

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Regular Meeting of the Board of Directors

October 13, 2022, 6:30 p.m. – District Office – Regular Meeting

6040 Watt Avenue, North Highlands, Ca 95660

Phone: (916) 332-7440

WWW.NHRPD.ORG

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
 - A. Minutes September 8, 2022 Special Meeting
3. **CHAIRPERSON'S REPORT**
4. **COMMENTS FROM BOARD MEMBERS**
5. **REPORTS FROM STANDING COMMITTEES:**

Budget, Finance & Audit: Chairperson Beau Reynolds; Member Vladimir Valin
Facility Development: Chairperson Crystal Harding; Member Veya Cummings
Personnel and Policy: Chairperson Vladimir Valin; Member Crystal Harding
Programs, Fees, and Charges: Chairperson Veya Cummings; Member Beau Reynolds
6. **ADMINISTRATOR'S REPORT**
 - A. District Audit: Board and Budget, Finance and Audit Committee Update
 - B. Park and Facility Maintenance Report
 - C. Recreation 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. There is no unfinished business.

10. **NEW BUSINESS**

- A. **Board of Directors Authorizing the District Administrator to Enter into a Contract with O'Dell Engineering for the Park and Recreation Facility Master Plan**
Board discussion/action to approve staff recommendation for authorizing the Administrator to enter into a Contract Agreement with O'Dell Engineering for the purpose of developing the District's Park and Recreation Facilities Master Plan in the amount of \$107,310.
- B. **Board of Directors Authorizing the District Administrator to Enter Into a Contract with O'Dell Engineering for the Purpose of Designing Sierra Creek Park**
Board discussion/action to approve staff recommendation for authorizing the Administrator to enter into a Contract Agreement with O'Dell Engineering for the purpose of designing Serra Creek Park, including Tasks 1-7 in the amount of \$496,160.
- C. **Proposed Changes to District's Policies**
Board discussion/action to approve staff recommendation for the proposed changes as described in Policy No. 2110.11(Administrative Leave), Policy No. 2120.6 (Consolidations of FT Employee Vacation Years of Service), and Policy No. 4070.4 (Approval of Position Descriptions and Salary Schedules).

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 November 10, 2022 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands, CA

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

IMPORTANT INFORMATION

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

Public questions will be accepted by the District up to 3:00 p.m. October 13, 2022. Please direct your questions to larry@nhrrpd.org. If the question asked relates to an Item on the Agenda, it will be addressed by the Board at the time the item appears on the agenda. If your question is not related to an Item on the Agenda, it will be addressed by the Board under Agenda Item No. 8 – Comments and Reports from Citizens and Organizations.

Join Zoom Meeting

<https://us04web.zoom.us/j/78992511655?pwd=dbiiHbVVCboqa4AeJzBH542zdpEY0J.1>

Meeting ID: 789 9251 1655

Passcode: Nhrpd

Board of Directors: Patrick Williams, Chairperson; Beau Reynolds, Vice-Chairperson; Vladimir Valin, Secretary; Crystal Harding, Member; Veya Cummings, Member; Administrator Larry Mazzuca 10/13/22

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: September 8, 2022

Time: 6:30 p.m. – Regular Meeting

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

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

Members Absent: Vladimir Valin, Veya Cummings

Staff Present: Larry Mazzuca, Administrator
Scott Graham, Park Superintendent
Rachel Robertson, Recreation Superintendent
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:

9/1/22

Motion by Board Member Harding, seconded by Board Member Reynolds, that the Board of Directors approve the Minutes of the Special Meeting of August 28, 2022 as amended.

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

CHAIRPERSON'S REPORT:

None

COMMENTS FROM BOARD MEMBERS:

Board Member Reynolds stated happy September and thanked staff for all the work they are doing.

Board Member Harding stated congratulations to our new employees and much well deserve promotion for Rachel.

Board Member Harding stated that Monday September 12th adult volleyball starts.

Board Member Harding stated she is excited for the Special District Leadership Foundation (SDLF) conference starting the week of September 18th through September 21st and getting certified.

Board Member Harding reported that she got a Full-time job with benefits working for Public Health Advocate.

REPORTS FROM STANDING COMMITTEES:

Budget, Finance & Audit: Chairperson Beau Reynolds; Member Vladimir Valin

Facility Development: Chairperson Crystal Harding; Member Veya Cummings

Personnel and Policy: Chairperson Vladimir Valin; Member Crystal Harding

Programs, Fees, and Charges: Chairperson Veya Cummings; Member Beau Reynolds

ADMINISTRATOR'S REPORT:

Administrator Mazzuca talked about his report on "The Annual District Audit – Year Ending June 2022" and to confirm a date for the Budget, Finance & Audit Committee meeting for the Budget Audit Draft Review. The Chairperson of the committee Board Member Reynolds stated that Wednesday, October 5th at 5:00p.m. would work.

Administrator Mazzuca talked about his report on "The Personnel and Policy Committee Meeting." He stated that he needs to convene the committee to review proposed changes or additions to various policies:

- Policy #2110.11 Administrative Leave Program
- Policy #2120.06 Full Time Employee Vacation Years of Service
- Policy #2120.8 Full Time Employee Vacation Buy Back Program
- Policy #4070.4 Salary Schedule

Personnel and Policy Committee meeting confirm for Thursday, September 22nd at 5:00p.m.

Administrator Mazzuca talked about his report on "Part II: The Relationship between Board of Directors and District Administrator."

Oral Report by Park Superintendent Scott Graham:

- Scott reported on Ridgepoint playground installation:
 - Playground has been completed for two weeks.
 - Minor irrigation upgrades will take place tomorrow Before opening it to the public.
 - The pad under the picnic benches will be done Tuesday.
 - Inspection for the park will be done tomorrow.
 - Fence came down Monday.
- Scott reported on Chardonay playground installation:
 - Construction men almost broke every single one of PVC pipes which was repaired, re-routed.
 - Estimate on construction is around three more days, waiting for one more part.
- Scott reported on Capehart Gym:
 - Gym floor is done
 - Backboard will be installed the week of October 4th.
 - Bleacher will be installed October 18th.

Oral Report by Recreation Superintendent Rachel Robertson:

- Rachel reported that the District had over 22,000 views on the web site.
- Rachel reported that the District did an email blast to 4,000 people on active net with a generic flyer with our upcoming programs and events.
- Rachel stated that Twin Rivers Unified School District gave the go ahead for us to put District flyers into their schools, the District will be delivery flyers twelve (12) schools in our area.
- Rachel reported that the District will be doing a mini event at Ridgepoint Park on September 17th, there will be games, crafts, music. Flyers will be given out with our programs on them, and River Cats tickets will be the grand give away.

CORRESPONDENCE:

None

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PAYMENT OF BILLS

Payment of bills for the Month of August 2022 for the District and Cherry Blossom Park was presented with Board Comments and questions.

8/2/22

Motion made by Board Member Reynolds, seconded by Board Member Harding, that the Board of Directors approve August’s GF payment of the bills.

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

8/3/22

Motion made by Board Member Reynolds, seconded by Board Member Harding, that the Board of Directors approve August’s CFD – Cherry Blossom Park payment of the bills.

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

ADJOURNMENT

Chairperson Williams adjourned the meeting at 7:21 p.m.

DATE, TIME, AND PLACE OF MEETING

The next regular meeting of the Board of Directors will be on October 13, 2022, 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 Report

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: October 13, 2022

SUBJECT: District Audit: Board and Budget, Finance and Audit Committee

Background

The 2021 District Audit was conducted by the District's audit firm, CLA, in early September 2022. Due to various delays by CLA in presenting the draft audit to the District, the draft audit was not presented to District staff until October 6. Because of this delay, the District is unable to meet the original audit presentation timeline to the Budget, Finance and Audit Committee, as well as to the Board of Directors. Therefore, there is a need to reschedule the draft audit presentation to the BFAC, as well as the final audit presentation to the Board of Directors.

Discussion

Enclosed you will find the revised audit presentation schedule to the District's BFD committee and the Board of Directors.

October 10-14

District staff to review the draft audit and complete the MD&A (Management Discussion and Analysis).

October 17-21

Return draft audit comments and MD&A to CLA for secondary review by CLA staff. This may take between 5-10 work days to complete this review process.

October 24-November 4

The District Administrator is unavailable during this time due to a scheduling conflict.

November 7-11

There is a regularly scheduled board meeting on November 10 and a District observed holiday (Veteran's Day) on November 11. There is insufficient time to schedule a meeting with the BFA committee, have CLA make changes to the audit (if required) and then place the audit on the November 10th board agenda. There isn't enough time to squeeze all of this in 3 days.

November 14-18

Schedule a meeting of the BFA committee to review the draft audit. This meeting will require participation by CLA staff – teleconference. This meeting has been tentatively scheduled for **Tuesday, November 15, at 5:00 p.m. – District Office.**

December 8

This is the regularly scheduled District Board meeting date. The audit will be placed on the board agenda for review and approval.

Recommendation

No action required of the Board of Directors. This is information only.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Larry Mazzuca, District Administrator
From: Scott Graham, Parks and Facilities Superintendent
Date: October 13, 2022
Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

- Staff completed multiple irrigation repairs (broken pipes, main lines and sprinkler heads) at Cherry Blossom, Chardonay, Ridgepoint, Capehart, Planehaven, Freedom and Memorial parks.
- An irrigation contractor was brought in to complete complex repairs related to the playground projects at Ridgepoint and Chardonay parks. Broken pipes were repaired, new sprinkler lines and sprinklers were installed. In addition, mainline leaks were repaired at Freedom and Planehaven parks.
- At Memorial, Cherry Blossom and Ridgepoint parks, rose bushes, shrubs and tree branches were pruned. Two dying trees were removed by staff at Freedom Park.
- Weed abatement took place at Freedom, Planehaven and Larchmont parks.
- Weekly mowing, edging, trimming and pruning of all District parks and facilities, including the streetscapes at Elverta Park housing community.

FACILITY MAINTENANCE UPDATE:

- Staff placed new District Parking placards in the parking lot of the District Office. A new park regulation sign was placed at Memorial Park.
- At Capehart, a leaking bathroom faucet and drinking fountain were repaired. In addition, roof gutters were cleared of debris after the first rain in months.

