

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

Regular Meeting of the Board of Directors  
December 11, 2025, 6:30 p.m. – District Office – Regular Meeting  
6040-Watt Avenue, North Highlands, Ca 95660  
Phone: (916) 332-7440  
[WWW.NHRPD.ORG](http://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. Audit Status/Next Steps
- B. Parks and Facilities Report
- C. Recreation Report/Quarterly Recreation Report

**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 November 13, 2025, minutes
- B. Approval of payment of the bills for the General Fund and CFD for the month of November 2025

**7. UNFINISHED BUSINESS**

- A. Sierra Creek Update
- B. Policy Revisions: 2030, 4070.6, 4100, 5030, 5040, 5080

**8. NEW BUSINESS**

- A. 2026 Board of Director Officer Elections Calendar Year  
Board action to elect board officer for the 2026 Calendar year
- B. Gift Card Giveaway at Rocklin' Around North Highlands  
Board Discussion/action
- C. Lions Club Free use of Recreation Center  
Board Discussion/action

**9. CHAIRPERSON'S REPORT**

**10. COMMENT'S FROM BOARD MEMBERS**

**11. RECESS**

**12. CLOSED SESSION**

- A. Closed Session for Public Employee Performance Evaluation of the Administrator.  
(California Government Code § 54957(b)(1)).  
Board discussion/action of District Administrator's Employee Performance Evaluation

**13. ADJOURNMENT**

**14. DATE, TIME, AND PLACE OF NEXT MEETING**

The next regular meeting of the Board of Directors will be on January 8, 2026 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/88600118330?pwd=YzRCL9KCMYOsL1MB1Ekb3vaiIWQeBf.1>

Meeting ID: 886 0011 8330

Passcode: 123

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson  
From: Scott Graham, Administrator  
Date: December 11, 2025  
Subject: Administrator's Report

ADMINISTRATOR'S REPORT

**Audit Status and Next Steps**

CLA has completed the first draft of the 2025 Audit. I suggested a few revisions to wording in the document, which they agreed to. They will now send the audit to another department in their organization for a final review, which will take two to three weeks. After the final draft is received, the Budget, Finance and Audit standing committee will meet to review the audit with staff and representatives from CLA. The final draft will be presented to the full Board at the January 8 Board of Directors meeting for discussion and action.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Scott Graham, Administrator  
From: Kevin Kelly, Park and Facilities Superintendent  
Date: December 11, 2025  
Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

In the month of November, Park Maintenance staff completed the following tasks:

- Began our leaf clean-up program
- Repaired vandalized irrigation controller wires
- Cleaned up vandalism at Strizek Park
- Repaired the inoperable drinking fountain at Chardonnay Park
- Tidied an organized hand tool storage in the Corporation Yard
- Cleaned out the locker room in the shop
- Installed a barrier around a backflow in the Corporation Yard
- Relocated the water source in our equipment clean-up area
- Removed a dilapidated shed in the Corporation Yard
- Redid the lighting in the Ladies room in the office

INCIDENT/ACCIDENT REPORT UPDATE:

Nothing to report

FURTHER INFORMANTION

Staff began collecting and removing leaves from many of our parks. Upon inspection of our debris loader, I noticed it needed some repairs to work at its peak performance level. Parts were ordered and should be in early December.

The irrigation wired at Sierra Creek Park were cut. Staff identified which wires controlled each valve and repaired them.

The concrete picnic tables and trash receptacles at Strizek Park were vandalized with some sort of plaster. These assets had been painted through the District's "Paint the Parks" program and we were worried these improvements would be damaged. Staff carefully washed each of these assets and preserved the work of the Recreation team and volunteers.

The drinking fountain at Chardonnay Park was repaired and is operational, though a few new parts were ordered and a complete fix should be done in December.

In our efforts to make our operation more efficient, staff organized our hand tools into one location in the shop. This will allow us to mount our blowers safely on a wall when not in use and maintain a clean and clear shop floor.

In the past the locker area of our shop has been used as storage and overtime became a "catch-all" area. This looked horrible, which in turn, prevented people from wanting to use the space for its intended purpose. We cleaned out this area, relocating supplies, removing old and unused gear, making the space usable for wet weather gear.

The District had been using an A-frame style road sign to cover a backflow at our Corporation Yard. Staff repurposed some galvanized pipe we had laying around creating a highly visible warning of the backflow's presence.

There is limited space to turn vehicles around on the backside of our shop. To create more space staff relocated the water source to our equipment area. This opened the area and will give us a bit more room to maneuver vehicles and equipment.

There was an old shed attached to the back of our equipment barn. This shed was unusable and an eyesore. Staff removed it from the building along with an old inoperable swamp cooler.

PHOTOS

Leaf Clean-Up



Controller Wires



Vandalism at Strizek Park



Organization of Hand Tools



Clean Locker Room



Protected Backflow



Dilapidated Shed



Dilapidated Shed (cont.)



# NORTH HIGHLANDS RECREATION AND PARK DISTRICT

## BOARD AGENDA

TO: Scott Graham, Administrator  
FROM: Rachel Robertson, Recreation Superintendent  
DATE: December 11, 2025  
SUBJECT: Recreation Division Report

### Toddler/Youth/Teen Programs

- Dance with Stacie Ford (contractor) held its third session for Fall. Stacie leads participants through learning new steps, forms, and techniques.
  - Youth & Teen Dance Workshop: 26 participants (20 TRUSD, 3 paid).
- Youth & Teen Cooking (session 3) participants made pumpkin pancakes, blueberry compote, and hot chocolate. 21 participants (20 TRUSD, 1 paid).
- NEW! Youth Flag Football: Skills & Scrimmages teaches participants the basic fundamentals of the sport in a non-competitive environment. Program completed end of November. 16 participants (10 TRUSD, 6 paid).
- Teen Volleyball: Skills & Scrimmages is for beginners and participants needing a refresher on the sport. Program offers a mixture of drills and practice games. Program completed end of November. 25 participants (10 TRUSD, 15 paid).
- Teen Nites: Similar to Teen Nerf Nites; however, there was glow basketball, music, Nintendo switch, and pizza. 13 participants (10 TRUSD, 3 paid).

### Dragon's Den Before & After School Program

- This month's theme at Dragon's Den was "Falling for Fun!" and included activities such as pumpkin carving, Dancing Kernels STEM activity, and Friendship Quilts.
- On November 13<sup>th</sup> special guest, Vision Taekwondo Academy came out to the program and lead a free Taekwondo class with all the students.
- Staff hosted the 4<sup>th</sup> family night of the year on November 21<sup>st</sup>. This month's theme was a sports night where families could come out and play different sport games led by staff.

### Fall Break Camp

- This year's Fall Break Camp was held on November 24<sup>th</sup> to November 26<sup>th</sup> at both Capehart Gymnasium and the Kay F. Dahill Community Center.
- This camp theme was "Music Makers" and campers had the opportunity to dive into a world of rhythm, melody, and creativity! Highlight activities included Oil Pastel Watercolor Painting, Paper Mache Masks, trips to the park, leaf prints, and a field trip to Color Me Mine in Rocklin!
- 40 campers registered in the CJUSD camp and 43 (30 TRUSD, 13 paid) campers registered in the TRUSD camp.

### Special Event

#### Park Spotlight: Chardonnay Park

- First Park Spotlight at Chardonnay since 2022!
- Participants enjoyed coffee cider, and easel painting!

## Adult Programs

### Adult & Senior Pickleball

- Session 3 began in November. Averaged 7 participants.

## Senior Programs

### Game Day (Monday)

- Game Day averaged 7 participants.

### Bingo (Tuesday)

- Bingo averaged 28 participants.

### Dance (Monday & Wednesday)

- Dance averaged 14 participants.
  - Due to popular demand, we have added another day of Senior Dance on Monday!

### Senior Movies (1<sup>st</sup> Wednesday/Month)

- The November movie was "Jurassic World Rebirth".
- Senior movie had 7 participants.

### Harvestime (Thursday)

- Harvestime averaged 19 participants.
  - Program held their Thanksgiving feast with the turkey provided by the District.

## Rentals

- Capehart Gym: 21
- Community Center: 2
- Freedom Park: 0 (out of season)
- Recreation Center: 2
- Ridgepoint Gym: 4
  - Birthday Party - 1
- Brock Park: 0

## Scholarships

- 2 scholarships awarded for the month of November.
  - Fall Break Camp and Senior Field Trip
- \$3,011.50 was allocated for FY 2025-26.
  - \$2,371.00 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 newsletter went out on 10/1.
  - 65,649 site views
    - Top 3 site views: Calendar, Community Events, Board Meeting
    - 17 new subscribers
- Social Media Statistics for October.

- 12.5k views - Facebook
- 15.1k views – Instagram

### Community Resources

- Assemblyman Josh Hoover held a community meeting in the Community Center – 11/5.
- North Highlands Roundtable held a meeting in the Recreation Center – 11/24.

### Miscellaneous Updates

- Staff members Rachel and Kayla attended the local Foothill-Highlands Rotary meeting on November 3<sup>rd</sup> to promote holiday events coming up in December.
- Staff member Kayla attended the North Watt Business Watch Meeting on November 10<sup>th</sup>.
- Staff members Kelly and Megan attended the GCC College and Career Fair. Kelly participated in the panel where High School students were about to ask questions about working in Parks and Recreation.
- Staff members Rachel and Kayla assisted with the Rose Garden Planting Day at Ruth Inman Park. This project was in collaboration with Color the Block who donated roses and volunteers on November 24<sup>th</sup>.
- Staff members Rachel and Kayla attended the North Highlands RoundTable Meeting on November 24<sup>th</sup>.

Dragon's Den



Fall Break Camp



## Teen Volleyball: Skills & Scrimmages



Cooking



Park Spotlight



Rose Garden Planting at Ruth Inman



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator  
FROM: Rachel Robertson, Recreation Superintendent  
DATE: December 11, 2025  
SUBJECT: Quarterly Recreation Report

**BACKGROUND**

North Highlands Recreation & Park District holds a policy under section “Code of Conduct” policy number 2340.16 that states:” The District shall provide quarterly program analysis reports to the Board of Directors in September, December, March, and June. Reports shall include program-specific expenditures and revenues, highlight variances, and assess alignment with the District’s annual Goals and Objectives. This reporting ensures fiscal accountability and supports data-driven decisions that reflects the District’s strategic priorities.”

**DISCUSSION**

The Recreation Division has prepared a worksheet that details the following for each program and event:

- Enrollment figures, including subsidized and sponsored spots
- Total revenue and expenditures per program/event
- Net financial outcome

Beyond this quarterly reporting, Recreation staff conduct ongoing analysis throughout the year to monitor program health and community impact.

- **Monthly Seasonal Analysis:** Staff review current enrollment numbers to evaluate progress, adjust marketing strategies, and identify programs that may need additional support.
- **End-of-Program Analysis:** At the conclusion of each program, staff prepare an analysis that includes pre-, mid-, and post-program preparation and performance review. This allows the team to evaluate staffing, logistics, partnerships, and participant experience for continuous improvement.

For Fall 2025, the Recreation team brought in \$128,305.00 in revenue and \$68,567.64 in expenditures, with a net profit of \$59,727.36.

**ADVISORY**

This report is provided for informational purposes only. No action or recommendation is required at this time.

