

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT**

**AGENDA**

Regular Meeting of the Board of Directors

April 8, 2021 6:30 p.m. - Regular Meeting via Zoom

North Highlands Recreation Center - 6040 Watt Avenue, North Highlands, Ca 95660

Phone: (916) 332-7440

WWW.NHRPD.ORG

**1. CALL MEETING TO ORDER**

**2. APPROVAL OF MINUTES**

A. Minutes March 11, 2021 Regular Meeting

**3. CHAIRPERSON'S REPORT**

**4. COMMENTS FROM BOARD MEMBERS**

**5. REPORTS FROM STANDING COMMITTEES:**

**Budget, Finance & Audit:** Chairperson Alan Matré; Member Crystal Harding

**Facility Development:** Chairperson Beau Reynolds; Member Crystal Harding

**Personnel and Policy:** Chairperson Alan Matré; Member Max Semenenko

**Programs, Fees and Charges:** Chairperson Max Semenenko; Member Beau Reynolds

**6. ADMINISTRATOR'S REPORT**

A. FY 2021-2022 District General Fund and Cherry Blossom Park (CFD) Budget Preparation Timeline.

B. Park/Maintenance Report

C. Fulton-El Camino Park Police Agreement

D. Recreation Report

E. Distance Learning Support Program – Hybrid Model Transition

F. Budget Narrative Report

**7. CORRESPONDENCE**

**8. 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.

**9. UNFINISHED BUSINESS**

- A. District Correspondence  
Board discussion. No action required.

**10. NEW BUSINESS**

- A. FY 2021-2022 Proposed Fiscal Capital Projects  
Board discussion/action to approve the Facility Development Committee recommendation for projects and studies to be funded in the FY 2021-2022 budget.
- B. Reopening Strategy - Recreation  
Board discussion/action to approve to implement small recreation program subsidies April through June 2021.

**11. PAYMENT OF THE BILLS**

Board Members' opportunity to ask questions or get clarification on the bills. Board action to ratify payment of the bills.

**12. ADJOURNMENT**

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

The next regular meeting of the Board of Directors will be on May 13, 2021 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands.

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 observing County of Sacramento and State of California Executive Health Orders. Because the current Order does not allow for group meetings, the April 8, 2021 Regular NHRPD Board of Directors meeting will be held remotely using the Zoom Meeting Format. You can access the Zoom meeting using the information listed below.

Public questions will be accepted by the District up to 3:00 p.m. April 8, 2021. Please direct your questions to [larry@nhrpd.org](mailto:larry@nhrpd.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. 8 – Comments and Reports from Citizens and Organizations.

## Join Zoom Meeting

<https://us02web.zoom.us/j/89190932559?pwd=KzBoRCtYNUVUNzFEZ1ZJQ3NIId2ZaQT09>

Meeting ID: 891 9093 2559

**Passcode: NHRPDApril**

One tap mobile

+16699006833,,89190932559#,,,,\*0706851082# US (San Jose)

+13462487799,,89190932559#,,,,\*0706851082# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 891 9093 2559

Passcode: 0706851082

Find your local number: <https://us02web.zoom.us/j/89190932559?pwd=KzBoRCtYNUVUNzFEZ1ZJQ3NIId2ZaQT09>

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT**

**BOARD MEETING MINUTES**

**REGULAR MEETING OF THE BOARD OF DIRECTORS – via Zoom**

Date: March 11, 2021

Time: 6:30 p.m.

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

Member Present: Patrick Williams, Alan Matré, Crystal Harding, Beau Reynolds, Max Semenenko (Mr. Williams arrived at 6:32pm and Mr. Reynolds arrived at 6:45pm)

Members Absent: None

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

Guests Present: N. Bashamak, John Berchielli

**CALL MEETING TO ORDER:**

Vice Chairperson Matré called the meeting to order at 6:31 p.m.

**APPROVAL OF MINUTES:**

**3/1/21**

Motion by Board Member Harding seconded by Board Member Matré that the Board of Directors approves the Minutes of the Regular Meeting of February 11, 2020.

AYES: Williams, Matré, Harding, Semenenko

NOES: -0-

ABSTAIN: -0-

ABSENT: Reynolds

**CHAIRPERSON'S REPORT:**

None

**COMMENTS FROM BOARD MEMBERS:**

Board Member Matré stated that he has a couple questions:

- Do we require our staff to attend defensive driving training or similar programs?

Park Superintendent Graham stated that we don't have a specific defensive driving course; however, employees are instructed to follow the rules of the road and all driving laws. As supervisors, we do remind them frequently at our tailgate safety meetings that they are driving a district vehicle and to observe all speed limit rules, use their signals and of those things.

Board Member Matré wanted to remind the board that when they receive emails from Larry, Terri and other staff, that they do not need to reply to "all". Your opinion "reply" could be in violation of the Brown Act. So, just be aware of that unless you receive something that needs to be responded to all please don't --- thank you.

Board Member Harding thank the community member for attending the meeting. She stated that it has been a year since COVID was first recognized by the government. She appreciates that we are all alive and grateful for the opportunity that we have.

Board Member Harding stated that she is also excited to hear about spring programing and how that is going with the recruitment and the sign ups and very interest into learning about summer programing.

**REPORTS FROM STANDING COMMITTEES:**

**Budget, Finance & Audit:** Chairperson Alan Matré; Member Crystal Harding

**Facility Development:** Chairperson Beau Reynolds; Member Crystal Harding

**Personnel and Policy:** Chairperson Alan Matré; Member Max Semenenko

**Programs, Fees and Charges:** Chairperson Max Semenenko; Member Beau Reynolds

**ADMINISTRATOR'S REPORT:**

Reports by Administrator Larry Mazzuca was presented with Board comments:

Report by Park Superintendent Scott Graham was presented with Board comments:

Report by Recreation Superintendent Sarah Musser was presented with Board comments:

Oral report by Administrator Mazzuca for budget narrative report was presented with no Board comments:

Administrator Mazzuca stated that effective this board meeting, the fiscal report has a new name "Budget Narrative". It will now focus more on monthly and to date revenue and expenditure information as opposed to providing budget numbers that are already available elsewhere in the monthly agenda.

**CORRESPONDENCE:**

None

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

Administrator Mazzuca stated that earlier today he received an email notice from a community organization; however, since it was more of a report and not a question (which is required by the temporary zoom policy), he advised the Board Chairperson that because the email was not a question, there was no need to address it in this section of the agenda.

Board Member Harding stated that the email mentioned by the Administrator was sent from the Legacy Collective at Liberty Towers regarding their upcoming events. She then shared the information with the board.

Because there appears to be some confusion regarding how the district should address various forms of communication sent to the district, Administrator Mazzuca stated that he would attempt to address this matter as part of the April 2021 board meeting.

## **UNFINISHED BUSINESS**

### **A. Master Facility Improvement Needs List**

Administrator Mazzuca stated that staff has provided the board with a Master Facility Improvement Needs List report. Because the current District Park and Facility Master Plan is nearing the end of its useful life, the board should consider using the Master Facility Improvement Needs List as a "guide" for necessary facility improvements until the time comes when the district can develop a new Park and Facility Master Plan. He added that a master plan can be very expensive, in the range of \$50,000 to \$100,000.

Administrator Mazzuca stated that Park Superintendent Scott Graham and his staff visited all District's facilities, including parks, buildings and evaluated the high priority facility repair issues for each facility.

Park Superintendent Graham present an in-depth review and evaluation of all district facilities with the board. His report addresses the immediate and long term maintenance issues and needs that the district will need to address in the next few years.

Administrator Mazzuca advised the board that the next step is for staff to meet with the Facility Development Committee to review the district's maintenance needs with a focus on those with the highest priority and those in which the budget can support. A recommendation will then be made to the BOD at the April meeting that will include a list of proposed projects and studies to be included in the FY 2021-2022 budget.

## **NEW BUSINESS**

- ### **A. Calendar Year 2021 Investment Policy for the Pooled Investment Fund**
- Administrator Mazzuca reported with board comments on the Investment Policy for the Pooled Investment Fund Report.

**3/2/21**

Motion by Board Member Matré seconded by Board Member Reynolds that the Board of Directors received and filed the 2021 Investment Policy for the Pooled Investment Fund report.

AYES: Williams, Matré, Harding, Reynolds, Semenenko  
NOES: -0-  
ABSTAIN: -0-  
ABSENT: -0-

**B. Resolution #600 – Contingency Fund Transfer Request**

Administrator Mazzuca stated that Resolution No. 600 includes four (4) items that staff is requesting the board approve to for the listed projects and district needs. The funds will come from the Contingency Fund.

▪ District Sign Board	\$35,000.00
▪ Business Conference Expense (BOD/Administrator)	\$ 3,500.00
▪ Accounting Services	\$ 650.00
▪ Salaries (Administrator Life Insurance Policy)	\$ 375.00
Total:	\$39,525.00

**3/3/21**

Motion by Board Member Matré seconded by Board Member Semenenko that the Board of Directors approves Resolution #600 in the total amount of \$39,525.00 dollars.

AYES: Williams, Matré, Harding, Reynolds, Semenenko  
NOES: -0-  
ABSTAIN: -0-  
ABSENT: -0-

**C. Recreation Division's Scholarship Program**

Recreation Superintendent Sarah Musser presented the BOD with a report on the District's Recreation Scholarship Fund. Current scholarship fund balance is \$539.75.

Sarah stated that the District is in the process of reviewing the scholarship fund, as it has been many years since it was last reviewed and updated. Several of the goals include ways in which more money can be generated for the scholarship program so that it can serve more residents.

Administrator Mazzuca, indicated that staff will return with a recommendation for BOD review sometime later this year as right not, the district's priority is to get out of Covid-19 restrictions so that programs and other district services can resume.

**PAYMENT OF BILLS**

Payment of bills for the Month of February 2021 for the District and Cherry Blossom Park was presented with Board comments.

**3/4/21**

Motion by Board Member Matré seconded by Board Member Harding that the Board of Directors approves payment of the District's February 2021 bills.

AYES: Williams, Matré, Harding, Reynolds, Semenenko  
NOES: -0-  
ABSTAIN: -0-  
ABSENT: -0-

**3/5/21**

Motion by Board Member Matré seconded by Board Member Harding that the Board of Directors approves payment of Cherry Blossom's February 2021 bills.

AYES: Williams, Matré, Harding, Reynolds, Semenenko  
NOES: -0-  
ABSTAIN: -0-  
ABSENT: -0-

**ADJOURNMENT**

Chairperson Williams adjourned the meeting at 7:48 p.m.

**DATE, TIME AND PLACE OF MEETING**

The next regular meeting of the Board of Directors will be on April 8, 2021 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands, CA

\_\_\_\_\_  
Signature


\_\_\_\_\_  
Signature



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson  
Board of Directors

FROM: Larry Mazzuca, Administrator 

DATE: April 8, 2021

SUBJECT: FY 2021-2022 District General Fund and Cherry Blossom Park (CFD) Budget Preparation Timeline

Attached you will find the FY 2021-2022 budget development timeline. Please note that a meeting of the Budget, Finance and Audit Committee will need to be schedule sometime during the week of May 17-20. The Budget, Finance and Audit Committee includes:

Alan Matré, Chairperson  
Crystal Harding, Member

June 10, 2021:


The Preliminary Budget will be presented to the Board of Directors for review and approval.

August 12, 2021:

The Final Budget will be presented to the Board of Directors for review and approval.

## MEMORANDUM

TO: Terri Smith, Office Manager  
Sarah Musser, Recreation Superintendent  
Scott Graham, Park and Facilities Superintendent

FROM: Larry Mazzuca, Administrator 

DATE: April 1, 2021

SUBJECT: FY 2021-2022 District General Fund and Cherry Blossom Park (CFD) Budget Preparation Timeline

- April 14**                    **Budget Preparation “kick-off” meeting (10am – Board Meeting Room)**  
Brief overview of the FY 2021-2022 budget development process.
- April 20**                    **FY 2020-2021 Year-End Revenue and Expenditure Projections – GF and CBP**  
**CFD - Projections for year-end revenues and expenditures. *Please pencil in the year-end estimates in the right hand side margins of your current line item budget; similar to past years. Example to be provided.***
- April 23**                    **New proposed programs, services, activities (or revisions to existing programs)**  
Proposals are to be written descriptions that include reasons for offering program or service, including expenditure and revenue projections.
- April 23**                    **CIP – General Fund (GF) and Cherry Blossom Park (CBP) CFD Capital Improvement Program Project Proposals – Board will review proposed CIP Program April 8, 2021.**
- April 23**                    **Small and Large Equipment (new and replacement) GF and CBP CFD**  
Small equipment (under \$500). Large equipment (more than \$500).
- May 7**                        **FY 2021-2022 GF and Cherry Blossom Park/CFD Operating Budget Proposals**  
Salaries (full, part time), materials and supplies, insurances and all things related to the day to day operation of the district.
- May 11**                     **FY 2021-2022 GF and CBP Draft Budget Completed**  
To be distributed to staff for final review and changes.
- May 17-20**                **FY 2021-2022 Preliminary Budget Review w/Budget, Finance and Audit Committee Meeting – Actual date TBD. BF&A Committee: Chairperson Alan Matré, Member Crystal Harding**

**June 10**                      **FY 2021-2022 GF and CBP CFD Preliminary Budget/Placed on Board Agenda for BOD Approval**

**August 12**                      **FY 2021-2022 Final GF and CBP CFD Budget Board Approval**

After the budget kick-off meeting, please email me your budget questions. This way I can track your questions and my responses and share with other staff who may have same or similar questions. We can also use our regular weekly meetings to address budget issues and questions.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS MEETING

To: Larry Mazzuca, District Administrator  
From: Scott Graham, Park and Maintenance Superintendent  
Date: April 8, 2021  
Subject: Park/Maintenance Report

PARK MAINTENANCE UPDATE:

- Weekly mowing, weed abatement, edging, trimming and blowing of all District parks and facilities as needed.
- Rainy weather, followed by sunshine means weeds are back in most parks and facilities. Staff sprayed herbicides as needed at various District facilities.
- Annual training for pesticide and herbicide use and storage was completed in March for all maintenance staff.
- Aeration of District parks began in March and will continue on in April.
- In anticipation of resuming irrigation of District facilities, staff completed repairs and replacements of sprinkler heads and irrigation valves in seven parks.