INCIDENT/ACCIDENT REPORT UPDATE:

- At Brock Park, unknown subjects painted what appeared to be gang related graffiti in the parking lot. The graffiti was removed and pictures were forwarded to Fulton-El Camino police staff.

CAPEHART, RIDGEPOINT AND CHARDONNAY PARK PROJECT UPDATES

Installation of new the new play structure at Ridgepoint is complete. Repairs to sprinkler lines and heads were also completed, staff installed a decomposed granite pad under the seating area, engineered wood fiber was placed under the play structure, a park safety inspection was done and temporary fencing was removed. The park is now being enjoyed by the residents around the park. One modification to the space was necessary. The swing bench amenity next to the play structure needed to be removed. The bench proved to be an attractive nuisance to children in the park who were not using in in the manner intended, creating a safety risk. Staff is working with GameTime to return the swinging bench and replace it with two stationary benches for patrons to use and enjoy. The final project at Ridgepoint will be a section of wrought iron fence installed around the park nearest the curve on Tippwood Way. The Chardonnay Park play structure is still under construction. It was necessary to order replacement hardware, which has not yet arrived. The Capehart Gymnasium renovation project is progressing. The new flooring has been completed, new lines have been painted and the gym is being used by the Recreation Division. New backboards and the bleachers will be installed the week of October 18. The final phase will be installing new wall pads and adding color accents to the gym floor in November.

Chardonnay (in progress)



Ridgepoint (playground complete and open)



Capehart (floor completed)



FEC POP TEAM STAT PROGRAM:

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

Monthly activity report for: North Highlands Park District, **Reporting Period:** 2022-09-01 to 2022-09-30

Summary of enforcement actions

	Park Hours:	0
	Drugs:	2
	Weapons:	1
	Alcohol:	2
	Animals:	1
	Vehicle Code:	5
	Probation Violation:	0
	Other:	0
	Drugs:	
	Weapons:	
	Assault/Battery:	
Onsite Arrests:	Sex Crimes:	
	Theft:	
	Probation Violation:	
	Other:	
Calls For Service:		2
Parking Citations:		22
Warrant Arrests:		0
DUI Arrests:		0
Stolen Vehicles:		0
Warnings Issued:		4

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Larry Mazzuca, Administrator
FROM: Rachel Robertson, Recreation Superintendent
DATE: October 13, 2022
SUBJECT: Recreation Division Report

Youth Programs

- Fall Programs started on September 1.
- Offered a new, free toddler aged program called Tot Spots. Although we only had 2 families come, we are hopeful this program will continue to grow each month.
- September Park Spotlight was cancelled due to extreme heat. However, this program will be offered monthly in the fall season.
- Pee Wee & Youth Basketball and Youth Volleyball Skills & Drills session 1 started! Session 2 starts late October.
- Due to low enrollment, Intro to Anime Drawing was cancelled.
- Staff are finalizing lesson plans for October programs!
- Staff are planning winter programs and events with the plan of offering new and returning activities for the community!

Adult Programs

- Adult Volleyball began with 4 teams!
- The program has had a successful return after 2 years.

Senior Programs

Bingo

- Bingo averaged 27 participants.

Harvest Time

- Harvest Time averaged 22 participants.

Senior Movie Days

- September movies were "Westside Story" and "Julie and Julia".
- A movie suggestion form has been added at the sign-in for all senior programs.

Field Trips

- Staff chose to budget for a fall trip to Apple Hill, which came at a popular demand from the seniors.
- However, transportation prices were astronomical and staff ultimately decided to go with a Center Joint Unified School District bus which had the lowest transportation fee. Time is limited to 9:30am – 1:45pm for day trips. However, there is possibility to do evening and weekend field trips in the future.
- Staff projected the field trip at \$40. Seniors are able to apply for scholarships if needed for support.

Rentals

- Capehart Gym: 5
- Community Center: 1
- Freedom Park: 23
- Recreation Center: 4
- Ridgepoint Gym: 0 – AC is broken in gym.

Community Resources

COVID-19 Clinic

- Sacramento County continued to use our building on Tuesdays for flu and Covid-19 vaccines.

Cooling Centers

- NHRPD helped market cooling centers hosted by Sacramento County that are located within our district.

Special Events

- Staff hosted an event at Ridgepoint Park to welcome the community back to the newly remodeled playground! Staff held an information booth with a River Cat ticket giveaway, a rock painting booth, lawn games, potato sack races, and a visit from Dinger from the River Cats!
- Staff have finalized the plans for the Halloween Extravaganza & Costume Parade with 3 take home crafts, special guests, games, costume parade, and so much more!
- NHRPD was fortunate to receive over 330 donated “pumpkin pie” pumpkins from East Sacramento Rotary. We would like to publicly thank them for their generous donation. Because of this donation, we will have a pumpkin patch where kids can pick out a pumpkin to decorate. 😊
- East Sacramento Kiwanis Club donated \$100 for our Halloween event with the understanding the money may also be used for the holiday events. We would like to publicly thank them for their generous donation.

Marketing

- Staff distributed over 4,000 fliers to 12 TRUSD schools.
- Staff have Recreation guides available at all programs to distribute.
- Staff are working on the draft for our Winter Recreation guide that will be available November 1. A generic winter postcard will be mailed out as well.

Miscellaneous Updates

- Kayla, Recreation Supervisor and Chris, Recreation Coordinator started on September 12th! In their short time here, they have already orchestrated new program and event plans for winter, assisted with current programming, created recreation reports, and so much more!
- Staff are working on reports that will better the function of the Recreation division such as: program/event pre, mid, and post checklist, program evaluation, program proposal, and more.
- The Summer Wrap-Up report will be presented at the November Board Meeting.

Thank you to East Sacramento Rotary Club for 330+ Pumpkins!



Thank you to East Sacramento Kiwanis Club for \$100 cash donation!





Ridgepoint Park Event





Fall Programs



North Highlands Recreation and Park District


Board Agenda Report

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: October 13, 2022

SUBJECT: Board of Directors Authorizing the District Administrator to Enter Into a Contract with O'Dell Engineering for the Park and Recreation Facility Master Plan



Background

On August 16, 2022, the North Highlands Recreation and Park District conducted interviews with landscape design firms for the purpose of selecting firm(s) to complete the Park and Recreation Facilities Master Plan and Sierra Creek Park Design.

As a result of this process, the interview panel, which consisted of district board members, staff and an outside panelist, recommended the firm of O'Dell Engineering, located in Modesto, California.

Over the course of the past month, district staff have been in negotiations with Chad Kennedy, O'Dell Engineering, to complete both project contracts.

On October 7, 2022, district legal counsel, Andrew Ramos, of Bartkiewicz, Kronick and Shanahan, approve both contracts with O'Dell Engineering.

Discussion

Park and Recreation Facilities Master Plan

Project Description: O'Dell Engineering will prepare a District-Wide Park Master Plan that celebrates the traditions and community of North Highlands Recreation and Park District. The master plan will encompass all District recreation district programs and facilities. The Scope of Work will include:

- Research and Documentation
- Community Outreach
- Recreation Programming
- Master Plan Preparation
- Progress Meetings

The proposed schedule will begin in October 2022 and will be presented for approval by the Board of Directors on or before October 2023.

Project Fees: \$107,310

Project Budget: 95,000

Because O'Dell's proposed fees are \$12,310 more than budgeted, staff will seek a mid-year budget adjustment in December 2022 or January 2023.

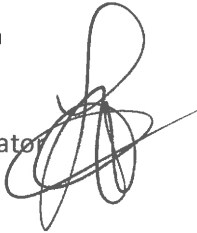
Recommendation

Staff recommends that the Board of Director authorize the Administrator to enter into a Contract Agreement with O'Dell Engineering for the purpose of developing the District's Park and Recreation Facilities Master Plan in the amount of \$107,310.

North Highlands Recreation and Park District

Board Agenda Report

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator 

DATE: October 13, 2022

SUBJECT: Board of Directors Authorizing the District Administrator to Enter Into a Contract with O'Dell Engineering for the Purpose of Designing Sierra Creek Park

Background

On August 16, 2022, the North Highlands Recreation and Park District conducted interviews with landscape design firms for the purpose of selecting a firm to Design Sierra Creek Park.

As a result of this process, the interview panel, which included district board members, staff and an outside panelist, recommended the firm of O'Dell Engineering, located in Modesto, California.

Over the course of the past month, district staff have been in negotiations with Chad Kennedy, O'Dell Engineering, to complete both projects; Sierra Creek Park and the Park and Recreation Facilities Master Plan.

On October 7, 2022, district legal counsel, Andrew Ramos, of Bartkiewicz, Kronick and Shanahan, approved both contracts with O'Dell Engineering.

Discussion

Sierra Creek Park Design

O'Dell Engineering will lead a team of park design professionals including land surveying, civil engineering, arborist, and landscape architectural services on the project, in addition to bringing Pezzoni Engineering on board for professional electrical engineering services, PWF Engineering for Structural engineering and Engeo for professional geotechnical services. The services included are initial pre-design, conceptual design refinements, construction documentation, and bidding support and construction observation.