## QUARTERLY REPORT - FALL 2025

Program and Events	Program/ Event Fee	Enrollment (CJUSD)	Enrollment (TRUSD)	Enrollment (Paid Side)	Enrollments (Scholarships)	Total \$ Paid After Scholarship	Total Enrollment	Total Revenue for the Season	Total Expenditure for the Season	Net (+/-)	Notes
Adult & Senior Pickleball	\$ 10.00	0	0	1	0	\$ -	1	\$ 10.00	\$ -		
Adult Coed Power Volleyball - Team Signup	\$ 190.00	0	0	3	0	\$ -	3	\$ 570.00		\$ 570.00	
Senior Field Trip: Apple Hill Farms	\$ 35.00	0	0	14	4	\$ 70.00	14	\$ 490.00	\$ 418.07	\$ 71.93	
Senior Harvestime	\$ -	0	0	0	0	\$ -	0	\$ -	\$ 3,164.44	\$ (3,164.44)	
Senior Movie	\$ -	0	0	0	0	\$ -	0	\$ -	\$ 21.96	\$ (21.96)	
Special Event - Community Ofrenda	\$ -	0	0	25	0		25	\$ -	\$ 389.00	\$ (389.00)	
Special Event - Halloween Extravaganza; Vendor	\$ 30.00	0	0	3	0	\$ -	3	\$ 90.00	\$ 2,884.45	\$ (2,794.45)	
Teen Life Skills: Auto Edition	\$ -	0	0	6	0	\$ -	6	\$ -	\$ 57.00	\$ (57.00)	
Teen Nites	\$ 8.00	0	10	3	0	\$ -	13	\$ 104.00	\$ 168.03	\$ (64.03)	
Teen Volleyball: Skills and Scrimmage	\$ 58.00	0	10	15	0	\$ -	25	\$ 1,450.00	\$ 819.00	\$ 631.00	
Toddler - Music in the Park	\$ 25.00	0	10	2	0	\$ -	12	\$ 300.00	\$ 150.00	\$ 150.00	
Toddler - Pee Wee Flag Football: Skills and Drills	\$ 38.00	0	10	9	1	\$ 19.00	19	\$ 722.00	\$ 390.00	\$ 332.00	
Youth & Teen Cooking - (Sept - Nov)	\$ 25.00	0	60	15	0	\$ -	75	\$ 1,875.00		\$ 1,875.00	
Youth & Teen Dance Workshop - (Sept - Nov)	\$ 42.00	0	60	12	0	\$ -	72	\$ 3,024.00	\$ 2,419.20	\$ 604.80	
Youth Fall Break Camp	\$ 78.00	40	40	3	0	\$ -	83	\$ 6,474.00	\$ 6,997.99	\$ (523.99)	(TR = \$3,516.14, CJ = \$3,481.85)
Youth Flag Football: Skills and Scrimmage (NEW)	\$ 58.00	0	10	6	0	\$ -	16	\$ 928.00	\$ 544.00	\$ 384.00	
Youth Hobby Hop: Cozy Creations (NEW)	\$ 25.00	0	10	2	0	\$ -	12	\$ 300.00	\$ 149.48	\$ 150.52	
Youth Dragon's Den	\$ 28.00	72					53	\$ 106,848.00	\$ 44,834.10	\$ 62,013.90	72 participants x \$28/day x 53 days
Youth October Camp (CJUSD)	\$ 128.00	40	0	0	0	\$ -	40	\$ 5,120.00	\$ 5,160.92	\$ (40.92)	
		152	220	119	5	\$ 89.00	472	\$ 128,305.00	\$ 68,567.64	\$ 59,727.36	

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT**

**BOARD MEETING MINUTES**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Date: November 13, 2025

Time: 6:30 p.m. – Regular Meeting

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

Member Present: Joanna McVay, Pat Williams, Crystal Harding,

Members Absent: Zachary Freel, Beau Reynolds

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

Guests Present: John Berchielli, Mr. Brown,

**MEETING TO ORDER:**

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

**COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS**

Mr. Brown went over his life growing up and the time he spent in jail which he was sentenced to life. He went over his program and curriculum he created while he was in jail which was able to get him released.

Mr. Berchielli stated that if anybody is interested Memorial Day Parade meeting will be Friday, November 21st, from 10:00 a.m. - 11:00 a.m. at the North Highlands Library.

**RECESS**

Chairperson McVay called the meeting to a recess at 6:36 p.m.

**CLOSED SESSION**

- A. Conference with Legal Counsel – Anticipated Litigation (Gov. Code, § 54956.9(d)(2)):  
(1 Matter)  
Board discussion/action.

**RECONVENE OPEN SESSION**

Chairperson McVay called the meeting to back to order at 6:57 p.m. She stated that they will announce any action taken under New Business.

**ADMINISTRATOR'S REPORT:**

Administrator Graham turned it over to Park Superintendent Kelly to introduce a new maintenance staff.

Park Superintendent Kelly stated that he was going to introduce two new staff but one could not make it. He stated that today we have Brad Ritter here, he is an ISA Certified Arborist.

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

Administrator Graham went over the Artificial Turf Quote and other ideas for the front area:

- Install Artificial Turf in one of the parcels.
- Install very low ground level climbing apparatus on the right side of the property.
- Picnic tables with umbrella for parents
- Scott stated that he did talk to Ryan DiGiulio at Twin Rivers who is open to discussing the share cost.

Report by Park Superintendent Kevin Kelly presented his division report with questions and comment from Board Members.

Oral report by Recreation Superintendent Rachel Robertson-Murray with questions and comments from Board Members.

- Thanks to American River Rotary and to Perry's Pumpkins who donated over 300 pumpkins.
- Thanks to Pat Williams for sponsoring the costume prizes.

**CORRESPONDENCE:**

A. Letter from Sacramento Local Agency Formation Commission (LAFCo) will be under New Business.

**REPORTS FROM STANDING COMMITTEES:**

None

Board Member Harding stated that there will a Personnel and Policy committee meeting on November 20<sup>th</sup> at 1:30 p.m. She stated that Chairperson McVay will be substituting for Board Member Freels who will not be able to attend the meeting.

**CONSENT CALENDAR**

Board members went over the minutes, expenditures, and revenue reports.

**11/1/25**

Motion by Board Member Harding, seconded by Board Member Williams to approve the consent calendar.

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

**UNFINISHED BUSINESS**

A. Karen Folsom, Westwood Sierra Creek Presentation.

Karen Folsom via ZOOM went over the Sierra Creek project:

- Landscape (planting, watering use)
- Cal American Water
- SMUD (application for power)
- County Department Review
  - Site Improvement and Permit Section (School District Right of Entry Agreement)
- Environmental Review (CEQA) – Need to go through California Department of Fish and Wildlife. Process has started and will take at least another two (2) months.
- Met with Department of Transportation (Watt Ave) – new signal at Navaho
- Department of Water Resources – working with them for about 18 months regarding:
  - Floodplain easement
  - Maintenance Agreement for Drainage Facilities

- Sacramento Area Sewer District
- Survey – Letter for Monument
- Building Department – pushing this off to the contractor
  - Building
  - Electrical lighting for the park
- CDFG (Fish and Game) – submitting this in December 2025
- Bidding – December 2025 – January 20226
- Construction Start – February – October 2026
- Restroom move just a little up the hill.
- Added a shaded swing set.
- Finalize the color selection
- Finalize a couple little tine issues.

**B. LAFCo Elections**

Board members discussed the candidates for the four-year regular term and alternate four-year term, and the two-year regular term.

**11/3/25**

Board Member Williams nominated Gay Jones for the four-year regular term, seconded by Board Member Harding.

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

**11/4/25**

Board Member Williams nominated Jim Fraizier for the four-year alternate member, seconded by Board Member Harding.

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

**11/5/25**

Board Member Williams nominated Beau Reynolds for the two-year regular term, seconded by Board Member Harding.

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

Vote does not carry.

**11/6/25**

Board Member Williams nominated Robert "Bob" Wichert for the two-year regular term, seconded by Board Member Harding.

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

**NEW BUSINESS**

A. Government Claim by Rachel and Jonathan Turner concerning alleged injuries sustained at Freedom Park

Chairperson stated that they met in closed session and the Board unanimously agreed to reject the claim and directed the Administrator to writing a letter of notes.

**11/7/25**

Motion by Board Member Williams, seconded by Board Member Harding to reject the claim filed by Rachel and Jonathan Turner.

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

B. Policy #2100.1, 2100.2, 2100.3.2 Dress Code Revision  
Administrator Graham went over the Dress Code Revision

**11/8/25**

Motion by Board Member Williams, seconded by Board Member Harding to approve revisions to Dress Code Policies #2100.1,2, 3.2 and adding annual review every three (3) years.

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

C. Policy #2240.1 - Holiday Revision

**11/9/25**

Motion by Board Member Harding, seconded by Board Williams to approve revisions to Holiday Policy #2240.1 by moving observe Lincoln's Birthday to the second Monday of February.

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

D. District Administrators Compensation change

**11/9/25**

Motion by Board Member Williams, seconded by Board Member Harding to approve Administrators compensation change.

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

**CHAIRPERSON'S REPORT:**

None

**COMMENTS FROM BOARD MEMBERS:**

Board Member Harding:

- Happy Birthday to all who had a birthday in November.
- Happy work Anniversary to all who had an Anniversary in November.

**ADJOURNMENT**

Chairperson McVay adjourned the regular board meeting at 8:12 pm.

**DATE, TIME, AND PLACE OF MEETING**

The next regular meeting of the Board of Directors will be on December 11, 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 DECEMBER 2025**  
**(Bills paid in November 2025)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
	<b><u>BENEFITS</u></b>			
1210	Retirement	Voya	Nov-25	\$ -
1230	Insurance	California Choice	Dec-25	\$ 13,152.65
1230	" " "	CoPower	Dec-25	\$ 1,111.50
1240	Workers' Comp	CAPRI	2nd Quarter	\$ 4,045.50
	<b>Total</b>			<b>18,309.65</b>

**SERVICES & SUPPLIES**

			CSDA,CPRS,LiveFirePizza,Hyatt (HRBoot Camp,Conference)	\$ 1,290.43
2029	Bus./Conf Exp	USBank		\$ 12.04
2039	Empl Trans	Jew, Kelly	Oct 2025 Mileage	\$ 151.90
2039	" " "	Kersevan, Chirs	Oct 2025 Mileage	\$ 52.78
2039	" " "	Mayberry, Sarah	Oct 2025 Mileage	\$ 18.90
2039	" " "	Murray, Rachel	Oct 2025 Mileage	\$ 24.57
2039	" " "	Thayer, Kayla	Oct 2025 Mileage	\$ 91.70
2039	" " "	Young, Megan	Oct 2025 Mileage	\$ 182.65
2076	Office Sup	Caltronics	copies	\$ 136.39
2076	" " "	USBank	Walmart,Amazon (PackingTape,Halloween, RecSup.,)	\$ 532.73
2076	" " "	Walkers	Batteries, Paper	\$ 6,481.22
2081	Postage	RDP	Winter Post Cards	\$ 872.36
2085	Printing	USBank	Canva,Dazzle (LetterHead,RecGuide)	\$ 529.66
2111	Bldy Maint. Serv.	Stice Lock	Brock Park	\$ 283.84
2111	" " "	USBank	J&Jlocksmith (Keys)	\$ 97.00
2112	Bldg Maint. Supplies	Home Depot	Supplies	\$ 606.33
2112	" " "	USBank	Costco,TractorSup (Halloween,Maint.)	\$ 149.21
2112	" " "	Camfil	Filters	\$ 68.90
2112	" " "	Home Depot	Supplies	\$ 164.31
2112	" " "	Home Depot	Supplies	\$ 366.93
2112	" " "	Home Depot	Supplies	\$ 261.20
2112	" " "	Home Depot	Supplies	\$ 53.84
2132	Elec Sys Sup	Home Depot	Supplies	\$ 108.75
2168	Plumbing	Home Depot	Supplies	\$ -
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 2,986.65
2191	" " "	SMUD	700000346 District	\$ 71.37
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$ 1,475.49
2191	" " "	SMUD	2733018 Aztec	\$ 8.31
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 8.32
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 95.00
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 797.87
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 2,881.05
2193	" " "	Public Works	SEP 2025	\$ 244.11
2195	Sewage	Sac Utilities	2802 Perrin	\$ -
2195	" " "	Sac Utilities	3843 Bainbridge	\$ -
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ -
2195	" " "	Sac Utilities	3929 Karl Dr.	\$ -
2195	" " "	Sac Utilities	6040 Watt	\$ -
2195	" " "	Sac Utilities	3721 Navaho Dr.	\$ -

