

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

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

1. CALL MEETING TO ORDER

2. COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS

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

3. ADMINISTRATOR'S REPORT

- A. Administrator's Report Update
- B. Park and Facility Maintenance Report
- C. Recreation Report

4. CORRESPONDENCE

None

5. REPORTS FROM STANDING COMMITTEES:

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

Facility Development: Chairperson Beau Reynolds; Member Joanna McVay

Personnel and Policy: Chairperson Veya Cummings; Member Beau Reynolds

Programs, Fees, and Charges: Chairperson Joanna McVay; Member Crystal Harding

6. CONSENT CALENDAR

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

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

- A. 2024 Board Of Director Officer Elections Calendar Year
Board action to elect board officer for the 2024 Calendar year.
- B. Freedom Park Softball Complex Lease Negotiation
Board discussion, no action is required.

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 January 11, 2024 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands, CA

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

IMPORTANT INFORMATION

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/89738834344?pwd=lzRdGvQ7D8KjNbO63HX6O4bwzi7x33.1>

Meeting ID: 897 3883 4344

Passcode: nhrrpd

North Highlands Recreation and Park District

Board Agenda

To: Pat Williams, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: December 14, 2023

Subject: Administrator's Report

- A. Park Master Plan
- B. Sierra Creek Design
- C. District Audit
- D. Facility Projects

Master Plan Update

Staff recently sent the second revised draft of the Park Master Plan to the Board for your review and comments. That version was also posted on the District website for community review. After an internal review, staff identified three minor changes in that draft that were forwarded to Karen Folsom. She has completed those changes and I will provide a hard copy of the third version of the Plan to each of you for your final review and suggested corrections. Staff will contact by email all those who attended the three community outreach meetings to invite them to attend the December 14 Board of Directors meeting. Pending any feedback and suggestions from Board and community members at that meeting, the Park Master Plan will be considered final and will be on the January 11 Board agenda for Board acceptance and approval.

Sierra Creek Design Update:

O'Dell Engineering continues to work with the Sacramento County Department of Water Resources in planning for stormwater management and the flood zone limits. Through in-depth modeling, the flood zone is found to far exceed the previous limits and may require the bathroom building to be moved closer to Watt Avenue, to avoid the flood zone. While this work will expedite permitting approvals, it takes time to coordinate with the County on these detailed studies.

2023 District Audit Update

We are awaiting receipt of the final draft for presentation to the Budget, Finance and Audit committee and then the full Board for action at the January 11 Board meeting.

Facility Projects Update

Funding for a new HVAC unit for the Community Center was approved by Board as part of the FY2023/24 budget. The unit was installed Thursday, December 7. In addition to the new HVAC unit installed by Trinity Heating and Air, a locally based company, they also have added upgrades to two units over the office building at a reduced price. The upgrades will improve the efficiency of those units.

Staff is working with Comcast to install internet cables into the gymnasium at Capehart. Currently we rely on Wi Fi hot spots for programming. Hard wired internet access will expand programming, maintenance and operations and building security capabilities at Capehart.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Scott Graham, Administrator
From: Kurtis Secor, Interim Parks and Facilities Superintendent
Date: December 14, 2023
Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

- Staff completed the install of “See Something, Say Something” signs.
- Staff, in coordination with the Recreation team, built a sleigh for the Rockin’ Around North Highlands event. It will also be used at the December 8 and 9 events.
- The maintenance team has started gathering and vacuuming leaves at the parks.
- Restriping took place at both Capehart and Brock parking lots in accordance with ADA standards.
- Staff pruned Mexican Feather Grass on Bing and Elverta.

FACILITY MAINTENANCE UPDATE:

- Staff cleaned the Community Center after a large social event. The renter had paid an additional cleaning fee that allows them to walk away after they take out their decorations and any food or drink left over. Staff is reevaluating the cleaning fee option.
- Staff installed Christmas lights on Community Center and Recreation Center.
- Staff replaced broken ventilation fan in Recreation Center bathroom.

INCIDENT/ACCIDENT REPORT UPDATE:

- On November 15, an unknown subject tagged the bathrooms and concrete pad at Freedom Park. The incident was captured on camera and staff was able to send a picture to the Fulton El Camino Police Department. Staff was able to remove the paint from the concrete pad and paint over the bathroom walls.
- On November 16, a community member complained about a neighbor “planting an orchard” in the floodway behind Karl Rosario Park. Staff alerted the Fulton El Camino Police Department and they issued a trespassing violation to the person who planted the trees.
- During the week of the November 20, two tagging incidents happened at Brock Park and Cherry Blossom Park. Staff submitted a report to the Fulton El Camino Police Department. Both incidents’ staff was able to cover the tagging or remove it.
- On the night of November 28, a neighbor of Strizek Park reached out to staff reporting a fire in the park. An unidentified individual set fire to one of the park trees by lighting a large number of fireworks in the base of the tree, causing the whole interior of the tree to burn. The Fire department put out the fire and Sheriff’s department responded and arrested the suspect.

PARK AND FACILITIES PROJECT PHOTOS:

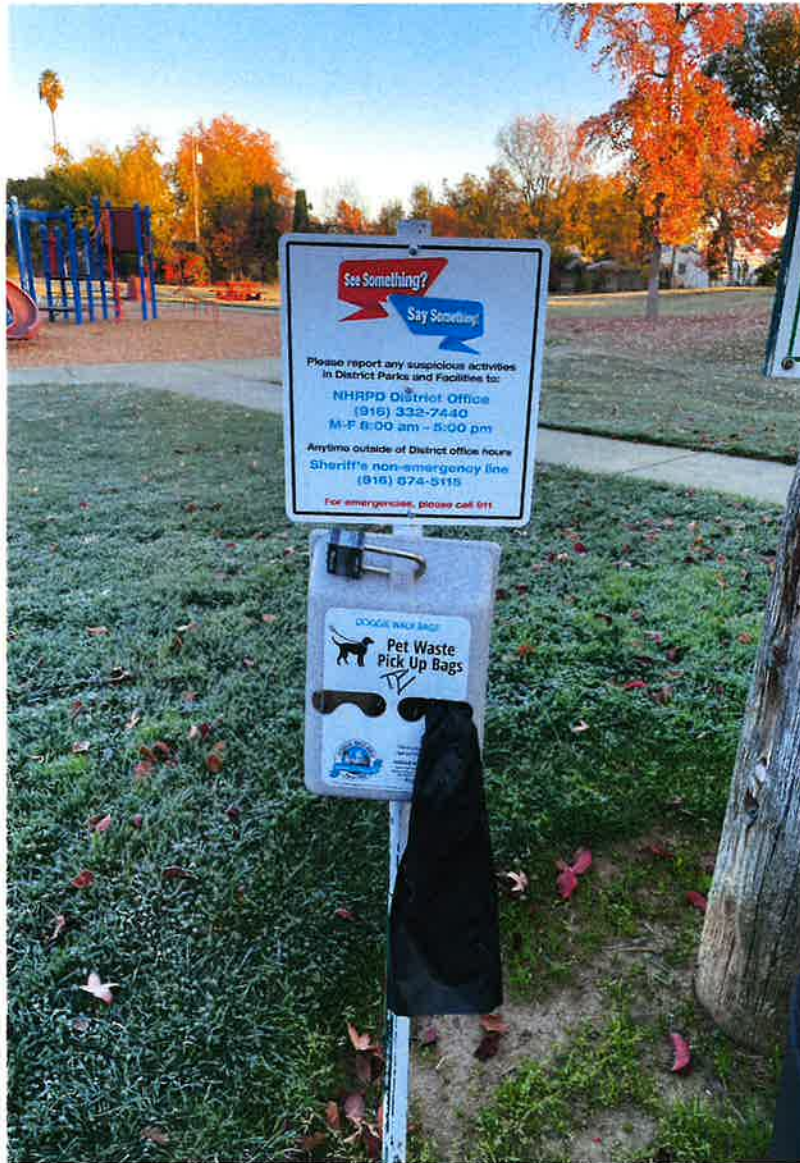
Holiday Sleigh



Freedom Graffiti Cleanup



See Something, Say Something Signs



Trimming Mexican Feather Grass



Karl Rosario Floodway



FEC POP TEAM STAT PROGRAM:

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

Monthly activity report for: North Highlands Park
District, **Reporting Period:** 2023-11-01 to 2023-11-30

	Park Hours:	0
	Drugs:	0
	Weapons:	0
	Alcohol:	0
NTA Issued: 20	Animals:	1
	Vehicle Code:	15
	Probation Violation:	0
	Other:	4
Onsite Arrests:	Drugs:	
	Weapons:	
	Assault/Battery:	
	Sex Crimes:	
	Theft:	
	Probation Violation:	
	Other:	
Calls For Service:		1
Parking Citations:		21
Warrant Arrests:		1
DUI Arrests:		0
Stolen Vehicles:		0
Warnings Issued:		9

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator
FROM: Rachel Robertson, Recreation Superintendent
DATE: December 14, 2023
SUBJECT: Recreation Division Report

Toddler/Youth/Teen Programs

- Flavors of Fall hosted the third and final session of the fall cooking series on November 16. Participants made mash potato balls and cranberry crescent rolls. 14 participants enrolled (10 sponsored by TRUSD).
- LEGO Workshop, under the guidance of a LEGO engineer instructor, instructed participants to build LEGO race tracks and competed against each other for the title of BattleTrack champions. 16 participants (16 sponsored by TRUSD).
- Fall Break Camp was held November 20 - 22 in the Community Center. Campers explored the art of theater, music and dance during the week and engaged in activities such as, Charades, Spoon Puppet Theaters, making their own instruments, and learning about different aspects of cultural dances. A highlight of camp was our special guest, School of Rock, that came to camp and did a 45-minute performance and then held an instrument "petting zoo" where campers were able to ask questions and play their instruments! 52 (20 CJUSD, 20 TRUSD, 12 paid).
- Staff are finalizing plans for a once a week after school program in partnership with Twin Rivers Unified School District at FC Joyce Elementary School. The program would take place on early out Wednesdays to provide an education enriched space with students who are not in the after-school program but need a safe place to be when school gets out early. The program is projected to start in the new year.