FACILITY MAINTENANCE UPDATE:

- A broken feature on the large climbing apparatus at Freedom Park was replaced.
- At Strizek Park, a drain cover was taken by unknown subjects. Staff found a replacement cover and installed it in March.
- At Freedom Park, three dated light fixtures were replaced with photocell-controlled LED fixtures on the restroom/storage building.
- At Capehart, a leaking water heater was replaced in the gymnasium storage room. Also, the gymnasium security system was upgraded to a wireless monitoring system. Staff can now monitor, arm or disarm the system remotely as needed, as well as tracking alarm activity by various staff assigned to the gym.

INCIDENT/ACCIDENT REPORT UPDATE:

- At Strizek Park, unknown subjects removed the sewer drainage cover from the turf area. Staff replaced the stolen cover with a newer version and cemented it in for added security.

FACILITY MAINTENANCE PROJECT SUMMARY:

A review of the facility maintenance update in this report highlights the various projects that require staff attention on a continuing basis. These projects were successfully completed by Facility Supervisor Sean Kearns, saving District resources that would have had to be used for outside contractors to complete the tasks.



## 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 report is listed below for your review. Only parks that had citations, arrests or other police activity are included in this summary:

Monthly activity report for: North Highlands Recreation and Park District  
Reporting Period: 2021-03-01 to 2021-03-31

### **Brock Park Sports Complex**

#### **Notice To Appear Issued**

1) Date/Time: 2021-03-19 20:15

Violation 1: 9.36.067 SCO After Park Hours, Severity: Inf

2) Date/Time: 2021-03-19 20:10

Violation 1: 9.36.067 SCO After Park Hours, Severity: Inf

3) Date/Time: 2021-03-19 20:01

Violation 1: 9.36.067 SCO After Park Hours, Severity: Inf

#### **Parking Citations Issued**

No parking citations issued during this reporting period

#### **Onsite Arrests Made**

No onsite arrests made during this reporting period.

#### **Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

#### **D.U.I Arrests**

No DUI arrests made during this reporting period.

#### **Warrant Arrests**

No warrant arrests made during this reporting period.

#### **Warnings Issued**

No warnings issued during this reporting period.

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### **Freedom Park**

#### **Notice To Appear Issued**

1) Date/Time: 2021-03-29 20:29

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

2) Date/Time: 2021-03-29 21:23

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

#### **Parking Citations Issued**

1) Date/Time: 2021-03-01 19:13

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-03-13 14:45

V1: 4000(a) CVC No current registration

3) Date/Time: 2021-03-22 21:56

V1: 9.36.065(e) SCO Parking in park after hours

4) Date/Time: 2021-03-22 21:49

V1: 9.36.065(e) SCO Parking in park after hours

V2: 4000(a) CVC No current registration

5) Date/Time: 2021-03-22 21:59

V1: 9.36.065(e) SCO Parking in park after hours

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

**D.U.I Arrests**

No DUI arrests made during this reporting period.

**Warrant Arrests**

No warrant arrests made during this reporting period.

**Warnings Issued**

No warnings issued during this reporting period.

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**Planehaven Park****Notice To Appear Issued**

1) Date/Time: 2021-03-12 15:34

Violation 1: 11377(a) HS Possession of a controlled substance, Severity: Mis

**Parking Citations Issued**

No parking citations issued during this reporting period

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

**D.U.I Arrests**

No DUI arrests made during this reporting period.

**Warrant Arrests**

No warrant arrests made during this reporting period.

**Warnings Issued**

No warnings issued during this reporting period.

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**Ruth Inman Park****Notice To Appear Issued**

No NTAs issued during this reporting period.

**Parking Citations Issued**

No parking citations issued during this reporting period

**Onsite Arrests Made**

No onsite arrests made during this reporting period.

**Dispatched Calls For Service**

No dispatched calls for service during this reporting period.

**D.U.I Arrests**

No DUI arrests made during this reporting period.

**Warrant Arrests**

1) Date/Time: 2021-03-12 13:27

Severity: Fel

Warrant Amount: 50,000

**Warnings Issued**

No warnings issued during this reporting period.



NORTH HIGHLANDS RECREATION AND PARK DISTRICT  
BOARD AGENDA

To: Larry Mazzuca, District Administrator  
From: Scott Graham, Parks and Facilities Superintendent  
Date: April 8, 2021  
Subject: Fulton-El Camino Park Police Agreement

**BACKGROUND**

Over the last several years NHRPD has retained a variety of agencies for enforcement of park regulations and providing security, from local law enforcement (Sacramento Sheriff's Department, Twin Rivers Unified School District Police), private security companies (Paladin Security, Monument Security) to the current security agency that patrols District facilities, the Fulton-El Camino Park District Police Department. Fulton-El Camino Recreation and Park District is a neighboring Special District that employs off-duty and/or retired police officers as park rangers and police officers to secure not only their parks but several other Special Districts in Sacramento County, including the North Highlands Recreation and Park District.

**DISCUSSION**

Retaining local public law enforcement for park security, while ensuring trained officers were patrolling District parks, often meant District calls for assistance were given lower priority when those officers were needed elsewhere. Private security companies, who utilize both armed and unarmed personnel, mostly responded to calls for assistance from the District after an incident had occurred. There was very little proactive patrolling of parks and facilities. Those agencies proved limited numbers of responses per month (10 per month on average) with additional call outs billed at a higher rate per occurrence. In addition, private security officers had no authority to cite or arrest individuals who were violating park regulations or committing a crime in District parks. Retaining the services of FEC Police addressed those issues and more:

1. NHRPD receives on average 11.5 hours per week of park patrols at a cost of \$65 per hour (more hours are allocated in the spring and summer, fewer in the fall and winter). While all parks are monitored, priority is given to our larger, more attended parks (Freedom, Brock, Strizek, Planehaven, etc.) where greater incidents tend to occur.
2. Because they are sworn officers, FEC personnel can write trespass notices, parking tickets and moving violations. They can also arrest, detain and book individuals who are breaking the

law (by contract, NHRPD can receive a portion of fines levied against individuals cited in District facilities).

3. FEC Police partners with the Sacramento County Sheriff's Department. Calls for assistance by staff or park users are made to the non-emergency dispatch line for SSD, who route those calls to FEC officers. Also, SSD will provide logistical support for some arrests and tactical situations as needed.

4. Lines of communication with FEC are far more efficient than with prior agencies. Phone calls and emails asking for or sharing information with FEC are answered promptly.

5. NHRPD has benefited from the partnership with FEC Police. District parks are safer and better monitored under the supervision of FEC Police. Illegal parking, vandalism, graffiti and illicit activity have been curtailed significantly. The knowledge that NHRPD parks are patrolled consistently by sworn officers who enforce park regulations and the law has created a deterrent to illegal activity.

#### **RECOMMENDATION**

Advisory only. No action required of the Board at this time. A representative of the Fulton-EI Camino Police Department will be asked to attend a future Board Meeting when safe and appropriate to answer any questions the Board may have about the partnership with NHRPD.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator  
FROM: Sarah Musser, Recreation Superintendent  
DATE: April 8, 2021  
SUBJECT: Recreation Division Report

**CPRS Conference**

- The CPRS Conference was held March 22-26 virtually
- Rachel and Sarah attended and come out with a new spark of energy and inspiration as we move forward in the reopening process

**Expanded Learning Afterschool Program**

- Staff held three supply distribution days for student to pick-up materials
  - These materials include the Mad Science supplies that they'll need for the upcoming Mad Science series
- Staff hosted a science themed virtual event to get students excited for the Mad Science series coming up in April
- Mad Science of Sacramento will be working with our students on Wednesdays for six weeks beginning in April

**Distance Learning Support Program – Twin Rivers Unified School District**

- Twin Rivers Unified School District will be transitioning from a distance learning model to a hybrid school model beginning on April 6. A separate report has been prepared to provide additional information on this transition.
- Held a staff training on April 27 to prepare staff for the upcoming changes in the hybrid school schedule.
  - The training also included: team building, 1 on 1 with supervisors, building rapport with students, etc.
- Met with FC Joyce Administrators and Nutrition Services to prepare for changes to come after Spring Break.
- Continued tracking iReady reports. The group average was 68% passing when we first started tracking the reports. At this time, the students are at 76% passing!
- To encourage positive relationships, mentorships, and team building in our oldest group (Class C) Rachel held a daily team building activity with them.
  - The goal was to reestablish relationships between peers so students begin to have a more positive effect on each other
  - Some activities included: establish group rules and expectations set by the students, daily affirmations, anti-bullying, and more.
  - The final day of team building was on Friday, March 19. As a reward for taking the team building seriously and making positive steps, Rachel arranged a meet and greet with the Sacramento Sherriff (Youth Services Unit).
    - The Sherriff's department deputies played basketball with the students and let them take a look through their vehicles as well. The students had a blast!
- Enrichments for March included: monster book marks, straw painting, magazine art collages, and more.
- The Pen Pal program continues to be a hit! The older students are really taking their mentorship role seriously.

## Spring Break Science Camp

- Camp ran from March 29 – April 2 and had eight registered campers
- Each day was jammed pack with science experiments and spring related activities and games.

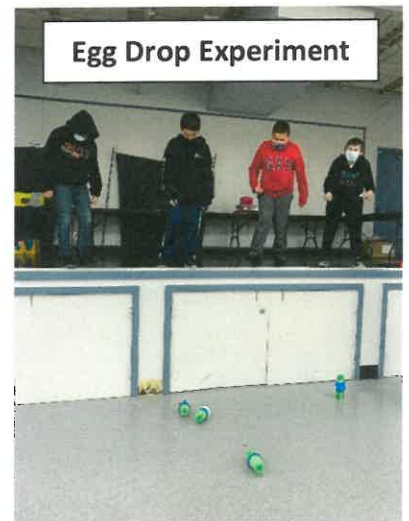
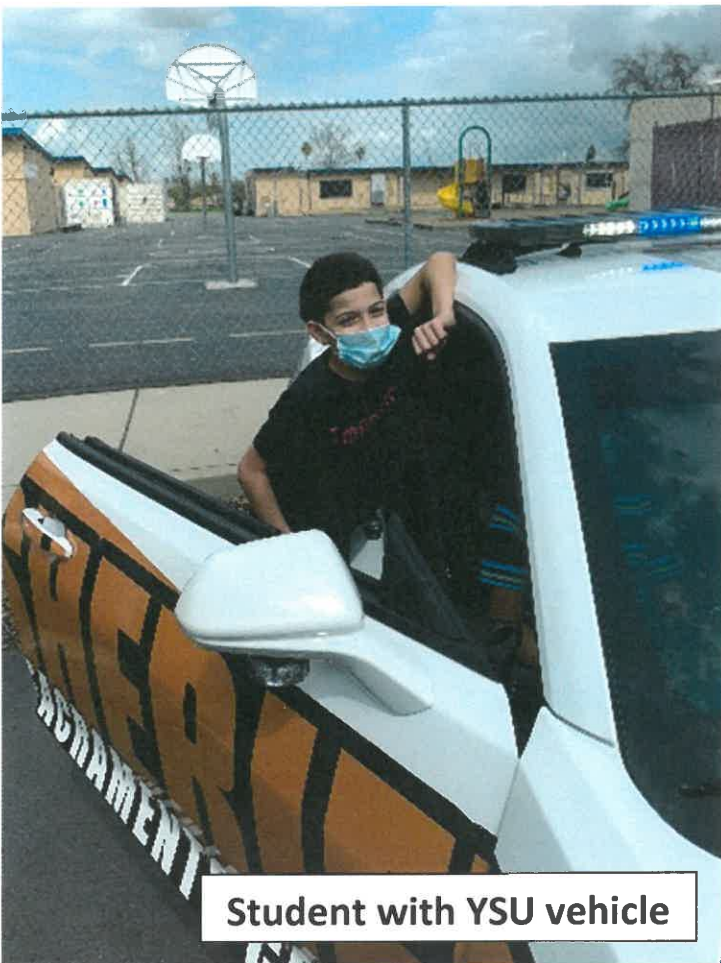
## Aquatics

- All of the financial information and assets have been turned over to the District
- Gathering information on what financial documents need to be filed on the swim team's behalf

## Freedom Park Pavilion Rentals

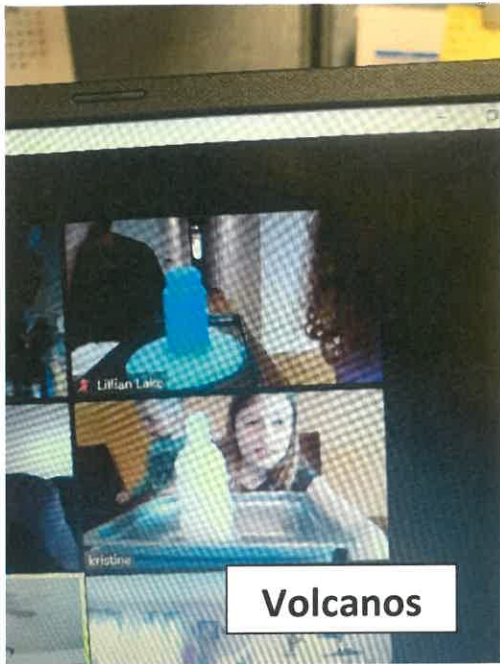
- Resumed taking reservations on March 31
- The first weekend rentals are available is April 10
- The final day for rentals will be September 27
- The rental agreement has been updated to include the following:
  - Renters are expected to follow COVID-19 protocols, guidelines, and recommendations
  - Clarification on the refund and date transfer process
  - Renters will no longer be able to set up attractions (bounce houses, dunk tanks, etc.)
- A FAQ was developed to assist potential renters
- A new, simpler, reservation process was built on ActiveNet. This improved the user experience and allows potential renters to easily gain access to rental information