**NORTH HIGHLANDS RECREATION & PARK DISTRICT**  
**BILLING REPORT DECEMBER 2025**  
**(Bills paid in November 2025)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>		<u>AMOUNT</u>
2197	Tele & Teleg	Comcast	Service - Shop	\$	102.88
2197	" " "	Comcast	Service - District	\$	253.80
2197	" " "	USBank	T-Mobile (Rec Cell Phone)	\$	175.59
2197	" " "	Telepacific	Service	\$	1,141.35
			Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip, Karl Dr., Strizek, Karl&Rosario, Planehaven, Wings Way, 6040		
2198	Water	Sac Suburban	Watt, Freedom	\$	5,877.29
2198	" " "	CA/American	Chardonnay	\$	760.37
2198	" " "	CA/American	Sierra	\$	769.49
2205	Auto Maint. Srv.	J&T Auto	2027 Ford F150 Service	\$	120.00
2205	" " "	J&T Auto	2010 Ford F150 Service	\$	120.00
2205	" " "	NH Tire Pors	Loose Tire	\$	173.30
2205	" " "	O'Reilly	Air Filter	\$	30.44
2205	" " "	NH Tire Pors	2010 Ford F150 Service	\$	171.76
2211	Constr Equip Service	USBank	Amazon (Supplies)	\$	53.82
2211	" " "	CH Mowers	Belts	\$	484.83
2226	Expend Tools	O'Reilly	Parts	\$	62.48
2236	Fuels and Lube	C.U.S.D.	July 1 - Sep 30 2025	\$	698.20
2236	" " "	C.U.S.D.	Mar 1 - Jun 30 2025	\$	442.20
2275	Rents & Leases	Cintas	Services	\$	114.64
2275	" " "	Sac Valley Alarm	7916 Aztec	\$	491.82
2275	" " "	DLL Financial	Copier	\$	203.95
2275	" " "	CIT - Avaya	Phones	\$	418.26
2275	" " "	Cintas	Services	\$	117.09
2281	Shop Equip Srv.	CH Mowers	Services	\$	25.85
2314	Clothing	American Logo	Staff Shirts	\$	1,446.06
2314	" " "	CH Mowers	Rain Clothing	\$	139.95
2314	" " "	CH Mowers	Rain Clothing	\$	75.41
2322	Custodial Sup	A1 Janitorial	Janitorial Supplies	\$	537.38
2322	" " "	USBank	Amazon	\$	103.00
2322	" " "	A1 Janitorial	Janitorial Supplies	\$	400.96
			StarBuck, Smart&Final, FoodMaxx, HoneyDonuts, MariesDonuts, Walmart, Chick-Fil, UrbanCrave (Harvestime, OctCamp, Halloween, DragonsDen, Mtg.)	\$	368.15
2332	Food	USBank		\$	368.15
2531	Legal	Kreisberg Law	Oct 2025	\$	385.00
2531	" " "	BKS	Oct 2025	\$	2,873.03
2591	Other Prof Serv.	Knight Watch	Nov 1 -15	\$	3,180.00
2591	" " "	IES	Recreation Centers	\$	1,331.97
2591	" " "	IES	Recreation Centers	\$	1,740.03
			Streamline, OpenAI, GoldenPest, Starlink, Procure, B2BPrime, Facebook, Adobe, Streamline, Micros oft, DOJ, Walmart, Amazon, QuickQuack, ZOOM, WhenIW ork	\$	6,361.43
2591	" " "	USBank		\$	6,361.43
2591	" " "	Cintas	Services	\$	208.56
			Caricature, BishopPumpkin, Mariani,		
2851	Recreation Service	USBank	InflatableAdven, Costco	\$	3,234.55
2851	" " "	A4 Advisors Inc.	Ice Skating Rink	\$	1,100.00
			Amazon, RotaryClubWalmart, OTC, Walmart, River ValleyFeed, Tmobile	\$	910.13
2852	Recreation Sup	USBank		\$	910.13

**NORTH HIGHLANDS RECREATION & PARK DISTRICT**  
**BILLING REPORT DECEMBER 2025**  
**(Bills paid in November 2025)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2898	Other Oper Exp	NHRPD - BANK FEES	(Bank Fees/Bank Analysis Fees \$105.73/Active Fee \$215.43)	\$ 321.16
2898	" " "	USBank	SacCounty (parking)	\$ 7.00
05500000	Donation	A4 Advisors Inc.		\$ 1,900.00
05500000	Park InLieu	GameTime	Karl Rosario Park	\$ <u>139,271.22</u>
	<b>TOTAL</b>			<b>\$ 199,810.21</b>

**FIXED ASSETS**

4201	Building Improvement			\$ -
4202	Structures	Miracle Playsystem	Freedom Park	\$ 91,717.06
4202	" " "	O'Dell Engineering	Phase 15	\$ 13,794.00
4202	" " "	O'Dell Engineering	Phase 10,15,16	\$ 20,081.50
4202	" " "	Concrete By 3 Brothers	ADA Ramps	\$ 22,366.76
4202	" " "	Miracle Playsystem	Planehaven	\$ 1,402.00
4303	Equipment			\$ -
	<b>TOTAL</b>			<b>\$ 149,361.32</b>

<b>Total District Salaries</b>	(NOVEMBER 2 PAY DAY)	\$ 111,365.90
<b>Total District EDD</b>	(NOVEMBER 2 PAY DAY)	\$ 144.40
<b>Total District OASDI</b>	(NOVEMBER 2 PAY DAY)	\$ 8,514.10
		<b>\$ 120,024.40</b>

**DISTRICT TOTALS**

**\$487,505.58**

9429	Building Rental			
9646	Rec Fees & Charges	Willis, Michelle	Refund Fall Break Camp	\$ 78.00
9646	" " "	Velazquez, Elizabeth	Refund Fall Break Camp	\$ 78.00
9646	" " "			

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BOARD MEMBER

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BOARD MEMBER

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BOARD MEMBER

	A	B	C	D	E	F	G	H	
1		<b>NORTH HIGHLANDS RECREATION &amp; PARK DISTRICT</b>							
2		<b>REVENUE REPORT - NOVEMBER 2025</b>							
3									
4	<b>CODE</b>	<b>CLASSIFICATION</b>	<b>BUDGET</b>	<b>MONTH'S</b>	<b>REF/REIM</b>	<b>TO DATE</b>	<b>UNREALIZED</b>	<b>PERCENT</b>	
5	<b>FACILITY RENTALS</b>								
6	9429	Community Center	\$24,000.00	1,044.00	0.00	9,208.50	14,791.50		
7	9429	Recreation Center	\$1,000.00	177.50	0.00	1,095.50	-95.50		
8	9429	<b>TOTAL</b>	<b>\$25,000.00</b>	<b>1,221.50</b>	<b>0.00</b>	<b>10,304.00</b>	<b>14,696.00</b>	<b>41%</b>	
9									
10	<b>LEASED PROPERTY</b>								
11	9690	Strizek Lease	\$0.00	2,386.93	0.00	14,266.78	-14,266.78		
12	9690	Capehart Lease - Day Care	\$0.00	3,482.00	0.00	16,879.00	-16,879.00		
13	9690	Freedom Park Lease - Softball	\$0.00	1,250.00	0.00	25,000.00	-25,000.00		
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,500.00	-5,500.00		
15	9690	<b>TOTAL</b>	<b>\$125,014.00</b>	<b>7,118.93</b>	<b>0.00</b>	<b>61,645.78</b>	<b>63,368.22</b>	<b>49%</b>	
16									
17	<b>REVENUE, OTHER</b>								
18	9790	Antelope Little League	\$0.00	0.00	0.00	0.00	0.00		
19	9790	ARPA - Planehaven	\$0.00	0.00	0.00	156,186.24	-156,186.24		
20	9790	C.U.S.D. Reim - Meals Summer	\$0.00	0.00	0.00	24,108.01	-24,108.01		
21	9790	Fulton El Camino Reim	\$0.00	0.00	0.00	0.00	0.00		
22	9790	NH Yth Soccer Club Team Fees	\$0.00	0.00	0.00	1,785.00	1,785.00		
23	9790	Per Capita Reim	\$0.00	0.00	0.00	0.00	0.00		
24	9790	Prop 68 Reim	\$0.00	0.00	0.00	74,291.00	74,291.00		
25	9790	Reim - CAPRI Stolen Fence	\$0.00	0.00	0.00	0.00	0.00		
26	9790	Reim - CITI Home Depot	\$0.00	0.00	0.00	844.45	844.45		
27	9790	Reim - DLL Overpayment	\$0.00	0.00	0.00	0.00	0.00		
28	9790	Reim - C.JUSD Water Fountain	\$0.00	0.00	0.00	0.00	0.00		
29	9790	Reim Graham	\$0.00	0.00	0.00	0.00	0.00		
30	9790	Reim SDFL Conference	\$0.00	0.00	0.00	0.00	0.00		
31	9790	TRUSD - Reim - Meals Summer	\$0.00	0.00	0.00	706.75	-706.75		
32	9790	USBank Incentive	\$0.00	0.00	0.00	515.95	-515.95		
33			<b>\$1,011,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>258,437.40</b>	<b>752,562.60</b>	<b>26%</b>	
34									
35	<b>AQUATICS</b>								
36	9646	Swim Lesson	\$7,800.00	0.00	0.00	0.00	7,800.00		
37		<b>TOTAL</b>	<b>\$7,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,800.00</b>	<b>0%</b>	
38									
39	<b>DAY CARE PROGRAM</b>								
40	9646	Dragon's Den	\$362,880.00	0.00	0.00	157,754.22	205,125.78		
41	9646	Dragon's Den FALL Camp	\$3,120.00	0.00	0.00	0.00	3,120.00		
42	9646	Dragon's Den OCTOBER Camp	\$5,120.00	0.00	0.00	0.00	5,120.00		
43	9646	Dragon's Den SPRING Camp	\$5,120.00	0.00	0.00	0.00	5,120.00		
44	9646	Dragon's Den SUMMER Camp	\$34,800.00	0.00	0.00	19,885.72	14,914.28		
45	9646	Fall Break Camp	\$3,120.00	273.00	(156.00)	195.00	2,925.00		
46	9646	Spring Break Camp	\$5,120.00	0.00	0.00	4,880.00	240.00		
47	9646	Summer Kids Camp	\$57,360.00	0.00	0.00	47,760.00	9,600.00		
48	9646	Winter Camp	\$2,040.00	102.00	0.00	102.00	1,938.00		
49		<b>TOTAL</b>	<b>\$478,680.00</b>	<b>375.00</b>	<b>(156.00)</b>	<b>\$230,576.94</b>	<b>248,103.06</b>	<b>48%</b>	
50									
51	<b>TODDLER PROGRAMS</b>								
52	9646	Tot Spot 2 day session	\$170.00	17.00	0.00	17.00	153.00		
53	9646	Tot Spot 3 Day session	\$750.00	0.00	0.00	980.00	-230.00		
54	9646	TOTS Music in the Park	\$0.00	0.00	0.00	300.00	-300.00		
55		<b>TOTAL</b>	<b>\$920.00</b>	<b>\$17.00</b>	<b>\$0.00</b>	<b>\$1,297.00</b>	<b>-377.00</b>	<b>141%</b>	
56									
57	<b>SPECIAL EVENTS</b>								
58	9646	Breakfast with Santa	\$800.00	592.00	0.00	592.00	208.00		
59	9646	Cupid Crew Dance	\$440.00	0.00	0.00	0.00	440.00		
60	9646	Extravaganza Vendors	\$540.00	30.00	0.00	120.00	420.00		
61	9646	Fathers Day Nerf War Meal	\$60.00	0.00	0.00	0.00	60.00		
62	9646	Fathers Day Nerf War	\$160.00	0.00	0.00	0.00	160.00		
63	9646	Forrest of Lights	\$0.00	0.00	0.00	0.00	0.00		
64	9646	Mothers Day KickBall	\$160.00	0.00	0.00	0.00	160.00		
65	9646	Pickleball and Pals	\$160.00	0.00	0.00	0.00	160.00		
66		<b>TOTAL</b>	<b>\$2,320.00</b>	<b>622.00</b>	<b>0.00</b>	<b>712.00</b>	<b>1,608.00</b>	<b>31%</b>	
67									
68	<b>CONTRACT CLASSES</b>								
69	9646	Basketball Camp - Summer	\$1,560.00	0.00	0.00	0.00	1,560.00		
70	9646	Counseling Services - TEEN	\$672.00	0.00	0.00	0.00	672.00		
71	9646	Gotbuckets	\$0.00	0.00	0.00	0.00	0.00		
72	9646	Youth/Teen Dance	\$10,080.00	0.00	0.00	5,466.00	4,614.00		
73		<b>TOTAL</b>	<b>\$12,312.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,466.00</b>	<b>6,846.00</b>	<b>44%</b>	
74									
75									
76									
77									
78	<b>CODE</b>	<b>CLASSIFICATION</b>	<b>BUDGET</b>	<b>MONTH'S</b>	<b>REF/REIM</b>	<b>TO DATE</b>	<b>UNREALIZED</b>	<b>PERCENT</b>	