Dragon's Den Before and After School Program

- Staff introduced two new clubs to the program: Karate & NASA. In Karate, students practice each week to improve their skills and learn new techniques. NASA Club is all about learning how NASA works and fun facts about space. Participants are able to use our Chromebooks to explore the NASA website and engage with the interactive webpages they have.
- Bulletin Board theme this month focused on Diabetes Awareness Month and Native American Heritage Month by explaining the differences between Type 1 & 2 Diabetes and also highlighted famous figures and their achievements.
- Dragon's Den had a special guest visit on November 15, Science Alliance. The 1st - 3rd graders explored magnets and how they work while the 4th - 6th graders had a course in kitchen chemistry, where they learned about chemical reactions, acids, bases, gas and pressure!

Adult Programs

- Adult Volleyball started a new season on 11/27. (4 teams)
- Turkey Day Flag Football Tournament was cancelled due to low enrollment. Staff have met and discussed options to better enrollment in the future such as collaborating with other adult flag football leagues, offering scrimmages, and lowering the price.

Senior Programs

Bingo

- Bingo averaged about 22 participants.

Harvesttime

- Harvesttime averaged 20 participants.
- Harvesttime celebrated Thanksgiving on 11/16 with a turkey supplied by the recreation division.

Matter of Balance Class

- Participants completed their 8-week session on November 20. (10 participants). Staff are in discussion with Dignity Health of having the program return in the future.

Senior Movies

- The November movie was Book Club: The Next Chapter.
- Senior movie had 5 participants.

Senior Field Trip

- 5 Participants visited Apple Hill on November 8.
- Recreation Coordinator, Chris led this trip in the District van.
- Participants enjoyed visiting multiple farms and shopping and had a group lunch at High Hill Ranch.

Rentals

- Capehart Gym: 10 (10 NR, 0 R)
- Community Center: 6 (5 NR, 1 R)
- Freedom Park: *not in season*
- Recreation Center: 4 (4 NR, 0 R)
- Ridgepoint Gym: 5 (4 NR, 1 R)
- Birthday Parties: 2 (1 NR, 1 R)

Special Events

- Park Spotlight - Mystery Masters @ Larchmont Park on November 4.
 - Participants were given a riddle to solve that required them to look around the park for clues. If they were able to solve it, they would get a goodie bag full of "detective gear."
 - Staff provided fruit and apple cider for participants to have for snacks.
 - The craft table was busy with making "invisible ink" watercolor art and scratch art.

Scholarships

- Three scholarship applicants for the month of November.
- Staff continue to market the opportunity through the Recreation Guide, social media, on the gym bulletin board, website and at resource fairs.

Marketing

- The monthly November newsletter went out on 11/1.
 - 16 new subscribers
 - 36,604 site views! (highest views to date)
- The Winter season of programs and events went live on November 1.
 - Postcards were mailed to every constituent's home in our district.
 - Recreation Guides are printed and available at the front office and will be distributed at events.
 - Generic program and event flyers were distributed to all TRUSD and CJUSD schools in our District .

Community Resources

- Supervisor Frost held a community meeting in the Recreation Center on 11/13.
- Staff attended a Resource Fair at Community Collaborative Charter School on 11/7. The Resource Fair catered to teens.
- Staff attended the North Watt Business Watch meeting on 11/6.

Miscellaneous Updates

- The full-time Recreation division attended a 1 day Fall Forum conference led by California Parks Recreation Society (CPRS) on 11/2.
- Staff attended an inclusive and adaptive Recreation workshop on 11/30.

Dragons Den



LEGO



Cooking



Senior Trip: Apple Hill



Fall Break Camp



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: November 9, 2023

Time: 6:30 p.m. – Regular Meeting

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

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

Members Absent: Veya Cummings

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

Guests Present:

CALL MEETING TO ORDER:

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

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

None

ADMINISTRATOR'S REPORT:

Oral Report by Administrator Scott Graham with Comments from the Board:

Administrator Scott Graham added to his report:

- Scott stated that we have a new job description that was created for the Parks and Facilities Superintendent position and that Recreation Superintendent Rachel Robertson has volunteered to take the reins on the recruitment process, sending out the job announcement to other agencies and adding it to job boards on CPRS, CSDA and CARPD web sites.
- Scott stated that Park Supervisor Kurtis Secor is now serving as Interim Parks and Facilities Superintendent.

Administrator Scott Graham presented park division report with Comments from the Board:

Oral Report by Recreation Superintendent Rachel Robertson with Comments from the Board:

Recreation Superintendent Rachel Robertson added to her report:

- Rachel wanted to thank all the amazing donors that participated in the Halloween Extravaganza:
 - East Sacramento Rotary and Parry & Sons for a generous donation of over 300 pumpkins.
 - Crystal Harding-Jenkins and Patrick Williams for their monetary donation.
 - Parks Department for their hands-on assistance.
- Rachel announced the upcoming events to recruit Board member participation:
 - Breakfast with Santa from 7:30am – 11:30am, Board Member Harding, Williams and Reynolds have committed to help.

- Rachel stated that a volunteer packet has been created and is on the web-site and up at the front desk.

CORRESPONDENCE:

Chairperson stated that this will be under New Businesses.

REPORTS FROM STANDING COMMITTEES:

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

Facility Development: Chairperson Beau Reynolds; Member Joanna McVay

Personnel and Policy: Chairperson Veya Cummings; Member Beau Reynolds

Programs, Fees, and Charges: Chairperson Joanna McVay; Member Crystal Harding

CONSENT CALENDAR

11/1/23

Motion by Board Member Reynolds, seconded by Board Member Harding, to approve the Minutes of the Regular Meeting of October 12, 2023 and payment of the bills for the General Fund and CFD for the month of October, 2023 with comments from the Board.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Sacramento LAFCo – Election of Special District Representative to Sacramento LAFCo -Extension of time
 Administrator Graham went over the correspondence from Sacramento LAFCo.

11/2/23

Motion by Board Member Reynolds made a motion to nominate Board Member McVay for Sacramento LAFCo Special District Commissioner, Board Member Harding seconded.

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

11/3/23

Motion by Board Member McVay, seconded by Board Member Reynolds, to approve of LAFCO distributing electronic ballots to districts in the future and to receive its ballot via e-mail and submit its vote electronically (via fax, email, or scanned ballot).

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

CHAIRPERSON’S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Harding wanted to give respect to Native American Heritage Month and also give remembrance to those lost along the way.

Board Member Harding stated that she's excited that CCAA (Creative Connection Arts Academy) are the winners of North Highlands Narrative.

RECESS:

7:47 p.m. Chairperson Williams announced a short recess before going into a closed session.

CLOSED SESSION:

(7:50 p.m.) Chairperson Williams called the closed session to order.

- A. Closed session for real property negotiations (Property: Freedom Park Softball Complex Lease, Agency Negotiators: District Administrator, Negotiating Parties: Lance and Stephanie Oliver, Under Negotiation: Price and terms of payment).

ADJOURNMENT

Chairperson Williams stated that there wasn't any reportable information from the Closed Session Meeting and that the meeting was adjourned at 8:39 p.m. Chairperson Williams then adjourned the Regular Board Meeting at 8:40 p.m.

