

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

AGENDA

Regular Meeting of the Board of Directors

HYBRID BOARD MEETING

May 13, 2021 6:30 p.m. - Regular Meeting

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 April 8, 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 – Under New Bus.

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

6. ADMINISTRATOR'S REPORT

A. California Special Districts Association (CSDA) Report: Special Districts Amended Out of Costly Unfunded Brown Act Mandate

B. Disability Access Consultants (DAC) Update

C. CAPRI Member Update – April 2021

D. Recreation Report

E. Independent Contracts Programs.

F. Park and Facility Maintenance Report

D. 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. Reopening Strategy Follow-up – Recreation Programs
Board discussion. No action required.

10. NEW BUSINESS

- A. District Reopening Plan
Board discussion/action to approve staff's recommendation for a six-month trial period changing current office operating hours from 8:00am – 5:00pm to 9:00am – 4:30pm ending December 31, 2021.
- B. Office Assistant Job Description Revision
Board discussion/action to approve staff's recommendation on the changes to the Office Assistant job description.

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 June 10, 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. The May 13, 2021 and June 10, 2021 Regular Board of Directors meetings have been identified as "Hybrid" meetings. Hybrid means that the Board of Directors and District staff will meet in person, with the public participating using the Zoom meeting format.

Due to limited space in the District's Meeting Board Room, the District will be unable to grant public access to ensure that social distancing requirements are met. The public will however be able to access both meetings remotely using the Zoom meeting format (see page three of the Board Agenda). The May 13th Zoom Meeting ID and Passcode numbers have been included.

Governor Newsom has stated that the State of California will reopen effective June 15th provided that certain COVID-19 health requirements have been met. If this occurs, the July 8 Regular Board of Directors Meeting will be held in person including the Board of Directors, staff and the public.

Public questions will be accepted by the District up to 3:00 p.m. the day of Regular "Hybrid" Board meetings. Please direct your questions to Larry Mazzuca, District Administrator at larry@nhrpd.org. If your question 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/87270770270?pwd=WmU1cWNPRHhJcVVIRFI6NEImN2Z0UT09>

Meeting ID: 872 7077 0270

Passcode: NHRPDMay

One tap mobile

+16699006833,,87270770270#,,,,*40983373# US (San Jose)

+12532158782,,87270770270#,,,,*40983373# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 872 7077 0270

Passcode: 40983373

Find your local number: <https://us02web.zoom.us/j/87270770270?pwd=WmU1cWNPRHhJcVVIRFI6NEImN2Z0UT09>

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS – via Zoom

Date: April 8, 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

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:

CALL MEETING TO ORDER:

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

APPROVAL OF MINUTES:

Board Member Harding had a comment regarding the minutes. She stated that she believed that there was a grammatical error on page two under comments from the board.

4/1/21

Motion by Board Member Reynolds seconded by Board Member Matré that the Board of Directors approves the Minutes of the Regular Meeting of March 11, 2021.

AYES: Williams, Matré, Harding, Reynolds, Semenenko

NOES: -0-

ABSTAIN: -0-

ABSENT: -0-

CHAIRPERSON'S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Harding stating she is interested in volunteering with district programs if there is a need.

REPORTS FROM STANDING COMMITTEES:

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

Facility Development: Chairperson Beau Reynolds; Member Crystal Harding – Under New Bus.

Personnel and Policy: Chairperson Alan Matré; Member Max Semenenko

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

ADMINISTRATOR'S REPORT:

Oral report by Administrator Larry Mazzuca was presented with Board comments:

Administrator Mazzuca reported that the District has started working on the FY 2021-2022 District Budget and would like to share the key timeline dates with the BOD.

- May 17th – 20th Budget, Finance & Audit Committee meeting will be set during this week.
- June 10th Preliminary Budget will be presented to the Board of Directors for review and approval.
- August 12th Final Budget will be presented to the Board of Directors for review and approval.

Board Member Matré add that the reason the District does a preliminary budget then a final budget is that by law we have to have a budget in place by July 1. The preliminary budget allows the district to begin spending money before the final budget is approved by the Board in August.

Oral report by Park Superintendent Scott Graham was presented with Board comments:

Board Member Matré asked what was the \$50,000 warrant on the police report for?

Park Superintendent Graham stated that he did not know, he stated the district get the raw data but we do not get the details.

Board Member Harding asked about the drainage and are we doing anything to assess other drainage or other devises or things that need to be cemented in so the district don't lose them?

Park Superintendent Graham stated that the general practice by staff is to inspect similar drain related issues to determine if additional action is required.

Park Superintendent Graham reported he has two quick items to share with the Board that were not included in his report.

Messaging Board project is moving forward.

- Pacific Neon Company was the low bidder.
- We have submitted plans to the County Planning Department. Scott stated that it is a design/review process.
- Scott stated that we hope to hear something back from the County relatively soon on the approval of the design review.
- After the county has given the District approval on the sign board, it takes approximately 4-6 weeks to manufacture the board and about 1-2 days to install it. Our goal is to have the project completed by early July.

Maintenance Worker Position open:

- Scott stated that a long time maintenance employee Doug Van Woerkom had put in his notice to retire last November after serving the district for approximately fifteen years. As a result of this retirement and the need to have someone in a similar role as previously provided by Doug, staff will evaluate existing staff over the next six months and conduct interviews to fill this vacancy.
- The District has hired Harly Reilly to fill the current MW vacancy. Mr. Reilly has worked for the District in a part time role for the past year and has demonstrated the knowledge and skills for the position.

Vice Chairman Matré as if staff plans on creating a new job description for the proposed MWII position? Staff responded “affirmative” and would take any future job description to the Personnel and Policy Committee and then to the BOD.

Board Member Reynolds agreed with Board Member Matré that he too would like to know the difference from the Maintenance Foreman and MWII positions.

Oral report by Administrator Mazzuca gave an intro regarding Fulton El Camino Park Police agreement and then turned it over to the Park Superintendent Graham with Board Comments:

Park Superintendent Graham went over his report regarding Fulton El Camino Park Police Agreement with Board Comments.

Administrator Mazzuca presented the BOD with a brief background and history of district security services, including the most recent with Fulton-El Camino Park Police.

Director Harding asked a few question regarding park and facility patrols: She wanted to confirm that all the parks and facilities patrol?

Administrator Mazzuca stated yes that all parks and facilities are patrolled, with a focus on those parks most heavily used by the public and those in which there has been a history of issues and concerns.

Board Member Harding asked if there a yearly summary report issued? Superintendent Graham responded “yes”. An annual report is provided to all twelve districts under contract with FECPP.

Board Member Harding asked if Fulton El Camino has any solution or recommendation they would Communicate that with the District?

Park Superintendent Graham stated that they absolutely do that, they very interactive.

Board Member Harding asked what is Fulton El Camino response to the “unhoused” people using district park parking lots for safety.

Administrator Mazzuca responded that FECPP are forcing the Sacramento County Park Ordinance to be consistent with the County and with the other Districts.

Board Member Matré added that before the District had private security companies, a few years back the District contracted with the Twin Rivers Unified School District Police to monitor our parks and did an all some job too except the problem was that after someone read their bylaws and a little detail that they could not contract with us.

Board Member Reynolds wanted to know how the district can help the current situation with the home-less and unhoused in our parks? He wanted to know what he can do so he could introduce this longer conversation to the Board? Is this something he can add at a particular portion of this agenda or it can be on an upcoming agenda?

Administrator Mazzuca suggested that he and Board Member Reynolds probably should have an offline discussion about this so that he has a better understanding of what exactly should be placed on a future agenda for discussion.

Oral report by Recreation Superintendent Sarah Musser was presented with Board comments:
Recreation Superintendent Musser reported on a couple of updates from her report:

- Stated that the District sought legal counsel to see if the District could file financial documents on behalf of the swim team. She stated that the District could not intervene on behalf of the swim team, as the swim team board is the entity of record with the state. Only the swim team board can file financial non-profit and tax documents.
- Sarah reported on the Freedom Park picnic rentals. Sarah stated she stated that there have been about 17 park picnic rentals since the district resumed renting picnic sites in the past several weeks.

Board Member Reynolds asked regarding the participants in Spring Break Camp how many overlapped with those that participate in Distant Learning or any other programs or were they new participant that we were seeing for the very first time?

Recreation Superintendent Musser stated there were two from Distant Learning and two new participants.

Board Member Reynolds asked how many requested scholarship funds?

Recreation Superintendent Musser stated that the district hasn't received any requests for scholarship assistance.

Oral report by Recreation Superintendent Sarah Musser on District Learning with Board comments:

Recreation Superintendent Musser elaborated on her Distant Learning Hybrid Model Transition Report.

Board Member Harding asked if there are still 30 students?

Sarah stated that all 30 students still come to the District, this is a requirement of TRUSD.

- Students go to school in the morning.
- Monday and Tuesday in the morning Cohort Group A goes to school and Cohort B and C are with the district.
- Monday and Tuesday in the afternoon everyone is with us.

- Wednesday everyone is with the district.
- Thursday and Friday in the morning Cohort Group B goes to school and Cohort A and C are with the district.
- Thursday and Friday in the afternoon everyone is with the district.

Board Member Harding asked if all 30 students are F.C. Joyce School students.

Sarah stated that twenty-eight (28) students are F.C. Joyce, one (1) is from Kohler and one is from Oakdale.

Board Member Reynolds asked how is staff is dealing with noise issues in the evening?

Sarah stated that staff rearrange space in the Recreation Center for the kids who are doing homework.

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

Oral report by Administrator Mazzuca on the District's operating reopening strategy:

- Larry stated that Governor Newsom is stating that he will be reopen California by June 15th, but it has not been defined exactly what that means.
- Larry stated that the district is currently working on a reopening plan.
- Larry stated that he will either email or place the district's reopening plan on the May agenda.

Oral report by Administrator Mazzuca on the District's water situation:

Larry stated that according to information that he has received, this year's rainfall and snow pack levels are the lowest since 1967. It is highly likely that the District's two water providers will implement some level of water conservation requirements sometime in the near future, as they did several years ago. It is also likely that the District will try to conserve water by reducing park irrigation schedules. Also, because the Splash Pad does not have a recycling component, the District may be required to shut it down through the summer months.

CORRESPONDENCE:

None

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

None

UNFINISHED BUSINESS

A. District Correspondence

Administrator Mazzuca address his report with Board comments. A recommendation on how best to respond to various correspondence matters will be brought back to the board in the near future.

NEW BUSINESS

A. FY2021-2022 Proposed Fiscal Capital Projects

Facilities Development Committee Chairperson Reynolds and Member Harding met with Administrator Mazzuca regarding proposed FY 2021-2022 Capital Projects.

Board Member Harding inquired as to why Chardonnay Park and not Ridgepoint Park was added to the project list?

