RIO LINDA ELVERTA RECREATION and PARK DISTRICT

Board of Directors
Regular Meeting Agenda[i]

Wednesday, November 18, 2026, 6:00pm

Depot Building
6730 Front Street
Rio Linda, CA 95673
(916) 991-5929 or
www.RLEParks.com

Wayne Del Nero, Chairperson

Troy Golden, Vice Chairperson
Lisa L. Morris, Secretary

Deanna Read, Director
Charlea R. Moore, Director

Mike Heller, General Manager

"Ensuring Parks, Recreation, Habitat, and Open Space for our Future."

Call to Order[ii]

- **Pledge of Allegiance**
- **Roll Call**

Wayne Del Nero – Chairperson
Troy Golden – Vice Chairperson
Charlea R. Moore – Director
Lisa L. Morris – Secretary
Deanna Read – Director

THIS DISTRICT BOARD MEETING WILL HAVE A TELECONFERENCE OPTION
https://us02web.zoom.us/j/85292792797?pwd=HRE0FJqSQac3uOuysyUa8oqZ72myHP.1
Meeting ID: 852 9279 2797 Passcode: 451806

Note: The meeting is being held both live and by video conferencing means for members of the public to observe, for Board Directors who are unable to attend (per AB 2449), and for presentations from consultants who are geographically out of the area. Members of the public seeking to address the Board of Directors, although not required, are strongly encouraged to attend the General Board Meeting in person.

Public Comments[iii] **for Items not on this Agenda**

Introduction of Guests

Presentations & Announcements

Review of Written Correspondence

Consent Calendar

Receive & File:

1. Knight Watch Security Patrol Monthly Report. *(D. Broussard)* pg. 3

Approve:

2. Minutes of October 21, Board of Directors Regular Meeting. *(M. Heller)* pg. 6
3. Cash Disbursements: October 31, 2026. *(A. Hernandez)* pg. 9
4. Finance Report: October 31, 2026. *(A. Hernandez)* pg. 15
5. Park Maintenance Monthly Report. *(A. Prescott)* pg. 28
6. Recreation Monthly Report. *(Y. Lagge)* pg. 29
7. General Manager's Report. *(M. Heller)* pg. 30
8. Adoption of Resolution #2026-18 approving an addition to and changing the name of Policy #2270 – Internet, E-mail, and Electronics Communication Ethics, Usage and Security. *(M. Heller)* pg. 34

General Business

Board of Directors Committee Minutes

1. Administration and Finance Committee. *(Morris/Moore – Chair)*
2. Planning Committee *(Read/Morris – Chair)*
3. Safety and Security Committee *(Del Nero/Golden – Chair)*
5. Dry Creek Parkway Committee *(Morris)*
6. LAFCo – SDAC *(Moore/Read)*

Board of Directors Comments & Future Agenda Items

- Comments
- General Manager Comments
- Future Agenda Items

Adjournment

MEETING SCHEDULE

The next regularly scheduled meeting of the Rio Linda Elverta Recreation and Park District Board of Directors is December 9, 2026, at 810 Oak Lane, Rio Linda, California 95673.

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, if you need special assistance or materials to participate in this meeting, please contact the District Office at 916-991-5929 or info@rleparks.com. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and agenda materials.

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[i] ***Public Records Available:*** *This agenda may be amended up to 72 hours prior to the regular meeting being held; 24 hours prior to a special meeting. An AGENDA in FINAL FORM is located at the District Office as well as the Rio Linda Elverta Community Water District Office. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.rleparks.com. Support material is available for public inspection at the District Office. Sessions of the Board of Directors may be recorded, and members of the audience are asked to step to the microphone and give their name and address before addressing the Board. Items may be taken in any order listed on this Agenda. For anyone having difficulty hearing, listening assistance headphones are available. Any writing that is a public record and is distributed to all or a majority of the Board of Directors is available for immediate public inspection in the District Office, 810 Oak Lane, Rio Linda. Public records distributed during the meeting shall be made available to review at the meeting. For purposes of the Brown Act §54954.2(a), the numbered items on this Agenda give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.*

[ii] ***Speaker's Card/Request to Speak:*** *If you would like to address the Board of Directors on a scheduled agenda item, please complete the Request to Speak Form and give it to the Board Chairperson. The card is at the table at the entrance to the meeting room. Please identify on the card your name, address, and the item on which you would like to speak. The Request to Speak Form assists the Chairperson in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board. When it appears that there are several members of the public wishing to address the Board on a specific item, please limit your comments to two (2) minutes so everyone may be heard. This meeting may be video and/or audio recorded.*

[iii] ***Public Comments:*** *Members of the public may address the Board on general District topics not listed on this agenda or on specific agenda items when the items are heard. Persons who wish to comment on either agenda or non-agenda items should fill out a comment card located on the table in the rear of the room and give it to the General Manager. The Chair will call for comments. A time limit of three (3) minutes will be observed for each speaker. It is a violation of state law for the Board to discuss or take action on non-agenda items. The Board may only ask clarifying questions or refer the matter to staff.*

Next Resolution Number. *2026-19*

Knight Watch Protective Services, Inc.
Rio Linda Recreation and Park District
Monthly Patrol Activity Report
Date: October 1, 2026-October 31, 2026

Mobile Patrol	Report ID: 26-126818	Author: P Raines
Date & Time	**Location**	**Activity**
2026-10-01 22:26	Community Center Park, 810 Oak Ln, Rio Linda, CA 95673	Law Enforcement - On Site, Trespass - Loitering
Report Details		
During my patrol of the property, I found a Hispanic male sleeping in the park. I contacted the Sacramento sheriff department. After they arrived, they walked the individual and issued him a notice of trespass. I asked the individual to leave the property, and he did so without argument.		

Mobile Patrol	Report ID: 26-127612	Author: P Raines
Date & Time	**Location**	**Activity**
2026-10-06 22:05	Central Park Horse Arena, 820 Elkhorn Blvd, Rio Linda, CA 95673	Homeless/Vagrant, Secured Gate
Report Details		
When I arrived on site, I noticed a homeless individual picking recyclables out of the trash. I informed her the park was closed, and she left without argument. I continued my patrol, and I did not see anybody else or any homeless encampments. There were no vehicles in the parking lot. I secured the horse arena and the main gate		

Mobile Patrol	Report ID: 26-127769	Author: P Raines
Date & Time	**Location**	**Activity**
2026-10-07 22:31	Northbrook Park, 2811 Tourmaline Way, Antelope, CA 95843	Homeless/Vagrant, Secured Gate
Report Details		
I observed a locked gate when I arrived. I did a foot patrol of the park and did not see any homeless encampments. However, I did find a homeless WMA at one of the park benches. I told him to gather his stuff and leave the park. He did so without argument, and I escorted him out of the park. I secured the gate after I left.		

Service Calls	Report ID: 26-128285	Author: J Sullivan
Date & Time	**Location**	**Activity**
2026-10-10 19:06	Community Center Park, 810 Oak Ln, Rio Linda, CA 95673	Fire, Suspicious Activity, Suspicious Person
Report Details		
Arrived on site and contacted Mike Heller. He pointed to the barbecue pit on the side of the community center. I contacted one white female and told her the park was closed, and she needed to leave. We put out the fire in the barbecue pit, and she packed up and left the property.		

Mobile Patrol	Report ID: 26-129312	Author: E Byrne
Date & Time	**Location**	**Activity**
2026-10-16 22:29	Central Park Horse Arena, 820 Elkhorn Blvd, Rio Linda, CA 95673	EMS - On Site, Fire Department - On Site
Report Details		
During my patrol. I contacted two individuals at the back of the property. They informed me that their friend was having medical problems and that they contacted 911. While speaking with them, medical and fire arrived on site and helped the individual up and off the property and left without issues.		

Service Calls	Report ID: 26-130049	Author: B Rasmussen
Date & Time	**Location**	**Activity**
2026-10-21 18:19	Community Center Park, 810 Oak Ln, Rio Linda, CA 95673	Suspicious Activity, Suspicious Person
Report Details		
Responded to a service call regarding juveniles riding e-bikes at the park. Upon arrival, the individuals were gone on arrival (GOA). Conducted a foot patrol of the park to confirm they were no longer on the property.		

Service Calls	Report ID: 26-130215	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-22 15:32	Depot Park, 6730 Front St, Rio Linda, CA 95673	Suspicious Activity, Suspicious Person, Suspicious Vehicle
Report Details		
I arrived in response to a call for service regarding several juveniles riding electric scooters and E-Bikes in the park on the grass. Upon my arrival, I inspected and surveyed depot park and did not see any juveniles with electric mobile equipment. I saw five juveniles go into the schoolhouse building. I then checked with staff who said the kids were by the tennis courts as well. I then checked by the tennis courts and did not find any juveniles in the area. I observed a torn construction fence tarp. I returned to District Staff and informed her of my findings.		

Mobile Patrol	Report ID: 26-131205	Author: B Rasmussen
Date & Time	**Location**	**Activity**
2026-10-28 17:02	Community Center Park, 810 Oak Ln, Rio Linda, CA 95673	602 Verbal, Disturbance - Public, Suspicious Activity
Report Details		
Conducted a routine patrol of the property. Observed approximately five juveniles in the parking lot, with electric bikes. I advised them to leave the property, and they initially complied and moved to the nearby trail. While on the trail, the juveniles began harassing two individuals walking by. The individuals entered the property, and the juveniles followed shortly afterward. I contacted the juveniles again and instructed them to leave. They became verbally disrespectful, using profanity and calling both the individuals and security names. They eventually complied and left the property. I took photos of the juveniles to document the incident. At approximately 5:00 PM, I escorted community center employees to their vehicles.		

Mobile Patrol	Report ID: 26-131287	Author: J Sullivan
Date & Time	**Location**	**Activity**
2026-10-29 04:24	Depot Park, 6730 Front St, Rio Linda, CA 95673	Trespass - Loitering
Report Details		
Arrived on site and conducted a patrol of the property. I noticed one individual by the building. As soon as he saw me, he got on his bicycle and left		

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT
810 Oak Lane, Rio Linda, California 95673

BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 21, 2026

DRAFT

Call to Order

Chairperson Wayne Del Nero called the meeting to order on September 16, 2026, at 6:02pm. Present were Vice Chairperson Troy Golden, Secretary Lisa L. Morris, Director Charlea R. Moore, and Director Deanna Read. Staff members present included General Manager Mike Heller, Administrative Services Supervisor Annette Hernandez, and Parks Supervisor Aaron Prescott. Recreation Supervisor Yanni Lagge and Administrative Assistant Sandra Mefford were absent. The meeting was broadcast on Zoom Communications.