The project is located on 7.2 acres on Watt Avenue, Antelope, CA. The project site is adjacent to single family residential homes, Spinelli Elementary School, and Watt Avenue. The project is funded by Proposition 68 State grant funds in the amount of \$2.85 million. Park amenities will include:

- Playgrounds for 2-5 and 5-12 age range, including swings
- Picnic areas with shade shelters
- Parking lot

- Walking paths
- Restroom building
- Community Garden
- Pedestrian Bridges (2)
- Art Mural
- Informational Placards
- Art Statuary
- Fencing and/or Walls along Watt Avenue Frontage
- Open Turf Areas
- Stage/Amphitheater
- Native non-irrigated planting areas

Scope of Work

The Scope of Work will include the following Tasks:

- Task 1: Project Research and Site Assessment
- Task 2: Conceptual Design
- Task 3: Design Development/50% Construction Documents
- Task 4: Construction Documents 90% and 100%
- Task 5: Construction Support
- Task 6: Optional – Public Outreach (Present final Concept Plan to the Public)
- Task 7: Optional – Art Component Service (Assist Direct with Coordination of Art Components)

Budget

FEES-

Task 1: Project Research and Site Assessment	\$68,964
Task 2: Conceptual Design	66,915
Task 3: Design Development/50% Construction Documents	87,392
Task 4: Construction Documents	187,822
Task 5: Construction Support	56,935
TOTAL PROJECT FEES WITH REIMURSABLES	\$468,025

Task 6: Optional - Community Public Outreach	6,675
Task 7: Optional – Art Assistance	21,460
TOTAL PROJECT FEES INCLUDING OPTIONAL TASKS 6 & 7:	\$496,160

The District has budgeted \$500,000 for the design of Sierra Creek Park. This amount is included in the FY 2022-2023 GF Budget. For the purpose of Tasks 1-7, the District will pay O'Dell Engineering from its General Fund Budget and will then seek reimbursement from California State Parks.

Additional District Costs

There may be additional costs above the described project fees. They include: Soil testing (if required), USA requests (locating underground utilities – if required). If these additional costs are required, they are considered to be “minor” and the budget can be adjusted accordingly.

Other Considerations

As part of Task 4, O'Dell will present an initial project cost estimate. The initial project cost estimate will take into consideration inflation factors and equipment/supply chain issues that could increase the estimated cost of the construction phase of the project. The real cost of the project remains unknown until the project is put out to bid and bids are opened. In the event the estimated cost of the project exceeds budget, the staff will provide the Board of Directors with alternative options to reduced costs or add additional district funds from the General Fund and Developer Impact Fees to the project budget.

The time frame from when the District submitted its grant application to the time when the District opens project bids will be approximately 2.5-3 years. The cost for equipment, supplies and inflation factors could very likely have a bearing on the actual project cost estimate and bids.

Optional Tasks 6 & 7

At this time, District staff is non-committal regarding the need for Task 6 and 7. However, staff recommends that those optional costs remain in the budget until the District determines if and how it plans on addressing these optional tasks.

Recommendation

Staff recommends that the Board of Directors authorize the Administrator to enter into a Contract Agreement with O'Dell Engineering for the purpose of designing Sierra Creek Park, including Tasks 1-7 in the amount of \$496,160.

North Highlands Recreation and Park District

Board Agenda Report

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: October 13, 2022

SUBJECT: Proposed Changes to District's Policies



Background

On September 22, staff met with Pat Williams to discuss proposed district policy changes. Mr. Williams attended the meeting on behalf of Committee Chairperson Vladi Valin who was unable to attend. Committee member Crystal Harding also did not attend, however, I provided Mrs. Harding with a synopsis of the committee meeting.

The Administrator proposed several policy changes to the committee, including:

- Policy No. 2110.11 Administrative Leave Program
(Add Recreation Coordinator to program)
- Policy No. 2120.6 Full Time Employee Vacation Years of Service
(Consolidate the district's two service hour policies into a single policy)
- Policy 4070.4 Salary Schedule (Salary and Job Description)
(Recreation Specialist-New: Will replace current Office Assistant position)

Policy No. 2110.11 Administrative Leave Program

Add the Recreation Coordinator and Recreation Specialist (proposed) to exempt status. Exempt status will authorize both positions to receive 80 hours of Administrative Leave in lieu of receiving overtime compensation. With pre-approval by the Administrator, allow exempt employees the ability to use Administrative Leave anytime during the fiscal year (July 1-June 30). Presently, the following district positions are considered to be exempt:

Administrator, Recreation Superintendent, Park Superintendent, Recreation Supervisor and Park Supervisor. These positions routinely work hours above a normal work week, including evenings, weekends and some holidays. There is no cash value and any administrative leave hours not used will not carry-over into the following fiscal year. It's a "use it or lose it" benefit.

Recommendation: Designate the Recreation Coordinator and Recreation Specialist as exempt employees which authorizes both to receive Administrative Leave of 80 hours per fiscal year in lieu of receiving overtime.

Policy No. 2120.6 Vacation Leave

The district has two vacation leave policies. One that permits tenured employees to accumulate a maximum of 320 hours of vacation leave. The second permits employees with less service with the district to accumulate 240 hours. *The recommendation is to eliminate the 240 hour limit and allow all employees to accumulate up to but not exceed 320 hours of vacation.*

The second recommendation is to reconcile the current leave notification policy for the Administrator to reflect his Employment Agreement. Currently, the policy manual requires the Administrator to give the Board of Directors 15 days advance notice when using vacation or other types of leave. However, the Administrator’s Employment Agreement states that the Administrator will give the Board 3 days advance notice if using leave of two days or less, and, 15 days advance notice if requested leave is three days or more.

Recommendation: 1) Eliminate the 240 hour employee vacation limit and replace with a 320 hour vacation limit. 2) Change Policy No. 2120.6 to reflect the language in the Administrator’s Employment Agreement which requires the Administrator to give the Board of Directors 3 days advance notice if using 2 days or less of leave, and, 15 days advance notice if requested leave is three days or more.

Policy No. 4070.4 Committees – Position Descriptions and Salary Schedules

This is not a recommended policy change. It is however, a request that the Personnel and Policy Committee approve the following job description (Recreation Specialist) and corresponding salary schedule. The Office Assistant will take on additional recreation division responsibilities. The Office Assistant job description has been modified to reflect these changes. The recommendation is as follows:

Recommendation: Combine the duties and responsibilities of the Office Assistant with new recreation division duties and assignments along with changing the position title to Recreation Specialist. The proposed job description is attached.

Create a new salary schedule for the position of Recreation Specialist. This will replace the Office Assistant salary schedule.

<u>Salary Schedule</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Office Assistant (a)	3554	3732	3919	4114	4320
Recreation Specialist (b)	3689	3874	4068	4272	4486

- (a) Current salary schedule
- (b) Proposed salary schedule

Recommendation

Staff recommends that the Board of Directors approve the proposed changes as described in Policy No. 2110.11 (Administrative Leave), Policy No. 2120.6 (Consolidation of FT Employee Vacation Years of Service), and Policy No. 4070.4 (Approval of Position Descriptions and Salary Schedules).

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Recreation Specialist

Job Description

Definition:

Under direction of the Recreation Superintendent, the Recreation Specialist is responsible for assisting the Recreation Division with programs, events, activities, social media, facility rentals and updating district forms and applications. This position is also responsible for answering telephone, greeting the public, accepting program and rental registration, light accounting, and general clerical tasks and other duties as assigned. Will be the primary backup to the Administrative Services Manager during any absence for the purpose of preparing payroll and claim forms for payment, and distributing board packets.

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

- Assists Recreation Division staff with programs, events, activities, social media, facility rentals and updating district forms and applications.
- 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 Administrative Services 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 staff with related administration responsibilities, including: production and distribution of program marketing materials, off-site program registration and related duties as assigned.
- 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. Displays excellent customer service skills.
- General knowledge of social media platforms.
- Basic understanding of recreation programs and activities.

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. Prefer a 4-year college degree in recreation administration or related field.
- 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.

Rev.: **October 2022**

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT OCTOBER 2022
(Bills paid in September 2022)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>		<u>AMOUNT</u>
<u>BENEFITS</u>					
1210	Retirement	Voya	Sep-22	\$	3,994.33
1230	Insurance	California Choice	Oct-22	\$	8,663.71
1230	" " "	CoPower	Oct-22	\$	769.50
1240	Workers' Comp	CAPRI	2nd QTR	\$	10,238.25
	Total				23,665.79
<u>SERVICES & SUPPLIES</u>					
2005	Adv/Legal Notices	McClatchy	Legal Notice	\$	514.70
2029	Conference	USBank	CSDA	\$	65.00
2029	" " "	Harding, C.	Meal Reim	\$	45.00
2039	Empl Trans	Luu, Evonne	Mileage - Aug 2022	\$	29.57
2039	" " "	Robertson, Rachel	Mileage - Aug 2022	\$	16.24
2039	" " "	Reynolds, Beau	Mileage - June 2021	\$	227.36
2039	" " "	Reynolds, Beau	Mileage - Sep 2022	\$	109.76
2076	Office Sup	Walkers	Binders	\$	112.61
2076	" " "	Caltronics	Copies	\$	260.16
2076	" " "	Walkers	Sign Board	\$	57.47
2076	" " "	Walkers	Label maker cartridge	\$	38.89
2076	" " "	Walkers	Label maker cartridge	\$	36.83
2076	" " "	Walkers	Copier Paper	\$	307.44
2076	" " "	Walkers	Hanging Pocket folders	\$	346.27
2076	" " "	USBank	Amazon,Target(Supplies)	\$	249.95
2076	" " "	Walkers	Supplies	\$	76.54
2076	" " "	Caltronics	Copies	\$	158.89
2076	" " "	Walkers	Supplies	\$	218.15
2076	" " "	Walkers	Supplies	\$	84.17
2081	Postage	Petty Cash	PostMaster (postage)	\$	38.29
2081	" " "	USBank	PostMaster (postage)	\$	12.24
2085	Printing	ABC Printing	Business Cards	\$	307.08
2111	Bldg Maint Service	Stice Lock	Master Locks	\$	352.01
2112	Bldg Maint. Supplies	Grainger	Supplies	\$	35.64
2112	" " "	HomeDepot	Supplies	\$	30.81
2112	" " "	HomeDepot	Supplies	\$	750.03
2112	" " "	HomeDepot	Supplies	\$	230.10
2112	" " "	HomeDepot	Supplies	\$	168.69
2142	Land Imp Supplies	Sprinkler Servie	Supplies	\$	674.23
2142	" " "	Applied Landscape	Fibar	\$	2,231.69
2142	" " "	Steve's Rock & Ready	DG	\$	129.30
2142	" " "	Steve's Rock & Ready	DG	\$	258.60
2142	" " "	Sprinkler Servie	Project	\$	702.75
2142	" " "	Sprinkler Servie	Project	\$	1,695.73
2168	Plumbing	Rapid First	Freedom Park	\$	1,329.87
2191	Electric	SMUD	3548415 3244 Freedom Park	\$	171.89
2191	" " "	SMUD	7000000346 District	\$	3,146.51
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	\$	66.21
2191	" " "	SMUD	2733018 Aztec	\$	1,166.37
2191	" " "	SMUD	3548415 3244 Freedom Park	\$	171.89