Administrator Mazzuca responded that Chardonnay Park is a NHRPD owned park the one at Ridgepoint resides on Twin Rivers Unified School District property. NHRPD and TRUSD are working under a joint maintenance and facilities agreement that is set to expire 2024. With an uncertainty as to what will happen after 2024, it would not make financial sense to invest District money (\$60K+) for a new playground. Staff has reached out to TRUSD staff regarding future discussions on a new JUA.

Facilities Development Committee Chairperson Reynolds stated that the committee wants to support the recommendation made by staff. As a committee we want to continue conversation with Larry and Scott so we can understand the overall budget and process.

B. Reopening Strategy - Recreation

Administrator Mazzuca reported on reopening strategy.

Recreation Superintendent Musser reported on her Reopening Strategy report with Board comments. Sarah discussed the steps it will require to reopen programs (indoors and outdoors) starting this spring and summer. Considering that the Sacramento area is still in the "Red Tier", there remains much uncertainty regarding what can and cannot be offered. In an attempt to address programs starting this spring, staff will be offering "Micro Programs and One-Day Programs." These programs can be offered with a shorter lead time. The goal is to offer them as "cost covering", but there is a chance that with fewer participant numbers, the District could lose a small amount of money.

Board Member Matré stated that he does not have a problem with the concept but he would like to see numbers on what we are talking about.

Administrator Mazzuca commented that these programs represent a small amount of money and if there were any losses, it would not be significant. No additional funds are required as there remains sufficient funds in the budget. The goal is to reintroduce recreation programs as local health ordinances allow. With that comes a bit of a challenge.

Board Member Harding asked if the District has sufficient staffing available or will we need to rely upon use of volunteers?

Superintendent Musser responded that she is cross training Distant Learning staff for the spring programs and that she will be recruiting and training new staff, as needed, for summer and fall programming.

Board Member Harding asked if the District is eligible to apply for programs like Sacramento County TOT funding, sponsorships for food or drinks, or basketball equipment? Does the District pursue additional funding opportunities that exist outside those major big grants?

Administrator Mazzuca stated that the District applied for TOT three out of the last four years and has received funding once. The District reviews grant opportunities when they are aware of them to see if they qualify.

4/2/21

Motion by Board Member Reynolds seconded by Board Member Semenenko that the Board of Directors approves to implement small recreation programs.

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

PAYMENT OF BILLS

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

4/3/21

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

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

4/4/21

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

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

ADJOURNMENT

Chairperson Williams adjourned the meeting at 8:11 p.m.

DATE, TIME AND PLACE OF 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, CA


Signature

Signature

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator 

DATE: May 13, 2021

SUBJECT: California Special Districts Association (CSDA) Report: Special Districts Amended Out of Costly Unfunded Brown Act Mandate

BACKGROUND

CSDA Report – AB 339 Brown Act

DISCUSSION

On May 3, 2021, California’s Assembly Local Government Committee amended Assembly Bill 339. AB 339 would have mandated all local public agency meetings to provide the public the “option” to attend and provide public comment in-person, over the phone, and online. Instructions for joining meetings would have been required in the two most spoken languages other than English within the boundaries of the local agency, and meeting agendas would need to have been made available upon request to all non-English speaking persons within the boundaries of the jurisdiction in the language of choice.

All of the mandates within AB 339 would have come without funding and would not have been eligible for reimbursement from the State of California. Moreover, none of the mandates would have applied to the State Legislature nor state agencies.

Unfortunately, the unfunded mandates within AB 339 that even the State of California could not afford to implement would have been untenable for special districts and most other local agencies to implement.

Fortunately, thanks to CSDA, member districts, and others, AB 339 has been significantly amended to only apply to cities and counties with populations of 250,000 or more. Special Districts are excluded. Additionally, the scope of the bill was significantly reduced to simply require an option for the public to participate in meetings by either phone or internet.

RECOMMENDATION

Advisory only. No action of the Board required.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT


BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: May 13, 2021

SUBJECT: Disability Access Consultants (DAC) Update



BACKGROUND

The Board of Directors is aware of the need for the District develop a new American's with Disabilities (ADA) Transition Plan (Plan). The District will budget funds for the Plan in the FY 2021-2022 budget to contract with DAC for this service.

DISCUSSION

Attached you will find a flyer describing the joint effort by the California Association for Park and Recreation Indemnity (CAPRI) and Disability Access Consultants (DAC) to offer CAPRI members with a percentage discount for development of ADA Transition Plans.

Individual CAPRI member agencies will contract with DAC/CAPRI to complete necessary surveys and the Transition Plan. Actual cost to Special District Recreation and Park agencies will be determined based upon the individual needs of the agency. The initial "estimated cost" to the NHRPD is \$40,000-\$50,000 (before any discount is applied). Through the joint efforts of CAPRI and DAC, CAPRI member agencies, including NHRPD, will be eligible to receive a 20% discount off the cost of the compliance services provided by DAC.

Staff will notify CAPRI and DAC of the NHRPD intention to participate in the Transition Plan. Once the DAC proposal has been reviewed by staff and the Board of Directors has approved funding in FY 2021-2022 for the Plan, appropriate agreements will be signed and additional Plan information will be shared with the Board.

RECOMMENDATIONS

Advisory only. No action required of the Board of Directors at this time.

LEVEL UP: TAKE YOUR ADA COMPLIANCE TO THE NEXT LEVEL WITH DAC & CAPRI

- MEMBERS CAN RECEIVE A DISCOUNTED RATE UP TO 50% OFF OF COMPREHENSIVE WEBSITE ACCESSIBILITY REVIEWS BY DAC;
- MEMBERS THAT SIGN UP WITH DAC TO COMPLETE SURVEYS AND TRANSITION PLAN DEVELOPMENT WILL BE ELIGIBLE FOR UP TO 20% DISCOUNT OFF THE COST OF THE COMPLIANCE SERVICES;
- MEMBERS THAT MOVE FORWARD WITH THE TRANSITION PLAN WILL GAIN ONE FREE YEAR OF ACCESS TO DACTRAK, THE PROPRIETARY SOFTWARE PROGRAM UTILIZED TO TRACK BARRIER REMOVAL ACTIVITIES AND OTHER FACILITY IMPROVEMENTS.

READY TO SIGN UP WITH DAC? HERE ARE THE NEXT STEPS:

1. CONTACT DAC VIA PHONE OR EMAIL:
1-800-743-7067

TIM MAHONEY: TMAHONEY@DAC-CORP.COM
BARBARA THORPE: BTHORPE@DAC-CORP.COM

2. YOU WILL PROVIDE DAC WITH AN INVENTORY LIST OF YOUR DISTRICT'S PARKS, FACILITIES, & AMENITIES.

3. DAC WILL PROVIDE YOUR DISTRICT WITH A PROPOSAL FOR REVIEW AND CONSIDERATION.

4. SHOULD YOUR DISTRICT MOVE FORWARD, SUBMIT INVOICE TO CAPRI FOR CONTRIBUTION/REIMBURSEMENT.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: May 13, 2021

SUBJECT: CAPRI Member Update – April 2021



BACKGROUND

For over thirty years, the California Association for Park and Recreation Indemnity (CAPRI) has provided a specialized combination of self-insurance, excess insurance, and reinsurance to recreation and parks districts throughout California. Lead by a Board of Directors, CAPRI's member-driven philosophy and policy direction reflect the needs of the modern district.

By deploying well-developed and effective risk management strategies, CAPRI Member Districts are able to offer wide-ranging recreation programs and community services in a safe and responsible manner.

CAPRI is a Joint-Powers Authority (JPA) formed pursuant to California Government Code 6500 et seq. JPA's were developed to meet the specific needs of the member entities, many of which were formed to provide insurance coverages, risk management safety and loss prevention services.

CAPRI Coverages Include:

- General Liability
- Public Official Errors and Omissions
- Auto Liability
- Workers Compensation
- Property Loss and Physical Damage
- Earthquake and Flood
- Automobile Physical Damage
- Boiler and Machinery
- Crime Coverage
- Identity Theft Expense Reimbursement Coverage

Risk Management Tools Provided:

- ADA Accessibility Training and Resources
- Safety and Loss Prevention Manual
- Trainings and Webinars

- Sample Forms and Templates
- Toolkits and Safety Manuals
- Proactive Case Management
- Monthly Training Newsletters
- District Visitation Program

DISCUSSION

Attached you will find a recent member update from CAPRI. This update is intended to update the NHRPD BOD how changes in the insurance industry is currently impacting our district and member of our pool.

As most of you are aware, the liability insurance industry is in a hard market cycle, which initially impacted individuals and private entities, but is now affecting public entities across the country. As we begin our budgeting process for FY 2021-2022, this CAPRI report should offer some insight on the state of the market and the CAPRI General Liability and Property Program.

I hope that you will take the time to read the update provided to our District by CAPRI. In summary, our District, which is part of a pool of approximately 68 Special District Recreation and Parks Districts throughout California, is expecting an increase of around 25-30% in the FY 2021-2022 annual Liability and Property Premium.

If our Board of Directors has an interest in learning more about CAPRI services and our General Liability and Property Program, I would be happy to invite Mr. Duarte, CAPRI Executive Director, to a future NHRPD Board Meeting.

RECOMMENDATION

Advisory only. No action required.



1075 Creekside Ridge Drive, Suite 240
Roseville, CA 95678

Phone: (916) 722-5550
Fax: (916) 722-5715
Website: capri-jpa.org

April 22, 2021

TO: CAPRI General Liability & Property Program Members
FROM: Matthew Duarte, Executive Director
RE: CAPRI Member Update - April 2021

Dear CAPRI Members:

I hope this letter finds you in good health and in good spirits. I know that the COVID-19 Pandemic has impacted and continues to impact your Districts in a myriad of different ways, but I think we can all agree that the value that your agencies bring to your respective communities has never been more clear. Thank you for all that you do.

As most of you are aware, the liability insurance industry is in a hard market cycle, which initially impacted individuals and private entities, but is now affecting public entities across the country. As CAPRI members begin their budgeting process, I want to take this opportunity to provide some background information on the state of the market and the CAPRI General Liability & Property Program.

State of the Public Entity Insurance Market:

The state of the public insurance market can best be described as healthy, yet unsettled. The liability insurance industry continues to see significant increases in plaintiff demands, jury verdicts, and high dollar claims – a continuation of what we have seen for the last half decade. Claims that used to resolve for \$5M-\$10M are now costing public entities and their insurers \$20M-\$30M+. The so-called “Social Inflation” that has had a huge impact on these costs continue to deplete the liability market’s surplus, limiting the capacity and availability of reinsurers willing to write California public entity business. To illustrate this point, CAPRI’s excess insurance provider, PRISM, considered 17 reinsurers for renewal of its excess liability program in 2015. Looking ahead to the 2021/22 renewal, 7 of those reinsurers no longer even write public entity business in California. This reduction in capacity has impacted pricing across the State.