DATE, TIME, AND PLACE OF MEETING

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

Signature

Signature

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT DECEMBER 2023
(Bills paid in November 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
	<u>BENEFITS</u>			
1210	Retirement	Voya	Nov-23	\$ 5,326.55
1210	" " "	Voya	Dec-23	\$ 8,010.72
1230	Insurance	California Choice	Dec-23	\$ 9,978.23
1230	" " "	CoPower	Dec-23	\$ 1,026.00
1240	Workers' Comp	CAPRI	Final Payroll for FY2022/23	\$ 3,464.25
	Total			27,805.75

SERVICES & SUPPLIES

2035	Educa/Training	USBank	PayPal(CPRS Conf.)	\$ 220.00
2039	Empl Trans	Kersevan, C.	October 2023 Mileage	\$ 35.57
2039	" " "	Luu, E	October 2023 Mileage	\$ 22.86
2039	" " "	Thayer, K.	October 2023 Mileage	\$ 54.37
2076	Office Sup	Caltronics	Copies	\$ 206.09
2076	" " "	Pacific Office	Riso Graph Ink and Masters	\$ 213.40
2076	" " "	Walkers	Color Paper	\$ 141.64
2076	" " "	Walkers	File Folders	\$ 138.61
2076	" " "	Walkers	Furniture	\$ 1,391.13
2076	" " "	Walkers	Supplies	\$ 50.41
2076	" " "	USBank	Amazon,Walmart,Staples(FileCabinet,Sup)	\$ 115.23
2076	" " "	Walkers	Supplies	\$ 86.18
2081	Postage	Rocket Design	Postcard mailing	\$ 5,682.93
2081	" " "	USBank	USPostal (Postage)	\$ 26.31
2085	Printing	USBank	Dazzle(Brochure)	\$ 682.36
2111	Bldg Maint. Service	USBank	Locksmith(KeySupplies)	\$ 150.43
2112	Bldg Maint. Supplies	USBank	Walmart(Supplies)	\$ 31.12
2142	Land Imp Sup	Sprinkler Services	Supplies	\$ 793.36
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 167.81
2191	" " "	SMUD	7000000346 District	\$ 2,521.28
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 76.14
2191	" " "	SMUD	2733018 Aztec	\$ 1,294.72
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 8.86
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 208.21
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ -
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 634.44
2193	" " "	Public Works	Dump	\$ -
2195	Sewage	Sac Utilities	2802 Perrin	\$ 200.11
2195	" " "	Sac Utilities	3843 Bainbridge	\$ -
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ -
2195	Sewage	Sac Utilities	3929 Karl Dr.	\$ -
2195	" " "	Sac Utilities	6040 Watt	\$ -
2195	" " "	Sac Utilities	7916 Aztec	\$ -
2197	Tele & Teleg	Comcast	Service - Shop	\$ 93.45
2197	" " "	Comcast	Service - District	\$ 528.10
2197	" " "	Telepacific	Service	\$ 910.00
			Memorial, Larchmont, Brock #1, Brock #2,	
2198	Water	Sac Suburban	Navaho Bldg 518, Navaho bldg 539, Navaho/chip	\$ 3,520.47
2198	" " "	Sac Suburban	Karl Dr., Strizek, Karl&Rosario,Planehaven,Wings	
			Way, 6040 Watt,Freedom,	\$ 3,697.17

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT DECEMBER 2023
(Bills paid in November 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2198	Water	CA/American	Chardonnay	\$ 1,147.30
2198	" " "	CA/American	Sierra	\$ 3,660.48
2198	" " "	CA/American	Sierra	\$ 685.62
2205	Auto Maint. Serv	J&T Auto	Service	\$ 463.80
2205	" " "	CH Mowers	Service	\$ 70.03
2205	" " "	NH Tire Pros	Service 2010 Ford Pickup F150	\$ 996.31
			AcelnHoleTowing,TireOutlet(TruckTowing,FI	
2205	" " "	USBank	atTire)	\$ 158.17
2205	" " "	J&T Auto	Service 2006 Ford Ranger	\$ 632.41
2226	Expand Tools	CH Mowers	Tools	\$ 132.46
2261	Office Equip Maint.	NCS Computers	Nov 2023 monthly service	\$ 242.00
2261	" " "	NCS Computers	Site Service	\$ 150.00
2275	Rents & Leases	Sac Valley Alarm	7916 Aztec Monitoring	\$ 491.82
2275	" " "	Cintas	Service	\$ 72.31
2275	" " "	CH Mowers	Service	\$ 136.51
2275	" " "	CIT Avaya	Phones	\$ 418.26
2275	" " "	DLL Financial	Copier	\$ 262.92
2275	" " "	Alhambra	Water Bottles	\$ 98.93
2275	" " "	Cintas	Service	\$ 72.31
2292	Other Equip Sup	CH Mowers	Supplies	\$ 176.61
2292	" " "	CH Mowers	Supplies	\$ 329.72
2314	Clothing	American Logowear	Recreation	\$ 639.27
2314	" " "	American Logowear	Maintenance	\$ 628.38
2314	" " "	American Logowear	Recreation	\$ 290.85
2322	Custodial Sup	A1 Janitorial	Cleaning Supplies	\$ 558.68
2322	" " "	A1 Janitorial	Cleaning Supplies	\$ 714.05
2322	" " "	A1 Janitorial	Cleaning Supplies	\$ 223.14
			MountainMikes,Smart&Final,Walmart,	
			Amazon,GroceryOutlet,FoodMaxx,Togos	
			(StaffLunch,Harvestime,Generic,Yth	
			Cooking,Superheros,DragonsDen,Fall	
2332	Food	USBank	Break,HolidayExtrav,MiniEvent)	\$ 573.18
2444	Medical	USBank	Amazon(Covid Test)	\$ 68.96
2444	" " "	Walkers Express	Supplies	\$ 30.71
2531	Legal	Bart.,Kron.,Shan	Oct 2023	\$ 617.50
2591	Other Prof Serv.	Sentry Alarm	Service	\$ 180.00
2591	" " "	Cintas	Service	\$ 196.24
2591	" " "	Fulton El Camino	Monthly Service Sept 3283/Oct 4991.50	\$ 8,274.50
2591	" " "	DOJ	Recreation	\$ 32.00
			GoldenHillsPest,Adobe,Meta,Extreme	
			Towing,PacificRecords,Amazon,Microsoft,	
			Zoom,RapidWristbands,WhenIWork,	
			Streamline,Tmobile (Brock,Aztez,District	
			Spraying,CarTowing,ShreddingFiles,Office	
			CleaningStuff,Programs,Scheduler,	
2591	" " "	USBank	Promotions,Website,CellPhone)	\$ 2,526.68
2591	" " "	Cintas	Service	\$ 196.24
2591	" " "	O'Dell Engineering	Master Plan Preparation	\$ 5,703.08

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT DECEMBER 2023
(Bills paid in November 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2851	Recreation Service	Inflatable Adventure	Holiday Event	\$ 545.00
2851	" " "	USBank	Gmail,EnchantedParties(TouchATruck, Superheros)	\$ 128.80
2852	Recreation Sup	Rio Linda/Elverta Historical	Bales of Hays	\$ 180.00
2852	" " "	USBank	Walmart,Amazon,RiverValleyFeed,Grocery Outlet,Balsam (Halloween,Harvestime,Sr. movies,Yth Cooking,Superheros,Dragons Den,SantaMailbox,FallCamp,RockinAround MiniEvent,Camera (Bank Fees - Nov \$44.95/ Bank Analysis Fees Oct \$86.53/Active Fee Nov \$137.12)	\$ 1,907.59
2898	Other Oper Exp	NHRPD - BANK FEES		\$ 268.60
2898	" " "	Refund Processing Fee	Cancellation for Hockey Skills & Drills - Rodriguez	\$ 2.41
2898	" " "	Refund Processing Fee	Cancellation for Turkey FtBall	\$ 2.54
2898	" " "	Refund Processing Fee	Cancellation for Turkey FtBall	\$ 2.00
2898	" " "	USBank	Parking	\$ 1.75
5500000	Other Revenue	USBank	DisneyOnIce(Halloween)	\$ 119.75
	TOTAL			\$ 58,912.63
<u>FIXED ASSETS</u>				
4201	Building Improvement	RS General Contractor	Maintenance Building Office	\$ 7,900.00
4202	Structures	O'Dell Engineering	Sierra Creek - Phase 5, 8, 10, 11	\$ 20,827.53
4202	" " "			\$ -
	TOTAL			\$ 28,727.53
Total District Salaries		(NOVEMBER 2 PAY DAY)		\$ 87,711.74
Total District EDD		(NOVEMBER 2 PAY DAY)		\$ 80.77
Total District OASDI		(NOVEMBER 2 PAY DAY)		\$ 6,631.07
				\$ 94,423.58

DISTRICT TOTALS

\$209,869.49

9429	Building Rentals			
9646	Rec Fees & Charges	Rodrigues	Cancellation for Yth Hockey Skills & Drills	\$ 36.00
9646	" " "	Munoz	Deposit Fee	\$ 130.00
9646	" " "	Harding	Turkey Day Flag Ftball cancellation	\$ 38.00
9646	" " "	Ritter	Turkey Day Flag Ftball cancellation	\$ 19.00