## Distance Learning Support Program

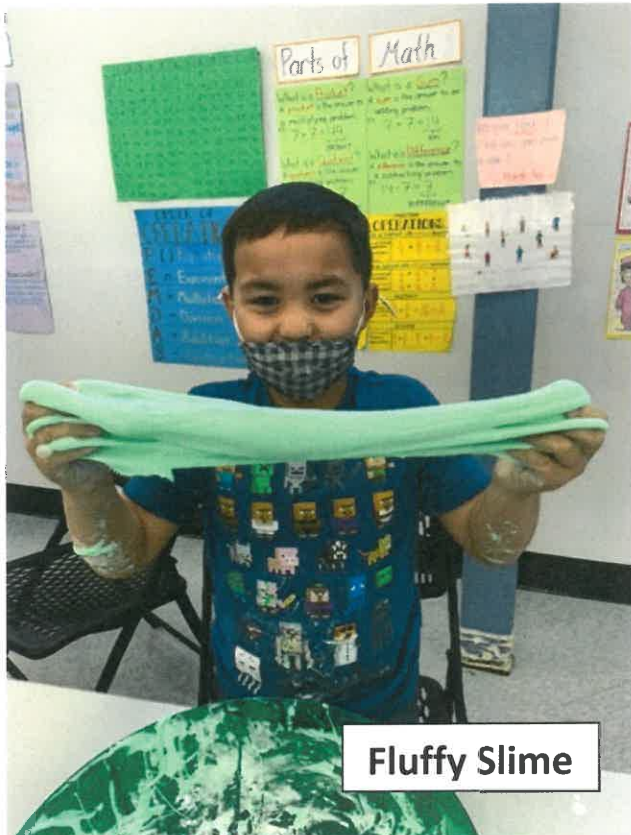




## Expanded Learning Program



## Spring Break Science Camp



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator  
 FROM: Sarah Musser, Recreation Superintendent  
 DATE: April 8, 2021  
 SUBJECT: Distance Learning Support Program – Hybrid Model Transition

**DISTANCE LEARNING MODEL SCHEDULE:**

Currently, the students of Twin Rivers Unified School District (TRUSD) attend school under a 100% distance learning model. This model has been in place since August 2020, the beginning of the school year. Under the distance learning model, the expectation is that students will attend school using the following general schedule. Each teacher will create their own timeline for classrooms, so, not all students start their day or take breaks at the same time.

**AM Schedule:** 7:30am-11:30am (180 minutes of synchronous learning)

**Lunch/Recess:** 11:30am-1:00pm

**PM Schedule:** 1:00pm-3:00pm (152 minutes of asynchronous learning)

**Aftercare Schedule:** 3:00pm-6:00pm

**Synchronous Learning:** live instruction with a group of students who are engaged in learning at the same time. Learning happens in real time.

**Asynchronous Learning:** learning assignments that are assigned through Google Classroom. Learning that does not occur in real time. Homework and reading lessons.

**HYBRID MODEL SCHEDULE:**

TRUSD has split students into three cohort groups, all of which have their own schedule. This schedule is slated to begin on April 6. We are still waiting on final numbers for cohort group assignment but we believe that there will be 11 students in Cohort A, 9 students in Cohort B, and 10 students in Cohort C.

**Cohort A:** Attend in person school on Monday & Tuesday from 8:00am-11:00am\* (distance learning Wednesday-Friday)

**Cohort B:** Attend in person school on Thursday & Friday from 8:00am-11:00am\* (distance learning Monday-Wednesday)

**Cohort C:** Continues with the 100% distance learning model

\*times are general – for example, students may begin at exactly 8:03am.

The Distance Learning Support program will adjust the daily schedule to meet the needs of the students and the school work they are assigned at each designated time. The following schedule is a glimpse of the week. When Homework is listed that represents asynchronous learning, when Zoom is listed, that represents virtual synchronous learning.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM Schedule</b>	<u>Cohort Groups</u> A: School B: Homework C: Homework	<u>Cohort Groups</u> A: School B: Homework C: Homework	All Students attending	<u>Cohort Groups</u> A: Homework B: School C: Homework	<u>Cohort Groups</u> A: Homework B: School C: Homework
<b>Lunch/Recess</b>	All Students	All Students		All Students	All Students
<b>PM Schedule</b>	<u>Cohort Groups</u> A: Homework B: Zoom C: Zoom	<u>Cohort Groups</u> A: Homework B: Zoom C: Zoom		<u>Cohort Groups</u> A: Zoom B: Homework C: Zoom	<u>Cohort Groups</u> A: Zoom B: Homework C: Zoom

**POTENTIAL HARDSHIPS:**

One of the largest hurdles that staff will have to face is the afternoon schedule. Some of the students will need to be on zoom with their teachers in a quiet environment, while the other students are scheduled to be working independently on homework. Each classroom will have two sets of students working on vastly different learning objectives. The noise and distraction factor are a concern. Staff are currently coming up with ways to separate these classroom groups to minimize distractions by rearranging seating charts, strategically scheduling outside physical activities, and reserving the Recreation Center to serve as a quiet space for students needing extra accommodations.

Adjusting student schedules at the end of the school year may also be a struggle for some. A lot of our students thrive on consistency. Staff have been working diligently since the schedule was posted to ensure that we are prepared to provide the students with as much reassurance and assistance as possible. Some of the ways we will accomplish this is by re-creating individual schedules, color coding timelines, and training staff on how to best manage a group that are working on two separate learning objectives.

**POTENTIAL BENEFITS:**

Staff will be able to work more closely with students in the morning because the attendance numbers will be lower due to some of the students being in person with their teacher. This gives staff flexibility to work more closely with students on individual challenges and goals.

Students returning to the classroom to work directly with their teacher will be a benefit to their individual growth but also for staff working directly with these students. The partnership between program leadership and school faculty will likely expand as there will be opportunities for collaboration to address student behavior.

**MOVING FORWARD:**

The Recreation Division feels confident and prepared for the transition from the distance learning model to the hybrid model. We are equipped to take on logistical conflicts, challenges, and changes that will come up in the early phases of transition. Things that are already being discussed and planned include but are not limited to: student pick-up, meal service and nutrition services, attendance tracking, playground use, in-class supply needs, etc.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT


BOARD AGENDA

TO: Pat Williams, Chairperson  
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 8, 2021

SUBJECT: March 31, 2021 Budget Narrative Update



**EMPLOYEE SALARIES AND BENEFITS**

Administration Division:

This division includes the Administrator and Office Manager. When the position is filled, it will also include the Office Assistant. As of the end of March 2021, monthly and year-to-date expenditures for employee salaries and benefits remains on track at 75% of the budgeted funds.

Recreation Division:

This division includes the Recreation Superintendent, Recreation Supervisor and part time employees. Salary and benefit expenditures for the Superintendent and Supervisor are tracking at approximately 75%. Full time salaries are spread out over 26 pay periods with two months of the year full time employees will receive three pay checks. Part time and Part time ASES staff expenditures are tracking at 64% and 59%. This can be a bit misleading as part time payroll expenditures are not evenly distributed between the fiscal year. Overall, recreation employee salaries and benefits are tracking at 68% for the year.

Maintenance Division:

This division includes the Parks and Facilities Superintendent, Parks Supervisor, Facility Maintenance Supervisor, Park Foreman (vacant), four Park Maintenance Workers (MW) and part time employees. Including salaries and benefits, this division is tracking at 74% of budget. The reason that it is tracking less than the Administration and Recreation Divisions is that two full time positions have or will be vacant for approximately 5 months of the fiscal year. The Facilities Maintenance Supervisor was on unpaid leave from August through the end of December, but has now returned to full time paid duty. The Park Foreman position became vacant at the end of January due to an employee retirement.

**SERVICES AND SUPPLIES**

Administration Division:

As of the end of March 2021, expenditures for Services and Supplies are at 81% of budget. Unlike full time employee salaries, some expenditures occur when certain supplies are required or during certain times of the year. This budget includes expenditures for medical insurance (all employees),



memberships (Administrator and BOD), Accounting Services (District wide), legal services, equipment rents and leases and other professional services. Many of the charges to these accounts are billed to the district on quarterly or twice per year basis. This is why you will frequently see budget expenditures from this account fluctuate throughout the year; however, staff anticipates that at the end of June 2021, expenditures will come in right at or near the budgeted amount.

Recreation Division:

Expenditures for the Services and Supplies budget for the Recreation Division generally fluctuates throughout the year. In normal (pre-Covid) times, expenditures are usually less in the fall and winter months, but larger in the spring and summer. This is program related. For this year, much of the demand for purchasing supplies is directly tied into the Distance Learning Program needs. As of the end of March 2021, the Recreation Division has spent only 27% of its budgeted funds. It is likely that expenditures will come in under budget at the end of June 2021.

Maintenance Division:

Maintenance Division expenditures are seasonally based. Higher expenses occur in the spring and summer and fewer expenses in the fall and winter. An example would be water consumption. Staff usually turn off water to our parks in the fall and turn it back on in April. When it rains, there is no need to water our parks. Depending upon the amount of rain received and the conditions of the park turf, water to our park system may be turned on earlier than later than usual. Landscaping supplies (flowers, plants, and Fibar (synthetic wood chips placed in and around our playground equipment) are usually purchased and installed in the spring. Therefore, you may see little expenditure activity in these accounts until later in the fiscal year. Fuels, lubes and auto maintenance can vary throughout the year depending upon when certain vehicles and equipment needs maintenance and service, and when invoices are received by the district for fuel purchase. As of the end of March 2021, expenditures for the Maintenance Division are at 66% of budget.

**FIXED ASSETS**

This account includes Building Improvements, Structure Improvements and purchase of Other Equipment. This fiscal year there is no budget for these accounts and not expenditures made.

**COMBINED OVERALL EXPENDITURES – As of March 31, 2021**

▪ Salaries and Benefits (Administration, Recreation and Maintenance Divisions)	71%
▪ Services and Supplies (Administration, Recreation and Maintenance Divisions)	70%
▪ Contingency Fund	83%
▪ District Reserve (GF)	0%
▪ Fixed Assets (GF)	0%
TOTAL	63%

**BUDGET TOTALS – As of March 31, 2021**

<u>BUDGET</u>	<u>MONTH</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>%</u>
\$2,452,337	\$182,211	\$1,546,307	\$619,103	63%

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson  
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 8, 2021

SUBJECT: District Correspondence



**BACKGROUND**

As part of the March 2021 Board of Directors board meeting, the board and staff discussed various ways the board and staff could address correspondence received by the district and/or board. Staff stated that they would review this further and offer clarification and recommendation on this matter at the April board meeting.

**DISCUSSION**

The district's board agenda identifies three sections on the agenda related to correspondence in addition to correspondence related to the temporary Zoom Meeting description. There are actually a total of four ways in which the BOD can address communication during a board meeting.

Section 8 and the temporary zoom policy offers a description of how correspondence is received and disseminated. Sections 4 and 7 do not; however, lacking a formal description of each agenda section, it can be easily understood how "communication" in general can reflect a level of vagueness or clarity.

BOARD AGENDA

Section 4. COMMENTS FROM BOARD MEMBERS  
Section 7. CORRESPONDENCE  
Section 8. COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS  
No Section. ZOOM MEETING FORMAT-QUESTIONS SUBMITTED TO THE DISTRICT IN ADVANCE OF THE SCHEDULED BOARD MEETING

In review of the NHRPD's Regular Board Agenda, I decided to review other local recreation and park special district board agendas. As expected, there is a lack of consistency and clarity with how other districts identify and address "correspondence".

In an effort not to overanalyze this subject, I'll try to offer a temporary solution. I say temporary, because in review of other Sacramento area recreation and park district agendas, it appears to me that our board may want in the near future to review and update our district's agenda format. In doing so, a revised board agenda may allow for streamlining how correspondence is addressed by the board.

Section 4. COMMENTS FROM BOARD MEMBERS

It is staff's recommendation that this section focus on board director comments that can be wide-ranging and overall general in nature that director's wish to share with other board directors, staff and the public.

Section 7. CORRESPONDENCE

Staff recommends that this section be restricted to information received by the district in advance of publication of the agenda, which has been included as part of the board packet.

Section 8. COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS

This section clearly defines (as noted on the description under the agenda heading) that items discussed can include items "on the agenda" and items "not on the agenda", and the process in which each will be administered by the Board of Directors.

No Section. ZOOM MEETING FORMAT-QUESTIONS SUBMITTED TO THE DISTRICT IN ADVANCE OF THE SCHEDULED BOARD MEETING.

This notification, located on the bottom of the second page of the regular board agenda, describes how public questions can be presented to the district in advance of the meeting (by 3:00 p.m.) and the process in which the board will address these questions.

