

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

Regular Meeting of the Board of Directors
May 8, 2025, 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 waving 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. Capehart Cell Tower Update
- B. Park and Facility Maintenance Report
- C. Recreation Report
- D. Introduction new hire Larry Craig

4. CORRESPONDENCE

5. REPORTS FROM STANDING COMMITTEES:

Budget, Finance & Audit: Chairperson Patrick Williams; Members Beau Reynolds
Facility Development: Chairperson Zachary Freels; Member Beau Reynolds
Personnel and Policy: Chairperson Crystal Harding; Member Zachary Freels
Programs, Fees, and Charges: Chairperson Crystal Harding; Member Patrick Williams

6. CONSENT CALENDAR

- A. Approval April 10, 2025, minutes
- B. Approval of payment of the bills for the General Fund and CFD for the month of April 2025.

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

- A. Policy Revisions #2340.1 Conduct of Employees, Item #16
Board discussion/action in
- B. Freedom Park/ARPA Funded Project -Design components and project timeline
Board discussion
- C. Resolution #643 – Authorizing The Levy of Special Taxes within Community Facilities District (CFD) No. 2016-01 (Elverta Park) for FY2025/2026
Board discussion/action to approve Resolution #643.
- D. Resolution #644 - Declaring Certain Real Property (Ridgepoint Parcel) Exempt Surplus Land
Board discussion/action to approve Resolution #644.
- E. Aerospace Museum Discussion
Board discussion - Information only
- F. TRUSD Proposal for Police Services
Board discussion - Information only
- G. Ethics Policy
Board discussion/action to approve Ethics Policy.

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 8, 2025, 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.

<https://us06web.zoom.us/j/89295744838?pwd=a7WI0tk270anZiiVvk6rpyZxSEm5UFb.1>

Meeting ID: 892 9574 4838
Passcode: 123

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: May 8, 2025

Subject: Administrator's Report

ADMINISTRATOR'S REPORT

1. Epic Wireless/AT&T Cell Tower Project Update
2. Parks and Facilities Report
3. Recreation Report
4. Introduction of New Hire: Larry Craig

Epic Wireless/AT&T Cell Tower Project Update:

I had a meeting with Ashley Smith from Epic Wireless on April 24 to discuss the current status of the Cell Tower project at Capehart. I have provided her written responses on this topic:

Per our discussion, AT&T's national team was reviewing all of AT&T's sites in the US to confirm if certain sites were necessary for the build. As this site was reviewed for need in the area, it took an extended period to obtain that approval to move forward. Thus, we did request for the JX (Sacramento County) to give us more time to resubmit our project for additional review. This delay did cost us around 4 months with the JX (County), however now that we have approval to move forward, we are hoping that we can receive planning approval sometime in September.

Planning Department: Once the below is obtained, we will resubmit to the JX (Sacramento Planning):

- *Irrigation: Pending a plan from our vendor for the landscaping. Per the JX they are requiring us to plant two trees in the landscaping and to provide irrigation to that area.*
- *Tower Design: On the call you mentioned that your team has worked with local artists in the area for murals. After looking at the latest mural (Karl Rosario Park), we believe that may be more eye catching than what we requested to be completed for the design. Thus, do you have an artist you have worked with in the past that you believe could help with the design of tank? We previously worked with an artist in Woodland for a tank in that City.*

Introduction of New Hire: Larry Craig, Park Maintenance Worker:

Larry Craig joined NHRPD on February 18, 2025. He brings a wide range of experience and skills to the Maintenance Team. Parks and Facilities Kevin Kelly will introduce Larry.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Scott Graham, Administrator
From: Kevin Kelly, Park and Facilities Superintendent
Date: May 8th, 2025
Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

In the month of January Park Maintenance staff completed the following tasks:

- Maintenance staff sprayed herbicide at Planehaven Park, Ruth Inman, and District Office
- Sent photos to the county proving our compliance with vector control
- Washed the tables, benches, and trash cans at Memorial Park in support of Paint the Parks.
- Contacted Knight Watch to remove an encampment at Freedom Park.
- Irrigation repairs at Planehaven, Sierra Creek, Larchmont, Cherry Blossom and Strizek Parks
- Continued the hedge trimming at Cherry Blossom Park.
- Initiated Phase 1 of the Bing Dr. clean up.
- Remove the high weeds and pruned trees along Scotland Dr.
- Pressure washed the pavilions at Freedom Park
- Began scraping the decoration residue off the pavilions at Freedom Park
- Aerated the field at Ridgepoint Park.
- Excavated the old drainage system at Planehaven Park.
- Pruned all shrubs at Capehart Park.
- Replaced two swings at Larchmont Park
- Removed all pallets and cardboard residue from the Planehaven play structure from the Corp. Yard.
- Cleared and organized the chemical storage room at the Corp. Yard.
- Cleared and organized the small tool storage room at the Corp. Yard.
- Mowed a small section behind the Corp yard
- Scraped field #2 at Brock Park in preparation of upcoming events.
- Dropped 15 yards of baseball mix on field #2 at Brock Park
- In partnership with SMUD we received wood chips for Brock Park.
- Conducted their daily park checks and weekly at all District parks and streetscapes at Elverta Park Housing Community.
- Mowed, edged, and trimmed all parks as weather allowed.

FACILITY MAINTENANCE UPDATE:

- Continued work on the bathrooms at Brock Park, painting is complete.
- Installed a new water fountain with bottle filler at Capehart Gym

FURTHER INFORMANTION

The installation of the play structure at Planehaven Park is complete. The old drainage system was completely clogged with mud from the many years of use. We removed the old system and are installing a new French drain style drainage system. Once drainage is installed, new fibar will be brought in to create a safe playground surface.

We sent the annual photo proof to the County to show our compliance with the County's mosquito vector.

In support of Recreation's Paint the Parks initiative our staff washed the tables, benches, and trashcans at Memorial Park.

We have had a quiet month in terms of encampments on our properties. I attribute this to our continued partnership with Knight Watch and contacting individuals before the camps become established and difficult to clean up after.

With warmer temperatures we have started irrigation in many of our parks. with the irrigation on and running for longer durations we found defects in our irrigation heads which we fixed.

Phase 1 of my Bing Dr. clean up plan is underway. The first part of this plan is to kill the "no-mow" fescue along Bing Dr closest to Cherry Blossom Park. Once the fescue is removed and the irrigation is confirmed viable, new plants and mulch will be installed.

In preparation of the rental season at Freedom Park our staff pressure washed the pavilions, began scraping the tape residue from the overhead structure. This will take quite a while to clean up. The district purchased a surface cleaner for future concrete cleaning.

The field at Ridgepoint Park was aerated in part of our turf management plan.

The chemical and small tool storage rooms were emptied, cleaned, and reorganized.

I mowed a small section of the property behind the Corporation Yard to establish room to place soil we plan to remove from the Capehart storage area.

In support of the upcoming T-ball program as well as Mother's Day kickball tournament, field #2 at Brock Park was scraped of all weeds. Fifteen yards of baseball mix was brought in and spread to create a safer playing surface.

I contacted SMUD and asked for wood chips to be delivered to Brock Park. A SMUD contractor delivered about 10 yards of chips to the park. Much of these chips were taken to the hillside by the big baseball field.

INCIDENT/ACCIDENT REPORT UPDATE:

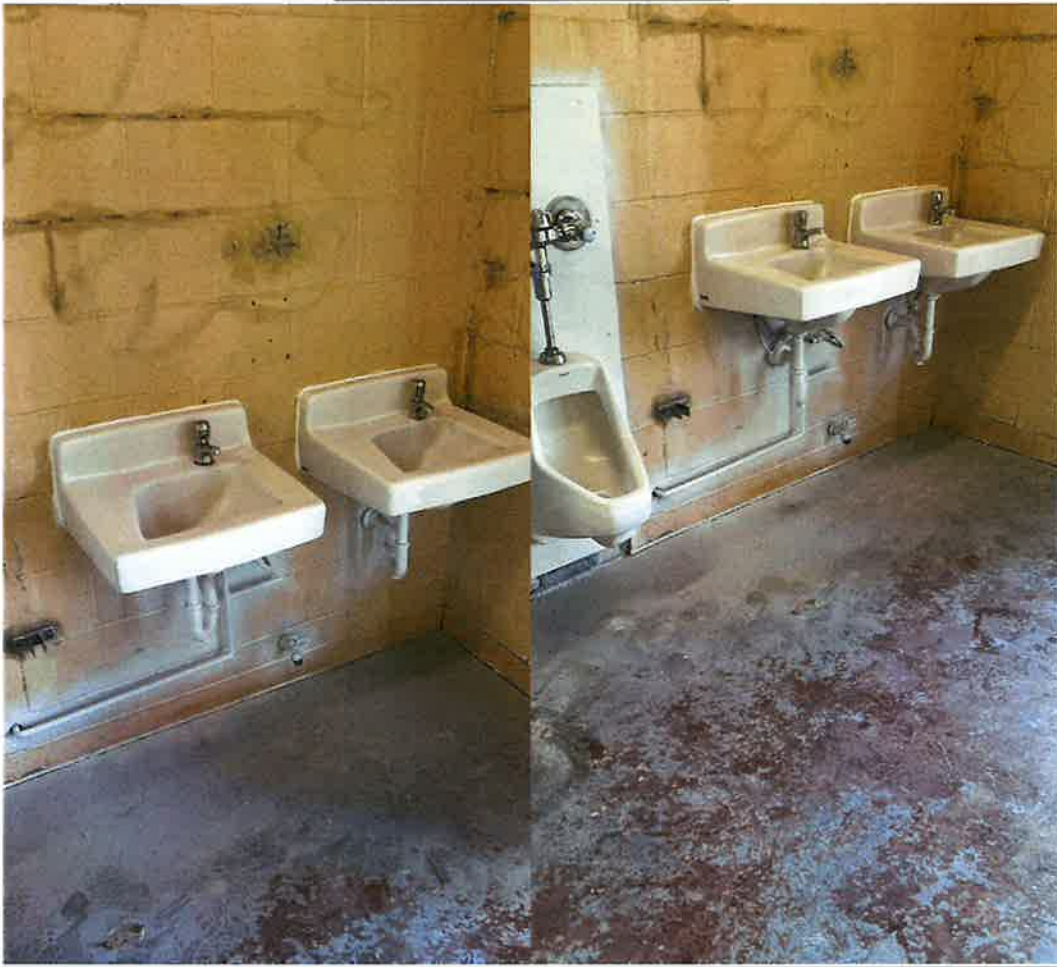
Sometime over the first weekend of April the temporary fencing around Planehaven Park was stolen. The theft of the fencing has been reported to the Sheriff's Department and a claim was filed with CAPRI. The District paid just over \$5,000 for the replacement and should recover \$3,000 from our insurance.

PARK AND FACILITIES PROJECT PHOTOS:

Planehaven



Brock Park Restroom Remodel



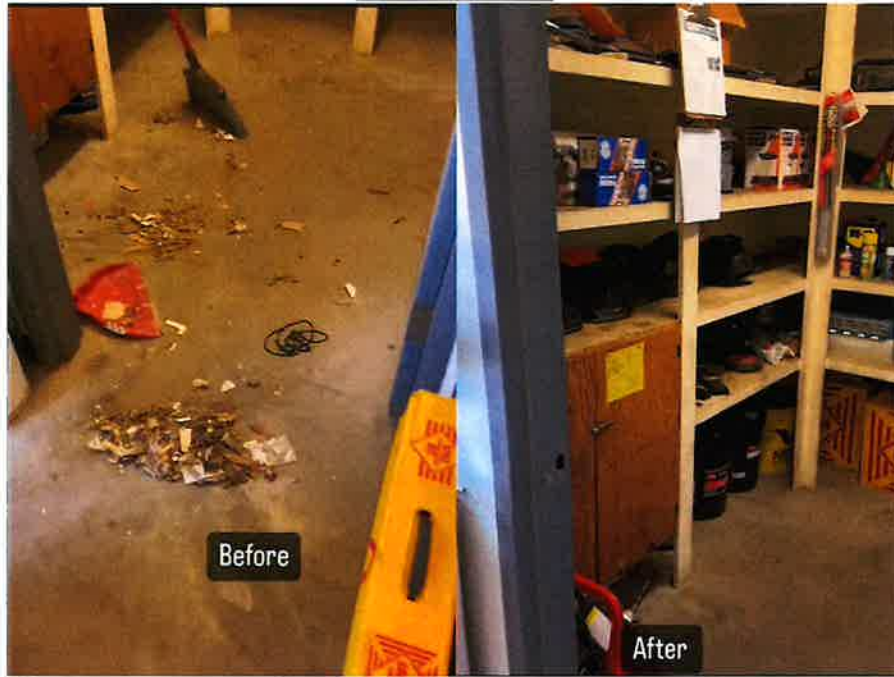
Brock Park Field #2



Freedom Park



Storage Rooms



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator
FROM: Rachel Robertson, Recreation Superintendent
DATE: May 8, 2025
SUBJECT: Recreation Division Report

Toddler/Youth/Teen Programs

- Tots & Pots – New program that teaches toddler age participants how to care for plants while developing their fine motor skills. Program completed in April. 13 participants (10 TRUSD, 3 paid).
- Pee Wee T-Ball – Participants learn the fundamentals of T-Ball in this 4-week series. Program was postponed by 1 week due to rain. 19 participants (10 TRUSD, 9 paid).
- Dance with Stacie Ford (contractor) held its second session for Spring. Stacie leads participants through learning new steps, forms, and techniques.
 - Youth Jazz & Hip Hop – 14 participants (10 TRUSD, 4 paid).
 - Teen Jazz & Hip Hop - 14 participants (10 TRUSD, 4 paid).
- Youth Cooking (session 2) participants made Ham, Egg, and Cheese Cups and Crepes. 15 participants (10 TRUSD, 5 paid).
- Youth Dodgeball – Participants are organized in non-competitive teams and learn different variation of dodgeball every week. 19 participants (10 TRUSD, 9 paid).
- Teen Cooking (session 2) participants made Ravioli and Garlic Bread. 13 participants (10 TRUSD, 3 paid).

Spring Break Camp

- Two Spring Break Camps held at Capehart and the Community Center.
- Our theme for both camps was Emotions Unleashed (themed off the movie Inside Out).
- Both camps enjoyed trips to local parks, special guests including face painting, petting zoo and SpongeBob, crafts that matched our theme such as smiley face pancakes, affirmation bracelets, vision boards and tie dye at the park!
- 72 students were registered for the camp at Capehart and 44 students were registered (40 TRUSD) for the camp at the Community Center.

Dragon's Den

- This month's theme was Totally Pawesome and had a focus on animals! Highlight activities included pompom cats, dog walking toys, and a special visit from the Fairytale Town petting zoo!
- The bulletin board featured animals from both staff and Dragon's Den students.
- We hosted our 9th family night on April 21st. This was a family movie night where families brought snacks and watched Dumbo.

Adult Programs

Adult & Senior Pickleball

- Session 2 began in April. 9 participants.