Similarly, the property insurance market has been hit with catastrophic losses nationwide affecting the industry's surplus, and, as a result, carriers continue to flee the State altogether due to earthquake, wildfire, and flood risks that are unique to California. Moreover, the lingering effects of COVID-19 have only added to the heightened underwriting scrutiny. Further complicating matters is the rise in cybercrime as the increased reliance on technology has come with corresponding insurance burden to cover losses related to cybersecurity breaches.

Those insurers that are willing to continue their participation in the California market are increasingly judicious as to where they place coverage. More and more public entities are seeing coverage modifications either in the form of sub-limits, aggregated coverage layers, certain coverages being provided on a claims-made basis, and/or exclusions or significant limitations on coverage. Indeed, you may recall that CAPRI was recently forced to accept a \$1M wildfire deductible (although member deductibles for these claims are only \$50,000). Our brokers are working hard to negotiate the market and, while they are confident we will be able to retain the same comprehensive policy terms for our membership, the cost of coverage remains on the rise.

This trend that started in the private sector and is now affecting all public entities: counties, cities, schools, and special districts throughout California. While CAPRI remains in a strong financial condition to weather this storm, the program is not immune to these market forces. We appreciate your ongoing support and flexibility as our collective group of recreation and park districts weathers these changes.

Safety in Numbers:

Thankfully for members of the CAPRI General Liability & Property Program, our size creates stability and offers economies of scale that could not otherwise be realized without being in a pool. We are able to leverage the volume we bring to the markets to benefit all Program members. Furthermore, as we saw in the Workers' Compensation program, the CAPRI Board of Directors direction to discount WC premiums for FY20-21 reflects their understanding of the issues and challenges impacting our industry at this time.

That being said, the Liability & Property Program will still see moderate rate increases again this year, which are a reflection of our own member losses and of the market forces described above. The amount of increase for individual members is dependent upon your entity's claims experience. If you are one of the lucky ones who have not yet experienced the new reality in claim trends, you can expect to see increases but to a lesser degree.

As a pool, we are anticipating an *increase* around **25-30%** in the 21-22 annual Liability & Property premium. Again, we are working closely with our broker and exploring all available options to keep premiums down, including different deductibles and other programmatic modifications. This is our focus this spring and we expect to have more information to share over the next few months as we approach the July 2021 renewal.

Seeing The Big Picture:

If we have learned from history, we know that joint powers authorities (pooling) have been the answer to turbulent markets. By staying the course, we will all benefit from our economies of scale, our leverage in the reinsurance markets, and our sharing of best practices to help manage risk and hard markets. Recent membership applications have led to growth of the CAPRI membership and have also allowed us to test the competitiveness of our pricing. We remain confident that CAPRI members are receiving the most comprehensive coverage at the most competitive rates.

As always, if you have questions or need additional information to better understand the current environment or to communicate to your internal management and governing officials, please let us know.

Sincerely,



Matthew Duarte
Executive Director

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator
FROM: Sarah Musser, Recreation Superintendent
DATE: May 13, 2021
SUBJECT: Recreation Division Report

Expanded Learning Afterschool Program

- Distributed the remainder of supplies for students in Cohort A and B to their teachers.
- We will have a staff member every Wednesday to distribute supplies for Cohort C.
- Mad Science has hosted 2 virtual events so far, and the students really have enjoyed it

Distance Learning Support Program

- Received the Child Care License Exemption waiver extension
 - Submitted the extension request paperwork in early April
 - Fire Department re-signed off on our inspection
- Department of Social Services accepted our request with no additional materials requested
- Held a staff training on 4/17. Training topics included: Lockdown protocols, Mindful Club (hosted by FC Joyce), end of year goals, new minimum day schedule, and more!
- Made it through 1 month of the new hybrid schedule with little issues.
 - The biggest challenge for us was scheduling and implementing a true minimum day schedule
 - On Wednesday's students have less instruction & assigned work
 - Staff implemented clubs to help continue the education component of the program
- Celebrated Earth Day by having the students celebrate a week of Earth themed activities during enrichment.
 - The biggest activity was flower planting in the planters outside the Community Center.
 - Thanks to Scott and the maintenance team for assisting with this project!
- Started "Fruit Friday" where the students try a fruit that they normally wouldn't get to try.
 - Cotton candy grapes, dragon fruit, mangos with tajin, watermelon, cantaloupe
- Enrichments for April
 - Clothespin airplanes
 - COVID-19 cask decorating
 - Sign language series

Spring/Summer Programming

- Jam in the Park: Bucket Drums
 - May 22, May 29, and June 5 from 9:00am-11:00am
 - Freedom Park
- Basketball Skills & Drills
 - Three age divisions: 3/4 grade, 5/6 grade, 7/8 grade
 - May 22, May 29, June 5
 - Capehart outdoor basketball court (9:00am-4:00pm – each age division practices for 2 hours/session)

- Park Spotlight Series
 - June 19 (Cherry Blossom Park), June 26 (Larchmont Park), and July 3 (Strizek Park)
 - 9:00am-11:00am
- Summer Kids Camp
 - Runs June 14 – August 6 from 7:30am-5:30pm
 - Kay F. Dahill Community Center
- Working with Scotts guys to help prep.
 - Repaint lines on basketball court
 - Equipment drop-off for staff in the parks

Aquatics

- Still waiting to hear back about pool availability. If we can reserve the pool, we plan to have swim lessons this summer
 - We are working in a tight timeline as we are approach Spring
 - Various tasks need to be completed in order to have swim lessons, such as: staff recruitment and onboarding, training and certifications, supply purchases, etc.

Freedom Park Pavilion Rentals

- Pavilion identification signs were delivered. Scott and his team are working to get them installed
- Rentals continue to do well
- BIG thank you to Scott and his team for keeping the parks looking great! They've done a great job at Freedom Park specifically and put a lot of effort into making sure the splashpad was tested and ready to go for opening weekend.



NORTH HIGHLANDS RECREATION & PARK DISTRICT

BOARD REPORT

TO: Larry Mazzuca, District Administrator
FROM: Sarah Musser, Recreation Superintendent
DATE: May 13, 2021
SUBJECT: Independent Contract Programs

OVERVIEW

New legislation, AB5 went into effect on January 1, 2020. This legislation defines whether an independent contractor should be deemed an employee. Specifically, a new "ABC" test was developed to help Recreation and Park Districts determine a true independent contractor vs employee.

Individuals are presumed to be employees unless all three of the ABC standards are met.

- A. The individual is free from control and direction in connection with the performance of the service, both under his contract for the performance of service and in fact; and
- B. The service is performed outside the usual course of the business of the employer; and
- C. The individual is customarily engaged in an independently established trade, occupation, profession, or business of the same nature as that involved in the service performed.

APPROACH MOVING FORWARD

North Highlands Recreation & Park District has developed three options, in compliance with AB5, for current and future clients that wish to partner us.

- 1. Prospective partners become an employee of the District and the District takes over all aspects of the program.
- 2. Prospective partners become a true contract employee by meeting all of the ABC standards in AB5.
- 3. Prospective partners become renters and rent a District facility to run their program

SUMMARY

To be in compliance with the AB5 legislation, North Highlands Recreation & Park District will reevaluate its current partnerships, and in some cases, make changes to contract programs than ran prior to the COVID-19 shutdown. Staff will be working to communicate these new changes and present options that best fit with our previous contract programs.

RECOMMENDATION

No board action required. Advisory only.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Larry Mazzuca, District Administrator
From: Scott Graham, Park and Maintenance Superintendent
Date: May 13, 2021
Subject: Park/Maintenance Report

PARK MAINTENANCE UPDATE:

- Weekly mowing, pruning, edging, trimming and blowing of all District parks and facilities as needed.
- Weed abatement continued in April. Staff sprayed herbicides at nine District facilities.
- At Sierra Creek Park, the grassy open space was cut back using a tractor and disc. We hire a contractor to complete this task due to the rough terrain and the height of the grass. Smaller discing projects to remove tall grass and weeds at the corporation yard and Freedom Park were completed by District staff.
- Broken bollards were repaired at Karl Rosario and Larchmont Parks.
- Staff completed repairs and replacements of sprinkler heads and irrigation valves at Cherry Blossom and Karl Rosario parks. Irrigation at all District facilities resumed at the end of April.

FACILITY MAINTENANCE UPDATE:

- Park benches at various District parks were repaired and/or painted in April at Ruth Inman, Ridgepoint, Memorial, Chardonnay, Planehaven and Karl Rosario parks.
- At Freedom Park, new signage was installed on each picnic pavilion for ease in identifying each site. Also, the splash pad was cleaned, prepped and programmed for use beginning May 1.
- Another serious leak at Freedom Park occurred on April 21. Facility and Park maintenance staff isolated the leak, drained the standing water and repaired the broken section of pipe by the next day.

INCIDENT/ACCIDENT REPORT UPDATE:

- At Brock Park, unknown subjects vandalized the door to the storage building next to the parking lot. The door was secured but damaged to the extent that it will need to be replaced.

PARK AND FACILITY MAINTENANCE PROJECTS SUMMARY:



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: 2021-04-01 to 2021-04-30

Brock Park Sports Complex

Notice To Appear Issued

1) Date/Time: 2021-04-14 20:48

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

2) Date/Time: 2021-04-16 21:33

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

Violation 2: 9.36.065(d) SCO vehicle park off road, Severity: Inf

Violation 3: 4000(a) CVC No current registration, Severity: Inf

Parking Citations Issued

1) Date/Time: 2021-04-10 19:23

V1: 9.36.065(d) SCO Failure to park in designated area

2) Date/Time: 2021-04-14 20:46

V1: 22507.8(a) CVC Unlawful parking in disabled space

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

1) Date/Time: 2021-04-19 13:50

Violation: SCO9.36.061(a)(4)

2) Date/Time: 2021-04-19 13:50

Violation: SCO9.36.061(a)(4)

3) Date/Time: 2021-04-21 17:45

Violation: 9.36.061(a)(4) SCO

Freedom Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2021-04-07 17:11

V1: 4000(a) CVC No current registration

2) Date/Time: 2021-04-10 18:24

V1: 9.36.065(d) SCO Failure to park in designated area

3) Date/Time: 2021-04-10 19:21

V1: 9.36.065(d) SCO Failure to park in designated area

4) Date/Time: 2021-04-17 14:35

V1: 4000(a) CVC No current registration

V2: 5200(a) CVC Display of two license plates required

5) Date/Time: 2021-04-21 20:17

V1: 4000(a) CVC No current registration

V2: 5200(a) CVC Display of two license plates required

6) Date/Time: 2021-04-21 20:24

V1: 4000(a) CVC No current registration

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.