	A	B	C	D	E	F	G	H
79	<b>TEENS</b>							
80	9646	3x3Bball Summer	\$1,872.00	0.00	0.00	1,461.50	410.50	
81	9646	Teen Nights	\$512.00	8.00	0.00	16.00	496.00	
82	9646	Teen Volleyball Skills & Drills	\$880.00	0.00	0.00	812.00	68.00	
83		<b>TOTAL</b>	<b>\$3,264.00</b>	<b>8.00</b>	<b>0.00</b>	<b>2,289.50</b>	<b>974.50</b>	<b>70%</b>
84								
85	<b>GYM/PARK RENTALS</b>							
86	9646	Field Rental - Brock Park	\$0.00	0.00	0.00	2,400.00	-2,400.00	
87	9646	Gym Rental-Capehart/R.P.	\$25,300.00	2,785.00	0.00	13,285.00	12,015.00	
88	9646	Park Rentals	\$10,000.00	0.00	0.00	5,098.48	4,901.52	
89		<b>TOTAL</b>	<b>\$35,300.00</b>	<b>2,785.00</b>	<b>0.00</b>	<b>20,783.48</b>	<b>14,516.52</b>	<b>59%</b>
90								
91	<b>YOUTH PROGRAMS</b>							
92	9646	2nd-3rd Bball -Winter	\$5,616.00	78.00	0.00	78.00	5,538.00	
93	9646	4th-5th Bball -Winter	\$4,680.00	156.00	0.00	156.00	4,524.00	
94	9646	6th-7th Bball -Winter	\$2,340.00	156.00	0.00	156.00	2,184.00	
95	9646	7-8 year Bball - Summer	\$0.00	0.00	0.00	-475.97	475.97	
96	9646	9-11 year Bball - Summer	\$0.00	0.00	0.00	1,776.00	-1,776.00	
97	9646	Cheer	\$672.00	56.00	0.00	654.00	18.00	
98	9646	DodgeBall	\$870.00	0.00	0.00	550.00	320.00	
99	9646	Flag Football - youth	\$870.00	0.00	0.00	290.00	580.00	
100	9646	Hobby Hop Workshop (quarterly)	\$0.00	0.00	0.00	0.00	0.00	
101	9646	PW Basketball	\$660.00	165.00	0.00	525.00	135.00	
102	9646	PW Sports	\$1,368.00	0.00	0.00	893.00	475.00	
103	9646	Workshop (Misc.)	\$3,000.00	0.00	0.00	0.00	3,000.00	
104	9646	Youth Hobby Hop	\$0.00	25.00	0.00	441.00	-441.00	
105	9646	Youth/Teen Cooking	\$6,000.00	0.00	0.00	3,265.00	2,735.00	
106		<b>TOTAL</b>	<b>\$26,076.00</b>	<b>636.00</b>	<b>0.00</b>	<b>8,308.03</b>	<b>17,767.97</b>	<b>32%</b>
107								
108	<b>ADULT SPORTS</b>							
109	9646	Basketball Leauges	\$880.00	0.00	0.00	0.00	880.00	
110	9646	Per Player Sports League	\$520.00	0.00	0.00	0.00	520.00	
111	9646	Pickle Ball	\$240.00	0.00	0.00	20.00	220.00	
112	9646	Volleyball	\$3,040.00	380.00	0.00	1,140.00	1,900.00	
113		<b>TOTAL</b>	<b>\$4,680.00</b>	<b>380.00</b>	<b>0.00</b>	<b>1,160.00</b>	<b>3,520.00</b>	<b>25%</b>
114								
115	<b>SENIORS</b>							
116	9646	Field Trips	\$420.00	262.50	0.00	857.50	-437.50	
117		<b>TOTAL</b>	<b>\$420.00</b>	<b>\$262.50</b>	<b>\$0.00</b>	<b>\$857.50</b>	<b>-437.50</b>	<b>204%</b>
118								
119	<b>TAXES</b>							
120	9101	Prop Tax - Secured	\$1,800,000.00	0.00	0.00	0.00	1,800,000.00	
121	9102	Prop Tax - Unsec	\$69,000.00	0.00	0.00	0.00	69,000.00	
122	9103	Supp Prop Tax	\$33,000.00	0.00	0.00	0.18	32,999.82	
123	9104	Prop Tax Sec Delinquent	\$16,000.00	0.00	0.00	0.00	16,000.00	
124	9105	Prop Tax Supp Delinquent	\$3,500.00	0.00	0.00	0.00	3,500.00	
125	9106	Prop tax Unitary	\$16,000.00	0.00	0.00	0.00	16,000.00	
126	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
127	9130	Prop Tax - Prior Unsec	\$700.00	0.00	0.00	0.00	700.00	
128	9140	Prop Tax - Pently	\$250.00	0.00	0.00	0.00	250.00	
129	9196	RDA Residual	\$18,000.00	712.42	0.00	712.42	17,287.58	
130	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
131		<b>TOTAL</b>	<b>\$1,956,450.00</b>	<b>712.42</b>	<b>0.00</b>	<b>712.60</b>	<b>1,955,737.40</b>	<b>0%</b>
132								
133	<b>INTEREST INCOME</b>							
134	9410	Interest Income	\$35,000.00	0.00	0.00	183.00	34,817.00	
135		<b>TOTAL</b>	<b>\$35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>183.00</b>	<b>34,817.00</b>	<b>1%</b>
136								
137	9522	Homeowner Prop Tax	\$12,500.00	0.00	0.00	0.00	12,500.00	
138		<b>TOTAL</b>	<b>\$12,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,500.00</b>	<b>0%</b>
139								
140	<b>IN LIEU TAX</b>							
141	9529	In Lieu Tax	\$250,000.00	0.00	0.00	5,622.80	244,377.20	
142		<b>TOTAL</b>	<b>\$250,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,622.80</b>	<b>244,377.20</b>	<b>0%</b>
143								
144	<b>MISC. Revenue</b>							
145	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
146		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
147								
148	<b>AID TO LOCAL GOVERNMENT</b>							
149	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
150		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
151								
152	<b>REDEVELOPMENT FUNDS</b>							
153	9533	Redevelopment Passthru	\$11,500.00	376.60	0.00	376.60	11,123.40	
154		<b>TOTAL</b>	<b>\$11,500.00</b>	<b>376.60</b>	<b>0.00</b>	<b>376.60</b>	<b>11,123.40</b>	<b>3%</b>
155								
156								

