball returned for the spring season with 4 teams.

Senior Programs

Bingo

- Bingo continues to average approximately 20 participants.

Harvestime

- Harvestime averaged about 15 participants.
- Participants celebrated St. Patrick's Day with themed games like Leprechaun coin toss and four-leaf clover toss, word scramble, and themed bingo cards.
- Participants also enjoyed a special guest speaker in March; author Marilyn Reynolds who came in to speak about her book "Over 80: Reflecting on Aging".

Senior Movies

- March movies were "The Burbs" and "Jurassic World: Dominion".
- A movie suggestion form has been added at the sign-in for all senior programs.

Matter of Balance Class

- "A Matter of Balance", hosted by Dignity Health completed its 8 week course at the end of March. Due to popular demand, NHRPD has worked with Dignity Health to add another course at the end of April.

Rentals

- Capehart Gym: 10 rentals
- Community Center: 1 rental
- Freedom Park: 3 rentals
- Recreation Center: 4 rentals
- Ridgepoint Gym: 0 rentals

Community Resources

- Staff partnered with Dignity Health to host free dental screenings in the Recreation Center. At the screenings, Liberty Dental also provides information about dental benefits and oral care. Unfortunately, there was very little turnout.

Special Events

- Staff hosted a spin-off of Park Spotlight and turned this into "Park Spotlight - Mini Event". The event was held at Chardonay Park to feature the new playground structure that was installed in late 2022. Approximately 25 people attended this event.
- Staff led a take home craft of wire bubble wands, hosted lawn games, played music, distributed flyers, had a special guest (Scooby Doo Mystery Van), and did a raffle giveaway of a picnic basket with Trader Joe's food items.
- Thank you to Trader Joe's on Marconi Avenue for donating food items for our picnic basket!
- Thank you Kayla Thayer for donating the picnic basket!
- Staff finalized plans for the Spring Extravaganza & Community Egg Hunt event on April 8. The event will have egg hunts, bubble stations, balloon artist, vendors, pictures with the Easter Bunny, and a petting zoo.

Marketing

- We have received 15 new subscribers in March for our newsletter.
- Staff are currently working on the draft of the Summer Recreation Guide which will launch May 1.
- Staff are outsourcing a vendor to deliver our summer postcard to all households in North Highlands.

Youth Programs

2/3 Grade Champions

4/5 Grade Division Champions



6/7 Grade Champions



Youth Cheer



Dragon's Den





Events



Thank you, Trader Joe's, for the food donations and Kayla Thayer for the picnic basket!



North Highlands Recreation and Park District


Board Agenda

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 13, 2023

SUBJECT: Board Member Requested Information: District Communication Plan/Outreach Strategies



BACKGROUND

During the March Board of Directors meeting, Director Harding asked staff to discuss the District's communication plan and outreach strategies.

DISCUSSION

At the April 13 Regular Board Meeting, staff will respond to Director Harding's questions with a handout and through a discussion with the Board. Due to several staff attending the CPRS Conference the week of April 2-5, staff was unable to complete this report and include it as part of the agenda.

RECOMMENDATION

This will be an oral presentation.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: March 9 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: All Present

Staff Present: Larry Mazzuca, Administrator
Scott Graham, Park Superintendent
Rachel Robertson, Recreation Superintendent
Kayla Thayer, Recreation Supervisor
Terri Smith, Administrative Service Manager

Guests Present: Davon Jenkins

CALL MEETING TO ORDER:

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

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

Mr. Jenkins stated on behalf of him and his family he wanted to thank staff and the District for all the great programming that has recently been offered, including volleyball, drop in gym, cooking classes and youth sports:

ADMINISTRATOR'S REPORT:

Oral Report by Administrator Mazzuca:

- Larry reviewed the current status of the Park Master and Sierra Creek Plans with the Board.
 - Completed three community engagement meetings for the Master Plan.
 - Beginning Phase three in March and will continue through May.
 - Sierra Creek Park grant deadline for completed the project from June 2026 to June 2028.
- Larry discusses his handout on the Preliminary Budget for General Fund and CFD (Cherry Blossom Park) timeline.

Oral Report by Park Superintendent Scott Graham:

- Scott updated the board on the FEMA Grant (reimbursement for storm related expenses):
 - Had the first overview conference call meeting today.
 - An in person meeting will be schedule from two weeks from today.
 - Deadline date was extended to March 15th.

Oral Report by Recreation Superintendent Rachel Robertson:

- Rachel stated that under marketing of her report that email blast was sent to over 6,000 constituents instead of 600.
- Rachel stated that regarding the newsletter, she reported that over 6,000 plus emails were sent out that they pulled from Active Net. She also noted that only 4,800 were sent as some emails were not compatible.
- Web-site views were over 29,125 for the month of February.
- Rachel stated that they finalize all of our program and rental evaluation forms. She will provide the board, starting in June 2023, with quarterly evaluation reports.

CORRESPONDENCE:

Chairperson Williams stated that District Correspondence 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

CONSENT CALENDAR

A. Motion by Board Member McVay, seconded by Board Member Reynolds, to approve the Minutes of the Regular Meeting of February 16, 2023 with the following corrections:

- Under Administrators Oral Report, bullet 2: Board member McVay stated that she believed that what Larry provided was a timeline of the Master Plan process and proposed cost estimate should O'Dell Engineering be involved in any future community outreach meetings.

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

B. Motion By Board Member Reynolds, seconded by Harding to approve payment of the bills for the General Fund and CFD for the month of February 2023.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. California Special District Association (CSDA) – CSDA Board of Directors Call for Nominations Seat C

Administrator Mazzuca reviewed the CSDA correspondence regarding nominating a Board Member for Seat C.

Board discussed this matter and Board of Director Beau Reynolds expressed interest in the position.

Chairperson Williams nominated Board Member Reynolds, seconded by Board Member Harding for CSDA Board of Directors Seat C.

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

- B. Park Master Plan
Board and Staff discussion no action taken.

CHAIRPERSON’S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Reynolds stated happy Women’s History Month.

Board Member Harding stated that she just really encourages us all to remember why we are doing this work and to be remindful that we are all human and going through this adventure together so we are patience and giving each of us some grace.

Board Member Harding stated that she going to work on her framing her questions and to thank everyone on being so patient with her.

Board Member Harding stated that she is interested in on figuring out a way on how to connect with our elected, Board of Supervisors or assembly or whoever is covering our District at least having a quarterly connection with them.

Board Member Harding stated that she would like the following two items placed on a future agenda.

- Communication Plan/Outreach strategy
- How does the team get the word out?

RECESS

7:45 p.m. Chairperson Williams announced a short recess before going into a closed session.

CLOSED SESSION

Chairperson Williams called the Closed Session to order at 7:50 p.m.

- A. District Administrator’s Contract Negotiation pursuant to Section § 54957 (b)(1) of the Brown Act

Chairperson Williams stated that there was no action taken by the Board.

ADJOURNMENT

Chairperson Williams adjourned the meeting at 8:20 p.m.

DATE, TIME, AND PLACE OF MEETING

The next regular meeting of the Board of Directors will be on April 13, 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 APRIL 2023
(Bills paid in March 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	Voya	Mar-23	\$ 4,294.55
1230	Insurance	California Choice	Apr-23	\$ 11,644.57
1230	" " "	CoPower	Apr-23	\$ 1,197.00
1240	Workers' Comp	CAPRI	4th Qtr.	\$ 10,238.25
Total				27,374.37

SERVICES & SUPPLIES

			CSDA/CARPD, Tenaya Lodge/CPRS	
2029	Bus/Conf Exp	USBank	(CARPD/CPRS Conf./Conf. Hotel/Refund)	\$ 4,830.77
2035	Training/Edu	USBank	American Red Cross (Training)	\$ 350.00
2039	Empl Trans	Kersevan, Chirs	February 2023	\$ -
2039	" " "	Luu, Evonne	February 2023	\$ 47.42
2039	" " "	Robertson, Rachel	February 2023	\$ 8.06
2039	" " "	Thayer, Kayla	February 2023	\$ 61.18
2076	Office Sup	Walkers	Supplies	\$ 216.94
2076	" " "	Walkers	Supplies	\$ 89.24
2076	" " "	USBank	Amason (Supplies)	\$ 102.33
2076	" " "	Caltronics	copies	\$ 216.07
2076	" " "	Walkers	Supplies	\$ 32.23
2112	Bldg Maint. Supplies	Home Depot	Supplies	\$ 259.11
2112	" " "	Stice Lock	Service 7916	\$ 357.75
2112	" " "	Home Depot	Supplies	\$ 496.82
2112	" " "	Home Depot	Supplies	\$ 119.76
2112	" " "	Home Depot	Supplies	\$ 229.62
2122	Chemical Sup	Target Specialty	Roundup, Sprayers	\$ 478.39
2142	Land Imp Sup	Sprinkler Supplie	Supplies	\$ 580.55
2142	" " "	Sprinkler Supplie	Supplies	\$ 552.55
2162	Paint Sup	Home Depot	Painting Supplies	\$ 273.64
2168	Plumbing	Rapid First	Freedom Park Services	\$ 630.91
2168	" " "	Home Depot	Supplies	\$ 52.00
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 172.47
2191	" " "	SMUD	7000000346 District	\$ 3,044.29
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 81.47
2191	" " "	SMUD	2733018 Aztec	\$ 713.15
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 219.54
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 1,496.69
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 9.15
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 534.44
2193	" " "	Public Works	Dump	\$ 243.40
2195	Sewage	Sac Utilities	2802 Perrin	\$ 200.11
2195	" " "	Sac Utilities	3843 Bainbridge	
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ 113.70
2195	" " "	Sac Utilities	3929 Karl Dr.	\$ 113.70
2195	" " "	Sac Utilities	6040 Watt	
2195	" " "	Sac Utilities	7916 Aztec	

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT APRIL 2023
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<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2197	Tele & Teleg	Comcast	Service - Shop	\$ 93.45
2197	" " "	Comcast	Service - District	\$ 331.18
2197	" " "	Telepacific	Service	\$ 881.22
2198	Water	Sac Suburban	Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip Karl Dr., Strizek, Karl&Rosario,Planehaven,Wings	\$ 2,184.24
2198	" " "	Sac Suburban	Way, 6040 Watt, Freedom, Softball Complex	\$ 2,013.42
2198	" " "	CA/American	Chardonnay	\$ 284.77
2198	" " "	CA/American	Sierra	\$ 284.77
2205	Auto Maint. Serv	Petty Cash	Administration	\$ 78.58
2205	" " "	J&T Auto	2000 Chevy Ranger Service	\$ 783.38
2205	" " "	J&T Auto	1995 Ford Ranger Service	\$ 286.66
2205	" " "	J&T Auto	2021 Ford F150	\$ 100.00
2205	" " "	J&T Auto	1995 Ford Ranger Service	\$ 493.20
2205	" " "	Smog N Tag	2000 Chevy Ranger Service Smog	\$ 59.75
2205	" " "	Smog N Tag	1995 Ford Ranger Service - Smog	\$ 69.75
2205	" " "	J&T Auto	2000 Chevy Ranger Service	\$ 385.41
2205	" " "	J&T Auto	2008 Ford	\$ 240.00
2205	" " "	O'Reilly	Supplies	\$ 18.72
2205	" " "	Petty Cash	Tire Outlet (flat tires)	\$ 20.00
2226	Expand Tools	CH Mowers	Tools	\$ 122.80
2261	Office Equip Mt.	NCS	Call Out Cameras	\$ 363.56
2261	" " "	NCS	March Service	\$ 242.00
2275	Rents & Leases	Cintas	Rug Exchange	\$ 72.25
2275	" " "	Alhambra	Water service	\$ 95.93
2275	" " "	CIT-Avaya	Phone Equipment	\$ 418.26
2275	" " "	Cintas	Rug Exchange	\$ 108.39
2275	" " "	USBank	United Service (Porta Potties)	\$ 499.34
2275	" " "	Cintas	Rug Exchange	\$ 74.80
2275	" " "	DLL Financial	Copier Lease	\$ 186.27
2314	Clothing	American Logowear	staff shirts	\$ 241.68
2314	" " "	American Logowear	Maint. Staff shirts	\$ 813.95
2322	Custodial Sup	A1 Janitorial	Janitorial Supplies	\$ 322.77
2322	" " "	Walkers	Supplies	\$ 69.20
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 511.03
2322	" " "	USBank	Amazon (gloves)	\$ 219.72
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 62.73
2332	Food	USBank	Walmart/Smart&Final/Amazon (CupidCooking/Dragon'sDen/Harvestine/ SeniorMovies/MasterPlan)	\$ 117.53
2332	" " "	Petty Cash	Drewski, Safeway, PapaMurphy, Winco, Walmart, BelAir (Harvestine, Staff Lunch)	\$ 263.49
2531	Leagal Service	Bart., Kron., Shan	Feb 2023 Service	\$ 160.00
2591	Other Prof Serv.	Cintas	Weekly Service	\$ 181.96
2591	" " "	Cintas	Weekly Service	\$ 181.96
2591	" " "	Firecode	6040 Watt Extinguisher Serv.	\$ 640.22
2591	" " "	Sentinel Fire	Something Extra	\$ 175.86
2591	" " "	Tree Tech	Karl Rosario Tree Service	\$ 1,900.00
2591	" " "	Cintas	Weekly Service	\$ 181.96

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2591	Other Prof Serv.	Sac Valley Alarm	7916 Aztec	\$ 170.00
2591	" " "	Firecode	Sep-21	\$ 793.84
2591	" " "	O'Dell Engineering	Master Plan	\$ 9,853.02
			GoldenHills/VistaPrint/Adobe/Microsoft/ WhenIWork/StreamLine/T-Mobile (Monthly Serv./Banners/Programs/Scheduler/Web- Site/CellPhone	
2591	" " "	USBank		\$ 1,797.35
2591	" " "	Cintas	Weekly Service	\$ 181.96
2591	" " "	Petty Cash	Walmart,Post-it (Fingerprints,X-mas)	\$ 69.39
2591	" " "	Tree Tech	Ruth Innman	\$ 2,290.00
			FaceBook/Inflatable/LyndaWest (Master Plan/Dragon'sDen/SpringCamp)	
2851	Recreation Service	USBank		\$ 677.47
2851	" " "	Bowen, Timothy	Lego Class	\$ 330.00
			Walmart/Amazon/Awardsco (Cupid Cooking Dragon'sDen/Cheer/ YthBball/BdayParty/ Harvestine)	
2852	Recreation Sup	USBank		\$ 523.33
2852	" " "	Petty Cash	Target (Rec Sup)	\$ 7.49
			(Merchant Fees - Mar \$44.95/Feb - Bank Analysis Fees \$82.91/Mar - Active Fee \$)	
2898	Other Oper Exp	NHRPD - BANK FEES		\$ 584.32
2898	" " "	Rec Service Charges	Refund Credit Card Fees	\$ 11.08
2898	" " "	USBank	Parking	\$ 18.50
	TOTAL			\$ 51,071.36
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures	O'Dell Engineering	Sierra Creek	\$ 6,691.50
4202	" " "			\$ -
4303	Equipment	Home Depot	Storage Shelves	\$ 3,432.75
	TOTAL			\$ 10,124.25
Total District Salaries		(MAR 2 PAY DAY)		\$ 82,594.64
Total District EDD		(MAR 2 PAY DAY)		\$ 296.14
Total District OASDI		(MAR 2 PAY DAY)		\$ 6,037.41
				\$ 88,928.19
DISTRICT TOTALS				\$177,498.17

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9429	Building Rentals	Airborne Security	Two guards were order when only one should have	\$	150.00
9429	" " "	Sabatan, Reyen	Building Cancellation	\$	449.00
9646	Rec Fees & Charges	Sabatan, Reyen	Refund Spring Camp - TRUSD Sponsor	\$	122.00
9646	" " "	Alvarado, Maria	Cancelled of Adult Art Class	\$	50.00
088L	Park Dedication	Economical Asphalt	Capehart	\$	2,880.00

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT APRIL 2023
(Bills paid in March 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
	<u>BENEFITS</u>			
1210	Retirement	Voya	Mar-23	\$ 4,294.55
1230	Insurance	California Choice	Apr-23	\$ 11,644.57
1230	" " "	CoPower	Apr-23	\$ 1,197.00
1240	Workers' Comp	CAPRI	4th Qtr.	\$ 10,238.25
	Total			27,374.37