*\*What is not included as part of the Zoom public question section, but recommended by staff, is that any questions from the public received by the district before 3:00 p.m. the day of the board meeting, will be emailed to each board member in advance of the scheduled meeting and/or will be shared by the Administrator to the board during the meeting. Questions received by the district "after" 3:00 p.m. will be placed on the following month's board agenda under Section 7.*

Summary

It is staff's opinion that no formal action is required by the board with regards to staff recommendations on how correspondence should be administered. A general board concurrence should be sufficient; however, in the event the majority of the board believes a correspondence policy should be formalized by an action of the board, staff would then place such an action item on the May 13 board agenda for board review and consideration.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT


BOARD AGENDA

TO: Pat Williams, Chairperson  
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: April 8, 2021

SUBJECT: FY 2021-2022 Proposed Fiscal Capital Outlay Projects



**BACKGROUND**

The February Board agenda included a staff report on a Master Facilities Improvement Needs List for all district parks and facilities. The report included a proposal to have the Facilities Development Committee review the list and prepare a condensed recommendation to the full board for funding consideration as part of the FY 2021-2022 General Fund Budget.

**DISCUSSION**

The Facility Development Committee led by Committee Chairperson Reynolds and Director Harding met with staff March 30. Prior to the meeting, staff prepared several reports for committee consideration that included proposed “high priority” projects and studies.

**Attachment (A)** is the initial report titled Facility Development Committee: FY 2021-2022 Master Facility Needs: Prioritization of Projects, Studies and Cost Estimates. **Attachment (B)** is a report of condensed information found in Attachment (A) titled Facility Development Committee Meeting.

Staff presented the report to the committee and reviewed each proposed project/study, including the reasons and justification for their recommendation. Staff noted that the eight proposed projects and studies represents a significant workload for staff and that if the district does receive Prop 68 funding for Sierra Creek Park, staff will need to return to the BOD to possibly revise the proposed list. Sierra Creek Park is on a fixed design/construction/completion timeline that would likely take priority over many of the recommended projects/studies. There is a likelihood that notification from the state for Sierra Creek Park grant funding won’t occur until after the BOD approves the FY 2021-2022 budget.

The committee also discussed reducing the carbon footprint related to several projects, potential cost saving opportunities, recycling of the Chardonnay playground equipment, community outreach for several of the proposed projects (specifically selection of the new playground equipment), prioritizing ADA improvement and completion of the ADA Transition Plan.

Without exception, the committee’s project/study recommendation has a clear focus on addressing district facility health and safety issues.

One project that didn't make the committee's recommended list for funding in FY 2021-2022 is the District's Parks and Facilities Master Plan. As explained to the committee, a Park and Facility Master Plan is a time consuming and lengthy process that would likely take nearly a year to complete as it requires significant community outreach and involvement. Staff stated that they felt comfortable in delaying the master plan until at least another year or two because the current effort of identifying park and facility priority needs is currently being addressed through the recent review process of district parks and facilities.

**RECOMMENDATION**

The Facility Development Committee is recommending the following projects and studies be funded in the FY 2021-2022 budget.

Funding Recommendation	Proposed Funding Source	Budget
Chardonnay Park Playground Equipment	Development Impact Fees	\$275,000 <sup>a</sup>
Freedom Park Playground Equip. Repairs	GF Reserves	10,000
Other Park Playground Equip. Repairs	GF Reserves	10,000
Park Pedestrian Pathway Repairs	GF Reserves	30,000 <sup>b</sup>
District Office Complex Upgrades/Replacement	GF Reserves	75,000
ADA Transition Plan	GF Reserves	50,000
Larchmont Park Picnic Table Tables/BBQ Replacement	GF Reserves	7,500 <sup>c</sup>
Capehart Gymnasium Facility Repairs	GF Reserves	5,000 <sup>d</sup>
<b>Total</b>		<b>\$462,500</b>
Development Impact Fees		\$275,000
General Fund Reserves		<u>187,500</u>
		\$462,500

a = Developer Impact Fees: To be reviewed by SCI and Sacramento County for appropriate use of funds.

b = Park concrete pathway repairs for various district parks.

c = Initial report was incorrect. This represents a "stand alone" project at Larchmont Park.

d = Revised from \$10,000 to \$5,000 as it has been determined that the work can be performed by in-house staff.

Memorial Park restroom removal will be done using in-house staff. If it is determined that this is not feasible, staff will propose a contingency fund transfer at the appropriate time to contract out the work.

Chardonnay Park over-seeding project \$10,000 and Strizek Park Irrigation System contract \$5,000 will be budgeted as part of the FY 2021-2022 GF operations budget.

# **ATTACHMENT**

**(A)**

A

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT**

TO: Beau Reynolds, Committee Chairperson  
Crystal Harding, Committee Member

FROM: Larry Mazzuca, Administrator  
Scott Graham, Parks and Facilities Superintendent

DATE: March 30, 2021

SUBJECT: Facility Development Committee: FY 2021-2022 Master Facility Needs: Prioritization of Projects, Studies and Cost Estimates

**BACKGROUND**

The March 11, 2021 Board Agenda included a staff report describing a “master facility needs list” for district parks and facilities. Staff would present a priority list of projects, studies and cost estimates to the Facility Development Committee for further review and consideration. After the Facility Development Committee has reviewed the list of priority projects and studies, the committee would then make a recommendation to the Board of Directors as to which proposed projects and studies should be included in the FY 2021-2022 budget.

**DISCUSSION**

Staff has reviewed the master list of proposed projects, studies and costs and has prepared a “draft” priority list for further review and consideration by the Facility Development Committee. The goal is for the committee to review this list, make changes and or modifications if required to do so, and then make a recommendation to the Board of Directors. The goal is to address priority needs of the district with consideration given to available funding and staffing.

**RECOMMENDATION**

In review of March 11 Master Facility Needs List, staff recommends the follow projects and/or studies be considered for funding in the FY 2021-2022 budget. Once the Facility Development Committee has agreed to the proposed priority projects/studies, staff will identify available and appropriate funding sources. Projects and studies noted in “red” are those recommended staff is recommending in FY 2022/2022. Projects or studies listed in “blue” are general fund (GF) expenditures and/or GF reserve expenditures that can be added to the operations budget.

**PRIORITY I PROJECTS – PARK PLAYGROUNDS**

**CHARDONNAY PARK:** It is staff’s recommendation that the playground at Chardonnay Park be replaced. The current play equipment is approximately 25 years old. Including meeting all ADA requirements, the estimated cost is **\$275,000**. The cost includes dismantling and disposal of the existing playground equipment, purchase and installation of new equipment and shipping costs (which are substantial). To use developer impact fee funds, we must meet several criteria. 1) The cost of new recreational facilities must expand the existing service capacity. 2) Recreational facility costs must provide growth related capacity, i.e., the new playground footprint must be larger than the one it will replace.

Staff recommends that we replace the current playground equipment with an “all inclusive” playground. An all-inclusive playground is one that goes beyond minimum accessibility to create play experiences that meet a variety of needs and interests. Strizek Park has an all-inclusive playground.

The playground equipment at Strizek Park that was replaced several years ago met both of the described criteria and was approved by the county to use developer impact fees. While we will no doubt run our proposal by the county, as well as SCI, our consultant on developer impact fees, we feel that this meets the necessary criteria to use developer impact fees for this purpose.

Staff also recommends that **\$10,000** be budgeted for Freedom Park equipment repairs and an additional **\$10,000** for other park playground repairs. These funds would be used to repair or replace existing equipment (swings, slides and other related playground equipment)

**Estimated Funds Required: \$295,000**

Provided funding is available, new children’s playground equipment will be considered for replacement in the following parks as part of the FY 2022-2023 budget.

PLANEHAVEN PARK	FY 2022-2023
CAPEHART PARK	a
RIDGEPOINT PARK	b

(a) If the Lakes at Antelope residential housing project breaks ground, funding for Capehart improvements will be available for park playground equipment replacement as well as all recreation amenities located at this site. Therefore, it is best that we wait at least one additional year to see if revenue derived from this project becomes available for Capehart.

(b) Replacement of the playground equipment located at Ridgepoint Park is contingent upon the NHRPD and TRUSD developing a new Facility Use Agreement. It is not in the district’s best interest to invest limited district resources without a long term agreement in place between TRUSD and NHRPD.

**PRIORITY I PROJECTS – PEDESTRIAN PARK PATHWAYS**

Staff recommends that the district fund the four parks that have been identified as High Priority to replace and or repair existing pathways. These pathways have already been identified as safety hazards by the district. If someone is injured in a “trip and fall” due to the existing conditions, we will likely face an expensive lawsuit. This is a very high priority item.

Brock Park:	\$7,500
District Office Complex	8,000
Karl Rosario Park	7,000
<u>Larchmont Park</u>	<u>7,000</u>
Total	\$29,500

**Estimated Funds Required: \$29,500**



Provided funding is available, park pathway repairs and or replacement should be considered at the following parks as part of the FY 2022-2023 budget.

CAPEHART  
MEMORIAL  
PLANEHAVEN  
STRIZEK

**MISCELLANEOUS PARK AMENITIES**

There is no recommendation to budget funds in this category as all currently all are low priority.

**PICNIC AREAS**

Staff recommends replacing picnic tables and bbq grills at Larchmont Park. The estimated cost is \$7,500.

**Estimated Funds Required:** **\$7,500 \***

\*To be included as part of the Larchmont Playground project.

**DISTRICT, PARK AND FACILITY PARKING LOTS**

There is no recommendation to budget funds in this category for FY 2021-2022 as two district park parking lots have been resealed in the past several years and the others have a medium priority.

**DISTRICT BUILDINGS**

CAPEHART GYMNASIUM FACILITY: Staff recommends repairing drywall damage and stucco (pre-school bathrooms) at Capehart. HVAC unit replacement (2) can be budgeted in FY 2022-2023. Gym flooring, bleachers and basketball standards are scheduled to be replace as part of the Prop 68 Per Capita Grant. Other listed repairs maybe addressed if The Lakes at Antelope development impact fees are realized in the next several year.

**Estimated Funds Required:** **\$10,000**

**DISTRICT OFFICE COMPLEX: Staff recommends that the replacement of two HVAC Units (there are four), replacement of carpet in the district office complex (it is becoming a safety issue) and replacement of entry doors to the community center and district office with ADA electronic automatic doors. Other repairs can be budgeted for FY 2022-2023.**

<b>HVAC Units (2) x \$15,000</b>	<b>\$30,000</b>
<b>Carpet Replacement</b>	<b>15,000</b>
<b>ADA Doors</b>	<b>30,000</b>
<b>Total</b>	<b>\$75,000</b>

**Estimated Funds Required:** **\$75,000**

**PARK RESTROOMS**

MEMORIAL PARK RESTROOM: The cost to replace this restroom with a pre-fabricated “drop in” building would be approximately \$150,000. The district is unable at this time to do this, but does recommend that the existing facility be demolished and recommends budgeting \$5,000 for this purpose.

**Estimated Funds Required:** **\$5,000**

\*FREEDOM PARK RESTROOM: While this restroom is showing its age, it remains functional.

**PARK SIGNAGE REPLACEMENT**

While replacing park signage in an effort to modernize park signs, the District believes that there are many other higher priority needs for the district in FY 2021-2022.

**Estimated Funds Required:** **\$0**

**TURF AND TREE MAINTENANCE AND LANDSCAPING IMPROVEMENTS**

Staff recommends that the district budget additional funds in park operations to reseed or over-seed two parks every year. The recommendation is to over-seed Chardonnay in FY 2021-2022. The estimated cost is approximately \$10,000 per park (price is based on acreage) and this likely would need to be contracted out. Staff is not recommending additional tree maintenance funds in FY 2021-2022.

**Estimated Funds Required:** **\$10,000**

**STRIZEK PARK IRRIGATION SYSTEM REPLACEMENT**

The existing irrigation system is likely as old as the park itself (50+ years). It is non-operational in some areas of the park resulting in no existing turf. This is a serious problem that needs to be addressed soon, but will require irrigation system contractor to evaluate the system, determine a course of action and provide an estimated cost. Staff is recommending that \$5,000 be budgeted in the park operations budget in FY 2021-2022 for a contractor to evaluate the irrigation system and provide a written recommendation.

**Estimated Funds Required:** **\$5,000**

**ADA (AMERICANS WITH DISABILITIES ACT) TRANSITION PLAN**

The district’s current ADA plan is dated and needs to be replaced. CAPRI has worked with a firm called DAC (Disabilities Access Consultants) to provide new ADA Transition Plans for CAPRI member districts. Scott has already participated in about a half dozen virtual workshops offered by DAC through CAPRI in preparation for the district contracting with DAC to develop this plan. CAPRI has negotiated a price with DAC to provide transition plans at a discounted rate. The workshops Scott is participating in is a lead up to developing our transition plan. This is a HIGH priority need for the district as without a modern up to date transition plan, the district would be subject to losing court cases if we were sued due to not meeting ADA legal requirements.

This plan will take approximately 9-12 months to complete, but will put the district in a very good position to defend itself in the event it becomes subject to an ADA claim. Most ADA claims start with a single claim which then results in additional claims as attorney's use the discovery process to find other ADA negligence. The estimated "ball park" cost for the ADA Transition Plan could range between \$40-50,000.

**Estimated Funds Required: \$50,000**

**DISTRICT PARK MASTER PLAN**

The district's park master plan is approximately 12 years old and needs to be replaced. The estimated cost for a master plan is approximately \$75,000-\$100,000. Because of the size of our district, I believe that our master plan will be closer to the lower amount. Because the ADA Transition Plan is clearly a higher priority than the master plan (mostly because of the possible expensive litigation involved), staff recommends that the district's park master plan be considered for FY 2022-2023 or possibly 2023-2024.