Public Comments

Twin Rivers Unified School District Trustee Stacey Bastian provided an update. Four Rio Linda High School FFA students are currently at the National FFA Convention in Indianapolis. Riley Bain, A Rio Linda High School graduate, and former recreation division employee is receiving the FFA American Degree for his work with FFA.

Presentations & Announcements

No Presentations or Announcements this month.

Review of Written Correspondence

California Association for Parks & Recreation Indemnity (CAPRI) – Election Ballot. This was introduced by General Manager Heller, and the Board of Directors was requested to vote for three candidates, one each in the Upper, Middle, and Lower Tier categories.

Motion No. 1
It was moved by Director Moore and Secretary Morris seconded the motion to vote for Jim Friedl (Upper Tier); Brandy Hosack (Middel Tier); and Kelly Lewellen (Lower Tier) for the 2026 CAPRI Board of Directors. Motion Carried: Ayes; (5); Noes; (0), Abstain; (0), Absent; (0).

Consent Calendar

Motion No. 2
It was moved by Director Moore and Director Read seconded the motion to approve the consent calendar as follows: (1) Knight Watch Security Monthly Report; (2) Minutes of the September 16, 2026, Board of Directors Regular Meeting; (3) Cash Disbursements, September 30, 2026; (4) Finance Report, September 30, 2026; (5) Park Maintenance Monthly Report, September 2026; (6) Recreation Monthly Report, September 2026; (7) General Manager's Report September 2026; (8) Adoption of Resolution #2026-14 approving an application for the Proposition 4 (Climate Bond) Statewide Park Development and Community Revitalization Program grant for the Central Park Project; (9) Adoption of Resolution #2026-15 approving an amendment to Policy #2010 – Hours of Work and Overtime: Motion carried: Ayes; (5); Noes; (0), Abstain; (0), Absent; (0).

General Business

Agenda Item #10
Adoption of Resolution #2026-16 approving the 2025-2026 Audit Report as prepared by Michael Fink of Fechter and Company.
General Manager Heller introduced this item by welcoming Joshua Jackson from Fechter and Company

who conducted a majority of the annual audit on site.

- Mr. Jackson stated that it was a clean audit and the Recreation and Park District has a strong financial position. There are no major liabilities and there are no major debts. There was also an unexpected increase in property taxes (new infrastructure in the Handle).
- There were no auditors notes requiring attention. The only existing note was a change in estimates for compensated absences.
- Mr. Jackson further stated that there were no difficulties with the Management Letter and there were no findings to report.

Motion No. 3
It was moved by Director Moore and Vice Chairperson Golden seconded the motion accept and approve the 2025-2026 Audit as presented. Motion Carried: Ayes; (5); Noes; (0), Abstain; (0), Absent; (0).

Agenda Item #11
Adoption of Resolution #2026-17 approving a contract with Harvey's House Painting for the Exterior painting project of the Depot Building.
This item was introduced by General Manager Heller who state that the District had received three bids from local painting companies for the exterior of the Depot Building. There is currently $10,000.00 in the CIP budget to complete this project. Of the three bids, Harvey's House Painting was the lowest and most responsive. The bid from Harvey's House Painting also reflected the project as a prevailing wage job.

- Director Golden inquired as to why the bid was significantly lower than the other respondents.
    - Parks Supervisor Prescott responded that all three bids offered the same comparables – including priming and two coats of paint. Harvey's was also going to take care of the gutters at the Depot. Staff really do not know why the quote came in so much lower.

Motion No. 4
It was moved by Director Moore and Director Read seconded the motion accept and approve the bid from Harvey's House Painting for the Depot Building exterior. Motion Carried: Ayes; (5); Noes; (0), Abstain; (0), Absent; (0).

Board of Directors Committee Minutes
Administration and Finance Committee – Met on October 12, 2026. Discussed the Audit and the Depot Building paint project.

Planning Committee – Did not meet. (Scheduled to meet on November 19th)

Safety and Security Committee – Did not meet.

Dry Creek Parkway – Did not meet. (Scheduled to meet on November 4th)

LAFCo-SDAC – Met on September 29th at the Orangevale Recreation and Parks District. It was discussed that the SDAC needs to stop cancelling meeting just to reschedule. Director Moore also suggested re-starting new Board Director trainings, which used to be mandatory by Sacramento County. LAFCo suggested that this may be better accomplished through CSDA.

Board of Directors Comments
Secretary Morris thanked the Board of Directors for attending the recent Firehouse fundraising dinner. She also thanked members of the restoration crew for all of their work to make the dinner a success. She is looking forward to the Trunk or Treat, and she was thankful for the dedication at the Quarter Midget Track.

Vice Chairperson Golden is also looking forward to the Trunk or Treat. He mentioned that the Great Gobble Run is sold out and all proceeds will benefit the Food Closet. He is also happy that the Fall weather has arrived.

Director Moore is looking forward to the Trunk or Treat. She did mention that the Calvary Lutheran Church hosts a monthly dinner and raffle with proceeds also benefitting the Food Closet. The October event is this upcoming Saturday.

Director Read thanked Josh from Fechter and Company for the audit presentation and she complimented the Staff for the successful audit. She too is looking forward to the Trunk or Treat and Haunted House. She commented that the parks look great.

Chairperson Del Nero agreed with the comments made by his fellow Directors. He also thanked Fechter and Company for the audit presentation.

General Manager Comments

General Manager Heller recommended to the Board of Directors that the Recreation and Park District wait until making any decision on the safeparks.info use of the District logo until January as CARPD is aware of the situation and may take the lead on the issue. Also, a reminder that the December meeting will be at the Community Center with CALA present to conduct the last Community Meeting for the Prop 4 grant application for the Central Park Rehabilitation Project.

Adjournment

Chairperson Del Nero adjourned the meeting at 6:50pm.

APPROVED:

ATTEST:

ABSTAIN:

ABSENT:

Wayne Del Nero
Chairperson, Board of Directions

Lisa L. Morris
Secretary, Board of Director

Rio Linda Elverta
Recreation and Park District

Cash Disbursements Report

November 18, 2026

EXPENDITURES SERVICE AND SUPPLY DETAIL SUMMARY
FY 2026-2027

ACCT#	ACCOUNT TITLE	Budget	Oct	YTD	%	Balance
10111000	Salaries	$ 1,069,634.00	$ 91,206.23	$ 351,521.38	33%	$ 718,112.62
10112400	Committee Members	$ 9,375.00	$ 1,250.00	$ 2,500.00	27%	$ 6,875.00
10113200	Time/One Half	$ 1,175.00	$ 63.96	$ 338.09	29%	$ 836.91
10115200	Term Pay	$ 12,250.00	$ -	$ 12,208.20	100%	$ 41.80
10121000	Retirement	$ 95,528.00	$ 8,757.38	$ 29,907.20	31%	$ 65,620.80
10122000	Medicare	$ 16,280.00	$ 1,341.56	$ 5,305.75	33%	$ 10,974.25
10123000	Group Insurance	$ 78,790.00	$ 5,709.55	$ 19,229.98	24%	$ 59,560.02
10123002	Dental	$ 5,460.00	$ 379.10	$ 1,469.95	27%	$ 3,990.05
10123004	Vision	$ 1,440.00	$ 98.70	$ 383.40	27%	$ 1,056.60
10124000	Workers Comp	$ 94,153.00	$ -	$ 46,584.00	49%	$ 47,569.00
	SUB TOTAL	**$ 1,384,085.00**	**$ 108,806.48**	**$ 469,447.95**	**34%**	**$ 914,637.05**
20200500	Advertising/Legal Notice	$ 8,850.00	$ 1,178.10	$ 1,328.10	15%	$ 7,521.90
20202900	Business/Conference Expense	$ 1,000.00	$ -	$ -	0%	$ 1,000.00
20203100	Buisness Travel	$ 5,500.00	$ -	$ -	0%	$ 5,500.00
20203500	Education/Training Services	$ 6,470.00	$ 350.00	$ 350.00	5%	$ 6,120.00
20203900	Employee Transportation	$ 100.00	$ 1.75	$ 1.75	2%	$ 98.25
20204100	Computer	$ 4,500.00	$ -	$ 204.25	5%	$ 4,295.75
20205300	Property Insurance	$ 100,000.00	$ -	$ 97,055.00	97%	$ 2,945.00
20205500	Long Term/ Life Insurance	$ 13,350.00	$ -	$ 2,910.78	22%	$ 10,439.22
20206100	Memberships	$ 14,200.00	$ 8,008.00	$ 11,158.00	79%	$ 3,042.00
20207600	Office Supplies	$ 8,070.00	$ 176.18	$ 585.97	7%	$ 7,484.03
20207602	Signage	$ 5,000.00	$ -	$ -	0%	$ 5,000.00
20210300	Agric./Hort. Services	$ 12,000.00	$ 350.31	$ 441.37	4%	$ 11,558.63
20211100	Building Main. Services	$ 13,000.00	$ 170.00	$ 3,091.79	24%	$ 9,908.21
20211200	Building Main. Supplies	$ 8,000.00	$ 232.95	$ 376.72	5%	$ 7,623.28
20214100	Land Imp. Maintenance Services	$ 8,000.00	$ 550.00	$ 550.00	7%	$ 7,450.00
20214200	Land Imp. Maintenance Supplies	$ 14,000.00	$ 1,211.02	$ 3,017.04	22%	$ 10,982.96
20216200	Painting Supplies	$ 1,500.00	$ -	$ 240.16	16%	$ 1,259.84
20218500	Permit Charges	$ 725.00	$ -	$ -	0%	$ 725.00
20219100	Electricity	$ 30,000.00	$ 2,955.73	$ 13,352.12	45%	$ 16,647.88
20219200	Gas	$ 5,000.00	$ 47.81	$ 186.24	4%	$ 4,813.76
20219300	Refuse Disposal	$ 5,600.00	$ 392.13	$ 1,258.45	22%	$ 4,341.55
20219500	Sewage Disposal	$ 9,000.00	$ 480.52	$ 1,960.55	22%	$ 7,039.45
20219700	Telephone	$ 17,900.00	$ 395.94	$ 3,912.11	22%	$ 13,987.89
20219800	Water	$ 85,000.00	$ 20,915.97	$ 40,567.94	48%	$ 44,432.06
20220500	Automotive Main. Serv	$ 10,000.00	$ 557.60	$ 557.60	6%	$ 9,442.40
20220600	Automotive Main. Supplies	$ 4,000.00	$ 38.27	$ 1,959.18	49%	$ 2,040.82
20222600	Expendable Tools	$ 5,000.00	$ 21.59	$ 1,512.11	30%	$ 3,487.89
20222700	Cellphone	$ 8,500.00	$ 471.05	$ 1,661.06	20%	$ 6,838.94
20223600	Fuel/Lubricants	$ 36,840.00	$ 1,857.02	$ 4,461.08	12%	$ 32,378.92