SERVICES & SUPPLIES

			CSDA/CARPD, Tenaya Lodge/CPRS	
2029	Bus/Conf Exp	USBank	(CARPD/CPRS Conf./Conf.Hotel/Refund)	\$ 4,830.77
2035	Training/Edu	USBank	American Red Cross (Training)	\$ 350.00
2039	Empl Trans	Kersevan, Chirs	February 2023	\$ -
2039	" " "	Luu, Evonne	February 2023	\$ 47.42
2039	" " "	Robertson, Rachel	February 2023	\$ 8.06
2039	" " "	Thayer, Kayla	February 2023	\$ 61.18
2076	Office Sup	Walkers	Supplies	\$ 216.94
2076	" " "	Walkers	Supplies	\$ 89.24
2076	" " "	USBank	Amason (Supplies)	\$ 102.33
2076	" " "	Caltronics	copies	\$ 216.07
2076	" " "	Walkers	Supplies	\$ 32.23
2112	Bldg Maint. Supplies	Home Depot	Supplies	\$ 259.11
2112	" " "	Stice Lock	Service 7916	\$ 357.75
2112	" " "	Home Depot	Supplies	\$ 496.82
2112	" " "	Home Depot	Supplies	\$ 119.76
2112	" " "	Home Depot	Supplies	\$ 229.62
2122	Chemical Sup	Target Specialty	Roundup, Sprayers	\$ 478.39
2142	Land Imp Sup	Sprinkler Supplie	Supplies	\$ 580.55
2142	" " "	Sprinkler Supplie	Supplies	\$ 552.55
2162	Paint Sup	Home Depot	Painting Supplies	\$ 273.64
2168	Plumbing	Rapid First	Freedom Park Services	\$ 630.91
2168	" " "	Home Depot	Supplies	\$ 52.00
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 172.47
2191	" " "	SMUD	7000000346 District	\$ 3,044.29
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 81.47
2191	" " "	SMUD	2733018 Aztec	\$ 713.15
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 219.54
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 1,496.69
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 9.15
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 534.44
2193	" " "	Public Works	Dump	\$ 243.40
2195	Sewage	Sac Utilities	2802 Perrin	\$ 200.11
2195	" " "	Sac Utilities	3843 Bainbridge	
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ 113.70
2195	" " "	Sac Utilities	3929 Karl Dr.	\$ 113.70
2195	" " "	Sac Utilities	6040 Watt	
2195	" " "	Sac Utilities	7916 Aztec	

NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT APRIL 2023
(Bills paid in March 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	Mar-23	\$ 304.27
1230	Insurance	CALIFORNIA CHOICE	Apr-23	\$ 639.01
1230	" " "	COPOWER	Apr-23	\$ 85.50
1240	" " "	CAPRI	4th Qtr	\$ 475.00
	Total			1,503.78
 <u>SERVICES & SUPPLIES</u>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 36.37
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 36.23
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 100.00
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 49.31
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 56.12
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 96.73
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 96.73
	TOTAL			\$ 471.49
 <u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
 Total District Salaries (MAR 2 PAY DAY) \$ 3,485.77				
Total District EDD (MAR 2 PAY DAY) \$ -				
Total District OASDI (MAR 2 PAY DAY) \$ 266.65				
\$ 3,752.42				
 DISTRICT TOTALS				 \$5,727.69

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		RECREATION MISC.						
80	9646	Gym Rental-Capehart/R.P.	\$0.00	4,095.00	0.00	11,840.00	-11,840.00	
81	9646	Birthday Parties	\$0.00	150.00	0.00	150.00	-150.00	
82	9646	Open Gym	\$0.00	0.00	0.00	18.00	-18.00	
83	9646	Park Rentals	\$0.00	1,270.00	0.00	7,375.00	-7,375.00	
84		TOTAL	\$65,000.00	5,515.00	0.00	19,383.00	45,617.00	30%
85								
86		YOUTH SPORTS						
87	9646	PW Bball Skills & Drills Ses I & II	\$0.00	0.00	0.00	999.00	-999.00	
88	9646	Vball Skills & Drills Session I & II	\$0.00	0.00	0.00	108.00	-108.00	
89	9646	PW Bball - Winter	\$0.00	0.00	0.00	1,092.00	-1,092.00	
90	9646	2nd-3rd Bball -Winter	\$0.00	0.00	0.00	2,516.00	-2,516.00	
91	9646	4th-5th Bball -Winter	\$0.00	0.00	0.00	2,220.00	-2,220.00	
92	9646	6th-7th Bball -Winter	\$0.00	0.00	0.00	2,294.00	-2,294.00	
93	9646	Cheer	\$0.00	0.00	0.00	468.00	-468.00	
94	9646	PW T-Ball Skills & Drills	\$0.00	72.00	0.00	180.00	-180.00	
95	9646	Youth Dodge Ball	\$0.00	55.00	0.00	165.00	-165.00	
96		TOTAL	\$50,800.00	127.00	0.00	10,042.00	40,758.00	20%
97								
98		ADULT SPORTS						
99	9646	Coed Power Volleyball-Monday	\$0.00	190.00	0.00	2,470.00	-2,470.00	
100	9646	Adult Basketball	\$0.00	0.00	0.00	0.00	0.00	
101		TOTAL	\$6,000.00	190.00	0.00	2,470.00	3,530.00	41%
102								
103		TAXES						
104	9101	Prop Tax - Secured	\$1,630,700.00	0.00	0.00	916,293.63	714,406.37	
105	9102	Prop Tax - Unsec	\$53,000.00	186.44	0.00	54,594.90	-1,594.90	
106	9103	Supp Prop Tax	\$50,000.00	4,093.57	(107.71)	35,953.27	14,046.73	
107	9104	Prop Tax Sec Delinquent	\$11,000.00	0.00	0.00	9,804.83	1,195.17	
108	9105	Prop Tax Supp Delinquent	\$2,000.00	0.00	0.00	3,746.88	-1,746.88	
109	9106	Prop tax Unitary	\$9,300.00	0.00	0.00	5,792.76	3,507.24	
110	9120	Prop Tax Secured Redemp	\$0.00	176.26	0.00	176.26	-176.26	
111	9130	Prop Tax - Prior Unsec	\$750.00	20.98	0.00	480.54	269.46	
112	9140	Prop Tax - Pently	\$400.00	75.66	0.00	340.42	59.58	
113	9196	RDA Residual	\$12,500.00	0.00	0.00	7,082.07	5,417.93	
114	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
115		TOTAL	\$1,769,650.00	4,552.91	(107.71)	1,034,265.56	735,384.44	58%
116								
117		INTEREST INCOME						
118	9410	Interest Income	\$6,500.00	0.00	0.00	5,908.00	592.00	
119		TOTAL	\$6,500.00	0.00	0.00	5,908.00	592.00	91%
120								
121		USE OF MONEY/PROPERTY						
122	9522	Homeowner Prop Tax	\$13,000.00	0.00	0.00	6,456.36	6,543.64	
123		TOTAL	\$13,000.00	0.00	0.00	6,456.36	6,543.64	50%
124								
125		IN LIEU TAX						
126	9529	In Lieu Tax	\$100,000.00	0.00	0.00	100,000.00	0.00	
127		TOTAL	\$100,000.00	0.00	0.00	100,000.00	0.00	100%
128								
129		MISC. Revenue						
130	9530	Misc. Revenue	\$20,064.00	0.00	0.00	20,064.00	0.00	
131		TOTAL	\$20,064.00	0.00	0.00	20,064.00	0.00	100%
132								
133		AID TO LOCAL GOVERNMENT						
134	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
135		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
136								
137		REDEVELOPMENT FUNDS						
138	9533	Redevelopment Passthru	\$10,000.00	0.00	0.00	7,233.49	2,766.51	
139		TOTAL	\$10,000.00	0.00	0.00	7,233.49	2,766.51	72%
140								
141		FISCAL RELIEF FOR SPECIAL DISTRICT						
142	9595	Fiscal Relief for Special District	\$0.00	0.00	0.00	0.00	0.00	
143		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
144								
145		STATE AID						
146	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
147		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
148								
149								
150								
151								
152								
153								
154								

	A	B	C	D	E	F	G	H
155	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
156	9429	Building Rental	\$40,000	6,162.86	(599.00)	42,997.86	-2,997.86	107%
157	9646	Rec Fees & Charges	\$188,800	7,212.00	(172.00)	186,253.00	2,547.00	99%
158	9100	Taxes	\$1,769,650	4,552.91	(107.71)	1,034,265.56	735,384.44	58%
159	9410	Interest Income	\$6,500	0.00	0.00	5,908.00	592.00	91%
160	9522	Homeowner Prop Tax	\$13,000	0.00	0.00	6,456.36	6,543.64	50%
161	9529	In Lieu Tax	\$100,000	0.00	0.00	100,000.00	0.00	100%
162	9530	Misc. Revenue	\$20,064	0.00	0.00	20,064.00	0.00	100%
163	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
164	9533	Redevelopmnet Funds	\$10,000	0.00	0.00	7,233.49	2,766.51	0%
165	9595	Fiscal Relief for Special Dist.	\$0	0.00	0.00	0.00	0.00	0%
166	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
167	9690	Lease Property	\$128,700	10,644.23	0.00	100,197.07	28,502.93	78%
168	9790	Revenue Other	\$706,500	45.00	0.00	16,110.81	690,389.19	2%
169		TOTAL	\$2,983,214	28,617.00	-878.71	1,519,486.15	1,463,727.85	51%
170								
171		GENERAL RESERVED FUND	\$0					
172		CARRY OVER	\$1,432,956	0.00	0.00	0.00	0.00	0%
173								
174		TOTAL BUDGET	\$4,416,170	28,617.00	-878.71	\$1,519,486	2,896,683.85	34%
175								
176		Scholarship		0.00				
177		ADA		0.00				
178		Field Deposit - Brock Park		0.00				
179		Field Deposit - Softball Complex		0.00				
180		Field Deposit - Capehart		0.00				
181		Bldg Deposit		3500.00	0.00			
182		Bldg Guards		1480.00				
183				4980.00				
184								
185	2191	SMUD Reim - Something Extra		380.00				
186	2192	PG&E Reim - Something Extra		10.00				
187	2193	Republic Serv. Reim - Something		90.00				
188	2195	Sewage Reim - Something Extra		240.00				
189	2198	Water Reim - Something Extra		100.00				
190				820.00				
191								
192								
193		Total Revenue		34,417.00				
194								
195								
196								
197		Program/Scholarship Donations	\$0.00	0.00	0.00	13,177.21	-13,177.21	
198								
199		District ADA Account	\$0.00	0.00	0.00	0.00	0.00	
200		055000000	\$0.00	4,980.00	0.00	26,186.01	-26,186.01	
201		Contingency	\$150,000.00	0.00	0.00	135,848.00	14,152.00	
202		Park Dedication Acct 088L	\$0.00	0.00	(2880.00)	1,223.00	-1,223.00	
203		Park Fees 346l	\$0.00	0.00	(5250.58)	1,233,352.38	-1,233,352.38	
204		District Reserve Acct	\$0.00	0.00	0.00	1,430,928.00	-1,430,928.00	

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2		REVENUE REPORT - MARCH 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	169.00	131.00	
20		TOTAL	\$300.00	0.00	0.00	169.00	131.00	56%
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	\$127,066.00	0.00	0.00	65,980.63	61,085.37	
48		TOTAL	\$127,066.00	0.00	0.00	65,980.63	61,085.37	52%
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	169.00	131.00	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	\$127,066	0.00	0.00	65,980.63	61,085.37	52%
61								
62		TOTAL	\$127,366	0.00	0.00	66,149.63	61,216.37	52%
63								
64		GENERAL RESERVED FUND	\$0					
65		CARRY OVER	\$59,642	0.00	0.00	0.00	59,642.00	0%
66								
67		TOTAL BUDGET	\$187,008	0.00	0.00	\$66,150	120,858.37	35%
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						
2	EXPENDITURE REPORT - MARCH 2023						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator	142,815	10,641.61	105,851.73	36,963.27	74%
8	1110	Office Manager	79,224	5,872.92	58,689.20	20,534.80	74%
9	1110	Office Assistant	0	0.00	0.00	0.00	0%
10	1122	Board of Directors	8,500	900.00	3,950.00	4,550.00	46%
11		Sub-Total	230,539	17,414.53	168,490.93	62,048.07	73%
12	1210	Retirement	17,763	1,321.16	13,163.26	4,599.74	74%
13	1220	OASDI	17,636	1,212.02	11,752.66	5,883.34	67%
14	1230	Insurance	33,755	2,897.38	24,642.26	9,112.74	73%
15	1240	Worker's Comp.	4,813	30.00	144.00	4,669.00	3%
16	1250	Unemployment	490	0.00	224.00	266.00	46%
17		Sub-Total	74,457	5,460.56	49,926.18	24,530.82	67%
18		TOTAL	304,997	22,875.09	218,417.11	86,579.89	72%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	2,500	0.00	664.70	1,835.30	27%
22	2022	Bks/Subs	150	0.00	146.44	3.56	98%
23	2029	Bus Conf Exp	6,000	2,644.62	6,000.00	0.00	100%
24	2035	Educ/Trng	3,000	891.15	891.15	2,108.85	30%
25	2039	Empl Trans	1,000	0.00	337.12	662.88	34%
26	2051	Insurance	119,191	0.00	119,191.00	0.00	100%
27	2061	Memberships	12,100	0.00	12,266.00	-166.00	101%
28	2076	Office Sups	8,500	554.48	6,295.23	2,204.77	74%
29	2081	Postage	750	0.00	146.04	603.96	19%
30	2085	Printing	500	0.00	594.72	-94.72	119%
31	2197	Tele & Teleg	16,000	1,212.40	10,704.68	5,295.32	67%
32	2261	Office Equip Mtnc	17,900	605.56	14,625.91	3,274.09	82%
33	2275	Rents & Leases	10,000	604.53	7,603.84	2,396.16	76%
34	2332	Food Sups	1,200	69.20	1,157.44	42.56	96%
35	2444	Medical Supplies	785	0.00	783.32	1.68	100%
36	2505	Actg Svcs	34,000	82.95	22,182.42	11,817.58	65%
37	2531	Legal Svcs	15,000	160.00	1,115.00	13,885.00	7%
38	2591	Other Prof Svcs	156,000	10,162.40	80,494.18	75,505.82	52%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	20,000	0.00	1,887.00	18,113.00	9%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	16,100	613.90	5,248.29	10,851.71	33%
43		TOTAL	440,676	17,601.19	292,334.48	148,341.52	66%
44							
45							
46	4202	Struct & Imp	500000	6,691.50	85,767.00	414,233.00	17%
47	4303	Office Equipment	7,000	3,432.75	6033.30	966.7	86%
48		TOTAL	507,000	10124.25	91,800.30	415,199.70	103%
49							
50							
51							
52							
53							
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55							
56							
57							PAGE 1