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2		REVENUE REPORT - NOVEMBER 2023						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	FACILITY RENTALS							
6	9429	Community Center	\$55,000.00	485.00	447.70	14,336.70	40,663.30	
7	9429	Recreation Center	\$5,000.00	660.00	0.00	4,862.00	138.00	
8	9429	TOTAL	\$60,000.00	1,145.00	447.70	19,198.70	40,801.30	32%
9								
10	LEASED PROPERTY							
11	9690	Strizek Lease	\$0.00	2,208.46	0.00	11,042.30	-11,042.30	
12	9690	Capehart Lease - Day Care	\$0.00	3,193.00	0.00	14,641.00	-14,641.00	
13	9690	Freedom Park Lease - Softball	\$0.00	5,400.00	0.00	32,400.00	-32,400.00	
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,250.00	-5,250.00	
15	9690	TOTAL	\$132,130.00	10,801.46	0.00	63,333.30	68,796.70	48%
16								
17	REVENUE, OTHER							
18	9790	CAPRI Reim	\$0.00	0.00	0.00	0.00	0.00	
19	9790	CPRS Reim	\$0.00	0.00	0.00	0.00	0.00	
20	9790	Dragon's Den Supply Reim	\$0.00	0.00	0.00	0.00	0.00	
21	9790	Fulton El Camino Reim	\$0.00	0.00	0.00	268.72	268.72	
22	9790	NH Yth Soccer Club Team Fees	\$0.00	0.00	0.00	755.00	755.00	
23	9790	Prop 68 Reim	\$0.00	62,451.00	0.00	210,286.00	210,286.00	
24	9790	Per Capita Reim	\$0.00	0.00	0.00	0.00	0.00	
25	9790	Reim - Caltronics	\$0.00	150.00	0.00	150.00	-150.00	
26	9790	TRUSD REIM -Transportation	\$0.00	0.00	0.00	1,008.50	-1,008.50	
27	9790	USBank Incentive	\$0.00	0.00	0.00	280.25	-280.25	
28	9790	Xtreme MuscleTowing sold F150	\$0.00	0.00	0.00	0.00	0.00	
29		TOTAL	\$275,745.00	62,601.00	0.00	212,748.47	62,996.53	77%
30	AQUATICS							
31	9646	Swim Lesson	\$8,640.00	0.00	0.00	0.00	8,640.00	
32	9646	Swim Team	\$0.00	0.00	0.00	0.00	0.00	
33		TOTAL	\$8,640.00	0.00	0.00	0.00	0.00	0%
34								
35	DAY CARE PROGRAM							
36	9646	Dragon's Den	\$155,520.00	0.00	0.00	63,952.50	91,567.50	
37	9646	Expanding Learning Camp	\$5,856.00	0.00	10977.50	10,977.50	-5,121.50	
38	9646	Fall Break Camp	\$3,600.00	295.00	(10977.50)	1,045.00	2,555.00	
39	9646	Spring Camp (5 days)	\$5,856.00	0.00	0.00	0.00	5,856.00	
40	9646	Summer Camp (3 days)	\$35,136.00	0.00	0.00	0.00	35,136.00	
41	9646	Summer Camp (5 days)	\$3,600.00	0.00	0.00	8,367.00	-4,767.00	
42	9646	Winter Camp	\$4,656.00	970.00	0.00	970.00	3,686.00	
43		TOTAL	\$214,224.00	1,265.00	0.00	\$85,312.00	128,912.00	40%
44								
45	TODDLER PROGRAMS							
46	9646	Books & Bakes for TOTS	\$220.00	0.00	0.00	240.00	-20.00	
47	9646	Princess & Pastries	\$228.00	0.00	0.00	0.00	228.00	
48	9646	Superheros & Snacks	\$228.00	0.00	0.00	133.00	95.00	
49		TOTAL	\$676.00	\$0.00	\$0.00	\$373.00	303.00	55%
50								
51	SPECIAL EVENTS							
52	9646	Arts and Air Crafts	\$0.00	16.00	0.00	16.00	-16.00	
53	9646	Breakfast with Santa	\$560.00	743.50	0.00	743.50	-183.50	
54	9646	Community Yard Sale	\$450.00	0.00	0.00	0.00	450.00	
55	9646	Cooking Class	\$0.00	0.00	0.00	480.00	-480.00	
56	9646	Cupid Crew Dance	\$440.00	0.00	0.00	0.00	440.00	
57	9646	Fathers Day Nerf War Meal	\$60.00	0.00	0.00	0.00	60.00	
58	9646	Fathers Day Nerf War	\$160.00	0.00	0.00	0.00	160.00	
59	9646	Flavors of Fall Carmel Apple	\$0.00	0.00	0.00	168.00	-168.00	
60	9646	Flavors of Fall Pumpkin	\$0.00	240.00	0.00	528.00	-528.00	
61	9646	Flavors of Fall Mash Potato Balls	\$0.00	48.00	0.00	96.00	-96.00	
62	9646	Forrest of Lights	\$0.00	50.00	0.00	50.00	-50.00	
63	9646	Gingerbread House	\$80.00	50.00	0.00	50.00	30.00	
64	9646	Halloween Extrav. Vendors	\$180.00	0.00	0.00	390.00	-210.00	
65	9646	Holiday Party Vendor	\$180.00	150.00	0.00	150.00	30.00	
66	9646	Mothers Day KickBall Shirts	\$160.00	0.00	0.00	0.00	160.00	
67	9646	Mothers Day KickBall	\$160.00	0.00	0.00	0.00	160.00	
68	9646	Paint in The Park	\$0.00	0.00	0.00	25.00	-25.00	
69	9646	Spring Extra. Vendors	\$180.00	0.00	0.00	0.00	180.00	
70	9646	Summer Extrav. Vendors	\$180.00	0.00	0.00	90.00	90.00	
71	9646	Summer Sweets	\$0.00	0.00	0.00	240.00	-240.00	
72	9646	TIK TOK Cooking	\$0.00	24.00	0.00	24.00	-24.00	
73	9646	Turkey Flag Football	\$532.00	0.00	(57.00)	0.00	532.00	
74	9646	Whiskin Up Winter Cookie Décor	\$0.00	48.00	0.00	48.00	-48.00	
75	9646	Whiskin Up Winter Charuterie	\$0.00	24.00	0.00	24.00	-24.00	
76	9646	Winter Wonderland Engineer Lego	\$0.00	264.00	0.00	264.00	-264.00	
77		TOTAL	\$3,322.00	1,657.50	(57.00)	3,386.50	-64.50	102%

	A	B	C	D	E	F	G	H
78	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
79	CONTRACT CLASSES							
80	9646	Youth Jazz & Hip Hop	\$0.00	160.00	0.00	160.00	-160.00	
81	9646		\$0.00	0.00	0.00	0.00	0.00	
82		TOTAL	\$0.00	160.00	0.00	160.00	-160.00	0%
83								
84	TEENS							
85	9646	7/8 Grade VolleyBall League	\$1,776.00	0.00	0.00	245.00	1,531.00	
86	9646	Jr. Recreation Leader	\$440.00	0.00	0.00	0.00	440.00	
87	9646	Smash Bros Tournament	\$228.00	0.00	0.00	0.00	228.00	
88	9646	Teen Camp	\$6,336.00	0.00	0.00	8,380.00	-2,044.00	
89	9646	Teen Nerf Night	\$0.00	19.00	0.00	19.00	-19.00	
90		TOTAL	\$8,780.00	19.00	0.00	8,644.00	136.00	98%
91								
92	GYM/PARK RENTALS							
93	9646	Birthday Parties	\$2,250.00	150.00	0.00	600.00	1,650.00	
94	9646	Gym Rental-Capehart/R.P.	\$20,625.00	2,957.50	(150.00)	12,458.75	8,166.25	
95	9646	Park Rentals	\$10,000.00	0.00	0.00	5,700.00	4,300.00	
96		TOTAL	\$32,875.00	3,107.50	(150.00)	18,758.75	14,116.25	57%
97								
98	YOUTH SPORTS							
99	9646	2nd-3rd Bball -Winter	\$2,960.00	148.00	0.00	148.00	2,812.00	
100	9646	4th-5th Bball -Winter	\$2,960.00	222.00	0.00	222.00	2,738.00	
101	9646	6th-7th Bball -Winter	\$2,960.00	148.00	0.00	148.00	2,812.00	
102	9646	Cheer	\$624.00	0.00	0.00	0.00	624.00	
103	9646	DodgeBall	\$1,100.00	0.00	0.00	0.00	1,100.00	
104	9646	Kickball	\$1,100.00	0.00	0.00	0.00	1,100.00	
105	9646	PW Basketball	\$1,040.00	156.00	0.00	156.00	884.00	
106	9646	PW Sports	\$1,728.00	0.00	(36.00)	650.00	1,078.00	
107	9646	Play-Well TEK LEGOR	\$1,120.00	0.00	0.00	0.00	1,120.00	
108	9646	Skills & Drills	\$1,728.00	0.00	0.00	36.00	1,692.00	
109	9646	Sports Camp	\$1,184.00	0.00	0.00	0.00	1,184.00	
110	9646	Workshop (Misc.)	\$2,880.00	0.00	0.00	0.00	2,880.00	
111		TOTAL	\$21,384.00	674.00	(36.00)	1,360.00	20,024.00	6%
112								
113	ADULT SPORTS							
114	9646	Art Class	\$400.00	0.00	0.00	0.00	400.00	
115	9646	Coed Kickball	\$760.00	0.00	0.00	0.00	760.00	
116	9646	Coed VolleyBall	\$3,040.00	760.00	0.00	1,520.00	1,520.00	
117	9646	Cornhole	\$100.00	0.00	0.00	20.00	80.00	
118		TOTAL	\$4,300.00	760.00	0.00	1,540.00	2,760.00	36%
119								
120	SENIORS							
121	9646	Field Trips	\$630.00	0.00	0.00	210.00	420.00	
122	9646	Paint Class	\$600.00	0.00	0.00	0.00	600.00	
123		TOTAL	\$1,230.00	\$0.00	\$0.00	\$210.00	1,020.00	17%
124								
125	TAXES							
126	9101	Prop Tax - Secured	\$1,700,000.00	0.00	0.00	0.00	1,700,000.00	
127	9102	Prop Tax - Unsec	\$57,000.00	0.00	0.00	0.00	57,000.00	
128	9103	Supp Prop Tax	\$55,000.00	0.00	0.00	0.00	55,000.00	
129	9104	Prop Tax Sec Delinquent	\$10,000.00	0.00	0.00	0.00	10,000.00	
130	9105	Prop Tax Supp Delinquent	\$3,700.00	0.00	0.00	0.00	3,700.00	
131	9106	Prop tax Unitary	\$11,400.00	0.00	0.00	0.00	11,400.00	
132	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
133	9130	Prop Tax - Prior Unsec	\$800.00	0.00	0.00	0.00	800.00	
134	9140	Prop Tax - Pently	\$700.00	0.00	0.00	0.00	700.00	
135	9196	RDA Residual	\$7,100.00	0.00	259.17	259.17	6,840.83	
136	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
137		TOTAL	\$1,845,700.00	0.00	259.17	259.17	1,845,440.83	0%
138								
139	INTEREST INCOME							
140	9410	Interest Income	\$18,100.00	0.00	0.00	0.00	18,100.00	
141		TOTAL	\$18,100.00	0.00	0.00	0.00	18,100.00	0%
142								
143	USE OF MONEY/PROPERTY							
144	9522	Homeowner Prop Tax	\$13,000.00	0.00	0.00	0.00	13,000.00	
145		TOTAL	\$13,000.00	0.00	0.00	0.00	13,000.00	0%
146								
147	IN LIEU TAX							
148	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
149		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
150								
151	MISC. Revenue							
152	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
153		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
154								