20226100	Office Equip. Maint. Services	$ 5,700.00	$ 210.00	$ 840.00	15%	$ 4,860.00
20226400	Office Equipment Furniture -Tables	$ 1,500.00	$ -	$ -	0%	$ 1,500.00
20227500	Rents/Leases	$ 1,000.00	$ -	$ -	0%	$ 1,000.00
20227501	Copy Machine Rental	$ 7,500.00	$ 418.12	$ 1,817.68	24%	$ 5,682.32
20227504	Misc (Park Vandalism)	$ 10,000.00	$ -	$ 24.55	0%	$ 9,975.45
20229100	Equipment Maintenance Service	$ 7,500.00	$ -	$ -	0%	$ 7,500.00
20229200	Equipment Maintenance Supplies	$ 10,000.00	$ 341.15	$ 352.59	4%	$ 9,647.41
20231400	Clothing/Personal Equipment	$ 800.00	$ -	$ 114.22	14%	$ 685.78
20232200	Custodial Supplies	$ 7,000.00	$ 1,024.74	$ 1,129.07	16%	$ 5,870.93
20233200	Food	$ 150.00	$ -	$ -	0%	$ 150.00
20235100	Laundry/Dry Cleaning	$ 5,000.00	$ 250.24	$ 846.25	17%	$ 4,153.75
20244300	Medical Services	$ 600.00	$ -	$ 252.00	42%	$ 348.00
20244400	First Aid Safety Supplies	$ 1,800.00	$ -	$ 672.39	37%	$ 1,127.61
20250700	Assessment/County Fees	$ 30,000.00	$ 375.72	$ 375.72	1%	$ 29,624.28
20253100	Legal Services	$ 18,000.00	$ -	$ -	0%	$ 18,000.00
20254102	Benefit Admin. Service	$ 3,600.00	$ 300.00	$ 1,200.00	33%	$ 2,400.00
20257100	Security Service	$ 70,694.00	$ 4,895.88	$ 14,687.64	21%	$ 56,006.36
20281700	Elections	$ 30,000.00	$ -	$ -	0%	$ 30,000.00
20285100	Recreation Services	$ 215,903.00	$ 16,064.00	$ 41,625.93	19%	$ 174,277.07
20285200	Recreation Supplies	$ 20,390.00	$ 309.64	$ 2,112.44	10%	$ 18,277.56
20287300	Unemployment Claims	$ 500.00	$ -	$ -	0%	$ 500.00
20289800	Expenditure Reimbursements	$ 500.00	$ -	$ -	0%	$ 500.00
20289900	Other Operating Supplies (SAFCA)	$ 249,000.00	$ 4,447.37	$ 17,537.01	7%	$ 231,462.99
20291300	Auditor/Controller Services	$ 22,500.00	$ 3,115.00	$ 20,319.03	90%	$ 2,180.97
20291500	Compass Costs	$ 3,100.00	$ -	$ 1,548.00	50%	$ 1,552.00
20291700	Alarm Services	$ 4,800.00	$ -	$ 2,880.00	60%	$ 1,920.00
20291900	GS Work Request Services-DOJ	$ 1,500.00	$ 50.00	$ 114.00	8%	$ 1,386.00
	SUB TOTAL	**$ 1,170,142.00**	**$ 72,163.80**	**$ 301,147.89**	**25.74%**	**$ 868,994.11**
41410100	Land Improvements	$ 222,500.00	$ 3,953.75	$ 101,799.54	46%	$ 120,700.46
42420200	Building	$ 10,000.00	$ -	$ -	0%	$ 10,000.00
	SUB TOTAL	**$ 232,500.00**	**$ 3,953.75**	**$ 101,799.54**	**43.78%**	**$ 130,700.46**
9345000	**BUDGET UNIT TOTAL**	**$ 2,786,727.00**	**$ 184,924.03**	**$ 872,395.38**	**31.31%**	**$ 1,914,331.62**

Fiscal Year 2027

Fund/Group 345A RIO LINDA-ELVERTA RECREATION AND PARK
Funds Center/Group *
Budget Version 0

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	1,093,889.00	352,521.38		352,521.38			741,367.62	32.23
[illegible]	9,375.00	2,500.00		2,500.00			6,875.00	26.67
[illegible]	1,175.00	338.09		338.09			836.91	28.77
[illegible]		12,208.20		12,208.20			12,208.20-	
[illegible]	96,191.00	29,145.51		29,145.51			67,045.49	30.30
[illegible]	16,410.00	5,305.75		5,305.75			11,104.25	32.33
[illegible]	111,830.00	26,761.65		26,761.65			85,068.35	23.93
[illegible]	5,460.00	1,718.65		1,718.65			3,741.35	31.48
[illegible]	1,540.00	421.80		421.80			1,118.20	27.39
[illegible]	90,313.00	46,584.00		46,584.00			43,729.00	51.58
* 10 - SALARIES AND EMPLOY	1,426,183.00	477,505.03		477,505.03			948,677.97	33.48
[illegible]	8,850.00	1,328.10		1,328.10			7,521.90	15.01
[illegible]	1,000.00						1,000.00	
[illegible]	5,500.00						5,500.00	
[illegible]	4,570.00	350.00		350.00			4,220.00	7.66
[illegible]	100.00	1.75		1.75			98.25	1.75
[illegible]	4,500.00	204.25		204.25			4,295.75	4.54
[illegible]	125,000.00	97,055.00		97,055.00			27,945.00	77.64
[illegible]	13,350.00	2,910.78		2,910.78			10,439.22	21.80
[illegible]	14,200.00	11,158.00		11,158.00			3,042.00	78.58
[illegible]	8,070.00	585.97		585.97			7,484.03	7.26
[illegible]	5,000.00						5,000.00	
[illegible]	12,000.00	441.37		441.37			11,558.63	3.68
[illegible]	13,000.00	3,091.79		3,091.79			9,908.21	23.78
[illegible]	8,000.00	376.72		376.72			7,623.28	4.71
[illegible]	8,000.00	550.00		550.00			7,450.00	6.88
[illegible]	13,000.00	3,017.04		3,017.04			9,982.96	23.21
[illegible]	1,500.00	240.16		240.16			1,259.84	16.01
[illegible]	725.00						725.00	
[illegible]	30,000.00	13,352.12		13,352.12			16,647.88	44.51
[illegible]	5,000.00	186.24		186.24			4,813.76	3.72
[illegible]	5,600.00	1,258.45		1,258.45			4,341.55	22.47
[illegible]	9,000.00	1,960.55		1,960.55			7,039.45	21.78
[illegible]	17,900.00	3,912.11		3,912.11			13,987.89	21.86
[illegible]	85,000.00	40,567.94		40,567.94			44,432.06	47.73
[illegible]	10,000.00	557.60		557.60			9,442.40	5.58
[illegible]	4,000.00	1,959.18		1,959.18			2,040.82	48.98
[illegible]	5,000.00	1,512.11		1,512.11			3,487.89	30.24
[illegible]	8,500.00	1,661.06		1,661.06			6,838.94	19.54
[illegible]	36,840.00	4,461.08		4,461.08			32,378.92	12.11
[illegible]	4,500.00	840.00		840.00			3,660.00	18.67
[illegible]	1,500.00						1,500.00	
[illegible]	1,000.00						1,000.00	
[illegible]	7,500.00	1,817.68		1,817.68			5,682.32	24.24
[illegible]	10,000.00	24.55		24.55			9,975.45	0.25
[illegible]	7,500.00						7,500.00	
[illegible]	10,000.00	352.59		352.59			9,647.41	3.53
[illegible]	800.00	114.22		114.22			685.78	14.28
[illegible]	7,000.00	1,129.07		1,129.07			5,870.93	16.13
[illegible]	150.00						150.00	
[illegible]	5,000.00	846.25		846.25			4,153.75	16.93

Fiscal Year 2027

Fund/Group 345A RIO LINDA-ELVERTA RECREATION AND PARK
Funds Center/Group *
Budget Version 0

[redacted]	600.00	252.00		252.00			348.00	42.00
[redacted]	1,800.00	672.39		672.39			1,127.61	37.36
[redacted]	30,000.00	375.72		375.72			29,624.28	1.25
[redacted]	18,000.00						18,000.00	
[redacted]	3,600.00	1,200.00		1,200.00			2,400.00	33.33
[redacted]	70,694.00	14,687.64		14,687.64			56,006.36	20.78
[redacted]							30,000.00	
[redacted]	30,000.00						174,277.07	19.26
[redacted]	215,903.00	41,625.93		41,625.93			18,277.56	10.36
[redacted]	20,390.00	2,112.44		2,112.44			500.00	
[redacted]	500.00						500.00	
[redacted]	500.00						131,462.99	11.77
[redacted]	149,000.00	17,537.01		17,537.01			1,680.97	92.36
[redacted]	22,000.00	20,319.03		20,319.03			1,502.00	50.75
[redacted]	3,050.00	1,548.00		1,548.00			1,920.00	60.00
[redacted]	4,800.00	2,880.00		2,880.00			1,386.00	7.60
[redacted]	1,500.00	114.00		114.00			789,344.11	27.62
* 20 - SERVICES AND SUPPLI	1,090,492.00	301,147.89		301,147.89			34,299.54-	150.81
[redacted]	67,500.00	101,799.54		101,799.54			34,299.54-	150.81
* 41 - Land	67,500.00	101,799.54		101,799.54			10,000.00	
[redacted]	10,000.00						10,000.00	
* 42 - Buildings	10,000.00						65,000.00	
[redacted]	65,000.00						65,000.00	
* 79 - Appropriation for C	65,000.00						1,778,722.54	33.11
** Expenditure accounts	2,659,175.00	880,452.46		880,452.46			1,385,000.00-	
[redacted]	1,385,000.00-						45,000.00-	
[redacted]	45,000.00-						40,000.00-	
[redacted]	40,000.00-						8,000.00-	
[redacted]	8,000.00-						3,100.00-	
[redacted]	3,100.00-						3,600.00-	
[redacted]	3,600.00-						145.00-	
[redacted]	145.00-						400.00-	
[redacted]	400.00-						300.00-	
[redacted]	300.00-						1,485,545.00-	
* 91 - TAXES	1,485,545.00-						7,000.00-	
[redacted]	7,000.00-						7,000.00-	
* 94 - REVENUE FROM USE OF	7,000.00-						7,777.00-	
[redacted]	7,777.00-						140,000.00	
[redacted]		140,000.00-		140,000.00-			132,223.00	1,800.18
* 95 - INTERGOVERNMENTAL R	7,777.00-	140,000.00-		140,000.00-			32,000.00-	
[redacted]	32,000.00-						435,694.96-	32.26
[redacted]	643,190.00-	207,495.04-		207,495.04-			136,306.60-	48.88
[redacted]	266,666.00-	130,359.40-		130,359.40-			604,001.56-	35.87
* 96 - CHARGES FOR SERVICE	941,856.00-	337,854.44-		337,854.44-			458.33-	61.81
[redacted]	1,200.00-	741.67-		741.67-			458.33-	61.81
* 97 - MISCELLANEOUS REVEN	1,200.00-	741.67-		741.67-			1,964,781.89-	19.59
** REVENUE ACCOUNTS	2,443,378.00-	478,596.11-		478,596.11-			186,059.35-	186.22
*** Total	215,797.00	401,856.35		401,856.35				