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT OCTOBER 2022
(Bills paid in September 2022)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	\$ 8.31
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	\$ 41.77
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	\$ 8.32
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 989.64
2193	" " "	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	\$ 970.92
2193	" " "	Public Works	Dump	\$ 435.85
2195	Sewage	Sac Utilities	2802 Perrin	\$ 200.11
2195	" " "	Sac Utilities	2802 Perrin	\$ 200.11
2195	" " "	Sac Utilities	3843 Bainbridge	\$ -
2195	" " "	Sac Utilities	3911 Blackfield Dr.	\$ -
2195	" " "	Sac Utilities	3929 Karl Dr.	\$ -
2195	" " "	Sac Utilities	6040 Watt	\$ -
2195	" " "	Sac Utilities	7916 Aztec	\$ -
2197	Tele & Teleg	AT&T	Service - Capehart	\$ 74.90
2197	" " "	Comcast	Service - Shop	\$ 93.45
2197	" " "	Comcast	Service - District	\$ 310.08
2197	" " "	Telepacific	Service	\$ 865.64
2197	" " "	AT&T	Service - Capehart	\$ 84.89
2198	Water	Sac Suburban	Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip Karl Dr., Strizek, Karl&Rosario,Planehaven,Wings	\$ 4,011.49
2198	" " "	Sac Suburban	Way, 6040 Watt,Freedom,Softball Complex	\$ 4,040.87
2198	" " "	CA/American	Chardonay	\$ 805.06
2198	" " "	CA/American	Sierra	\$ 1,156.74
2205	Auto Maint. Serv	Petty Cash	Tire Outlet (Flat Tire)	\$ 50.00
2205	" " "	NH Tire Pros	Replace tires	\$ 342.29
2205	" " "	NH Tire Pros	Repair Flat	\$ 35.00
2261	Office Equip Mt.	Walkers	Desk Chairs (2)	\$ 863.08
2261	" " "	Walkers	Filing Cabinets (2)	\$ 2,148.54
2261	" " "	Walkers	Filing Cabinets (1)	\$ 1,074.27
2261	" " "	USBank	Wayfair(Rec Furniture)	\$ 1,764.94
2261	" " "	Towne Communication	Tech Survey	\$ 284.00
2275	Rents & Leases	Alhambra	Water delivery	\$ 511.25
2275	" " "	All Star Rents	Rental	\$ 145.12
2275	" " "	All Star Rents	Rental	\$ 134.89
2275	" " "	CIT Avaya	Phone Equipment	\$ 418.26
2275	" " "	Sentry	6040 Watt Alarm System monitoring	\$ 600.00
2275	" " "	USBank	Unite Services (Porta Potties)	\$ 689.78
2275	" " "	Alhambra	Water delivery	\$ 66.87
2275	" " "	DLL Financial	Copier	\$ 186.27
2281	Shop Equip Serv	CH Mowers	Services	\$ 248.78
2322	Custodial Sup	A1 Janitorail	Custodian Supplies	\$ 127.49
2322	" " "	A1 Janitorail	Custodian Supplies	\$ 244.42
2322	" " "	A1 Janitorail	Custodian Supplies	\$ 550.60
2322	" " "	A1 Janitorail	Custodian Supplies	\$ 523.79
2332	Food	Petty Cash	DailyDonuts,MountainMikes,FoodMax,(RFP, StaffLunch,HarvestTime)	\$ 283.20
2332	" " "	USBank	MountainMikes,PandaExp.,Smart&Final, Walmart (StaffLunch,RFPInterv., Harvestime, Sr. Movies)	\$ 308.58

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT OCTOBER 2022
(Bills paid in September 2022)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
2505	Accounting	CLA Auditors	FY2021-2022	\$ 1,280.00
2531	Legal Service	Bart.,Kron.,Shan.	August 2022	\$ 167.50
2591	Other Prof Serv.	Sentry	6040 Watt	\$ 218.76
2591	" " "	Tree Tech	Chardonay	\$ 3,315.00
2591	" " "	BackFlow Tech	Service 7916	\$ 1,989.73
2591	" " "	Fast Signs	Employee Parking Signs	\$ 500.44
2591	" " "	Grainger	Membership fee	\$ 139.00
2591	" " "	DLL Financial	Copier property tax	\$ 22.10
2591	" " "	TruGreen	Ridgepoint	\$ 1,725.00
			HighlandCleaners,GoldenHillsPest,Adobe, Microsoft,Streamline,WhenWork (Board skirts,Services,Programs,Webpage,Sch.)	\$ 538.99
2591	" " "	USBank	7916 Aztec Service	\$ 155.86
2591	" " "	Sac County Taxes	Sierra Creek - Watt Avenue	\$ 246.90
2591	" " "	Sac County Taxes	3811 Stephen Drive - Strizek	\$ 105.08
2591	" " "	Sac County Taxes	Karl & Rosario - Karl Drive	\$ 15.90
2591	" " "	Sac County Taxes	Karl & Rosario - Karl Drive	\$ 12.64
2591	" " "	Sac County Taxes	Planehaven - Wings Way	\$ 30.76
2591	" " "	Sac County Taxes	PlaneHaven	\$ 37.82
2591	" " "	Sac County Taxes	Ruth Inman - Field Street	\$ 236.32
2591	" " "	Sac County Taxes	Postage Stamp - 3601 Wings Way	\$ 59.24
2591	" " "	Sac County Taxes	Memorial - 3911 Blackfield Drive	\$ 139.34
2591	" " "	Sac County Taxes	Brock Park - 3730 Antelope Road	\$ 135.56
2591	" " "	Sac County Taxes	Ridgepoint - Tipwood Drive	\$ 356.98
2591	" " "	Sac County Taxes	Chardonay - 5171 Cherbourg Drive	\$ 280.90
2591	" " "	Sac County Taxes	Shop - 3929 Karl Drive	\$ 150.68
2591	" " "	BackFlow Tech	6040 Watt	\$ 1,349.00
2851	Recreation Serv	USBank	AntonietteLee (Halloween)	\$ 51.50
2852	Recreation Sup	Petty Cash	DollarTree (Raccoon)	\$ 6.73
			Big5,Smart&Final,Amazon,Walmart (AdultVball,Harvestime,SrMovies,Keys, Supplies	\$ 212.64
2852	" " "	USBank	(Merchant Fees - Sep \$44.95/Aug - Bank Analysis Fees \$76.98/Sep - Active Fee	\$ 722.71
2898	Other Oper Exp	NHRPD - BANK FEES	\$600.78)	\$ 7.00
2898	" " "	USBank	SacCounty (parking)	\$ 1.75
2898	" " "	Petty Cash	SacCounty (parking)	\$
	TOTAL			\$ 56,736.33
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures	BT Mancini Co., Inc	Capehart	\$ 10,054.00
4303	Equipment			\$ -
	TOTAL			\$ 10,054.00

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT OCTOBER 2022
(Bills paid in September 2022)

<u>CODE</u> <u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
Total District Salaries	(SEPTEMBER 2 PAY DAY)		\$ 60,544.18
Total District EDD	(SEPTEMBER 2 PAY DAY)		\$ 94.21
Total District OASDI	(SEPTEMBER 2 PAY DAY)		\$ 4,494.31
			\$ 65,132.70
 DISTRICT TOTALS			 \$155,588.82
9429 Building Rentals			
9646 Rec Fees & Charges	Wise, Loise	Partial Refund for park rental	\$ 60.00
9646 " " "	Mendoza, Blanca	50% refund park cancellation	\$ 80.00

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT OCTOBER 2022
(Bills paid in September 2022)

<u>CODE</u>	<u>CLASSIF.</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
<u>BENEFITS</u>				
1210	Retirement	VOYA	Sep-22	\$ 281.97
1230	Insurance	CALIFORNIA CHOICE	Oct-22	\$ 579.58
1230	" " "	COPOWER	Oct-22	\$ 85.50
1240	" " "	CAPRI	2nd QTR	\$ 475.00
	Total			1,422.05
<u>SERVICES & SUPPLIES</u>				
2005	Adv/Legal Notices	McClatchy	Legal Notice	\$ 155.00
2191	Electric	SMUD	6696230 7955 Bing Drive PED	\$ 30.17
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	\$ 30.04
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	\$ 61.05
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	\$ 123.77
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	\$ 1,633.81
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	\$ 3,419.14
2591	Other Prof Serv.	SCI Consulting Group	Special Tax Consulting and Levy Services	\$ 5,860.00
2591	" " "	Sac County Taxes	Bing Court	\$ 57.18
2591	" " "	Sac County Taxes	Bing Drive	\$ 57.18
	TOTAL			\$ 11,427.34
<u>FIXED ASSETS</u>				
4201	Building Improvement			\$ -
4202	Structures			\$ -
4303	Equipment			\$ -
	TOTAL			\$ -
Total District Salaries		(SEP 2 PAY DAY)		\$ 5,564.62
Total District EDD		(SEP 2 PAY DAY)		\$ -
Total District OASDI		(SEP 2 PAY DAY)		\$ 425.69
				\$ 5,990.31
DISTRICT TOTALS				\$18,839.70