	A	B	C	D	E	F	G	H
155	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
156	AID TO LOCAL GOVERNMENT							
157	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
158		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
159								
160	REDEVELOPMENT FUNDS							
161	9533	Redevelopment Passthru	\$11,500.00	0.00	191.75	191.75	11,308.25	
162		TOTAL	\$11,500.00	0.00	191.75	191.75	11,308.25	2%
163								
164	FISCAL RELIEF FOR SPECIAL DISTRICT							
165	9595	Fiscal Relief for Special District	\$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	STATE AID							
169	9569	State Aid	\$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	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
173	9429	Building Rental	\$60,000	1,145.00	447.70	19,198.70	40,801.30	32%
174	9646	Rec Fees & Charges	\$295,431	7,483.00	-243.00	119,584.25	175,846.75	40%
175	9100	Taxes	\$1,845,700	0.00	259.17	259.17	1,845,440.83	0%
176	9410	Interest Income	\$18,100	0.00	0.00	0.00	18,100.00	0%
177	9522	Homeowner Prop Tax	\$13,000	0.00	0.00	0.00	13,000.00	0%
178	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
179	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
180	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
181	9533	Redevelopment Funds	\$11,500	0.00	191.75	191.75	11,308.25	0%
182	9595	Fiscal Relief for Special Dist.	\$0	0.00	0.00	0.00	0.00	0%
183	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
184	9690	Lease Property	\$132,130	10,801.46	0.00	63,333.30	68,796.70	48%
185	9790	Revenue Other	\$275,745	62,601.00	0.00	212,748.47	62,996.53	77%
186		TOTAL	\$2,651,606	82,030.46	655.62	415,315.64	2,236,290.36	16%
187								
188		GENERAL RESERVED FUND	\$0					
189		CARRY OVER	\$572,859	0.00	0.00	0.00	0.00	0%
190								
191		TOTAL BUDGET	\$3,224,465	82,030.46	655.62	\$415,316	2,809,149.36	13%
192								
193		Scholarship/Sponsorship		0.00				
194		ADA		0.00				
195		Field Deposit - Brock Park		0.00				
196		Field Deposit - Softball Complex		0.00				
197		Field Deposit - Capehart		0.00				
198		Bldg Deposit		0.00	0.00			
199		Bldg Guards		0.00				
200				0.00				
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		82,890.46				
210								
211								
212		Program/Scholarship Donations	\$0.00	0.00	(219.75)	14,162.46	-14,162.46	
213								
214		District ADA Account	\$0.00	0.00	0.00	0.00	0.00	
215		055000000	\$0.00	0.00	(4087.30)	23,703.71	-23,703.71	
216		Contingency	\$150,000.00	0.00	0.00	0.00	150,000.00	
217		Park Dedication Acct 088L	\$0.00	0.00	0.00	804,524.44	-804,524.44	
218		Park Fees 346I	\$0.00	0.00	0.00	1,319,295.40	-1,319,295.40	
219		District Reserve Acct	\$0.00	0.00	0.00	1,519,672.00	-1,519,672.00	

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - NOVEMBER 2023						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator-Scott	143,469	11,601.38	27,549.32	115,919.68	19%
8	1110	Administrator - Larry	53,519	3,720.64	61,830.55	-8,311.55	116%
9	1110	Administrative Srv. Mngr.	83,748	6,445.24	32,226.20	51,521.80	38%
10	1122	Board of Directors	8,925	315.00	2,410.00	6,515.00	27%
11		Sub-Total	289,661	22,082.26	124,016.07	165,644.93	43%
12	1210	Retirement	24,354	3,622.13	11,588.63	12,765.37	48%
13	1220	OASDI	22,159	1,648.93	9,459.75	12,699.25	43%
14	1230	Insurance	33,755	1,610.65	7,625.75	26,129.25	23%
15	1240	Worker's Comp.	2,238	1,154.75	2,273.75	-35.75	102%
16	1250	Unemployment	735	0.00	0.00	735.00	0%
17		Sub-Total	83,241	8,036.46	30,947.88	52,293.12	37%
18		TOTAL	372,902	30,118.72	154,963.95	217,939.05	42%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	1,600	0.00	469.38	1,130.62	29%
22	2022	Bks/Subs	150	0.00	150.74	-0.74	100%
23	2029	Bus Conf Exp	10,000	0.00	1,250.00	8,750.00	13%
24	2035	Educ/Trng	5,000	0.00	0.00	5,000.00	0%
25	2039	Empl Trans	2,000	0.00	0.00	2,000.00	0%
26	2051	Insurance	134,786	0.00	67,393.00	67,393.00	50%
27	2061	Memberships	13,000	0.00	11,992.00	1,008.00	92%
28	2076	Office Sups	8,500	1,581.88	4,268.36	4,231.64	50%
29	2081	Postage	2,750	3.51	2,060.61	689.39	75%
30	2085	Printing	700	0.00	574.02	125.98	82%
31	2197	Tele & Teleg	16,000	1,438.10	6,985.58	9,014.42	44%
32	2261	Office Equip Mtnc	9,000	392.00	2,542.93	6,457.07	28%
33	2275	Rents & Leases	9,484	681.18	5,290.97	4,193.03	56%
34	2332	Food Sups	1,200	220.15	1,059.29	140.71	88%
35	2444	Medical Supplies	500	99.67	99.67	400.33	20%
36	2505	Actg Svcs	32,850	0.00	14,450.00	18,400.00	44%
37	2531	Legal Svcs	10,000	617.50	4,033.11	5,966.89	40%
38	2591	Other Prof Svcs	32,603	6,560.74	23,351.99	9,251.01	72%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	0	0.00	0.00	0.00	0%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	6,500	277.30	2,117.56	4,382.44	33%
43		TOTAL	296,623	11,872.03	148,089.21	148,533.79	50%
44							
45							
46	4202	Struct & Imp	353624	20,827.53	142,307.84	211,316.16	40%
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		TOTAL	353,624	20827.53	142,307.84	211,316.16	40%
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57							PAGE 1