CONTINGENGY RESERVES

79790100	Compensation Absences	$ 40,000.00	$ -	$ -	0%	$ 40,000.00
79790100	ADA Compliance	$ 13,000.00		$ -	0%	$ 13,000.00
	SUB TOTAL	**$ 53,000.00**	**$ -**	**$ -**	**0%**	**$ 53,000.00**

Rio Linda Elverta
Recreation and Park District

Finance Report

November 18, 2026

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT
EXPENDITURES SERVICE AND SUPPLY DETAIL
October 2026-2027

	DATE	CLAIM	VENDOR	AMOUNT	PURPOSE
10111000 S & W REG. EMPLOYEE					
				$ 31,867.45	10/2/2026
				$ 29,620.14	10/16/2026
				$ 29,718.64	10/30/2026
SUBTOTAL				**$ 91,206.23**	
10112400 COMMITTEE MEMBERS					
				$ 625.00	10/16/2026
				$ 625.00	10/30/2026
SUBTOTAL				**$ 1,250.00**	
10113200 TIME/ONE HALF					
				$ 63.96	Depot Alarm - James
SUBTOTAL				**$ 63.96**	
10121000 RETIREMENT-EMPLOYER					
	9/29/2026	113	Pars	$ 136.51	P/T Retirement - 10/2/26
			SCERS	$ 2,715.19	F/T Retirement - 10/2/26
	10/13/2026	128	Pars	$ 149.67	P/T Retirement - 10/16/26
			SCERS	$ 2,803.97	F/T Retirement - 10/16/26
	10/26/2026	140	Pars	$ 156.23	P/T Retirement - 10/30/26
			SCERS	$ 2,795.81	F/T Retirement - 10/30/26
SUBTOTAL				**$ 8,757.38**	
10122000 MEDICARE-EMPLOYER					
				$ 463.02	10/2/2026
				$ 438.53	10/16/2026
				$ 440.01	10/30/2026
SUBTOTAL				**$ 1,341.56**	
10123000 GROUP INSURANCE-EMPLOYER					
	10/12/26	127	Kaiser	$ 5,709.55	Kaiser - November
SUBTOTAL				**$ 5,709.55**	
10123002 DENTAL INSURANCE					
	10/9/26	125	Copower	$ 379.10	Dental Nov 2026
SUBTOTAL				**$ 379.10**	
10123004 VISION INSURANCE					
	10/9/26	125	Copower	$ 98.70	Vision - Nov 2026
SUBTOTAL				**$ 98.70**	
10124000 WORKERS COMP					
SUBTOTAL					
SUB TOTAL				**$ 108,806.48**	
20200500 ADVERTISING-LEGAL NOTICE					
	10/6/26	104	Cal card	$ 1,178.10	Advertisement
SUBTOTAL				**$ 1,178.10**	
20202900 BUSINESS/CONFERENCE EXPENSE					
SUBTOTAL					
20203100 BUSINESS TRAVEL					
SUBTOTAL					
20203500 EDUCATION / TRAINING SERVICE					
	10/6/26	104	Cal card	$ 350.00	Equipment expo, Pest License
SUBTOTAL				**$ 350.00**	
20203900 EMPLOYEE TRANSPORTATION					
	9/22/26	101	Mike Heller (Petty Cash)	$ 1.75	Parking
SUBTOTAL				**$ 1.75**	
20205300 PROPERTY INSURANCE					
SUBTOTAL					
20205500 LONG TERM INSURANCE					
SUBTOTAL					
20206100 MEMBERSHIPS					
	10/16/26	130	CPRS	$ 555.00	member agency dues
	10/20/26	137	CSDA	$ 7,453.00	Membership Renewal - 2027
SUBTOTAL				**$ 8,008.00**	
20207600 OFFICE SUPPLIES					
	10/6/26	104	Cal card	$ 176.18	shipping, ink cart, acrobat pro
SUBTOTAL				**$ 176.18**	
20210300 AG/HORT SERVICES					
	10/6/26	104	Cal card	$ 350.31	Lawncare
SUBTOTAL				**$ 350.31**	
20211100 BUILDING MAINT SERVICE					
	10/6/26	104	Cal card	$ 170.00	Pest control
SUBTOTAL				**$ 170.00**	
20211200 BUILDING MAINT SUPPLIES					
	10/6/26	104	Cal card	$ 232.95	seal tape, shop vac, light fixture, zip ties, h20/key
SUBTOTAL				**$ 232.95**	
20214100 LAND IMPROVE MAINT SER					
	10/23/26	103	Rio Linda Fence	$ 550.00	Gate sensor replacement-Harvey House
SUBTOTAL				**$ 550.00**	

20214200 LAND IMPROVE MAINT SUPPLIES							
		10/6/26	104	Cal card	$	1,211.02	Pvc fittings, pipe repair clamp, plumb fittings , weed string
	SUBTOTAL				$	1,211.02	
20216200 PAINTING SUPPLIES							
	SUBTOTAL						
20218500 PERMIT CHARGES							
	SUBTOTAL						
20219100 ELECTRICITY							
		10/16/26	131	Smud	$	113.35	Harvey House (2763859)
		10/16/26	131	Smud	$	389.14	Depot Building (2943238)
		10/16/26	131	Smud	$	144.44	Westside Park (108911)
		10/16/26	131	Smud	$	42.28	Hayer Park (94209)
		10/16/26	131	Smud	$	429.38	Babe Best Snack Bar/Restroom (3349289)
		10/16/26	131	Smud	$	947.82	Community Center (107641)
		10/16/26	131	Smud	$	90.73	Best Irrigation (93071)
		10/16/26	131	Smud	$	228.41	Arena Electrical (93428)
		10/16/26	131	Smud	$	14.13	Arena Entrance Light (93806)
		10/16/26	131	Smud	$	43.48	Northbrook (1041047)
		10/16/26	131	Smud	$	42.15	Aldred Way (6845312)
		10/19/26	136	Smud	$	42.00	Catalano Way (6845313)
		10/26/26	142	SMUD SL	$	38.82	Harvey House (2763859)
		10/26/26	142	SMUD SL	$	324.28	Depot Building (2943238)
		10/26/26	142	SMUD SL	$	65.32	Westside Park (108911)
	SUBTOTAL				$	2,955.73	
20219200 NATURAL GAS							
		10/8/26	123	PGE	$	8.11	Depot (1061109075-3)
		10/8/26	124	PGE	$	39.70	CC (2098662479-7)
	SUBTOTAL				$	47.81	
20219300 REFUSE COLLECT/DISPOSAL							
		10/6/26	104	Cal card	$	392.13	Refuse - parks
	SUBTOTAL				$	392.13	
20219500 SEWAGE DISPOSAL SER							
		10/6/26	104	Cal card	$	480.52	Portalets
	SUBTOTAL				$	480.52	
20219700 TELEPHONE SERVICE							
		10/6/26	104	Cal card	$	395.94	Comcast - phones/internet
	SUBTOTAL				$	395.94	
20219800 WATER							
		10/9/26	126	Rio Linda Water	$	97.79	Harvey House (11126001)
		10/9/26	126	Rio Linda Water	$	87.62	Depot Building (11124500)
		10/9/26	126	Rio Linda Water	$	7,877.62	Westside Park (1159102)
		10/9/26	126	Rio Linda Water	$	1,656.84	Hayer Park (23000102)
		10/9/26	126	Rio Linda Water	$	5,161.57	Babe Best Park (19170101)
		10/9/26	126	Rio Linda Water	$	2,873.66	Community Center (1124100)
		10/9/26	126	Rio Linda Water	$	2,184.65	Bike Trail (Depot) (11123102)
		10/9/26	126	Rio Linda Water	$	671.97	Horse Arena (2067102)
	SUBTOTAL				$	20,611.72	
20219800 Water (Gibson Crossing)							
		10/6/26	104	Cal card	$	304.25	Water- Moraga park
	SUBTOTAL				$	304.25	
20220500 AUTO MAINT SERV							
		10/6/26	104	Cal card	$	557.60	Truck 101 tires
	SUBTOTAL				$	557.60	
20220600 AUTO MAINT. SUPPLIES							
		10/6/26	104	Cal card	$	102.40	Equip carb truck 110 rad hose, grease
		10/6/26	104	Cal card	$	(64.13)	Credit- equipment
	SUBTOTAL				$	38.27	
20222600 EXPENDABLE TOOLS							
		10/6/26	104	Cal card	$	21.59	Lock pliers
	SUBTOTAL				$	21.59	
20222700 CELLPHONE							
		10/6/26	104	Cal card	$	471.05	Cell service
	SUBTOTAL				$	471.05	
20223600 FUELS/LUBRICANTS							
		10/6/26	104	Cal card	$	232.02	Recreation fuel
		10/6/26	104	Cal card	$	1,625.00	Maint fuel
	SUBTOTAL				$	1,857.02	
20226100 OFFICE EQUIP. MAINT. SERVICES							
		10/6/26	104	Cal card	$	210.00	It services
	SUBTOTAL				$	210.00	
20226400 OFFICE EQUIPMENT FURNITURE							
	SUBTOTAL						
20227500 RENTS/LEASES							
	SUBTOTAL						
20227501 COPY MACHINE RENTAL							
		10/5/26	118	US Bank	$	418.12	Copier Lease
	SUBTOTAL				$	418.12	

