



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Board Meeting Packet

March 8, 2022

7:00 P.M. – Regular Board Meeting

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"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting
Time: Mar 8, 2022 07:00 PM Pacific Time (US and Canada)
Location: 1851 Lexington Ave., San Mateo, CA 94402 (MPR)

Board meetings are held both in-person and via Zoom. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Join Zoom Meeting

<https://zoom.us/j/2360984155>

Meeting ID: 236 098 4155

One tap mobile

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Dial by your location

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+1 312 626 6799 US (Chicago)

Meeting ID: 236 098 4155

Find your local number: <https://zoom.us/u/aeypHH04cj>

Director Eric Olbekson will participate from the following teleconferencing location:

Hotel: ROOMERS MUNICH - Room 848

Address: LANDSBERGER STRASSE 68, MUNICH Germany 80339

1. Call to Order 7:00PM
2. Review and approval of the minutes for Regular Board Meeting on February 8, 2022
3. Introduction of Guests
4. Communications and Announcements
5. Public Forum: The public forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board Members may only "briefly respond" to statements made and questions posed. For example, State law allows Board Members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may also direct staff to report back and/or place a matter on a future agenda for discussion.

6. Manager's Report
 - a. Administration
 - b. Programming
7. Financial Report
8. Old Business
 - a. Discussion: Update on HRD master plan and review of existing conditions
9. New Business
 - a. Discussion: Resident pool membership proposal
 - b. Discussion/Motion: Review and approve design option for the repair of the administration office stairs and deck and provide direction to staff on next steps
 - c. Discussion/Motion: Appoint Ad Hoc Personnel Committee
10. UPCOMING MEETINGS: April 12, May 10, June 14
11. Review and Payment of Bills
 - a. Action: Motion to approve Expenditures
12. HRD Board of Directors Announcements
13. Adjournment

Public comments can be submitted to the District prior to the meeting by emailing admin@highlandsrec.ca.gov. Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

To comment orally in real time during the meeting, you may use the Zoom "raise hand" function on your computer screen or the *9 function on your phone.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Secretary at generalmanager@highlandsrec.ca.gov. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Highlands Recreation District, located at 1851 Lexington Ave, for the purpose of making those public records available for inspection. The agenda, meeting notice, agenda packet and other writings distributed to the Board in connection with this meeting are also available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES (DRAFT)
Tuesday, February 8, 2022
Location: 1851 Lexington Ave., San Mateo, CA 94402 (MPR)

Attendees

Community Members wishing to attend were encouraged to teleconference into the meeting.

Join Zoom Meeting <https://zoom.us/j/2360984155>

Board Members:

Michelle McNeil
Shirin Bakhshay
Andrew Aquino
Pam Merkadeau
Eric Olbekson

Staff:

Derek Schweigart
Mike Koeing
Natalee Garay-Espinal
Monica Fellis
Dan Ryken
Osa Wolff

1. Call to Order

The meeting was called to order at 7:01 pm by Board Member MM.

2. Review and Approval of Minutes

Board Member EO made a motion, AA second, to approve the Regular Meeting Minutes from January 11, 2022. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM – Y; EO –Y

3. Introduction of Guests

Guests were introduced.

4. Communications, Announcements & Public Comments

Public comments were taken.

5. Manager's Report

- a. Programming
- b. Administration

6. Financial Report

- a. Monthly Statement

7. Old Business

- a. Discussion: Playground and Sports Court Renovation Project Ad Hoc Committee Update

8. New Business

- a. Discussion/Motion: Board Member AA made a motion, SB second, to Adopt Resolution No. 2022-02 approving and directing the continued use of remote/teleconferencing for all Board meetings pursuant to the provisions of Assembly Bill 361. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM – Y; EO – Y