Adult Volleyball

- Spring session completed at the end of April. 4 teams.

Senior Programs

Game Day (Monday)

- Game Day averaged 6 participants

Bingo (Tuesday)

- Bingo averaged 30 participants.

Dance (Wednesday)

- Dance averaged 11 participants.

Senior Movies (1st Wednesday/Month)

- The April movie was The Wild Robot.
 - Senior movie had 9 participants.

Harvestime (Thursday)

- Harvestime averaged 20 participants.
 - Participants enjoyed an Easter Party on April 17, and Karaoke on April 24.

Rentals

- Capehart Gym: 26
- Community Center: 3
- Freedom Park: 13
- Recreation Center: 0
- Ridgepoint Gym: 5
- Birthday Parties: 0

Paint The Parks

- Staff and volunteers completed our 8th Paint the Parks project out at Memorial Park on April 23rd. This project included repainting all the benches and trashcans a pirate theme to match the ship shaped playground. Highlights included treasure maps on the benches, an octopus bench and a trashcan with different animals and pirates in the peep holes!
- A total of 5 volunteers committed to this project.

Mural Project – Brock Park

- Our fourth mural project took place at Brock Park. This project was fully sponsored by funding from PRO Youth & Family non-profit.
- Funding is grant based and the requirement for NHRPD was to gather feedback from youth and teens from the community on what they would like to see on the mural. Brock Park was sport themed based on the two most popular played sports at the park.

Special Event – Spring Extravaganza & Community Egg Hunt

- Six thousand eggs later, we hosted another successful Spring Extravaganza. We expected over 700 people attended the event.
- Staff implemented a new event survey method called a “graffiti wall” where kids could draw their favorite part of the event and adults were prompted to answer three specific questions. This was a hit and was a great way to get feedback.
- Participants not only enjoyed egg hunts but face painting, balloon twisting, inflatables, vendors, petting zoo, a bubble station and crafts! Plus, photos with the bunny.

- We hosted our second Adaptive egg hunt this year and are happy to say that the amount of participation tripled from last year.
- Thank you to Patrick Williams for his monetary donation for our Golden Egg Baskets.
- Thank you to the Green Acres 4H Group in Rio Linda for bringing out ponies, chickens, goats, a duck, and a tortoise to our event!

Scholarships

- 1 scholarship awarded for the month of April.
- \$3,945.00 was allocated for FY 2024-25.
 - \$2,989.50 remains in the account.
- Staff continues to market the opportunity through the Recreation Guide, the sign board, social media, on the gym bulletin board, website, and at resource fairs.

Marketing

- The monthly April newsletter went out on 4/1.
 - 38,682 site views
 - Top 3 site views: Board Meetings, Spring Extravaganza & Egg Hunt, Freedom Park
- Social Media Statistics for April
 - Instagram – 6.2K views
 - Facebook – 17.9k views

Community Resources

- Roundtable Community meeting was held in the Recreation Center – 4/28

Miscellaneous Updates

- Staff attended YTRS training focused on handling difficult situations – 4/3
- Staff member Rachel and Kayla attended the North Watt Business Watch meeting – 4/7
- Staff attended the Grant Union Career Fair – 4/9
- Staff attended the COA Career Fair – 4/10
- Staff and the Easter Bunny went out to Karl Rosario Park with Sunshine Book Mobile for Sacramento's Big Day of Giving Day and took photos, passed out candy and Spring Extravaganza flyers – 4/16
- Staff attended the Sierra College Career Fair – 4/30

Sponsorships

- We received 2 sponsorships for 2025-26 season including the return of Anthem Blue Cross as a Highlands Hero Sponsor (\$2,500) and McClellan Park as a Community Catalyst Sponsor (\$1,000).
THANK YOU SPONSORS!

- Soccer Mural (4 of 4)



- Baseball Mural (3 of 4 walls)



Spring Break Camps



Spring Extravaganza



Paint The Parks

Paint the Parks Project #8

Memorial Park



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: April 10, 2025

Time: 6:30 p.m. – Regular Meeting

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

Member Present: Joanna McVay, Zachary Freels, Crystal Harding, Beau Reynolds

Members Absent: Pat Williams

Staff Present: Scott Graham, Administrator
Rachel Robertson, Recreation Superintendent
Kevin Kelly, Park Superintendent
Terri Smith, Administrative Service Manager

Guests Present: Savannah , Anthem Blue Cross representative

MEETING TO ORDER:

Chairperson McVay called the meeting to order at 6:34 p.m.

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

Board Member Harding stated that she is really excited about the Autism Festival on April 19th at Ridgepoint Elementary School.

Board Member Harding stated that she ran into Latoya Jenkins who works for Center Joint Unified School District as a Community Liaison Representative and leader. She expressed the need for support in the Antelope area for youth and teens especially. She stated that there has been a number of incidents, from a young person being shot and some other activity going on. She hopes to engage and partner with Park Districts, both Sunrise and North Highlands. Crystal stated that Latoya is having a summer kick off on June 7th at Lone Oak Park and hopes the District can collaborate with them.

Board Member Harding stated that she connected with a number of basketball parents to find out what there interest are and where they are from.

Board Member Harding stated that she connected with a local neighbor, Nicole, who wanted to know when the kick ball event is held. Crystal stated that Nicole really enjoys all the family events that the District offers, it really allows the parents and children to come together. Crystal stated that Nicole really does not check her email, is there any possibility we could text message events.

ADMINISTRATOR'S REPORT:

Oral Report by Administrator Scott Graham with questions and comments from the Board:

Scott stated that the first item is Sponsorship Recognition, and we have one of our sponsors in attendance (the other sponsors were not able to be here). He stated that he will now turn the presentation over to Recreation Superintendent Rachel Murray.

Recreation Superintendent Rachel Robertson introduced Savannah from Anthem Blue Cross. Rachel stated that Anthem Blue Cross was a sponsor for the District at the end of 2023 going into 2024. She stated that we wait until all of our sponsors from one fiscal year and at the same time. Part of the sponsorship packet we

recognize them at the Board Meeting and have them answer any questions, give them a plaque, and take a picture with the Board. Savannah comes to all of our events.

Board Member McVay gave a huge thank you.

Savannah described what she does at any of our events and would like to collaborate with the District.

Report by Park Superintendent Kevin Kelly presented his division report with questions and comments from the board:

Oral Report by Recreation Superintendent Rachel Robertson with questions and comments from the Board:

- Rachel wanted to make a correction on her report under Rentals regarding Freedom Park, she stated that there was five (5) freedom park rentals for the first month we are back.

CORRESPONDENCE:

Administrator Graham stated that all these correspondences are under new business.

REPORTS FROM STANDING COMMITTEES:

Personnel and Policy Chairperson Harding reported on their March 28th committee meeting with questions and comments from the board.

- A. Policy Manual Edits – Review of previous policies
 - Policy 4110 – Board compensation, Crystal stated that this will be brought back to April's 10th meeting.
- B. 2040.5 Independent Contract Employees
 - Open if for discussion and feedback from the board.
 - They would like to get program contractors input and feedback.
- C. 2290 – Grievance Rights
 - They would like to narrow the scope.
 - They want clear articulation of violation of policy and procedures.
 - They want to clearly identified complaint with contact information.
 - They want to know what steps have been taken to date and possible remedy.
 - Have a time frame of 30 days.
 - They need to define grievance and steps in the process.

Scott stated that he did share that policy with our labor attorney, and he is going to loop that in with the other things he working on in terms of disciplinary policy.

- D. 2305 – Violence in the Workplace
 - Will need clarifying language.
- E. 2340 – Conduct of Employees
 - Will need to include proposed revision which we have listed.
- F. 4050 – Absences
 - This will be a discussion for the board on the retreat.
 - Tentative date would be in June, Thursday or Friday for four (4) hours.
 - Focus on board communication, developing group identity and priorities, community agreement, board responsibilities, and training from CSDA, CARPD.
 - Identify development opportunities, district-wide training. Board Member Freels stated that this would bleed into Facility Development committee meeting report, putting together essentially a list of capital improvements for maintenance.
 - Board Member Freels: Creating a position description for a grant coordinator for the District to support staff in seeking additional funds from availability opportunity.

G. 4070 – Committees

- Committees reserve the right to set their own schedule.

H. Prioritize the next meeting

- Recommendation from salary survey
- Fixing the cap for steps for employees
- Longevity pay
- Work-life balance

Facility & Development Committee Chairperson Freels reported on their committee meeting on March 28th.

- Aquatics – discussed the aftermath of the lost of aquatics programs. He stated that the District needs to pursue their own facility for aquatics. We thought it would be imprudent to advertise aquatics programs and resources.
- Deferred Maintenance Project - Park Superintendent gave a maintenance list in regards priorities.
- Other Redevelopment Priorities
- Bond Sale to fund future projects – Maintenance List, Capital Improvement project list. Lead with Fulton El Camino on their success. Timeline 2028.

Programs, Fees, and Charges Chairperson Harding reported on their committee meeting on April 7th.

- Review fees and charges for possible adjustment in the FY2025/2026.
 - Superintendent Robertson provided an overview of the background, subsidy history, and process for how fees are calculated.
 - Members have decided to accept the proposed 5% fee increase.
 - Members requested staff provide two-three years to years comparison of fees, expenses, and revenue per program.
- Review of the subsidy fee schedule in relation to current and possible fees and charges adjustments.
 - Members decided to sustain the 20% subsidy for youth and senior programs.
- Review and discuss the revised scholarship guidelines implemented for FY2024/2025.
 - Request for staff to provide a geographic and demographic breakdown (zip code, age).
 - Consider expansion of the scholarship policy for multi-child discounts and open scholarship eligibility for any applicant (in/out the district).

CONSENT CALENDAR

4/1/25

Motion by Board Member Freels, seconded by Board Member Harding to approve the consent calendar with questions and comments from the Board Member McVay.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. County of Sacramento Department of Finance – Special District Pooled Investment Fund Boards re: Nominations for Special Districts Representative for the Sacramento County Treasury Oversight Committee Nominations

Scott went over the correspondence stated deadlines for this is April 14th.

He asked if there any board member interest in Special District Pooled Investment Fund Board. No board members were interested.

B. California Association of Recreation and Park Districts (CARPD) – 2025 Slate of Board Officers Nominations

Scott went over the correspondence stated deadlines for this is May 9th.

He asked if there any board member interest in 2025 Slate of Board Officers. No board members were interested.

C. California Special Districts Association (CSDA) – CSDA Board of Directors call for Nominations Seat B
Scott went over the correspondence stated deadlines for this is April 11th.

He asked if there any board member interest in CSDA Board of Directors Seat B. No board members was interested.

D. Policy Revisions

Policy #2140 – Hardship Leave Contribution.

Scott went over Policy #2140 Hardship Leave Contribution and the proposed changes and verbiage.

4/2/25

Motion by Board Member Reynolds, seconded by Board Member Freels to accept the proposed revisions outlined for Policy #2140.1

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

Policy # 4110 – Board Compensation.

Scott went over Policy #4110 Board Compensation and the proposed revision.

4/3/25

Motion by Board Member Harding, seconded by Board Member Reynolds to approved the proposed revisions outlined for Policy #4110.1.

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

Policy #4070.2, 3, 4, 5 Standing Committee Meeting Schedule.

Scott went over Policy #4070.2, 3, 4, 5 Standing Committee Meeting Schedule and the proposed revision.

- Budget, Finance & Audit Committee – meet at a minimum of bi-annually with the committee chair can schedule more meetings as needed.
- Facility Development Committee – add # 7 Facility Standards and they would meet at a minimum of bi-annually with the committee chair can schedule more meetings as needed.
- Personnel and Policy Committee - #5 meet at a minimum of quarterly. The committee chair can schedule more meetings as needed; #6 The policy Manual is to be reviewed annually with recommendations submitted to the District Administrator.
- Program, Fees, and Charges Committee – meet at a minimum of quarterly. The committee chair can schedule more meetings as needed.

4/4/25

Motion by Board Member Freels, seconded by Board Member Harding to approved the proposed revisions outlined for Policy #4070 and all sub-articles as identify.

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

CHAIRPERSON'S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Freels stated that this is on an Emergency Alert from CARPD, about SB 315. They are attempting to frame the housing crisis partly to blame by park districts for making it too expensive to develop housing in the state of California. There are essentially seeking to reduce the means in which district like ours would be able to impose impact fees on new development. CARPD is opposed to this bill.

Board Member Harding wanted to touch bases on the North Watt Corridor project and asked if Board Member Freels would like to add anything regarding the meeting. Board Member Freels stated that his take on it was that the group that was hired to this, DKS, and they were going to make this decision anyway. He shared other details regarding the request for information from DKS. Chairperson McVay also weighed in on the discussion.

Board Member Harding wanted to acknowledge Board Member McVay for her effort to rally the community and supporting local businesses and getting signatures and informing people, "you were doing the outreach."

Board Member Harding wanted to acknowledge Volleyball Referee Jonathan Barnard for his longevity with the District.

Board Member Harding stated entertainment outreach in regard to Celebrate North Highlands launched last month.

RECESS

8:01 pm Chairperson McVay called a recess before going into a closed session

CLOSED SESSION

Chairperson McVay called the closed session to order at 8:17 pm.

- A. Conference with Real Property Negotiation, Property: Ridgepoint Park (4680 Monument Drive, Sacramento, CA 95842, District Negotiators: Scott Graham, District Administrator, Negotiating Parties: Twin Rivers Unified School District, Under Negotiation: Price and terms of Payment).
Chairperson McVay adjourned the close session at 8:21 pm

Chairperson McVay re-called the open session at 8:21 pm.

- A. Open session for Designation of Real Property Negotiator - Scott Graham, District Administrator, Property: Ridgepoint Park (4680 Monument Drive, Sacramento, California 95842), Negotiating Parties: Twin Rivers Unified School District.

ADJOURNMENT

Chairperson McVay adjourned the regular board meeting at 8:21 pm.