Larchmont Park

Notice To Appear Issued

No NTAs issued during this reporting period.

Parking Citations Issued

1) Date/Time: 2021-04-10 18:33

V1: 9.36.065(d) SCO Failure to park in designated area

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.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: May 13, 2021

SUBJECT: April 2021 Budget Narrative Update

EMPLOYEE SALARIES AND BENEFITS

Administration Division:

As of the end of April 2021, monthly and year-to-date expenditures for employee salaries and benefits remains on track at 83% 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 83%. 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 68% and 74%. 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 75% 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 77% of budget. The Maintenance Division is tracking lower than the other two divisions at this time because several full time positions remained unfilled for 3-5 months.

SERVICES AND SUPPLIES

Administration Division:

As of the end of April 2021, expenditures for Services and Supplies are at 82% 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 28% 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 of water to our parks in the fall and turn it back on in April. When it rains, there is less water required to irrigate parks and other green belt areas. 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 April 2021, expenditures for the Maintenance Division are at 73% 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 April 30, 2021

▪ Salaries and Benefits (Administration, Recreation and Maintenance Divisions)	78.3%
▪ Services and Supplies (Administration, Recreation and Maintenance Divisions)	74%
▪ Contingency Fund	83%
▪ District Reserve (GF)	0%
▪ Fixed Assets (GF)	54%
TOTAL	68%

BUDGET EXPENDITURE TOTALS – As of April 30, 2021

<u>BUDGET</u>	<u>MONTH</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>%</u>
\$2,452,337	\$110,247	\$1,657,384	\$508,026	63%

BUDGET REVENUE TOTALS – As of April 30, 2021

As of April 30, 2021, the District has unrealized revenues of <\$64,127>. Between payments currently owed the District through early June from TRUSD for the Distance Learning Program, ASES Program, Park Rentals and Leases, the District anticipates receiving approximately \$110,000 in additional revenues from these programs. Additional revenues are anticipated from other programs and Period 13.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator
FROM: Sarah Musser, Recreation Superintendent
DATE: May 13, 2021
SUBJECT: Reopening Strategy Follow-up – Recreation Programs

BACKGROUND

During the April Board meeting, staff described several programs that they would offer the public this spring (May and June). These are self-supporting programs provided participant numbers have been met. Traditional summer programs, including camps, will be rolled out starting in June and will continue through August. As a reminder, the District must continue following COVID-19 protocols, and these protocols continue to change.

DISCUSSION

The Recreation Division selected three new programs to kick off our reopening efforts. Several factors were taken into consideration when selecting the new programs, including, but not limited to, COVID-19 protocols, program supplies and start-up costs, available locations, staffing needs, community input, past program successes, and much more. Staff worked hard to create innovative, new, fun, and unique program opportunities for the community that would highlight some of the best features of North Highlands Recreation & Park District, the parks!

Jam in the Park: Bucket Beats

Bucket drumming is a style of music which involves drumming on plastic buckets and other objects to create rhythmic beats and music. This program was chosen because it is a unique program and it has not been offered at NHRPD before. It has a low startup cost, can easily be held outside, and can utilize our current staff's specialized skills and knowledge to create engaging class curriculum.

PROGRAM DETAILS

Dates: May 22, May 29, June 5

Time: 9:00am-11:00am

Location: Freedom Park

Ages: 8-16 years old

Program Fee: \$30.00

BREAK EVEN INFORMATION

Projected Program Cost: \$390.00

Break-even Enrollment: 13 participants

Basketball Skills & Drills

The Youth Basketball League has been a program favorite in the North Highlands community for a long time. There was no doubt that, if we could, we would incorporate basketball into the spring lineup. Due to certain COVID-19 restrictions, this basketball program will have more of a camp/practice structure rather than a traditional league with team-to-team competitions. However, staff are including several mini competitions to the practice schedule so we can touch on that aspect of the game during the program.

PROGRAM DETAILS

Dates: May 22, May 29, June 5

Time: 3/4 grade (9:00am-11:00am), 5/6 grade (11:30am-1:30pm), 7/8 grade (2:00pm-4:00pm)

Location: Capehart Gymnasium (outdoor basketball court).

Program Fee: \$30.00

BREAK EVEN INFORMATION

Projected Program Cost: \$764.00

Break-even Enrollment: 26 overall participants

Park Spotlight Series

This program was designed to inspire kids to get out and explore the many different parks that North Highlands Recreation & Park District proudly maintains. Each session will feature staff led activities and games that are inspired by the great outdoors. The parks spotlighted in this series are located all around the North Highlands Recreation & Park District boundaries.

PROGRAM DETAILS

Dates: June 19 (Cherry Blossom Park), June 26 (Larchmont Park), July 3 (Strizek Park)

Time: 9:00am-11:00am

Ages: 5-17 years old

Program Fee: \$5.00/day

BREAK EVEN INFORMATION

Projected Program Cost: \$360.00

Break-even Enrollment: 72 participants

SUMMARY:

These programs are currently open for registration. The Recreation Division is working on marketing, program logistics, staff training, and curriculum planning, and solidifying all of the basic program structure so these programs run smoothly. If successful, this program structure can be replicated in the future using a wide variety of themes.

RECOMMENDATION

Advisory only. No action required of the Board of Directors.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS MEETING

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: May 13, 2021

SUBJECT: District Reopening Plan



BACKGROUND

On April 6, 2021, Governor Newsom stated that the state aims to fully reopen on June 15. The Governor's reopening plan outlined the state's next steps in the COVID-19 pandemic recovery, moving beyond the Blueprint for a Safer Economy. The Governor has stated that he will reopen the state if two criteria are met.

- If vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated; and
- If hospitalization rates are stable and low

Based upon existing information on the availability of vaccines and existing low and stable hospitalization rates (statewide), the state is currently meeting both criteria.

DISCUSSION

With the understanding that health issues related to COVID-19 could change the state's plan to fully reopen on June 15, our staff has been working on what reopening the North Highlands Recreation and Park District will entail.

Per the Governor's reopening plan, everyday activities will be allowed and businesses can open with common-sense risk reduction measures, including encouraging all Californians to get vaccinated and mandating masking, to prevent illness and promote health. When California fully reopens the economy, the Blueprint for a Safer Economy will end. However, common-sense health measures such as masking will remain across the state.

How does this affect the North Highlands Recreation and Park District?

Facilities

Currently, all parks, playgrounds and the Freedom Park Splash Pad are open for public use. Park restrooms are open during regular park hours with staff sanitizing once each day. Outdoor facility picnic rentals have resumed, with renters required to follow the county's health guidelines. The operator (lessee) of the Freedom Park Softball Complex has resumed softball tournament operations with the contract stipulation that the operator follows all county health guidelines-now and in the future.

Recreation Programs

The District's Recreation Division has resumed planning and operation of certain outdoor recreation programs, with some starting next month. After June 15, the plan is to resume traditional outdoor and indoor recreation programs and facility rentals.

Office Operations/Hours/Online Registration

On June 15, the district will reopen for business allowing the public to reenter district facilities. Normal M-F operations will resume; however, staff is recommending that prior regular office hours of (8am-5pm) be modified to 9am to 4:30pm. The reasons are many. Prior to COVID-19, staff had experienced a noticeable reduction in foot traffic in the AM hours at the district office complex. This has been mostly attributed to the increased public utilization of the district's online registration program. Additionally, under the current opening at 8:00am, the public occasionally arrives at the same time as our staff. Our staff typically require approximately 30 minutes to get set for the day. This includes setting up the cash drawer, opening the safe and checking/reconciling the previous evening's online registrations, etc. Having the additional time in the morning to set up is important as the public isn't having to wait for staff to prepare to serve them.

By closing at 4:30pm, staff will now have adequate time to perform daily closure procedures by the 5:00pm closure. Under this proposal, staff will close/lock the front office doors at 4:30pm, but will continue to serve customers who are already in the building until those transactions have been completed. Although the office doors would close at 4:30pm, staff will remain working until 5:00pm or until all customers have been served.

Staff will evaluate the change in office hours in six months (end of December 2021). If staff determines that this change is not working as anticipated, staff will advise the BOD and additional modifications can be made; however, if this change in hours proves to be successful, it will continue without further modifications.

Online Registration

Prior to the installation and implementation of the district's online registration system about 5 years ago, 100% of all program registrations and rentals required that the public to physically come into the district office, register by telephone or mail in their registrations to complete these transactions. Now, after 5 years of utilizing the online registration system, nearly 100% of program registration and rentals can be accomplished from a home computer or smart phone.

Prior to COVID-19, approximately 80% of all program registration occurred online with a limited amount of in person registration. During the past year, staff has modified its online rental registration system so that all gym and picnic rentals can take place online. Community Center and Recreation Room rentals will still require one office visit, but approximately 90% of the actual rental process can now occur online. While possibly an unrealistic goal, staff is striving to have 95%+ of all registrations take place online.

Staffing

Many Sacramento County, City and Special District recreation and park agencies, including the NHRPD, are experiencing a shortage of qualified employees. As Sacramento region businesses reopen, this will no doubt negatively impact our ability to fill vacancies. If this occurs, the district may need to slow down the roll out of programs due to a lack of staffing. While staff hopes that this is not the case, we are

aware that under the current state unemployment program, many people can make more money by not working due to EED unemployment funding.

Summary

While staff is focused on reopening district operations June 15, we fully understand that the state could change the reopening date depending upon COVID-19 related issues between now and then. Staff will need to remain open and flexible as it prepare to reopen district services and operations.

RECOMMENDATION

Staff recommends that the Board of Directors approve a six month trial period changing current office operating hours from 8:00am-5:00pm to 9:00am-4:30pm. The trial period would end December 31, 2021.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator 

DATE: May 13, 2021

SUBJECT: Office Assistant Job Description Revision

BACKGROUND

District staff previously notified the Board of Directors and the Personnel and Policy Committee of the need to update the Receptionist/Office Assistant Job Description. The District will soon begin the job recruitment process to fill this vacancy.

DESCRIPTION

District staff met with the Chairperson Alan Matré and Member Max Semenenko, of the Personnel and Policy Committee on April 29, 2021 to review Receptionist/Office Assistant Job Description.

Attached the Board of Directors will the current job description titled Receptionist/Office Assistant dated March 2018. This is identified as Attachment "A". The second document is the proposed or new job description titled Office Assistant dated May 2021. This is identified as Attachment "B".

The significant changes to the new (May 2021) job description are as follows:

- The new job title is now Office Assistant.
- The term "and other duties as assigned" has been added in several key section of the job description.
- The previous 45 words per minute typing requirement has been deleted. Staff will assess candidate's ability to use a computer keyboard and software knowledge skills during the interview process.
- General knowledge of social media platforms has been added.
- Previously having worked in an office environment has been added.
- Bilingual preferred has been added.
- A requirement for a Pre-Employment physical has been added.
- A requirement for Proof of Insurance has been added.