- b. Discussion: 2021 Board Director attendance report
- c. Discussion: EEC Tuition Plan for 2022-23 school year
- d. Discussion: Fiscal year 2020-21 Financial Audit
- e. Discussion/Motion: Fiscal year 2021-22 mid-year budget review and approve amendment to reflect post-audit starting fund balance

Board Member EO made a motion, PM second, to approve amendment to reflect post-audit starting fund balance. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM - Y; EO – Y

9. UPCOMING MEETINGS: March 8, April 12, May 10

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures

Board Member AA made a motion, EO second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Abstain; PM - Y; EO – Y

11. Adjournment

- a. Board Member EO made a motion, SB second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM – Y; EO - Y

The Meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Monica Fellis
Board Secretary



Date: March 8, 2022
To: HRD Board of Directors
From: Derek Schweigart, General Manager
Re: General Manager's Report Update

HRD Facilities and Grounds

- There was an incident of vandalism at the pool this past month which involved the Rec's vending machine and the fitness center. The necessary reports were filed with County Sheriff and worked with the vending company to replace the vandalized machine.
- Monthly facility and grounds safety inspections were conducted per our risk management plan with CAPRI.
- The remaining restricted parking signs were installed in the parking lot that limit parking during program pick-up hours of 5-6 p.m.
- The maintenance manager is currently working with the aquatics supervisor in the repair of a pool pump that recently failed which has resulted in an extended closure of the pool. A concrete pad is being repaired by staff to reduce the overall cost of the repair. The pool closure is expected to last approximately 2 weeks as the District works with the contractor to complete the needed repairs.
- Routine grounds work completed which has been helped by the unseasonably warm and dry weather we have experienced.

ERAF and Department of Finance Draft Budget Trailer Bill Update

In coordination with San Mateo Controller's and Legislative Offices, an "opposing unless amended" letter was sent on behalf of the District to the State Assembly and Senate Budget Sub-Committees regarding the draft budget trailer bill which is expected to have negative financial impacts to the County, cities and special districts' excess/returned ERAF revenues. The State's proposed draft TBL seeks to use Excess ERAF to pay for the State's VLF obligation (monies local agencies are already entitled to receive). According to the County Controller's Office, when all school districts in the County are classified as "Basic Aid" districts the impact is expected to be greater. Currently San Mateo County has 5 districts classified as "Non-Basic Aid". If the legislation is passed, the County projects that the initial impact to the District would be a loss of \$30,375 to ERAF revenues. When the County school districts becomes fully "Basic Aid" which is expected in a few years, the net loss to the District is approximately \$124,678.

COVID-19 Update

Governor Gavin Newsom announced that starting March 1, masks will no longer be required for unvaccinated individuals, but will be *strongly recommended for all individuals in most indoor*

settings. After March 11, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts. Masks will continue to be required in high transmission settings such as public transit and health care settings. Local jurisdictions may have additional requirements beyond the state guidance. <https://www.gov.ca.gov/2022/02/28/governors-newsom-brown-and-inslee-announce-updated-health-guidance/>. San Mateo County have aligned their guidance with the State along with the rest of the Bay Area. County and State Health officers are moving to providing guidance rather than mandates currently.

The District continues to follow the guidance of the CDPH, County and State Licensing. Staff received a Provider Information Notice (PIN) from State Licensing but referred to guidance from CDPH. Staff also spoke to our local childcare analyst and they affirmed the strong recommendation for continued use of masks in childcare settings. The District maintains a cautious approach given the potential for further disruptions to programs at this stage. The District is prepared to follow current guidance for most of programs and facilities, but still evaluating childcare programs where preschool children and staff are at greater risk and further guidance is expected from the school district for alignment with ASP. In addition, staff plan to engage program families and staff to ensure their input is received and any changes are communicated thoroughly.

District boundary map update

Staff are meeting with its GIS consultant on Tuesday, March 8 to review data that has been compiled for the creation of a shapefile boundary map for the District. Board members have been asked to attend the meeting to help ensure the accuracy of the District boundaries. The District has until April 18, 2022 to submit its boundary map shapefile to the San Mateo County Registration & Elections Division.