DATE, TIME, AND PLACE OF MEETING

The next regular meeting of the Board of Directors will be on May 8, 2025, 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 MAY 2025
(Bills paid in April 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
	<u>BENEFITS</u>			
1210	Retirement	Voya	Apr-25	\$ 5,513.10
1210	" " "	Voya	May-25	\$ 8,234.41
1230	Insurance	California Choice	May-25	\$ 14,809.95
1230	" " "	CoPower	May-25	\$ 1,282.50
1240	Workers' Comp	CAPRI	4th Qtr	\$ -
	Total			29,839.96

SERVICES & SUPPLIES

2029	Bus./Conf Exp	USBank	CPRS Conf(Parking,Food)	\$ 682.38
2029	" " "	Harding, Crystal	Reim CARPD Conference	\$ 529.92
2039	Empl Trans	Jew, Kelly	March 2025 Mileage	\$ 17.71
2039	" " "	Kersevan, Chirs	March 2025 Mileage	\$ 32.69
2039	" " "	Mayberry, Sarah	March 2025 Mileage	\$ 41.44
2039	" " "	Murray, Rachel	March 2025 Mileage	\$ -
2039	" " "	Thayer, Kayla	March 2025 Mileage	\$ 63.42
2039	" " "	Young, Megan	March 2025 Mileage	\$ 10.99
2076	Office Sup	Caltronics	copies	\$ 219.46
2076	" " "	Walkers	Supplies	\$ 203.07
2076	" " "	USBank	Amazon (supplies)	\$ 7.52
2081	Postage	Rocket Design	Postcards	\$ 5,044.00
2085	Printing	Rocket Design	Postcards	\$ 1,058.26
2112	Bldg Maint. Supplies	Home Depot	Supplies	\$ 664.94
2112	" " "	Home Depot	Supplies	\$ 65.75
2112	" " "	Home Depot	Supplies	\$ 142.45
2112	" " "	Home Depot	Supplies	\$ 74.07
2112	" " "	Home Depot	Supplies	\$ 43.73
2112	" " "	Home Depot	Supplies	\$ 240.94
2112	" " "	Home Depot	Supplies	\$ 168.42
2112	" " "	Home Depot	Supplies	\$ 15.02
2122	Chemical	Home Depot	Supplies	\$ 90.00
2122	" " "	Home Depot	Supplies	\$ 102.22
2132	Electric Sys Sup	Home Depot	Supplies	\$ 43.57
2132	" " "	USBank	Amazon (supplies)	\$ 118.50
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 209.64
2191	" " "	SMUD	7000000346 District	\$ 2,771.62
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 145.12
2191	" " "	SMUD	2733018 Aztec	\$ 1,395.33
2191	" " "	SMUD	3548415 3244 Freedom Park	\$ 209.64
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 89.84
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 426.52
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 8.04
2192	" " "	PG&E	8802679102-5 3829 Stephen Drive	\$ 33.90
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 550.44
2193	" " "	Public Works	MARCH 2025	\$ 144.35
2195	Sewage	Sac Utilities	2802 Perrin	\$ -
2195	" " "	Sac Utilities	3843 Bainbridge	\$ 126.70
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ 126.70

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT MAY 2025
(Bills paid in April 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>		<u>AMOUNT</u>
2195	Sewage	Sac Utilities	3929 Karl Dr.	\$	126.70
2195	" " "	Sac Utilities	6040 Watt	\$	365.14
2195	" " "	Sac Utilities	3721 Navaho Dr.	\$	711.29
2197	Tele & Teleg	Comcast	Service - Shop	\$	102.88
2197	" " "	Comcast	Service - District	\$	253.66
2197	" " "	USBank	T-Mobile (Rec Cell Phone)	\$	131.67
2197	" " "	Telepacific	Service	\$	1,037.38
			Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip, Karl Dr., Strizek, Karl&Rosario, Planehaven, Wings Way, 6040 Watt, Freedom		
2198	Water	Sac Suburban	Watt, Freedom	\$	4,447.29
2198	" " "	CA/American	Chardonnay	\$	-
2198	" " "	CA/American	Sierra	\$	98.65
2205	Auto Maint. Serv	NH Tire Pros	2017 Ford	\$	193.66
2205	" " "	USBank	Amazon (supplies)	\$	92.65
2205	" " "			\$	-
2211	Contrs Equip Serv	Home Depot	Service	\$	46.19
2226	Expend Tool	CH Mowers	Tools	\$	439.43
2261	Office Equip Mntc	NCS Computers	Feb, Mar, & Apr monthly services	\$	744.00
2275	Rents & Leases	Cintas	Services	\$	112.01
2275	" " "	Next Day Fence	Planehaven Fence rent	\$	1,570.00
2275	" " "	Cintas	Services	\$	112.01
2275	" " "	DLL Financial	Copier	\$	203.95
2275	" " "	Sac Valley Alarm	6040 Watt Monitoring	\$	294.36
2275	" " "	CIT-Avaya	phones	\$	418.26
2275	" " "	Cintas	Services	\$	112.01
2275	" " "	National Fire System	7916 Aztec Service	\$	325.00
2275	" " "	National Fire System	6040 Watt Service	\$	325.00
2292	Other Equip Sups	Next Day Fence	Planehaven Fence stolen cost	\$	5,117.00
2314	Clothing	American Logowear	Jackets	\$	135.98
2314	" " "	American Logowear	Yth Bball	\$	1,323.56
2314	" " "	American Logowear	Yth Bball	\$	190.49
2314	" " "	American Logowear	Yth Bball	\$	88.42
2314	" " "	USBank	OutdoorWorld Boots	\$	380.72
2322	Custodial Sup	Home Depot	Supplies	\$	232.59
2322	" " "	A1 Janitorial	Janitorial Supplies	\$	754.18
2322	" " "	A1 Janitorial	Janitorial Supplies	\$	505.84
2322	" " "	A1 Janitorial	Janitorial Supplies	\$	652.57
			Foodmaxx, Smart&Final, GroceryOutlet, LittleCeasar, Amazon, Panda, Walmart (Harvetime, ArtinthePark, DragonsDen, SaffMeeting, Princess&Pastries, Teen& ythCooking)		
2332	Food	USBank		\$	523.94
2531	Legal	Kreisberg Law Firm	March 2025 Service	\$	154.00
2531	" " "	BKS Law Firm	March 2025 Service	\$	1,311.15
2591	Other Prof Serv.	Industrial Doors	Service 7916	\$	535.00
2591	" " "	Firecode Safety	Capehart Services	\$	450.22
2591	" " "	Cintas	Services	\$	202.84
			Adobe, GoldenHillsPest, Postit, Procure, Micro Soft, CuliganWater, WhenIWork, StreamLine, (Programs, Capehart/District, Fingerprints, DragonsDen, Water, Scheduler, Website)		
2591	" " "	USBank		\$	1,097.19
2591	" " "	Gordon C. Walthall Co.	Capehart drinking fountain	\$	2,937.49

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT MAY 2025
(Bills paid in April 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2851	Recreation Service	Ford, Stacie	March payment	\$ 1,328.00
2851	" " "	All About a Farm	Petting Zoo - Dragons Den	\$ 400.00
2851	" " "	Fairytale Town	Spring Camp	\$ 275.00
2851	" " "	SMOA	Yth Bball Official Amazon,SacJumps,CountryClubLanes, QuickQuack,Braun,Alan (ArtinthePark, Spring	\$ 1,920.00
2851	" " "	USBank	Extrav.Bowling,Mural)	\$ 1,627.57
2851	" " "	Fairytale Town	Summer Camp	\$ 600.00
2852	Recreation Sup	USBank	Walmart,DollarTree (ythBball,SrMovie,Harvetime, AdultVball,DragonsDen,TRUSD,CJUSD, Spring	\$ 2,097.01
2852	" " "	Home Depot	Extrav.SpringCamp,Tots&Pots,) Dragon's Den	\$ 294.12
2898	Other Oper Exp	NHRPD - BANK FEES	(Bank Fees/Bank Analysis Fees \$120.84/Active Fee \$315.43)	\$ 436.27
2898	" " "	USBank	SacCounty (parking)	\$ 1.75
TOTAL				\$ 53,754.40
5500000	Other Expense	Evoke	Last payment Capehart	\$ 3,750.00
5500000	" " "	USBank	HomeDepot (artinthepark)	\$ 206.33
5500000	" " "	Home Depot	Art in the Park	\$ 51.26
TOTAL				\$ 4,007.59
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures	O'Dell Engineering	Phase 5,8,10, and 12	\$ 40,383.40
4202	" " "	Concrete by 3 Brothers	Planehaven	\$ 1,094.34
4303	Equipment			\$ -
TOTAL				\$ 41,477.74
Total District Salaries		(APRIL 2 PAY DAY)		\$ 113,038.33
Total District EDD		(APRIL 2 PAY DAY)		\$ 423.05
Total District OASDI		(APRIL 2 PAY DAY)		\$ 8,523.94
				\$ 121,985.32
DISTRICT TOTALS				\$251,065.01
9429	Building Rentals			
9646	Rec Fees & Charges	Felix, Eseban	Park refund - rented by mistake	\$ 130.00

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H	
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT							
2		REVENUE REPORT - APRIL 2025							
3									
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT	
5	FACILITY RENTALS								
6	9429	Community Center	\$35,000.00	2,550.50	0.00	23,400.10	11,599.90		
7	9429	Recreation Center	\$5,000.00	0.00	0.00	1,026.00	3,974.00		
8	9429	TOTAL	\$40,000.00	2,550.50	0.00	24,426.10	15,573.90	61%	
9									
10	LEASED PROPERTY								
11	9690	Strizek Lease	\$0.00	2,332.13	0.00	25,529.76	-25,529.76		
12	9690	Capehart Lease - Day Care	\$0.00	3,305.00	0.00	32,714.00	-32,714.00		
13	9690	Freedom Park Lease - Softball	\$0.00	5,625.00	0.00	37,875.00	-37,875.00		
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,500.00	-5,500.00		
15	9690	TOTAL	\$120,000.00	11,262.13	0.00	101,618.76	18,381.24	85%	
16									
17	REVENUE, OTHER								
18	9790	Antelope Little League	\$0.00	0.00	0.00	1,025.00	-1,025.00		
19	9790	Bounce Check	\$0.00	0.00	0.00	40.00	-40.00		
20	9790	C.U.S.D. Reim Booster Conf.	\$0.00	0.00	0.00	0.00	0.00		
21	9790	Fulton El Camino Reim	\$0.00	0.00	0.00	778.23	778.23		
22	9790	NH Yth Soccer Club Team Fees	\$0.00	0.00	0.00	1,265.00	1,265.00		
23	9790	Per Capita Reim	\$0.00	0.00	0.00	40,992.00	40,992.00		
24	9790	Prop 68 Reim	\$0.00	0.00	0.00	80,904.00	80,904.00		
25	9790	Reim - CITI Home Depot	\$0.00	0.00	0.00	776.10	776.10		
26	9790	Reim - DLL Overpayment	\$0.00	0.00	0.00	186.27	-186.27		
27	9790	Reim Graham	\$0.00	0.00	0.00	32.81	-32.81		
28	9790	Reim SDFL Conference	\$0.00	0.00	0.00	775.00	-775.00		
29	9790	Stale Dated Checks	\$0.00	569.00	0.00	988.06	-988.06		
30	9790	USBank Incentive	\$0.00	0.00	0.00	968.23	-968.23		
31			\$587,187.00	569.00	0.00	128,730.70	458,456.30	22%	
32									
33	AQUATICS								
34	9646	Swim Lesson	\$8,640.00	0.00	0.00	0.00	8,640.00		
35	9646	Swim Team	\$0.00	0.00	0.00	0.00	0.00		
36		TOTAL	\$8,640.00	0.00	0.00	0.00	0.00	0%	
37									
38	DAY CARE PROGRAM								
39	9646	Dragon's Den	\$285,120.00	57,761.67	0.00	450,686.86	-165,566.86		
40	9646	Dragon's Den OCTOBER Camp	\$5,400.00	0.00	0.00	14,184.00	-8,784.00		
41	9646	Dragon's Den Intersession Camp	\$8,784.00	0.00	0.00	0.00	8,784.00		
42	9646	Dragon's Den Spring Camp	\$8,784.00	0.00	0.00	0.00	8,784.00		
43	9646	Dragon's Den Summer Camp	\$26,352.00	0.00	0.00	13,965.00	12,387.00		
44	9646	Fall Break Camp	\$4,500.00	0.00	0.00	2,250.00	2,250.00		
45	9646	TRUSD Midweek Mindbuilders	\$0.00	0.00	0.00	4,856.66	-4,856.66		
46	9646	Spring Break Camp	\$7,320.00	122.00	0.00	488.00	6,832.00		
47	9646	Summer Kids Camp	\$47,520.00	0.00	0.00	32,774.00	14,746.00		
48	9646	Winter Camp	\$0.00	0.00	0.00	0.00	0.00		
49		TOTAL	\$393,780.00	57,883.67	0.00	\$519,204.52	-125,424.52	132%	
50									
51	TODDLER PROGRAMS								
52	9646	Princess & Pastries	\$0.00	190.00	0.00	418.00	-418.00		
53	9646	Tot Spot 2 day session	\$160.00	0.00	0.00	537.00	-377.00		
54	9646	Tot Spot 3 Day session	\$720.00	0.00	0.00	480.00	240.00		
55	9646	Tots Music in the Park	\$0.00	0.00	0.00	288.00	-288.00		
56		TOTAL	\$880.00	\$190.00	\$0.00	\$1,723.00	-843.00	196%	
57									
58	SPECIAL EVENTS								
59	9646	Art in The Park Vendors	\$301.00	0.00	0.00	150.00	151.00		
60	9646	Breakfast with Santa	\$640.00	0.00	0.00	488.00	152.00		
61	9646	Craft Fair - Spring	\$1,500.00	0.00	0.00	0.00	1,500.00		
62	9646	Cupid Crew Dance	\$440.00	0.00	0.00	512.00	-72.00		
63	9646	Fall Workshop	\$0.00	0.00	0.00	300.00	-300.00		
64	9646	Fathers Day Nerf War Meal	\$100.00	0.00	0.00	0.00	100.00		
65	9646	Fathers Day Nerf War	\$320.00	0.00	0.00	0.00	320.00		
66	9646	Holiday Extrav. Ice Skating	\$80.00	0.00	0.00	0.00	80.00		
67	9646	Forrest of Lights	\$250.00	0.00	0.00	450.00	-200.00		
68	9646	Gingerbread House	\$80.00	0.00	0.00	40.00	40.00		
69	9646	Halloween Extrav. Vendors	\$180.00	0.00	0.00	150.00	30.00		
70	9646	Holiday Party Vendor	\$180.00	0.00	0.00	240.00	-60.00		
71	9646	Mothers Day KickBall	\$160.00	80.00	0.00	80.00	80.00		
72	9646	Spring Extra. Vendors	\$180.00	30.00	0.00	150.00	30.00		
73	9646	Summer Extrav. Vendors	\$180.00	0.00	0.00	40.00	140.00		
74	9646	Trivia Night - Fall	\$144.00	0.00	0.00	0.00	144.00		
75		TOTAL	\$4,735.00	110.00	0.00	2,600.00	2,135.00	55%	
76									
77									
78									