	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent- Rachel	86,400	6,649.24	22,733.54	63,666.46	26%
62	1110	Supervisor-Kayla	71,555	5,648.62	29,304.19	42,250.81	41%
63	1110	Rec. Coordinator - Chris	53,093	4,124.62	20,136.15	32,956.85	38%
64	1110	Rec Specialist - Luu	54,336	4,182.76	20,913.80	33,422.20	38%
65	1122	Part Time	218,875	12,153.65	71,067.97	147,807.03	32%
66	1122	Part Time Ases	0	0.00	0.00	0.00	0%
67		Sub-Total	484,259	32,758.89	164,155.65	320,103.35	34%
68	1210	Retirement	21,231	4,139.12	10,768.14	10,462.86	51%
69	1220	OASDI	37,046	2,495.21	12,493.63	24,552.37	34%
70	1230	Insurance	28,726	2,279.14	11,395.70	17,330.30	40%
71	1240	Worker's Comp	6,372	1,154.75	4,340.75	2,031.25	68%
72	1250	Unemployment	8,641	80.77	530.60	8,110.40	6%
73		Sub-Total	102,015	10,148.99	39,528.82	62,486.18	39%
74		TOTAL	586,275	42,907.88	203,684.47	382,590.53	35%
75							
76	SERVICES & SUPPLIES						
77	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
78	2022	Books/Subs	0	0.00	0.00	0.00	0%
79	2029	Business/Conf Exp	8,000	0.00	0.00	8,000.00	0%
80	2035	Educ/Trng	2,500	220.00	220.00	2,280.00	9%
81	2039	Empl Trans	2,000	112.80	487.40	1,512.60	24%
82	2061	Memberships	700	0.00	290.00	410.00	41%
83	2065	Film Svcs	0	0.00	0.00	0.00	0%
84	2076	Office Svcs	2,500	147.54	416.38	2,083.62	17%
85	2081	Postage	25,000	5,705.73	11,390.40	13,609.60	46%
86	2085	Printing	4,000	682.36	1,289.11	2,710.89	32%
87	2197	Tele & Teleg	0	0.00	0.00	0.00	0%
88	2275	Rents & Leases	0	0.00	0.00	0.00	0%
89	2314	Clothing	3,000	930.12	930.12	2,069.88	31%
90	2332	Food	6,800	353.03	2,636.14	4,163.86	39%
91	2444	Med Svcs	1,000	0.00	184.95	815.05	18%
92	2591	Other Prof Svcs	5,000	335.52	1,636.02	3,363.98	33%
93	2851	Rec Svcs	20,000	673.80	9,895.37	10,104.63	49%
94	2852	Rec Svcs	18,000	2,087.59	4,992.25	13,007.75	28%
95	2871	Transportation	2,000	0.00	1,932.25	67.75	97%
96	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
97			100,500	11,248.49	36,300.39	64,199.61	36%
98							
99	4202	Struct & Imp	18,000	0.00	0.00	18,000.00	0%
100			18,000	0.00	0.00	18,000.00	0%
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	A	B	C	D	E	F	G
115	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
116	MAINTENANCE						
117	SALARIES & BENEFITS						
118	1110	Superintendent-Scott	98,820	3,151.69	23,277.96	75,542.04	24%
119	1110	Supervisor - Sergio	78,216	6,019.70	30,098.50	48,117.50	38%
120	1110	Superviosr - Kurtis	72,485	2,712.00	24,568.00	47,917.00	34%
121	1110	Mtnc Worker II - Steve	56,065	4,083.14	18,832.59	37,232.41	34%
122	1110	Mtnc Wkr-Eric	51,396	3,760.78	9,587.19	41,808.81	19%
123	1110	Mtnc Wkr-Rodney	13,828	0.00	0.00	13,828.00	0%
124	1110	Mtnc Wkr-Barry	48,972	3,770.16	18,850.80	30,121.20	38%
125	1110	Mtnc Wkr-Simmons	51,396	3,956.62	19,623.98	31,772.02	38%
126	1122	PT Maintenance Wkr	0	0.00	0.00	0.00	0%
127	1122	Weekday & Weekend Bldg Monitor	31,824	5,416.50	25,499.00	6,325.00	80%
128		Sub-Total	503,003	\$ 32,870.59	170,338.02	332,664.98	34%
129	1210	Retirement	37,694	5,576.02	15,293.05	22,400.95	41%
130	1220	OASDI	38,480	2,486.93	12,770.35	25,709.65	33%
131	1230	Insurance	123,717	7,199.94	36,256.20	87,460.80	29%
132	1240	Worker's Comp.	43,498	1,154.75	22,903.75	20,594.25	53%
133	1250	Unemployment	2,205	0.00	44.74	2,160.26	2%
134		Sub-Total	245,594	16,417.64	87,268.09	158,325.91	36%
135		TOTAL	748,597	49,288.23	257,606.11	490,990.89	34%
136	SERVICES & SUPPLIES						
137	2029	Bus & Conf. Exp.	2,500	0.00	742.26	1,757.74	0%
138	2035	Educ/Trng	500	0.00	0.00	500.00	0%
139	2039	Empl Trans	250	0.00	0.00	250.00	0%
140	2061	Memberships	450	0.00	0.00	450.00	0%
141	2076	Office Sups	1,000	613.27	739.54	260.46	74%
142	2104	Agri/Hort	2,000	0.00	86.11	1,913.89	4%
143	2111	Bldg Mtnc Svc	2,500	150.43	968.78	1,531.22	39%
144	2112	Bldg Mtnc Sups	7,500	31.12	2,260.45	5,239.55	30%
145	2122	Chem Sups	2,500	0.00	0.00	2,500.00	0%
146	2131	Elec Sys SVC	4,000	0.00	1,853.00	2,147.00	46%
147	2132	Elec Sys Sup	1,000	0.00	287.93	712.07	29%
148	2142	Land Imp Sup	20,000	793.36	12,536.44	7,463.56	63%
149	2151	Mech Sys Svc	0	0.00	0.00	0.00	0%
150	2162	Paint Sups	1,000	0.00	330.85	669.15	33%
151	2168	Plumbing Sups	8,000	0.00	598.00	7,402.00	7%
152	2191	Electricity	40,000	3,669.95	20,620.63	19,379.37	52%
153	2192	Natural Gas	5,000	197.07	438.83	4,561.17	9%
154	2193	Refuse	10,000	534.44	4,182.10	5,817.90	42%
155	2195	Sewage	5,000	-39.89	2,014.53	2,985.47	40%
156	2197	Tele/Teleg	3,000	93.45	467.25	2,532.75	16%
157	2198	Water	100,000	12,601.04	76,998.56	23,001.44	77%
158	2205	Auto Mtnc Svc	12,000	2,320.72	5,078.44	6,921.56	42%
159	2206	Auto Mtnc Sup	0	0.00	0.00	0.00	0%
160	2211	Constr Equip Svc	4,500	0.00	7,055.35	-2,555.35	157%
161	2212	Constr Equip Sup	0	0.00	0.00	0.00	0%
162	2226	Expend Tools	4,000	132.46	2,585.93	1,414.07	65%
163	2236	Fuels & Lubes	16,000	0.00	1,735.00	14,265.00	11%
164	2275	Rents & Leases	17,000	871.88	5,038.44	11,961.56	30%
165	2281	Shop Equip Svc	1,200	0.00	367.48	832.52	31%
166	2282	Shop Equip Sup	0	0.00	0.00	0.00	0%
167	2292	Other Equip	10,000	628.04	1,218.53	8,781.47	12%
168	2314	Clothing	4,000	628.38	1,127.53	2,872.47	28%
169	2321	Cust Svc	0	0.00	0.00	0.00	0%
170							
171							