Playground and Sports Court Renovation Project update

Bid documents have been reviewed by District Counsel and by a board member and staff plan to issue a notice of bid in March. As was mentioned previously, staff reported the possibility of acquiring the necessary architectural drawings for bidding the lighting component at minimal or no cost. However, the cost is approximately \$8-10K before we can go to bid and will cause further delay to the project. Staff's recommendation is to bid the lighting component separately while keeping it as a major component of the overall project. The District may have additional options for completing the work using a lighting design build firm and/or through a cooperative bid process which other public agencies have participated. The plan is to bid the project in March and have the Board award a contract in April.

Update on Seasonal Programs and Rentals

Special Events

On Saturday, March 12 the Rec is co-hosting a blood drive with the American Red Cross in the Gym. The event has been well received by the community with all appointment times currently full. The Highlands Community Garage Sale event is scheduled for March 19. Residents can register to participate through March 11. The Rec is helping to promote the event by featuring participating houses and their big-ticket items through social media. On Saturday, April 16 the Rec will once again host its annual Eggstravaganza with the easter bunny, complimentary refreshments, baskets and trinkets for sale, a balloon twister, arts and crafts, and egg hunts by age. CalFire is participating by giving the bunny a lift on one of their firetrucks on route to the event. This summer will see the return to our popular food truck family nights with more excitement and fun for the whole family. Lastly, staff are surveying the Highlands community on their interest in hosting a crafter's fair at the Rec. So far, the response has been very positive.

Classes

Winter classes are coming along with most ending in March. Spring/Summer registration begins March 7 for residents and March 14 for non-residents. The Spring/Summer Activity Guide is expected to arrive this week full of many new classes and summer camps being offered. Classes have been performing better than expected this year with Seasonal Programs Revenue at 169% of budget with four months remaining in the fiscal year. The budget for program specialists (contract instructors) is over budget but expected given the performance of classes this year. Revenues are expected to continue outpace expenditures heading into the spring.

Rentals

Rentals have been slow in the winter with the rise of COVID cases and renter's concern over hosting their programs indoors. We did see the return of some of our recurring rentals in February and optimistic that more will return as conditions have improved. Staff continue to take inquiries for new recurring rentals looking for a new home to host their programs. Staff expect a slow but steady increase in rental interest for the spring given the drastic decline of COVID cases and the elimination of the state-wide mask mandate. Even still rentals are performing better than projected this year with revenues at 76% of the budget for the year and spring and summer around the corner.

AB 1234 Training for Board Directors

A survey to the Board was sent out recently and unfortunately there was not a date/time that worked for everyone. Additional dates and times will be proposed for May and June in the coming weeks. All members are currently up to date with their required trainings.

CPRS Conference

The GM and some staff plan to attend the annual California Parks and Recreation Society training conference in Sacramento March 9-11. The District is a member agency of CPRS, the main professional association for Parks and Recreation professionals in California.



Date: March 8, 2022
To: Derek Schweigart, General Manager
From: Monica Fellis, Administrative Supervisor
Re: Administration Report

CURRENT UPDATES

- The District has implemented the Supplemental Paid Sick Leave (SPSL) hours since SB 114 was signed on February 9, 2022. All full time employees will receive a total of 80 hours. All part time employees will be able to take leave up to the amount worked over two weeks. The SPSL expires September 30, 2022.
- The District recently applied for fire prevention grants made available by the California Department of Forestry and Fire Prevention (CAL FIRE) and the Hazard Mitigation Assistance Funding through the California Governor’s Office of Emergency Services (Cal OES). We plan to discuss our project with our local CAL FIRE department to achieve effective and accurate needs for our desired project. Additional funds would allow the District to bolster our prevention and fuel reduction efforts including creative ways using goats.
- The District continues to follow health guidance from the CDPH, Licensing, and San Mateo County websites. Per the recent guidance, mask wearing for unvaccinated individuals will no longer be required, but strongly recommended for everyone in indoor settings. We will update our A-Frame signs around campus. ASP and EEC will continue to wear masks indoors and outdoors as we continue to follow guidance from the CDPH and State Licensing which strongly recommend continued use of masks. The District will continue to evaluate and update our policy as more information becomes available.