	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent-Sarah/Ra	90,290	6,044.62	72,268.47	18,021.53	80%
62	1110	Supervisor-Rachel/Kayla	69,480	5,047.38	43,038.28	26,441.72	62%
63	1110	Rec. Coordinator/Chris	53,205	3,750.76	26,255.32	26,949.68	49%
64	1110	Rec Specialist/Luu	49,317	3,795.08	37,514.03	11,802.97	76%
65	1122	Part Time	150,000	12,647.94	77,571.53	72,428.47	52%
66	1122	Part Time Ases	0	0.00	0.00	0.00	0%
67		Sub-Total	412,292	31,285.78	256,647.63	155,644.37	62%
68	1210	Retirement	20,983	787.18	7,284.76	13,698.24	35%
69	1220	OASDI	31,540	2,543.38	19,725.08	11,814.92	63%
70	1230	Insurance	29,687	2,279.14	16,574.84	13,112.16	56%
71	1240	Worker's Comp	11,877	1,482.00	5,928.00	5,949.00	50%
72	1250	Unemployment	6,230	201.87	1,536.73	4,693.27	25%
73		Sub-Total	100,316	7,293.57	51,049.41	49,266.59	51%
74		TOTAL	512,609	38,579.35	307,697.04	204,911.96	60%
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	8,500	1,295.00	2,760.46	5,739.54	32%
80	2035	Educ/Trng	1,500	350.00	450.00	1,050.00	30%
81	2039	Empl Trans	2,000	116.66	744.42	1,255.58	37%
82	2061	Memberships	600	0.00	585.00	15.00	98%
83	2065	Film Svcs	0	0.00	0.00	0.00	0%
84	2076	Office Svcs	2,000	102.33	1,641.39	358.61	82%
85	2081	Postage	3,200	0.00	2,036.07	1,163.93	64%
86	2085	Printing	2,500	0.00	2,525.46	-25.46	101%
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	5,000	241.68	1,852.05	3,147.95	37%
90	2332	Food	4,500	381.02	2,745.42	1,754.58	61%
91	2444	Med Svcs	1,500	0.00	119.89	1,380.11	8%
92	2591	Other Prof Svcs	5,000	1,418.36	3,229.40	1,770.60	65%
93	2851	Rec Svcs	20,000	1,007.47	6,169.09	13,830.91	31%
94	2852	Rec Svcs	17,000	530.82	6,379.15	10,620.85	38%
95	2871	Transportation	6,000	0.00	0.00	6,000.00	0%
96	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
97			79,300	5,443.34	31,237.80	48,062.20	39%
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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%
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115	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
116	MAINTENANCE						
117	SALARIES & BENEFITS						
118	1110	Superintendent-Scott	93,730	6,947.38	69,433.80	24,296.20	74%
119	1110	Supervisor - Sergio	74,190	5,500.00	54,960.00	19,230.00	74%
120	1110	Superviosr - Kurtis	74,190	5,226.76	9,156.83	65,033.17	12%
121	1110	Mtnc Worker II - Steve	51,914	3,078.68	32,502.18	19,411.82	63%
122	1110	Mtnc Wkr-Eric	14,478	0.00	8,617.31	5,860.69	60%
123	1110	Mtnc Wkr-Rodney	49,055	3,803.38	35,763.72	13,291.28	73%
124	1110	Mtnc Wkr-Steve/Barry	46,624	3,436.92	33,355.80	13,268.20	72%
125	1110	Mtnc Wkr-Simmons	46,624	3,492.21	33,518.22	13,105.78	72%
126	1122	PT Maintenance Wkr	0	0.00	0.00	0.00	0%
127	1122	Weekday & Weekend Bldg Monitor	23,840	2,409.00	20,275.75	3,564.25	85%
128		Sub-Total	474,646	\$ 33,894.33	297,583.61	177,062.39	63%
129	1210	Retirement	36,064	2,186.21	21,517.14	14,546.86	60%
130	1220	OASDI	35,836	2,582.01	22,451.48	13,384.52	63%
131	1230	Insurance	113,442	7,665.05	60,153.84	53,288.16	53%
132	1240	Worker's Comp.	54,376	8,718.25	34,873.00	19,503.00	64%
133	1250	Unemployment	2,804	94.27	955.49	1,848.51	34%
134		Sub-Total	242,522	21,245.79	139,950.95	102,571.05	58%
135		TOTAL	717,167	55,140.12	437,534.56	279,632.44	61%
136	SERVICES & SUPPLIES						
137	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
138	2035	Educ/Trng	500	0.00	103.44	396.56	21%
139	2039	Empl Trans	150	0.00	0.00	150.00	0%
140	2061	Memberships	150	0.00	150.00	0.00	100%
141	2076	Office Sups	500	0.00	366.97	133.03	73%
142	2104	Agri/Hort	2,000	0.00	1,716.76	283.24	86%
143	2111	Bldg Mtnc Svc	2,500	0.00	2,483.08	16.92	99%
144	2112	Bldg Mtnc Sups	7,500	1,463.06	6,461.88	1,038.12	86%
145	2122	Chem Sups	2,500	478.39	478.39	2,021.61	19%
146	2131	Elec Sys SVC	3,000	0.00	2,867.11	132.89	96%
147	2132	Elec Sys Sup	1,000	0.00	700.00	300.00	70%
148	2142	Land Imp Sup	20,000	1,133.10	9,547.28	10,452.72	48%
149	2151	Mech Sys Svc	0	0.00	0.00	0.00	0%
150	2162	Paint Sups	1,000	273.64	273.64	726.36	27%
151	2168	Plumbing Sups	8,000	682.91	4,605.06	3,394.94	58%
152	2191	Electricity	40,000	3,631.38	31,427.10	8,572.90	79%
153	2192	Natural Gas	3,000	1,715.38	5,645.23	-2,645.23	188%
154	2193	Refuse	12,000	687.84	9,713.99	2,286.01	81%
155	2195	Sewage	5,500	187.51	3,019.71	2,480.29	55%
156	2197	Tele/Teleg	2,200	93.45	1,219.64	980.36	55%
157	2198	Water	100,000	4,667.20	65,585.30	34,414.70	66%
158	2205	Auto Mtnc Svc	12,000	2,535.45	10,311.85	1,688.15	86%
159	2206	Auto Mtnc Sup	0	0.00	0.00	0.00	0%
160	2211	Constr Equip Svc	4,500	0.00	2,097.07	2,402.93	47%
161	2212	Constr Equip Sup	0	0.00	0.00	0.00	0%
162	2226	Expend Tools	5,000	122.80	3,782.99	1,217.01	76%
163	2236	Fuels & Lubes	16,000	0.00	5,969.40	10,030.60	37%
164	2275	Rents & Leases	17,000	850.71	11,622.35	5,377.65	68%
165	2281	Shop Equip Svc	1,200	0.00	685.54	514.46	57%
166	2282	Shop Equip Sup	0	0.00	0.00	0.00	0%
167	2292	Other Equip	10,000	0.00	5,046.54	4,953.46	50%
168	2314	Clothing	3,000	813.95	2,294.11	705.89	76%
169	2321	Cust Svc	0	0.00	0.00	0.00	0%
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	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	1,116.25	11,331.68	2,668.32	81%
174	2444	Medical Sup	300	0.00	341.76	-41.76	114%
175	2591	Other Prof Svc	85,000	-6,574.13	69,367.49	15,632.51	82%
176	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
177		TOTAL	379,500	13,878.89	269,221.36	110,278.64	71%
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179							
180	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
181	<u>FIXED ASSETS</u>						
182	4201	Building Improvement	105,000	0.00	0.00	105,000.00	0%
183	4202	Structures & Imp	545,743	13,410.89	483,530.83	62,212.17	89%
184	4303	Other Equip	<u>82,200</u>	<u>0.00</u>	<u>82,127.69</u>	<u>72.31</u>	100%
185			732,943	13,410.89	565,658.52	167,284	77%
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229	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
230		DISTRICT TOTALS					
231		SALARIES & BENEFITS					
232	1110	FULL TIME SALARIES	935,136	56,913.18	620,924.89	314,211.11	66%
233	1122	PART TIME SALARIES	182,340	57,523.54	101,797.28	80,542.72	56%
234	1210	RETIREMENT	74,810	4,294.55	41,965.16	32,844.84	56%
235	1220	OASDI	85,011	6,337.41	53,929.22	31,081.78	63%
236	1230	INSURANCE	176,884	12,841.57	101,370.94	75,513.06	57%
237	1240	WORKER'S COMP	71,066	10,230.25	40,945.00	30,121.00	58%
238	1250	UNEMPLOYMENT	9,524	296.14	2,716.22	6,807.78	29%
239	1000	SALARIES/BENEFITS	1,534,771	116,594.56	963,648.71	571,122.29	63%
240							
241		SERVICES & SUPPLIES					
242	2005	AD/LEGAL NOTICE	2,500	0.00	664.70	1,835.30	27%
243	2022	BOOKS/SUBS	150	0.00	146.44	3.56	98%
244	2029	BUS/CONF EXP	14,500	3,939.62	8,760.46	5,739.54	0%
245	2035	EDUC/TRNG	5,000	1,241.15	1,444.59	3,555.41	29%
246	2039	EMPLOY TRANS	3,150	116.66	1,081.54	2,068.46	0%
247	2051	INSURANCE	119,191	0.00	119,191.00	0.00	100%
248	2061	MEMBERSHIPS	12,850	0.00	13,001.00	-151.00	101%
249	2065	FILM SVC	0	0.00	0.00	0.00	0%
250	2076	OFFICE SUPS	11,000	656.81	8,303.59	2,696.41	75%
251	2081	POSTAGE	3,950	0.00	2,182.11	1,767.89	55%
252	2085	PRINTING	3,000	0.00	3,120.18	-120.18	104%
253	2104	AGRI/HORT	2,000	0.00	1,716.76	283.24	86%
254	2111	BLDG MTNC SVC	2,500	0.00	2,483.08	16.92	99%
255	2112	BLDG MTNC SUP	7,500	1,463.06	6,461.88	1,038.12	86%
256	2122	CHEM SUPS	2,500	478.39	478.39	2,021.61	19%
257	2131	ELEC MTNC SVC	3,000	0.00	2,867.11	132.89	96%
258	2132	ELEC MTNC SUP	1,000	0.00	700.00	300.00	70%
259	2142	LAND IMP SUP	20,000	1,133.10	9,547.28	10,452.72	48%
260	2151	MECH SYS MTNC	0	0.00	0.00	0.00	0%
261	2162	PAINTING SUPS	1,000	273.64	273.64	726.36	27%
262	2168	PLUMBING SUPS	8,000	682.91	4,605.06	3,394.94	58%
263	2191	ELECTRICITY	40,000	3,631.38	31,427.10	8,572.90	79%
264	2192	NATURAL GAS	3,000	1,715.38	5,645.23	-2,645.23	188%
265	2193	REFUSE	12,000	687.84	9,713.99	2,286.01	81%
266	2195	SEWAGE	5,500	187.51	3,019.71	2,480.29	55%
267	2197	TELE/TELEG	18,200	1,305.85	11,924.32	6,275.68	66%
268	2198	WATER	100,000	4,667.20	65,585.30	34,414.70	66%
269	2205	AUTO MTNC SVC	12,000	2,535.45	10,311.85	1,688.15	86%
270	2206	AUTO MTNC SUP	0	0.00	0.00	0.00	0%
271	2211	CONSTR EQUIP SVC	4,500	0.00	2,097.07	2,402.93	47%
272	2212	CONSTR EQUIP SUP	0	0.00	0.00	0.00	0%
273	2226	EXPEND TOOLS	5,000	122.80	3,782.99	1,217.01	76%
274	2236	FUELS / LUBES	16,000	0.00	5,969.40	10,030.60	37%
275	2261	OFF EQUIP MTNC	17,900	605.56	14,625.91	3,274.09	82%
276	2275	RENTS/LEASES	27,000	1,455.24	19,226.19	7,773.81	71%
277	2281	SHOP EQUIP SVCS	1,200	0.00	685.54	514.46	57%
278	2282	SHOP EQUIP SUPS	0	0.00	0.00	0.00	0%
279	2292	OTHER EQUIP SUPS	10,000	0.00	5,046.54	4,953.46	50%
280	2314	CLOTHING	8,000	1,055.63	4,146.16	3,853.84	52%
281	2321	CUST SVC	0	0.00	0.00	0.00	0%
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286	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
287	2322	CUST SUP	14,000	1,116.25	11,331.68	2,668.32	81%
288	2332	FOOD SUPS	5,700	450.22	3,902.86	1,797.14	68%
289	2444	MED SUPS	2,585	0.00	1,244.97	1,340.03	48%
290	2505	ACCOUNT SVC	34,000	82.95	22,182.42	11,817.58	65%
291	2531	LEGAL SVC	15,000	160.00	1,115.00	13,885.00	7%
292	2591	OTHER PROF SVCS	246,000	5,006.63	153,091.07	92,908.93	62%
293	2813	SALES TAX ADJUST.	0	0.00	0.00	0.00	0%
294	2819	REGISTRATION SVC	20,000	0.00	1,887.00	18,113.00	0%
295	2851	RECREATION SVC	20,000	1,007.47	6,169.09	13,830.91	31%
296	2852	RECREATION SUP	17,000	530.82	6,379.15	10,620.85	38%
297	2871	TRANSPORTATION	6,000	0.00	0.00	6,000.00	0%
298	2880	PY EXPEND	0	0.00	0.00	0.00	0%
299	2898	OTHER OPER EXP	16,100	613.90	5,248.29	10,851.71	33%
300	2000	SERVICES/SUPPLIES	899,476	36,923.42	592,793.64	306,682.36	66%
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302	FIXED ASSETS						
303	4201	Building IIM	105,000	0.00	0.00	105,000.00	0%
304	4202	STRUCT & IMP	1,063,743	13,410.89	483,530.83	580,212.17	0%
305	4303	EQUIPMENT	89,200	10,124.25	173,927.99	433,272.01	0%
306	4000	FIXED ASSETS	1,257,943	23,535.14	657,458.82	1,118,484	0%
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308							
309	1000	SALARIES & BENE	1,534,771	116,594.56	963,648.71	571,122.29	63%
310							
311	2000	SERVICES & SUPP	899,476	36,923.42	592,793.64	306,682.36	66%
312							
313	4000	FIXED ASSETS	1,257,943	23,535.14	657,458.82	1,118,484	0%
314							
315		CONTINGENCY	150,000	135,848.00	135,848.00	14,152.00	0%
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317		RESERVE	709,828	0.00	0.00	0.00	0%
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320		TOTAL	4,552,018	312,901.12	2,349,749.17	2,010,441	52%
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1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK					
2		EXPENDITURE REPORT MARCH 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	155	0.00	155.00	0.00	100%
8	2505	Actg Svcs	1,500	0.00	1,500.00	0.00	100%
9	2591	Other Prof Svcs	9,629	0.00	9,134.36	494.64	95%
10		TOTAL	11,284	0.00	10,789.36	494.64	96%
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58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	33,464	3,485.77	26,478.07	6,985.93	79%
62	1122	PT Wkr-Seasonal	12,000	0.00	8,040.00	3,960.00	67%
63		Sub-Total	45,464	\$ 3,485.77	34,518.07	10,945.93	76%
64	1210	Retirement	2,677	304.27	2,157.77	519.23	81%
65	1220	OASDI	3,478	266.65	2,692.00	786.00	77%
66	1230	Insurance	6,300	724.51	4,774.42	1,525.58	76%
67	1240	Worker's Comp.	5,277	475.00	1,900.00	3,377.00	36%
68	1250	Unemployment	490	0.00	112.00	378.00	23%
69		Sub-Total	18,223	1,770.43	11,636.19	6,586.81	64%
70		TOTAL	63,686	5,256.20	46,154.26	17,531.74	72%
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	72.60	570.38	329.62	63%
77	2193	Refuse	1,200	100.00	900.00	300.00	75%
78	2198	Water	21,700	298.89	18,936.74	2,763.26	87%
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	300.00	0.00	100%
82	2236	Fuels & Lubes	2,500	0.00	821.72	1,678.28	33%
83	2275	Rents & Leases	1,850	0.00	0.00	1,850.00	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	880.00	120.00	88%
89		TOTAL	35,100	471.49	22,408.84	12,691.16	64%
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91							
92	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
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%
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109							
110							
111							
112							

	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	33,464	3,485.77	26,478.07	6,985.93	79%
117	1122	PART TIME SALARIES	12,000	0.00	8,040.00	3,960.00	67%
118	1210	RETIREMENT	2,677	304.27	2,157.77	519.23	81%
119	1220	OASDI	3,478	266.65	2,692.00	786.00	77%
120	1230	INSURANCE	6,300	724.51	4,774.42	1,525.58	76%
121	1240	WORKER'S COMP	5,277	475.00	1,900.00	3,377.00	36%
122	1250	UNEMPLOYMENT	665	0.00	112.00	553.00	17%
123	1000	SALARIES/BENEFITS	63,686	5,256.20	46,154.26	17,531.74	72%
124							
125		SERVICES & SUPPLIES					
126	2005	Adv/Legal Notice	155	0	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	72.60	570.38	329.62	63%
132	2193	REFUSE	1,200	100.00	900.00	300.00	75%
133	2198	WATER	21,700	298.89	18,936.74	2,763.26	87%
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	300.00	0.00	100%
137	2236	FUELS / LUBES	2,500	0.00	821.72	1,678.28	33%
138	2275	Rents & Leases	1,850	0.00	0.00	1,850.00	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	0.00	1,500.00	0.00	100%
144	2591	OTHER PROF SVCS	9,629	0.00	10,014.36	-385.36	104%
145	2000	SERVICES/SUPPLIES	46,384	0.00	33,198.20	13,185.80	72%
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	63,686	5,256.20	46,154.26	17,531.74	72%
155							
156	2000	SERVICES & SUPP	46,384	471.49	33,198.20	13,185.80	72%
157							
158	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
159							
160		CONTINGENCY	30,000	0.00	0.00	30,000.00	0.00
161			0				
162		RESERVE	37,938	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	187,008	5,727.69	79,352.46	69,718	42%
166							
167							
168							
169							

North Highlands Recreation and Park District

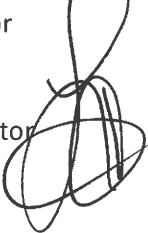
Board of Directors Meeting

TO: Pat Williams, Administrator
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 13, 2023

SUBJECT: O'Dell Engineering: Sierra Creek Park Design Review and Initial Cost Presentation



BACKGROUND

The Sierra Creek Park Design planning schedule indicates that O'Dell Engineering would make an in-person presentation to the North Highlands Recreation and Park District's Board of Directors at the time the park Design Review and Initial Cost Estimate was completed.