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H	
1									
2		NORTH HIGHLANDS RECREATION & PARK DISTRICT							
3		REVENUE REPORT - SEPTEMBER 2022							
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT	
5	FACILITY RENTALS								
6	9429	Community Center	\$0.00	4,230.00	0.00	13,925.00	-13,925.00		
7	9429	Recreation Center	\$0.00	369.50	0.00	3,104.50	-3,104.50		
8	9429	TOTAL	\$40,000.00	4,599.50	0.00	17,029.50	22,970.50	43%	
9									
10	LEASED PROPERTY								
11	9690	Strizek Lease	\$0.00	6,477.69	0.00	8,636.92	-8,636.92		
12	9690	Capehart Lease - Day Care	\$0.00	2,968.00	0.00	8,904.00	-8,904.00		
13	9690	Freedom Park Lease - Softball	\$0.00	5,300.00	0.00	15,900.00	-15,900.00		
14	9690	Sierra Creek	\$0.00	0.00	0.00	5,250.00	-5,250.00		
15	9690	TOTAL	\$128,700.00	14,745.69	0.00	38,690.92	90,009.08	30%	
16									
17	REVENUE, OTHER								
18	9790	Brock Park Arson Reim	\$0.00	0.00	0.00	0.00	0.00		
19	9790	COPIES	\$0.00	0.00	0.00	0.00	0.00		
20	9790	Fulton El Camino Reim	\$0.00	0.00	0.00	0.00	0.00		
21	9790	Snack Shack - Brock	\$0.00	0.00	0.00	0.00	0.00		
22	9790	Stale dated Check	\$0.00	0.00	0.00	0.00	0.00		
23	9790	Storage Use - Capehart	\$0.00	0.00	0.00	0.00	0.00		
24	9790	Reim - Robertson	\$0.00	5.00	0.00	5.00	-5.00		
25	9790	Team Fees - Brock	\$0.00	0.00	0.00	0.00	0.00		
26	9790	Team Fees - Capehart	\$0.00	0.00	0.00	0.00	0.00		
27	9790	Team Fees - Pacific	\$0.00	0.00	0.00	0.00	0.00		
28	9790	Truck Accident Reim	\$0.00	0.00	0.00	0.00	0.00		
29	9790	TRUSD REIM -Boost Conf.	\$0.00	0.00	0.00	13,898.85	-13,898.85		
30	9790	USBank Incentive	\$0.00	0.00	0.00	193.47	-193.47		
31	9790	Utilities - Capehart	\$0.00	0.00	0.00	0.00	0.00		
32			\$706,500.00	5.00	0.00	14,097.32	692,402.68	2%	
33	AQUATICS								
34	9646	Swim Lesson	\$0.00	0.00	0.00	0.00	0.00		
35	9646	Swim Team	\$0.00	0.00	0.00	0.00	0.00		
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%	
37									
38	DAY CARE PROGRAM								
39	9646	Fall Camp	\$0.00	75.00	0.00	150.00	-150.00		
40	9646	JR Rec Leader	\$0.00	0.00	0.00	0.00	0.00		
41	9646	Ridgepoint - Raccoon Clum	\$0.00	0.00	0.00	34.50	-34.50		
42	9646	Spring Camp	\$0.00	0.00	0.00	7,000.00	-7,000.00		
43	9646	Summer Kids Kamp - Comm Ctr	\$0.00	31,449.00	0.00	61,519.00	-61,519.00		
44	9646	Winter Camp	\$0.00	0.00	0.00	0.00	0.00		
45		TOTAL	\$57,000.00	31,524.00	0.00	\$68,703.50	-11,703.50	121%	
46									
47	SPECIAL INTEREST CLASSES								
48	9646	Art Class	\$0.00	0.00	0.00	0.00	0.00		
49	9646	Harvest Time	\$0.00	0.00	0.00	0.00	0.00		
50	9646	Holiday Workshops - Full day	\$0.00	0.00	0.00	0.00	0.00		
51	9646	Intro to Anime Drawing	\$0.00	30.00	0.00	45.00	-45.00		
52	9646	SR Movies	\$0.00	0.00	0.00	0.00	0.00		
53		TOTAL	\$5,000.00	\$30.00	\$0.00	\$45.00	4,955.00	1%	
54									
55	SPECIAL EVENTS								
56	9646	Halloween Vendors	\$0.00	180.00	0.00	270.00	-270.00		
57	9646	Holiday Party	\$0.00	0.00	0.00	0.00	0.00		
58	9646	Easter Event	\$0.00	0.00	0.00	0.00	0.00		
59	9646	Spring Fling	\$0.00	0.00	0.00	0.00	0.00		
60	9646	Yard Sale	\$0.00	0.00	0.00	0.00	0.00		
61		TOTAL	\$5,000.00	180.00	0.00	270.00	4,730.00	5%	
62									
63	RECREATION MISC.								
64	9646	Gym Rental-Capehart/R.P.	\$0.00	195.00	0.00	2,015.00	-2,015.00		
65	9646	Birthday Parties	\$0.00	0.00	0.00	0.00	0.00		
66	9646	Open Gym	\$0.00	0.00	0.00	18.00	-18.00		
67	9646	Park Rentals	\$0.00	1,720.00	(140.00)	5,450.00	-5,450.00		
68		TOTAL	\$65,000.00	1,915.00	(140.00)	7,483.00	57,517.00	12%	
69									
70									
71									
72									
73									
74									
75									
76									
77									

	A	B	C	D	E	F	G	H
78	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
79		YOUTH SPORTS						
80	9646	PW Bball Skills & Drills Ses I	\$0.00	297.00	0.00	540.00	-540.00	
81	9646	PW Bball Skills & Drills Ses II	\$0.00	81.00	0.00	135.00	-135.00	
82	9646	Vball Skills & Drills Session I	\$0.00	27.00	0.00	108.00	-108.00	
83	9646	2nd-3rd Bball -Winter	\$0.00	0.00	0.00	0.00	0.00	
84	9646	4th-5th Bball -Winter	\$0.00	0.00	0.00	0.00	0.00	
85	9646	6th-7th Bball -Winter	\$0.00	0.00	0.00	0.00	0.00	
86	9646	2nd-3rd Bball	\$0.00	0.00	0.00	0.00	0.00	
87	9646	4th-5th Bball	\$0.00	0.00	0.00	0.00	0.00	
88	9646	6th-7th Bball	\$0.00	0.00	0.00	0.00	0.00	
89	9646	Cheer	\$0.00	0.00	0.00	0.00	0.00	
90	9646	Youth Dodge Ball	\$0.00	0.00	0.00	0.00	0.00	
91	9646		\$0.00	0.00	0.00	0.00	0.00	
92		TOTAL	\$50,800.00	405.00	0.00	783.00	50,017.00	2%
93								
94		ADULT SPORTS						
95	9646	Coed Power Volleyball-Monday	\$0.00	760.00	0.00	760.00	-760.00	
96	9646	Adult Basketball	\$0.00	0.00	0.00	0.00	0.00	
97		TOTAL	\$6,000.00	760.00	0.00	760.00	5,240.00	13%
98								
99		TAXES						
100	9101	Prop Tax - Secured	\$1,630,700.00	0.00	0.00	0.00	1,630,700.00	
101	9102	Prop Tax - Unsec	\$53,000.00	0.00	(0.22)	-0.22	53,000.22	
102	9103	Supp Prop Tax	\$50,000.00	0.00	0.00	0.00	50,000.00	
103	9104	Prop Tax Sec Delinquent	\$11,000.00	0.00	0.00	0.00	11,000.00	
104	9105	Prop Tax Supp Delinquent	\$2,000.00	0.00	0.00	0.00	2,000.00	
105	9106	Prop tax Unitary	\$9,300.00	0.00	0.00	0.00	9,300.00	
106	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
107	9130	Prop Tax - Prior Unsec	\$750.00	0.00	0.00	0.00	750.00	
108	9140	Prop Tax - Pently	\$400.00	0.00	0.00	0.00	400.00	
109	9196	RDA Residual	\$12,500.00	0.00	0.00	0.00	12,500.00	
110	9199	Taxes Other	\$0.00	0.00	0.00	0.00	0.00	
111		TOTAL	\$1,769,650.00	0.00	(0.22)	-0.22	1,769,650.22	0%
112								
113		INTEREST INCOME						
114	9410	Interest Income	\$6,500.00	0.00	0.00	0.00	6,500.00	
115		TOTAL	\$6,500.00	0.00	0.00	0.00	6,500.00	0%
116								
117		USE OF MONEY/PROPERTY						
118	9522	Homeowner Prop Tax	\$13,000.00	0.00	0.00	0.00	13,000.00	
119		TOTAL	\$13,000.00	0.00	0.00	0.00	13,000.00	0%
120								
121		IN LIEU TAX						
122	9529	In Lieu Tax	\$100,000.00	0.00	0.00	0.00	100,000.00	
123		TOTAL	\$100,000.00	0.00	0.00	0.00	100,000.00	0%
124								
125		MISC. Revenue						
126	9530	Misc. Revenue	\$20,064.00	0.00	0.00	20,064.00	0.00	
127		TOTAL	\$20,064.00	0.00	0.00	20,064.00	0.00	100%
128								
129		AID TO LOCAL GOVERNMENT						
130	9531	Aid to Local Government	\$0.00	0.00	0.00	0.00	0.00	
131		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
132								
133		REDEVELOPMENT FUNDS						
134	9533	Redevelopment Passthru	\$10,000.00	0.00	0.00	0.00	10,000.00	
135		TOTAL	\$10,000.00	0.00	0.00	0.00	10,000.00	0%
136								
137		FISCAL RELIEF FOR SPECIAL DISTRICT						
138	9595	Fiscal Relief for Special District	\$0.00	0.00	0.00	0.00	0.00	
139		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
140								
141		STATE AID						
142	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
143		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
144								
145								
146								
147								
148								
149								
150								
151								
152								
153								
154								