20229100 EQUIPMENT MAINTENANCE SERVICE							
	SUBTOTAL						
20229200 EQUIPMENT MAINT. SUPPLIES							
		10/6/26	104	Cal card	$	114.15	Hammer drill bit, Kubota mower blades, seal/ Teflon tape
		9/6/26	119	Holt AG	$	106.71	Filter cleaner
		9/6/26	120	Holt AG	$	93.29	Filter air cleaner
		9/6/26	121	Holt AG	$	27.00	Freight
	SUBTOTAL				$	341.15	
20231400 CLOTHING/PERSONAL							
	SUBTOTAL						
20232200 CUSTODIAL SUPPLIES							
		10/6/26	104	Cal card	$	42.13	Air freshener
		10/2/26	105	Walkers	$	957.33	Custodial supplies
		10/2/26	106	Walkers	$	25.28	Custodial supplies
	SUBTOTAL				$	1,024.74	
20233200 FOOD SUPPLIES							
	SUBTOTAL						
20235100 LAUNDRY/ DRY CLEANING							
		10/6/26	104	Cal card	$	250.24	Maint uniforms
	SUBTOTAL				$	250.24	
20244300 MEDICAL SERVICES							
	SUBTOTAL						
20244400 FIRST AID/SAFETY SUPPLIES							
	SUBTOTAL						
20250700 PROPERTY TAX COLLECTION							
		10/2/26	116	Sac County Taxes	$	17.88	740 Oak Street
		10/2/26	116	Sac County Taxes	$	134.30	1601 Elkhorn Blvd
		10/2/26	116	Sac County Taxes	$	17.88	6730 Front Street
		10/5/26	117	Sac County Taxes	$	17.64	Aldred Court
		10/5/26	117	Sac County Taxes	$	188.02	2885 Catalano Way
	SUBTOTAL				$	375.72	
20253100 LEGAL SERVICES							
	SUBTOTAL						
20254102 BENEFIT ADMIN. SERVICE							
		10/19/26	136	PARS	$	300.00	PARS Membership
	SUBTOTAL				$	300.00	
20257100 SECURITY SERVICE/RENTAL GUARD							
		10/28/26	143	Knight Watch	$	4,895.88	Security - October
	SUBTOTAL				$	4,895.88	
20261304 COUNTY AUDIT							
	SUBTOTAL						
20285100 RECREATION SERVICES							
		10/6/26	104	Cal card	$	1,226.50	Recreation email blast website ADA
		10/6/26	104	Cal card	$	42.00	Cpr class
		10/1/26	115	Robinson's Taekwondo	$	8,437.50	Taekwondo - Sept
		10/8/26	122	Rio Non-Profit	$	1,600.00	Building rental - all sports & flag football
		10/19/26	132	Peak Software	$	4,758.00	Sportsman Membership
	SUBTOTAL				$	16,064.00	
20285200 RECREATION SUPPLIES							
		9/22/26	101	Mike Heller (petty Cash)	$	50.98	Cake - Seniors
		10/6/26	104	Cal card	$	63.07	Special events - Trunk or treat trophy, storage baskets
		10/6/26	104	Cal card	$	97.57	Recreation- Table cloth, batteries, ink cart
		10/6/26	104	Cal card	$	98.02	Youth programs - key chain, art paper, paint
	SUBTOTAL				$	309.64	
20287300 UNEMPLOYEMENT CLAIMS							
	SUBTOTAL						
20289800 EXPENDITURE REIMBURSEMENT							
	SUBTOTAL						
20289900 OTHER OPERATING EXPENSES (SAFCA)							
		10/6/26	104	Cal card	$	164.00	SAFCA uniforms
		10/6/26	104	Cal card	$	1,485.26	wiper blades, trailer safety pins, safety glasses, hearing protection, irrigation tolls/bag, commination radios, trailer
		10/6/26	104	Cal card	$	(295.29)	Credit- Communication Radios
		10/6/26	104	Cal card	$	1,900.00	Fuel - SAFCA
		10/14/26	129	County of Sacramento	$	1,194.40	Normal Refuse -Safca
	SUBTOTAL				$	4,447.37	
20291300 AUDITOR/CONTROLLER SERVICE							
		10/19/26	134	Fechter & Company	$	3,115.00	Financial audit - Progress Invoice Final
	SUBTOTAL				$	3,115.00	
20291500 COMPASS COSTS							
	SUBTOTAL						

20291700 ALARM SERVICES						
	SUBTOTAL					
20291900 GS WORK REQUEST SERVICES						
		9/22/26	101	Mike Heller (Petty Cash)	$ 50.00	Fingerprints - Maintenance
	SUBTOTAL				$ 50.00	
				SUB TOTAL	$72,163.80	
41410100 LAND IMPROVEMENTS						
		9/30/26	114	Security Systems Supply	$ 3,953.75	Cameral Install - Depot Park
	SUBTOTAL				$ 3,953.75	
42420200 IMP. OTHER THAN BUILDINGS						
	SUBTOTAL					
				SUB TOTAL	$ 3,953.75	
				GRAND TOTAL	$ 184,924.03	
96964600 REFUNDS						
		10/19/26	132	Brenda Powers	$ 120.00	Rental Refund -Westside field
		10/26/26	139	Anna Bruno - De La Rosa	$ 50.00	Refundable Deposit -Westside
		10/26/26	141	Robert Wright	$ 80.00	Refund Soccer Class cancelled
	SUBTOTAL				$ 250.00	
				TOTAL REFUNDS	$ 250.00	

Revenue 2026-2027

	ACCOUNT TITLE	Budget	Oct	YTD	%	Balance
91910100	Prop. Tax Cur Se	$ 1,385,000.00	$ -	$ -	0%	$ 1,385,000.00
91910200	Prop. Tax Cur Un	$ 45,000.00	$ -	$ -	0%	$ 45,000.00
91910300	Prop. Tax Cur Su	$ 40,000.00	$ -	$ -	0%	$ 40,000.00
91910400	Prop. Tax Sec De	$ 8,000.00	$ -	$ -	0%	$ 8,000.00
91910500	Prop. Tax Sup De	$ 3,100.00	$ -	$ -	0%	$ 3,100.00
91910600	Prop. Tax Unitary	$ 3,600.00	$ -	$ -	0%	$ 3,600.00
91912000	Redemption	$ 145.00	$ -	$ -	0%	$ 145.00
91913000	Prop. Tax Pr Uns	$ 400.00	$ -	$ -	0%	$ 400.00
91914000	Prop. Tax Penalty	$ 300.00	$ -	$ -	0%	$ 300.00
94941000	Interst Incom	$ 35,000.00	$ -	$ -	0%	$ 35,000.00
95952200	Home Prop Tax R	$ 7,777.00	$ -	$ -	0%	$ 7,777.00
96960300	Special Assesment	$ 32,000.00	$ -	$ -	0%	$ 32,000.00
96964600	Recreation	$ 622,030.00	$ 91,269.34	$ 208,285.04	33%	$ 413,744.96
96969900	SAFCA	$ 266,666.00	$ -	$ 130,359.40	49%	$ 136,306.60
97979000	Misc.	$ 1,200.00	$ -	$ 741.67	62%	$ 458.33
	BUDGET TOTAL	**$ 2,450,218.00**	**$ 91,269.34**	**$ 339,386.11**	**14%**	**$ 2,110,831.89**

Misc.

Recreation Summary 2026/2027

YOUTH CARE PROGRAMS	Budget Expense	Budget Revenue	Revenue-YTD	Staffing YTD	Total Expenses	Total Revenue
Summer Camps	$ 4,500.00	$ 41,340.00	$ 70,000.00	$ (18,188.22)	$ (19,102.94)	$ 50,897.06
TOTAL	**$ 4,500.00**	**$ 41,340.00**	**$ 70,000.00**	**$ (18,188.22)**	**$ (19,102.94)**	**$ 50,897.06**
LEISURE CLASSES	**Budget Expense**	**Budget Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
ECHO		$ -	$ -	$ -	$ -	$ -
Elections		$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SAFETY/MARKETING	**Budget Expense**	**Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
CPR Course	$ 1,600.00	$ 1,800.00	$ -	$ -	$ (51.65)	$ (51.65)
Marketing/Promotions	$ 820.00		$ -	$ -	$ (79.50)	$ (79.50)
TOTAL	**$ 2,420.00**	**$ 1,800.00**	**$ -**	**$ -**	**$ (131.15)**	**$ (131.15)**
SPECIAL EVENTS 2400	**Budget Expense**	**Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
Breakfast W/Santa	$ 201.00	$ -	$ -	$ -	$ -	$ -
Country Faire	$ 162.00	$ -	$ -	$ -	$ -	$ -
Eggstravaganza	$ 502.00	$ -	$ -	$ -	$ -	$ -
Events (Misc)	$ 721.00	$ -	$ -	$ -	$ -	$ -
Family Paint Night	$ 242.00	$ 450.00	$ -	$ -	$ -	$ -
Farmers Maket	$ 882.00	$ -	$ -	$ -	$ -	$ -
Kids Night Out	$ 242.00	$ 210.00	$ -	$ -	$ -	$ -
Movie in the Park	$ 481.00	$ 45.00	$ -	$ -	$ -	$ -
Summer Kick off - Pool Bash	$ 589.00	$ 350.00	$ 315.00	$ (630.97)	$ (630.97)	$ (315.97)
Trunk or Treat	$ 433.00	$ -	$ -	$ -	$ (63.07)	$ (63.07)
Valentine's Event	$ 82.00	$ 280.00	$ -	$ -	$ -	$ -
Veterans Day	$ 162.00	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 4,699.00**	**$ 1,335.00**	**$ 315.00**	$ (630.97)	$ (694.04)	$ (379.04)
SENIOR ACTIVITIES	**Budget Expense**	**Budget Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
Senior Lunch	$ 28,006.00	$ -	$ -	$ (7,199.28)	$ (7,324.18)	$ (7,324.18)
Senior Movie	$ 1,062.00	$ -	$ -	$ (55.53)	$ (55.53)	$ (55.53)
Senior Trips	$ 1,157.00	$ 350.00	$ -	$ (270.49)	$ (270.49)	$ (270.49)
TOTAL	**$ 30,225.00**	**$ 350.00**	**$ -**	**$ (7,525.30)**	**$ (7,650.20)**	**$ (7,650.20)**
YOUTH/ADULT SPORTS	**Budget Expense**	**Budget Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
Adult Softball	$ 6,231.00	$ 5,850.00	$ -	$ -	$ -	$ -
National Academy of Athletics	$ 69,933.00	$ 81,600.00	$ 8,284.00	$ -	$ (4,880.00)	$ 3,404.00
Taekwondo	$ 112,950.00	$ 116,340.00	$ 14,940.00	$ -	$ (25,831.50)	$ (10,891.50)
Youth Art Class/Clay and Create	$ 3,922.00	$ 14,400.00	$ 330.00	$ -	$ (98.02)	$ 231.98
Youth Water Polo	$ 676.00	$ 1,950.00	$ -	$ -	$ -	$ -
TOTAL	**$ 193,712.00**	**$ 220,140.00**	**$ 23,554.00**	$ -	**$ (30,809.52)**	**$ (7,255.52)**
AQUATICS	**Budget Expense**	**Budget Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
Aquatics Supplies	$ 8,690.00	$ -	$ -	$ -	$ (374.07)	$ (374.07)
Lifeguard Training (seasonal training)	$ 2,390.00	$ 2,400.00	$ -	$ (1,208.63)	$ (1,208.63)	$ (1,208.63)
Public Swim	$ 29,399.00	$ 30,775.00	$ 8,062.74	$ (25,086.99)	$ (25,177.50)	$ (17,114.76)
Public Swim - Grant	$ 31,299.00	$ 135,000.00	$ -	$ -	$ -	$ -
Staff Training	$ 25,297.00	$ -	$ -	$ -	$ -	$ -
Swim Lessons	$ 24,210.00	$ 36,775.00	$ 9,911.00	$ (33,623.96)	$ (33,623.96)	$ (23,712.96)
Swim Lessons - GRANT	$ 25,787.00	$ 80,000.00	$ -	$ -	$ -	$ -
Water Aerobics	$ 632.00	$ 700.00	$ 790.00	$ (331.54)	$ (331.54)	$ 458.46
TOTAL	**$ 147,704.00**	**$ 285,650.00**	**$ 18,763.74**	**$ (60,251.12)**	**$ (60,715.70)**	**$ (41,951.96)**
SWIM TEAM	**Budget Expense**	**Budget Revenue**	**Revenue-YTD**	**Staffing YTD**	**Total Expenses**	**TOTAL**
Polar Plunge	$ 347.00	$ -	$ -	$ -	$ -	$ -
Stroke & Turn	$ -	$ -	$ -	$ -	$ -	$ -
Swim Team	$ 28,402.00	$ 28,200.00	$ -	$ (8,472.94)	$ (10,212.94)	$ (10,212.94)
TOTAL	**$ 28,749.00**	**$ 28,200.00**	**$ -**	**$ (8,472.94)**	**$ (10,212.94)**	**$ (10,212.94)**
Grand Total	**$ 412,009.00**	**$ 578,815.00**	**$ 112,632.74**	**$ (95,068.55)**	**$ (129,316.49)**	**$ (16,683.75)**