DISCUSSION

Karen Folsom, Project Manager for O'Dell Engineering will be in attendance at the April 13, 2023 regular Board of Directors meeting. Karen will review the following agenda with the Board.

1. Grant Requirements
2. Budget
3. Project Site
4. Park Concept Plan
5. Playground
6. Picnic Area
7. Outdoor Performance Amphitheater
8. Pre-Fab Restroom Building
9. Community Gardens
10. Sustainable Materials
11. Tree Palette
12. Next Steps

In 2018 California voters passed the \$4 billion Proposition 68, Parks, Environment, and Water Bond by a 57.59% to 42.41% margin. This measure authorized the state to issue \$4 billion in general obligation bonds for state and local parks, environmental projection projects, water infrastructure projects, and flood protection projects. The largest amount of this bond revenue--\$725 million—was earmarked for neighborhood parks in park-poor neighborhoods in accordance with the Statewide Park Development and Community Revitalization Act of 2008's competitive grant program.

There were four competitive funding cycles beginning in 2019. Because of delays due to Covid and the fact that the District was required to complete a new CEQA Study (California Environmental Quality Act),

which took nearly one year, the District was not able to apply for park grant funds until the fourth and final funding cycle. In the final funding cycle, approximately 1 in 5 park grant applicants were awarded grant funds. Fortunately, North Highlands Recreation and Park District received a grant in the amount of \$2.85 million and was one of the few special districts and cities in the Sacramento area to receive a grant.

Prior to receiving a Statewide Park Grant, all grant applicants were required to host five community park design meetings. Those meetings were held March-May 2019. Each meeting was well attended. To be considered for a grant, the selection criteria required the following:

Ratio of Park Acreage per 1000 Residents: The local and state goal is 5 acres per 1000 residents. The Sierra Creek Park site (which include a 3 mile area around the park) had 1.68 acres per 1000 residents of developed park land.

Significant Poverty: The median Household Income for this same area was at the time of application \$62,221 per household.

Number of People Living in Poverty: Again, in the same geographic area, the number of residents living in Poverty was 882.

To be considered for a grant, the proposed park site had to be located within the *critically underserved community*. Using the state provided *Community FactFinder*, which is a web based tool for mapping, demographic data, population, household income and poverty calculator, the Sierra Creek Park site was the location that gave the District the best opportunity for grant consideration.

Residents who attended the five community meetings helped develop the type and location of the park amenities described in the O'Dell report. The O'Dell presentation isn't intended to "redesign" the park, as the state grant requires that we construct closely to what was submitted as part of the grant design. The District can add more amenities, but must include in the design those amenities that were included as part of the grant application. The Board will determine the type and scope of the park amenities however. As an example, the park must have a public restroom. The Board can select the type of restroom included in the project. The same applies to playground equipment.

Budget: As previously stated, the District was awarded a \$2.85 million grant. Please keep in mind that the grant application, including the requested amount was submitted for consideration about three years ago. Everyone is aware of the impacts on Covid, materials and supply chain concerns, inflation, etc. Collectively, these financial impacts will have a bearing on the actual cost to construct the park.

Project Cost Options: Karen Folsom will share with the Board estimated cost considerations for just about everything that will be included in the final budget. She will seek input from the Board on several of these cost items. As an example, Karen will share with the Board three different restroom options. Personally and professionally, I prefer the most expensive of the three options, as I believe in the long run that will be the best option for this park; however, for several hundred thousand less, we can still get a pre-fab restroom that will adequately serve the park. That \$200,000 cost savings may then pay for other park upgrades or go a long way toward lowering the overall cost of constructing the park.

Funding Options: The actual cost to construct the new park won't be known until the project is put out to bid and bids have been received. The timing of that bid process could result in a higher or lower construction cost, depending upon the construction climate at that particular time the project was bid. In the event that the low bid price is still higher than the grant budget, District staff will present options and strategies to the Board on funding source options available for consideration.

Summary: My initial caution to the Board is to not get overwhelmed by the park amenity options Karen will present to you. No doubt the most exciting options also are likely to be the most costly. I ask the Board is to think this way, after the cost to design the park, there will be approximately \$2,325,000 million available to construct the park (after the \$525,000 design costs). Anything over the \$2,325,000 must come from another funding source.

RECOMMENDATION:

This is a presentation. Staff is not making any recommendations to the Board at this time. Karen Folsom will however seek *direction* from the Board on your preference for certain park amenities.

SIERRA CREEK PARK DESIGN REVIEW

District Board Meeting

April 13, 2023

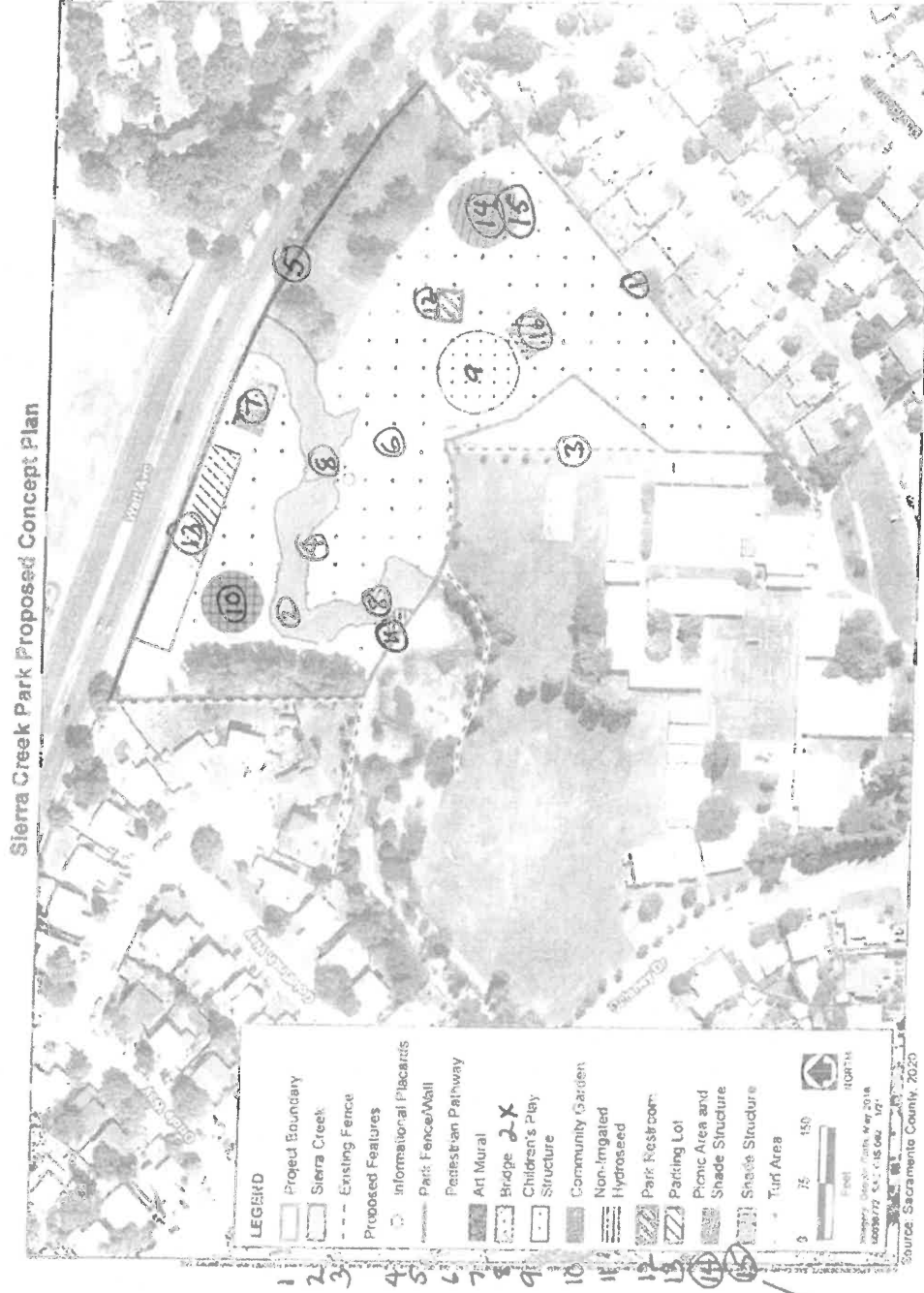


1. Grant Requirements
2. Budget
3. Project Site
4. Park Concept Plan
5. Playground
6. Picnic Area
7. Amphitheater
8. Pre-Fab Building
9. Community Gardens
10. Sustainable Materials
11. Tree palette
12. Next Steps



GRANT REQUIREMENTS

1. Project Boundary
2. Sierra Creek
3. Existing Fence
4. Informational Placards
5. Park Fence/Wall
6. Pedestrian Pathway
7. Art Mural
8. Bridge
9. Children's Play Structure
10. Community Garden
11. Non-Irrigated Hydroseed
12. Park Restroom
13. Parking Lot
14. Picnic Area and Shade Structure
15. Shade Structure
16. Turf Area
17. Performance Stage



* Performance Stages - * NOT included on concept plan

AECOM

GRANT

GRANT SCOPE ITEMS	ESTIMATED COST
Community Garden	\$100,000.00
Picnic / BBQ Areas	\$250,000.00
Playground and Tot Lots	\$400,000.00
Public Art (Mosaic Tiles/Sculptures/Murals)	\$100,000.00
Shade Structures / Walking Loops / Exercise Stations	\$300,000.00
Open Space and Natural Area / Foot Bridges	\$325,000.00
Restroom Building	\$250,000.00
Parking Lot	\$300,000.00
Landscaping & Lighting throughout Park	\$300,000.00
Total Estimated Cost for the Recreation Features and Major Support Amenities (A)	\$2,325,00.00
Total Estimated Pre-Construction Cost (B)	\$525,000.00
Total Project Cost (A + B)	\$2,850,000.00
Requested Grant Amount	\$2,850,000.00
Estimated amount of the Grant to be charged to Pre-Construction Costs (Cannot exceed 25% of the Grant)	\$525,000.00

GRANT BUDGET

COST CONSIDERATIONS

COST ESTIMATE INCLUDES GRANT PROGRAM ELEMENTS + ADDITIONAL ELEMENTS SHOWN IN PLAN

CURRENT ESTIMATE IS APPROX. \$500K OVER BUDGET.

A TOOL TO AID IN DECISION-MAKING

- MATERIALS
- AREA DEVELOPED
- NUMBER AND SIZE
- ADDITIONAL FEATURES

OPTIONS INCLUDE:

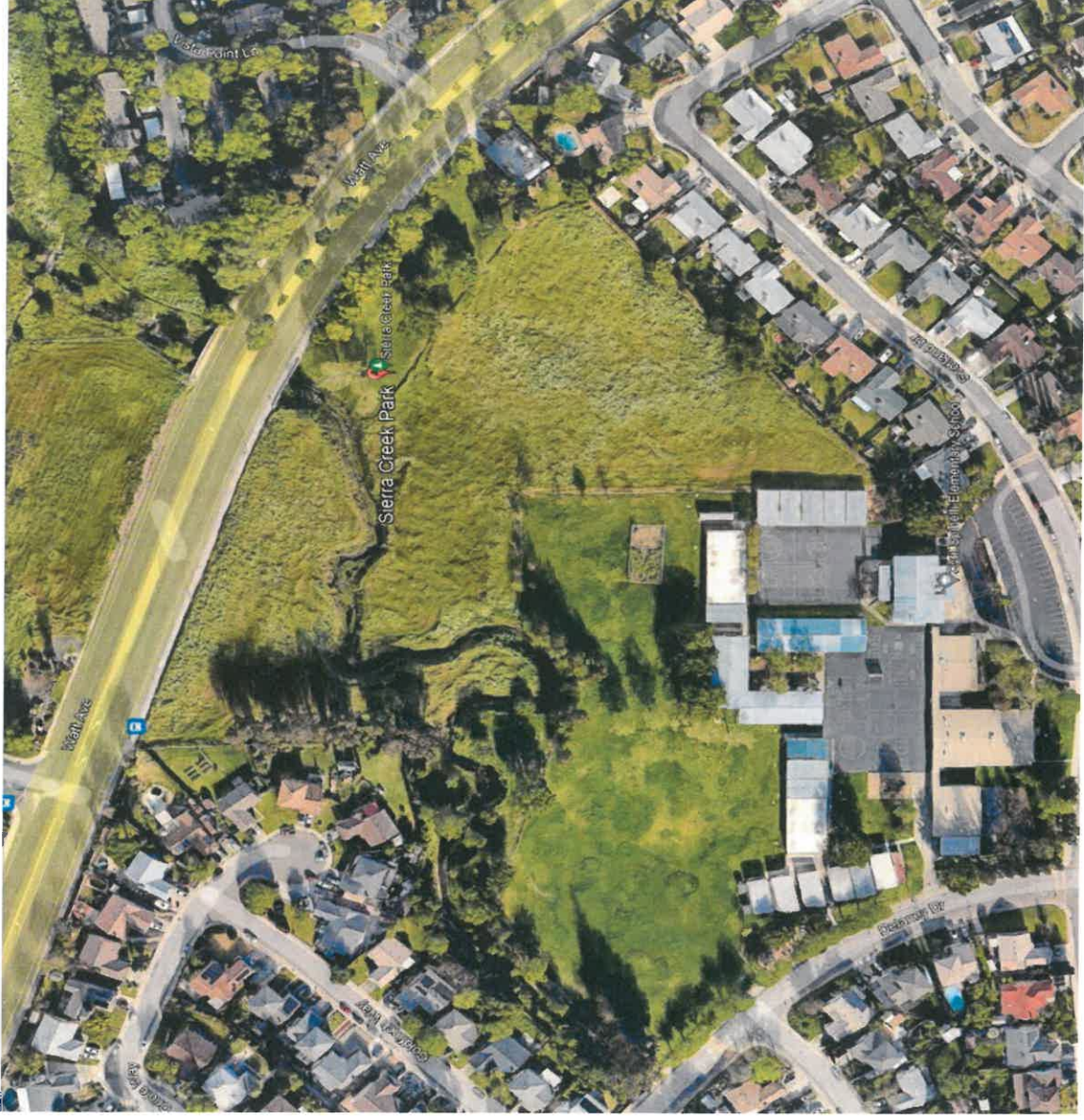
1. SUPPLEMENT THE BUDGET FROM DISTRICT SOURCES
2. DIRECT SOURCE PROCUREMENT
3. ELIMINATE NON-GRANT ELEMENTS
4. REDUCE AREAS OF IMPROVEMENTS

MAJOR FEATURE	COST RANGE
PLAYGROUND	NOW-FALL 2023
RESTROOM BUILDING	\$195,000 – \$600,000
PLAYGROUND	\$200,000 – \$500,000 or more
FENCE OR WALL ALONG WATT	\$180,000 - \$315,000