	A	B	C	D	E	F	G
172	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
173	2322	Cust Sup	14,000	1,495.87	9,135.30	4,864.70	65%
174	2444	Medical Sup	300	0.00	186.45	113.55	62%
175	2591	Other Prof Svc	85,000	10,212.48	37,263.07	47,736.93	44%
176	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
177		TOTAL	384,200	34,934.07	195,916.78	188,283.22	51%
178							
179							
180	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
181	<u>FIXED ASSETS</u>						
182	4201	Building Improvement	40,000	7,900.00	7,900.00	32,100.00	20%
183	4202	Structures & Imp	40,000	-121.71	0.00	40,000.00	0%
184	4303	Other Equip	45,000	0.00	0.00	45,000.00	0%
185			125,000	7,778.29	7,900.00	117,100	6%
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229	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
230		DISTRICT TOTALS					
231		SALARIES & BENEFITS					
232	1110	FULL TIME SALARIES	1,017,299	69,826.59	359,532.77	657,766.23	35%
233	1122	PART TIME SALARIES	259,624	17,885.15	98,976.97	160,647.03	38%
234	1210	RETIREMENT	83,279	13,337.27	37,649.82	45,629.18	45%
235	1220	OASDI	97,685	6,631.07	34,723.73	62,961.27	36%
236	1230	INSURANCE	186,198	11,089.73	55,277.65	130,920.35	30%
237	1240	WORKER'S COMP	52,108	3,464.25	29,518.25	22,589.75	57%
238	1250	UNEMPLOYMENT	11,581	80.77	575.34	11,005.66	5%
239	1000	SALARIES/BENEFITS	1,707,774	122,314.83	616,254.53	1,091,519.47	36%
240							
241		SERVICES & SUPPLIES					
242	2005	AD/LEGAL NOTICE	1,600	0.00	469.38	1,130.62	29%
243	2022	BOOKS/SUBS	150	0.00	150.74	-0.74	100%
244	2029	BUS/CONF EXP	20,500	0.00	1,992.26	18,507.74	0%
245	2035	EDUC/TRNG	8,000	220.00	220.00	7,780.00	3%
246	2039	EMPLOY TRANS	4,250	112.80	487.40	3,762.60	0%
247	2051	INSURANCE	134,786	0.00	67,393.00	67,393.00	50%
248	2061	MEMBERSHIPS	14,150	0.00	12,282.00	1,868.00	87%
249	2065	FILM SVC	0	0.00	0.00	0.00	0%
250	2076	OFFICE SUPS	12,000	2,342.69	5,424.28	6,575.72	45%
251	2081	POSTAGE	27,750	5,709.24	13,451.01	14,298.99	48%
252	2085	PRINTING	4,700	682.36	1,863.13	2,836.87	40%
253	2104	AGRI/HORT	2,000	0.00	86.11	1,913.89	4%
254	2111	BLDG MTNC SVC	2,500	150.43	968.78	1,531.22	39%
255	2112	BLDG MTNC SUP	7,500	31.12	2,260.45	5,239.55	30%
256	2122	CHEM SUPS	2,500	0.00	0.00	2,500.00	0%
257	2131	ELEC MTNC SVC	4,000	0.00	1,853.00	2,147.00	46%
258	2132	ELEC MTNC SUP	1,000	0.00	287.93	712.07	29%
259	2142	LAND IMP SUP	20,000	793.36	12,536.44	7,463.56	63%
260	2151	MECH SYS MTNC	0	0.00	0.00	0.00	0%
261	2162	PAINTING SUPS	1,000	0.00	330.85	669.15	33%
262	2168	PLUMBING SUPS	8,000	0.00	598.00	7,402.00	7%
263	2191	ELECTRICITY	40,000	3,669.95	20,620.63	19,379.37	52%
264	2192	NATURAL GAS	5,000	197.07	438.83	4,561.17	9%
265	2193	REFUSE	10,000	534.44	4,182.10	5,817.90	42%
266	2195	SEWAGE	5,000	-39.89	2,014.53	2,985.47	40%
267	2197	TELE/TELEG	19,000	1,531.55	7,452.83	11,547.17	39%
268	2198	WATER	100,000	12,601.04	76,998.56	23,001.44	77%
269	2205	AUTO MTNC SVC	12,000	2,320.72	5,078.44	6,921.56	42%
270	2206	AUTO MTNC SUP	0	0.00	0.00	0.00	0%
271	2211	CONSTR EQUIP SVC	4,500	0.00	7,055.35	-2,555.35	157%
272	2212	CONSTR EQUIP SUP	0	0.00	0.00	0.00	0%
273	2226	EXPEND TOOLS	4,000	132.46	2,585.93	1,414.07	65%
274	2236	FUELS / LUBES	16,000	0.00	1,735.00	14,265.00	11%
275	2261	OFF EQUIP MTNC	9,000	392.00	2,542.93	6,457.07	28%
276	2275	RENTS/LEASES	26,484	1,553.06	10,329.41	16,154.59	39%
277	2281	SHOP EQUIP SVCS	1,200	0.00	367.48	832.52	31%
278	2282	SHOP EQUIP SUPS	0	0.00	0.00	0.00	0%
279	2292	OTHER EQUIP SUPS	10,000	628.04	1,218.53	8,781.47	12%
280	2314	CLOTHING	7,000	1,558.50	2,057.65	4,942.35	29%
281	2321	CUST SVC	0	0.00	0.00	0.00	0%
282							
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	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	2322	CUST SUP	14,000	1,495.87	9,135.30	4,864.70	65%
288	2332	FOOD SUPS	8,000	573.18	3,695.43	4,304.57	46%
289	2444	MED SUPS	1,800	99.67	471.07	1,328.93	26%
290	2505	ACCOUNT SVC	32,850	0.00	14,450.00	18,400.00	44%
291	2531	LEGAL SVC	10,000	617.50	4,033.11	5,966.89	40%
292	2591	OTHER PROF SVCS	122,603	17,108.74	62,251.08	60,351.92	51%
293	2813	SALES TAX ADJUST.	0	0.00	0.00	0.00	0%
294	2819	REGISTRATION SVC	0	0.00	0.00	0.00	0%
295	2851	RECREATION SVC	20,000	673.80	9,895.37	10,104.63	49%
296	2852	RECREATION SUP	18,000	2,087.59	4,992.25	13,007.75	28%
297	2871	TRANSPORTATION	2,000	0.00	1,932.25	67.75	97%
298	2880	PY EXPEND	0	0.00	0.00	0.00	0%
299	2898	OTHER OPER EXP	6,500	277.30	2,117.56	4,382.44	33%
300	2000	SERVICES/SUPPLIES	781,323	58,054.59	380,306.38	401,016.62	49%
301							
302	<u>FIXED ASSETS</u>						
303	4201	Building IIM	40,000	0.00	7,900.00	32,100.00	0%
304	4202	STRUCT & IMP	411,624	-121.71	142,307.84	269,316.16	0%
305	4303	EQUIPMENT	45,000	20,827.53	0.00	45,000.00	0%
306	4000	FIXED ASSETS	496,624	20,705.82	150,207.84	346,416	0%
307							
308							
309	1000	SALARIES & BENE	1,707,774	122,314.83	616,254.53	1,091,519.47	36%
310							
311	2000	SERVICES & SUPP	781,323	58,054.59	380,306.38	401,016.62	49%
312							
313	4000	FIXED ASSETS	496,624	20,705.82	150,207.84	346,416	0%
314							
315		CONTINGENCY	150,000	0.00	0.00	150,000.00	0%
316							
317		RESERVE	88,744	0.00	0.00	0.00	0%
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319							
320		TOTAL	3,224,465	201,075.24	1,146,768.75	1,988,952	36%
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NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT DECEMBER 2023
(Bills paid in November 2023)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	Nov-23	\$ 316.53
1210	" " "	VOYA	Dec-23	\$ 473.19
1230	Insurance	CALIFORNIA CHOICE	Dec-23	\$ 933.12
1230	" " "	COPOWER	Dec-23	\$ 85.50
1240	" " "	CAPRI	Final Payroll for FY2022-23	\$ 1,154.75
	Total			2,963.09
<u>SERVICES & SUPPLIES</u>				
2005	ADV/Legal Notice			
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 36.51
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 36.37
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ -
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 110.84
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 63.76
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ -
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 531.18
2205	Auto Maint. Serv	NH Tire Pros	Service	\$ -
2236	Fuel & Lube	C.J.U.S.D	Fuel July - Sep	\$ -
	TOTAL			\$ 778.66
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
Total District Salaries		(NOVEMBER 2 PAY DAY)		\$ 5,036.62
Total District EDD		(NOVEMBER 2 PAY DAY)		\$ -
Total District OASDI		(NOVEMBER 2 PAY DAY)		\$ 385.30
				\$ 5,421.92
DISTRICT TOTALS				\$9,163.67