	A	B	C	D	E	F	G	H
157	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
158	9429	Building Rental	\$25,000	1,221.50	0.00	10,304.00	14,696.00	41%
159	9646	Rec Fees & Charges	\$571,772	5,085.50	-156.00	271,450.45	300,321.55	47%
160	9100	Taxes	\$1,956,450	712.42	0.00	712.60	1,955,737.40	0%
161	9410	Interest Income	\$35,000	0.00	0.00	183.00	34,817.00	1%
162	9522	Homeowner Prop Tax	\$12,500	0.00	0.00	0.00	12,500.00	0%
163	9529	In Lieu Tax	\$250,000	0.00	0.00	5,622.80	244,377.20	0%
164	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
165	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
166	9533	Redevelopmnet Funds	\$11,500	376.60	0.00	376.60	11,123.40	0%
167	9690	Lease Property	\$125,014	7,118.93	0.00	61,645.78	63,368.22	49%
168	9790	Revenue Other	\$1,011,000	0.00	0.00	102,251.16	908,748.84	10%
169		TOTAL	\$3,998,236	14,514.95	-156.00	452,546.39	3,545,689.61	11%
170								
171		GENERAL RESERVED FUND	\$0					
172		CARRY OVER	\$809,868	0.00	0.00	0.00	0.00	0%
173								
174		TOTAL BUDGET	\$4,808,104	14,514.95	-156.00	\$452,546	4,355,557.61	9%
175								
176		Scholarship		0.00				
177		Donations/Sponsorship		0.00				
178		Field Deposit		0.00				
179		Bldg Deposit		1500.00				
180		Bldg Guards		495.00				
181				1995.00				
182								
183	2191	SMUD Reim - Something Extra		390.00				
184	2192	PG&E Reim - Something Extra		20.00				
185	2193	Republic Serv. Reim - Something		100.00				
186	2195	Sewage Reim - Something Extra		240.00				
187	2198	Water Reim - Something Extra		110.00				
188				860.00				
189								
190		Total Revenue		17,369.95				
191								
192		Scholarship	\$0.00	0.00	0.00	11,215.91	-11,215.91	
193		Donations/Sponsorship	\$0.00	0.00	(1900.00)	2,695.13	-2,695.13	
194		055000000	\$0.00	1,995.00	(5890.45)	16,944.71	-16,944.71	
195		Contingency	\$241,655.00	0.00	0.00	48,000.00	193,655.00	
196		Park Dedication Acct 088L	\$0.00	0.00	0.00	885,397.44	-885,397.44	
197		Park Fees 346I	\$0.00	89,857.66	(139271.22)	3,472,103.64	-3,472,103.64	
198		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	<b>NORTH HIGHLANDS RECREATION &amp; PARK DISTRICT</b>						
2	<b>EXPENDITURE REPORT - NOV 2025</b>						
3							
4	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
5	<b>ADMINISTRATION</b>						
6	<b>SALARIES &amp; BENEFITS</b>						
7	1110	Administrator-Scott	156,182	12,694.98	68,457.34	87,724.66	44%
8	1110	Administrative Srv. Mngr.	98,712	7,596.30	41,759.65	56,952.35	42%
9	1122	Board of Directors	9,840	347.28	2,320.72	7,519.09	24%
10		Sub-Total	264,734	20,638.56	112,537.71	152,196.10	43%
11	1210	Retirement	20,392	0.00	8,793.45	11,598.55	43%
12	1220	OASDI	20,252	1,578.87	8,602.12	11,649.88	42%
13	1230	Insurance	42,324	3,418.84	18,191.65	24,132.35	43%
14	1240	Worker's Comp.	2,724	1,348.50	2,414.06	309.94	89%
15	1250	Unemployment	490	0.00	0.00	490.00	0%
16		Sub-Total	86,180	6,346.21	38,001.28	48,180.72	44%
17		<b>TOTAL</b>	<b>350,916</b>	<b>26,984.77</b>	<b>150,538.99</b>	<b>200,377.82</b>	<b>43%</b>
18							
19	<b>SERVICES &amp; SUPPLIES</b>						
20	2005	Ad/Leg	1,000	0.00	578.63	421.37	58%
21	2022	Bks/Subs	151	0.00	176.60	-25.60	117%
22	2029	Bus Conf Exp	10,000	780.00	2,765.60	7,234.40	28%
23	2035	Educ/Trng	5,000	0.00	0.00	5,000.00	0%
24	2039	Empl Trans	2,000	91.70	308.00	1,692.00	15%
25	2051	Insurance	164,956	0.00	82,974.00	81,982.00	50%
26	2061	Memberships	13,000	0.00	12,255.00	745.00	94%
27	2076	Office Sups	12,000	532.73	3,276.50	8,723.50	27%
28	2081	Postage	1,000	0.00	8.30	991.70	1%
29	2085	Printing	2,500	190.00	844.00	1,656.00	34%
30	2197	Tele & Teleg	17,000	1,395.15	6,637.85	10,362.15	39%
31	2261	Office Equip Mtnc	8,000	0.00	1,621.62	6,378.38	20%
32	2275	Rents & Leases	10,502	622.21	6,150.16	4,351.84	59%
33	2332	Food Sups	2,000	60.37	1,199.63	800.37	60%
34	2444	Medical Supplies	500	0.00	137.27	362.73	27%
35	2505	Actg Svcs	42,600	0.00	0.00	42,600.00	0%
36	2531	Legal Svcs	25,000	3,258.03	16,033.41	8,966.59	64%
37	2591	Other Prof Svcs	16,520	5,441.49	9,628.37	6,891.63	58%
38	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
39	2819	Registration Service	0	0.00	0.00	0.00	0%
40	2880	PY Expenditure	0	0.00	0.00	0.00	0%
41	2898	Other Oper Exp	5,500	328.16	1,860.95	3,639.05	34%
42		<b>TOTAL</b>	<b>339,229</b>	<b>12,699.84</b>	<b>146,455.89</b>	<b>192,773.11</b>	<b>43%</b>
43							
44							
45	4202	Struct & Imp	400000	33,875.50	101,064.80	298,935.20	25%
46	4303	Office Equipment	0	0.00	0.00	0	0%
47		<b>TOTAL</b>	<b>400,000</b>	<b>33875.50</b>	<b>101,064.80</b>	<b>298,935.20</b>	<b>25%</b>
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	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	<b>RECREATION</b>						
60	<b>SALARIES &amp; BENEFITS</b>						
61	1110	Superintendent- Rachel	110,940	8,536.92	46,933.06	64,006.94	42%
62	1110	Supervisor-Kayla	87,816	6,758.16	37,149.88	50,666.12	42%
63	1110	Rec. Coordinator - Chris	66,252	5,099.38	28,026.59	38,225.41	42%
64	1110	Rec Coordinator - Kelly	60,144	4,629.54	25,442.47	34,701.53	42%
65	1110	Rec Site Specialist-Sarah	52,740	4,060.00	22,310.00	30,430.00	42%
66	1122	Part Time - Office Asst.	33,540	2,273.25	12,699.75	20,840.25	38%
67	1122	Part Time	374,528	20,050.20	140,852.37	233,675.63	38%
68		Sub-Total	785,960	51,407.45	313,414.12	472,545.88	40%
69	1210	Retirement	30,231	0.00	12,788.92	17,442.08	42%
70	1220	OASDI	60,126	3,932.62	24,128.80	35,997.20	40%
71	1230	Insurance	41,630	3,401.72	17,432.17	24,197.83	42%
72	1240	Worker's Comp	11,901	1,348.50	5,416.72	6,484.28	46%
73	1250	Unemployment	14,578	117.68	948.82	13,629.18	7%
74		Sub-Total	158,466	8,800.52	60,715.43	97,750.57	38%
75		<b>TOTAL</b>	<b>944,427</b>	<b>60,207.97</b>	<b>374,129.55</b>	<b>570,297.45</b>	<b>40%</b>
76							
77	<b>SERVICES &amp; SUPPLIES</b>						
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	10,000	510.43	3,301.59	6,698.41	33%
81	2035	Educ/Trng	3,000	0.00	120.00	2,880.00	4%
82	2039	Empl Trans	3,000	260.19	1,124.22	1,875.78	37%
83	2061	Memberships	750	0.00	0.00	750.00	0%
84	2065	Film Svcs	0	0.00	0.00	0.00	0%
85	2076	Office Svcs	2,500	68.36	1,147.28	1,352.72	46%
86	2081	Postage	25,000	6,481.22	12,732.50	12,267.50	51%
87	2085	Printing	4,000	682.36	1,364.72	2,635.28	34%
88	2197	Tele & Teleg	1,600	175.59	891.33	708.67	56%
89	2261	Office Equip Mtn	2,500	0.00	9.86	2,490.14	0%
90	2314	Clothing	6,500	1,446.06	2,556.80	3,943.20	39%
91	2332	Food	10,700	307.78	3,969.14	6,730.86	37%
92	2444	Med Svcs	800	0.00	126.58	673.42	16%
93	2591	Other Prof Svcs	10,000	623.95	5,174.88	4,825.12	52%
94	2851	Rec Svcs	50,000	4,334.55	16,339.18	33,660.82	33%
95	2852	Rec Svcs	23,000	910.13	9,217.82	13,782.18	40%
96	2871	Transportation	4,000	0.00	2,052.74	1,947.26	51%
97	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
98			157,350	15,800.62	60,128.64	97,221.36	38%
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	105,672	8,131.70	44,704.35	60,967.65	42%
119	1110	Supervisor - Sergio	87,816	6,758.16	37,149.88	50,666.12	42%
120	1110	Mtnc Worker II - Thomas	67,908	0.00	12,117.98	55,790.02	18%
121	1110	Mtnc Wkr-Rodney	15,515	0.00	0.00	15,515.00	0%
122	1110	Mtnc Wkr-Barry	57,660	4,438.46	21,972.35	35,687.65	38%
123	1110	Mtnc Wkr-Simmons	57,660	4,438.46	24,391.53	33,268.47	42%
124	1110	Mtnc Wkr-Larry	52,344	4,029.54	22,142.47	30,201.53	42%
125	1110	Mtnc Wkr-Isaiah	57,660	3,658.46	15,538.64	42,121.36	27%
126	1110	Mtnc Wkr-Bradley	47,520	3,388.10	13,278.71	34,241.29	28%
127	1122	PT Maintenance Wkr	25,000	0.00	0.00	25,000.00	0%
128	1122	Lead Facilities Monitor/Custodian	26,208	0.00	1,090.25	25,117.75	4%
129	1122	Weekday & Weekend Bldg Monitor	42,640	4,477.01	22,982.20	19,657.80	54%
130		<b>Sub-Total</b>	<b>643,603</b>	<b>\$ 39,319.89</b>	<b>215,368.36</b>	<b>428,234.64</b>	<b>33%</b>
131	1210	Retirement	43,980	0.00	11,577.68	32,402.32	26%
132	1220	OASDI	49,236	3,002.61	16,274.44	32,961.56	33%
133	1230	Insurance	113,713	7,443.59	33,820.54	79,892.46	30%
134	1240	Worker's Comp.	90,974	1,348.50	30,412.08	60,561.92	33%
135	1250	Unemployment	2,940	26.72	333.34	2,606.66	11%
136		<b>Sub-Total</b>	<b>300,843</b>	<b>11,821.42</b>	<b>92,418.08</b>	<b>208,424.92</b>	<b>31%</b>
137		<b>TOTAL</b>	<b>944,446</b>	<b>51,141.31</b>	<b>307,786.44</b>	<b>636,659.56</b>	<b>33%</b>
138	SERVICES & SUPPLIES						
139	2029	Bus & Conf. Exp.	3,000	0.00	2,423.96	576.04	0%
140	2035	Educ/Trng	500	0.00	120.00	380.00	0%
141	2039	Empl Trans	500	0.00	0.00	500.00	0%
142	2061	Memberships	150	0.00	0.00	150.00	0%
143	2076	Office Sups	1,000	68.03	466.43	533.57	47%
144	2104	Agri/Hort	5,000	0.00	2,038.83	2,961.17	41%
145	2111	Bldg Mtnc Svc	4,200	813.50	1,085.82	3,114.18	26%
146	2112	Bldg Mtnc Sups	12,000	1,713.88	5,411.89	6,588.11	45%
147	2122	Chem Sups	4,000	0.00	0.00	4,000.00	0%
148	2131	Elec Sys SVC	5,000	0.00	968.80	4,031.20	19%
149	2132	Elec Sys Sup	5,000	53.84	548.18	4,451.82	11%
150	2142	Land Imp Sup	30,000	0.00	2,796.83	27,203.17	9%
151	2162	Paint Sups	1,500	0.00	0.00	1,500.00	0%
152	2168	Plumbing Sups	10,000	108.75	4,856.94	5,143.06	49%
153	2191	Electricity	60,000	4,143.51	28,832.82	31,167.18	48%
154	2192	Natural Gas	7,000	91.63	231.11	6,768.89	3%
155	2193	Refuse	11,000	3,578.92	7,375.19	3,624.81	67%
156	2195	Sewage	7,000	4.11	2,708.15	4,291.85	39%
157	2197	Tele/Teleg	2,000	102.88	514.40	1,485.60	26%
158	2198	Water	125,000	7,307.15	75,798.79	49,201.21	61%
159	2205	Auto Mtnc Svc	14,000	615.50	3,633.64	10,366.36	26%
160	2211	Constr Equip Svc	6,000	538.65	1,285.26	4,714.74	21%
161	2226	Expend Tools	6,000	62.48	4,011.97	1,988.03	67%
162	2236	Fuels & Lubes	10,000	1,140.40	2,155.92	7,844.08	22%
163	2275	Rents & Leases	15,000	1,345.76	8,321.61	6,678.39	55%
164	2281	Shop Equip Svc	1,600	25.85	660.13	939.87	41%
165	2292	Other Equip	11,000	0.00	0.00	11,000.00	0%
166	2314	Clothing	4,000	215.36	1,275.51	2,724.49	32%
167	2322	Cust Sup	22,500	1,041.34	8,338.77	14,161.23	37%
168	2444	Medical Sup	300	0.00	0.00	300.00	0%
169	2591	Other Prof Svc	100,000	6,756.55	67,719.22	32,280.78	68%
170		<b>TOTAL</b>	<b>484,250</b>	<b>29,728.09</b>	<b>233,580.17</b>	<b>250,669.83</b>	<b>48%</b>
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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	200,000	0.00	0.00	200,000.00	0%
175	4202	Structures & Imp	460,000	115,485.82	125,035.82	334,964.18	27%
176	4303	Other Equip	80,000	0.00	57,162.85	22,837.15	71%
177			740,000	115,485.82	182,198.67	557,801	25%
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229	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
230		<b>DISTRICT TOTALS</b>					
231		<b>SALARIES &amp; BENEFITS</b>					
232	1110	FULL TIME SALARIES	1,135,020	76,770.06	461,374.90	673,645.10	41%
233	1122	PART TIME SALARIES	511,754	7,097.54	179,945.29	331,808.52	35%
234	1210	RETIREMENT	94,603	0.00	33,160.05	61,442.95	35%
235	1220	OASDI	129,614	8,514.10	49,005.36	80,608.64	38%
236	1230	INSURANCE	197,666	14,264.15	69,444.36	128,221.64	35%
237	1240	WORKER'S COMP	105,598	4,045.50	38,242.86	67,355.14	36%
238	1250	UNEMPLOYMENT	18,007	144.40	1,282.16	16,724.84	7%
239	1000	<b>SALARIES/BENEFITS</b>	<b>2,239,789</b>	<b>138,334.05</b>	<b>832,454.98</b>	<b>1,407,333.83</b>	<b>37%</b>
240							
241		<b>SERVICES &amp; SUPPLIES</b>					
242	2005	AD/LEGAL NOTICE	1,000	0.00	578.63	421.37	58%
243	2022	BOOKS/SUBS	151	0.00	176.60	-25.60	117%
244	2029	BUS/CONF EXP	23,000	1,290.43	8,491.15	14,508.85	0%
245	2035	EDUC/TRNG	8,500	0.00	240.00	8,260.00	3%
246	2039	EMPLOY TRANS	5,500	260.19	1,432.22	4,067.78	0%
247	2051	INSURANCE	164,956	0.00	82,974.00	81,982.00	50%
248	2061	MEMBERSHIPS	13,900	0.00	12,255.00	1,645.00	88%
249	2076	OFFICE SUPS	15,500	669.12	4,890.21	10,609.79	32%
250	2081	POSTAGE	26,000	6,481.22	12,740.80	13,259.20	49%
251	2085	PRINTING	6,500	872.36	2,208.72	4,291.28	34%
252	2104	AGRI/HORT	5,000	0.00	2,038.83	2,961.17	41%
253	2111	BLDG MTNC SVC	4,200	813.50	1,085.82	3,114.18	26%
254	2112	BLDG MTNC SUP	12,000	1,713.88	5,411.89	6,588.11	45%
255	2122	CHEM SUPS	4,000	0.00	0.00	4,000.00	0%
256	2131	ELEC MTNC SVC	5,000	0.00	968.80	4,031.20	19%
257	2132	ELEC MTNC SUP	5,000	53.84	548.18	4,451.82	11%
258	2142	LAND IMP SUP	30,000	0.00	2,796.83	27,203.17	9%
259	2162	PAINTING SUPS	1,500	0.00	0.00	1,500.00	0%
260	2168	PLUMBING SUPS	10,000	108.75	4,856.94	5,143.06	49%
261	2191	ELECTRICITY	60,000	4,143.51	28,832.82	31,167.18	48%
262	2192	NATURAL GAS	7,000	91.63	231.11	6,768.89	3%
263	2193	REFUSE	11,000	3,578.92	7,375.19	3,624.81	67%
264	2195	SEWAGE	7,000	4.11	2,708.15	4,291.85	39%
265	2197	TELE/TELEG	20,600	1,673.62	8,043.58	12,556.42	39%
266	2198	WATER	125,000	7,307.15	75,798.79	49,201.21	61%
267	2205	AUTO MTNC SVC	14,000	615.50	3,633.64	10,366.36	26%
268	2211	CONSTR EQUIP SVC	6,000	538.65	1,285.26	4,714.74	21%
269	2226	EXPEND TOOLS	6,000	62.48	4,011.97	1,988.03	67%
270	2236	FUELS / LUBES	10,000	1,140.40	2,155.92	7,844.08	22%
271	2261	OFF EQUIP MTNC	10,500	0.00	1,631.48	8,868.52	16%
272	2275	RENTS/LEASES	25,502	1,967.97	14,471.77	11,030.23	57%
273	2281	SHOP EQUIP SVCS	1,600	25.85	660.13	939.87	41%
274	2292	OTHER EQUIP SUPS	11,000	0.00	0.00	11,000.00	0%
275	2314	CLOTHING	10,500	1,661.42	3,832.31	6,667.69	36%
276	2322	CUST SUP	22,500	1,041.34	8,338.77	14,161.23	37%
277	2332	FOOD SUPS	12,700	368.15	5,168.77	7,531.23	41%
278	2444	MED SUPS	1,600	0.00	263.85	1,336.15	16%
279	2505	ACCOUNT SVC	42,600	0.00	0.00	42,600.00	0%
280	2531	LEGAL SVC	25,000	0.00	16,033.41	8,966.59	64%
281	2591	OTHER PROF SVCS	126,520	5,642.93	82,522.47	43,997.53	65%
282	2813	SALES TAX ADJUST.	0	60.37	0.00	0.00	0%
283	2819	REGISTRATION SVC	0	0.00	0.00	0.00	0%
284	2851	RECREATION SVC	50,000	4,334.55	16,339.18	33,660.82	33%
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	23,000	910.13	9,217.82	13,782.18	40%
288	2871	TRANSPORTATION	4,000	0.00	2,052.74	1,947.26	51%
289	2880	PY EXPEND	0	0.00	0.00	0.00	0%
290	2898	OTHER OPER EXP	5,500	328.16	1,860.95	3,639.05	34%
291	2000	SERVICES/SUPPLIES	980,829	58,228.55	440,164.70	540,664.30	45%
292							
293		<u>FIXED ASSETS</u>					
294	4201	Building IIM	200,000	0.00	0.00	200,000.00	0%
295	4202	STRUCT & IMP	860,000	149,361.32	226,100.62	633,899.38	0%
296	4303	EQUIPMENT	80,000	0.00	57,162.85	22,837.15	0%
297	4000	FIXED ASSETS	1,140,000	149,361.32	283,263.47	856,737	0%
298							
299							
300	1000	SALARIES & BENE	2,239,789	138,334.05	832,454.98	1,407,333.83	37%
301							
302	2000	SERVICES & SUPP	980,829	58,228.55	440,164.70	540,664.30	45%
303							
304	4000	FIXED ASSETS	1,140,000	149,361.32	283,263.47	856,737	25%
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	5,201,162	345,923.92	1,603,883.15	2,956,735	31%
312							
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319							
320							
321							