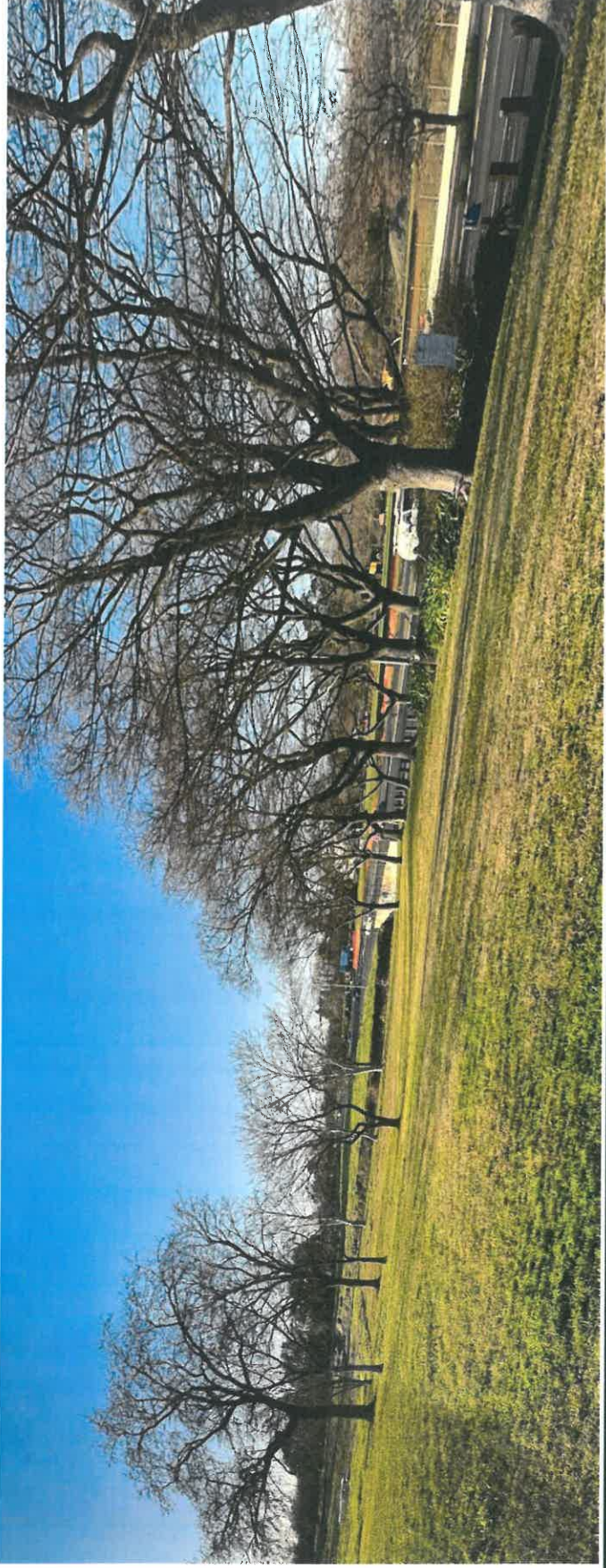
BUDGET CONSIDERATIONS

DESIGN AND SITE CONSIDERATIONS

- Preservation of existing healthy trees
- Creek setback of 50'
- Flood plain
- Watt Avenue
- Noise attenuation
- Wind patterns
- Sun angles



PROJECT SITE



PROJECT SITE



PROJECT SITE

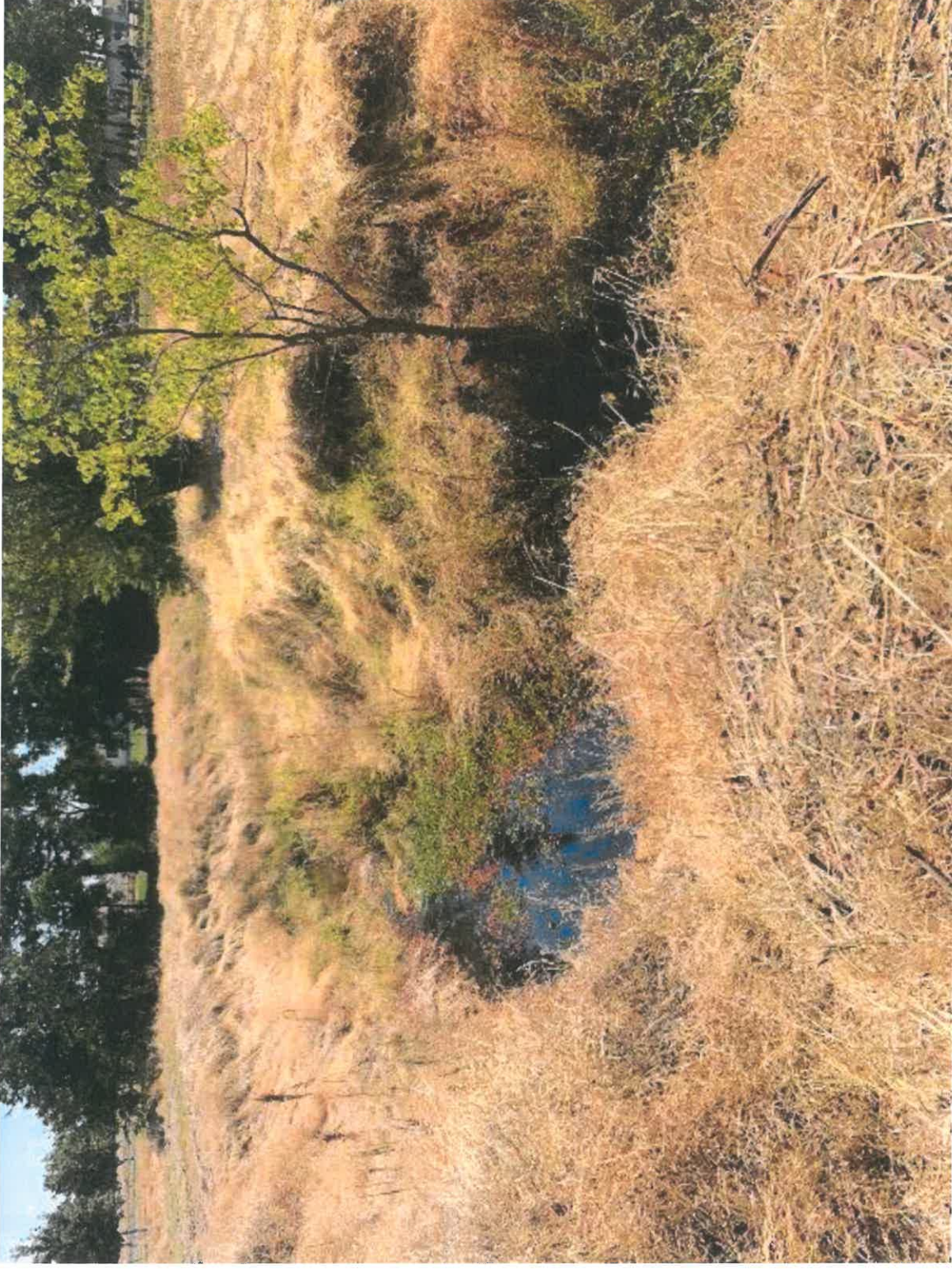


PROJECT SITE

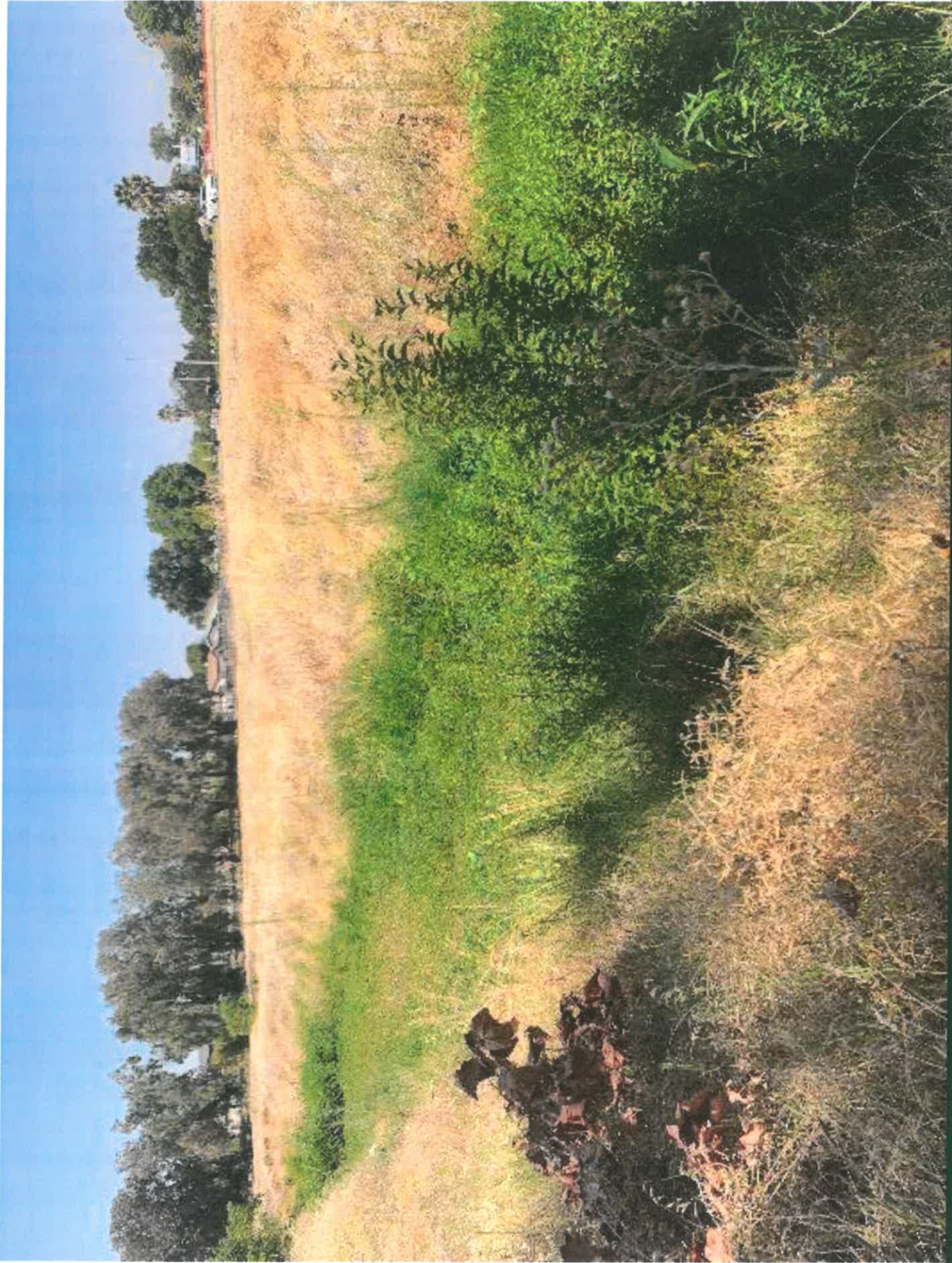


PROJECT SITE

CREEK



PROJECT SITE



PROJECT SITE

SIERRA CREEK PARK

LEGEND

- 1 Project Boundary
- 2 Sierra Creek
- 3 Existing Fence
- 4 Informational Placards
- 5 Park Fence Wall
- 6 Pedestrian Pathway
- 7 Art Wall
- 8 Bridge
- 9 Children's Play Structure
- 10 Community Garden
- 11 Non-irrigated Hydrated
- 12 Park Restrooms
- 13 Parking Lot
- 14 Picnic Area and Shade Structure
- 15 Tort Area
- 16 Performance Stage



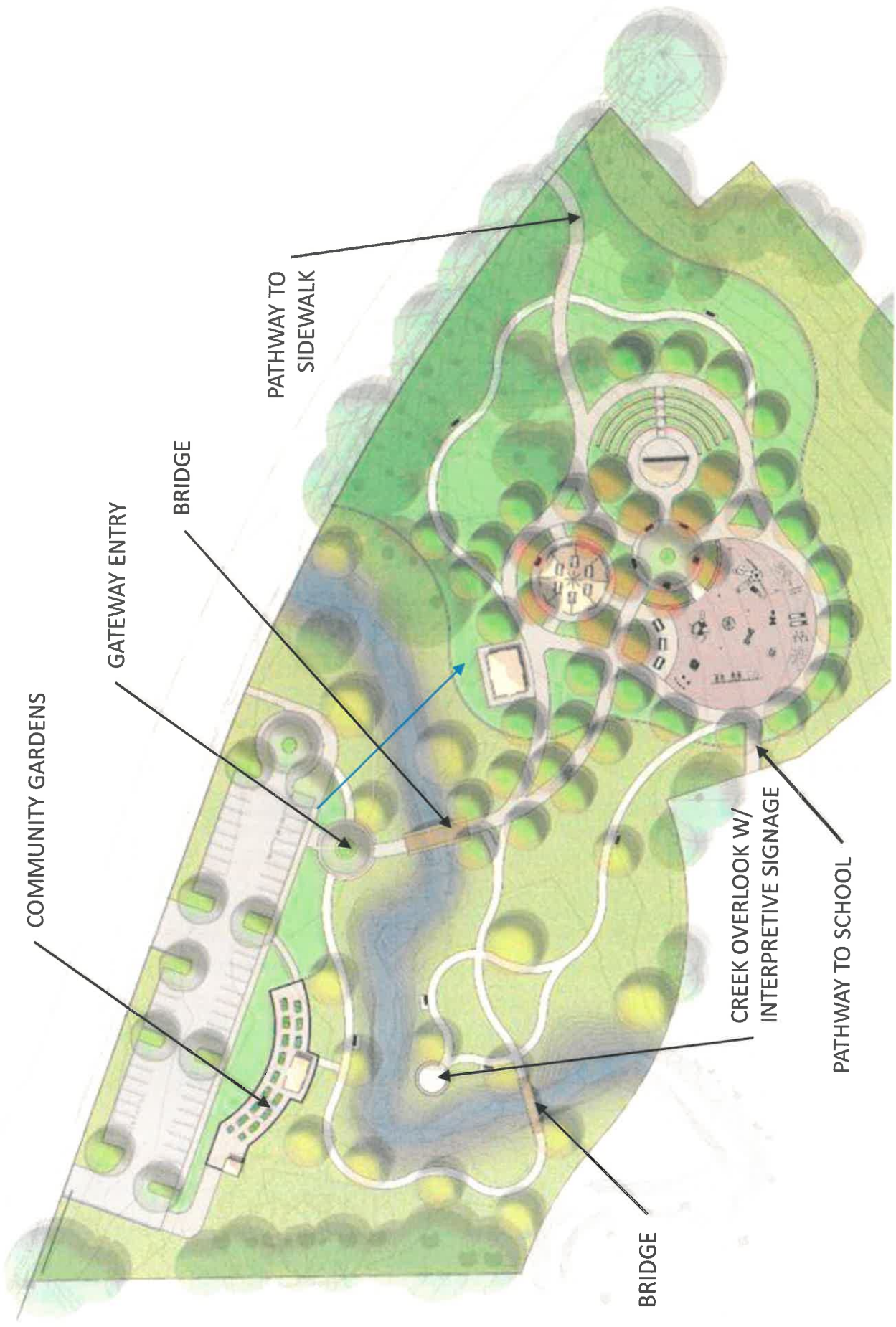
CONCEPT MASTER PLAN

3/15/2023

O'DELL
ENGINEERING

NOTE: THIS DRAWING IS FOR GENERAL PLANNING PURPOSES ONLY. THE DESIGN IS SUBJECT TO FURTHER REVISION AND WILL BE USED FOR CONTRACT DOCUMENTS AND BIDDING PURPOSES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATIONS. THE DESIGN IS NOT A GUARANTEE OF PERFORMANCE OR RESULTS. THE DESIGN IS NOT A GUARANTEE OF COSTS. THE DESIGN IS NOT A GUARANTEE OF TIME. THE DESIGN IS NOT A GUARANTEE OF QUALITY. THE DESIGN IS NOT A GUARANTEE OF SAFETY. THE DESIGN IS NOT A GUARANTEE OF LIABILITY. THE DESIGN IS NOT A GUARANTEE OF ANY OTHER MATTER.