RISKS/OPPORTUNITIES

- With the mask mandate being lifted, there is a risk that there will be a spike in COVID cases and/or there will be another variant that would cause further disruption in District operations. The District will continue to closely monitor COVID-19 cases and guidance provided by the CDPH, Licensing, and San Mateo County.

UPCOMING EVENTS

- Quarterly staff appreciation event



Date: March 8, 2022
To: Derek Schweigart, General Manager
From: Mike Koenig, K-8th Child Care Director
Re: ASP/IC Program Update

CURRENT PROGRAM UPDATES

- Program revenue is tracking with expenses YTD. As staff begin to prepare for summer camp, expenses will increase for some budget items but will be easily offset by revenue received from camp registration.
- The third tier of ASP program registration (new non-Highlands residents) ended February 18. The program is currently working the new non-resident lottery list. ASP in the fall is currently at 95% of capacity and In-Crowd is currently at 92% of capacity. At this time last year, ASP was 97% of capacity and IC was 88% of capacity for comparison. I anticipate the program will reach max capacity by August 2022.
- ASP and IC staff are currently in the process of completing their mandatory (AB) 1207 Mandated reporter training. This training is required by licensing and valid for 2 years.
- Spring and Summer Camps are now on the horizon. Registration for Summer Camp will begin on March 7 for residents and March 14 for non-residents. The program is currently advertising for Spring Camp and will begin advertising Summer Camp the beginning of April.

OTHER UPDATES

- Staff are currently working on a mandated facility lead testing project. Assembly Bill (AB) 2370, requires that all licensed Child Care Centers that were constructed before January 1, 2010, must test their water for lead between January 1, 2020, and January 1, 2023, with subsequent testing every 5 years after the date of the first test. All cold-water drinking outlets used for drinking or food preparation must be tested. Outlets must meet required standards or if not, but cease operation until repaired or replaced.
- The District's Eggstavaganza event return this year and is scheduled for April 16 at 10:00am. The event will feature bunny photo-ops, easter egg hunts by age, a balloon twister, and light refreshments.

FISCAL IMPACTS

- Spring Camp is scheduled March 28 to April 8. Enrollment cannot be fully anticipated, and revenue may or may not meet budget projections. At the time of this report current enrollment

is at 50% budget projection. Staff anticipate that camp will meet its budget projection by the end of the two weeks.

RISKS/OPPORTUNITIES

- Program staff published a survey in the eNews on March 1 to gauge interest in hosting a crafts fair at the Rec. On the first day of the survey, staff received around 15 responses and were all enthusiastic about the idea. The next step will be to pick a date that works best and schedule the event.
- Program staff are moving away from the Mother's Day paint and sip that we have done in previous years. Attendance was not great, and the cost was too high to make it appealing. This year HRD will host a Mother's Day baking class. It will consist of a 2-hour baking session instructed by the owner of Cake Robin in Redwood City.

UPCOMING EVENTS

- Spring Camp scheduling/advertising
- Eggstravaganza
- (AB) 2370 lead testing
- Summer Camp recruiting/advertising