**NORTH HIGHLANDS RECREATION & PARK DISTRICT**  
**CFD BILLING REPORT DECEMBER 2025**  
**(Bills paid in November 2025)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<b><u>BENEFITS</u></b>				
1210	Retirement	VOYA	Nov-25	\$ -
1230	Insurance	CALIFORNIA CHOICE	Dec-25	\$ 1,192.26
1230	" " "	COPOWER	Dec-25	\$ 85.50
1240	Workers' Comp	CAPRI	3rd Quarter	\$ 1,348.50
	<b>Total</b>			<b>2,626.26</b>
 <b><u>SERVICES &amp; SUPPLIES</u></b>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 41.53
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 41.40
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 100.00
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 77.85
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 2,342.25
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 92.77
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 152.51
2236	Fuels and Lubes	C.U.S.D.	July 1 - Sep 30 2025	\$ 500.00
2236	" " "	C.U.S.D.	AprMayJun 20245	\$ 500.00
	<b>TOTAL</b>			<b>\$ 3,848.31</b>
 <b><u>FIXED ASSETS</u></b>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	<b>TOTAL</b>			<b>\$ -</b>
<b>Total District Salaries</b>		(NOVEMBER 2 PAY DAY)		<b>\$ 4,438.46</b>
<b>Total District EDD</b>		(NOVEMBER 2 PAY DAY)		<b>\$ -</b>
<b>Total District OASDI</b>		(NOVEMBER 2 PAY DAY)		<b>\$ 338.79</b>
				<b>\$ 4,777.25</b>
 <b>DISTRICT TOTALS</b>				 <b>\$11,251.82</b>

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BOARD MEMBER

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BOARD MEMBER

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BOARD MEMBER

	A	B	C	D	E	F	G	H
1	<b>NORTH HIGHLANDS RECREATION &amp; PARK DISTRICT - CHERRY BLOSSOM PARK</b>							
2	<b>REVENUE REPORT - NOVEMBER 2025</b>							
3								
4	<b>CODE</b>	<b>CLASSIFICATION</b>	<b>BUDGET</b>	<b>MONTH'S</b>	<b>REF/REIM</b>	<b>TO DATE</b>	<b>UNREALIZED</b>	<b>PERCENT</b>
5	<b>TAXES</b>							
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		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
17								
18	<b>INTEREST INCOME</b>							
19	9410	Interest Income	\$1,800.00	0.00	0.00	10.00	1,790.00	
20		<b>TOTAL</b>	<b>\$1,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>1,790.00</b>	<b>1%</b>
21								
22	<b>CONCESSION OTHER</b>							
23	9490	Concession Other	\$0.00	0.00	0.00	0.00	0.00	
24		<b>TOTAL</b>						
25								
26	<b>USE OF MONEY/PROPERTY</b>							
27	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
28		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
29								
30	<b>IN LIEU TAX</b>							
31	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
32		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
33								
34	<b>MISC. Revenue</b>							
35	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
36		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
37								
38	<b>AID TO LOCAL GOVERNMENT</b>							
39	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
40		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
41								
42	<b>REDEVELOPMENT FUNDS</b>							
43	9533	Redevelopment funds	\$0.00	0.00	0.00	0.00	0.00	
44		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
45								
46	<b>STATE AID</b>							
47	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
48		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
49								
50	<b>SPECIAL ASSESSMENT</b>							
51	9603	Special Assessment	\$140,020.00	0.00	0.00	0.00	140,020.00	
52		<b>TOTAL</b>	<b>\$140,020.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>140,020.00</b>	<b>0%</b>
53								
54	<b>CODE</b>	<b>CLASSIFICATION</b>	<b>BUDGET</b>	<b>MONTH'S</b>	<b>REF/REIM</b>	<b>TO DATE</b>	<b>UNREALIZED</b>	<b>PERCENT</b>
55								
56	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
57	9410	Interest Income	\$1,800	0.00	0.00	10.00	1,790.00	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	Redevelopment 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	\$140,020	0.00	0.00	0.00	140,020.00	0%
66								
67		<b>TOTAL</b>	<b>\$141,820</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>141,810.00</b>	<b>0%</b>
68								
69		<b>GENERAL RESERVED FUND</b>	<b>\$0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
70		<b>CARRY OVER</b>	<b>\$0.00</b>					
71								
72		<b>TOTAL BUDGET</b>	<b>\$141,820</b>	<b>0.00</b>	<b>0.00</b>	<b>\$10</b>	<b>141,810.00</b>	<b>0%</b>
73								
74		<b>Contingency</b>	<b>\$15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	
75								
76								