PARK CONCEPT PLAN



COMMUNITY GARDENS

GATEWAY ENTRY

BRIDGE

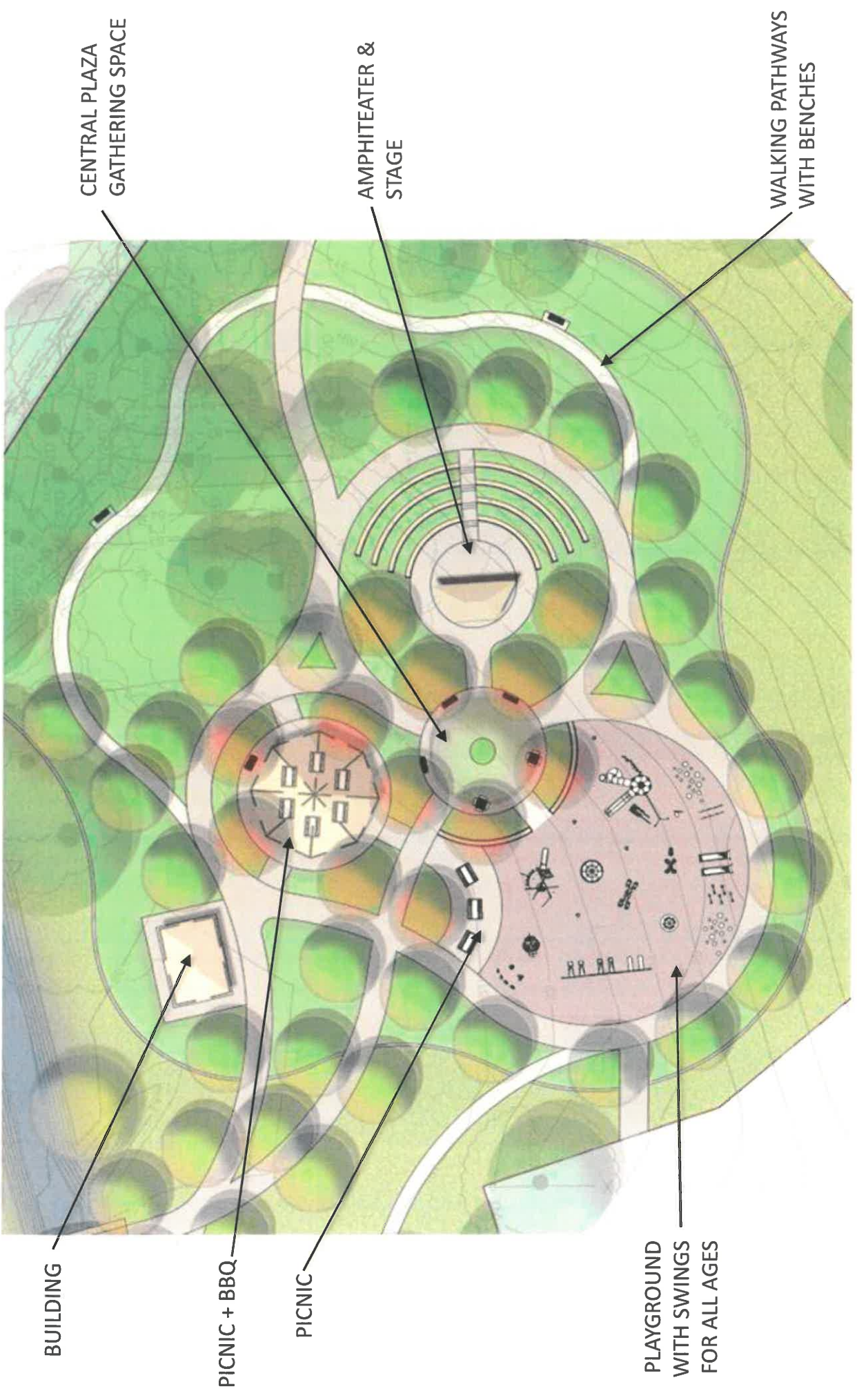
PATHWAY TO SIDEWALK

BRIDGE

CREEK OVERLOOK W/
INTERPRETIVE SIGNAGE

PATHWAY TO SCHOOL

CONCEPT PLAN



BUILDING

CENTRAL PLAZA
GATHERING SPACE

PICNIC + BBQ

PICNIC

AMPHITEATER &
STAGE

PLAYGROUND
WITH SWINGS
FOR ALL AGES

WALKING PATHWAYS
WITH BENCHES

CONCEPT PLAN – EAST SIDE



CONCEPT PLAN – WEST SIDE



PATH

PICNIC

PLAYGROUND

PATH



AMPHITEATER

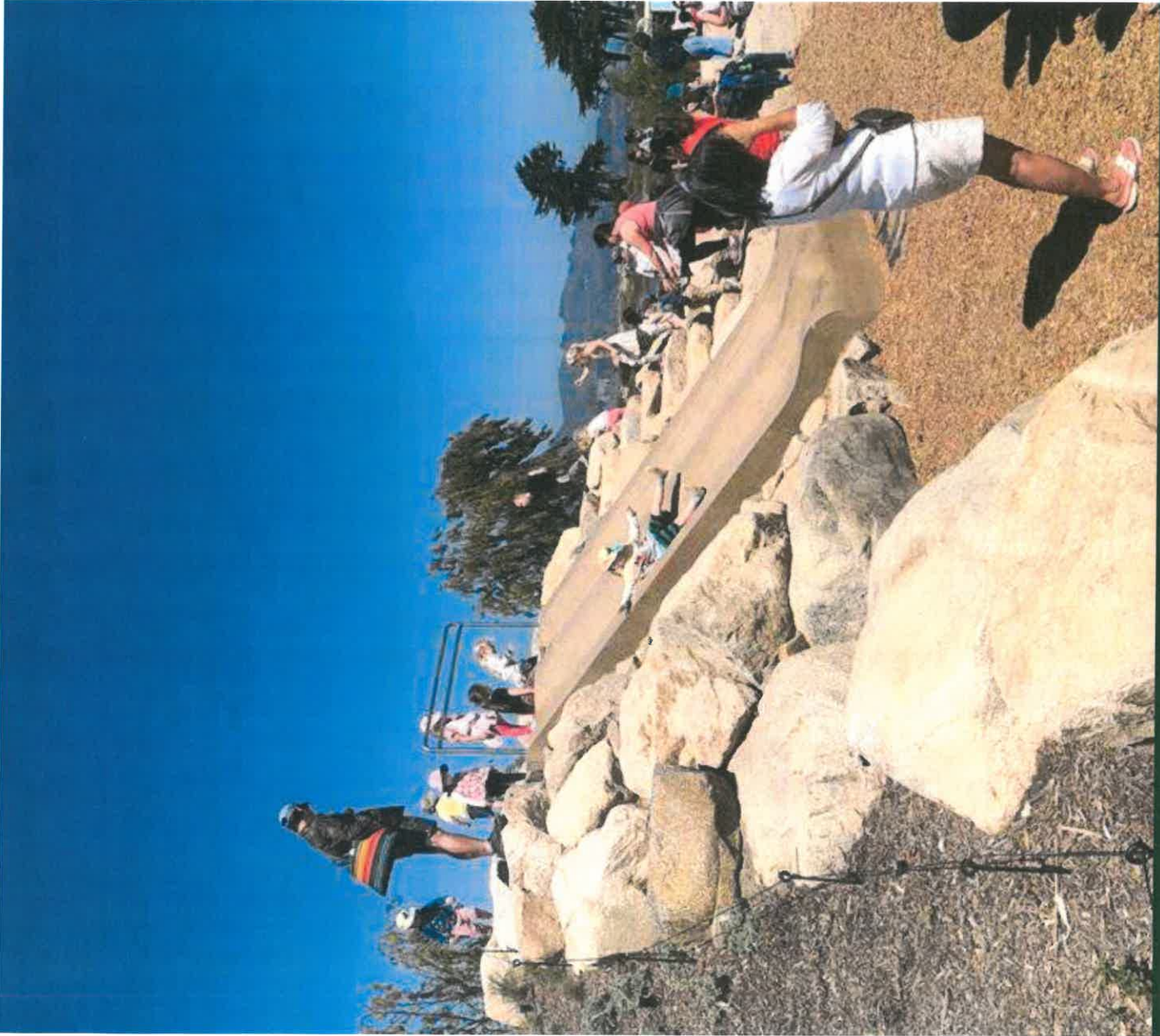
PLAYGROUND

PLAZA

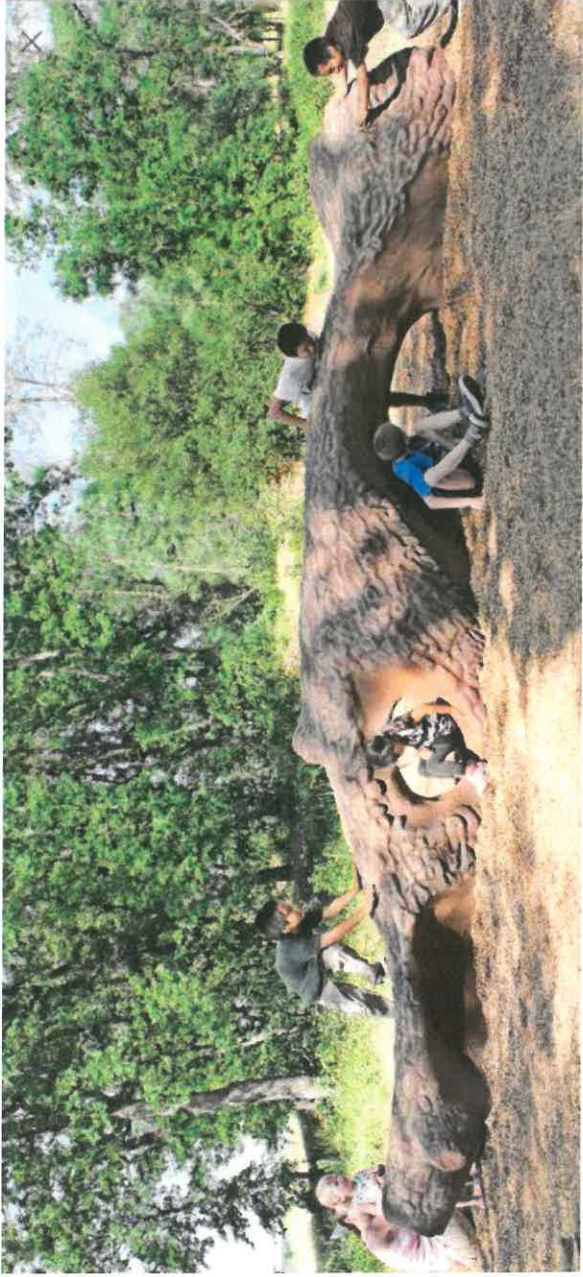
PICNIC/BBQ

PATH

LANDFORM



PLAY AREA - NATURE PLAY



PLAY INSPIRATION – NATURE PLAY



PLAY INSPIRATION – NATURE PLAY



PLAY AREA- NATURE PLAY



PLAY INSPIRATION – SWINGS



Musical group



Fitness equipment



Rocking



Interactive play



Stone abacus

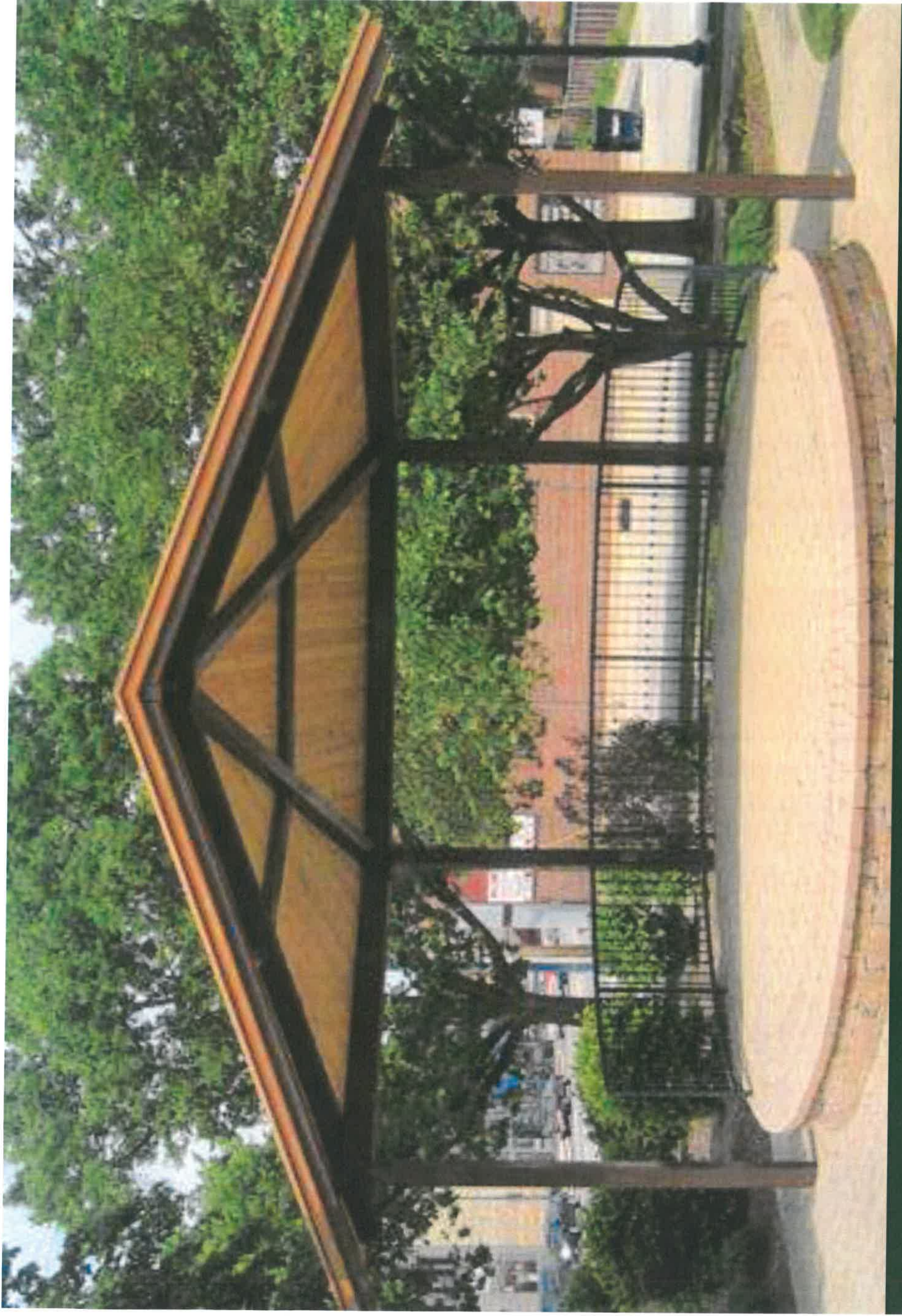
PLAY INSPIRATION - INCLUSIVE



FITNESS EQUIPMENT



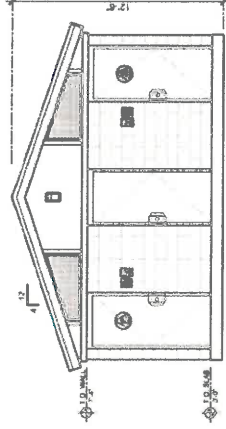
SHADE SHELTER / PICNIC AREA



STAGE INSPIRATION

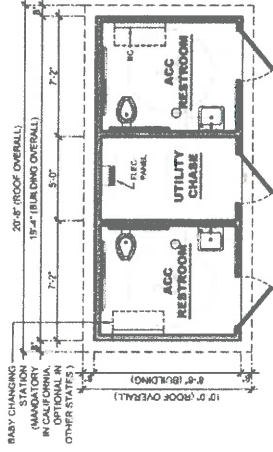


AMPHITHEATER INSPIRATION



ELEVATION

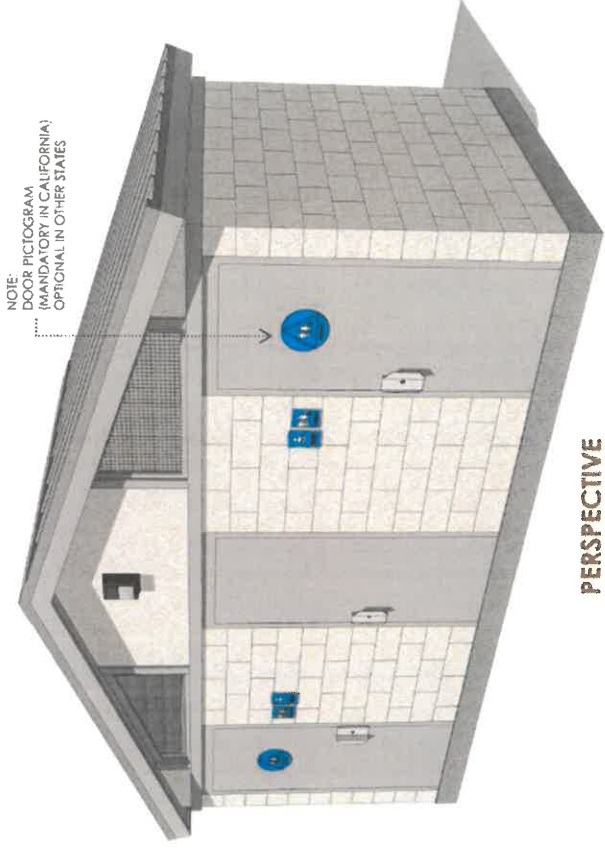
SCALE: 1/8"=1'-0"