	A	B	C	D	E	F	G	H
79	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
80	CONTRACT CLASSES							
81	9646	Counseling Services	\$640.00	0.00	0.00	0.00	640.00	
82	9646	Play Well TEK LEGO	\$700.00	0.00	0.00	0.00	700.00	
83	9646	Teen Dance	\$5,760.00	0.00	0.00	4,810.00	950.00	
84	9646	Teen Self-Esteem	\$0.00	0.00	0.00	440.00	-440.00	
85	9646	Youth Art Classes	\$480.00	0.00	0.00	288.00	192.00	
86	9646	Youth Dance	\$7,680.00	0.00	0.00	5,580.00	2,100.00	
87		TOTAL	\$15,260.00	0.00	0.00	11,118.00	4,142.00	73%
88								
89	TEENS							
90	9646	3x3BBall	\$1,480.00	0.00	0.00	1,480.00	0.00	
91	9646	Basketball Camp - Summer	\$1,875.00	0.00	0.00	0.00	1,875.00	
92	9646	Teen Camp	\$5,280.00	0.00	0.00	7,200.00	-1,920.00	
93	9646	Teen Cooking	\$3,456.00	552.00	0.00	2,880.00	576.00	
94	9646	Teen Nights	\$1,216.00	0.00	0.00	475.00	741.00	
95	9646	Teen Volleyball Skills & Drills	\$832.00	0.00	0.00	1,014.00	-182.00	
96		TOTAL	\$14,139.00	552.00	0.00	13,049.00	1,090.00	92%
97								
98	GYM/PARK RENTALS							
99	9646	Birthday Parties	\$1,500.00	0.00	0.00	0.00	1,500.00	
100	9646	Gym Rental-Capehart/R.P.	\$20,625.00	3,682.50	0.00	35,026.25	-14,401.25	
101	9646	Park Rentals	\$10,000.00	2,250.00	0.00	10,185.00	-185.00	
102		TOTAL	\$32,125.00	5,932.50	0.00	45,211.25	-13,086.25	141%
103								
104	YOUTH SPORTS							
105	9646	2nd-3rd Bball -Winter	\$3,330.00	0.00	0.00	2,702.00	628.00	
106	9646	4th-5th Bball -Winter	\$3,330.00	0.00	0.00	2,109.00	1,221.00	
107	9646	6th-7th Bball -Winter	\$3,330.00	0.00	0.00	2,035.00	1,295.00	
108	9646	Cheer	\$520.00	0.00	0.00	676.00	-156.00	
109	9646	DodgeBall	\$825.00	110.00	0.00	1,026.00	-201.00	
110	9646	Gotbuckets you Bball Camp	\$0.00	0.00	0.00	3,350.00	-3,350.00	
111	9646	Kickball	\$825.00	0.00	0.00	220.00	605.00	
112	9646	Princess & Pastries	\$285.00	0.00	0.00	0.00	285.00	
113	9646	PW Basketball	\$780.00	0.00	0.00	676.00	104.00	
114	9646	PW Sports	\$1,620.00	144.00	0.00	1,985.00	-365.00	
115	9646	Skills & Drills	\$0.00	0.00	0.00	144.00	-144.00	
116	9646	Superheros & Snacks	\$285.00	0.00	0.00	266.00	19.00	
117	9646	Workshop (Cooking, Misc.)	\$2,880.00	0.00	0.00	0.00	2,880.00	
118	9646	Youth Cooking	\$3,456.00	684.00	0.00	4,076.00	-620.00	
119		TOTAL	\$21,466.00	938.00	0.00	19,265.00	2,201.00	90%
120								
121	ADULT SPORTS							
122	9646	Art Class	\$0.00	0.00	0.00	0.00	0.00	
123	9646	Basketball Leagues	\$1,320.00	0.00	0.00	0.00	1,320.00	
124	9646	Cornhole	\$100.00	0.00	0.00	0.00	100.00	
125	9646	Per Player Sports League	\$520.00	0.00	0.00	0.00	520.00	
126	9646	Pickle Ball	\$1,200.00	0.00	0.00	220.00	980.00	
127	9646	Volleyball	\$3,040.00	190.00	0.00	2,470.00	570.00	
128		TOTAL	\$6,180.00	190.00	0.00	2,690.00	3,490.00	44%
129								
130	SENIORS							
131	9646	Field Trips	\$420.00	35.00	0.00	385.00	35.00	
132	9646	Paint Class	\$0.00	0.00	0.00	0.00	0.00	
133		TOTAL	\$420.00	\$35.00	\$0.00	\$385.00	35.00	92%
134								
135	TAXES							
136	9101	Prop Tax - Secured	\$1,750,000.00	0.00	(2178.11)	1,016,872.45	733,127.55	
137	9102	Prop Tax - Unsec	\$62,000.00	0.00	(78.21)	69,249.87	-7,249.87	
138	9103	Supp Prop Tax	\$55,000.00	8,500.57	(1276.14)	28,535.07	26,464.93	
139	9104	Prop Tax Sec Delinquent	\$14,000.00	0.00	0.00	16,503.99	-2,503.99	
140	9105	Prop Tax Supp Delinquent	\$4,000.00	0.00	0.00	3,563.88	436.12	
141	9106	Prop tax Unitary	\$12,000.00	0.00	0.00	8,018.15	3,981.85	
142	9120	Prop Tax Secured Redemp	\$0.00	0.00	146.19	146.19	-146.19	
143	9130	Prop Tax - Prior Unsec	\$500.00	28.05	60.02	798.65	-298.65	
144	9140	Prop Tax - Pently	\$250.00	20.65	0.00	246.02	3.98	
145	9196	RDA Residual	\$9,000.00	0.00	0.00	13,110.21	-4,110.21	
146	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
147		TOTAL	\$1,906,750.00	8,549.27	(3326.25)	1,157,044.48	749,705.52	61%
148								
149	INTEREST INCOME							
150	9410	Interest Income	\$35,000.00	24,349.00	0.00	41,442.00	-6,442.00	
151		TOTAL	\$35,000.00	24,349.00	0.00	41,442.00	-6,442.00	118%
152								
153	9522	Homeowner Prop Tax	\$13,000.00	0.00	0.00	6,310.27	6,689.73	
154		TOTAL	\$13,000.00	0.00	0.00	6,310.27	6,689.73	49%
155								
156								

	A	B	C	D	E	F	G	H
157	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
158		USE OF MONEY/PROPERTY						
159								
160		IN LIEU TAX						
161	9529	In Lieu Tax	\$2,000,000.00	11,969.70	(11265.60)	50,012.80	1,949,987.20	
162		TOTAL	\$2,000,000.00	11,969.70	(11265.60)	50,012.80	1,949,987.20	0%
163								
164		MISC. Revenue						
165	9530	Misc. Revenue	\$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		AID TO LOCAL GOVERNMENT						
169	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
170		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
171								
172		REDEVELOPMENT FUNDS						
173	9533	Redevelopment Passthru	\$11,500.00	0.00	0.00	10,765.16	734.84	
174		TOTAL	\$11,500.00	0.00	0.00	10,765.16	734.84	94%
175								
176	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
177	9429	Building Rental	\$40,000	2,550.50	0.00	24,426.10	15,573.90	61%
178	9646	Rec Fees & Charges	\$497,625	65,831.17	0.00	615,245.77	-117,620.77	124%
179	9100	Taxes	\$1,906,750	8,549.27	(3326.25)	1,157,044.48	749,705.52	61%
180	9410	Interest Income	\$35,000	24,349.00	0.00	41,442.00	-6,442.00	118%
181	9522	Homeowner Prop Tax	\$13,000	0.00	0.00	6,310.27	6,689.73	49%
182	9529	In Lieu Tax	\$2,000,000	11,969.70	(11265.60)	72,544.00	1,927,456.00	0%
183	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
184	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
185	9533	Redevelopmnet Funds	\$11,500	0.00	0.00	10,765.16	734.84	0%
186	9690	Lease Property	\$120,000	11,262.13	0.00	101,618.76	18,381.24	85%
187	9790	Revenue Other	\$587,187	569.00	0.00	127,665.70	459,521.30	22%
188		TOTAL	\$5,211,062	125,080.77	-14,591.85	2,134,531.04	3,076,530.96	41%
189								
190		GENERAL RESERVED FUND	\$0					
191		CARRY OVER	\$572,859	0.00	0.00	0.00	0.00	0%
192								
193		TOTAL BUDGET	\$5,783,921	125,080.77	-14,591.85	\$2,134,531	3,649,389.96	37%
194								
195		Scholarship		2500.00				
196		Donations/Sponsorship		0.00				
197		Field Deposit		0.00				
198		Bldg Deposit		1500.00				
199		Bldg Guards		1665.00				
200				5665.00				
201								
202	2191	SMUD Reim - Something Extra		390.00				
203	2192	PG&E Reim - Something Extra		20.00				
204	2193	Republic Serv. Reim - Something		100.00				
205	2195	Sewage Reim - Something Extra		240.00				
206	2198	Water Reim - Something Extra		110.00				
207				860.00				
208								
209		Total Revenue		131,605.77				
210								
211		Scholarship	\$0.00	2,500.00	(35.50)	14,143.91	-14,143.91	
212		Donations/Sponsorship	\$0.00	0.00	(22974.27)	1,701.69	-1,701.69	
213		055000000	\$0.00	3,165.00	4096.95	34,782.64	-34,782.64	
214		Contingency	\$200,000.00	0.00	0.00	48,000.00	152,000.00	
215		Park Dedication Acct 088L	\$0.00	10,325.00	0.00	867,519.44	-867,519.44	
216		Park Fees 346l	\$0.00	163,397.60	0.00	3,084,462.72	-3,084,462.72	
217		District Reserve Acct	\$0.00	0.00	0.00	2,160,216.00	-2,160,216.00	