Date: March 08, 2022

To: Derek S. Schweigart, General Manager

From: Natalee Garay-Espinal, Early Education Director

Re: Early Education Center Program Update

CURRENT PROGRAM UPDATES

- The EEC is preparing for our March professional development day. During this meeting the EEC will take advantage of curriculum development and team building.
 - Despite recent staff shortages, the EEC continues to create high quality curriculum that enhances the well-being and growth of children across all classrooms.
- The EEC has concluded re-enrollment for the new school year. All families who were slated to enroll will be returning to the EEC.
 - Open enrollment will begin on March 7.
- The EEC families have been supportive of all COVID-19 enhancements to ensure the safety and well-being of staff and children.
 - EEC staff plan to engage families with regard to the recently announced changes to mask mandates.
- The EEC continues to recruit for a vacant teacher position. Candidate interviews are scheduled the week of March 7. Once we have hired to fill the teaching position, the following EEC special events will resume.
 - EEC Coffee Community Chat
 - EEC Leadership Team
 - EEC Special event calendar
- The EEC thanks the General Manager and other District Departments for the ongoing support of the EEC during strenuous times.
- The EEC is accepting ongoing waitlists request for resident and non-resident families for future enrollment.

FISCAL IMPACTS

- The EEC program budget revenues are tracking just over 65% of budget after 6 months and is currently meeting budget projections.

RISKS/OPPORTUNITIES

- The EEC continues to shorten hours across all classrooms as needed due to limited staffing
- The EEC is actively hiring to fill the vacant position and hope to do so in March
- The EEC recently received a \$2,000 dollar grant from QRIS
 - Monies will be used towards upgrades to the EEC play ground.

UPCOMING EVENTS

- March 11 is a staff professional development day



Date: March 8, 2022
To: Derek Schweigart, General Manager
From: Daniel Ryken, Aquatics Supervisor
Re: Aquatics Program Update

Program Updates

1. Pool Maintenance Update

- On February 25, during routine maintenance of the pool filters, one of the two circulation pumps for the pool did not turn on. After further investigation, it was determined that the pump needed to be repaired or replaced. Fortunately, we had a replacement motor ready to go, however it was longer than the original pump and would not fit where the previous pump was installed. Also, the concrete under the old pump was unstable and crumbling. The plan is to lay down a new concrete pad, then have the pump reinstalled. Staff anticipate if all the materials are available the work will be completed by Monday, March 14 and the pool will reopen on March 15.

2. Lap Swim and Recreational Swimming

- With better weather in February, there was a slight increase in attendance for recreational swim on the weekends. Lap Swim attendance maintained its current level of participation. The pool experienced one closure day on Sunday, February 20 due to staff availability.

3. Swim Lessons

- The department has trained two new instructors and will be increasing offerings for the spring session. Our plan is to expand private lessons on Tuesdays and Thursdays to help meet a growing demand for private lessons.

4. Swim Team

- The Swim team participated in its first in-person swim meet on February 26 and 27. The coaching staff and swimmers were excited to finally participate in swim meets again.

5. Rentals

- February rentals included Scuba Fusion and the San Francisco Merionettes.

6. Membership Program

- We will be presenting the Resident Membership Program at the Board meeting on March 8.

7. Covid-19

- We will be following all county guidelines and adapt to any changes that might occur in the future.

Fiscal Impacts

- Total revenue for Aquatics so far this year is \$282,614. This is 70% of projected revenue for the year. All programs are meeting or exceeding projected revenues.
- Total expenses for the year are \$334,222 which is tracking at 77% for the year. Expenses are currently tracking ahead of revenue. Utility costs, additional payroll from training new swim instructors, and higher than anticipated swim team expenses are contributing factors.
- Staff anticipate that the revenue from Spring and Summer lessons registration in March, the maintenance closure in March, and good weather will lead to increased revenue to bring revenue back in line with expenses. The department is also looking at expanding private lessons which is a good source of revenue now that we have been able to hire more instructors.

Risks/Opportunities.

- Cost of the Pump replacement could negatively affect the yearly budget. All elements of the pool will now be replaced/repared on a schedule where the work can be already planned for in the budget.
- Pool Closure could affect programming going forward. The District will make sure to be proactive in communicating with the public regarding the closure.

Upcoming Events

-Spring Summer Registration 3/7 and 3/14

-Underwater Eggstravaganze 4/16 at 12pm.