The Personnel and Policy Committee has reviewed the proposed changes and are available to address questions from the Board of Directors.

RECOMMENDATION

Staff recommends that the Board of Directors approve the changes to the Office Assistant job description as identified in this report.

ATTACHMENTS

A – Receptionist/Office Assistant Job Description Dated March 2018.

B – Office Assistant Job Description Identified as REVISED and Dated May 2021.

ATTACHMENT

“A”

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Receptionist/Office Assistant

Job Description

March 2018

Definition:

Under the direction of the Recreation Superintendent, is generally responsible for answering phones, meeting the public, taking registration, typing, light accounting, and general clerical tasks. In the absence of the Office Manager, will be responsible for preparing payroll and claims for payment of the bills, and e-mailing the board packets.

Essential and Marginal Function Statement: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- ❖ Meets the Public.
- ❖ Answers the phone.
- ❖ Provides public information.
- ❖ Takes registration, maintains district program rosters and receipts money for program fees and charges.
- ❖ Prepares nightly deposits and maintains cash receipt ledger.
- ❖ Under the direction of the Office Manager prepare payroll and inputs in the payroll system.
- ❖ Assists the Office Manager, with board packets, monthly billing reports, monthly expenditure reports, and monthly revenue reports, when necessary.
- ❖ Responsible for making copies of District materials.
- ❖ Picks up payroll from the County and distributes to employees. Maintains all related forms.
- ❖ Assists Recreation Superintendent in special projects and tasks.
- ❖ Types District correspondence and forms. Performs other clerical tasks as needed.
- ❖ Maintains and operates office equipment to include duplicator, copier, and computer.
- ❖ Monitors, maintains and orders office supplies as needed.
- ❖ Under supervision of the Recreation Superintendent schedules District facilities and maintains facility use documents.
- ❖ Monitors and maintains all District forms.
- ❖ Schedules building rental appointments, conducts building rental meetings, and finalizes the contracts for the rentals. Other duties may include scheduling security guards for rentals, collecting the renter's insurance, and help develop the renter's setup for their event.
- ❖ Acts as District Courier for the District. Delivers claims to the County, and makes other pick ups and deliveries as needed.
- ❖ Assists the Recreation Division with administration duties to include: program mailings, off-site program registration, typing, assisting with preparation and counting of program flyers, filing, labeling and sorting brochures for mailing, and preparing program registration packets.
- ❖ Types flyers, program brochures and other related material for recreation division.

- ❖ Performs all related duties.

Desirable Qualifications:

Knowledge of:

- ❖ Office procedures and practices, receptionist and telephone.
- ❖ Various office machines, including ten-key.
- ❖ Spelling, grammar and punctuation.
- ❖ Computer experience to include spreadsheet programs and word processing programs necessary.

Ability to:

- ❖ Work effectively with the public.
- ❖ Type at least 45 words per minute.

Employment Qualifications:

Graduation from high school with one year experience, preferably including public contact.

License Required:

Valid California Driver's License.

ATTACHMENT

“B”

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Office Assistant

Job Description

Definition:

Under direction of the Recreation Superintendent, is responsible for answering telephone, greeting the public, accepting registration, typing, light accounting, and general clerical tasks and other duties as assigned. Will be responsible for preparing payroll and claim forms for payment, and distributing board packets, in the absence of the Office Manager.

Essential and Marginal Function Statement: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Performs basic clerical tasks, including greeting the public, answering office telephones and providing the public with District information. Takes registration for programs, activities and facility rentals.
- Schedules meetings and sends meeting invitations to attendees.
- In the absence of the Office Manager, will be responsible for preparing payroll and claim forms. Assists with preparing board packets, monthly billing, and expenditure, and revenue reports. Picks up payroll from the County and distributes to employees.
- Schedules building rental appointments, conducts building rental meetings, and finalizes rental contracts for Recreation Superintendent's review.
- Assists recreation division with related responsibilities, including: production and distribution of program marketing materials and off-site program registration.
- Assists recreation division staff with programs, special events and other related tasks as assigned, including scheduling District facilities.
- Perform all other duties as assigned.

Knowledge of:

- Basic computer operations, including experience with Microsoft Office products.
- General office procedures and practices, receptionist duties and appropriate telephone and public greeting etiquette.
- General knowledge of social media platforms.

Ability to:

- Be self-motivated, display a positive "can do" attitude, pay attention to detail and be reliable.
- Correspond professionally in both oral and written capacities.
- Be flexible and display the ability to prioritize new tasks as they are assigned.
- Provide excellent customer service and pay close attention to detail.

Employment Qualifications:

- Graduation from high school with at least one-year experience working in an office setting.
- Display excellent verbal and written communications skills.
- Bilingual preferred, but not a requirement.
- Required to take a pre-employment physical at District expense.
- Must have a valid California Driver's License and show proof of automobile insurance.

REVISED: May 2021

NORTH HIGHLANDS RECREATION & PARK DISTRICT

BILLING REPORT MAY 2021

(Bills paid in April 2021)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	Voya	May-21	\$ -
1230	Insurance	California Choice	May-21	\$ 8,832.68
1230	" " "	CoPower	May-21	\$ 968.00
1240	Workers' Comp	CAPRI	Completed	\$ -
	Total			9,800.68
<u>SERVICES & SUPPLIES</u>				
2035	Educ/Trng	USBank	NRPA (CPSI Course)	\$ 480.00
2039	Empl. Tran-Mileage	Graham	March 2021 mileage	\$ 25.30
2039	" " "	Musser	March 2021 mileage	\$ 27.60
2076	Office Sup	Walkers Exp	Office Supplies	\$ 143.39
2076	" " "	Walkers Exp	Envelopes	\$ 163.00
2076	" " "	Caltronics	copies	\$ 172.26
2104	Agri/Hort	Home Depot	Supplies	\$ 32.20
2112	Bldg Maint. Sup	Home Depot	Supplies	\$ 191.49
2112	" " "	USBank	Cal Stream (Mt. Supplies)	\$ 354.90
2112	" " "	Home Depot	Supplies	\$ 27.95
2132	Electrical Supplies	HD Supply	Supplies	\$ 296.29
2142	Land Imp Sup	Sprinklers Services	Supplies	\$ 228.67
2142	" " "	Applied Landscape	Fiber - Memorial Park	\$ 2,095.60
2142	" " "	Sprinklers Services	Freedom Park	\$ 982.01
2162	Paint Sup	Home Depot	Supplies	\$ 102.83
2162	" " "	Home Depot	Supplies	\$ 362.57
2168	Plumbing	HD Supply	Supplies	\$ 184.45
2191	Electric	SMUD	3548415 3244 Freedom Park	\$ -
2191	" " "	SMUD	7000000346 District	\$ 2,395.46
2191	" " "	SMUD	2919472 - Recreation Way/Dudley	\$ 54.41
2191	" " "	SMUD	2733018 Aztec	\$ 468.40
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 69.67
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 134.00
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 17.20
2193	Refuse	Republic Servie	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 418.74
2193	" " "	Public Works	Dump	\$ 184.15
2195	Sewage	Sac Utilities	3929 Karl Dr.	
2195	" " "	Sac Utilities	3911 Blackfield Dr.	
2195	" " "	Sac Utilities	2802 Perrin	
2195	" " "	Sac Utilities	3843 Bainbridge	\$ 113.70
2195	" " "	Sac Utilities	7916 Aztec	\$ 61.32
2195	" " "	Sac Utilities	6040 Watt	\$ 226.92
2197	Tele & Teleg	AT&T	Service - Capehart	\$ 64.20
2197	" " "	Comcast	Service - Shop	\$ 89.83
2197	" " "	Comcast	Service - District	\$ 265.13
2197	" " "	Telepacific	Service	\$ 1,107.78
2197	" " "	AT&T	Service - Capehart	\$ 74.19
2198	Water	Sac Suburban	Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip Karl Dr., Strizek, Karl&Rosario, Planenaven, Wings	\$ 2,339.59
2198	" " "	Sac Suburban	Way, 6040 Watt, Freedom, Softball Complex	\$ 1,930.99
2198	" " "	CA/American	Chardonay	\$ 214.46
2198	" " "	CA/American	Sierra	\$ 206.59
2236	Fuel and Lube	C.U.S.D.	Fuel Jan - Mar 2021	\$ 1,568.55

NORTH HIGHLANDS RECREATION & PARK DISTRICT

BILLING REPORT MAY 2021

(Bills paid in April 2021)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2261	Office Equip Mtn	USBank	MicroSoft,Amazon(Program,Key Board)	\$ 219.16
2261	" " "	NCS Computers	Monthly services March & April	\$ 484.00
2275	Rents & Leases	Alhambra	water delivery service	\$ 65.00
2275	" " "	CIT - Avaya	Phone Equipment	\$ 432.18
2275	" " "	DLL Financial	copier	\$ 186.28
2281	Shop Equip Serv	CH Mowers	Service	\$ 154.36
2281	" " "	CH Mowers	Service	\$ 112.32
2292	Other Equip Sup	Home Depot	Supplies	\$ 110.83
2292	" " "	Home Depot	Supplies	\$ 369.43
2292	" " "	Home Depot	Supplies	\$ 176.43
2292	" " "	USBank	Big 5 (Bball Nets)	\$ 62.43
2322	Custodial Supplies	Doggie Walk	Disposal Bags	\$ 198.30
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 268.77
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 10.98
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 641.79
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 111.89
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 564.25
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 197.62
2322	" " "	A1 Janitorial	Janitorial Supplies	\$ 269.00
2332	Food Supplies	Walkers Exp	Supplies	\$ 97.56
2531	Legal Service	Bart.,Kron.,Shan	March 2021 Services	\$ 400.00
2591	Other Prof Serv.	Sac Valley Alarm	6040 Watt Quarterly Monitoring	\$ 129.36
2591	" " "	DOJ	Distant Learning Prints	\$ 32.00
2591	" " "	USBank	Terminix,Adobe,NRPA,When I Work, Streamline,Zoom (Serv.,Prog.,CPSI Course, Sch.,Website,Board Mtg,)	\$ 591.98
2591	" " "	Fulton El Camino	Monthly services	\$ 4,160.00
2591	" " "	National Fire Systems	6040 Watt services	\$ 275.00
2591	" " "	National Fire Systems	7916 service	\$ 575.00
2852	Recreation Sup	USBank	Trader Joes,Walmart,Amazon (Spring Camp,Raccoon Club) (Merchant Fees- Apr \$44.95/Mar - Bank	\$ 103.78
2898	Other Oper Exp	NHRPD - BANK FEES	Fees \$40.22/Apr - Active Fee \$113.87	\$ 199.07
2898	" " "	USBank	Sac County (parking)	\$ 7.00
TOTAL				\$ 29,081.56