**Estimated Funds Required: \$75,000**

**SUMMARY**

**Proposed Projects for FY 2021-2022:**

I.	Chardonay Park Playground Equipment Replacement	\$295,000 a
II.	Park Pathway Replacement Project	30,000 b
III.	ADA Transition Study	50,000 b
IV.	<u>District Office and Community Center Project</u>	<u>75,000 b</u>
	<b>Total</b>	<b>\$450,000</b>

- (a) Developer Impact Fees \$295,000
- (b) General Fund Reserves 155,000

*\*Staff will print the Facilities Development Committee with a colored copy of this report and distribute at the committee meeting March 30, 2021.*

**ATTACHMENT**

**(B)**



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

FACILITY DEVELOPMENT COMMITTEE MEETING

March 30, 2021

-----REVISED-----

**FACILITY DEVELOPMENT COMMITTEE (Policy 4070.3) – Study and recommend the following:**

1. Acquisition of new sites.
2. Type of facilities that should be planned for new sites.
3. Joint planning and development programs (facilities).
4. Additional facility needs and development of present parks.
5. Final acceptance of facilities and/or developments.
6. **Items for fiscal capital outlay budget.**

**FUNDING SOURCE DEFINITIONS**

**Development Impact Fees:** A development impact fee is a monetary exaction other than a tax or special assessment, which is charged by a local governmental agency to an applicant in connection with the approval of a development project. The fee offsets some or all of the cost of public facilities related to the development project.

**General Fund:** The general fund is a government’s basic operating fund and accounts for everything not accounted for in another fund.

<u>STAFF RECOMMENDATIONS</u>	<u>FUNDING SOURCE</u>	<u>EST. AMOUNT</u>	
Chardonnay Park Playground Equip. Replacement	Development Impact Fees	\$275,000	a
Freedom Park Playground Equip. Repairs	General Fund Reserves	10,000	
Other Park Playground Equip. Repairs	General Fund Reserves	10,000	
Park Pedestrian Pathway Repairs	General Fund Reserves	30,000	b
District Office Complex Upgrades/Replacement	General Fund Reserves	75,000	
ADA Transition Plan	General Fund Reserves	50,000	
Larchmont Park Picnic Tables/BBQ Replacement	General Fund Reserves	7,500	c
Capehart Gymnasium Facility	General Fund Reserves	5,000	d
<b>TOTAL</b>		<b>\$462,500</b>	

a= Developer Impact Fees: To be reviewed by SCI and County for appropriate use of funds.

b= Park concrete pathway repairs/replacement at Capehart, Memorial, Planehaven and Strizek Parks.

c= Report was incorrect. This is a stand-alone project at Larchmont Park.

d= Revised from \$10,000 to \$5,000.

*Please be advised that staff will try to complete the demo of the Memorial Park Restroom using “in-house” staff. If it is determined at a later time that this work needs to be contracted out, staff will request funding from the Contingency Fund.*

*Chardonnay Park over-seeding project \$10,000 and Strizek Park Irrigation System contract \$5,000 will be budgeted as part of the GF budget for FY 2021-2022.*

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator  
FROM: Sarah Musser, Recreation Superintendent  
DATE: April 8, 2021  
SUBJECT: Reopening Strategy – Recreation Programs

**BACKGROUND**

As Sacramento County continues to see improvements in COVID-19 management strategies, it is assumed that we will continue to transition to the less restrictive color tiers. As less restrictive tiers are reached, the Recreation Division is hoping to roll out programs to offer the community.

**DISCUSSION**

Recreation staff are looking at multiple factors that may impact the rollout of programs. We have focused in on the two challenges that we believe could impact the success of programs in a large way. Challenge one is the financial impact that COVID-19 has had on the families of North Highlands, and the second challenge is the everchanging and uncertainty surrounding the guidelines, restrictions, and recommendations set by Sacramento County, the state of California, and the CDC.

To combat the uncertainty of COVID-19 and the financial challenges for families, we have developed a strategy that takes two key factors into consideration when developing programs for the remainder of the 2020/2021 fiscal year. Staff have planned, what we are calling, “micro” programs. These programs are smaller and shorter in duration than the programs offered pre COVID-19. The interim micro programs will have lower program fees and provide staff opportunities to adjust and pivot programming more frequently to align with COVID-19 guidelines, restrictions, and recommendations.

In the past, many of our youth programs ran for 6-8 weeks. During this interim reopening period, we will focus on developing one-day programs and/or programs that span a max of 2-4 weeks. We will also shorten the time in which these programs are held. Rather than full day sessions, we will focus on 2-3 hour sessions. Though, shorter and smaller programs will automatically result in smaller fees, they may initially require a small district subsidy until pre-covid-19 program normalcy returns. At this time, the Recreation Division does not plan to change the Summer Kids Camp program or offer any subsidies for this specific program.

**RECOMMENDATION**

Staff is requesting approval of the Board of Directors to implement small recreation program subsidies April through June 2021 as it believes will be necessary as it begins to roll out new programs through the end of the fiscal year. No additional funding is required to offer these programs and revenue generated from these programs would be in addition to year-end revenues as previously described in the Mid-Year Budget Report previously presented to the BOD last January. Future program expenditures and revenues will be presented as part of the FY 2021-2022 District Budget.

**NORTH HIGHLANDS RECREATION & PARK DISTRICT**  
**BILLING REPORT APRIL 2021**  
**(Bills paid in March 2021)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<b><u>BENEFITS</u></b>				
1210	Retirement	Voya	Mar-21	\$ 4,011.57
1210	" " "	Voya	Apr-21	\$ 4,011.57
1230	Insurance	California Choice	Apr-21	\$ 8,832.68
1230	" " "	CoPower	Apr-21	\$ 968.00
1240	Workers' Comp	CAPRI	4th Quarter	\$ 10,246.34
	<b>Total</b>			<b>28,070.16</b>
<b><u>SERVICES &amp; SUPPLIES</u></b>				
2029	Bus/Conf Exp	USBank	(CPRS - Conference)	\$ 1,120.00
2035	Educ/Trng	USBank	American Red Cross(Training)	\$ 35.00
2039	Empl. Tran-Mileage	Graham	FEB 2021	\$ 28.75
2076	Office Sup	Caltronics	copies	\$ 157.44
2076	" " "	Walkers Express	Planner	\$ 19.59
2076	" " "	Walkers Express	Calendar	\$ 10.16
2076	" " "	Walkers Express	Calendar	\$ 20.48
2076	" " "	USBank	Amazon (supplies)	\$ 13.82
2076	" " "	Caltronics	copies	\$ 129.46
2112	Bldg Maint. Sup	Home Depot	Supplies	\$ 37.40
2112	" " "	USBank	J&J Locksmith (panic bar)	\$ 363.12
2112	" " "	Home Depot	Supplies	\$ 5.24
2142	Land Imp Sup	Sprinkler Service	Supplies	\$ 744.22
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ 170.91
2191	" " "	SMUD	7000000346 District	\$ 2,667.36
2191	" " "	SMUD	2919472 - Recreation Way/Dudley	\$ 55.71
2191	" " "	SMUD	2733018 Aztec	\$ 507.39
2191	" " "	SMUD	3548415 3244 Freedom Park	\$ 170.91
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 89.76
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 322.21
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 25.53
2193	Refuse	Republic Servie	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 411.30
2193	" " "	Public Works	Dump	\$ 177.70
2195	Sewage	Sac Utilities	3929 Karl Dr.	\$ 113.70
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ 113.70
2195	" " "	Sac Utilities	2802 Perrin	\$ 200.11
2195	" " "	Sac Utilities	3843 Bainbridge	\$ -
2195	" " "	Sac Utilities	7916 Aztec	\$ -
2195	" " "	Sac Utilities	6040 Watt	\$ -
2197	Tele & Teleg	AT&T	Service - Capehart	\$ 64.20
2197	" " "	Comcast	Service - Shop	\$ 89.83
2197	" " "	Comcast	Service - District	\$ 265.02
2197	" " "	Telepacific	Service	\$ 1,105.64
2198	Water	Sac Suburban	Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip Karl Dr., Strizek, Karl&Rosario,Planehaven,Wings	\$ 2,160.39
2198	" " "	Sac Suburban	Way, 6040 Watt, Freedom, Softball Complex	\$ 1,880.60
2198	" " "	CA/American	Chardonay	\$ 206.54
2198	" " "	CA/American	Sierra	\$ 199.21
2205	Auto Maint. Serv	NH Tire Pros	2000 Chevrolet - Fuel Pump	\$ 656.85
2205	" " "	USBank	Domestic Auto (Glass)	\$ 170.00
2205	" " "	NH Tire Pros	2017 Ford F150	\$ 189.44
2226	Expend Tools	CH Mowers	Case of Ear plugs	\$ 65.71

**NORTH HIGHLANDS RECREATION & PARK DISTRICT**

**BILLING REPORT APRIL 2021**

**(Bills paid in March 2021)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2261	Office Equip Mtn	USBank	Micro Soft (program)	\$ 36.00
2275	Rents & Leases	Alhambra	water service	\$ 53.91
2275	" " "	Cit-Avaya	Phone Equip.	\$ 432.18
2275	" " "	Normac	Rental	\$ 102.37
2275	" " "	DLL Financial	Copier	\$ 186.28
2281	Shop Equip Serv	CH Mowers	Service	\$ 30.16
2292	Other Equip Sup	Miracle Playsystems	Equipment	\$ 245.88
2292	" " "	USBank	Jensen Precast (supplies)	\$ 465.45
2292	" " "	Miracle Playsystems	Equipment	\$ 290.06
2332	Food Supplies	USBank	Smart&Final,Trader Joes (Raccoon Club)	\$ 26.95
2591	Other Prof Serv.	Sac Valley Alarm	Semi-annual Fire Inspection 7916 Aztec	\$ 168.00
2591	" " "	DOJ	Recreation fingerprints	\$ 32.00
2591	" " "	Walkers Express	COVID supplies	\$ 232.48
			Terminix,adobe,When I Work,Zoom, Amazon,Streamline (Serv.,Prog.,Sch.,Board	
2591	" " "	USBank	Mtg.,COVID Sup.,Website)	\$ 627.28
2591	" " "	Walkers Express	COVID supplies	\$ 145.59
2591	" " "	Walkers Express	COVID supplies	\$ 290.54
2591	" " "	Fulton El Camino	March 2021 Service	\$ 2,470.00
2591	" " "	Firecode	Capehart	\$ 255.55
2591	" " "	Sentry Alarm	Capehart	\$ 597.41
2851	Recreation Serv.	USBank	Vista Print (Decal)	\$ 52.83
			Amazon,Smart&Final,Pacific Thrift,GoodWill	
2852	Recreation Sup	USBank	(Raccoon Club, DLS)	\$ 93.74
			(Merchant Fees- Mar \$44.95/Feb - Bank	
2898	Other Oper Exp	NHRPD - BANK FEES	Fees \$33.98/Mar - Active Fee \$39.10)	\$ 118.03
2898	" " "	USBank	Sac County (parking)	\$ 3.50
	<b>TOTAL</b>			<b>\$ 21,720.59</b>

**FIXED ASSETS**

4201	Building Improvement			
4202	Structures			
4303	Equipment	Pacific Neon Co.	Sign Board Deposit	\$ 15,858.47
	<b>TOTAL</b>			<b>\$ 15,858.47</b>

<b>Total District Salaries</b>	(MARCH 2 PAY DAY)	\$ 73,916.10
<b>Total District EDD</b>	(MARCH 2 PAY DAY)	\$ 573.56
<b>Total District OASDI</b>	(MARCH 2 PAY DAY)	\$ 5,150.04
		<b>\$ 79,639.70</b>

**DISTRICT TOTALS**

**\$145,288.92**

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BOARD MEMBER

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BOARD MEMBER

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BOARD MEMBER



**NORTH HIGHLANDS RECREATION & PARK DISTRICT**  
**CHERRY BLOSSOM BILLING REPORT APRIL 2021**  
**(Bills paid in March 2021)**