	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	<b>MAINTENANCE</b>						
60	<b>SALARIES &amp; BENEFITS</b>						
61	1110	Mtnc Wkr-	42,145	4,438.46	24,391.53	17,753.47	58%
62	1122	PT Wkr-Seasonal	25,000	0.00	9,794.00	15,206.00	39%
63		<b>Sub-Total</b>	<b>67,145</b>	<b>\$ 4,438.46</b>	<b>34,185.53</b>	<b>32,959.47</b>	<b>51%</b>
64	1210	Retirement	3,372	0.00	1,951.34	1,420.66	58%
65	1220	OASDI	5,137	338.79	2,614.43	2,522.57	51%
66	1230	Insurance	12,049	1,277.76	6,388.80	5,660.20	53%
67	1240	Worker's Comp.	6,794	1,348.50	4,635.14	2,158.86	68%
68	1250	Unemployment	490	0.00	0.00	490.00	0%
69		<b>Sub-Total</b>	<b>27,843</b>	<b>2,965.05</b>	<b>15,589.71</b>	<b>12,253.29</b>	<b>56%</b>
70		<b>TOTAL</b>	<b>94,987</b>	<b>7,403.51</b>	<b>49,775.24</b>	<b>45,211.76</b>	<b>52%</b>
71	<b>SERVICES &amp; SUPPLIES</b>						
72	2104	Agri/Hort	3,000	0.00	0.00	3,000.00	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	2,000	0.00	0.00	2,000.00	0%
76	2191	Electricity	900	82.93	416.80	483.20	46%
77	2193	Refuse	1,000	100.00	500.00	500.00	50%
78	2198	Water	40,000	2,665.38	26,237.08	13,762.92	66%
79	2205	Auto Mtnc Svc	750	0.00	0.00	750.00	0%
80	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
81	2226	Expend Tools	300	0.00	0.00	300.00	0%
82	2236	Fuels & Lubes	2,000	1,000.00	1,000.00	1,000.00	50%
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	2,212.14	-1,212.14	221%
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	3,000	0.00	0.00	3,000.00	0%
89		<b>TOTAL</b>	<b>55,550</b>	<b>3,848.31</b>	<b>30,366.02</b>	<b>25,183.98</b>	<b>55%</b>
90							
91							
92	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
93	<b>FIXED ASSETS</b>						
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			<b>4,000</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0%</b>
98							
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112							

	A	B	C	D	E	F	G
113	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
114		<b>DISTRICT TOTALS</b>					
115		<b>SALARIES &amp; BENEFITS</b>					
116	1110	FULL TIME SALARIES	42,145	4,438.46	24,391.53	17,753.47	58%
117	1122	PART TIME SALARIES	25,000	0.00	9,794.00	15,206.00	39%
118	1210	RETIREMENT	3,372	0.00	1,951.34	1,420.66	58%
119	1220	OASDI	5,137	338.79	2,614.43	2,522.57	51%
120	1230	INSURANCE	12,049	1,277.76	6,388.80	5,660.20	53%
121	1240	WORKER'S COMP	6,794	1,348.50	4,635.14	2,158.86	68%
122	1250	UNEMPLOYMENT	490	0.00	0.00	490.00	0%
123	1000	<b>SALARIES/BENEFITS</b>	<b>94,987</b>	<b>7,403.51</b>	<b>49,775.24</b>	<b>45,211.76</b>	<b>52%</b>
124							
125		<b>SERVICES &amp; SUPPLIES</b>					
126	2005	Adv/Legal Notice	200	0.00	200.00	0.00	100%
127	2104	AGRI/HORT	3,000	0.00	0.00	3,000.00	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	2,000	0.00	0.00	2,000.00	0%
131	2191	ELECTRICITY	900	82.93	416.80	483.20	46%
132	2193	REFUSE	1,000	100.00	500.00	500.00	50%
133	2198	WATER	40,000	2,665.38	26,237.08	13,762.92	66%
134	2205	Auto Mtnc Svc	750	0.00	0.00	750.00	0%
135	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
136	2226	Expend Tools	300	0.00	0.00	300.00	0%
137	2236	FUELS / LUBES	2,000	1,000.00	1,000.00	1,000.00	50%
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	2,212.14	-1,212.14	221%
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	0.00	2,500.00	0%
144	2591	OTHER PROF SVCS	13,481	0.00	6,131.24	7,349.76	45%
145	2000	<b>SERVICES/SUPPLIES</b>	<b>68,731</b>	<b>3,848.31</b>	<b>36,697.26</b>	<b>32,033.74</b>	<b>53%</b>
146							
147		<b>FIXED ASSETS</b>					
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	<b>FIXED ASSETS</b>	<b>4,000</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0%</b>
152							
153							
154	1000	<b>SALARIES &amp; BENE</b>	<b>94,987</b>	<b>7,403.51</b>	<b>49,775.24</b>	<b>45,211.76</b>	<b>52%</b>
155							
156	2000	<b>SERVICES &amp; SUPP</b>	<b>68,731</b>	<b>3,848.31</b>	<b>36,697.26</b>	<b>32,033.74</b>	<b>53%</b>
157							
158	4000	<b>FIXED ASSETS</b>	<b>4,000</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0%</b>
159							
160		CONTINGENCY	25,000	0.00	0.00	25,000.00	0%
161			0				
162		RESERVE	28,333	0.00	0.00	0.00	0%
163							
164							
165		<b>TOTAL</b>	<b>221,050</b>	<b>11,251.82</b>	<b>86,472.50</b>	<b>106,246</b>	<b>39%</b>
166							
167							
168							
169							



## Sierra Creek Park - Progress Update

DATE: December 4, 2025  
TO: Scott Graham, Administrator NHRPD  
PREPARED BY: Karen Folsom, Westwood PS

### Project Summary to date:

Hi Scott - Below is a brief summary of the progress achieved in the last few weeks, since our meeting on November 14th when I delivered plan sets and we reviewed the project.

#### SACRAMENTO COUNTY PERMITTING PROGRESS:

The full set of construction plans for permitting has been re-submitted to the County. The County's target date for sending a review letter to Westwood is **December 15, 2025**. The following departments review the plans. Known status of each department's review is noted.

#### Submitted to Sacramento County

- Site Improvement Plan Section (SIPS)
  - Planning APPROVED
  - Regional Sanitation APPROVED
  - Environmental Planning UNDER REVIEW
  - Site Improvement UNDER REVIEW
  - Landscape UNDER REVIEW
  - Department of Transportation UNDER REVIEW
  - Department of Water Resources UNDER REVIEW
  - Sacramento Area Sewer District UNDER REVIEW
  - County Engineering – Survey Section UNDER REVIEW

#### Submitted to others:

- The SMUD application for power is moving forward after an extended delay at SMUD. An additional application is required and will be submitted.
- Cal American Water for water for the restroom building

#### Preparing to submit:

- Building Department Application
- California Dept of Fish and Game 1600 Streambed Alteration Agreement

# Westwood

- Documents are being prepared to be submitted mid-December. Once submitted, there will be a minimum 30-day review period.

## RESTROOM BUILDING:

Westwood and the District have been coordinating specific needs for the restroom building with The Public Restroom Company. The restroom building plans will be submitted to the State authority for permitting.

## PROJECTED SCHEDULE:

County Review completed:	December 15, 2025
Contractor Bid Period:	January 2025
Construction Period:	February – October 2026

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Joanna McVay, Chairperson  
Board of Directors

FROM: Scott Graham, Administrator

DATE: December 11, 2025

SUBJECT: Policy Revisions

- Policies 2030, 4070.6, 4100, 5030, 5040, 5080

**Background:**

The Personnel and Policy standing committee has brought the following policies present to the Board for review and discussion.

**Discussion:**

Attached to this report are proposed additions, changes, clarifications and revisions to five District policies. The proposed changes and the existing policy wording are attached.

**Recommendation:**

That the Board of Directors discuss and consider approval of revisions to policies 2030, 4070.6, 4100, 5030, 5040 and 5080.

**2030.3 Annual Board-Defined Goals for the Administrator:** To ensure the Administrator receives clear direction and measurable objectives from the Board for each evaluation cycle each year, following the Administrator's evaluation, the Board shall provide the Administrator with written goals and objectives for the upcoming year. These goals shall:

1. Align with District priorities
2. Support operational and organizational development
3. Be measurable when possible
4. Goals shall be attached to the Administrator's evaluation summary and placed in the Administrator's personnel file.
5. Maintenance Superintendent, Recreation Superintendent, and Administrative Service Manager will complete anonymous surveys to be distributed at least two months before the work anniversary. Evaluations should be returned/placed in the mail box of Personnel & Policy Chair.
6. The Administrator shall report progress on these goals to the Board periodically or as requested. (consider quarterly updates).

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT**

**ADMINISTRATOR ANNUAL EVALUATION FORM**

**Name of Administrator:** \_\_\_\_\_

**Evaluation Period:** \_\_\_\_\_

**Evaluator(s):** Board of Directors

This evaluation is to assess and document the competence, practice, progress and accomplishments of the Administrator annually.

Rate each item:

1 = Unsatisfactory

2 = Needs Improvement

3 = Satisfactory

4 = Strong

5 = Outstanding

N/A

**SECTION 1 — DUTIES & RESPONSIBILITIES AS ADMINISTRATOR**

<b>Item</b>	<b>Rating</b>
1. Project management and timely updates to Board	_____
Comments:	
2. Oversight of facility operations and safety compliance	_____
Comments:	
3. Responsiveness to Board inquiries and directives	_____
Comments:	

4. Management of District finances in partnership with the financial accounting lead staff and systems \_\_\_\_\_

Comments:

**SECTION 2 — DUTIES & RESPONSIBILITIES AS DIRECTED BY THE BOARD**

<b>Item</b>	<b>Rating</b>
5. Completes Board-directed tasks in a timely manner	_____

Comments:

6. Provides follow-up reports on action items assigned	_____
--	-------

Comments:

7. Maintains clear communication regarding progress, obstacles, or delays	_____
---	-------

Comments:

**SECTION 3 — LEADERSHIP TO STAFF**

<b>Item</b>	<b>Rating</b>
8. Communication and accessibility to staff	_____

Comments:

9. Encourages staff input, creativity, and problem-solving	_____
--	-------

Comments:

10. Supports staff professional development	_____
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Comments:

11. Completes annual evaluations of direct reports

\_\_\_\_\_

Comments:

#### **SECTION 4 — LEADERSHIP TO COMMUNITY**

**Item**

**Rating**

12. Builds partnerships and relationships with community stakeholders

\_\_\_\_\_

Comments:

13. Represents the District professionally in public and official forums

\_\_\_\_\_

Comments:

14. Engages with local agencies, elected officials, and partner organizations

\_\_\_\_\_

Comments:

/ out  
of 70

Overall Rating Score (14 x5 = 70)

*(Note N/A where opportunity has been limited during evaluation period.  
Board & Administrator to explore opportunities/suggestions to support growth.)*

**SECTION 5 — STRENGTHS**

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**SECTION 6 — OPPORTUNITIES FOR GROWTH, SUGGESTIONS**

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**SECTION 7 — OVERALL SUMMARY**

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**SECTION 8 — BOARD-DEFINED GOALS FOR NEXT YEAR**

*(To be attached per Policy 2030.3)*

*The Board will share and discuss goals with the Administrator.*

**Board Signatures:**

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrator Signature (receipt): \_\_\_\_\_ Date: \_\_\_\_\_**

## **Staff Anonymous Survey Form**

*Given to Rachel, Kevin, Terri each August-September; offer all staff the opportunity to participate with the survey.*

### **NORTH HIGHLANDS RECREATION & PARK DISTRICT**

#### **ANONYMOUS STAFF FEEDBACK SURVEY (ADMINISTRATOR EVALUATION)**

**This survey is anonymous.** Do not sign your name unless you wish to request follow-up.

Thank you for taking the time to participate in the North Highlands Recreation and Park District's confidential Staff Feedback Survey regarding the Administrator's performance.