	A	B	C	D	E	F	G	H
155	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
156	9429	Building Rental	\$40,000	4,599.50	0.00	17,029.50	22,970.50	43%
157	9646	Rec Fees & Charges	\$188,800	34,814.00	(140.00)	34,674.00	154,126.00	18%
158	9100	Taxes	\$1,769,650	0.00	(0.22)	-0.22	1,769,650.22	0%
159	9410	Interest Income	\$6,500	0.00	0.00	0.00	6,500.00	0%
160	9522	Homeowner Prop Tax	\$13,000	0.00	0.00	0.00	13,000.00	0%
161	9529	In Lieu Tax	\$100,000	0.00	0.00	0.00	100,000.00	0%
162	9530	Misc. Revenue	\$20,064	0.00	0.00	20,064.00	0.00	0%
163	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
164	9533	Redevelopmnet Funds	\$10,000	0.00	0.00	0.00	10,000.00	0%
165	9595	Fiscal Relief for Special Dist.	\$0	0.00	0.00	0.00	0.00	0%
166	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
167	9690	Lease Property	\$128,700	14,745.69	0.00	38,690.92	90,009.08	30%
168	9790	Revenue Other	\$706,500	5.00	0.00	14,097.32	692,402.68	2%
169		TOTAL	\$2,983,214	54,164.19	-140.22	124,555.52	2,858,658.48	4%
170								
171		GENERAL RESERVED FUND	\$0					
172		CARRY OVER	\$1,432,956	0.00	0.00	0.00	0.00	0%
173								
174		TOTAL BUDGET	\$4,416,170	54,164.19	-140.22	\$124,556	4,291,614.48	3%
175								
176		Scholarship		0.00				
177		ADA		0.00				
178		Field Deposit - Brock Park		0.00				
179		Field Deposit - Softball Complex		0.00				
180		Field Deposit - Capehart		0.00				
181		Bldg Deposit		2500.00	0.00			
182		Bldg Guards		1080.00				
183		Bldg Ins. Subsidiary		0.00				
184				3580.00				
185								
186	2191	SMUD Reim - Something Extra		380.00				
187	2192	PG&E Reim - Something Extra		10.00				
188	2193	Republic Serv. Reim - Something		90.00				
189	2195	Sewage Reim - Something Extra		240.00				
190	2198	Water Reim - Something Extra		100.00				
191				820.00				
192								
193								
194		Total Revenue		58,564.19				
195								
196								
197								
198		Program/Scholarship Donations	\$0.00	0.00	0.00	13,345.77	-13,345.77	
199								
200		District ADA Account	\$0.00	0.00	0.00	0.00	0.00	
201		055000000	\$0.00	3,580.00	0.00	24,061.01	-24,061.01	
202		Contingency	\$150,000.00	0.00	0.00	0.00	150,000.00	
203		Park Dedication Acct 088L	\$0.00	0.00	0.00	14,220.71	-14,220.71	
204		Park Fees 346I	\$0.00	0.00	0.00	1,335,152.66	-1,335,152.66	
205		District Reserve Acct	\$0.00	0.00	0.00	1,430,928.00	-1,430,928.00	

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2		REVENUE REPORT - SEPTEMBER 2022						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	TAXES							
6	9101	Prop Tax - Secured	\$0.00	0.00	0.00	0.00	0.00	
7	9102	Prop Tax - Unsec	\$0.00	0.00	0.00	0.00	0.00	
8	9103	Supp Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
9	9104	Prop Tax Sec Delinquent	\$0.00	0.00	0.00	0.00	0.00	
10	9105	Prop Tax Supp Delinquent	\$0.00	0.00	0.00	0.00	0.00	
11	9106	Prop tax Unitary	\$0.00	0.00	0.00	0.00	0.00	
12	9120	Prop Tax Secured Redemp	\$0.00	0.00	0.00	0.00	0.00	
13	9130	Prop Tax - Prior Unsec	\$0.00	0.00	0.00	0.00	0.00	
14	9140	Prop Tax - Pently	\$0.00	0.00	0.00	0.00	0.00	
15	9196	RDA Residual	\$0.00	0.00	0.00	0.00	0.00	
16		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
17								
18	INTEREST INCOME							
19	9410	Interest Income	\$300.00	0.00	0.00	0.00	300.00	
20		TOTAL	\$300.00	0.00	0.00	0.00	300.00	0%
21								
22	USE OF MONEY/PROPERTY							
23	9522	Homeowner Prop Tax	\$0.00	0.00	0.00	0.00	0.00	
24		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
25								
26	IN LIEU TAX							
27	9529	In Lieu Tax	\$0.00	0.00	0.00	0.00	0.00	
28		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
29								
30	MISC. Revenue							
31	9530	Misc. Revenue	\$0.00	0.00	0.00	0.00	0.00	
32		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
33								
34	AID TO LOCAL GOVERNMENT							
35	9531	Aid to Local Government	\$0.00	0.00		0.00	0.00	
36		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
37								
38	REDEVELOPMENT FUNDS							
39	9533	Redevelopment funds	\$0.00	0.00	0.00	0.00	0.00	
40		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
41								
42	STATE AID							
43	9569	State Aid	\$0.00	0.00	0.00	0.00	0.00	
44		TOTAL	\$0.00	0.00	0.00	0.00	0.00	0%
45								
46	SPECIAL ASSESSMENT							
47	9603	Special Assessment	\$127,066.00	0.00	0.00	0.00	127,066.00	
48		TOTAL	\$127,066.00	0.00	0.00	0.00	127,066.00	0%
49								
50	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
51								
52	9100	Taxes	\$0	0.00	0.00	0.00	0.00	0%
53	9410	Interest Income	\$300	0.00	0.00	0.00	300.00	0%
54	9522	Homeowner Prop Tax	\$0	0.00	0.00	0.00	0.00	0%
55	9529	In Lieu Tax	\$0	0.00	0.00	0.00	0.00	0%
56	9530	Misc. Revenue	\$0	0.00	0.00	0.00	0.00	0%
57	9531	Aid to Local Government	\$0	0.00	0.00	0.00	0.00	0%
58	9533	Redevelopmnet Funds	\$0	0.00	0.00	0.00	0.00	0%
59	9569	State Aid	\$0	0.00	0.00	0.00	0.00	0%
60	9603	Special Assessment	\$127,066	0.00	0.00	0.00	127,066.00	0%
61								
62		TOTAL	\$127,366	0.00	0.00	0.00	127,366.00	0%
63								
64		GENERAL RESERVED FUND	\$0					
65		CARRY OVER	\$59,642	0.00	0.00	0.00	59,642.00	0%
66								
67		TOTAL BUDGET	\$187,008	0.00	0.00	\$0	187,008.00	0%
68								
69								
70		Total Revenue		0.00				
71								
72								
73								
74								
75								

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - SEPTEMBER 2022						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator	142,815	10,641.61	36,963.45	105,851.55	26%
8	1110	Office Manager	79,224	5,872.92	20,535.22	58,688.78	26%
9	1110	Office Assistant	0	0.00	0.00	0.00	0%
10	1122	Board of Directors	8,500	700.00	1,600.00	6,900.00	19%
11		Sub-Total	230,539	17,214.53	59,098.67	171,440.33	26%
12	1210	Retirement	17,763	1,321.16	4,599.89	13,163.11	26%
13	1220	OASDI	17,636	1,228.31	4,255.22	13,380.78	24%
14	1230	Insurance	33,755	2,692.50	8,077.50	25,677.50	24%
15	1240	Worker's Comp.	4,813	38.00	76.00	4,737.00	2%
16	1250	Unemployment	490	0.00	0.00	490.00	0%
17		Sub-Total	74,457	5,279.97	17,008.61	57,448.39	23%
18		TOTAL	304,997	22,494.50	76,107.28	228,889.72	25%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	2,500	514.70	589.70	1,910.30	24%
22	2022	Bks/Subs	150	0.00	0.00	150.00	0%
23	2029	Bus Conf Exp	6,000	110.00	710.00	5,290.00	12%
24	2035	Educ/Trng	3,000	0.00	0.00	3,000.00	0%
25	2039	Empl Trans	1,000	337.12	337.12	662.88	34%
26	2051	Insurance	119,191	0.00	59,595.50	59,595.50	50%
27	2061	Memberships	12,100	0.00	4,080.00	8,020.00	34%
28	2076	Office Sups	8,500	1,574.76	2,418.94	6,081.06	28%
29	2081	Postage	750	38.29	38.29	711.71	5%
30	2085	Printing	500	307.08	307.08	192.92	61%
31	2197	Tele & Teleg	16,000	1,175.72	3,534.94	12,465.06	22%
32	2261	Office Equip Mtn	17,900	6,134.83	6,910.19	10,989.81	39%
33	2275	Rents & Leases	10,000	2,748.19	3,957.25	6,042.75	40%
34	2332	Food Sups	1,200	260.55	647.41	552.59	54%
35	2444	Medical Supplies	250	0.00	710.33	-460.33	284%
36	2505	Actg Svcs	30,000	1,280.00	1,280.00	28,720.00	4%
37	2531	Legal Svcs	15,000	167.50	167.50	14,832.50	1%
38	2591	Other Prof Svcs	139,000	2,170.21	3,004.29	135,995.71	2%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	20,000	0.00	0.00	20,000.00	0%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	16,100	731.46	2,002.57	14,097.43	12%
43		TOTAL	419,141	17,550.41	90,291.11	328,849.89	22%
44							
45							
46	4202	Struct & Imp	500,000	0.00	0.00	500,000.00	0%
47	4303	Office Equipment	7,000	0.00	2,600.55	4,399.45	37%
48		TOTAL	507,000	0.00	2,600.55	504,399.45	37%
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	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent-Sarah/Ra	90,290	6,044.62	32,998.44	57,291.56	37%
62	1110	Supervisor-Rachel/Kayla	69,480	2,543.69	10,250.31	59,229.69	15%
63	1110	Rec. Coordinator/Chris	53,205	1,895.38	1,895.38	51,309.62	4%
64	1110	Office Assistant/Luu	49,317	3,657.54	12,962.27	36,354.73	26%
65	1122	Part Time	150,000	1,239.68	33,447.38	116,552.62	22%
66	1122	Part Time Ases	0	0.00	0.00	0.00	0%
67		Sub-Total	412,292	15,380.91	91,553.78	320,738.22	22%
68	1210	Retirement	20,983	459.50	3,232.33	17,750.67	15%
69	1220	OASDI	31,540	1,171.87	6,969.38	24,570.62	22%
70	1230	Insurance	29,687	-1,548.08	1,830.04	27,856.96	6%
71	1240	Worker's Comp	11,877	1,482.00	2,964.00	8,913.00	25%
72	1250	Unemployment	6,230	78.33	297.30	5,932.70	5%
73		Sub-Total	100,316	1,643.62	15,293.05	85,022.95	15%
74		TOTAL	512,609	17,024.53	106,846.83	405,762.17	21%
75							
76	SERVICES & SUPPLIES						
77	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
78	2022	Books/Subs	0	0.00	0.00	0.00	0%
79	2029	Business/Conf Exp	2,000	0.00	0.00	2,000.00	0%
80	2035	Educ/Trng	1,500	0.00	0.00	1,500.00	0%
81	2039	Empl Trans	2,000	45.81	57.46	1,942.54	3%
82	2061	Memberships	600	0.00	0.00	600.00	0%
83	2065	Film Svcs	0	0.00	0.00	0.00	0%
84	2076	Office Svcs	1,000	358.11	418.93	581.07	42%
85	2081	Postage	1,500	12.24	334.92	1,165.08	22%
86	2085	Printing	2,500	0.00	975.15	1,524.85	39%
87	2197	Tele & Teleg	0	0.00	0.00	0.00	0%
88	2275	Rents & Leases	0	0.00	0.00	0.00	0%
89	2314	Clothing	5,000	0.00	410.53	4,589.47	8%
90	2332	Food	3,500	331.23	701.30	2,798.70	20%
91	2444	Med Svcs	1,500	0.00	100.72	1,399.28	7%
92	2591	Other Prof Svcs	5,000	60.00	350.00	4,650.00	7%
93	2851	Rec Svcs	20,000	51.50	2,292.85	17,707.15	11%
94	2852	Rec Svcs	17,000	219.37	976.19	16,023.81	6%
95	2871	Transportation	6,000	0.00	0.00	6,000.00	0%
96	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
97			69,100	1,078.26	6,618.05	62,481.95	10%
98							
99	4202	Struct & Imp	18,000	0.00	0.00	18,000.00	0%
100			18,000	0.00	0.00	18,000.00	0%
101							
102							
103							
104							
105							
106							
107							
108							
109							
110							
111							
112							
113							
114							