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<b><u>BENEFITS</u></b>				
1210	Retirement	VOYA	None	\$ -
1230	Insurance	CALIFORNIA CHOICE	None	\$ -
1230	" " "	COPOWER	None	\$ -
1240	" " "	CAPRI	4th Qtr	\$ 780.69
	<b>Total</b>			<b>780.69</b>
 <b><u>SERVICES &amp; SUPPLIES</u></b>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 23.65
2191	" " "	SMUD	6696231 7931 Scotland Drive PED	\$ 23.65
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 35.46
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 20.04
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 69.09
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 69.09
	<b>TOTAL</b>			<b>\$ 240.98</b>
 <b><u>FIXED ASSETS</u></b>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	<b>TOTAL</b>			<b>\$ -</b>
<b>Total District Salaries</b>		(MARCH 2 PAY DAY)		\$ -
<b>Total District EDD</b>		(MARCH 2 PAY DAY)		\$ -
<b>Total District OASDI</b>		(MARCH 2 PAY DAY)		\$ -
				<b>\$ -</b>
 <b>DISTRICT TOTALS</b>				 <b>\$1,021.67</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</b>							
2		<b>REVENUE REPORT - MARCH 2021</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	\$0.00	0.00	0.00	-1,665.00	1,665.00		
7	9429	Recreation Center	\$0.00	0.00	0.00	80.00	-80.00		
8	<b>9429</b>	<b>TOTAL</b>	<b>\$35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,585.00</b>	<b>36,585.00</b>	<b>-5%</b>	
9									
10	<b>LEASED PROPERTY</b>								
11	9690	Strizek Lease	\$0.00	2,091.37	0.00	16,822.33	-16,822.33		
12	9690	Capehart Lease - Day Care	\$0.00	2,851.00	0.00	25,308.00	-25,308.00		
13	9690	Freedom Park Lease - Softball	\$0.00	2,200.00	0.00	19,800.00	-19,800.00		
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,000.00	-5,000.00		
15	9690	<b>TOTAL</b>	<b>\$100,000.00</b>	<b>7,142.37</b>	<b>0.00</b>	<b>66,930.33</b>	<b>33,069.67</b>	<b>67%</b>	
16									
17	<b>REVENUE, OTHER</b>								
18	9790	Bad Check Reim	\$0.00	0.00	0.00	0.00	0.00		
19	9790	Sign Board	\$0.00	0.00	0.00	0.00	0.00		
20	9790	Team Fees - Brock	\$0.00	0.00	0.00	0.00	0.00		
21	9790	Utilities - Brock	\$0.00	0.00	0.00	0.00	0.00		
22	9790	Team Fees - Capehart	\$0.00	0.00	0.00	0.00	0.00		
23	9790	Utilities - Capehart	\$0.00	0.00	0.00	0.00	0.00		
24	9790	Storage Use - Capehart	\$0.00	0.00	0.00	400.00	-400.00		
25	9790	Pacific NH Little League Baseball	\$0.00	0.00	0.00	0.00	0.00		
26	9790	Team Fees - Pacific	\$0.00	0.00	0.00	0.00	0.00		
27	9790	JR Hornets Pacific	\$0.00	0.00	0.00	0.00	0.00		
28	9790	TRUSD Reim for Pacific Pool	\$0.00	0.00	0.00	0.00	0.00		
29	9790	USBank Incentive	\$0.00	0.00	0.00	0.00	0.00		
30	9790	Stale dated Check	\$0.00	0.00	0.00	0.00	0.00		
31	9790	Fulton El Camino Reim	\$0.00	0.00	0.00	0.00	0.00		
32	9790	Reim Settlement - Waste Mngmnt	\$0.00	0.00	0.00	63.44	-63.44		
33	9790	CAPRI Liability Reim	\$0.00	0.00	0.00	0.00	0.00		
34	9790	Jury Duty Reim	\$0.00	0.00	0.00	0.00	0.00		
35			<b>\$8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>463.44</b>	<b>7,536.56</b>	<b>6%</b>	
36	<b>AQUATICS</b>								
37	9646	Swim Lesson	\$0.00	0.00	0.00	0.00	0.00		
38	9646	Adult Lap Swim	\$0.00	0.00	0.00	0.00	0.00		
39	9646	Swim Team	\$0.00	0.00	0.00	0.00	0.00		
40		<b>TOTAL</b>	<b>\$20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	
41									
42	<b>DAY CARE PROGRAM</b>								
43	9646	Ridgepoint Raccoon Club	\$0.00	0.00	0.00	0.00	0.00		
44	9646	Distant Learning (T.R.U.S.D.)	\$0.00	39,960.00	(3663.00)	111,240.00	0.00		
45	9646	Winter Camp	\$0.00	0.00	0.00	0.00	0.00		
46	9646	Spring Camp	\$0.00	1,080.00	0.00	1,080.00	-1,080.00		
47	9646	Fall Camp	\$0.00	0.00	0.00	754.00	-754.00		
48	9646	Summer Kids Kamp - Comm Ctr	\$0.00	0.00	0.00	3,105.00	-3,105.00		
49		<b>TOTAL</b>	<b>\$35,000.00</b>	<b>41,040.00</b>	<b>(3663.00)</b>	<b>\$116,179.00</b>	<b>-81,179.00</b>	<b>332%</b>	
50									
51	<b>SPECIAL INTEREST CLASSES</b>								
52	9646	Art Class	\$0.00	0.00	0.00	0.00	0.00		
53	9646	First Aid and CPR Class	\$0.00	0.00	0.00	0.00	0.00		
54	9646	Harvest Time	\$0.00	0.00	0.00	0.00	0.00		
55	9646	Pickle Ball	\$0.00	0.00	0.00	0.00	0.00		
56	9646	SR Movies	\$0.00	0.00	0.00	0.00	0.00		
57		<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>	
58									
59	<b>SPECIAL EVENTS</b>								
60	9646	Halloween	\$0.00	0.00	0.00	0.00	0.00		
61	9646	Holiday Party	\$0.00	0.00	0.00	0.00	0.00		
62	9646	Movie Night in The Park	\$0.00	0.00	0.00	0.00	0.00		
63	9646	Spring Fling	\$0.00	0.00	0.00	0.00	0.00		
64	9646	Yard Sale	\$0.00	0.00	0.00	0.00	0.00		
65		<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>	
66									
67	<b>CONTRACT CLASSES</b>								
68	9646	Kidz Love Soccer	\$0.00	0.00	0.00	0.00	0.00		
69	9646	Youth Tumbling/Dance	\$0.00	0.00	0.00	0.00	0.00		
70		<b>TOTAL</b>	<b>\$5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0%</b>	
71									
72	<b>RECREATION MISC.</b>								
73	9646	Gym Rental-Capehart/Pacific/R.P.	\$0.00	0.00	0.00	0.00	0.00		
74	9646	Open Gym Basketball	\$0.00	0.00	0.00	0.00	0.00		
75	9646	Park Rentals	\$0.00	570.00	0.00	290.00	-290.00		
76		<b>TOTAL</b>	<b>\$25,000.00</b>	<b>570.00</b>	<b>0.00</b>	<b>290.00</b>	<b>24,710.00</b>	<b>1%</b>	
77									
78								Page 1	

	A	B	C	D	E	F	G	H
79								
80	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
81	<b>YOUTH SPORTS</b>							
82	9646	Pee Wee Fball (K-1) - Fall	\$0.00	0.00	0.00	0.00	0.00	
83	9646	Pee Wee Bball (K-1) - Winter	\$0.00	0.00	0.00	0.00	0.00	
84	9646	Pee Wee Bball (K-1) - Spring	\$0.00	0.00	0.00	0.00	0.00	
85	9646	Youth Basketball - Winter	\$0.00	0.00	0.00	0.00	0.00	
86	9646	Youth Basketball - Spring	\$0.00	0.00	0.00	0.00	0.00	
87	9646	Jr Hi Basketball-Winter	\$0.00	0.00	0.00	0.00	0.00	
88	9646	TRUSD Jr Hi Basketball-Spring	\$0.00	0.00	0.00	0.00	0.00	
89	9646	TRUSD Middle School Volleyball	\$0.00	0.00	0.00	0.00	0.00	
90	9646	TRUSD Middle School Soccer	\$0.00	0.00	0.00	0.00	0.00	
91	9646	TRUSD Dodgeball	\$0.00	0.00	0.00	0.00	0.00	
92	9646	Youth Volleyball League	\$0.00	0.00	0.00	0.00	0.00	
93	9646	Youth Dodgeball	\$0.00	0.00	0.00	0.00	0.00	
94	9646	Cheer	\$0.00	0.00	0.00	0.00	0.00	
95	9646	Pee Wee Sports Camp	\$0.00	0.00	0.00	0.00	0.00	
96		<b>TOTAL</b>	<b>\$35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0%</b>
97								
98	<b>ADULT SPORTS</b>							
99	9646	Coed Power Volleyball-Monday	\$0.00	0.00	0.00	0.00	0.00	
100	9646	Adult Basketball	\$0.00	0.00	0.00	0.00	0.00	
101		<b>TOTAL</b>	<b>\$5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0%</b>
102								
103	<b>TAXES</b>							
104	9101	Prop Tax - Secured	\$1,354,620.00	0.05	0.00	791,312.99	563,307.01	
105	9102	Prop Tax - Unsec	\$50,000.00	0.00	0.00	52,758.53	-2,758.53	
106	9103	Supp Prop Tax	\$35,000.00	19.80	0.00	11,615.59	23,384.41	
107	9104	Prop Tax Sec Delinquent	\$9,251.00	0.00	0.00	12,109.48	-2,858.48	
108	9105	Prop Tax Supp Delinquent	\$1,989.00	0.00	0.00	1,868.04	120.96	
109	9106	Prop tax Unitary	\$8,500.00	0.00	0.00	4,481.04	4,018.96	
110	9120	Prop Tax Secured Redemp	\$0.00	48.31	0.00	48.31	-48.31	
111	9130	Prop Tax - Prior Unsec	\$600.00	0.00	0.00	916.41	-316.41	
112	9140	Prop Tax - Pently	\$0.00	13.79	0.00	232.10	-232.10	
113	9196	RDA Residual	\$12,250.00	0.00	0.00	6,365.62	5,884.38	
114		<b>TOTAL</b>	<b>\$1,472,210.00</b>	<b>81.95</b>	<b>0.00</b>	<b>881,708.11</b>	<b>590,501.89</b>	<b>60%</b>
115								
116	<b>INTEREST INCOME</b>							
117	9410	Interest Income	\$15,000.00	0.60	0.00	1,326.60	13,673.40	
118		<b>TOTAL</b>	<b>\$15,000.00</b>	<b>0.60</b>	<b>0.00</b>	<b>1,326.60</b>	<b>13,673.40</b>	<b>9%</b>
119								
120	<b>USE OF MONEY/PROPERTY</b>							
121	9522	Homeowner Prop Tax	\$11,000.00	0.00	0.00	6,472.97	4,527.03	
122		<b>TOTAL</b>	<b>\$11,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,472.97</b>	<b>4,527.03</b>	<b>59%</b>
123								
124	<b>IN LIEU TAX</b>							
125	9529	In Lieu Tax	\$70,000.00	49,906.00	0.00	49,906.00	20,094.00	
126		<b>TOTAL</b>	<b>\$70,000.00</b>	<b>49,906.00</b>	<b>0.00</b>	<b>49,906.00</b>	<b>20,094.00</b>	<b>71%</b>
127								
128	<b>MISC. Revenue</b>							
129	9530	Misc. Revenue	\$75,348.00	14,176.80	3663.00	61,562.20	13,785.80	
130		<b>TOTAL</b>	<b>\$75,348.00</b>	<b>14,176.80</b>	<b>3663.00</b>	<b>61,562.20</b>	<b>13,785.80</b>	<b>82%</b>
131								
132	<b>AID TO LOCAL GOVERNMENT</b>							
133	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
134		<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>
135								
136	<b>REDEVELOPMENT FUNDS</b>							
137	9533	Redevelopment Passthru	\$9,200.00	0.00	0.00	4,883.18	4,316.82	
138		<b>TOTAL</b>	<b>\$9,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,883.18</b>	<b>4,316.82</b>	<b>53%</b>
139								
140	<b>STATE AID</b>							
141	9569	State Aid	\$0.00	0.00		0.00	0.00	
142		<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>
143								
144								
145								
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	A	B	C	D	E	F	G	H
157								
158	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
159	9429	Building Rental	\$35,000	0.00	0.00	-1,585.00	36,585.00	-5%
160	9646	Rec Fees & Charges	\$125,000	41,610.00	(3663.00)	116,469.00	8,531.00	93%
161	9100	Taxes	\$1,472,210	81.95	0.00	881,708.11	590,501.89	60%
162	9410	Interest Income	\$15,000	0.60	0.00	1,326.60	13,673.40	9%
163	9522	Homeowner Prop Tax	\$11,000	0.00	0.00	6,472.97	4,527.03	59%
164	9529	In Lieu Tax	\$70,000	49,906.00	0.00	49,906.00	20,094.00	71%
165	9530	Misc. Revenue	\$75,348	14,176.80	3663.00	61,562.20	13,785.80	82%
166	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
167	9533	Redevelopmnet Funds	\$9,200	0.00	0.00	4,883.18	4,316.82	53%
168	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
169	9690	Lease Property	\$100,000	7,142.37	0.00	66,930.33	33,069.67	67%
170	9790	Revenue Other	\$8,000	0.00	0.00	463.44	7,536.56	6%
171		TOTAL	\$1,920,758	112,917.72	0.00	1,188,136.83	732,621.17	62%
172								
173		GENERAL RESERVED FUND	\$0					
174		CARRY OVER	\$365,075	0.00	0.00	365075.00	0	100%
175								
176		TOTAL BUDGET	\$2,285,833	112,917.72	0.00	\$1,553,212	732,621	68%
177								
178		Donations		0.00				
179		ADA Subsidiary		0.00	0.00			
180		Field Deposit - Brock Park		0.00				
181		Field Deposit - Softball Complex		0.00				
182		Field Deposit - Capehart		0.00				
183		Bldg Deposit		0.00	0.00			
184		Bldg Guards		0.00				
185		Bldg Ins. Subsidiary		0.00				
186				0.00				
187								
188	2191	SMUD Reim - Something Extra		380.00				
189	2192	PG&E Reim - Something Extra		10.00				
190	2193	Republic Serv. Reim - Something		90.00				
191	2195	Sewage Reim - Something Extra		240.00				
192	2198	Water Reim - Something Extra		100.00				
193				0.00				
194				820.00				
195								
196								
197		Total Revenue		113,737.72				
198								
199								
200								
201		Program/Scholarship Donations	\$0.00	0.00	0.00	539.75	-539.75	
202								
203		District ADA Account	\$0.00	0.00	0.00	9,764.79	-9,764.79	
204		055000000	\$0.00	0.00	0.00	7,842.80	-7,842.80	
205		Contingency	\$200,000.00	39,525.00	0.00	166,505.00	33,495.00	
206		Park Dedication Acct 088L	\$0.00	0.00	0.00	14,037.00	-14,037.00	
207		Park Fees 346I	\$0.00	81,508.80	(49906.00)	1,237,029.07	-1,237,029.07	
208		District Reserve Acct	\$0.00	0.00	0.00	936,116.56	-936,116.56	
209								
210								