Your perspective is extremely valuable to the Board. This survey is designed to help us understand what is working well, where communication and support can be strengthened, and how the Administrator's role can best serve staff and the overall work environment.

Your responses are entirely **anonymous**. You may complete the survey online or print and submit a hard-copy version—whichever feels most comfortable and secure for you. No identifying information is collected, and no adverse action, retaliation, or negative consequence will ever result from honest participation. The goal of this survey is improvement.

We encourage you to answer each question candidly. Your feedback helps the Board & Administrator identify strengths, uncover growth opportunities, and ensure that the Administrator's leadership continues to foster a positive, professional, and respectful workplace.

Thank you again for your thoughtful input and for the work you do every day for the District and the community we serve.

Rate 1–5 or N/A:

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Strong

5 = Outstanding  
N/A

## SECTION A — WORK ENVIRONMENT

Question	Rating
1. The Administrator fosters a respectful, supportive work environment.	—
Comments:	
2. Communication from the Administrator is timely and clear.	—
Comments:	
3. Staff feel comfortable approaching the Administrator with concerns.	—

## SECTION B — LEADERSHIP & SUPPORT

Question	Rating
4. Administrator welcomes staff ideas and feedback.	—
Comments:	
5. Administrator supports staff professional development.	—
Comments:	
6. Administrator provides helpful guidance, direction, and problem-solving.	—
Comments:	

**SECTION C — ADMINISTRATOR INVOLVEMENT (WHEN APPLICABLE)**

<b>Question</b>	<b>Rating</b>
7. Administrator's involvement in hiring and supervising is constructive and supportive.	_____

Comments:

8. Administrator provides appropriate support and oversight of department operations.	_____
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Comments:

**SECTION D — STRENGTHS**

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**SECTION E — OPPORTUNITIES FOR GROWTH, SUGGESTIONS**

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**Optional:** I would like a follow-up conversation.

**Name & Best Contact (optional):** \_\_\_\_\_

**Submit: Please place this form in the Personnel & Policy Standing Committee Chair's drop box by September 30.**

## **POLICY NUMBER: 2030**

**2030** The District Administrator shall be a contractual employee serving at the pleasure of the Board. The Personnel and Personnel Policies Committee shall recommend the selection of the District Administrator and shall prepare a contract for ratification by the Board. As the chief executive of the District, the Administrator is responsible for the general direction of all operations and affairs of the District and for advising and making recommendations to the Board of Directors with respect to these matters.

**2030.1 Responsibilities and Authority:** Within the limits of legal restrictions and established policies, the Administrator is responsible for, and has commensurate authority to accomplish, the duties set forth by the Board. The administrator may delegate portions of his/her responsibilities, with proportionate authority for their fulfillment, but may never delegate or relinquish any portion of the accountability for results. The Park Superintendent and Recreation Superintendent shall serve as the Acting Administrator in the absence of the Administrator. The District Administrator shall advise the Board of any significant event concerning district operations. (Revised 10/8/15)

**2030.2 Evaluation of the Administrator:** The Board shall evaluate the performance of the Administrator annually or more frequently if necessary. Following the evaluation, the Secretary of the Board shall prepare a summary that is approved by the full Board at the following regular meeting. The summary will be submitted for signature to the Administrator and Board Chairperson and placed in the Administrator's employee file. Evaluation shall be based upon the following criteria:

1. Competence in carrying out duties and responsibilities.
2. Competence in giving advice to the Board.
3. Competence in strengthening and improving programs and operation.
4. Competence in recruiting, training, and assigning personnel.
5. Competence in managing District Finances.
6. Competence in acquiring and maintaining support of the operation by District residents.
7. Competence in providing leadership to staff and the Community as it relates to the affairs of the District.

**POLICY TITLE: COMMITTEES**

**POLICY NUMBER: 4070**

**4070.6 Function:** All business requiring further study will be referred to the proper committee for report and recommendation to the Board as a whole for action.

Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board as a whole.

The District Administrator or his designee shall attend all meetings of each Board committee and shall act in an advisory and support capacity.

As part of the Board meeting, the Chairperson of each committee shall inform the chairperson of the Board as to the Business, if any, including committee recommendations resulting from the committee meeting.

(Revised 7/13/17)

**Revised Language:** The chairperson of each standing committee shall report to the full Board at the next regular meeting on any committee business, actions or recommendations arising from committee meetings.

**POLICY TITLE: LAW ENFORCEMENT**

**POLICY NUMBER: 4100**

**4100.1** The Board of Directors shall adopt, and annually review, enforce ordinances regulating the use of District facilities in accordance with local, state, and federal laws.

**Revised Language:** The Parks and Facilities Superintendent shall perform ongoing review of applicable ordinances, mandates, regulations or code updates affecting District facilities – including but not limited to Fire Marshall, ADA EPA, County, State and Federal requirements. The Superintendent shall report any changes in requirements to the Board in a timely manner.

**POLICY TITLE: MINUTES; RECORD OF VOTE**

**POLICY NUMBER: 5030**

**5030.1** The District staff secretary shall prepare and maintain written minutes of each Board meeting. The names of the Directors who make and second actions, as well as the ayes and noes taken upon the passage of all ordinances, resolutions, or motions shall be recorded in the District Board minutes. (Public Resources Code section 5782.17).

**Revised Language:** Replace “District Staff Secretary” with “Administrative Services Manager”.

**POLICY TITLE: ORDER OF BUSINESS**

**POLICY NUMBER: 5040**

**5040.1** The order of business taken up for consideration by the Board will ordinarily be in the following order:

1. Call to order and roll call. **Call Meeting to Order**
2. Chairperson's Report. **Comments and Reports from Citizens and Organizations**
3. Comments from Board Members. **Administrator's Report**
4. Approval of Minutes. **Correspondence**
5. Consent Items. **Reports from Standing Committees**
6. Public Hearing. **Consent Calendar**
7. Committee and staff reports. **Unfinished Business**
8. Public comments and requests. **New Business**
9. Action Items. **Chairperson's Report**
10. General Board reports. **Comments from Board Members**
11. Payment of the Bills. **Recess**
12. Closed Session. **Closed Session**
13. Adjournment. **Adjournment**

The Board may, by motion, take any item of business out of order.

**POLICY TITLE: CLOSED SESSIONS**

**POLICY NUMBER: 5080**

**5080.1** A closed session may be held on any subject authorized under the Ralph M. Brown Act. Closed session agenda items shall be in substantially the form provided by Government Code section 54954.5. The Board shall not keep minutes of its closed sessions. (Government Code section 54957.2.) In the closed session, the board shall consider only those matters described on the agenda. (Government Code section 54957.7.)

After any closed session, the Board shall reconvene into open session and publicly report any action taken (including the roll call vote) during the closed session to finally approve a real property acquisition; to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a District employee; or to finally approve a lobar **Labor** contract. For the report back obligations relating to pending litigation, the Board should consult the District's attorney. (Government Code section 54957.1.)

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Joanna McVay, Chairperson  
Board of Directors

FROM: Scott Graham, Administrator

DATE: December 11, 2025

SUBJECT: 2026 Board of Directors Officer Elections

During the December 11, 2025 regular board meeting, the Board of Directors will elect new board officers for the 2026 calendar year. Newly elected board officers will assume their new positions effective January 1, 2026.

Current

<u>2025 Board Officers</u>	<u>Officer Position</u>	<u>Term</u>
Joanna McVay	Chairperson	January 1, 2025-December 31, 2025
Pat Williams	Vice Chairperson	January 1, 2025-December 31, 2025
Zach Freels	Secretary	January 1, 2025-December 31, 2025

<u>2025 Board Officers</u>	<u>Officer Position</u>	<u>Term</u>
Vacant	Chairperson	January 1, 2026-December 31, 2026
Vacant	Vice Chairperson	January 1, 2026-December 31, 2026
Vacant	Secretary	January 1, 2026-December 31, 2026

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 11, 2025.

Recommendation

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

Board Committee Assignments

2026 Board Committee assignments will be made by the Chairperson at the January 8, 2026 regular board meeting.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator  
FROM: Rachel Robertson, Recreation Superintendent  
DATE: December 11, 2025  
SUBJECT: Gift Card Incentive

**BACKGROUND**

During this year's *Rockin' Around North Highlands* events, staff would like to pilot a fun marketing incentive by distributing "Program Gift Cards" to youth and teens in attendance.

**DISCUSSION**

Staff are requesting approval to use \$500.00 from the District's Scholarship Fund to create and distribute gift cards ranging in value from \$10.00 to \$25.00. These cards may be applied toward any recreation program registration.

This approach serves as both a marketing tool and community benefit:

- Encourages participation in recreation programs, especially among youth and teens.
- Promotes awareness of the District's scholarship opportunities.
- Low financial risk — if the cards go unused, no scholarship funds are actually expended.
- Positive community engagement — reinforces the District's commitment to accessible recreation for all.

The current balance of the Scholarship Fund is \$2,427.50. Utilizing \$500.00 for this effort would allow for meaningful community impact while maintaining generous funds for ongoing scholarship requests.

**RECOMMENDATION**

Staff recommend the Board approve the use of \$500.00 from the Scholarship Fund to distribute program gift cards (\$10–\$25 value) to youth and teens during the *Rockin' Around North Highlands* event as a community engagement and marketing initiative.

Staff further recommend the Board provide direction on whether participants who use a gift card may also apply for additional scholarship assistance when registering for a program.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator  
FROM: Rachel Robertson, Recreation Superintendent  
DATE: December 11, 2025  
SUBJECT: Free Use of Community Center

**BACKGROUND**

Staff is requesting the Board of Directors to consider allowing the *Sacramento–Antelope Friends of Veterans Lions Club* to utilize the Community Center once per month for their club meeting and determine whether a facility fee waiver is appropriate based on District policy.

Policy 6060 states free use of the Community Center or Recreation Center for person and community-based organizations that show satisfaction of the Administrator that they provide a program, service or benefit that works to improve the quality of life in their local community.

The group is requesting permission to use the Community Center on the second Wednesday of each month from 6:30–8:30 PM for their club meetings. The chapter currently has 24 members, with approximately 15 active volunteers.

**DISCUSSION**

The *Sacramento–Antelope Friends of Veterans Lions Club* is a relatively new chapter (established approximately 15 months ago) with a mission focused on addressing community needs, particularly food insecurity. All funds raised by the organization are reinvested into the community. The following are services they have provided for the local area.

- Weekly partnership with Grocery Outlet on Elkhorn Blvd, delivering food to Feeding God's Children on Watt Ave & Karen Lane.
- Participation in Independence from Hunger (July), including grocery bagging and distribution to:
  - Coast Guard at McClellan
  - Rio Linda Library
  - Rio Linda Food Closet
  - Antelope/North Highlands Library (Antelope & Walerga)
- Participation in Fill the Truck (November), another hunger-focused Grocery Outlet initiative.
- Preparation of bags of food for local families at F.C. Joyce Elementary School for the Thanksgiving holiday.
- Donation of usable Tuesday pickup items to F.C. Joyce Elementary to help address student hunger.
- Conducted a coat drive resulting in 18 bags of coats donated to F.C. Joyce Elementary families.
- Provides regular support and resources to local schools as needs arise.

**RECOMMENDATION**

Consider approving the Sacramento–Antelope Friends of Veterans Lions Club's request to utilize the Community Center on the second Wednesday of each month from 6:30–8:30 PM, and determine whether a facility rental fee waiver or fee reduction is appropriate.