RENTALS	Budget Revenue	Revenue	Salary + Benefits	Refunds	Total Exp	Balance
BMX	$ 5,200.00	$ 4,600.00		$ -	$ -	$ 4,600.00
CC	$ 17,815.00	$ 3,907.50	$ (382.33)	$ (1,270.00)	$ (1,652.33)	$ 2,255.17
CPHA	$ 10,000.00	$ -		$ -	$ -	$ -
Depot	$ 4,100.00	$ 430.00		$ (170.00)	$ (170.00)	$ 260.00
Equipment Rental/Marque		$ -		$ -	$ -	$ -
Westside Field	$ 6,000.00	$ 2,555.00		$ (120.00)	$ (120.00)	$ 2,435.00
Westside Lights		$ 386.10		$ -	$ -	$ 386.10
Parks	$ 100.00	$ 190.00		$ (90.00)	$ (90.00)	$ 100.00
High School Pool		$ 86,081.00		$ -	$ -	$ 86,081.00
TOTAL	**$ 43,215.00**	**$ 98,149.60**	**$ (382.33)**	**$ (1,650.00)**	**$ (2,032.33)**	**$ 96,117.27**
	SUB TOTAL	**$98,149.60**	**$ (382.33)**	**$ (1,650.00)**	**$ (2,032.33)**	**$96,117.27**

SAFE CREDIT UNION
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Member Number:	819745
Statement Period:	10/01/26 to 10/31/26
Page:	1 of 3

RIO LINDA ELVERTA RECREATION AND PARK DI
810 OAK LN
RIO LINDA CA 95673-2342

Statement Summary This Period:

Checking	$	35,779.40
Savings	$	0.00
Money Market	$	-
Certificates	$	-
IRAs/Coverdell	$	-
Share Total	$	35,779.40

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BUSINESS VALUE CHECKING — **Account Number: 30581974594**

Beginning Balance:	121,885.03	Joint Owners/Authorized Signers:	Micah B Heller Lisa L Burnham-Morris Annette S Hernandez
Deposits:	5,349.14		
Withdrawals/Checks Paid:	91,454.77	Year to Date Dividends:	0.00
Service Charges / Fees:	0.00	Number of Checks Paid:	1
Dividends Earned:	0.00	Annual Percentage Yield Earned:	0.00%
Ending Balance:	35,779.40	For Period 10/01/26 to 10/31/26	

Deposits

Post Date	Amount	Description
10-02	1,098.57	External Deposit RLERPD AquaKnigh - RLERPD Aqu ST-N4C4Y6S0K2J8
10-08	1,230.40	External Deposit BANKCARD - BTOT DEP 422369770009681
10-13	664.61	External Deposit BANKCARD - BTOT DEP 422369770009681
10-13	175.00	Deposit
10-15	97.45	External Deposit BANKCARD - BTOT DEP 422369770009681
10-19	98.23	External Deposit BANKCARD - BTOT DEP 422369770009681
10-26	157.72	External Deposit BANKCARD - BTOT DEP 422369770009681
10-28	1,669.44	Deposit
10-29	157.72	External Deposit BANKCARD - BTOT DEP 422369770009681

Fees & Withdrawals

Post Date	Amount	Description
10-01	-171.63	External Withdrawal BANKCARD - MTOT DISC 422369770009681
10-02	-13.80	External Withdrawal AUTHNET GATEWAY - BILLING 150319295
10-28	-91,269.34	Check 153

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BUSINESS VALUE CHECKING continued

Checks Paid

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
153	10-28	91,269.34						

BUSINESS SHARE SAVINGS **Account Number: 20581974500**

Beginning Balance:	0.00
Ending Balance:	0.00

Joint Owners/Authorized Signers: Micah B Heller
Lisa L Burnham-Morris
Annette S Hernandez

Year to Date Dividends: 0.00

Annual Percentage Yield Earned: 0.00%
For Period 10/01/26 to 10/31/26

CLASS

Summary Statement

October 31, 2026

Investor ID: CA-01-0189

0000178-0000832 PDFT 255642

Rio Linda Elverta Recreation and Park District
810 Oak Lane
Rio Linda, CA 95673

California CLASS

California CLASS

Average Monthly Yield: 3.9309%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0189-0001	General Fund	371,425.98	0.00	0.00	1,240.02	11,452.52	371,505.98	372,666.00
TOTAL		**371,425.98**	**0.00**	**0.00**	**1,240.02**	**11,452.52**	**371,505.98**	**372,666.00**

General Fund

Account Summary

Average Monthly Yield: 3.9309%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	371,425.98	0.00	0.00	1,240.02	11,452.52	371,505.98	372,666.00

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
10/01/2026	Beginning Balance			371,425.98	
10/31/2026	Income Dividend Reinvestment	1,240.02			
10/31/2026	Ending Balance			372,666.00	

CA Class

Fiscal Month	Beginning Balance	Interest	Ending Balance
1	$ 367,924.65	$ 1,164.60	$ 369,089.25
2	$ 369,089.25	$ 1,174.79	$ 370,264.04
3	$ 370,264.04	$ 1,161.94	$ 371,425.98
4	$ 371,425.98	$ 1,240.02	$ 372,666.00
5			
6			
7			
8			
9			
10			
11			
12			
		$ 4,741.35	$ 372,666.00

Rio Linda Elverta
Recreation and Park District

Item #5

AGENDA REPORT

TO: Board of Directors
FROM: Aaron Prescott – Parks Supervisor
REPORT DATE: November 9, 2026
MEETING DATE: November 18, 2026
SUBJECT: **Parks Division Monthly Report – October 2026**

Events/Rental

- Softball Continues at Westside Park.
- Trunk or Treat at Community Center and Haunted House at Depot.
- Rededication Ceremony at Roy Hayer Speedway with walk thru of Central Park Horse Arena following.

Staff Daily Assignments

- Maintained two facilities for all contractors and meetings.
- Staff have been completing our weekly contract for SAFCA.
- Every morning Staff removes trash and makes sure our parks are safe for our community.

Additional Assignments

- Removal of Community Center playground structure in preparation for new install.
- Began Northbrook Camera installation
- Installed Plaque for rededication ceremony at Roy Hayer Speedway.
- Replaced multiple cut locks at parks – Hayer Park and Babe Best.
- LiveBarn video contacted the District about electrical issues at Westside. Staff found a tripped electrical breaker, reset, and tested good.
- Installed new motor, pump, jack, and receiver on water wagon.
- Continued random sprinkler repairs and adjustments in the parks.
- Replaced Truck #112 Front Tires
- Full Maintenance on both mowers including oil and filter changes.
- Ensuring Parks, Recreation, Habitat, and Open Space for our Future!

RIO LINDA ELVERTA
RECREATION & PARK DISTRICT

AGENDA REPORT

Item #6

TO: Board of Directors
FROM: Yanni Lagge- Recreation Supervisor
REPORT DATE: November 4, 2026
MEETING DATE: November 18, 2026
SUBJECT: **Recreation Division Monthly Report – November 2026**

Recommended Action: Receive and file the Monthly Recreation Division Report for October 2026.

ADMINISTRATION

- **Veterans' Day Staffing**: Our staff and volunteers are fully scheduled for our Veterans' Day events, ready to ensure a meaningful experience.
- **Playground Reopening (Nov. 14):** Staff are coordinating event details and preparing promotional materials for the Community Center playground reopening.

SPECIAL EVENTS

- **Veterans Day Flag Display (Nov. 11):** Planning is well underway for the Veterans Day Flag Display. We're putting the finishing touches on a meaningful tribute to honor our veterans and their service.

COMMUNITY PROGRAMS

Youth Programs

- **Art, Art, and Away:** Our art program is engaging and inspiring young artists, with participation levels and creativity on display.
- **Sports Programs:** All Sorts of Sports and Flag Football start this month

Senior Programs

Senior Thanksgiving Lunch (Nov. 18): Plans are in place for our Thanksgiving lunch, an annual favorite that brings our senior community together to share a meal.

FACILITY RENTALS

- **November Rentals:** 2 facility rentals are scheduled for this month.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

AGENDA REPORT

Item #7

TO: Board of Directors
FROM: Mike Heller, General Manager
REPORT DATE: November 12, 2026
MEETING DATE: November 18, 2026
SUBJECT: **General Manager's Report for October/November 2026**

Recommendation:
That the Board of Directors receives the report for file.