FIXED ASSETS

4201	Building Improvement			
4202	Structures			
4303	Equipment			
TOTAL				\$ -

Total District Salaries	(APRIL 2 PAY DAY)	\$ 66,650.09
Total District EDD	(APRIL 2 PAY DAY)	\$ 334.55
Total District OASDI	(APRIL 2 PAY DAY)	\$ 4,897.32
		\$ 71,881.96

DISTRICT TOTALS

\$110,764.20

9429 Building Rentals

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT MAY 2021
(Bills paid in April 2021)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
9646	Rec Fees & Charges	Hicks, Vanessa	Park Cancellation - wanted to have pony rides \$	115.00
9646	" " "	Musser, Sarah	Park Refund - Testing System - Fee Non-Ref.	\$12.79
9646	" " "	Ware, Christina	Park Cancellation	\$140.00

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

NORTH HIGHLANDS RECREATION & PARK DISTRICT
CHERRY BLOSSOM BILLING REPORT MAY 2021
(Bills paid in April 2021)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	None	\$ -
1230	Insurance	CALIFORNIA CHOICE	None	\$ -
1230	" " "	COPOWER	None	\$ -
1240	" " "	CAPRI	Completed	\$ -
	Total			0.00
<u>SERVICES & SUPPLIES</u>				
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 47.30
2191	" " "	SMUD	6696231 7931 Scotland Drive PED	\$ 47.30
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 39.34
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 137.22
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 276.70
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 20.56
2236	Fuel and Lube	C.U.S.D.	Fuel Jan - Mar 2021	\$ 1,000.00
	TOTAL			\$ 1,568.42
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
Total District Salaries		(APRIL 2 PAY DAY)		\$ 3,543.30
Total District EDD		(APRIL 2 PAY DAY)		\$ 25.87
Total District OASDI		(APRIL 2 PAY DAY)		\$ 257.59
				\$ 3,826.76
DISTRICT TOTALS				\$5,395.18

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H	
1			NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2			REVENUE REPORT - APRIL 2021						
3									
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT	
5	FACILITY RENTALS								
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	9429	TOTAL	\$35,000.00	0.00	0.00	-1,585.00	36,585.00	-5%	
9									
10	LEASED PROPERTY								
11	9690	Strizek Lease	\$0.00	2,091.37	0.00	18,913.70	-18,913.70		
12	9690	Capehart Lease - Day Care	\$0.00	2,851.00	0.00	28,159.00	-28,159.00		
13	9690	Freedom Park Lease - Softball	\$0.00	5,200.00	0.00	25,000.00	-25,000.00		
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,000.00	-5,000.00		
15	9690	TOTAL	\$100,000.00	10,142.37	0.00	77,072.70	22,927.30	77%	
16									
17	REVENUE, OTHER								
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	770.00	0.00	770.00	-770.00		
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	TRUSD Reim for Pacific Pool	\$0.00	0.00	0.00	0.00	0.00		
28	9790	USBank Incentive	\$0.00	0.00	0.00	0.00	0.00		
29	9790	Stale dated Check	\$0.00	0.00	0.00	0.00	0.00		
30	9790	Fulton El Camino Reim	\$0.00	28.42	0.00	28.42	-28.42		
31	9790	Reim Settlement - Waste Mngmnt	\$0.00	7.25	0.00	70.69	-70.69		
32	9790	CAPRI Liability Reim	\$0.00	0.00	0.00	0.00	0.00		
33	9790	Jury Duty Reim	\$0.00	0.00	0.00	0.00	0.00		
34			\$8,000.00	805.67	0.00	1,269.11	6,730.89	16%	
35	AQUATICS								
36	9646	Swim Lesson	\$0.00	0.00	0.00	0.00	0.00		
37	9646	Adult Lap Swim	\$0.00	0.00	0.00	0.00	0.00		
38	9646	Swim Team	\$0.00	0.00	0.00	0.00	0.00		
39		TOTAL	\$20,000.00	0.00	0.00	0.00	0.00	0%	
40									
41	DAY CARE PROGRAM								
42	9646	Ridgepoint Raccoon Club	\$0.00	0.00	0.00	0.00	0.00		
43	9646	Distant Learning (T.R.U.S.D.)	\$0.00	0.00	0.00	111,240.00	0.00		
44	9646	Winter Camp	\$0.00	0.00	0.00	0.00	0.00		
45	9646	Spring Camp	\$0.00	0.00	0.00	1,080.00	-1,080.00		
46	9646	Fall Camp	\$0.00	0.00	0.00	754.00	-754.00		
47	9646	Summer Kids Kamp - Comm Ctr	\$0.00	0.00	0.00	3,105.00	-3,105.00		
48		TOTAL	\$35,000.00	0.00	0.00	\$116,179.00	-81,179.00	332%	
49									
50	SPECIAL INTEREST CLASSES								
51	9646	Art Class	\$0.00	0.00	0.00	0.00	0.00		
52	9646	First Aid and CPR Class	\$0.00	0.00	0.00	0.00	0.00		
53	9646	Park Spot Light	\$0.00	10.00	0.00	10.00	-10.00		
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		TOTAL	\$0.00	\$10.00	\$0.00	\$10.00	-\$10.00	0%	
58									
59	SPECIAL EVENTS								
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		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%	
66									
67	CONTRACT CLASSES								
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		TOTAL	\$5,000.00	0.00	0.00	0.00	5,000.00	0%	
71									
72	RECREATION MISC.								
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	3,715.00	812.21	4,817.21	-4,817.21		
76		TOTAL	\$25,000.00	3,715.00	812.21	4,817.21	20,182.79	19%	
77									
78								Page 1	

	A	B	C	D	E	F	G	H
79	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
80		YOUTH SPORTS						
81	9646	Bball Skills & Drills 3rd-4th	\$0.00	60.00	0.00	60.00	-60.00	
82	9646	Bball Skills & Drills 5th-6th	\$0.00	30.00	0.00	30.00	-30.00	
83	9646	Bball Skills & Drills 7th-8th	\$0.00	0.00	0.00	0.00	0.00	
84	9646	Pee Wee Fball (K-1) - Fall	\$0.00	0.00	0.00	0.00	0.00	
85	9646	Pee Wee Bball (K-1) - Winter	\$0.00	0.00	0.00	0.00	0.00	
86	9646	Pee Wee Bball (K-1) - Spring	\$0.00	0.00	0.00	0.00	0.00	
87	9646	Youth Basketball - Winter	\$0.00	0.00	0.00	0.00	0.00	
88	9646	Youth Basketball - Spring	\$0.00	0.00	0.00	0.00	0.00	
89	9646	Jr Hi Basketball-Winter	\$0.00	0.00	0.00	0.00	0.00	
90	9646	Youth Volleyball League	\$0.00	0.00	0.00	0.00	0.00	
91	9646	Youth Dodgeball	\$0.00	0.00	0.00	0.00	0.00	
92	9646	Cheer	\$0.00	0.00	0.00	0.00	0.00	
93	9646	Pee Wee Sports Camp	\$0.00	0.00	0.00	0.00	0.00	
94		TOTAL	\$35,000.00	0.00	0.00	0.00	35,000.00	0%
95								
96		ADULT SPORTS						
97	9646	Coed Power Volleyball-Monday	\$0.00	0.00	0.00	0.00	0.00	
98	9646	Adult Basketball	\$0.00	0.00	0.00	0.00	0.00	
99		TOTAL	\$5,000.00	0.00	0.00	0.00	5,000.00	0%
100								
101		TAXES						
102	9101	Prop Tax - Secured	\$1,354,620.00	632,606.86	(1260.19)	1,422,659.66	-68,039.66	
103	9102	Prop Tax - Unsec	\$50,000.00	216.67	0.00	52,975.20	-2,975.20	
104	9103	Supp Prop Tax	\$35,000.00	16,270.42	(866.51)	27,019.50	7,980.50	
105	9104	Prop Tax Sec Delinquent	\$9,251.00	0.00	0.00	12,109.48	-2,858.48	
106	9105	Prop Tax Supp Delinquent	\$1,989.00	0.00	0.00	1,868.04	120.96	
107	9106	Prop tax Unitary	\$8,500.00	4,210.01	(14.99)	8,676.06	-176.06	
108	9120	Prop Tax Secured Redemp	\$0.00	54.80	0.00	103.11	-103.11	
109	9130	Prop Tax - Prior Unsec	\$600.00	146.29	0.00	1,062.70	-462.70	
110	9140	Prop Tax - Pently	\$0.00	102.69	0.00	334.79	-334.79	
111	9196	RDA Residual	\$12,250.00	0.00	0.00	6,365.62	5,884.38	
112		TOTAL	\$1,472,210.00	653,607.74	(2141.69)	1,533,174.16	-60,964.16	104%
113								
114		INTEREST INCOME						
115	9410	Interest Income	\$15,000.00	1,543.00	0.00	2,869.60	12,130.40	
116		TOTAL	\$15,000.00	1,543.00	0.00	2,869.60	12,130.40	19%
117								
118		USE OF MONEY/PROPERTY						
119	9522	Homeowner Prop Tax	\$11,000.00	0.00	0.00	6,472.97	4,527.03	
120		TOTAL	\$11,000.00	0.00	0.00	6,472.97	4,527.03	59%
121								
122		IN LIEU TAX						
123	9529	In Lieu Tax	\$70,000.00	0.00	0.00	49,906.00	20,094.00	
124		TOTAL	\$70,000.00	0.00	0.00	49,906.00	20,094.00	71%
125								
126		MISC. Revenue						
127	9530	Misc. Revenue	\$75,348.00	0.00	0.00	61,562.20	13,785.80	
128		TOTAL	\$75,348.00	0.00	0.00	61,562.20	13,785.80	82%
129								
130		AID TO LOCAL GOVERNMENT						
131	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
132		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
133								
134		REDEVELOPMENT FUNDS						
135	9533	Redevelopment Passthru	\$9,200.00	0.00	0.00	4,883.18	4,316.82	
136		TOTAL	\$9,200.00	0.00	0.00	4,883.18	4,316.82	53%
137								
138		STATE AID						
139	9569	State Aid	\$0.00	0.00		0.00	0.00	
140		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
141								
142								
143								
144								
145								
146								
147								
148								
149								
150								
151								
152								
153								
154								
155								
156								