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - APRIL 2025						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator-Scott	156,182	12,047.84	126,482.32	29,699.68	81%
8	1110	Administrative Srv. Mngr.	91,416	7,035.08	73,848.34	17,567.66	81%
9	1110	Administrator - Larry	547	0.00	547.28	-0.28	100%
10	1122	Board of Directors	9,373	897.75	5,003.25	4,369.75	53%
11		Sub-Total	257,518	19,980.67	205,881.19	51,636.81	80%
12	1210	Retirement	19,808	3,797.39	18,281.26	1,526.74	92%
13	1220	OASDI	19,700	1,448.10	15,271.47	4,428.53	78%
14	1230	Insurance	39,460	3,418.84	32,584.28	6,875.72	83%
15	1240	Worker's Comp.	2,051	0.00	3,007.55	-956.55	147%
16	1250	Unemployment	509	0.00	224.00	285.00	44%
17		Sub-Total	81,526	8,664.33	69,368.56	12,159.44	85%
18		TOTAL	339,043	28,645.00	275,249.75	63,797.25	81%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	1,000	0.00	405.00	595.00	41%
22	2022	Bks/Subs	151	0.00	150.74	0.26	100%
23	2029	Bus Conf Exp	10,000	529.92	4,139.31	5,860.69	41%
24	2035	Educ/Trng	5,000	0.00	0.00	5,000.00	0%
25	2039	Empl Trans	2,000	10.99	10.99	1,989.01	1%
26	2051	Insurance	148,609	0.00	148,609.00	0.00	100%
27	2061	Memberships	13,000	0.00	12,899.00	101.00	99%
28	2076	Office Sups	12,000	422.53	8,375.06	3,624.94	70%
29	2081	Postage	2,000	0.00	5.58	1,994.42	0%
30	2085	Printing	700	0.00	726.37	-26.37	104%
31	2197	Tele & Teleg	18,540	1,291.04	14,303.54	4,236.46	77%
32	2261	Office Equip Mtnc	9,500	744.00	8,060.67	1,439.33	85%
33	2275	Rents & Leases	9,777	622.21	8,928.14	848.86	91%
34	2332	Food Sups	2,500	207.70	1,893.46	606.54	76%
35	2444	Medical Supplies	500	0.00	135.87	364.13	27%
36	2505	Actg Svcs	36,400	0.00	27,035.36	9,364.64	74%
37	2531	Legal Svcs	30,000	1,465.15	25,108.01	4,891.99	84%
38	2591	Other Prof Svcs	16,700	459.99	12,190.86	4,509.14	73%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	51,309	0.00	5,061.00	46,248.00	0%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	6,000	438.02	4,026.09	1,973.91	67%
43		TOTAL	375,686	6,191.55	282,064.05	93,621.95	75%
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45							
46	4202	Struct & Imp	2000000	40,383.40	161,318.22	1,838,681.78	8%
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		TOTAL	2,000,000	40383.40	161,318.22	1,838,681.78	8%
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58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent- Rachel	97,884	7,907.38	80,946.31	16,937.69	83%
62	1110	Supervisor-Kayla	80,583	6,258.76	64,956.23	15,626.77	81%
63	1110	Rec. Coordinator - Chris	60,834	4,725.54	49,039.72	11,794.28	81%
64	1110	Rec Coordinator - Kelly	61,392	4,288.92	39,502.48	21,889.52	64%
65	1110	Rec Site Specialist-Sarah	48,864	3,761.84	39,479.32	9,384.68	81%
66	1122	Part Time	364,459	24,340.30	222,335.29	142,123.71	61%
67	1122	Part Time Ases	0	0.00	0.00	0.00	0%
68		Sub-Total	714,016	51,282.74	496,259.35	217,756.65	70%
69	1210	Retirement	27,965	4,449.34	20,480.39	7,484.61	73%
70	1220	OASDI	54,622	4,177.35	38,060.46	16,561.54	70%
71	1230	Insurance	38,414	3,401.72	29,998.19	8,415.81	78%
72	1240	Worker's Comp	8,228	0.00	8,888.91	-660.91	108%
73	1250	Unemployment	13,981	133.27	2,704.22	11,276.78	19%
74		Sub-Total	143,210	12,161.68	100,132.17	43,077.83	70%
75		TOTAL	857,226	63,444.42	596,391.52	260,834.48	70%
76							
77	SERVICES & SUPPLIES						
78	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
79	2022	Books/Subs	0	0.00	0.00	0.00	0%
80	2029	Business/Conf Exp	8,000	682.38	3,444.32	4,555.68	43%
81	2035	Educ/Trng	2,500	0.00	505.00	1,995.00	20%
82	2039	Empl Trans	2,000	155.26	1,959.60	40.40	98%
83	2061	Memberships	700	0.00	725.00	-25.00	104%
84	2065	Film Svcs	0	0.00	0.00	0.00	0%
85	2076	Office Sups	2,500	0.00	2,104.92	395.08	84%
86	2081	Postage	25,000	5,044.00	24,999.89	0.11	100%
87	2085	Printing	4,000	1,058.26	3,234.69	765.31	81%
88	2197	Tele & Teleg	1,680	131.67	1,184.44	495.56	71%
89	2261	Office Equip Mtn	2,500	0.00	2,333.28	166.72	93%
90	2314	Clothing	6,000	1,738.45	4,934.47	1,065.53	82%
91	2332	Food	12,500	316.24	6,659.07	5,840.93	53%
92	2444	Med Sups	1,000	0.00	477.30	522.70	48%
93	2591	Other Prof Svcs	6,000	162.20	4,240.78	1,759.22	71%
94	2851	Rec Svcs	50,000	6,150.57	41,646.46	8,353.54	83%
95	2852	Rec Sups	22,000	2,391.13	19,014.12	2,985.88	86%
96	2871	Transportation	3,300	0.00	3,402.00	-102.00	103%
97	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
98			149,680	17,830.16	120,865.34	28,814.66	81%
99							
100	4202	Struct & Imp	0	0.00	0.00	0.00	0%
101			0	0.00	0.00	0.00	0%
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115	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
116	MAINTENANCE						
117	SALARIES & BENEFITS						
118	1110	Superintendent-Kevin	86,401	7,532.62	61,235.85	25,165.15	71%
119	1110	Supervisor - Sergio	81,324	6,258.76	65,696.92	15,627.08	81%
120	1110	Mtnc Worker II - Steve	61,199	3,385.13	43,033.17	18,165.83	70%
121	1110	Mtnc Wkr-Rodney	14,374	4,112.62	4,112.62	10,261.38	29%
122	1110	Mtnc Wkr-Schleeter	53,424	3,667.24	41,333.38	12,090.62	77%
123	1110	Mtnc Wkr-Barry	53,424	3,909.02	40,362.39	13,061.61	76%
124	1110	Mtnc Wkr-Simmons	53,424	4,112.62	43,162.51	10,261.49	81%
125	1110	Mtnc Wkr-Lee/Larry	47,094	3,734.16	29,997.72	17,096.28	64%
126	1122	PT Maintenance Wkr	10,000	1,924.00	6,808.00	3,192.00	68%
127	1122	Lead Facilities Monitor/Custodian	39,312	1,275.75	14,197.14	25,114.86	36%
128	1122	Weekday & Weekend Bldg Monitor	28,080	1,863.00	18,136.50	9,943.50	65%
129		Sub-Total	528,055	\$ 41,774.92	368,076.20	159,978.80	70%
130	1210	Retirement	36,053	5,500.75	24,732.36	11,320.64	69%
131	1220	OASDI	40,396	2,898.49	27,644.34	12,751.66	68%
132	1230	Insurance	92,999	9,186.39	66,105.58	26,893.42	71%
133	1240	Worker's Comp.	56,313	0.00	52,094.59	4,218.41	93%
134	1250	Unemployment	2,695	289.78	1,628.17	1,066.83	60%
135		Sub-Total	228,457	17,875.41	172,205.04	56,251.96	75%
136		TOTAL	756,512	59,650.33	540,281.24	216,230.76	71%
137	SERVICES & SUPPLIES						
138	2029	Bus & Conf. Exp.	3,000	0.00	140.00	2,860.00	0%
139	2035	Educ/Trng	0	0.00	0.00	0.00	0%
140	2039	Empl Trans	500	0.00	0.00	500.00	0%
141	2061	Memberships	150	0.00	0.00	150.00	0%
142	2076	Office Sups	1,000	7.52	76.53	923.47	8%
143	2104	Agri/Hort	2,500	0.00	314.63	2,185.37	13%
144	2111	Bldg Mtnc Svc	4,000	0.00	2,113.63	1,886.37	53%
145	2112	Bldg Mtnc Sups	10,000	1,415.32	9,270.20	729.80	93%
146	2122	Chem Sups	2,500	192.22	1,400.58	1,099.42	56%
147	2131	Elec Sys SVC	5,000	0.00	2,505.00	2,495.00	50%
148	2132	Elec Sys Sup	1,000	162.07	1,306.31	-306.31	131%
149	2142	Land Imp Sup	20,000	0.00	9,189.52	10,810.48	46%
150	2162	Paint Sups	1,200	0.00	1,235.23	-35.23	103%
151	2168	Plumbing Sups	10,000	0.00	5,268.73	4,731.27	53%
152	2191	Electricity	47,000	4,341.35	47,663.49	-663.49	101%
153	2192	Natural Gas	7,000	538.30	4,485.08	2,514.92	64%
154	2193	Refuse	10,000	594.79	8,128.80	1,871.20	81%
155	2195	Sewage	7,000	1,216.53	5,743.21	1,256.79	82%
156	2197	Tele/Teleg	2,000	102.88	991.60	1,008.40	50%
157	2198	Water	120,000	4,545.94	107,477.21	12,522.79	90%
158	2205	Auto Mtnc Svc	16,000	286.31	13,056.86	2,943.14	82%
159	2211	Constr Equip Svc	6,000	46.19	2,505.41	3,494.59	42%
160	2226	Expend Tools	4,500	439.43	3,474.77	1,025.23	77%
161	2236	Fuels & Lubes	12,000	0.00	2,116.70	9,883.30	18%
162	2275	Rents & Leases	15,000	2,850.39	10,835.14	4,164.86	72%
163	2281	Shop Equip Svc	1,500	0.00	832.50	667.50	56%
164	2292	Other Equip	10,000	5,117.00	8,909.65	1,090.35	89%
165	2314	Clothing	4,000	380.72	2,684.81	1,315.19	67%
166	2322	Cust Sup	21,000	2,145.18	16,561.47	4,438.53	79%
167	2444	Medical Sup	300	0.00	302.86	-2.86	101%
168	2591	Other Prof Svc	100,000	4,330.55	83,737.43	16,262.57	84%
169		TOTAL	444,150	28,712.69	352,327.35	91,822.65	79%
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	A	B	C	D	E	F	G
172	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
173	FIXED ASSETS						
174	4201	Building Improvement	90,000	0.00	90,000.00	0.00	100%
175	4202	Structures & Imp	245,000	1,094.34	88,912.58	156,087.42	36%
176	4303	Other Equip	40,000	0.00	39,308.01	691.99	98%
177			375,000	1,094.34	218,220.59	156,779	58%
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229	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
230		DISTRICT TOTALS					
231		SALARIES & BENEFITS					
232	1110	FULL TIME SALARIES	1,048,365	78,975.69	803,736.56	244,628.44	77%
233	1122	PART TIME SALARIES	451,222	30,300.80	266,480.18	184,741.82	59%
234	1210	RETIREMENT	83,826	13,747.48	63,494.01	20,331.99	76%
235	1220	OASDI	114,718	8,523.94	80,976.27	33,741.73	71%
236	1230	INSURANCE	170,872	16,006.95	128,688.05	42,183.95	75%
237	1240	WORKER'S COMP	66,591	0.00	63,991.05	2,599.95	96%
238	1250	UNEMPLOYMENT	17,184	423.05	4,556.39	12,627.61	27%
239	1000	SALARIES/BENEFITS	1,952,781	151,739.75	1,411,922.51	540,858.49	72%
240							
241		SERVICES & SUPPLIES					
242	2005	AD/LEGAL NOTICE	1,000	0.00	405.00	595.00	41%
243	2022	BOOKS/SUBS	151	0.00	150.74	0.26	100%
244	2029	BUS/CONF EXP	21,000	1,212.30	7,723.63	13,276.37	0%
245	2035	EDUC/TRNG	7,500	0.00	505.00	6,995.00	7%
246	2039	EMPLOY TRANS	4,500	155.26	1,970.59	2,529.41	0%
247	2051	INSURANCE	148,609	0.00	148,609.00	0.00	100%
248	2061	MEMBERSHIPS	13,850	0.00	13,624.00	226.00	98%
249	2076	OFFICE SUPS	15,500	430.05	10,556.51	4,943.49	68%
250	2081	POSTAGE	27,000	5,044.00	25,005.47	1,994.53	93%
251	2085	PRINTING	4,700	1,058.26	3,961.06	738.94	84%
252	2104	AGRI/HORT	2,500	0.00	314.63	2,185.37	13%
253	2111	BLDG MTNC SVC	4,000	0.00	2,113.63	1,886.37	53%
254	2112	BLDG MTNC SUP	10,000	1,415.32	9,270.20	729.80	93%
255	2122	CHEM SUPS	2,500	192.22	1,400.58	1,099.42	56%
256	2131	ELEC MTNC SVC	5,000	0.00	2,505.00	2,495.00	50%
257	2132	ELEC MTNC SUP	1,000	162.07	1,306.31	-306.31	131%
258	2142	LAND IMP SUP	20,000	0.00	9,189.52	10,810.48	46%
259	2162	PAINTING SUPS	1,200	0.00	1,235.23	-35.23	103%
260	2168	PLUMBING SUPS	10,000	0.00	5,268.73	4,731.27	53%
261	2191	ELECTRICITY	47,000	4,341.35	47,663.49	-663.49	101%
262	2192	NATURAL GAS	7,000	538.30	4,485.08	2,514.92	64%
263	2193	REFUSE	10,000	594.79	8,128.80	1,871.20	81%
264	2195	SEWAGE	7,000	1,216.53	5,743.21	1,256.79	82%
265	2197	TELE/TELEG	22,220	1,525.59	16,479.58	5,740.42	74%
266	2198	WATER	120,000	4,545.94	107,477.21	12,522.79	90%
267	2205	AUTO MTNC SVC	16,000	286.31	13,056.86	2,943.14	82%
268	2211	CONSTR EQUIP SVC	6,000	46.19	2,505.41	3,494.59	42%
269	2226	EXPEND TOOLS	4,500	439.43	3,474.77	1,025.23	77%
270	2236	FUELS / LUBES	12,000	0.00	2,116.70	9,883.30	18%
271	2261	OFF EQUIP MTNC	12,000	744.00	10,393.95	1,606.05	87%
272	2275	RENTS/LEASES	24,777	3,472.60	19,763.28	5,013.72	80%
273	2281	SHOP EQUIP SVCS	1,500	0.00	832.50	667.50	56%
274	2292	OTHER EQUIP SUPS	10,000	5,117.00	8,909.65	1,090.35	89%
275	2314	CLOTHING	10,000	2,119.17	7,619.28	2,380.72	76%
276	2322	CUST SUP	21,000	2,145.18	16,561.47	4,438.53	79%
277	2332	FOOD SUPS	15,000	523.94	8,552.53	6,447.47	57%
278	2444	MED SUPS	1,800	0.00	916.03	883.97	51%
279	2505	ACCOUNT SVC	36,400	0.00	27,035.36	9,364.64	74%
280	2531	LEGAL SVC	30,000	744.00	25,108.01	4,891.99	84%
281	2591	OTHER PROF SVCS	122,700	591.66	100,169.07	22,530.93	82%
282	2813	SALES TAX ADJUST.	0	207.70	0.00	0.00	0%
283	2819	REGISTRATION SVC	51,309	0.00	5,061.00	46,248.00	0%
284	2851	RECREATION SVC	50,000	6,150.57	41,646.46	8,353.54	83%
285							

	A	B	C	D	E	F	G
286	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
287	2852	RECREATION SUP	22,000	2,391.13	19,014.12	2,985.88	86%
288	2871	TRANSPORTATION	3,300	0.00	3,402.00	-102.00	103%
289	2880	PY EXPEND	0	0.00	0.00	0.00	0%
290	2898	OTHER OPER EXP	6,000	438.02	4,026.09	1,973.91	67%
291	2000	SERVICES/SUPPLIES	969,516	52,734.40	755,256.74	214,259.26	78%
292							
293	<u>FIXED ASSETS</u>						
294	4201	Building IIM	90,000	0.00	90,000.00	0.00	0%
295	4202	STRUCT & IMP	2,245,000	41,477.74	250,230.80	1,994,769.20	0%
296	4303	EQUIPMENT	40,000	0.00	39,308.01	691.99	0%
297	4000	FIXED ASSETS	2,375,000	41,477.74	379,538.81	1,995,461	0%
298							
299							
300	1000	SALARIES & BENE	1,952,781	151,739.75	1,411,922.51	540,858.49	72%
301							
302	2000	SERVICES & SUPP	969,516	52,734.40	755,256.74	214,259.26	78%
303							
304	4000	FIXED ASSETS	2,375,000	41,477.74	379,538.81	1,995,461	16%
305							
306		CONTINGENCY	200,000	0.00	48,000.00	152,000.00	24%
307							
308		RESERVE	640,544	0.00	0.00	0.00	0%
309							
310							
311		TOTAL	6,137,841	245,951.89	2,594,718.06	2,902,579	42%
312							
313							
314							
315							
316							
317							
318							
319							
320							
321							

NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT MAY 2025
(Bills paid in April 2025)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	Apr-25	\$ -
1230	Insurance	CALIFORNIA CHOICE	May-25	\$ -
1230	" " "	COPOWER	May-25	\$ -
1240	Workers' Comp	CAPRI	4th Qtr	\$ -
	Total			0.00
 <u>SERVICES & SUPPLIES</u>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 40.27
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 40.27
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 100.00
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 84.34
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 53.73
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	Credit
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	Credit
	TOTAL			\$ 318.61
 <u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
Total District Salaries		(APRIL 2 PAY DAY)		\$ -
Total District EDD		(APRIL 2 PAY DAY)		\$ -
Total District OASDI		(APRIL 2 PAY DAY)		\$ -
				\$ -
DISTRICT TOTALS				\$318.61

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 - APRIL 2025						
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	\$1,500.00	1,035.00	0.00	1,856.00	-356.00	
20		TOTAL	\$1,500.00	1,035.00	0.00	1,856.00	-356.00	124%
21								
22	CONCESSION OTHER		\$0.00	0.00	0.00	0.00	0.00	
23	9490	Concession Other	\$0.00	0.00	0.00	0.00	0.00	
24		TOTAL						
25								
26	USE OF MONEY/PROPERTY							
27	9522	Homeowner Prop 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	IN LIEU TAX							
31	9529	In Lieu Tax	\$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	MISC. Revenue							
35	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
37								
38	AID TO LOCAL GOVERNMENT							
39	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
40		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
41								
42	REDEVELOPMENT FUNDS							
43	9533	Redevelopment funds	\$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	STATE AID							
47	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
48		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
49								
50	SPECIAL ASSESSMENT							
51	9603	Special Assessment	\$136,765.00	0.00	0.00	70,427.06	66,337.94	
52		TOTAL	\$136,765.00	0.00	0.00	70,427.06	66,337.94	51%
53								
54	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
55								
56	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
57	9410	Interest Income	\$1,500	1,035.00	0.00	1,097.00	403.00	0%
58	9490	Concession Other	\$0	0.00	0.00	0.00	0.00	0%
59	9522	Homeowner Prop Tax	\$0	0.00	0.00	0.00	0.00	0%
60	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
61	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
62	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
63	9533	Redevelopmnet Funds	\$0	0.00	0.00	0.00	0.00	0%
64	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
65	9603	Special Assessment	\$136,765	0.00	0.00	70,427.06	66,337.94	51%
66								
67		TOTAL	\$138,265	1,035.00	0.00	71,524.06	66,740.94	52%
68								
69		GENERAL RESERVED FUND	\$63,476	0.00	0.00	0.00	63,476.00	0%
70		CARRY OVER						
71								
72		TOTAL BUDGET	\$201,741	1,035.00	0.00	\$71,524	130,216.94	35%
73								
74		Contingency	\$25,000.00	0.00	0.00	0.00	25,000.00	
75								
76								