	A	B	C	D	E	F	G	H
1		<b>NORTH HIGHLANDS RECREATION &amp; PARK DISTRICT - CHERRY BLOSSOM PARK</b>						
2		<b>REVENUE REPORT - MARCH 2021</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	\$0.00	0.00	0.00	58.00	-58.00	
20		<b>TOTAL</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>58.00</b>	<b>-58.00</b>	<b>0%</b>
21								
22	<b>USE OF MONEY/PROPERTY</b>							
23	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
24		<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>
25								
26	<b>IN LIEU TAX</b>							
27	9529	In Lieu 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>MISC. Revenue</b>							
31	9530	Misc. Revenue	\$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>AID TO LOCAL GOVERNMENT</b>							
35	9531	Aid to Local Government	\$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>REDEVELOPMENT FUNDS</b>							
39	9533	Redevelopment funds	\$0.00	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>STATE AID</b>							
43	9569	State Aid	\$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>SPECIAL ASSESSMENT</b>							
47	9603	Special Assessment	\$118,440.00	0.00	0.00	59,385.23	59,054.77	
48		<b>TOTAL</b>	<b>\$118,440.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,385.23</b>	<b>59,054.77</b>	<b>50%</b>
49								
50	<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>
51								
52	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
53	9410	Interest Income	\$0	0.00	0.00	58.00	-58.00	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	\$118,440	0.00	0.00	59,385.23	59,054.77	50%
61								
62		<b>TOTAL</b>	<b>\$118,440</b>	<b>0.00</b>	<b>0.00</b>	<b>59,443.23</b>	<b>58,997</b>	<b>50%</b>
63								
64		<b>GENERAL RESERVED FUND</b>	<b>\$0</b>					
65		<b>CARRY OVER</b>	<b>\$40,195</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,195.00</b>	<b>0%</b>
66								
67		<b>TOTAL BUDGET</b>	<b>\$158,635</b>	<b>0.00</b>	<b>0.00</b>	<b>\$59,443</b>	<b>99,192</b>	<b>37%</b>
68								
69								
70		<b>Total Revenue</b>		<b>0.00</b>				
71								
72								
73								
74								
75								

	A	B	C	D	E	F	G
1	<b>NORTH HIGHLANDS RECREATION &amp; PARK DISTRICT</b>						
2	<b>EXPENDITURE REPORT - MARCH 2021</b>						
3							
4	<b>CODE</b>	<b>CLASSIFICATION</b>	<b>BUDGET</b>	<b>MONTHS</b>	<b>EXPENDED</b>	<b>BALANCE</b>	<b>% EXPEND</b>
5	<b>ADMINISTRATION</b>						
6	<b>SALARIES &amp; BENEFITS</b>						
7	1110	Administrator	110,547	8,477.84	84,738.40	25,808.60	77%
8	1110	Office Manager	60,240	4,636.92	46,252.42	13,987.58	77%
9	1110	Office Assistant	0	0.00	0.00	0.00	0%
10	1122	Board of Directors	8,500	400.00	4,900.00	3,600.00	58%
11		Sub-Total	179,287	13,514.76	135,890.82	43,396.18	76%
12	1210	Retirement	13,633	1,049.18	10,479.26	3,153.74	77%
13	1220	OASDI	13,687	898.54	9,626.69	4,060.31	70%
14	1230	Insurance	30,933	2,556.01	22,317.88	8,615.12	72%
15	1240	Worker's Comp.	2,652	356.69	2,046.82	605.18	77%
16	1250	Unemployment	490	0.00	294.00	196.00	60%
17		Sub-Total	61,396	4,860.42	44,764.65	16,630.35	73%
18		<b>TOTAL</b>	<b>240,682</b>	<b>18,375.18</b>	<b>180,655.47</b>	<b>60,027.53</b>	<b>75%</b>
19							
20	<b>SERVICES &amp; SUPPLIES</b>						
21	2005	Ad/Leg	1,300	0.00	464.06	835.94	36%
22	2022	Bks/Subs	255	0.00	146.44	108.56	57%
23	2029	Bus Conf Exp	5,000	1,120.00	605.00	4,395.00	12%
24	2035	Educ/Trng	0	0.00	0.00	0.00	0%
25	2039	Empl Trans	300	0.00	0.00	300.00	0%
26	2051	Insurance	91,002	0.00	91,002.00	0.00	100%
27	2061	Memberships	9,300	0.00	9,400.00	-100.00	101%
28	2076	Office Sups	7,000	337.13	5,390.50	1,609.50	77%
29	2081	Postage	1,100	0.00	0.00	1,100.00	0%
30	2085	Printing	750	0.00	234.48	515.52	31%
31	2197	Tele & Teleg	15,500	1,370.66	11,701.74	3,798.26	75%
32	2261	Office Equip Mtnc	8,000	36.00	3,287.12	4,712.88	41%
33	2275	Rents & Leases	9,500	618.46	7,753.00	1,747.00	82%
34	2332	Food Sups	600	0.00	445.08	154.92	74%
35	2444	Medical Supplies	2,000	0.00	1,991.29	8.71	100%
36	2505	Actg Svcs	28,400	0.00	19,374.34	9,025.66	68%
37	2531	Legal Svcs	10,000	0.00	7,292.50	2,707.50	73%
38	2591	Other Prof Svcs	80,700	686.30	65,393.22	15,306.78	81%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	28,980	0.00	28,975.34	4.66	100%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	16,000	118.03	879.39	15,120.61	5%
43		<b>TOTAL</b>	<b>315,687</b>	<b>4,286.58</b>	<b>254,335.50</b>	<b>61,351.50</b>	<b>81%</b>
44							
45							
46							
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
49							
50							
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57							