Discussion:

1. Working with CALA, our Landscape Architect, Staff have five (5) community meetings scheduled for the Central Park Rehabilitation Project. These five meetings are needed to fulfil the outreach requirement for the Statewide Parks Project (SPP) Prop 4 grant which is due by December 17th. The last meeting was on Sunday, October 11th and included a walking tour of the entire park. The remaining meetings are planned for:
    - RLE Neighborhood Association – November 19
    - RLERPD Board of Directors Meeting – December 9

2. The Recreation Division hosted an amazing Trunk or Treat event on October 23rd. More than 1800 people came to the enjoy the event. It was our biggest Trunk or Treat to date. We also had around 650 visitors to the Haunted House! This was also made possible by the Rio Linda High School Drama Club and to all of our community partners who decorated a trunk and participated in the event. We would like to give Recreation Supervisor Lagge and her team one well deserved "Thank you" for making this event what it is.

3. Last week on November 11th, the Recreation and Park District honored our Nation's Veterans' with our annual Veterans' Day Flag Display at Depot Park. Special Thanks to Girl Scout Troop #365 as well as to Juanda Wright for her rendition of the National Anthem and to Command Master Sergeant Don Seay for speaking at the event.

4. The new playground equipment has been installed, and the Board and Staff enjoyed a community ribbon cutting on November 14th at the Community Center Playground. This new equipment will allow our residents to create memories for years to come.

5. The California Association for Park & Recreation Indemnity (CAPRI) announced the winners of their Board Election. Our Board of Directors made their selections at the October General Board Meeting. The three incumbents were all reelected; Jim Friedl (Large Tier); Brandy Hosack (Middle Teir); and Lorena Cervantes (Small Tier).

6. The Parks Division finished planting seed at Moraga Park for the detention basin. This will allow for a drought resistant, low maintenance grass to grow. Families from the community will now have a grassy space for leisure activities during the dry season.

7. Minutes from Committee Meetings – To assist in keeping the Board up to date on the District's committees, the General Manager will attach the Minutes from any meeting that took place since the last Board Meeting to the GM's report so that Committee members may discuss during the reporting time of the District Board Meeting. The October/November Meetings to include:
    - Administration and Finance – November 9th

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT
810 Oak Lane, Rio Linda, California 95673

ADMINISTRATION and FINANCE COMMITTEE MEETING MINUTES
Monday, November 9, 2026

Call to Order

Chairperson Charlea R. Moore called the meeting to order at 3:36pm. Director Lisa L. Morris was present with Administrative Services Supervisor Hernandez and General Manager Heller. The meeting was also broadcast via Zoom communications.

General Business

Review of Minutes from the October 12, 2026 meeting

- There were no questions or comments, and it was recommended that the Minutes be forwarded to the Board of Directors for approval.

Discussion – October Financials and Compass Report

- General Manager Heller commented that the $1,000,000.00 gift coming from the California State Budget would be assigned to a CLASS account for easier ease of access as the District prepares for the Central Park Project.
- There were no additional questions or comments from the Committee, and it was recommended to forward the financial report to the Board of Directors for approval.

Discussion – Review of 2027 District Calendar

- This item was introduced by General Manager Heller who showed the calendar and explained that all meetings and important District dates were highlighted.
- There were no additional questions, and the item is recommended to be forwarded to the Board of Directors for approval.

Discussion – State Minimum Wage increase for 2027

- General Manager Heller introduced the item and provided an update that the State of California is looking to raise the State minimum wage to $17.40 from $16.90 on January 1, 2027. The District is prepared for this, and Staff are working on a new Salary Scale to be presented with the writing of the 2026-2027 Fiscal Year Budget.
- The Committee did not have any additional questions on the salary scale.

Discussion – Internet, E-mail, and Electronic Communication Ethics, Usage, and Security – Policy #2270 addition and name change

- General Manager Heller introduced the item and explained that CAPRI is strongly recommending that member Districts institute an Artificial Intelligence (A.I.) policy and also provided a sample of one to us. The Recreation and Park District has worked to incorporate the A.I. policy into the District current Policy #2270.
- Chairperson Moore mentioned that she is against A.I. due to A.I. hacks and the unknowns of what A.I. is tracking and infiltrating.
- The Committee agreed that the policy was needed and recommended that it be forwarded to the Board of Directors for approval.

Discussion – Set a date for the December Committee Meeting

- Due to the early date of the December Board of Directors meeting, the Committee selected Tuesday, December 1st at 3:30pm for the next Administration and Finance Committee meeting.

Items not on the Agenda

Next Meeting

Monday, December 1, 2026 – 3:30pm

Adjournment

Chairperson Moore adjourned the meeting at 3:59pm

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

AGENDA REPORT

Item #8

TO: Board of Directors
FROM: Mike Heller, General Manager
REPORT DATE: November 9, 2026
MEETING DATE: November 18, 2026
SUBJECT: **Recommendation to adopt Resolution #2026-18 – approving an addition and name change to the District's Policies and Procedures Manual – Internet, E-mail, and Electronics Communication Ethics, Usage and Security – Policy #2270**

Recommendation:

Adopt Resolution #2026-18 approving an addition to and name change to the District's Policies and Procedures Manual – Policy #2270 – Internet, E-mail, and Electronics Communication Ethics, Usage and Security. The Administration and Finance Committee has forwarded this item to the Board of Directors for approval.

Background:

The use of Artificial Intelligence (A.I.) has become more prevalent in the everyday use of Recreation and Park District Staff. The California Association of Park and Recreation Indemnity (CAPRI) has suggested the implementation of an A.I. policy. This will be on the scoring criteria for the next round of CAPRI safety inspections. District Staff have been working on an A.I. policy and believe that it best fits as an addition to the current Internet, E-Mail, and Electronics Communication Ethics, Usage, and Security Policy #2270.

Staff is proposing a name change for the policy to clearly include Artificial Intelligence and the addition of the A.I. policy to the current Policy #2270.

Discussion:

Recreation and Park District Staff are recommending changing the name of Policy #2270 to "Communication Ethics, Usage, and Security for Artificial Intelligence, Email, and the Internet." The A.I. recommended addition is added to the end of the policy beginning at 2270.4 and is attached to the Staff Report. The Administration and Finance Committee agreed with Staff on the recommended additions and name change at their November Meeting.

Attachments:

- Policy #2270 – Internet, E-mail, and Electronics Communication Ethics, Usage and Security

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Electronics Communication Ethics, Usage and Security – including A.I., Email, and Internet

POLICY NUMBER: 2270

2270.1 The Rio Linda Elverta Recreation & Park District believes that employee access to and use of the Internet, e-mail, Artificial Intelligence (A.I.), and other electronic communications resources benefit the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, A.I., and other electronic communications.

2270.3 Employees shall not use the Internet, A.I., or e-mail in an inappropriate manner. Inappropriate use of the internet, A.I., and e-mail includes, but is not limited to:

2270.3.1 Accessing internet sites that contain pornography, exploits, children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e., policy on sexual harassment).

2270.3.3 Internet access should be used for District business purposes only. Personal use of the Internet, e-mail, A.I., and other electronic communications should be kept to a minimum.

2270.3.4 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network.

2270.3.5 Employee's access to and use of the Internet, e-mail, and A.I. provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.6 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.7 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of e-mail, A.I., or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of e-mail, A.I., or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.12 The District will not be responsible for maintaining or making payment of personal Internet accounts or related software. The District is responsible to maintain the integrity and firewall protection of the District's network system, telephone system, modern pool, or communication server to access the Internet.

2270.3.13 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses, and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.14 Employees will only download information and/or publications for official business purposes.

2270.3.15 Employees are to scan all downloaded material before using or opening them on their computers to prevent the introduction of computer viruses.

2270.4 Artificial Intelligence (A.I.) Policy

2270.4.1 Purpose

This policy is intended to govern the thoughtful and safe integration of artificial intelligence as a resource to support the work of the Rio Linda Elverta Recreation and

Park District; its Directors, Officers, Agents, Employees, and Volunteers. The Rio Linda Elverta Recreation and Park District (RLERPD) recognizes that A.I. and artificial general intelligence ("A.G.I.") tools, models, and chatbots are a useful resource However, RLERPD also recognizes the potential shortcomings of A.I. and dangers of data sharing that are inherent in many A.I. tools and seeks to mitigate those risks through implementation of this policy. The use of A.I. must always be subject to human judgment and oversight to avoid bias, misuse, and inadvertent risks of harm.

2270.4.2 Scope

This policy is applicable to RLERPD employee use of A.I. for job-related purposes. This policy applies to all employees, including full-time, part-time, temporary, and seasonal employees, as well as volunteers and interns. This policy also applies to contractors, consultants, and other third parties when using RLERPD systems, accessing data, or performing work on behalf of RLERPD.

This policy also applies to use of A.I. by members of the RLERPD Board of Directors and other RLERPD committees related to their participation in RLERPD sponsored meetings and their use of A.I. when utilizing data, information, or materials received from RLERPD in the course of their service.

This policy applies whenever A.I. tools are used in the conduct of RLERPD business, including when using RLERPD owned or RLERPD issued equipment, RLERPD systems or networks, or RLERPD data, and applies regardless of whether such tools are accessed on RLERPD equipment or personal devices. This policy applies to any use of A.I. tools.

2270.4.3 Definition of Artificial Intelligence

A.I. refers to machine-based systems that can, based on human provided prompts or data inputs, generate content, make predictions, provide recommendations, or assist in decision making. A.I. tools vary in complexity and autonomy and may improve or adapt over time based on user interaction and data.

For purposes of this policy, A.I. includes both traditional and emerging technologies that support or automate workplace tasks. This includes, but is not limited to:

- Generative A.I. tools that create new content such as text, images, audio, or video
- Large language models used for drafting, summarizing, or responding to written prompts
- Image, video, and design generation or editing tools
- Speech recognition, transcription, or automated note-taking systems
- A.I. enhanced features embedded within commonly used software platforms (e.g., word processing, email, spreadsheets, and virtual meeting tools)
- A.I tools used for data analysis, forecasting, pattern recognition, or decision support.

- Systems that generate recommendations, predictions, or rankings based on data input.

Examples of commonly used A.I. tools may include, but are not limited to:

- ChatGPT
- Microsoft Copilot
- Google Gemini
- Canva (A.I. features)
- Grammarly
- Claude.ai
- Otter.ai (meeting transcription)
- Zoom AI Companion

This definition is intended to be broad and adaptable, as A.I. technologies are rapidly evolving and may be incorporated into additional tools and systems used by the RLERPD over time.