	A	B	C	D	E	F	G
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK					
2		EXPENDITURE REPORT - APRIL 2025					
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	2,500	0.00	2,500.00	0.00	100%
9	2591	Other Prof Svcs	10,190	0.00	9,695.00	495.00	95%
10		TOTAL	12,890	0.00	12,195.00	695.00	95%
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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-	39,050	0.00	39,049.89	0.11	100%
62	1122	PT Wkr-Seasonal	15,000	0.00	14,210.15	789.85	95%
63		Sub-Total	54,050	\$ -	53,260.04	789.96	99%
64	1210	Retirement	3,124	0.00	3,123.99	0.01	100%
65	1220	OASDI	4,135	0.00	4,074.39	60.61	99%
66	1230	Insurance	10,896	0.00	10,633.24	262.76	98%
67	1240	Worker's Comp.	5,274	0.00	6,572.95	-1,298.95	125%
68	1250	Unemployment	490	0.00	112.00	378.00	23%
69		Sub-Total	23,920	0.00	24,516.57	-596.57	102%
70		TOTAL	77,969	0.00	77,776.61	192.39	100%
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	1,500	0.00	0.00	1,500.00	0%
76	2191	Electricity	900	80.54	788.67	111.33	88%
77	2193	Refuse	1,000	0.00	900.00	100.00	90%
78	2198	Water	40,000	138.07	27,714.10	12,285.90	69%
79	2205	Auto Mtnc Svc	750	0.00	556.30	193.70	74%
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	0.00	1,500.00	500.00	75%
83	2275	Rents & Leases	500	0.00	0.00	500.00	0%
84	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
85	2292	Other Equip Sups	1,000	0.00	0.00	1,000.00	0%
86	2314	Clothing	300	0.00	0.00	300.00	0%
87	2444	Medical Supplies	200	0.00	0.00	200.00	0%
88	2591	Other Prof Svc	2,500	0.00	0.00	2,500.00	0%
89		TOTAL	53,550	218.61	31,459.07	22,090.93	59%
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	4,000	0.00	0.00	4,000.00	0%
96	4303	Other Equip	0	0.00	0.00	0.00	0%
97			4,000	0.00	0.00	4,000.00	0%
98							
99							
100							
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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	39,050	0.00	39,049.89	0.11	100%
117	1122	PART TIME SALARIES	15,000	0.00	14,210.15	789.85	95%
118	1210	RETIREMENT	3,124	0.00	3,123.99	0.01	100%
119	1220	OASDI	4,135	0.00	4,074.39	60.61	99%
120	1230	INSURANCE	10,896	0.00	10,633.24	262.76	98%
121	1240	WORKER'S COMP	5,274	0.00	6,572.95	-1,298.95	125%
122	1250	UNEMPLOYMENT	490	0.00	112.00	378.00	23%
123	1000	SALARIES/BENEFITS	77,969	0.00	77,776.61	192.39	100%
124							
125		SERVICES & SUPPLIES					
126	2005	Adv/Legal Notice	200	0.00	0.00	200.00	0%
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	1,500	0.00	0.00	1,500.00	0%
131	2191	ELECTRICITY	900	80.54	788.67	111.33	88%
132	2193	REFUSE	1,000	0.00	900.00	100.00	90%
133	2198	WATER	40,000	138.07	27,714.10	12,285.90	69%
134	2205	Auto Mtnc Svc	750	0.00	556.30	193.70	74%
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	0.00	1,500.00	500.00	75%
138	2275	Rents & Leases	500	0.00	0.00	500.00	0%
139	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
140	2292	Other Equip Sups	1,000	0.00	0.00	1,000.00	0%
141	2314	Clothing	300	0.00	0.00	300.00	0%
142	2444	Medical Supplies	200	0.00	0.00	200.00	0%
143	2505	Accounting	2,500	0.00	2,500.00	0.00	100%
144	2591	OTHER PROF SVCS	12,690	0.00	9,695.00	2,995.00	76%
145	2000	SERVICES/SUPPLIES	66,440	218.61	43,654.07	22,785.93	66%
146							
147		FIXED ASSETS					
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	4,000	0.00	0.00	4,000.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	4000	FIXED ASSETS	4,000	0.00	0.00	4,000.00	0%
152							
153							
154	1000	SALARIES & BENE	77,969	0.00	77,776.61	192.39	100%
155							
156	2000	SERVICES & SUPP	66,440	218.61	43,654.07	22,785.93	66%
157							
158	4000	FIXED ASSETS	4,000	0.00	0.00	4,000.00	0%
159							
160		CONTINGENCY	25,000	0.00	11,154.00	13,846.00	0%
161			0				
162		RESERVE	28,333	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	201,741	218.61	132,584.68	40,824	66%
166							
167							
168							
169							

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Joanna McVay, Chairperson
Board of Directors

FROM: Scott Graham, Administrator

DATE: May 8, 2025

SUBJECT: Policy Revision

- Policy 2340.1, Item 16 – Conduct of Employees

Background:

At the March 28 Personnel and Policy Standing Committee meeting, revisions to Policy 2340.1, item 16 were discussed.

Discussion:

Policy 2340.1, item 16 addresses preparation and presentation of a program analysis to the Board of Directors monthly. The following revisions have been discussed:

- Describe what a program analysis report should address.
- Make reporting a quarterly requirement.
- Include a summary of expenditures vs. revenue for each program.
- Discuss a connection to Division Goals and Objectives in each report.

Recommendation:

That the Board of Directors approves the recommended revisions to item 16 in Policy 2340.1

POLICY TITLE: CONDUCT OF EMPLOYEES

POLICY NUMBER: 2340

2340.1 Conduct of Employees: Each employee shall:

1. Be loyal and faithful to the Government of the United States, the North Highlands Recreation and Park District, his work, his superior officers, and shall obey any lawful or reasonable direction given by his/her superior.
2. Be courteous and respectful to the public, his/her superior and his fellow employees.
3. Be punctual and diligent in the performance of his/her duties.
4. Be temperate in his/her habits and law-abiding and above reproach in his conduct at all times, and absolutely free from the influence of intoxicating liquors during work hours.
5. Protect and preserve District property, and in particular all property entrusted to his/her care or supervision.
6. Conform to and abide by the rules and regulations of the District.
7. Return through channels to the District Office any valuable articles found within any one of the parks or areas under the jurisdiction of the District.
8. Not sign or initial falsely any District form, stencil, or other official document.
9. Not remove or allow to be removed from the District any article, equipment or material belonging to the District except on official business.
10. Personnel of the District shall not accept money for any service, reservation, admission, or fee, on behalf of the District, or while on duty unless authorized to do so by the District Administrator.
11. Shall notify the District Administrator of any accident causing him/her to be off duty.

12. Personnel of the District shall wear personal protective clothing and equipment required by his/her supervisor when doing work in the parks that, in the judgment of the supervisor, requires such protective equipment. Clothing, equipment, and other materials required by the District shall be furnished by the District.
13. All employees of the District will be subject to the schedule of work as prescribed by the Administrator.
14. Attendance: When an employee finds that he/she cannot be in attendance on a particular workday, it is expected that such employee will report the reason by telephone within one hour of his/her starting time.
15. Subject to the discretion and control of the District Administrator, all regular and part-time or seasonal employees may be allowed a maximum of ten (10) minutes in the morning and ten (10) minutes in the afternoon for a rest period. Such rest periods shall generally be limited to designated hours and shall be on a scheduled basis so that activities in the District shall be staffed at all times.
16. All supervisory personnel will prepare and present a program analysis to the Board of Directors monthly.

Proposed Revision:

Identify a more specific description of a program analysis. Include wording that clarifies quarterly reports to BOD. Reports should be specific to expenditures vs. revenue and should be specific to programs. Reports should reference a connection to yearly Goals and Objectives set by District staff

17. All personnel who purchase items after approval of the District Administrator must present receipts for reimbursement.

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: May 8, 2025

Subject: Updated ARPA Funded Project – Freedom Park

BACKGROUND

NHRPD was selected by former Supervisor Sue Frost’s office to receive a second allocation of American Rescue Plan Act (ARPA) funding in the amount of \$411,000. To receive the funds, our District needed to apply for economic relief from the losses incurred during the COVID shutdown period, or apply for a project that would benefit an underserved community within the District. Staff chose that option and submitted a project entry form to repair and replace aging play structures and amenities at Freedom Park.

DISCUSSION

The additional grant funds will be allocated on a reimbursement basis. In other words, NHRPD would expend the funds, then apply for reimbursement upon completion of the project. We have until December, 2026 to complete the project, but our goal would be to work for completion of the project by October, 2025. With the Sierra Creek project entering into the construction phase within the next several months, as well as completing the Planehaven project by the end of June, 2025, staff is recommending the Freedom Park project begin in July, 2025. At the June 12 Board of Directors meeting, staff will share with the Board visual displays of the priorities listed below.

These priorities were identified after extensive community outreach over the last several months:

Swing Set

Expression: 28

Accessible: 22

Splash Pad Modifications

Jet Plane sprayer: 46

Fountain on Post: 35

Priority to Replace/Repair

Missing Blue Slide: 63

Update Spring Toys: 24

Priority for Infrastructure

Bathroom Remodel: 33

Replace damaged benches: 16

Priority for Exercise

Upgrade Basketball Court with new poles, hoops, and restripe for pickleball too: 49

Adult Exercise Equipment options: 28

RECOMMENDATION

Information only, as the Board approved accepting the funding for the Freedom Park project in July, 2024.

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: May 8, 2025

Subject: A Resolution of the North Highlands Recreation and Park District's Board of Directors Authorizing the Levy of Special Taxes Within Community Facilities District No. 2016-01 (Elverta Park) for Fiscal Year 2025-2026.

Background:

Each year the Board of Directors of the North Highlands Recreation and Park District is Required to take formal action approving a Resolution authorizing the collection of special taxes for the Community Facilities District (CFD 2016-01) also known as Elverta Park Subdivision.

Discussion:

The special tax shall continue to be collected in the same manner as ordinary ad valorem taxes. A certified copy of this Resolution and the Report shall be transmitted to the Sacramento County Auditor.

Recommendation:

It is recommended that the Board of Directors of the North Highlands Recreation and Park District adopt Resolution 643 on the 8th day of May, 2025.

RESOLUTION NO. 643

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NORTH HIGHLANDS RECREATION AND PARK DISTRICT
AUTHORIZING THE LEVY OF SPECIAL TAXES WITHIN
COMMUNITY FACILITIES DISTRICT NO. 2016-01 (ELVERTA PARK)
FOR FISCAL YEAR 2025-26**

WHEREAS the Board of Directors (the "Board") of the North Highlands Recreation and Park District (the "District"), previously established Community Facilities District No. 2016-01 (Elverta Park) ("CFD 2016-01") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended, commencing with Government Code Section 53311 (the "Act"); and

WHEREAS the Board, acting as the legislative body of CFD 2016-01, is authorized pursuant to Resolution No. 554 (the "Resolution of Formation") and Ordinance No. 1 adopted by the Board on May 12, 2016, (the "Ordinance") to levy a special tax sufficient to pay certain costs of the Services and Incidental Expenses (as defined in the Resolution of Formation); and

WHEREAS it is now necessary and appropriate that this Board provide for the levy and collection of the special taxes for the Fiscal Year 2025-26 for the purpose specified in the Resolution of Formation and the Ordinance, by the adoption of a resolution as specified by the Act and the Ordinance; and

WHEREAS the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The foregoing recitals are true and correct.

Section 2. The special tax is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

Section 3. In accordance with the Act and the Ordinance, there is hereby levied upon the parcels within the District which are not otherwise exempt from taxation under the Act or the Ordinance special taxes for the Fiscal Year 2025-26 at the developed property special tax rate of \$622.31 per residential unit, which special tax rates do not exceed the maximum special tax rates set forth in the Ordinance. After adoption of this Resolution, the District Administrator, or designee, may make any necessary modifications to these special taxes to correct any errors, omissions or inconsistencies in the listing or categorization of parcels to be taxes or in the amount to be charged to any category of parcels; provided, however, that any such modifications shall not result in an increase in the special tax applicable to any category of parcels and is made prior to the submission of the tax rolls to the Sacramento County Auditor.

Section 4. All of the collections of the special tax shall be used only as provided for in the Act and the Resolution of Formation. The special tax shall be levied only so long as needed to accomplish the purposes described in the Resolution of Formation.

Section 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes except as such procedure may be modified by law and by this Board.

Section 6. The District Administrator is hereby authorized and directed to transmit a certified copy of this Resolution and the Report to the Sacramento County Auditor, together with other supporting documentation as may be required to place said special taxes on the secured property tax roll for the Fiscal Year 2025-26, and to perform all other acts which are required by the Act, the Ordinance, or by law in order to accomplish the purpose of this Resolution.

PASSED AND ADOPTED by the Board of Directors of North Highlands Recreation and Park District at a regular meeting of said Board held on the 8th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair of the Board of Directors
North Highlands Recreation and Park District

ATTEST:

Secretary of the Board of Directors
North Highlands Recreation and Park District

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: May 8, 2025

Subject: A Resolution of the North Highlands Recreation and Park District's Board of Directors Declaring Certain Real Property (Ridgepoint Parcel) Exempt Surplus Land

Discussion:

The Surplus Land Act, Government Code section 54220 et seq., requires that a local agency take formal action in a regular public meeting to declare land that is not necessary for the agency's use as either non-exempt or exempt surplus land, to identify the specific exemption when land is deemed to be exempt surplus land, and to submit such action for approval by the California Department of Housing and Community Development. As the District is contemplating the sale of a surplus portion of Ridgepoint Park to Twins Unified School District, the District must declare that the land that is not necessary for the District's use and classify the property as either non-exempt or exempt surplus land. Pursuant to Government Code section 54221(f)(1)(D), the attached resolution finds that the proposed sale of the portion of Ridgepoint Park to Twins Unified School District is exempt surplus land as an inter-agency transfer for an existing public use.

Recommendation:

It is recommended that the Board of Directors of the North Highlands Recreation and Park District adopt Resolution 644 on the 8th day of May, 2025.

RESOLUTION NO. 644

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NORTH HIGHLANDS RECREATION AND PARK DISTRICT DECLARING CERTAIN
REAL PROPERTY EXEMPT SURPLUS LAND**

WHEREAS, Public Resources Code section 5786.1 authorizes the Board of Directors to dispose of real property that is no longer necessary for district purposes;

WHEREAS, the North Highlands Recreation and Park District (“District”) is the fee simple owner of certain real property designated as Sacramento County Assessor’s Parcel Number 219-0042-028 (the “District Property”), more particularly described in **Exhibit A**;

WHEREAS, the Surplus Land Act (the “Act”), codified in California Government Code sections 54220 and following, defines “surplus land” as land owned in fee by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use;

WHEREAS, the Act requires District to formally declare District-owned properties as “surplus land” or “exempt surplus land” prior to taking action to dispose of such properties;

WHEREAS, section 54221(f)(1)(D) of the Act provides that a property which is transferred by a local agency to another local agency for that agency’s use shall be deemed exempt surplus land under the Act;

WHEREAS, District acquired the District Property from the Placer Savings and Loan Association by Grant Deed, dated April 27, 1984, to establish and maintain what is now referred to as Ridgpoint Park;

WHEREAS, Twin Rivers Unified School District (“Twin Rivers”) is the fee simple owner of certain real property designated as Sacramento County Assessor’s Parcel Number 219-0042-030 (“Twin River Property”), which is adjacent to the District Property and maintained as Ridgpoint Elementary School;

WHEREAS, District and Twin Rivers have an agreement for Ridgpoint Elementary School to utilize a portion of the District Property for the school’s playground;

WHEREAS, Twin Rivers wishes to expand its use of the portion of the District Property to incorporate classroom facilities and has requested to purchase the portion of District Property from District;

WHEREAS, District and Twin Rivers have agreed in principal to the sale of the portion of District Property and intend on entering into an agreement for a lot line adjustment between the District Property and the Twin River Property;

WHEREAS, the contemplated lot line adjustment is described in Exhibit B and, upon the execution of the agreement, will be recorded with the Sacramento County Recorder’s Office;

WHEREAS, the District Property does not fall within any of the characteristics of Government Code section 54221, subdivision (f)(2);

WHEREAS, Section 54222.3 of the Act provides that the District may dispose of property declared exempt surplus land without further compliance with the requirements of the Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of North Highlands Recreation and Park District as follows:

1. The Board of Directors hereby declares that the Property is exempt from the Act as exempt surplus land pursuant to Government Code 54221(f)(1)(D), based on the findings contained in this Resolution; specifically, that the portion of the District Property will be transferred to Twin Rivers Unified School District for its use.
2. The Board of Directors authorizes and directs the District Administrator and District legal counsel to take such other actions as necessary or appropriate to comply with the Act.