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 - NOVEMBER 2023						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	TAXES							
6	9101	Prop Tax - Secured	\$0.00	0.00	0.00	0.00	0.00	
7	9102	Prop Tax - Unsec	\$0.00	0.00	0.00	0.00	0.00	
8	9103	Supp Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
9	9104	Prop Tax Sec Delinquent	\$0.00	0.00	0.00	0.00	0.00	
10	9105	Prop Tax Supp Delinquent	\$0.00	0.00	0.00	0.00	0.00	
11	9106	Prop tax Unitary	\$0.00	0.00	0.00	0.00	0.00	
12	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
13	9130	Prop Tax - Prior Unsec	\$0.00	0.00	0.00	0.00	0.00	
14	9140	Prop Tax - Pently	\$0.00	0.00	0.00	0.00	0.00	
15	9196	RDA Residual	\$0.00	0.00	0.00	0.00	0.00	
16		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
17								
18	INTEREST INCOME							
19	9410	Interest Income	\$300.00	0.00	0.00	0.00	300.00	
20		TOTAL	\$300.00	0.00	0.00	0.00	300.00	0%
21								
22	USE OF MONEY/PROPERTY							
23	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
24		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
25								
26	IN LIEU TAX							
27	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
28		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
29								
30	MISC. Revenue							
31	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
32		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
33								
34	AID TO LOCAL GOVERNMENT							
35	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
37								
38	REDEVELOPMENT FUNDS							
39	9533	Redevelopment funds	\$0.00	0.00	0.00	0.00	0.00	
40		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
41								
42	STATE AID							
43	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
44		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
45								
46	SPECIAL ASSESSMENT							
47	9603	Special Assessment	\$132,085.00	0.00	0.00	0.00	132,085.00	
48		TOTAL	\$132,085.00	0.00	0.00	0.00	132,085.00	0%
49								
50	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
51								
52	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
53	9410	Interest Income	\$300	0.00	0.00	0.00	300.00	0%
54	9522	Homeowner Prop Tax	\$0	0.00	0.00	0.00	0.00	0%
55	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
56	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
57	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
58	9533	Redevelopmnet Funds	\$0	0.00	0.00	0.00	0.00	0%
59	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
60	9603	Special Assessment	\$132,085	0.00	0.00	0.00	132,085.00	0%
61								
62		TOTAL	\$132,385	0.00	0.00	0.00	132,385.00	0%
63								
64		GENERAL RESERVED FUND	\$0					
65		CARRY OVER	\$52,643	0.00	0.00	0.00	52,643.00	0%
66								
67		TOTAL BUDGET	\$185,028	0.00	0.00	\$0	185,028.00	0%
68								
69								
70		Total Revenue		0.00				
71								
72								
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	A	B	C	D	E	F	G
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK					
2		EXPENDITURE REPORT NOVEMBER 2023					
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SERVICES & SUPPLIES						
7	2005	Adv/Legal Notice	200	0.00	200.00	0.00	100%
8	2505	Actg Svcs	1,500	0.00	1,500.00	0.00	100%
9	2591	Other Prof Svcs	9,902	0.00	6,158.04	3,743.96	62%
10		TOTAL	11,602	0.00	7,858.04	3,743.96	68%
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58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	37,568	3,956.62	19,783.10	17,784.90	53%
62	1122	PT Wkr-Seasonal	12,000	1,080.00	5,340.00	6,660.00	45%
63		Sub-Total	49,568	\$ 5,036.62	25,123.10	24,444.90	51%
64	1210	Retirement	3,005	789.72	2,055.84	949.16	68%
65	1220	OASDI	3,792	385.30	1,921.91	1,870.09	51%
66	1230	Insurance	9,623	1,018.62	5,093.10	4,529.90	53%
67	1240	Worker's Comp.	5,242	1,154.75	3,775.25	1,466.75	72%
68	1250	Unemployment	490	0.00	44.94	445.06	9%
69		Sub-Total	22,153	3,348.39	12,891.04	9,261.96	58%
70		TOTAL	71,720	8,385.01	38,014.14	33,705.86	53%
71	SERVICES & SUPPLIES						
72	2104	Agri/Hort	2,000	0.00	0.00	2,000.00	0%
73	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
74	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
75	2142	Land Imp Supplies	1,600	0.00	0.00	1,600.00	0%
76	2191	Electricity	900	72.88	364.52	535.48	41%
77	2193	Refuse	1,200	0.00	0.00	1,200.00	0%
78	2198	Water	30,000	705.78	16,563.31	13,436.69	55%
79	2205	Auto Mtnc Svc	750	0.00	250.00	500.00	33%
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	1,000.00	1,000.00	50%
83	2275	Rents & Leases	1,000	0.00	0.00	1,000.00	0%
84	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
85	2292	Other Equip Sups	300	0.00	0.00	300.00	0%
86	2314	Clothing	300	0.00	0.00	300.00	0%
87	2444	Medical Supplies	100	0.00	0.00	100.00	0%
88	2591	Other Prof Svc	1,000	0.00	0.00	1,000.00	0%
89		TOTAL	42,050	778.66	18,177.83	23,872.17	43%
90							
91							
92	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
93	FIXED ASSETS						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	9,000	0.00	0.00	9,000.00	0%
96	4303	Other Equip	0	0.00	0.00	0.00	0%
97			9,000	0.00	0.00	9,000.00	0%
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113	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
114		DISTRICT TOTALS					
115		SALARIES & BENEFITS					
116	1110	FULL TIME SALARIES	37,568	3,956.62	19,783.10	17,784.90	53%
117	1122	PART TIME SALARIES	12,000	1,080.00	5,340.00	6,660.00	45%
118	1210	RETIREMENT	3,005	789.72	2,055.84	949.16	68%
119	1220	OASDI	3,792	385.30	1,921.91	1,870.09	51%
120	1230	INSURANCE	9,623	1,018.62	5,093.10	4,529.90	53%
121	1240	WORKER'S COMP	5,242	1,154.75	3,775.25	1,466.75	72%
122	1250	UNEMPLOYMENT	490	0.00	44.94	445.06	9%
123	1000	SALARIES/BENEFITS	71,720	8,385.01	38,014.14	33,705.86	53%
124							
125		SERVICES & SUPPLIES					
126	2005	Adv/Legal Notice	200	0.00	200.00	0.00	100%
127	2104	AGRI/HORT	2,000	0.00	0.00	2,000.00	0%
128	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
129	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
130	2142	Land Imp Supplies	1,600	0.00	0.00	1,600.00	0%
131	2191	ELECTRICITY	900	72.88	364.52	535.48	41%
132	2193	REFUSE	1,200	0.00	0.00	1,200.00	0%
133	2198	WATER	30,000	705.78	16,563.31	13,436.69	55%
134	2205	Auto Mtnc Svc	750	0.00	250.00	500.00	33%
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	1,000.00	1,000.00	50%
138	2275	Rents & Leases	1,000	0.00	0.00	1,000.00	0%
139	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
140	2292	Other Equip Sups	300	0.00	0.00	300.00	0%
141	2314	Clothing	300	0.00	0.00	300.00	0%
142	2444	Medical Supplies	100	0.00	0.00	100.00	0%
143	2505	Accounting	1,500	0.00	1,500.00	0.00	100%
144	2591	OTHER PROF SVCS	10,902	0.00	6,158.04	4,743.96	56%
145	2000	SERVICES/SUPPLIES	53,652	778.66	26,035.87	27,616.13	49%
146							
147		FIXED ASSETS					
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	9,000	0.00	0.00	9,000.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
152							
153							
154	1000	SALARIES & BENE	71,720	8,385.01	38,014.14	33,705.86	53%
155							
156	2000	SERVICES & SUPP	53,652	778.66	26,035.87	27,616.13	49%
157							
158	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
159							
160		CONTINGENCY	20,000	0.00	0.00	20,000.00	0.00
161			0				
162		RESERVE	30,656	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	185,028	9,163.67	64,050.01	90,322	35%
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NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Scott Graham, Administrator

DATE: December 14, 2023

SUBJECT: 2024 Board of Director Officer Elections

During the December 14, 2023 regular board meeting, the Board of Directors will elect new board officers for the 2024 calendar year. Newly elected board officers will assume their new positions effective January 1, 2024.

<u>Current</u>	<u>Officer Position</u>	<u>Term</u>
<u>2023 Board Officers</u>		
Pat Williams	Chairperson	January 1, 2022-December 31, 2023
Crystal Harding	Vice Chairperson	January 1, 2023-December 31, 2023
Veya Cummings	Secretary	January 1, 2023-December 31, 2023

<u>2024 Board Officers</u>	<u>Officer Position</u>	<u>Term</u>
Vacant	Chairperson	January 1, 2024-December 31, 2024
Vacant	Vice Chairperson	January 1, 2024-December 31, 2024
Vacant	Secretary	January 1, 2024-December 31, 2024

According to Board Policy No. 4060.1, the Chairperson is limited to two consecutive one-year terms not to exceed two years total. The positions of Vice Chairperson and Secretary serve 1-year terms. All three positions are up for election on December 14, 2023.

Recommendation

Chairperson Williams will accept nominations for the positions of Chairperson, Vice Chairperson and Secretary.

Board Committee Assignments

2024 Board Committee assignments will be made by the Chairperson at the January 11, 2024 regular board meeting.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Pat Williams, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: December 14, 2023

Subject: Freedom Park Softball Complex Lease Negotiations

BACKGROUND

The lease agreement for the softball complex at Freedom Park will expire on December 31, 2023. The current lessors, Lance and Stephanie Oliver (dba as All Star Tournaments or AST), have interest in signing another contract pending significant changes to the current lease agreement. Staff has had several in person, phone and email discussions with the Oliver's to explore a new lease agreement. It is in the best interest of the District to have a reliable lessor in place to handle the day to day operations of the complex and the related expenses related to those operations.

DISCUSSION

AST has been the lease holder at the complex since 2018. They shared they have invested close to \$130,000 in upgrades to the facility and stated they have suffered significant losses over the last five years. Tournaments during the fall and winter months (January, February, November and December) are impacted by the weather and therefore they have requested a 33% reduction in rent payments beginning in 2024 (\$66,300 per year proposed by the District to \$45,000 offered by AST). They also requested permission to build a maintenance building on the grounds. They have also addressed clarifying responsibility for infrastructure repairs to the complex (water main leaks, repairs to the backflow system) as well as responsibility for property taxes on the property. Staff will continue to address these matters with AST.

Staff countered their offer with the following:

1. The rent for 2024 will be \$48,000, broken down as follows: January, February, November and December rent payments are \$1,000 per month. March through October rent payments are \$5,500 per month.
2. Five year term, with the rent increasing \$125 per month for the remaining four years of the term.
3. The construction of a maintenance building would be approved pending agreement on scope and location, as well as all local, state and federal building codes are followed and the construction is fully permitted by Sacramento County.

As part of initial negotiations, staff stipulated that to reduce the lease payments to \$45,000 annually, AST would need to pay a portion of tournament revenue to the District if they scheduled and conducted tournaments during the four months listed above. The more this stipulation was discussed between both parties it became quickly apparent that tracking and accounting would prove difficult based on how tournaments are operated during the fall and winter. Tournament revenue fluctuates and could result in very low payments to the District during those months. Staff found a more practical approach would be to charge a flat rental rate of \$1,000 per month for those four months.

RECOMMENDATION

Information only, no action is required by the Board on this matter. Lance and Stephanie Oliver will be invited to attend the December 14 meeting to address any questions the Board may have.