FLOOR PLAN

SCALE: 1/8"=1'-0"

NOTE: STAINLESS FIXTURES



PERSPECTIVE
(FINISHES SUBJECT TO CHANGE)

90 USERS/HR.

2000 W. BENTLEY BLVD., SUITE 100
MCKENNA, CA 94562
P: 925.888.2267 | F: 925.888.1442
SHEETCARD 2019

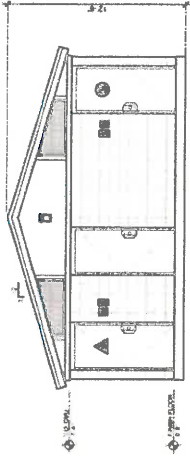
RESTROOM BUILDING
PS-022
PLAYGROUND SERIES

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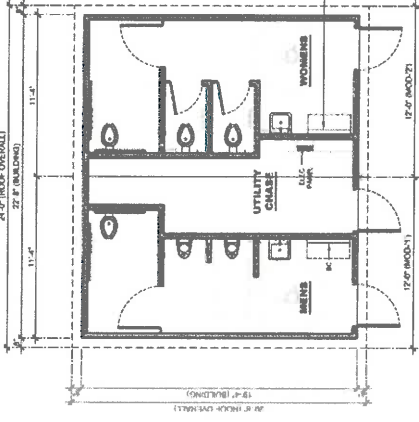


PRE-FAB BUILDING

SMALL - \$195K-245K IN 2022



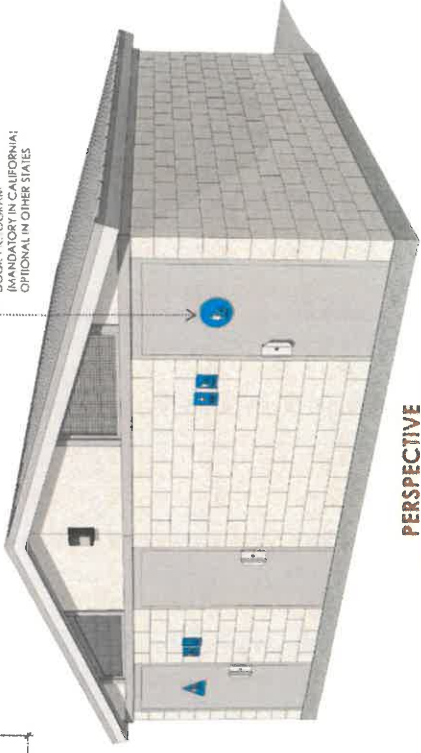
ELEVATION
SCALE: 1/8"=1'-0"



FLOOR PLAN
SCALE: 1/8"=1'-0"

NOTE: PICTOGRAM (MANDATORY IN CALIFORNIA; OPTIONAL IN OTHER STATES)

PERSPECTIVE
(FINISHES SUBJECT TO CHANGES)