	A	B	C	D	E	F	G
115							
116							
117	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
118	MAINTENANCE						
119	SALARIES & BENEFITS						
120	1110	Superintendent-Scott	93,730	6,947.38	24,295.83	69,434.17	26%
121	1110	Supervisor - Sergio	74,190	5,500.00	19,230.00	54,960.00	26%
122	1110	Superviosr -	74,190	0.00	0.00	74,190.00	0%
123	1110	Mtnr Worker II	50,289	3,184.92	11,127.22	39,161.78	22%
124	1110	Mtnr Wkr-Eric	14,058	0.00	5,266.93	8,791.07	37%
125	1110	Mtnr Wkr-Rodney	47,522	3,524.62	12,316.17	35,205.83	26%
126	1110	Mtnr Wkr-Steve	45,167	3,350.16	11,705.56	33,461.44	26%
127	1110	Mtnr Wkr-Simmons	45,167	3,350.16	11,705.56	33,461.44	26%
128	1122	PT Maintenance Wkr	0	0.00	0.00	0.00	0%
129	1122	Weekday & Weekend Bldg Monitor	16,640	2,094.50	6,865.00	9,775.00	41%
130		Sub-Total	460,954	\$ 27,951.74	102,512.27	358,441.73	22%
131	1210	Retirement	35,545	2,213.67	7,651.76	27,893.24	22%
132	1220	OASDI	35,263	2,094.13	7,647.07	27,615.93	22%
133	1230	Insurance	113,442	6,316.08	19,613.32	93,828.68	17%
134	1240	Worker's Comp.	53,507	8,718.25	17,436.50	36,070.50	33%
135	1250	Unemployment	2,542	15.88	30.87	2,511.13	1%
136		Sub-Total	240,299	19,358.01	52,379.52	187,919.48	22%
137		TOTAL	701,252	47,309.75	154,891.79	546,360.21	22%
138	SERVICES & SUPPLIES						
139	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
140	2035	Educ/Trng	500	0.00	0.00	500.00	0%
141	2039	Empl Trans	150	0.00	0.00	150.00	0%
142	2061	Memberships	150	0.00	0.00	150.00	0%
143	2076	Office Sups	500	14.50	366.97	133.03	73%
144	2104	Agri/Hort	2,000	0.00	0.00	2,000.00	0%
145	2111	Bldg Mtnr Svc	2,500	352.01	1,091.35	1,408.65	44%
146	2112	Bldg Mtnr Sups	7,500	1,215.27	2,972.03	4,527.97	40%
147	2122	Chem Sups	2,500	0.00	0.00	2,500.00	0%
148	2131	Elec Sys SVC	3,000	0.00	0.00	3,000.00	0%
149	2132	Elec Sys Sup	1,000	0.00	0.00	1,000.00	0%
150	2142	Land Imp Sup	20,000	5,692.30	8,414.18	11,585.82	42%
151	2151	Mech Sys Svc	0	0.00	0.00	0.00	0%
152	2162	Paint Sups	1,000	0.00	0.00	1,000.00	0%
153	2168	Plumbing Sups	5,000	1,329.87	1,329.87	3,670.13	27%
154	2191	Electricity	40,000	4,342.87	11,623.11	28,376.89	29%
155	2192	Natural Gas	3,000	48.40	143.65	2,856.35	5%
156	2193	Refuse	9,000	2,306.41	3,931.68	5,068.32	44%
157	2195	Sewage	5,500	160.22	1,227.32	4,272.68	22%
158	2197	Tele/Teleg	2,200	253.24	589.94	1,610.06	27%
159	2198	Water	100,000	9,814.16	30,786.98	69,213.02	31%
160	2205	Auto Mtnr Svc	12,000	427.29	2,272.46	9,727.54	19%
161	2206	Auto Mtnr Sup	0	0.00	0.00	0.00	0%
162	2211	Constr Equip Svc	4,500	0.00	1,132.72	3,367.28	25%
163	2212	Constr Equip Sup	0	0.00	0.00	0.00	0%
164	2226	Expend Tools	5,000	0.00	1,661.17	3,338.83	33%
165	2236	Fuels & Lubes	16,000	0.00	4,099.31	11,900.69	26%
166	2275	Rents & Leases	17,000	2,147.91	4,047.35	12,952.65	24%
167	2281	Shop Equip Svc	1,200	248.78	507.77	692.23	42%
168	2282	Shop Equip Sup	0	0.00	0.00	0.00	0%
169	2292	Other Equip	10,000	0.00	0.00	10,000.00	0%
170	2314	Clothing	3,000	0.00	529.69	2,470.31	18%
171	2321	Cust Svc	0	0.00	0.00	0.00	

	A	B	C	D	E	F	G
172							
173	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
174	2322	Cust Sup	14,000	1,446.30	4,436.02	9,563.98	32%
175	2444	Medical Sup	300	0.00	341.76	-41.76	114%
176	2591	Other Prof Svc	85,000	9,531.79	31,120.89	53,879.11	37%
177	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
178		TOTAL	373,500	39,331.32	112,626.22	260,873.78	30%
179							
180							
181	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
182	<u>FIXED ASSETS</u>						
183	4201	Building Improvement	35,000	0.00	0.00	35,000.00	0%
184	4202	Structures & Imp	545,743	10,054.00	14,668.00	531,075.00	3%
185	4303	Other Equip	70,000	0.00	24,553.70	45,446.30	35%
186			650,743	10,054.00	39,221.70	611,521	6%
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							
230	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
231		<u>DISTRICT TOTALS</u>					
232	<u>SALARIES & BENEFITS</u>						
233	1110	FULL TIME SALARIES	928,644	48,475.16	211,252.34	717,391.66	23%
234	1122	PART TIME SALARIES	175,140	47,136.38	41,912.38	133,227.62	24%
235	1210	RETIREMENT	74,291	3,994.33	15,483.98	58,807.02	21%
236	1220	OASDI	84,438	4,494.31	18,871.67	65,566.33	22%
237	1230	INSURANCE	176,884	7,460.50	29,520.86	147,363.14	17%
238	1240	WORKER'S COMP	70,197	10,238.25	20,476.50	49,720.50	29%
239	1250	UNEMPLOYMENT	9,262	94.21	328.17	8,933.83	4%
240	1000	SALARIES/BENEFITS	1,518,858	86,828.78	337,845.90	1,181,012.10	22%
241							
242	<u>SERVICES & SUPPLIES</u>						
243	2005	AD/LEGAL NOTICE	2,500	514.70	589.70	1,910.30	24%
244	2022	BOOKS/SUBS	150	0.00	0.00	150.00	0%
245	2029	BUS/CONF EXP	8,000	110.00	710.00	7,290.00	0%
246	2035	EDUC/TRNG	5,000	0.00	0.00	5,000.00	0%
247	2039	EMPLOY TRANS	3,150	45.81	394.58	2,755.42	0%
248	2051	INSURANCE	119,191	0.00	59,595.50	59,595.50	50%
249	2061	MEMBERSHIPS	12,850	0.00	4,080.00	8,770.00	32%
250	2065	FILM SVC	0	0.00	0.00	0.00	0%
251	2076	OFFICE SUPS	10,000	1,947.37	3,204.84	6,795.16	32%
252	2081	POSTAGE	2,250	50.53	373.21	1,876.79	17%
253	2085	PRINTING	3,000	307.08	1,282.23	1,717.77	43%
254	2104	AGRI/HORT	2,000	0.00	0.00	2,000.00	0%
255	2111	BLDG MTNC SVC	2,500	352.01	1,091.35	1,408.65	44%
256	2112	BLDG MTNC SUP	7,500	1,215.27	2,972.03	4,527.97	40%
257	2122	CHEM SUPS	2,500	0.00	0.00	2,500.00	0%
258	2131	ELEC MTNC SVC	3,000	0.00	0.00	3,000.00	0%
259	2132	ELEC MTNC SUP	1,000	0.00	0.00	1,000.00	0%
260	2142	LAND IMP SUP	20,000	5,692.30	8,414.18	11,585.82	42%
261	2151	MECH SYS MTNC	0	0.00	0.00	0.00	0%
262	2162	PAINTING SUPS	1,000	0.00	0.00	1,000.00	0%
263	2168	PLUMBING SUPS	5,000	1,329.87	1,329.87	3,670.13	27%
264	2191	ELECTRICITY	40,000	4,342.87	11,623.11	28,376.89	29%
265	2192	NATURAL GAS	3,000	48.40	143.65	2,856.35	5%
266	2193	REFUSE	9,000	2,306.41	3,931.68	5,068.32	44%
267	2195	SEWAGE	5,500	160.22	1,227.32	4,272.68	22%
268	2197	TELE/TELEG	18,200	1,428.96	4,124.88	14,075.12	23%
269	2198	WATER	100,000	9,814.16	30,786.98	69,213.02	31%
270	2205	AUTO MTNC SVC	12,000	427.29	2,272.46	9,727.54	19%
271	2206	AUTO MTNC SUP	0	0.00	0.00	0.00	0%
272	2211	CONSTR EQUIP SVC	4,500	0.00	1,132.72	3,367.28	25%
273	2212	CONSTR EQUIP SUP	0	0.00	0.00	0.00	0%
274	2226	EXPEND TOOLS	5,000	0.00	1,661.17	3,338.83	33%
275	2236	FUELS / LUBES	16,000	0.00	4,099.31	11,900.69	26%
276	2261	OFF EQUIP MTNC	17,900	6,134.83	6,910.19	10,989.81	39%
277	2275	RENTS/LEASES	27,000	4,896.10	8,004.60	18,995.40	30%
278	2281	SHOP EQUIP SVCS	1,200	248.78	507.77	692.23	42%
279	2282	SHOP EQUIP SUPS	0	0.00	0.00	0.00	0%
280	2292	OTHER EQUIP SUPS	10,000	0.00	0.00	10,000.00	0%
281	2314	CLOTHING	8,000	0.00	940.22	7,059.78	12%
282	2321	CUST SVC	0	0.00	0.00	0.00	0%
283							
284							
285							