PASSED AND ADOPTED by the Board of Directors of the North Highlands Recreation and Park District on the 8th day of May 2025, by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

By: _____
 Joanna McVay
 Chairperson, Board of Directors
 North Highlands Recreation and Park
 District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of North Highlands Recreation and Park District at a regular meeting hereof held on the 8th day of May 2025.

(SEAL) By: _____
 Zach Freels
 Secretary
 North Highlands Recreation and Park
 District

EXHIBIT A

ALL THAT CERTAIN REAL PROPERTY LOCATED IN THE UNINCORPORATED AREA OF THE COUNTY OF SACRAMENTO, STATE OF CALIFORNIA; BEING A PORTION OF PARCEL 'C' OF THAT CERTAIN PARCEL MAP, FILED FOR RECORD IN BOOK 54 OF PARCEL MAPS, PAGE 17, SACRAMENTO COUNTY RECORDS; DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH BEARS THE FOLLOWING SEVEN COURSES FROM THE INTERSECTION OF THE CENTERLINES OF SPRIG DRIVE AND ELKHORN BOULEVARD AS SAID INTERSECTION IS SHOWN ON THE PLAT OF PEPPERWOOD UNIT NO. 1, FILED IN BOOK 155 OF MAPS, PAGE 12, COUNTY OF SACRAMENTO RECORDS: (1) N 88°15'04" E 228.40 FT.; (2) ON THE ARC OF A TANGENT 2,000.00 FT. RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 09°05'30", FOR AN ARC LENGTH OF 317.36 FT.; (3) N 07°20'34" E 250.00 FT.; (4) ON THE ARC OF A 1,000.00 FT. RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 24°03'35", FOR AN ARC LENGTH OF 419.92 FT.; (5) N 16°43'01" W 351.85 FT.; (6) ON THE ARC OF A 1,000.00 FT. RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 10°46'52", FOR AN ARC LENGTH OF 188.17 FT.; AND (7) N 27°29'53" W 659.85 FT. TO THE POINT OF BEGINNING; THENCE LEAVING SAID POINT OF BEGINNING ON THE FOLLOWING THIRTEEN COURSES: (1) S 62°30'07" W 158.08 FT.; (2) ON THE ARC OF A TANGENT 800.00 FT. RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 13°04'21", FOR AN ARC LENGTH OF 182.53 FT.; (3) N 14°25'32" W 213.01 FT.; (4) N 47°15'45" W 26.82 FT.; (5) N 41°13'24" W 28.77 FT.; (6) N 05°23'17" W 549.14 FT.; (7) N 88°55'31" E 347.52 FT.; (8) S 01°04'29" E 215.92 FT.; (9) S 33°59'28" E 233.45 FT.; (10) S 66°32'18" E 212.91 FT.; (11) S 37°32'10" E 30.00 FT.; (12) ON THE ARC OF A NON-TANGENT 1,000.00 FT. RADIUS CURVE TO THE RIGHT, THE CENTER OF WHICH BEARS N 37°32'10" W, THROUGH A CENTRAL ANGLE OF 10°02'17", FOR AN ARC LENGTH OF 175.20 FT.; AND (13) S 62°30'07" W 106.50 FT. TO THE POINT OF BEGINNING.

SUBJECT TO A ROAD RIGHT-OF-WAY AS GRANTED TO THE COUNTY OF SACRAMENTO BY THAT CERTAIN DEED FILED FOR RECORD IN BOOK 840507, OFFICIAL RECORDS, PAGE 720, COUNTY OF SACRAMENTO RECORDS.

CONTAINING 6.00 +/- ACRES (NET), MORE OR LESS.

EXHIBIT B

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: May 8, 2025

Subject: Request from Aerospace Museum of California

Background

This report provides background and context regarding a request from the Aerospace Museum to acquire approximately one (1) acre of land currently held by the North Highlands Recreation and Park District. The proposed parcel would support the construction of a maintenance facility to serve the Museum's operations at McClellan Park. This request must comply with existing federal land use and conveyance restrictions originally established during the base closure process.

In 2005, the County of Sacramento facilitated a land conveyance to the McClellan Aviation Museum Foundation that allowed for the establishment of a permanent museum site within Freedom Park. At that time, the North Highlands Recreation and Park District (the District) was the recipient of Public Benefit Conveyance (PBC) property through the U.S. Department of the Interior, as part of the federal base closure process. The District's PBC included portions of Freedom Park designated for recreational and public use.

Federal regulations under the PBC process do not permit direct transfer of District land to third parties. Therefore, in 2005, the District relinquished a portion of its parcel back to the County, which subsequently conveyed it to the Museum. The County acted as intermediary to comply with the federal Economic Development Conveyance (EDC) process governing McClellan Park.

Current Request and Process

The Aerospace Museum of California is now requesting an additional one (1) acre parcel of land to support construction of a maintenance building on or near their existing site.

The requested parcel is currently controlled by the District as part of its remaining Freedom Park holdings.

As with the original 2005 transaction, federal law prohibits the District from directly deeding this land to the Museum. Instead, the District would need to formally relinquish this parcel back to the County, subject to approval by the U.S. Department of the Interior. The County, acting under its EDC authority, could then deed the land to the Museum.

Land Use and Legal Restrictions

The original conveyance and any new transfers are governed by strict land use restrictions under the PBC and EDC programs. These restrictions prohibit certain commercial, industrial, and social service-related uses, and require the property to support public benefit and compatible community development. All transfers must be approved by the federal government and documented with appropriate deeds, covenants, and land use limitations consistent with McClellan Park's base reuse plan.

Recommendation and Next Steps

District staff requests Board consideration of the Museum's proposal. If supported, staff will initiate the formal process to relinquish the identified one-acre parcel to the County. The County would then coordinate with the Department of the Interior to seek approval for the reconfiguration of the District's PBC parcel. Once approved, the County could convey the land to the Museum, subject to standard lease-purchase and land use restrictions.

The parcel in question is not part of the main Freedom Park layout. It is maintained twice yearly by District staff for weed and tall grass abatement. This transaction would help ensure the Museum's continued development and operational capacity, in alignment with the long-term vision for McClellan Park as a hub for education, tourism, and community engagement. It will also solidify an already strong and growing partnership and collaboration between NHRPD and the Museum, which will have a positive impact on our residents and park users.



Tom Jones
President & CEO
Aerospace Museum of California Foundation
3200 Freedom Park Drive
McClellan, CA 95652
Director@AerospaceCA.org
916-717-3038 (m)
916-564-3250 (o)

February 21, 2025

North Highlands Recreation and Park District
Attention: Scott Graham
District Administrator
North Highlands Recreation and Park District
6040 Watt Avenue, North Highlands, CA 95660

Subject: Grant Transfer of Land Parcel – APN: 21503001020000 (Northwesternmost Corner)

Dear North Highlands Recreation and Park District Board,

On behalf of the Aerospace Museum of California Foundation (the “Museum”), I would like to express our sincere appreciation to the North Highlands Recreation and Park District (“NHRPD”) for its commitment to the preservation and enhancement of public lands for community enrichment. The Aerospace Museum is grateful for the opportunity to formally request a grant transfer of the northwesternmost corner of Sacramento County APN: 21503001020000, as highlighted on page 3 in the attached map.

This transfer represents a reduction in workload and expense for NHRPD and a significant step toward expanding the Museum’s capabilities in providing premier aerospace exhibits, educational programs, and community engagement opportunities. The Museum has been dedicated to fostering Science, Technology, Engineering, Arts, and Mathematics (STEAM) education, benefiting over 50,000 students and 110,000 visitors annually. With this additional parcel of currently unused land, the museum will be able to further enhance our offerings, improve visitor access to numerous exhibits, and strengthen our mission of inspiring future generations through aerospace history and innovation.

This grant transfer would be facilitated to better serve the interests of the regional community while ensuring that the land is used in a manner that aligns with its intended purpose. The



Museum is committed to preserving the integrity of the parcel and incorporating it into our educational and public engagement initiatives.

We appreciate the efforts of NHRPD and Sacramento County in facilitating this process and look forward to working collaboratively to ensure a smooth transition. If any further documentation or formalities are required to complete the transfer, please do not hesitate to inform me.

Thank you once again for your generosity and support of the Aerospace Museum of California Foundation's mission. We look forward to strengthening our partnership and enhancing the region's educational and cultural landscape.

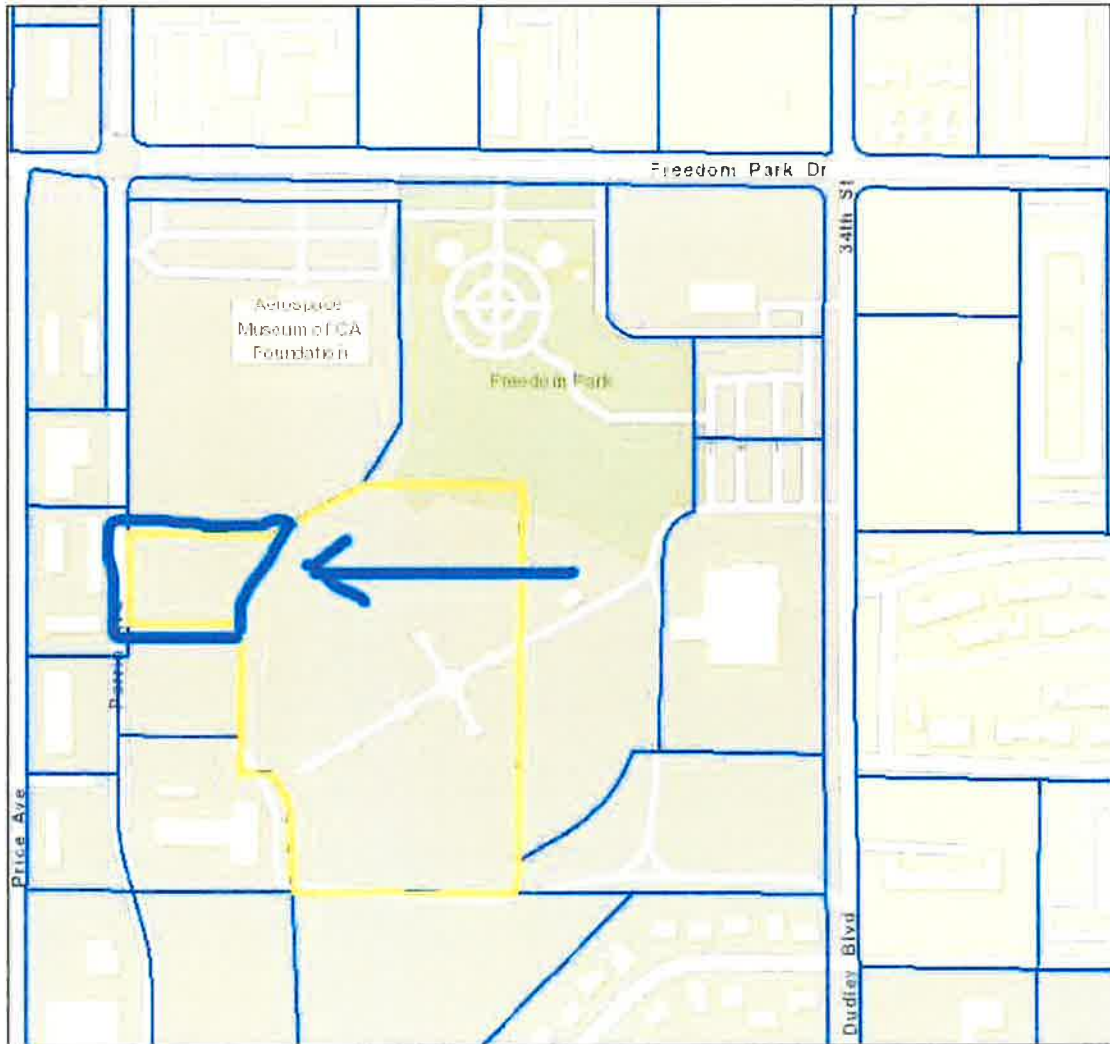
Sincerely,

Tom Jones

Tom Jones
President & CEO
Aerospace Museum of California Foundation
3200 Freedom Park Drive
McClellan, CA 95652
Director@AerospaceCA.org
916-717-3038 (m)
916-564-3250 (o)



SACRAMENTO COUNTY APN 21503001020000 Print date: 9/08/2022



1" = 297'

Independent verification of all data contained on this map product should be obtained by any user thereof. The County of Sacramento does not warrant the accuracy or completeness of this map product and therefore disclaims all liability for its fitness of use.

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, District Administrator

Subject: Proposal from Twin Rivers Unified School District (TRUSD) Police Department to Provide Park Security Services.

Background:

TRUSD Police Department has proposed providing daily park patrol services across three park districts: North Highlands RPD, Rio Linda Elverta RPD and Arcade Creek RPD. This would be a shared service model involving cost distribution among the participating agencies.

Discussion:

- **Staffing**
 - One TRUSD officer per day, dedicated to patrolling 25 parks across the three districts.
 - Officers would work 8-hour shifts.
 - All TRUSD officers would rotate through park assignments.
- **Annual Cost**
 - \$210,000 annually, plus incidental expenses (TBD).
 - Rio Linda RPD has committed \$95,000 per year towards the cost.
 - Remaining \$115,000 to be split between NHRPD and Arcade Creek RPD.
- **TRUSD Use of Funds**
 - Funds would support hiring one new officer, but existing staff would rotate on park duty.
 - Chief Lugo noted, (unsolicited) that 50% of current officers are not in favor of taking on park patrols during a recent presentation to the three District Administrators.