	A	B	C	D	E	F	G
58	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
59	<b>RECREATION</b>						
60	<b>SALARIES &amp; BENEFITS</b>						
61	1110	Superintendent-Sarah	68,736	5,290.46	51,876.37	16,859.63	75%
62	1110	Supervisor-Rachel	52,104	4,011.08	39,096.34	13,007.66	75%
63	1122	Part Time	165,000	14,915.64	105,548.28	59,451.72	64%
64	1122	Part Time Ases	68,440	6,551.88	40,444.04	27,995.96	59%
65		Sub-Total	354,280	30,769.06	236,965.03	117,314.97	67%
66	1210	Retirement	9,667	1,488.26	7,877.11	1,789.89	81%
67	1220	OASDI	20,217	2,275.91	17,479.12	2,737.88	86%
68	1230	Insurance	13,494	1,087.60	9,564.10	3,929.90	71%
69	1240	Worker's Comp	5,394	1,042.20	4,788.84	605.16	89%
70	1250	Unemployment	5,510	450.83	3,002.38	2,507.62	54%
71		Sub-Total	54,282	6,344.80	42,711.55	11,570.45	79%
72		<b>TOTAL</b>	<b>408,562</b>	<b>37,113.86</b>	<b>279,676.58</b>	<b>128,885.42</b>	<b>68%</b>
73							
74	<b>SERVICES &amp; SUPPLIES</b>						
75	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
76	2022	Books/Subs	0	0.00	0.00	0.00	0%
77	2029	Business/Conf Exp	500	0.00	0.00	500.00	0%
78	2035	Educ/Trng	1,000	35.00	35.00	965.00	4%
79	2039	Empl Trans	1,000	0.00	60.95	939.05	6%
80	2061	Memberships	300	0.00	295.00	5.00	98%
81	2065	Film Svcs	0	0.00	0.00	0.00	0%
82	2076	Office Sups	750	13.82	137.67	612.33	18%
83	2081	Postage	1,500	0.00	0.00	1,500.00	0%
84	2085	Printing	6,000	0.00	97.87	5,902.13	2%
85	2197	Tele & Teleg	0	0.00	0.00	0.00	0%
86	2275	Rents & Leases	0	0.00	0.00	0.00	0%
87	2314	Clothing	3,000	0.00	1,221.67	1,778.33	41%
88	2332	Food	500	26.95	146.89	353.11	29%
89	2444	Med Sups	2,500	0.00	969.93	1,530.07	39%
90	2591	Other Prof Svcs	5,000	292.00	3,698.27	1,301.73	74%
91	2851	Rec Svcs	5,000	52.83	837.27	4,162.73	17%
92	2852	Rec Sups	9,000	93.74	2,714.46	6,285.54	30%
93	2871	Transportation	1,800	0.00	0.00	1,800.00	0%
94	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
95			37,850	514.34	10,214.98	27,635.02	27%
96							
97	4303	Office Equipment	0	0.00	0.00	0.00	0%
98			0	0.00	0.00	0.00	0%
99							
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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	75,732	5,828.62	58,246.20	17,485.80	77%
119	1110	Supervisor - Sergio	60,240	4,636.92	46,329.20	13,910.80	77%
120	1110	Facility Mtnc Sprv.- Sean	67,980	5,232.30	24,920.70	43,059.30	37%
121	1110	Mtnc Wkr-Doug	12,505	0.00	8,812.30	3,692.70	70%
122	1110	Mtnc Wkr-Eric	41,880	3,224.62	32,206.20	9,673.80	77%
123	1110	Mtnc Wkr-Rodney	41,880	3,224.62	32,206.20	9,673.80	77%
124	1110	Mtnc Wkr-Steve	36,238	2,790.60	27,819.98	8,418.02	77%
125	1110	Mtnc Wkr-Adam	36,238	2,790.60	27,067.38	9,170.62	75%
126	1122	PT Maintenance Wkr	0	0.00	0.00	0.00	0%
127	1122	Freedom Park Monitor	0	0.00	0.00	0.00	0%
128	1122	Weekday & Weekend Bldg Monitor	15,000	1,904.00	11,124.13	3,875.87	74%
129		<b>Sub-Total</b>	<b>387,693</b>	<b>\$ 29,632.28</b>	<b>268,732.29</b>	<b>118,960.71</b>	<b>69%</b>
130	1210	Retirement	29,815	4,436.52	22,922.94	6,892.06	77%
131	1220	OASDI	29,659	1,975.59	19,909.88	9,749.12	67%
132	1230	Insurance	89,342	5,426.57	57,679.73	31,662.27	65%
133	1240	Worker's Comp.	36,615	8,847.45	36,009.85	605.15	98%
134	1250	Unemployment	2,205	122.73	1,112.45	1,092.55	50%
135		<b>Sub-Total</b>	<b>187,636</b>	<b>20,808.86</b>	<b>137,634.85</b>	<b>50,001.15</b>	<b>73%</b>
136		<b>TOTAL</b>	<b>575,329</b>	<b>50,441.14</b>	<b>406,367.14</b>	<b>168,961.86</b>	<b>71%</b>
137	SERVICES & SUPPLIES						
138	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
139	2035	Educ/Trng	500	0.00	0.00	500.00	0%
140	2039	Empl Trans	200	28.75	203.00	-3.00	102%
141	2061	Memberships	300	0.00	300.00	0.00	100%
142	2076	Office Sups	200	0.00	193.01	6.99	97%
143	2104	Agri/Hort	2,000	0.00	271.56	1,728.44	14%
144	2111	Bldg Mtnc Svc	2,500	0.00	807.96	1,692.04	32%
145	2112	Bldg Mtnc Sups	7,500	405.76	4,117.63	3,382.37	55%
146	2122	Chem Sups	4,000	0.00	767.09	3,232.91	19%
147	2131	Elec Sys SVC	4,000	0.00	3,037.00	963.00	76%
148	2132	Elec Sys Sup	2,000	0.00	359.86	1,640.14	18%
149	2142	Land Imp Sup	15,000	744.22	10,322.32	4,677.68	69%
150	2151	Mech Sys Svc	0	0.00	0.00	0.00	0%
151	2162	Paint Sups	2,000	0.00	312.35	1,687.65	16%
152	2168	Plumbing Sups	4,800	0.00	1,125.09	3,674.91	23%
153	2191	Electricity	49,000	3,192.28	27,951.76	21,048.24	57%
154	2192	Natural Gas	3,000	427.50	2,451.63	548.37	82%
155	2193	Refuse	8,500	499.00	7,397.03	1,102.97	87%
156	2195	Sewage	6,200	187.51	1,502.64	4,697.36	24%
157	2197	Tele/Teleg	1,900	154.03	1,396.27	503.73	73%
158	2198	Water	95,000	4,346.74	74,171.75	20,828.25	78%
159	2205	Auto Mtnc Svc	12,000	1,016.29	8,022.66	3,977.34	67%
160	2206	Auto Mtnc Sup	0	0.00	0.00	0.00	0%
161	2211	Constr Equip Svc	7,500	0.00	5,844.97	1,655.03	78%
162	2212	Constr Equip Sup	0	0.00	0.00	0.00	0%
163	2226	Expend Tools	3,000	65.71	2,020.83	979.17	67%
164	2236	Fuels & Lubes	16,000	0.00	9,675.02	6,324.98	60%
165	2275	Rents & Leases	9,000	156.28	5,142.41	3,857.59	57%
166	2281	Shop Equip Svc	1,000	30.16	804.83	195.17	80%
167	2282	Shop Equip Sup	0	0.00	0.00	0.00	0%
168	2292	Other Equip	7,000	1,001.39	5,212.11	1,787.89	74%
169	2314	Clothing	1,800	0.00	1,020.96	779.04	57%
170	2321	Cust Svc	0	0.00	0.00	0.00	0%
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	16,000	0.00	11,027.91	4,972.09	69%
174	2444	Medical Sup	300	0.00	74.89	225.11	25%
175	2591	Other Prof Svc	70,000	3,840.55	47,159.10	22,840.90	67%
176	2898	Other Oper Exp	100	0.00	0.00	100.00	0%
177		<b>TOTAL</b>	<b>352,300</b>	<b>16,096.17</b>	<b>232,693.64</b>	<b>119,606.36</b>	<b>66%</b>
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179							
180	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
181	<u>FIXED ASSETS</u>						
182	4201	Building Improvement	0	0.00	0.00	0.00	0%
183	4202	Structures & Imp	0	0.00	0.00	0.00	0%
184	4303	Other Equip	35,000	15,858.47	15,858.47	19,141.53	45%
185			35,000	15,858.47	15,858.47	19,142	0%
186							
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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	664,320	47,753.98	479,571.69	184,748.31	72%
233	1122	PART TIME SALARIES	256,940	23,371.52	162,016.45	94,923.55	63%
234	1210	RETIREMENT	53,115	6,973.96	41,279.31	11,835.69	78%
235	1220	OASDI	63,563	5,150.04	47,015.69	16,547.31	74%
236	1230	INSURANCE	133,769	9,070.18	89,561.71	44,207.29	67%
237	1240	WORKER'S COMP	44,661	10,246.34	42,845.51	1,815.49	96%
238	1250	UNEMPLOYMENT	8,205	573.56	4,408.83	3,796.17	54%
239	1000	<b>SALARIES/BENEFITS</b>	<b>1,224,573</b>	<b>105,930.18</b>	<b>866,699.19</b>	<b>357,873.81</b>	<b>71%</b>
240							
241		<b>SERVICES &amp; SUPPLIES</b>					
242	2005	AD/LEGAL NOTICE	1,300	0.00	464.06	835.94	36%
243	2022	BOOKS/SUBS	255	0.00	146.44	108.56	57%
244	2029	BUS/CONF EXP	5,500	1,120.00	605.00	4,895.00	0%
245	2035	EDUC/TRNG	1,500	35.00	35.00	1,465.00	2%
246	2039	EMPLOY TRANS	1,500	0.00	263.95	1,236.05	0%
247	2051	INSURANCE	91,002	0.00	91,002.00	0.00	100%
248	2061	MEMBERSHIPS	9,900	0.00	9,995.00	-95.00	101%
249	2065	FILM SVC	0	0.00	0.00	0.00	0%
250	2076	OFFICE SUPS	7,950	350.95	5,721.18	2,228.82	72%
251	2081	POSTAGE	2,600	0.00	0.00	2,600.00	0%
252	2085	PRINTING	6,750	0.00	332.35	6,417.65	5%
253	2104	AGRI/HORT	2,000	0.00	271.56	1,728.44	14%
254	2111	BLDG MTNC SVC	2,500	0.00	807.96	1,692.04	32%
255	2112	BLDG MTNC SUP	7,500	405.76	4,117.63	3,382.37	55%
256	2122	CHEM SUPS	4,000	0.00	767.09	3,232.91	19%
257	2131	ELEC MTNC SVC	4,000	0.00	3,037.00	963.00	76%
258	2132	ELEC MTNC SUP	2,000	0.00	359.86	1,640.14	18%
259	2142	LAND IMP SUP	15,000	744.22	10,322.32	4,677.68	69%
260	2151	MECH SYS MTNC	0	0.00	0.00	0.00	0%
261	2162	PAINTING SUPS	2,000	0.00	312.35	1,687.65	16%
262	2168	PLUMBING SUPS	4,800	0.00	1,125.09	3,674.91	23%
263	2191	ELECTRICITY	49,000	3,192.28	27,951.76	21,048.24	57%
264	2192	NATURAL GAS	3,000	427.50	2,451.63	548.37	82%
265	2193	REFUSE	8,500	499.00	7,397.03	1,102.97	87%
266	2195	SEWAGE	6,200	187.51	1,502.64	4,697.36	24%
267	2197	TELE/TELEG	17,400	1,524.69	13,098.01	4,301.99	75%
268	2198	WATER	95,000	4,346.74	74,171.75	20,828.25	78%
269	2205	AUTO MTNC SVC	12,000	1,016.29	8,022.66	3,977.34	67%
270	2206	AUTO MTNC SUP	0	0.00	0.00	0.00	0%
271	2211	CONSTR EQUIP SVC	7,500	0.00	5,844.97	1,655.03	78%
272	2212	CONSTR EQUIP SUP	0	0.00	0.00	0.00	0%
273	2226	EXPEND TOOLS	3,000	0.00	2,020.83	979.17	67%
274	2236	FUELS / LUBES	16,000	0.00	9,675.02	6,324.98	60%
275	2261	OFF EQUIP MTNC	8,000	36.00	3,287.12	4,712.88	41%
276	2275	RENTS/LEASES	18,500	774.74	12,895.41	5,604.59	70%
277	2281	SHOP EQUIP SVCS	1,000	30.16	804.83	195.17	80%
278	2282	SHOP EQUIP SUPS	0	0.00	0.00	0.00	0%
279	2292	OTHER EQUIP SUPS	7,000	1,001.39	5,212.11	1,787.89	74%
280	2314	CLOTHING	4,800	0.00	2,242.63	2,557.37	47%
281	2321	CUST SVC	0	0.00	0.00	0.00	0%
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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	16,000	0.00	11,027.91	4,972.09	69%
288	2332	FOOD SUPS	1,100	26.95	591.97	508.03	54%
289	2444	MED SUPS	4,800	0.00	3,036.11	1,763.89	63%
290	2505	ACCOUNT SVC	28,400	0.00	19,374.34	9,025.66	68%
291	2531	LEGAL SVC	10,000	0.00	7,292.50	2,707.50	73%
292	2591	OTHER PROF SVCS	155,700	4,818.85	116,250.59	39,449.41	75%
293	2813	SALES TAX ADJUST.	0	0.00	0.00	0.00	0%
294	2819	REGISTRATION SVC	28,980	0.00	28,975.34	4.66	0%
295	2851	RECREATION SVC	5,000	52.83	837.27	4,162.73	17%
296	2852	RECREATION SUP	9,000	93.74	2,714.46	6,285.54	30%
297	2871	TRANSPORTATION	1,800	0.00	0.00	1,800.00	0%
298	2880	PY EXPEND	0	0.00	0.00	0.00	0%
299	2898	OTHER OPER EXP	16,100	118.03	879.39	15,220.61	5%
300	2000	SERVICES/SUPPLIES	705,837	20,897.09	497,244.12	208,592.88	70%
301							
302	FIXED ASSETS						
303	4201	Building IIM	0	0.00	0.00	0.00	0%
304	4202	STRUCT & IMP	0	0.00	0.00	0.00	0%
305	4303	EQUIPMENT	35,000	15,858.47	15,858.47	19,141.53	0%
306	4000	FIXED ASSETS	35,000	15,858.47	15,858.47	19,142	0%
307							
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309	1000	SALARIES & BENE	1,224,573	105,930.18	866,699.19	357,873.81	71%
310							
311	2000	SERVICES & SUPP	705,837	20,897.09	497,244.12	208,592.88	70%
312							
313	4000	FIXED ASSETS	35,000	15,858.47	15,858.47	19,142	0%
314							
315		CONTINGENCY	200,000	39,525.00	166,505.00	33,495.00	83%
316			0				
317		RESERVE	286,927	0.00	0.00	0.00	0%
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320		TOTAL	2,452,337	182,210.74	1,546,306.78	619,103	63%
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1		<b>NORTH HIGHLANDS RECREATION &amp; PARK DISTRICT - CHERRY BLOSSOM PARK</b>					
2		<b>EXPENDITURE REPORT MARCH 2021</b>					
3							
4	<b>CODE</b>	<b>CLASSIFICATION</b>	<b>BUDGET</b>	<b>MONTHS</b>	<b>EXPENDED</b>	<b>BALANCE</b>	<b>% EXPEND</b>
5	ADMINISTRATION						
6	SERVICES & SUPPLIES						
7	2005	Adv/Legal Notice	155	0.00	155.00	0.00	100%
8	2505	Actg Svcs	1,500	0.00	1,500.00	0.00	100%
9	2591	Other Prof Svcs	12,850	0.00	8,604.24	4,245.76	67%
10		<b>TOTAL</b>	<b>14,505</b>	<b>0.00</b>	<b>10,259.24</b>	<b>4,245.76</b>	<b>71%</b>
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58	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
59	<b>MAINTENANCE</b>						
60	<b>SALARIES &amp; BENEFITS</b>						
61	1110	Mtnc Wkr-	33,543	0.00	19,585.70	13,957.30	58%
62	1122	PT Wkr-Seasonal	12,000	0.00	8,848.00	3,152.00	74%
63		<b>Sub-Total</b>	<b>45,543</b>	<b>\$ -</b>	<b>28,433.70</b>	<b>17,109.30</b>	<b>62%</b>
64	1210	Retirement	2,683	0.00	1,552.87	1,130.13	58%
65	1220	OASDI	3,484	0.00	2,175.18	1,308.82	62%
66	1230	Insurance	11,816	0.00	6,273.35	5,542.65	53%
67	1240	Worker's Comp.	4,348	780.69	3,742.83	605.17	86%
68	1250	Unemployment	700	0.00	137.41	562.59	20%
69		<b>Sub-Total</b>	<b>23,031</b>	<b>780.69</b>	<b>13,881.64</b>	<b>9,149.36</b>	<b>60%</b>
70		<b>TOTAL</b>	<b>68,574</b>	<b>780.69</b>	<b>42,315.34</b>	<b>26,258.66</b>	<b>62%</b>
71	<b>SERVICES &amp; SUPPLIES</b>						
72	2104	Agri/Hort	1,500	0.00	0.00	1,500.00	0%
73	2111	Bldg Mtn. Svcs	250	0.00	0.00	250.00	0%
74	2122	Chemical Supplies	250	0.00	0.00	250.00	0%
75	2142	Land Imp Supplies	1,400	0.00	1,330.56	69.44	95%
76	2191	Electricity	750	47.30	594.82	155.18	79%
77	2193	Refuse	1,200	0.00	0.00	1,200.00	0%
78	2198	Water	30,000	193.68	21,274.02	8,725.98	71%
79	2205	Auto Mtn. Svc	1,200	0.00	0.00	1,200.00	0%
80	2211	Constr Equip. Svc	250	0.00	0.00	250.00	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.	150	0.00	0.00	150.00	0%
85	2292	Other Equip Sups	500	0.00	0.00	500.00	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	500	0.00	265.00	235.00	53%
89		<b>TOTAL</b>	<b>41,650</b>	<b>240.98</b>	<b>24,464.40</b>	<b>17,185.60</b>	<b>59%</b>
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91							
92	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
93	<b>FIXED ASSETS</b>						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	0	0.00	0.00	0.00	0%
96	4303	Other Equip	0	0.00	0.00	0.00	0%
97			0	0.00	0.00	0.00	0%
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113	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
114		<b>DISTRICT TOTALS</b>					
115		<b>SALARIES &amp; BENEFITS</b>					
116	1110	FULL TIME SALARIES	33,543	0.00	19,585.70	13,957.30	58%
117	1122	PART TIME SALARIES	12,000	0.00	8,848.00	3,152.00	74%
118	1210	RETIREMENT	2,683	0.00	1,552.87	1,130.13	58%
119	1220	OASDI	3,484	0.00	2,175.18	1,308.82	62%
120	1230	INSURANCE	11,816	0.00	6,273.35	5,542.65	53%
121	1240	WORKER'S COMP	4,348	780.69	3,742.83	605.17	86%
122	1250	UNEMPLOYMENT	700	0.00	137.41	562.59	20%
123	1000	<b>SALARIES/BENEFITS</b>	<b>68,574</b>	<b>780.69</b>	<b>42,315.34</b>	<b>26,258.66</b>	<b>62%</b>
124							
125		<b>SERVICES &amp; SUPPLIES</b>					
126	2005	Adv/Legal Notice	155	0.00	155.00	0.00	100%
127	2104	AGRI/HORT	1,500	0.00	0.00	1,500.00	0%
128	2111	Bldg Mtn. Svcs	250	0.00	0.00	250.00	0%
129	2122	Chemical Supplies	250	0.00	0.00	250.00	0%
130	2142	Land Imp Supplies	1,400	0.00	1,330.56	69.44	95%
131	2191	ELECTRICITY	750	47.30	594.82	155.18	79%
132	2193	REFUSE	1,200	0.00	0.00	1,200.00	0%
133	2198	WATER	30,000	193.68	21,274.02	8,725.98	71%
134	2205	Auto Mtn. Svc	1,200	0.00	0.00	1,200.00	0%
135	2211	Constr Equip. Svc	250	0.00	0.00	250.00	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.	150	0.00	0.00	150.00	0%
140	2292	Other Equip Sups	500	0.00	0.00	500.00	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	12,850	0.00	8,869.24	3,980.76	69%
145	2000	<b>SERVICES/SUPPLIES</b>	<b>56,155</b>	<b>240.98</b>	<b>34,723.64</b>	<b>21,431.36</b>	<b>62%</b>
146							
147		<b>FIXED ASSETS</b>					
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	0	0.00	0.00	0.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	4000	<b>FIXED ASSETS</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
152							
153							
154	1000	<b>SALARIES &amp; BENE</b>	<b>68,574</b>	<b>780.69</b>	<b>42,315.34</b>	<b>26,258.66</b>	<b>62%</b>
155							
156	2000	<b>SERVICES &amp; SUPP</b>	<b>56,155</b>	<b>240.98</b>	<b>34,723.64</b>	<b>21,431.36</b>	<b>62%</b>
157							
158	4000	<b>FIXED ASSETS</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
159							
160		<b>CONTINGENCY</b>	<b>33,905</b>	<b>0.00</b>	<b>0.00</b>	<b>33,905.00</b>	<b>0.00</b>
161			0				
162		<b>RESERVE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
163							
164							
165		<b>TOTAL</b>	<b>158,634</b>	<b>1,021.67</b>	<b>77,038.98</b>	<b>81,595</b>	<b>49%</b>
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