	A	B	C	D	E	F	G
286							
287	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
288	2322	CUST SUP	14,000	1,446.30	4,436.02	9,563.98	32%
289	2332	FOOD SUPS	4,700	591.78	1,348.71	3,351.29	29%
290	2444	MED SUPS	2,050	0.00	1,152.81	897.19	56%
291	2505	ACCOUNT SVC	30,000	1,280.00	1,280.00	28,720.00	4%
292	2531	LEGAL SVC	15,000	167.50	167.50	14,832.50	1%
293	2591	OTHER PROF SVCS	229,000	11,762.00	34,475.18	194,524.82	15%
294	2813	SALES TAX ADJUST.	0	0.00	0.00	0.00	0%
295	2819	REGISTRATION SVC	20,000	0.00	0.00	20,000.00	0%
296	2851	RECREATION SVC	20,000	51.50	2,292.85	17,707.15	11%
297	2852	RECREATION SUP	17,000	219.37	976.19	16,023.81	6%
298	2871	TRANSPORTATION	6,000	0.00	0.00	6,000.00	0%
299	2880	PY EXPEND	0	0.00	0.00	0.00	0%
300	2898	OTHER OPER EXP	16,100	731.46	2,002.57	14,097.43	12%
301	2000	SERVICES/SUPPLIES	861,741	57,959.99	209,535.38	652,205.62	24%
302							
303	FIXED ASSETS						
304	4201	Building IIM	35,000	0.00	0.00	35,000.00	0%
305	4202	STRUCT & IMP	1,063,743	10,054.00	14,668.00	1,049,075.00	0%
306	4303	EQUIPMENT	77,000	0.00	27,154.25	567,845.75	0%
307	4000	FIXED ASSETS	1,175,743	10,054.00	41,822.25	1,651,921	0%
308							
309							
310	1000	SALARIES & BENE	1,518,858	86,828.78	337,845.90	1,181,012.10	22%
311							
312	2000	SERVICES & SUPP	861,741	57,959.99	209,535.38	652,205.62	24%
313							
314	4000	FIXED ASSETS	1,175,743	10,054.00	41,822.25	1,651,921	0%
315							
316		CONTINGENCY	150,000	0.00	8,100.00	141,900.00	0%
317							
318		RESERVE	709,828	0.00	0.00	0.00	0%
319							
320							
321		TOTAL	4,416,170	154,842.77	597,303.53	3,627,038	14%
322							
323							
324							
325							
326							
327							
328							
329							
330							
331							

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2	EXPENDITURE REPORT SEPTEMBER 2022						
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	155.00	155.00	0.00	100%
8	2505	Actg Svcs	1,500	0.00	0.00	1,500.00	0%
9	2591	Other Prof Svcs	9,629	5,974.36	5,974.36	3,654.64	62%
10		TOTAL	11,284	6,129.36	6,129.36	5,154.64	54%
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
	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
58							
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	33,464	3,524.62	7,049.24	26,414.76	21%
62	1122	PT Wkr-Seasonal	<u>12,000</u>	<u>2,040.00</u>	<u>7,320.00</u>	<u>4,680.00</u>	<u>61%</u>
63		Sub-Total	45,464	\$ 5,564.62	14,369.24	31,094.76	32%
64	1210	Retirement	2,677	281.97	563.94	2,113.06	21%
65	1220	OASDI	3,478	425.69	1,137.12	2,340.88	33%
66	1230	Insurance	6,300	665.08	1,330.16	4,969.84	21%
67	1240	Worker's Comp.	5,277	475.00	950.00	4,327.00	18%
68	1250	Unemployment	<u>490</u>	<u>0.00</u>	<u>0.00</u>	<u>490.00</u>	<u>0%</u>
69		Sub-Total	18,223	1,847.74	3,981.22	14,241.78	22%
70		TOTAL	63,686	7,412.36	18,350.46	45,335.54	29%
71	SERVICES & SUPPLIES						
72	2104	Agri/Hort	2,000	0.00	0.00	2,000.00	0%
73	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
74	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
75	2142	Land Imp Supplies	1,600	0.00	0.00	1,600.00	0%
76	2191	Electricity	900	60.21	180.89	719.11	20%
77	2193	Refuse	1,200	0.00	0.00	1,200.00	0%
78	2198	Water	21,700	5,237.77	12,208.07	9,491.93	56%
79	2205	Auto Mtnc Svc	750	0.00	0.00	750.00	0%
80	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
81	2226	Expend Tools	300	0.00	0.00	300.00	0%
82	2236	Fuels & Lubes	2,500	0.00	625.00	1,875.00	25%
83	2275	Rents & Leases	1,850	0.00	0.00	1,850.00	0%
84	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
85	2292	Other Equip Sups	300	0.00	0.00	300.00	0%
86	2314	Clothing	300	0.00	0.00	300.00	0%
87	2444	Medical Supplies	100	0.00	0.00	100.00	0%
88	2591	Other Prof Svc	<u>1,000</u>	<u>0.00</u>	<u>670.00</u>	<u>330.00</u>	<u>67%</u>
89		TOTAL	35,100	5,297.98	13,683.96	21,416.04	39%
90							
91							
92	<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>MONTHS</u>	<u>EXPENDED</u>	<u>BALANCE</u>	<u>% EXPEND</u>
93	FIXED ASSETS						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	9,000	0.00	0.00	9,000.00	0%
96	4303	Other Equip	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
97			9,000	0.00	0.00	9,000.00	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		DISTRICT TOTALS					
115		SALARIES & BENEFITS					
116	1110	FULL TIME SALARIES	33,464	3,524.62	7,049.24	26,414.76	21%
117	1122	PART TIME SALARIES	12,000	2,040.00	7,320.00	4,680.00	61%
118	1210	RETIREMENT	2,677	281.97	563.94	2,113.06	21%
119	1220	OASDI	3,478	425.69	1,137.12	2,340.88	33%
120	1230	INSURANCE	6,300	665.08	1,330.16	4,969.84	21%
121	1240	WORKER'S COMP	5,277	475.00	950.00	4,327.00	18%
122	1250	UNEMPLOYMENT	665	0.00	0.00	665.00	0%
123	1000	SALARIES/BENEFITS	63,686	7,412.36	18,350.46	45,335.54	29%
124							
125		SERVICES & SUPPLIES					
126	2005	Adv/Legal Notice	155	155	155.00	0.00	100%
127	2104	AGRI/HORT	2,000	0.00	0.00	2,000.00	0%
128	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
129	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
130	2142	Land Imp Supplies	1,600	0.00	0.00	1,600.00	0%
131	2191	ELECTRICITY	900	60.21	180.89	719.11	20%
132	2193	REFUSE	1,200	0.00	0.00	1,200.00	0%
133	2198	WATER	21,700	5,237.77	12,208.07	9,491.93	56%
134	2205	Auto Mtnc Svc	750	0.00	0.00	750.00	0%
135	2211	Constr Equip. Svc	150	0.00	0.00	150.00	0%
136	2226	Expend Tools	300	0.00	0.00	300.00	0%
137	2236	FUELS / LUBES	2,500	0.00	625.00	1,875.00	25%
138	2275	Rents & Leases	1,850	0.00	0.00	1,850.00	0%
139	2281	Shop Equip Serv.	100	0.00	0.00	100.00	0%
140	2292	Other Equip Sups	300	0.00	0.00	300.00	0%
141	2314	Clothing	300	0.00	0.00	300.00	0%
142	2444	Medical Supplies	100	0.00	0.00	100.00	0%
143	2505	Accounting	1,500	0.00	0.00	1,500.00	0%
144	2591	OTHER PROF SVCS	9,629	5,974.36	6,644.36	2,984.64	69%
145	2000	SERVICES/SUPPLIES	46,384	5,974.36	19,813.32	26,570.68	43%
146							
147		FIXED ASSETS					
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	9,000	0.00	0.00	9,000.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
152							
153							
154	1000	SALARIES & BENE	63,686	7,412.36	18,350.46	45,335.54	29%
155							
156	2000	SERVICES & SUPP	46,384	11,427.34	19,813.32	26,570.68	43%
157							
158	4000	FIXED ASSETS	9,000	0.00	0.00	9,000.00	0%
159							
160		CONTINGENCY	30,000	0.00	0.00	30,000.00	0.00
161			0				
162		RESERVE	37,938	0.00	0.00	0.00	0%
163							
164							
165		TOTAL	187,008	18,839.70	38,163.78	110,906	20%
166							
167							
168							
169							