Comparison with Current Service:

- **Current Provider:** Private security firm
- **Annual Cost:** ~\$68,000
- **Performance:** Rated satisfactory to good
- **Limitations:** No law enforcement authority; limited deterrent impact

Key Considerations:

- **Cost Increase:** New model is over three times the cost of current service.
- **Level of Service:** Would provide sworn officer presence; enhanced enforcement authority. However, one officer spread over 25 parks would not equal the four hours per day of patrols our current private security firm provides.
- **Staff Buy-In:** Internal resistance within TRUSD PD may impact consistency.
- **Control & Oversight:** TRUSD officers would not be directly supervised by park districts.
- **Funding Split:** NHRPD's portion would depend on Arcade Creek's contribution.

Recommendation

1. Engage further with TRUSD and partner districts to refine service terms and finalize cost share.
2. Maintain current private security contract for cost efficiency and stable performance.
3. Explore alternative public safety models. At the Board's direction, staff could post a Request for Proposal in the next 8 weeks to determine if other security agencies would be interested in providing park security for NHRPD.

North Highlands Recreation and Park District
Board Agenda

TO: Joanna McVay, Chairperson
Board of Directors

FROM: Scott Graham, Administrator

DATE: May 8, 2025

SUBJECT: Proposed Ethics Policy

Background:

The proposed Ethics Policy formalizes standards of ethical behavior and establishes clear training requirements for Directors and the District Administrator. The policy supports the District's commitment to transparency, integrity, and accountability in public service.

Key Components of the Draft Policy:

1. Mandatory Ethics Training (Article II):

- Training required for all Directors and the District Administrator under Government Code §§ 53234–53235.2.
- Must be completed within one year of assuming office and every two years thereafter.
- Curriculum includes laws on conflicts of interest, gift limitations, public transparency, and fair process.
- Training may be completed via approved in-person, online, or self-study formats.
- Documentation of completion is required and must be maintained by the District's Office Manager.

2. Ethics Guidelines for Directors (Article III):

- Reaffirms duties to uphold the law and public trust, including compliance with conflict of interest laws, open meeting laws, and financial disclosure requirements.

- Emphasizes fair and equal treatment of the public and appropriate use of District resources.
- Prohibits misuse of confidential information, political solicitation using District resources, and improper influence over District processes.
- Establishes a one-year “revolving door” policy limiting post-service representation for compensation on District matters.
- Encourages Directors to report improper activities while protecting whistleblowers from retaliation.

3. Definitions (Article I):

- Clarifies terms used throughout the policy, such as “District resources,” “conflict of interest,” “official capacity,” and “designated employee.”
- Helps ensure shared understanding and consistent application of the policy provisions.

4. Scope and Applicability:

- Confirms that the policy applies to all current Directors and the District Administrator.
- Reinforces that this policy is complementary to state law and existing District policies, not a substitute.

5. Enforcement and Compliance:

- Encourages voluntary compliance through education and guidance.
- Provides that violations may be addressed through public censure, formal reprimand, or referral to appropriate legal authorities.
- Emphasizes that enforcement should be fair, consistent, and not politically motivated.

6. Policy Review and Updates:

- Calls for periodic review of the Ethics Policy to ensure alignment with current law and best practices.
- Suggests that staff or Counsel propose updates as needed, with final approval by the Board.

Next Steps:

Staff recommends the Board provide feedback on the proposed policy and consider scheduling its adoption at a future meeting following any revisions or requested changes.

Attachment:

Draft Ethics Policy (9 pages)

POLICY TITLE: ETHICS POLICY

POLICY NUMBER: _____

I. PURPOSE

The policy of the North Highlands Recreation and Park District is to maintain the highest standards of ethics from its Directors and employees. The proper operation of the District requires that decisions and policy be made in the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Directors and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties.

This policy contains two parts. The first part addresses mandated ethics training requirements for Directors and the District Administrator. The second part of this policy sets ethics standards for Directors.

The primary purpose of the ethics training policy (Article II) is to ensure that all District Directors and the District Administrator comply with the ethics training and reporting mandates imposed by Government Code sections 53234 through 53235.2.

The primary purpose of the ethics guidelines for Directors (Article III) is to set forth the minimum ethical standards to be followed by the Board of Directors of the North Highlands Recreation and Park District. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Directors' conduct, and (3) improve ethical decision making and values-based management.

Recommended Revision: Add a section mandating reporting to the FPPC of any non-compliance by the Administrator.

II. MANDATORY ETHICS TRAINING

2.1 Positions Requiring Training

Ethics training is required for all Directors. (Government Code section 53235, subd. (a).) The District Administrator will be required to receive ethics training. (Government Code section 53234 subdivision (c)(2).) Collectively, Directors and the District Administrator are the District's "Covered Officials" under this policy. The Board encourages all other District employees to receive ethics training, although such training is not a legal requirement.

Recommended Revision: Clarify that Form 700 and Ethics training are mandated under AB 1234. Clarify that the Board recommends all other employees to receive ethics training as required under AB 1234.

2.2 Training Curriculum

The required ethics training must cover general ethics principles and ethics laws relevant to the Covered Officials' public service. All Covered Officials must receive ethics training in the following topics relevant to the service to the District:

- a) Laws relating to personal financial gain by public servants, such as prohibitions on conflict of interest and bribery;
- b) Laws relating to the privileges of office, such as limitations on personal receipt of gifts and travel, use of public resources, mass-mailing restrictions, and prohibitions on gifts of public funds;
- c) Government transparency laws, such as the Brown Act, the Public Records Act, and financial interest disclosure laws; and
- d) Laws relating to fair public process, such as due process and competitive bidding requirements, bias prohibitions, and incompatible office restrictions.

Covered Officials may fulfill their required ethics training obligations by participating in any approved form of training, including but not limited to seminars, webinars, group or individual training, or self-study at home, in-person, or on-line. If self-study courses are used, a test component must be included. (Government Code section 53235, subd. (d).)

2.3 Frequency of Training

Every two years, all Covered Officials must receive at least two hours of ethics training that complies with the requirements of Article 2.2. (Government Code section 53235, subd. (b).) All Covered Officials may take more than two hours of training every two years and the Board encourages all Covered Officials to obtain more than the required minimum training.

Newly elected or appointed Covered Officials must complete their first two hours of ethics training within one year after taking office. After completing the initial training requirement, Covered Officials must receive a minimum of two hours of ethics training every two years for as long as they remain in office.

Recommended Revisions: Require newly elected or appointed Covered Officials to complete the first two hours of ethics training within 6 months after taking office.

2.4 Training Documentation

Compliance with the Government Code sections 53234 through 53235.2 ethics training requirements must be documented. The person or entity providing the training must provide a proof of participation to the Covered Official. (Government Code section 53235, subd. (e).) The District will also keep records of its Covered Officials' dates of participation in ethics training and the person or entity providing the training for five years. (Government Code section 53235.2, subd. (a).) The District's Office Manager will maintain the ethics training records. All Covered Officials must submit a copy of their proof of participation

in all ethics training completed to the District's Office Manager within 30 days of completing any ethics training. All ethics training policies and attendance records are public records subject to disclosure under the California Public Records Act. (Government Code section 53235.2, subd. (b).)

2.5 Miscellaneous Training Rules

The District will inform its Covered Officials of available ethics training opportunities at least once annually. (Government Code section 53235, subd. (f).)

It is the responsibility of each Covered Official to ensure his or her compliance with this Policy, including selecting the ethics training courses and securing and submitting the ethics training documentation to the District's Office Manager as required in Article 2.4.

If a Covered Official holds more than one position covered by the ethics training mandate, he or she need only complete the minimum two hours every two years to comply. (Government Code section 53235.1, subd. (c).) If a Covered Official wishes to receive District credit for ethics training completed on behalf of another agency, they should submit the relevant documentation to the District's Office Manager.

III. ETHICS GUIDELINES FOR DIRECTORS

3.1 Responsibilities of Public Office

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure, and open government laws. Directors will work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work, or if doing so would be contrary to the best interests of the District.

(Article 20, section 3 of the California Constitution; Government Code section 1360.)

3.2 Fair and Equal Treatment

Directors will not, in the performance of their official functions, discriminate against any person on the basis of race, sex, color, national origin, ancestry, disability, or any other protected class under federal, state, or local laws. A Director will not grant any special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

(See, e.g., Article 1, section 31 of the California Constitution; Age Discrimination in Employment Act of 1967 (29 U.S.C. sections 621 and following); Americans with Disabilities Act of 1990 (42 U.S.C. sections 12101 and following); California Fair Employment and Housing Act (Government Code sections 12900 and following and Chapter 5 of Title 47,

U.S.C.); Rehabilitation Act of 1973 (29 U.S.C. sections 701 and following); Title VII of the Civil Rights Act of 1964 (42 U.S.C. sections 2000e and following).)

3.3 Proper Use and Safeguarding of District Property and Resources

Except as specifically authorized, a Director will not use or permit the use of District-owned vehicles, equipment, telephones, materials, or property for personal convenience or profit. A Director will not ask or require a District employee to perform services for the personal convenience or profit of a Director or employee. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Directors are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with District Policy 4130 Reimbursement of Expenses.

(Article 16, section 6 of the California Constitution; Government Code sections 8314 and 53232.3; Penal Code section 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.)

3.4 Use of Confidential Information

- a) A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- b) This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District or an elected official or employee, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Director will first bring the matter to the attention of either the Chairperson of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.
- c) A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(Government Code section 54963.)

3.5 Conflict of Interest

- a) A Director will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Director's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation, or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 and following, relating to conflicts of interest. Generally, a Director has a disqualifying financial interest in a matter if a Board decision would have a reasonably foreseeable material financial effect (as defined by the Fair Political Practices Commission ("FPPC") regulations) on the Director, or his or her immediate family, that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment of \$2,000 or more, (b) real property in which the Director has a direct or indirect interest worth \$2,000 or more, (c) a source of income of the Director amounting to a total of \$500 or more within 12 months before the Board decision, (d) a source of gifts to the Director amounting to \$590 or more within 12 months before the Board decision, or (e) a business entity in which the Director holds a position as a director, officer, partner, trustee, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. The dollar limitations referred to in this section are adjusted from time to time by the FPPC, and any such adjustment shall automatically be incorporated into this policy when made effective by the FPPC.

(Government Code sections 87100 and following.)

- b) If a Director believes that he or she may be disqualified from participation in the discussion, deliberations, or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District Administrator and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the District Administrator and the District's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will

not participate in the discussion, deliberation, or vote on the matter for which a conflict of interests exist, which will be so noted in the Board minutes and (2) will leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters (e.g., the consent calendar), in which case the Director will identify the nature of the conflict and not vote on the specified item. If the item is agendaized for discussion and possible action, the Director may speak on his or her personal interests in the matter during the time the general public speaks on the issue but must leave the room during Board discussion and action on that item.

- c) A Director will not recommend the employment of a relative to the District. In addition, a Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.
- d) A Director who knowingly asks for, accepts, or agrees to receive any gift reward, or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

(Government Code sections 1090 and following, 81000 and following, and 87105; Penal Code sections 68 and 70.)

3.6 Filing of Statement of Economic Interests

Pursuant to the Fair Political Practices Act and FPPC regulations, Directors shall, within 30 days of assuming office, file a Statement of Economic Interests disclosing the Director's investments and the Director's interests in real property held on the date that they assume office, and income received during the 12 months before assuming office. Each year, at a time specified by the FPPC's regulations, Directors shall file a subsequent Statement of Economic Interests. Any Director that leaves their office, prior to the completion of their term, shall file a Statement of Economic Interests within 30 days of their leaving of office. It is the responsibility of each Director to submit a Statement of Economic Interests.

(Government Code sections 87200 and following.)

3.7 Soliciting Political Contributions

Directors are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Director will not accept, solicit, or direct a political contribution from (a) District employees, officers, consultants, or contractors, or (b) any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

(Government Code section 3205.)

3.8 Incompatible Offices and "Revolving Door" Policy

- a) Any Director appointed or elected to a public office of another public entity, the

duties of which may require action contradictory or inconsistent with the interest of the first entity (as determined under applicable law), is deemed to have vacated his or her office with the District upon taking the second, incompatible office.

- b) For a period of one year after leaving office, Directors will not represent for compensation non-governmental entities before the District with regard to any issues over which that Director had decision-making authority during the three years prior to leaving office.
- c) For purposes of this section, “represent” will mean for compensation to actively support or oppose a particular decision in a proceeding by lobbying in person the officers or employees of the District or otherwise acting to influence the officers of the District.
- d) These restrictions will not apply to representation of not-for-profit charitable entities before the District.
- e) Nothing in this section is intended or will be applied to prevent a former Director from participating in meetings of the Board in the same manner as other members of the public. (See, for example, Government Code section 54954.3.)

(Government Code sections 1099 and 87406.3; see also, 73 Ops.Cal.Atty.Gen. 357 (1990).)

3.9 Improper Activities and the Reporting of Such Activities; Protection of “Whistle Blowers”

- a) The District Administrator has primary responsibility for (1) ensuring compliance with the District’s Policy and Procedures Manual and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the District Administrator is operating the District according to law and the policies approved by the Board. Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the District Administrator, to the extent not expressly prohibited by law, improper activities within their knowledge. Directors will not interfere with the District Administrator’s responsibilities in identifying, investigating, and correcting improper activities, unless the Board determines that the District Administrator is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the District Administrator.
- b) A Director will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the District Administrator or the Board any information that, if true, would constitute: a work-related violation by a Director or District employee of

any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Director or District employee.

- c) A Director will not use or threaten to use any official authority or influence to effect any action as a reprisal against another Director or District employee who reports or otherwise brings to the attention of the District Administrator any information regarding the subjects described in this section.

- d) Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the District Administrator or (2) a Director, if the complaint involves the conduct of the District Administrator, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the District Administrator (or the Board in the case of a complaint against the District Administrator) will take appropriate action consistent with the District's Policy and Procedures Manual, related human resources policies and procedures, and applicable law.

(Labor Code section 1102.5, and following, and Government Code sections 53298 and 53298.5.)

3.10 Compliance with the Brown Act

Directors, and persons elected but who have not yet assumed office as Directors, will fully comply with the provisions of the Brown Act, the State's open meeting law for public agencies. The Board has adopted Policies (District Policies – 5000 to 5150) to guide the Board in ensuring that Board decisions are made during meetings of the Board that are open to the public in compliance with the Brown Act.

(Government Code sections 54950 and following, and 54952.1 and 54959.)

3.11 Director's Compensation and Expense Reimbursement

Directors will fully comply with the provisions of the "Board Compensation Policy" (District Policy - 4110).

(Government Code sections 53232 and following; Public Resources Code section 5784.15.)

3.12 Changes in Compensation

Changes in the compensation of the Board may be made pursuant to the provisions of the Public Resources Code.

(Public Resources Code section 5784.15.)

3.13 Candidate's Statement

A Director will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Elections Code.

(Elections Code section 13313.)

3.14 Violation of Ethics Guidelines

A perceived violation of the ethics guidelines (Ethics Policy articles 3.0 – 3.7) by a Director should be referred to the Chairperson of the Board or the full Board of Directors for investigation and consideration of any appropriate action warranted. A violation of this Policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Director who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the grand jury.