2270.4.4 Ethical Use Guidelines

RLERPD its Directors, Officers, Agents, Employees, and Volunteers commit to the following ethical use strategies:

2270.4.4.1 Transparency

Transparency is of the utmost importance in ethical A.I. use. RLERPD strives to provide information as openly as possible, including A.I. use by team members. If A.I. is used to generate any portion of content, employees must disclose to their supervisor or appropriate manager that the work product includes A.I. generated content When A.I. generated content is used in materials intended for public distribution, disclosure must be made.

Any recording, transcription, or note-taking services implemented using A.I. without authorization is prohibited during meetings sponsored or controlled by RLERPD, whether internal or with external stakeholders. This includes committee meetings and meetings of the RLERPD Board of Directors. A.I. notetaking is prohibited to avoid the disclosure of sensitive or confidential information. This encompasses both virtual and in-person meetings, and covers all types of A.I. notetaking tools, including but not limited to transcription software, voice recognition applications, and automated meeting assistants. Meeting participants are expected to rely on traditional methods of notetaking to ensure confidentiality and security of the discussion. Meeting organizers and supervisors are responsible for monitoring adherence to the policy.

In certain circumstances, the use of A.I. notetaking tools may be permitted with prior approval from the meeting organizer or supervisor under the condition that all parties participating in the meeting are informed and have provided their express consent. Such exceptions will be evaluated on a case-by-case basis, considering factors such as the nature of the meeting, the sensitivity of the information

discussed, confidentiality concerns, accessibility-related issues, and the potential benefits of using A.I. tools.

2270.4.4.2 Fairness and Equity

On occasion A.I. may provide outputs using data that contains or facilitates discrimination of protected classes or generates misleading information (known as "hallucinations" - i.e., the ability of A.I. to "make up" facts.) It is RLERPD's policy to ensure the prompts used to generate content are unbiased and that A.I. tools are not used in a manner that violates equal employment opportunity or nondiscrimination laws. Users must review and check A.I. products and outputs for bias, discrimination, or misleading information. The user is responsible for actively monitoring and rectifying any unintended biases, discriminatory content, or hallucinations in the A.I. generated output prior to use or distribution.

A.I. may not be used to make final employment related decisions, including but not limited to hiring, discipline, termination, promotion decisions, and performance evaluation decisions. A.I. tools may be used to assist with the drafting of non-decision related content, such as job application postings. or analysis only when final decisions are made by qualified RLERPD staff exercising independent human judgment and consistent with applicable laws and RLERPD policies.

Legal opinions, legal conclusions, contracts, legislative recommendations, policy determinations, and other decisions of significant importance that require human analysis shall not be made using A.I. without appropriate human review and approval. A.I. tools may not be used to translate documents into other languages.

2270.4.4.3 Privacy and Data Security

A.I. tools and models often use data inputs from a user for the purpose of training the A.I. model and can integrate that data into future queries by other users. RLERPD employees must never input any proprietary, confidential, or sensitive information related to the RLERPD, its employees, patrons, programs, or stakeholders into A.I. tools, including but not limited to information such as names, addresses, email addresses, phone numbers, biographical information, or other intellectual property owned by RLERPD or the RLERPD's stakeholders. Proprietary data and confidential or sensitive information may be utilized in an A.I. tool or model on a case by case basis only when the employee is using an RLERPD approved subscription or "paid" account that includes appropriate privacy and data protection safeguards and permits the user to decline sharing information for learning or training purposes. Employees may submit a request to their supervisor for a paid subscription to an A.I. tool.

Confidential or sensitive information must never be disclosed to any A.I. sources without proper authorization.
Examples of sensitive information include:

- Passwords and other credentials
- Employee personal records or human resources information
- Patron or customer information, including program registration data

- Youth program or minor-related data
- Medical or health related information
- Incident reports or investigation materials
- Contracts or legal documents
- Nonpublic RLERPD documents, records, or communications
- Budget or financial information
- Personnel material
- Information from Confidential documents
- Any other nonpublic RLERPD information that might be of use to third parties or have a negative impact on RLERPD or its members if disclosed.

The security of data used in an A.I. tool must be evaluated by appropriate RLERPD staff. Employees are encouraged to consult their supervisor before using RLERPD data or information in any A.I. tool to determine whether such use is permitted.

2270.4.4.4 Accountability and Human Oversight

RLERPD will hold individuals accountable for any work product or decisions made based on A.I. generated outputs and ensure that the responsibility for any consequences remains with the individual responsible for the work. An employee using A.I. to generate materials meant to be shared with other employees, members, or the public is responsible for that product and any information contained in it. It is required to review all work produced through the use of A.I. to identify any false information (hallucinations), mistakes, bias, or other errors. It is also the author's responsibility to ensure they comply with any applicable laws and RLERPD policies when publishing work products. A.I. generated outputs always require human review and approval before use, which includes factchecking and proofreading the output, and utilizing final review authority over the output.

RLERPD may conduct audits and evaluations of A.I. systems to assess their overall performance and impact and ensure compliance with the RLERPD's ethical framework.

2270.4.5 AI Tool Approval Process

Employees must obtain approval from their supervisor or appropriate manager before using any new A.I. tools for RLERPD business. Paid, licensed, or subscription based A.I. tools will require additional RLERPD approval prior to purchase or use. The RLERPD will maintain a list of approved A.I. tools that employees are authorized to use during RLERPD business.

Approval of A.I. tools will consider factors including data privacy and confidentiality protections, licensing terms and conditions, information security standards, and the operational value or business need for the tool. Anyone subject to this policy is not permitted to use any A.I. tools that are not on the RLERPD approved list.

2270.4.5.1 Approved Uses:

All A.I. tools must be approved prior to their use by RLERPD employees for the completion of job-related tasks. Any use of A.I. that utilizes RLERPD proprietary

or customer data or confidential information in a query or prompt must be done using an appropriate paid/subscription model.

Anyone desiring to utilize an A.I. tool that has not been previously approved must communicate that request with their supervisor. RLERPD will then consider the tool and make sure it's safe, licensed, transparent, and effective in meeting our needs. Only the General Manager or designee may approve A.I. tools for use, based on the business and operational needs of RLERPD. Supervisors may restrict the use of A.I. beyond the scope of this policy.

2270.4.5.2 Current Approved Uses include:

- Image generation and manipulation and video editing provided the images are checked for bias and appropriate disclosures are made.
- Creating written content provided that all prompts refrain from disclosing sensitive or confidential information, member and association information is anonymized, and the final product is fully reviewed by the author.
- Generating talking points, headlines, search queries, and other creative solutions, provided no sensitive information is disclosed.
- Summarizing bills, cases, or substantive materials provided that the author has read and analyzed the material and checks the product for accuracy and bias.

2270.4.5.3 Current Prohibited Uses include:

- Use of A.I. to make final employment-related decisions, including hiring, discipline, termination, promotion, or performance evaluations.
- Use of A.I. to generate legal opinions, contracts, or policy determinations.
- Inputting confidential, sensitive, or personally identifiable information into A.I. systems, including employee records, patron data, financial information, or RLERPD documents.
- Use of A.I. to create or distribute content that has not been reviewed for accuracy, bias, or appropriateness.
- Use of A.I. to conduct analysis or make determinations related to public safety, incident response, or risk management.
- Use of A.I. tools for recording, transcription, or automated notetaking during meetings, with certain exceptions previously established in this policy.
- Use of AI tools to manipulate personal likeness or images.

2270.4.6 Training Requirements

RLERPD will require all employees to complete annual training on the responsible use of A.I. to ensure staff understand the expectations, risks, and appropriate applications of these tools in the workplace. This training will include, but is not limited to, guidance on data privacy and protection, ethical use of A.I., recognition of inaccurate or biased outputs, and compliance with applicable laws, including the California Public Records Act (PRA). Employees must agree that information entered into A.I. systems may be subject to disclosure and they will take appropriate precautions to safeguard confidential and sensitive information.

Employees who utilize A.I. tools as part of their job duties are expected to apply the knowledge gained through training to ensure that all A.I. assisted work products are accurate, appropriate, and compliant with RLERPD policies. Additional or role-specific training may be required for employees whose positions involve more frequent or complex use of A.I., particularly where access to sensitive data or higher-risk operational functions is involved.

RLERPD will provide updated training and guidance as A.I. technology, legal requirements, and industry best practices evolve. Employees are expected to complete all required training within designated timeframes. Failure to complete required training or to adhere to the principles outlined in such training may result in corrective action in accordance with RLERPD policies.

2270.4.7 Policy Review and Updates

Due to the rapidly evolving nature of artificial intelligence technology, this policy will be reviewed and updated at least every two years, or sooner as necessary, to reflect changes in applicable laws, technological developments, operational needs, or best practices. Updates may be recommended by the Board of Directors, Staff, or Administration to ensure the policy remains effective, compliant, and aligned with the RLERPD's mission and risk management objectives.

2270.4.8 Violations

Violating this policy may result in disciplinary action and could result in termination. RLERPD may take legal action where appropriate to protect its data and confidential information. Any suspected violations of this policy must be reported.

RESOLUTION 2026-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIO LINDA ELVERTA RECREATION AND PARK DISTRICT APPROVING AN AMENDMENT TO THE DISTRICT'S POLICY AND PROCEDURE MANUAL – POLICY #2270 – INTERNET, EMAIL, AND ELECTRONIC COMMUICATION ETHICS, USAGE, AND SECURITY

WHEREAS, the Board of Directors ("Board") of the Rio Linda Elverta Recreation and Park District ("District") approves an addition and name change to the Policy and Procedure manual, Policy #2270 – Internet, Email, and Electronic Communication Ethics, Usage, and Security; and

WHEREAS, Staff are recommending a name change to this policy to know include Artificial Intelligence and are recommending that the policy now be entitled Policy #2270 - Communication Ethics, Usage, and Security for Artificial Intelligence, Email, and the Internet; and

WHEREAS, the use of Artificial Intelligence has become more prevalent in the everyday use of the Recreation and Park District. The Agency's JPA has recommended the inclusion of a policy for the use of Artificial Intelligence; and

WHEREAS, an Artificial Intelligence policy has been added to the existing policy #2270 beginning with item #2270.4.

NOW THEREFORE, BE IT RESOLVED, the Rio Linda Elverta Recreation and Park District hereby approve and authorizes the amendments to the Policy and Procedure manual, Policy #2270 – Internet, Email, and Electronic Communication Ethics, Usage, and Security.

PASSED AND ADOPTED, this 18th day of November 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Wayne Del Nero
Chairperson, Board of Directors

Lisa L. Morris
Secretary, Board of Directors