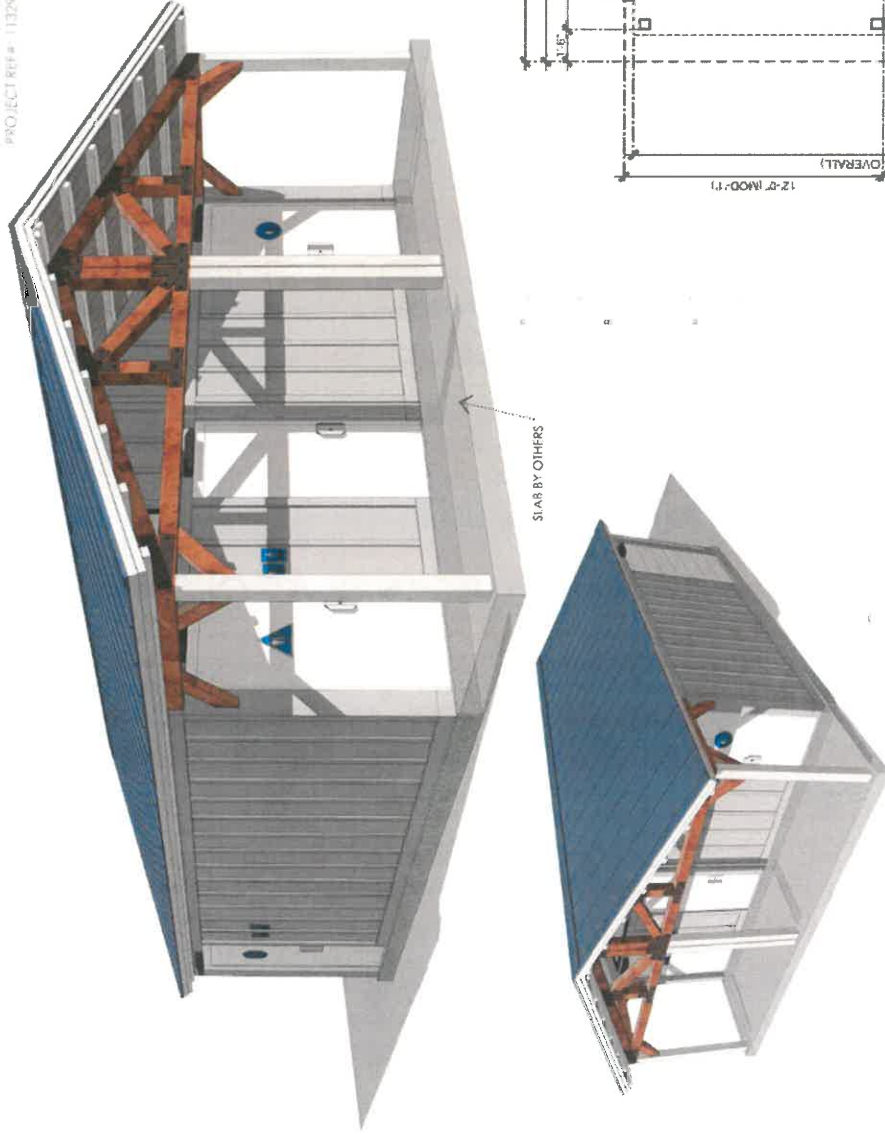
RESTROOM BUILDING
SS-242
STADIUM SERIES



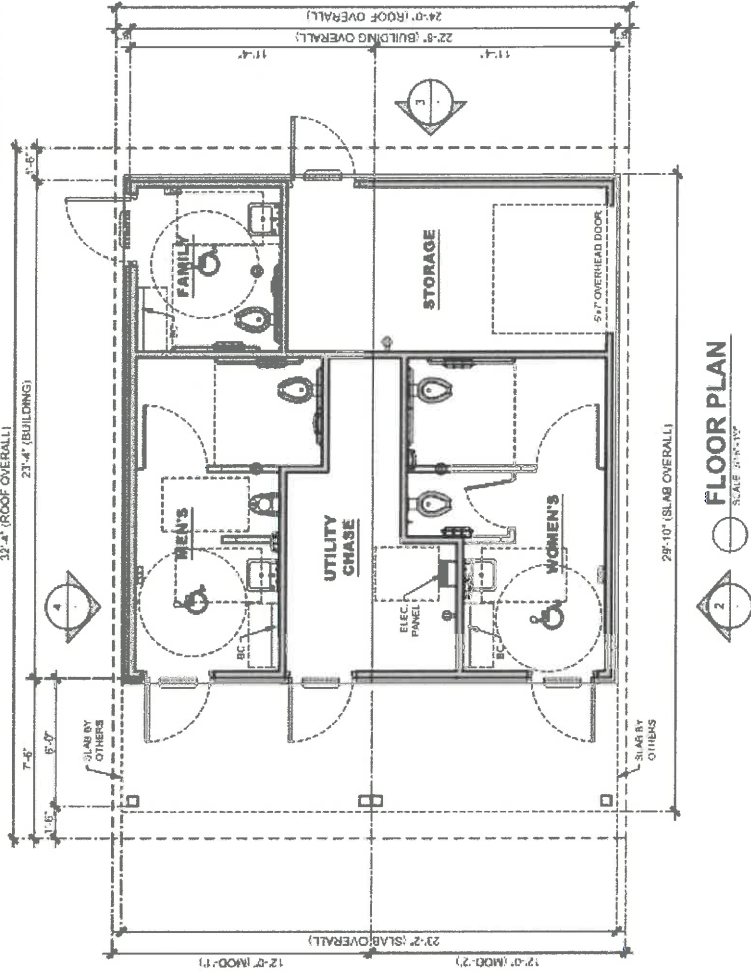
PRE-FAB BUILDING

MEDIUM - \$359-409K IN 2022

PROJECT REF#: 11329-8/1/2022-1

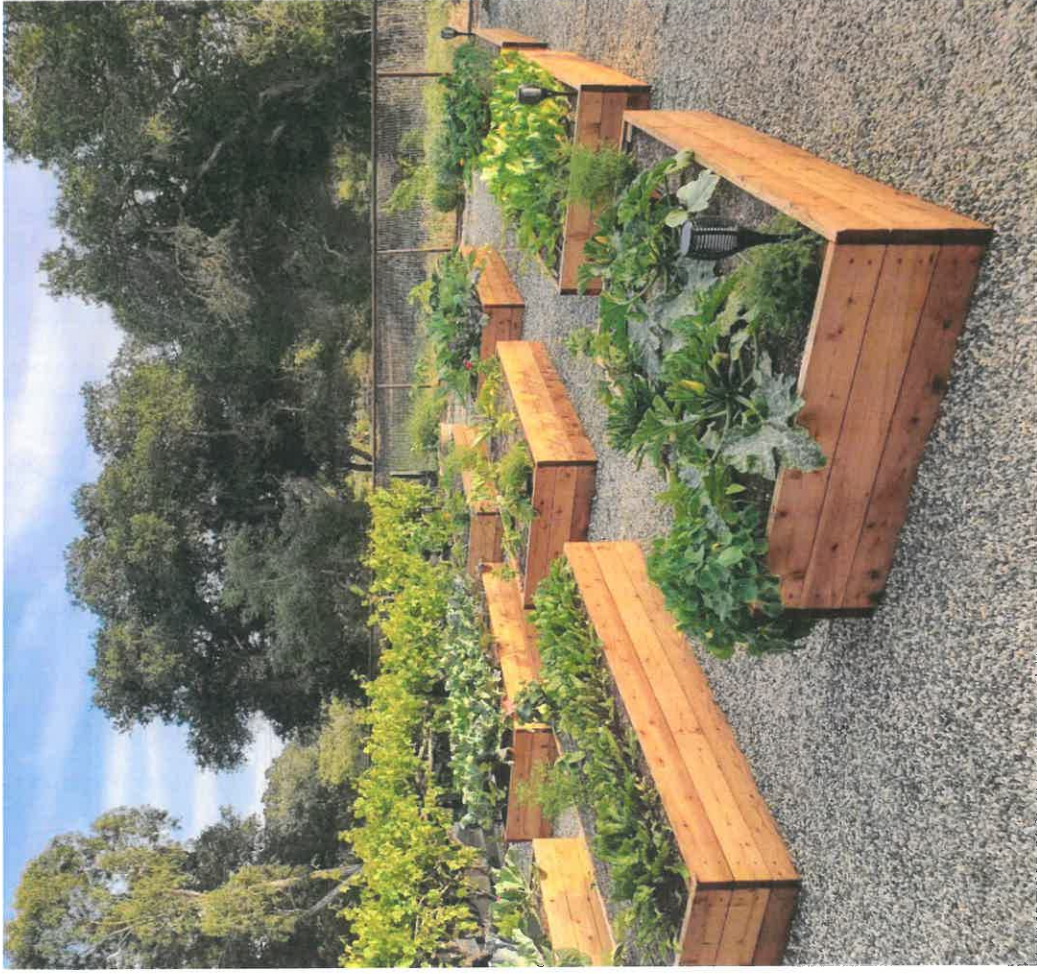


PROJECT REF#: 11329-8/1/2022-



LARGE WITH STORAGE AND
FAMILY RR - \$430,000 IN 2022

PRE-FAB BUILDING



AMENITIES

- RAISED BEDS AT PROPER HEIGHT
- SHADE SHELTER WITH PICNIC TABLE
- STORAGE
- POWER
- WATER
- FENCED AREA
- SERVICE DRIVE



POTENTIAL FOR CCC INVOLVEMENT

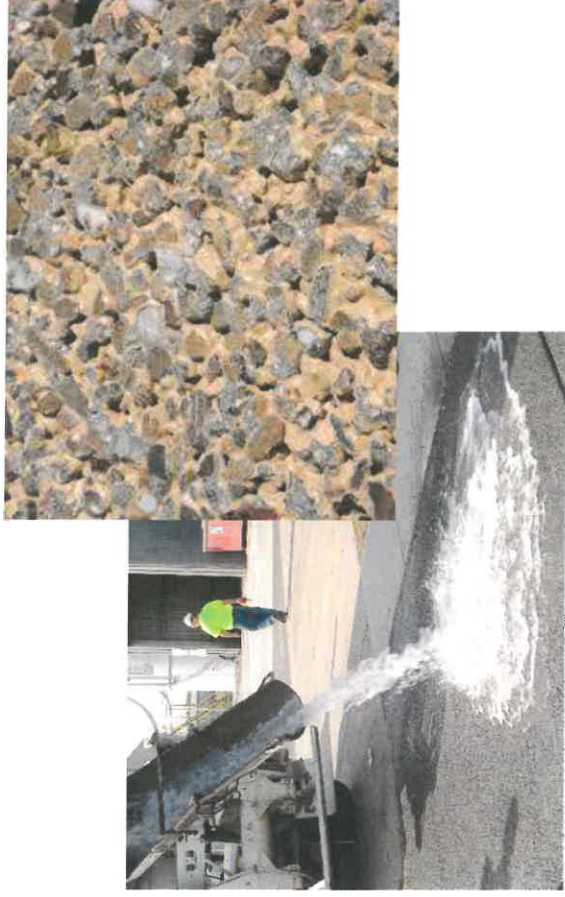
COMMUNITY GARDEN



Permeable Pavers



Stabilized decomposed granite

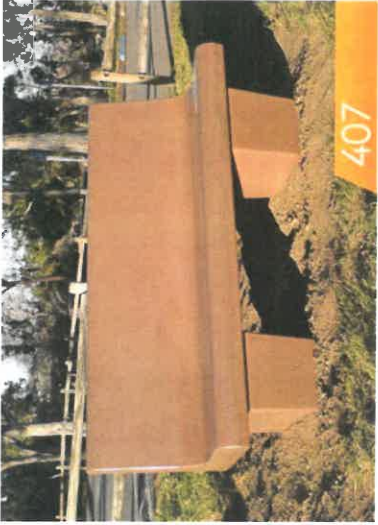


Permeable Paving



Steel Bridge

SUSTAINABLE MATERIALS



Bench



Picnic Table - Accessible



Outdoor Barbeque

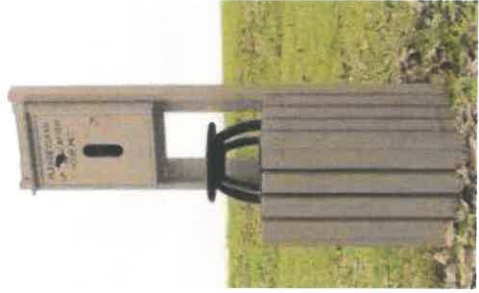


Game Table - Accessible



Concrete Table Tennis

SITE FURNISHINGS



Pet Station



Drinking Fountain



Bike Rack options



Creekside Fence



Watt Avenue Fence



CONCEPT A - INSPIRATION



Cercis / Redbud



Red Maple



Crape myrtle



Platanus / Sycamore



Laurus nobilis



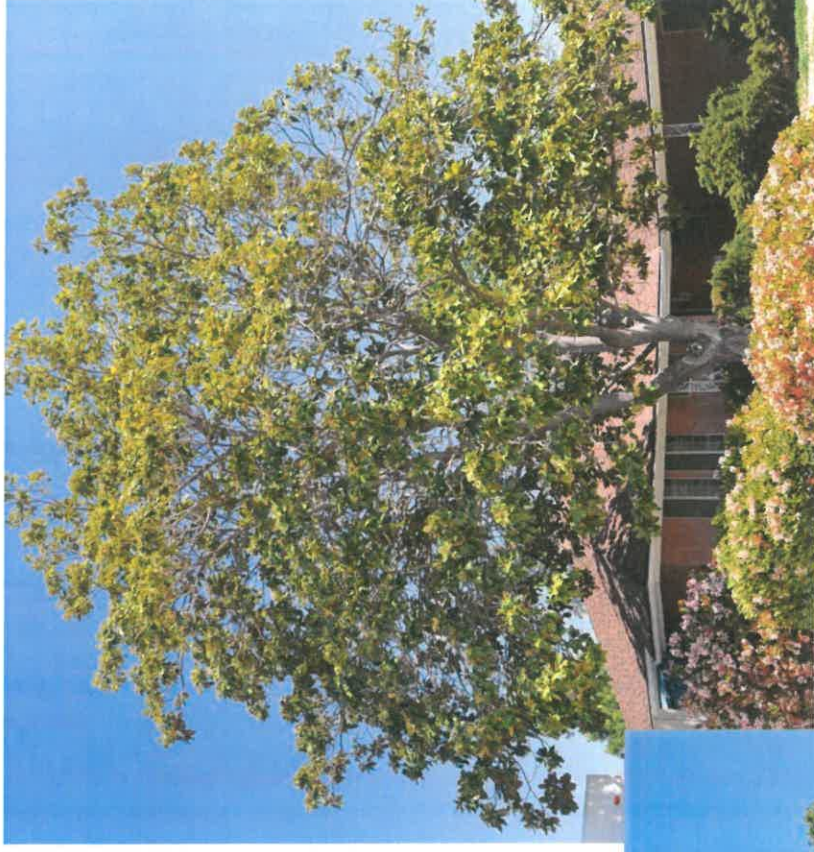
Pistache

TREE PALETTE – ACCENT AND SHADE TREES



Arbutus 'Marina'

Quercus / Oak



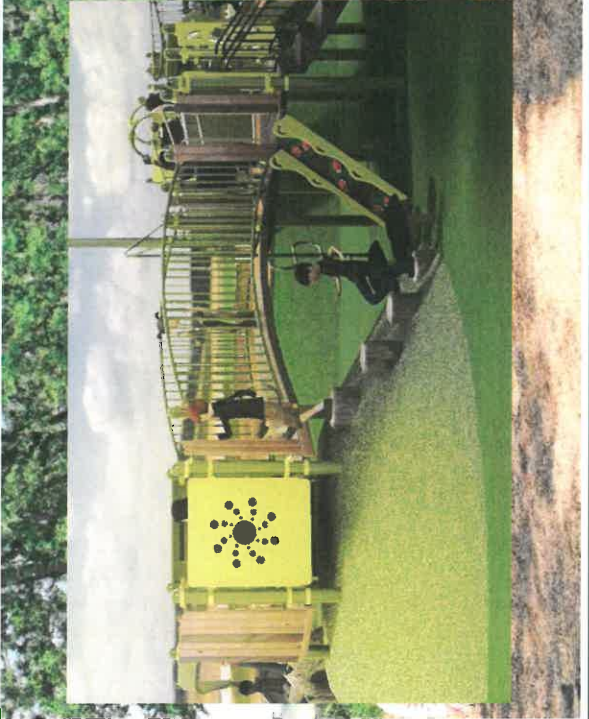
Platanus californica



TREE PALETTE – SPECIMAN TREE

NEXT STEPS	TIMELINE
DESIGN DEVELOPMENT / CONSTRUCTION DOCUMENTS	NOW-FALL 2023
Finalize design and materials	\$250,000.00
Play equipment selections	\$400,000.00
Cost Estimate update	\$100,000.00
Building size, design and cost update	\$300,000.00
Coordinate art and interpretive signage	\$325,000.00
Engineering	\$250,000.00
COUNTY PERMITTING	FALL 2023
BIDDING	WINTER 2023
CONSTRUCTION	SPRING-FALL 2024
GRAND OPENING	EARLY 2025

NEXT STEPS



PLAY INSPIRATION – NATURE PLAY

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Rachel Robertson, Recreation Superintendent

DATE: April 13, 2023

SUBJECT: Fundraising Event

BACKGROUND

North Highlands Recreation & Park District holds a policy under section "Permits" policy number 6090.12 that states: "Permits will not be granted for fundraising events, where admission is charged, tickets collected at door, or donations collected, without the permission, in writing, of the District. Application for such permission must be made in writing and state the purpose for which the proceeds will be used for. Such applications must be approved by the District Board of Directors"

DISCUSSION

Sierra Leone Humanitarian Project Inc. is a non-profit organization. They are requesting to host a dinner dance to celebrate their country's independence. At this event, there will be admission into the event, donations, and raffle opportunities for guests. Proceeds from the event will go towards children education endeavors, medical needs, or any other issue they can render aid to.

This event is proposed to take place on May 13, 2023 from 11:00am – 1:00am (set-up/clean-up time included) in the Kay F. Dahill Community Center.

RECOMMENDATION

It is staff's recommendation that the Board of Directors approve the rental request for the Sierra Leone Humanitarian Project non-profit fundraising event.

North Highlands Recreation and Park District

Board Agenda

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 13, 2023

SUBJECT: Board of Director's Compensation



BACKGROUND

During the February 16, 2023 Board Meeting, a question was raised by a Board Director regarding the process of increasing Board Member compensation.

DISCUSSION

According to District legal counsel, California Public Resources Code 5784.15 states that the maximum compensation for a regular board meeting that the Board of Directors can receive is \$100 per meeting (regular, special and committee meetings). However, the same code states that the maximum compensation can be increased, but boards are limited to a 5% increase annually and must be done by board Resolution. Public Resources Code 5784.15 states that the maximum number of board meetings Directors can be compensated in a single month is six (6) meetings. That is a combination of any of the three meetings.

Currently, the NHRPD Board of Directors receives \$100 per regular and special board meetings and \$50 for a Board Committee Meeting.

By Resolution, the Board of Director's can increase Board Member compensation 5% per year for each of the three types of compensated meetings (Regular, Special and Committee). Staff supports adding this recommendation to the FY 2023-2024 Preliminary Budget approval on June 8th. If passed, it will go into effect July 1, 2023.

Additionally, staff recommends that the Resolution include a five (5) year period so that the increase is automatically adjusted each year for five years, and will be included as part of the annual Preliminary Budget approval process. This Resolution would be in effect July 2023 through July 2028. A single Resolution will include all Board meeting salary adjustments for the five (5) year period. At the conclusion of the five (5) year period, a new Resolution will need to be approved for additional Board compensation adjustments.

RECOMMENDATION

Staff recommends that the Board of Director's approve a Resolution that would increase Board compensation by 5% annually for Regular and Special Board meetings, and Board Committee meetings.

The resolution will include an automatic increase of 5% each year for a five year period (2023-2028) that will “self-adjust” with the Board of Director’s passing of the annual Preliminary Budget at the June Regular Board meeting. The salary adjustments will become effective July 1 of each year. The Resolution will be included and presented as part of the FY 2023-2024 Preliminary Budget which is scheduled to be voted and approved by the Board of Directors on June 8, 2023.

North Highlands Recreation and Park District

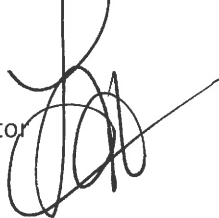
Board of Directors Meeting

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 13, 2023

SUBJECT: District Administrator: Recruitment Options for Board Review



BACKGROUND

The North Highlands Recreation and Park District's Administrator has informed the District's Board of Directors of his intent to retire. The current Administrator is presenting, for Board review, options that the Board may wish to consider regarding the Administrator recruitment process.

DISCUSSION

There appear to be three main options available to the Board of Directors regarding how to recruit and hire a new District Administrator:

- I. Consider In-House Candidates:
Current District management staff that may have an interest in being considered for the position. Anticipated Cost: Likely little or no cost to the District.
- II. District Controlled Search:
The District would develop a recruitment brochure and mail it to various industry publications such as California Parks and Recreation Society (CPRS), California Association of Recreation and Park Districts (CARPD), cities and special districts, and other professional agencies. Anticipated Cost: Likely minor costs for developing the position brochure and professional job listing costs. \$2-\$3,000
- III. Contract with an Executive Search Firm:
Most Executive Search Firms will do most of the recruitment efforts, including developing a candidate profile, recruitment, conduct the initial interviews, select and provide a candidate finalist list, conduct background checks and assist the Board of Directors with the finalist interviews. They can also assist the District with salary negotiations. \$9,000-\$28,000 – based on the services you wish the firm to provide the Board.

TIMELINE

One of the executive search firms provided a timeline to fill the position. The estimated timeline from contracting with the search firm to the Board making a job an offer, is approximately 13-14 weeks. I concur with that timeline whether it's a District Controlled Search or Contracting with an Executive Search Firm. No doubt hiring an In-House Candidate will likely take far less time compared to the other two options.

SEARCH FIRMS

The District contacted four local executive search firms. The goal was to get information that could be shared with the Board, including timelines, costs and services provided. Of the four search firms, Bob Murray and Associates did not respond. Ralph Anderson and Associates responded, but stated that they are unable to provide the requested services in the timeline presented. CPS HR and Peckham and McKinney presented the proposed services and estimated costs.

Peckham and McKinney
CPS HR
Ralph Anderson and Associates
Bob Murray and Associates

If the District decided to conduct and control their own search, or, decided to contract with an executive search firm, and started the search in mid-May, the Board could have their new Administrator on board in mid to late August.

AD HOC COMMITTEE

The Brown Act precludes the Board of Directors from using an existing Board Committee to assist with the candidate search. Because the committee will have a single purpose and will dissolve after the successful recruitment of the new Administrator, the Board must establish an Ad Hoc Committee to oversee the recruitment process. The Ad Hoc Committees is a temporary committee established by the Board of Directors. The Board Chairperson selects the Ad Hoc Committee, and that committee, reports directly to the Board. The selection of the new Administrator is determined by the full Board by way of a vote. The Ad Hoc Committee can be made up of any of the five members of the Board of Directors.

ENCUMBENT ADMINISTRATOR ASSISTANCE

As the current Administrator, I am available to assist the Board, as they see fit, in any recruitment process.

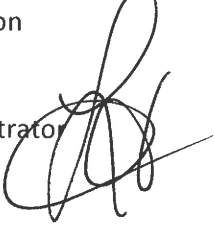
RECOMMENDATION

Staff recommends that the Board Chairperson appoint an Ad Hoc Committee who will meet with the District Administrator to review the three recruitment options, In-House Candidate Selection; District Controlled Search; and, Executive Search Firm. The Ad Hoc Committee will present their recommendation to the Board during the May 11, 2023 Board Meeting.

North Highlands Recreation and Park District

Board Agenda

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator 

DATE: April 13, 2023

SUBJECT: District Administrator Employment Agreement: Amendment No. 3

BACKGROUND

Last month the District Administrator informed the Board of Directors of his intent to retire August 31, 2023. The Administrator requested that the Board of Directors consider several modifications to his existing Employment Agreement that would remain in place until he retires from the District.

DISCUSSION

The Administrator requested that in lieu delaying his retirement until August 31, 2023, that the Board of Directors consider several modifications to his current Employment Agreement.

District Legal Counsel Review

The Administrator requested District legal counsel to prepare Amendment No. 3 to the Administrator's Employment Agreement. The Amendment, which addresses the Flexible Work Schedule and Health Insurance Waiver is attached to this report. Once approved, the Amendment requires the signature of the Administrator, Chairman and Secretary of the Board of Directors.

Flexible Work Schedule

Beginning April 14, 2023 and ending August 31, 2023, the Administrator may work a flexible work schedule which would allow him to work from home on Mondays, work in the office Tuesday, Wednesday and Thursday, and have Friday's off. To meet District needs and with advance written notice to the Chairperson of the Board of Directors, the Administrator may temporarily substitute any day in this schedule for another day or days.

Health Insurance Waiver

The Administrator has notified the Board of Directors that he is eligible to participate in Medicare in lieu of receiving paid health insurance through the District. Upon written request by the Administrator to waive receiving health insurance through the District, the District agrees to cancel health insurance for the Administrator and any dependents. Upon the effective date of the cancellation through August 31, 2023, the Administrator's salary shall be increased by \$1,000 per month as payment in lieu of health insurance.

No Effect on Other Provisions

Except for the amendments in section 2 (2.1 and 2.2), the remaining provisions of the Agreement are unaffected and remain in full force and effect.

Notice of Retirement

Upon approval by the Board of Directors of the District Administrators Employment Agreement: Amendment No. 3, the Administrator will submit his Letter of Retirement, effective August 31, 2023, to the Chairperson of the Board of Directors.

Additional Comments

In the event the Administrator is required or asked by the Chairperson to attend District related functions, meetings, events, activities or other District matters that requires the Administrator's attendance, the Administrator agrees to make himself available for this purpose provided adequate notice is provided to the Administrator.

RECOMMENDATION

The recommendation is that the Board of Directors approve Amendment No. 3 of the Administrator's Employment Agreement. Approval of Amendment No. 3 requires signatures of the Chairperson, Secretary and Administrator.

AMENDMENT NO. 3

TO DISTRICT ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS AMENDMENT TO AGREEMENT is made this April 13, 2023, between North Highlands Recreation and Park District, a local government agency (“District”), and Larry Mazzuca, an individual (“Employee”), who agree as follows:

1. Recitals. This Amendment is made with reference to the following background recitals:

1.1. On December 16, 2013, the parties entered into the District Administrator Employment Agreement, which has since been amended twice by mutual consent of the District and Employee (the “Agreement”). The Agreement is on file in the District office.

1.2. Employee has provided District with notice of his intent to retire effective August 31, 2023. Employee shall provide District with a further written notice confirming his retirement date at the appropriate time.

1.3. The parties now desire to amend the Agreement in order to adjust Employee’s work schedule and amend the health insurance options available to Employee pending his retirement.

2. Amendments to Agreement. The parties amend the Agreement as follows:

2.1. Agreement section 4 is changed by adding the following text to the end of the section:

Notwithstanding the above section 4, between April 14, 2023 and the August 31, 2023, Employee may work a flexible work schedule according to the following terms. On Mondays, Employee may work from a remote location. Tuesdays through Thursdays, Employee shall report to the District office. On Fridays, Employee shall have the day off work. To meet District needs and with advance written notice to the Chairperson of the Board of Directors, Employee may temporarily substitute any day or days in this schedule for another day or days.

2.2. Agreement section 5 is changed by adding subsection (f) to read as follows:

f. Health Insurance Waiver. Employee has notified that he is eligible to participate in Medicare in lieu of receiving health insurance through District. Upon written request by Employee to waive receiving health insurance through District, the District agrees to cancel health insurance for Employee and any dependents. Upon the effective date of the cancellation through August 31, 2023, Employee’s salary shall be increased by \$1,000 per month as payment in lieu of health insurance.

No Effect on Other Provisions. Except for the amendments in section 2, the remaining provisions of the Agreement are unaffected and remain in full force and effect.

NORTH HIGHLANDS RECREATION
AND PARK DISTRICT

EMPLOYEE

By: _____
Chair

By: _____
Larry Mazzuca

Attest:

Secretary