	A	B	C	D	E	F	G	H
157	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
158	9429	Building Rental	\$35,000	0.00	0.00	-1,585.00	36,585.00	-5%
159	9646	Rec Fees & Charges	\$125,000	3,725.00	812.21	121,006.21	3,993.79	97%
160	9100	Taxes	\$1,472,210	653,607.74	(2141.69)	1,533,174.16	-60,964.16	104%
161	9410	Interest Income	\$15,000	1,543.00	0.00	2,869.60	12,130.40	19%
162	9522	Homeowner Prop Tax	\$11,000	0.00	0.00	6,472.97	4,527.03	59%
163	9529	In Lieu Tax	\$70,000	0.00	0.00	49,906.00	20,094.00	71%
164	9530	Misc. Revenue	\$75,348	0.00	0.00	61,562.20	13,785.80	82%
165	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
166	9533	Redevelopmnet Funds	\$9,200	0.00	0.00	4,883.18	4,316.82	53%
167	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
168	9690	Lease Property	\$100,000	10,142.37	0.00	77,072.70	22,927.30	77%
169	9790	Revenue Other	\$8,000	805.67	0.00	1,269.11	6,730.89	16%
170		TOTAL	\$1,920,758	669,823.78	-1,329.48	1,856,631.13	64,126.87	97%
171								
172		GENERAL RESERVED FUND	\$0					
173		CARRY OVER	\$365,075	0.00	0.00	365075.00	0	100%
174								
175		TOTAL BUDGET	\$2,285,833	669,823.78	-1,329.48	\$2,221,706	64,127	97%
176								
177		Scholarship		13.64				
178		ADA Subsidiary		0.00	0.00			
179		Field Deposit - Brock Park		0.00				
180		Field Deposit - Softball Complex		5000.00				
181		Field Deposit - Capehart		0.00				
182		Bldg Deposit		0.00	0.00			
183		Bldg Guards		0.00				
184		Bldg Ins. Subsidiary		0.00				
185				5013.64				
186								
187	2191	SMUD Reim - Something Extra		380.00				
188	2192	PG&E Reim - Something Extra		10.00				
189	2193	Republic Serv. Reim - Something		90.00				
190	2195	Sewage Reim - Something Extra		240.00				
191	2198	Water Reim - Something Extra		100.00				
192				820.00				
193								
194								
195		Total Revenue		675,657.42				
196								
197								
198								
199		Program/Scholarship Donations	\$0.00	13.64	0.00	553.39	-553.39	
200								
201		District ADA Account	\$0.00	0.00	0.00	9,764.79	-9,764.79	
202		055000000	\$0.00	5,000.00	0.00	12,842.80	-12,842.80	
203		Contingency	\$200,000.00	0.00	0.00	166,505.00	33,495.00	
204		Park Dedication Acct 088L	\$0.00	0.00	0.00	14,037.00	-14,037.00	
205		Park Fees 346I	\$0.00	0.00	0.00	1,237,029.07	-1,237,029.07	
206		District Reserve Acct	\$0.00	0.00	0.00	936,116.56	-936,116.56	

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2		REVENUE REPORT - APRIL 2021						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	TAXES							
6	9101	Prop Tax - Secured	\$0.00	0.00	0.00	0.00	0.00	
7	9102	Prop Tax - Unsec	\$0.00	0.00	0.00	0.00	0.00	
8	9103	Supp Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
9	9104	Prop Tax Sec Delinquent	\$0.00	0.00	0.00	0.00	0.00	
10	9105	Prop Tax Supp Delinquent	\$0.00	0.00	0.00	0.00	0.00	
11	9106	Prop tax Unitary	\$0.00	0.00	0.00	0.00	0.00	
12	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
13	9130	Prop Tax - Prior Unsec	\$0.00	0.00	0.00	0.00	0.00	
14	9140	Prop Tax - Pently	\$0.00	0.00	0.00	0.00	0.00	
15	9196	RDA Residual	\$0.00	0.00	0.00	0.00	0.00	
16		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
17								
18	INTEREST INCOME							
19	9410	Interest Income	\$0.00	107.00	0.00	165.00	-165.00	
20		TOTAL	\$0.00	107.00	0.00	165.00	-165.00	0%
21								
22	USE OF MONEY/PROPERTY							
23	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
24		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
25								
26	IN LIEU TAX							
27	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
28		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
29								
30	MISC. Revenue							
31	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
32		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
33								
34	AID TO LOCAL GOVERNMENT							
35	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
37								
38	REDEVELOPMENT FUNDS							
39	9533	Redevelopment funds	\$0.00	0.00	0.00	0.00	0.00	
40		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
41								
42	STATE AID							
43	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
44		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
45								
46	SPECIAL ASSESSMENT							
47	9603	Special Assessment	\$118,440.00	57,626.52	(93.86)	116,917.89	1,522.11	
48		TOTAL	\$118,440.00	57,626.52	(93.86)	116,917.89	1,522.11	1%
49								
50	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
51								
52	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
53	9410	Interest Income	\$0	107.00	0.00	165.00	-165.00	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	57,626.52	(93.86)	116,917.89	1,522.11	99%
61								
62		TOTAL	\$118,440	57,733.52	(93.86)	117,082.89	1,357	99%
63								
64		GENERAL RESERVED FUND	\$0					
65		CARRY OVER	\$40,195	0.00	0.00	0.00	40,195.00	0%
66								
67		TOTAL BUDGET	\$158,635	57,733.52	-93.86	\$117,083	41,552	74%
68								
69								
70		Total Revenue		57,733.52				
71								
72								
73								
74								
75								

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - APRIL 2021						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator	110,547	8,602.21	93,340.61	17,206.39	84%
8	1110	Office Manager	60,240	4,636.92	50,889.34	9,350.66	84%
9	1110	Office Assistant	0	0.00	0.00	0.00	0%
10	1122	Board of Directors	8,500	450.00	5,350.00	3,150.00	63%
11		Sub-Total	179,287	13,689.13	149,579.95	29,707.05	83%
12	1210	Retirement	13,633	0.00	11,528.44	2,104.56	85%
13	1220	OASDI	13,687	965.28	10,591.97	3,095.03	77%
14	1230	Insurance	30,933	2,556.01	24,873.89	6,059.11	80%
15	1240	Worker's Comp.	2,652	0.00	2,046.82	605.18	77%
16	1250	Unemployment	490	0.00	294.00	196.00	60%
17		Sub-Total	61,396	3,521.29	49,335.12	12,059.88	80%
18		TOTAL	240,682	17,210.42	198,915.07	41,767.93	83%
19							
20	SERVICES & SUPPLIES						
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	0.00	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	478.65	5,869.15	1,130.85	84%
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	1,372.91	13,074.65	2,425.35	84%
32	2261	Office Equip Mtn	8,000	703.16	3,990.28	4,009.72	50%
33	2275	Rents & Leases	9,500	618.46	8,371.46	1,128.54	88%
34	2332	Food Sups	600	97.56	542.64	57.36	90%
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	400.00	7,692.50	2,307.50	77%
38	2591	Other Prof Svcs	80,700	29.98	65,423.20	15,276.80	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	206.04	1,085.43	14,914.57	7%
43		TOTAL	315,687	3,906.76	258,242.26	57,444.74	82%
44							
45							
46							
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		TOTAL	0	0.00	0.00	0.00	0%
49							
50							
51							
52							
53							
54							
55							
56							
57							PAGE 1

	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent-Sarah	68,736	5,290.45	57,166.83	11,569.17	83%
62	1110	Supervisor-Rachel	52,104	4,011.08	43,107.42	8,996.58	83%
63	1122	Part Time	165,000	10,039.01	115,587.29	49,412.71	70%
64	1122	Part Time Ases	68,440	5,892.13	46,336.17	22,103.83	68%
65		Sub-Total	354,280	25,232.67	262,197.71	92,082.29	74%
66	1210	Retirement	9,667	0.00	7,877.11	1,789.89	81%
67	1220	OASDI	20,217	1,852.38	19,331.50	885.50	96%
68	1230	Insurance	13,494	1,087.60	10,651.70	2,842.30	79%
69	1240	Worker's Comp	5,394	0.00	4,788.84	605.16	89%
70	1250	Unemployment	5,510	334.55	3,336.93	2,173.07	61%
71		Sub-Total	54,282	3,274.53	45,986.08	8,295.92	85%
72		TOTAL	408,562	28,507.20	308,183.79	100,378.21	75%
73							
74	SERVICES & SUPPLIES						
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	0.00	35.00	965.00	4%
79	2039	Empl Trans	1,000	27.60	88.55	911.45	9%
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 Svcs	750	0.00	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	0.00	146.89	353.11	29%
89	2444	Med Svcs	2,500	0.00	969.93	1,530.07	39%
90	2591	Other Prof Svcs	5,000	292.00	3,990.27	1,009.73	80%
91	2851	Rec Svcs	5,000	0.00	837.27	4,162.73	17%
92	2852	Rec Svcs	9,000	103.78	2,818.24	6,181.76	31%
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	423.38	10,638.36	27,211.64	28%
96							
97	4303	Office Equipment	0	0.00	0.00	0.00	0%
98			0	0.00	0.00	0.00	0%
99							
100							
101							
102							
103							
104							
105							
106							
107							
108							
109							
110							
111							
112							
113							
114							

	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	64,074.82	11,657.18	85%
119	1110	Supervisor - Sergio	60,240	4,636.92	50,966.12	9,273.88	85%
120	1110	Facility Mtnc Sprv.- Sean	67,980	5,232.30	30,153.00	37,827.00	44%
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	35,430.82	6,449.18	85%
123	1110	Mtnc Wkr-Rodney	41,880	3,224.62	35,430.82	6,449.18	85%
124	1110	Mtnc Wkr-Steve	36,238	2,790.60	30,610.58	5,627.42	84%
125	1110	Mtnc Wkr-Adam	36,238	2,790.60	29,857.98	6,380.02	82%
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	0.00	11,124.13	3,875.87	74%
129		Sub-Total	387,693	\$ 27,728.28	296,460.57	91,232.43	76%
130	1210	Retirement	29,815	0.00	22,922.94	6,892.06	77%
131	1220	OASDI	29,659	2,382.81	22,292.39	7,366.61	75%
132	1230	Insurance	89,342	6,157.07	63,618.30	25,723.70	71%
133	1240	Worker's Comp.	36,615	0.00	36,009.85	605.15	98%
134	1250	Unemployment	2,205	0.00	1,112.45	1,092.55	50%
135		Sub-Total	187,636	8,539.88	145,955.93	41,680.07	78%
136		TOTAL	575,329	36,268.16	442,416.50	132,912.50	77%
137	SERVICES & SUPPLIES						
138	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
139	2035	Educ/Trng	500	480.00	480.00	20.00	96%
140	2039	Empl Trans	200	25.30	228.30	-28.30	114%
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	32.20	303.76	1,696.24	15%
144	2111	Bldg Mtnc Svc	2,500	0.00	807.96	1,692.04	32%
145	2112	Bldg Mtnc Sups	7,500	574.34	4,691.97	2,808.03	63%
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	296.29	656.15	1,343.85	33%
149	2142	Land Imp Sup	15,000	3,306.28	13,628.60	1,371.40	91%
150	2151	Mech Sys Svc	0	0.00	0.00	0.00	0%
151	2162	Paint Sups	2,000	465.40	777.75	1,222.25	39%
152	2168	Plumbing Sups	4,800	184.45	1,309.54	3,490.46	27%
153	2191	Electricity	49,000	2,538.27	30,490.03	18,509.97	62%
154	2192	Natural Gas	3,000	210.87	2,662.50	337.50	89%
155	2193	Refuse	8,500	512.89	7,909.92	590.08	93%
156	2195	Sewage	6,200	161.94	1,664.58	4,535.42	27%
157	2197	Tele/Teleg	1,900	228.22	1,624.49	275.51	85%
158	2198	Water	95,000	4,591.63	78,763.38	16,236.62	83%
159	2205	Auto Mtnc Svc	12,000	0.00	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	0.00	2,020.83	979.17	67%
164	2236	Fuels & Lubes	16,000	1,568.55	11,243.57	4,756.43	70%
165	2275	Rents & Leases	9,000	65.00	5,207.41	3,792.59	58%
166	2281	Shop Equip Svc	1,000	266.68	1,071.51	-71.51	107%
167	2282	Shop Equip Sup	0	0.00	0.00	0.00	0%
168	2292	Other Equip	7,000	719.12	5,931.23	1,068.77	85%
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	2,262.60	13,290.51	2,709.49	83%
174	2444	Medical Sup	300	0.00	74.89	225.11	25%
175	2591	Other Prof Svc	70,000	5,441.36	52,600.46	17,399.54	75%
176	2898	Other Oper Exp	100	0.00	0.00	100.00	0%
177		TOTAL	352,300	23,931.39	256,625.03	95,674.97	73%
178							
179							
180	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
181	<u>FIXED ASSETS</u>						
182	4201	Building Improvement	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	0.00	15,858.47	19,141.53	45%
185			35,000	0.00	15,858.47	19,142	0%
186							
187							
188							
189							
190							
191							
192							
193							
194							
195							
196							
197							
198							
199							
200							
201							
202							
203							
204							
205							
206							
207							
208							
209							
210							
211							
212							
213							
214							
215							
216							
217							
218							
219							
220							
221							
222							
223							
224							
225							
226							
227							
228							

	A	B	C	D	E	F	G
229	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
230		<u>DISTRICT TOTALS</u>					
231	<u>SALARIES & BENEFITS</u>						
232	1110	FULL TIME SALARIES	664,320	47,928.34	529,840.64	134,479.36	80%
233	1122	PART TIME SALARIES	256,940	15,931.14	178,397.59	78,542.41	69%
234	1210	RETIREMENT	53,115	0.00	42,328.49	10,786.51	80%
235	1220	OASDI	63,563	5,200.47	52,215.86	11,347.14	82%
236	1230	INSURANCE	133,769	9,800.68	99,143.89	34,625.11	74%
237	1240	WORKER'S COMP	44,661	0.00	42,845.51	1,815.49	96%
238	1250	UNEMPLOYMENT	8,205	334.55	4,743.38	3,461.62	58%
239	1000	SALARIES/BENEFITS	1,224,573	81,985.78	949,515.36	275,057.64	78%
240							
241	<u>SERVICES & SUPPLIES</u>						
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	0.00	605.00	4,895.00	0%
245	2035	EDUC/TRNG	1,500	480.00	515.00	985.00	34%
246	2039	EMPLOY TRANS	1,500	27.60	316.85	1,183.15	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	478.65	6,199.83	1,750.17	78%
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	32.20	303.76	1,696.24	15%
254	2111	BLDG MTNC SVC	2,500	0.00	807.96	1,692.04	32%
255	2112	BLDG MTNC SUP	7,500	574.34	4,691.97	2,808.03	63%
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	296.29	656.15	1,343.85	33%
259	2142	LAND IMP SUP	15,000	3,306.28	13,628.60	1,371.40	91%
260	2151	MECH SYS MTNC	0	0.00	0.00	0.00	0%
261	2162	PAINTING SUPS	2,000	465.40	777.75	1,222.25	39%
262	2168	PLUMBING SUPS	4,800	184.45	1,309.54	3,490.46	27%
263	2191	ELECTRICITY	49,000	2,538.27	30,490.03	18,509.97	62%
264	2192	NATURAL GAS	3,000	210.87	2,662.50	337.50	89%
265	2193	REFUSE	8,500	512.89	7,909.92	590.08	93%
266	2195	SEWAGE	6,200	161.94	1,664.58	4,535.42	27%
267	2197	TELE/TELEG	17,400	1,601.13	14,699.14	2,700.86	84%
268	2198	WATER	95,000	4,591.63	78,763.38	16,236.62	83%
269	2205	AUTO MTNC SVC	12,000	0.00	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	1,568.55	11,243.57	4,756.43	70%
275	2261	OFF EQUIP MTNC	8,000	703.16	3,990.28	4,009.72	50%
276	2275	RENTS/LEASES	18,500	683.46	13,578.87	4,921.13	73%
277	2281	SHOP EQUIP SVCS	1,000	266.68	1,071.51	-71.51	107%
278	2282	SHOP EQUIP SUPS	0	0.00	0.00	0.00	0%
279	2292	OTHER EQUIP SUPS	7,000	719.12	5,931.23	1,068.77	85%
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%
282							
283							
284							
285							

	A	B	C	D	E	F	G
286	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
287	2322	CUST SUP	16,000	2,262.60	13,290.51	2,709.49	83%
288	2332	FOOD SUPS	1,100	97.56	689.53	410.47	63%
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	400.00	7,692.50	2,307.50	77%
292	2591	OTHER PROF SVCS	155,700	5,763.34	122,013.93	33,686.07	78%
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	0.00	837.27	4,162.73	17%
296	2852	RECREATION SUP	9,000	103.78	2,818.24	6,181.76	31%
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	206.04	1,085.43	15,014.57	7%
300	2000	SERVICES/SUPPLIES	705,837	28,261.53	525,505.65	180,331.35	74%
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	0.00	15,858.47	19,141.53	0%
306	4000	FIXED ASSETS	35,000	0.00	15,858.47	19,142	0%
307							
308							
309	1000	SALARIES & BENE	1,224,573	81,985.78	949,515.36	275,057.64	78%
310							
311	2000	SERVICES & SUPP	705,837	28,261.53	525,505.65	180,331.35	74%
312							
313	4000	FIXED ASSETS	35,000	0.00	15,858.47	19,142	45%
314							
315		CONTINGENCY	200,000	0.00	166,505.00	33,495.00	83%
316			0				
317		RESERVE	286,927	0.00	0.00	0.00	0%
318							
319							
320		TOTAL	2,452,337	110,247.31	1,657,384.48	508,026	68%
321							
322							
323							
324							
325							
326							
327							
328							
329							
330							

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2	EXPENDITURE REPORT MARCH 2021						
3							
4	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
5	ADMINISTRATION						
6	SERVICES & SUPPLIES						
7	2005	Adv/Legal Notice	155	0.00	155.00	0.00	100%
8	2505	Actg Svcs	1,500	0.00	1,500.00	0.00	100%
9	2591	Other Prof Svcs	12,850	0.00	8,604.24	4,245.76	67%
10		TOTAL	14,505	0.00	10,259.24	4,245.76	71%
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
53							
54							
55							
56							
57							

	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	33,543	1,415.30	21,001.00	12,542.00	63%
62	1122	PT Wkr-Seasonal	12,000	2,128.00	10,976.00	1,024.00	91%
63		Sub-Total	45,543	\$ 3,543.30	31,977.00	13,566.00	70%
64	1210	Retirement	2,683	0.00	1,552.87	1,130.13	58%
65	1220	OASDI	3,484	257.59	2,432.77	1,051.23	70%
66	1230	Insurance	11,816	0.00	6,273.35	5,542.65	53%
67	1240	Worker's Comp.	4,348	0.00	3,742.83	605.17	86%
68	1250	Unemployment	700	25.38	162.79	537.21	23%
69		Sub-Total	23,031	282.97	14,164.61	8,866.39	62%
70		TOTAL	68,574	3,826.27	46,141.61	22,432.39	67%
71	SERVICES & SUPPLIES						
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	94.60	689.42	60.58	92%
77	2193	Refuse	1,200	0.00	0.00	1,200.00	0%
78	2198	Water	30,000	473.82	21,747.84	8,252.16	72%
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	1,000.00	2,000.00	0.00	100%
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		TOTAL	41,650	1,568.42	26,032.82	15,617.18	63%
90							
91							
92	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
93	FIXED ASSETS						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	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%
98							
99							
100							
101							
102							
103							
104							
105							
106							
107							
108							
109							
110							
111							
112							

	A	B	C	D	E	F	G
113	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
114		<u>DISTRICT TOTALS</u>					
115		<u>SALARIES & BENEFITS</u>					
116	1110	FULL TIME SALARIES	33,543	1,415.30	21,001.00	12,542.00	63%
117	1122	PART TIME SALARIES	12,000	2,128.00	10,976.00	1,024.00	91%
118	1210	RETIREMENT	2,683	0.00	1,552.87	1,130.13	58%
119	1220	OASDI	3,484	0.00	2,432.77	1,051.23	70%
120	1230	INSURANCE	11,816	0.00	6,273.35	5,542.65	53%
121	1240	WORKER'S COMP	4,348	0.00	3,742.83	605.17	86%
122	1250	UNEMPLOYMENT	700	25.38	162.79	537.21	23%
123	1000	SALARIES/BENEFITS	68,574	18,184.33	46,141.61	22,432.39	67%
124							
125		<u>SERVICES & SUPPLIES</u>					
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	94.60	689.42	60.58	92%
132	2193	REFUSE	1,200	0.00	0.00	1,200.00	0%
133	2198	WATER	30,000	473.82	21,747.84	8,252.16	72%
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	1,000.00	2,000.00	0.00	100%
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	SERVICES/SUPPLIES	56,155	1,568.42	36,292.06	19,862.94	65%
146							
147		<u>FIXED ASSETS</u>					
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	FIXED ASSETS	0	0.00	0.00	0.00	0%
152							
153							
154	1000	SALARIES & BENE	68,574	18,184.33	46,141.61	22,432.39	67%
155							
156	2000	SERVICES & SUPP	56,155	1,568.42	36,292.06	19,862.94	65%
157							
158	4000	FIXED ASSETS	0	0.00	0.00	0.00	0%
159							
160		CONTINGENCY	33,905	0.00	0.00	33,905.00	0.00
161			0				
162		RESERVE	0	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	158,634	19,752.75	82,433.67	76,200	52%
166							
167							
168							
169							