Highlands Recreation District
Balance Sheet (accrual)
As of February 28, 2022

| | 2/28/2022 | 2/28/2021 | FINAL 6/30/2021 | FINAL 6/30/2020 | FINAL 6/30/2019 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| ASSETS | | | | | |
| Current Assets | | | | | |
| Checking/Savings | | | | | |
| 004000 - Petty Cash | 300.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 005000 - Boston Private | 370,371.07 | 315,897.36 | 333,725.63 | 467,140.64 | 348,447.93 |
| 006000 - Petty Cash-pool | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 |
| 007000 - Bank of New York Mellon | - | - | - | 0.01 | 0.01 |
| 011100 - Cash in Treasury | 2,926,532.52 | 2,206,838.62 | 2,384,003.73 | 2,521,689.13 | 3,533,673.49 |
| Total Checking/Savings | 3,297,283.59 | 2,522,915.98 | 2,717,909.36 | 2,989,009.78 | 3,882,801.43 |
| Accounts Receivable | | | | 861.48 | 0 |
| Total Accounts Receivable | | | 301.55 | 861.48 | |
| Other Current Assets | | | | | |
| 027000 - Interest Receivable | - | - | 5,692.11 | 10,935.10 | 20,324.93 |
| 040000 - Prepaid Expenses | 2,186.35 | 80.00 | 18,717.08 | 15,786.65 | 22,649.47 |
| Total Other Current Assets | 2,186.35 | 80.00 | 24,409.19 | 26,721.75 | 42,974.40 |
| Total Current Assets | 3,299,469.94 | 2,522,995.98 | 2,742,620.10 | 3,016,593.01 | 3,925,275.83 |
| Fixed Capital Assets, net of depreciation | | | | | |
| Building | 4,346,047.05 | 4,404,809.80 | 4,471,074.20 | 3,033,866.52 | 3,145,802.23 |
| Improvements | 122,818.55 | 107,783.82 | 104,899.18 | 113,793.26 | 122,807.42 |
| Equipment | 124,233.49 | 117,089.21 | 108,168.15 | 130,959.53 | 141,431.69 |
| Land | 19,532.00 | 19,532.00 | 19,532.00 | 19,532.00 | 19,532.00 |
| Construction in Progress | 12,702.00 | - | 2,516.50 | 1,479,259.42 | 150,513.68 |
| Total Fixed Assets | 4,625,333.09 | 4,649,214.83 | 4,706,190.03 | 4,777,410.73 | 3,580,087.02 |
| TOTAL ASSETS | 7,924,803.03 | 7,172,210.81 | 7,448,810.13 | 7,794,003.74 | 7,505,362.85 |
| LIABILITIES & EQUITY | | | | | |
| Liabilities | | | | | |
| Current Liabilities | | | | | |
| Accounts Payables | | | | | |
| 064000 - Accounts Payable | | | 44,680.32 | 490,532.37 | 169,807.12 |
| Total Accounts Payable | | | 44,680.32 | 490,532.37 | 169,807.12 |
| Other Current Liabilities | | | | | |
| 065000 - Payroll Liab | | | 2,408.01 | 4,731.16 | 6,320.34 |
| 065010 - Payroll Liab-FSA | 3,297.10 | 2,239.91 | 3,387.19 | 5,922.75 | 2,218.84 |
| 066400 - Accr Sales Tax | | | 125.00 | 673.00 | 441.00 |
| 066600 - Other Accrued Expenses | | | 118,702.83 | 71,499.41 | 94,548.41 |
| 80002 - accr interest pay - bond | | | 23,704.66 | 25,027.34 | 26,339.66 |
| 80003 - Bond Principal accrual | 69,000.00 | 66,500.02 | 110,833.34 | 106,666.68 | 105,833.32 |
| Total Other Current Liabilities | 72,297.10 | 68,739.93 | 259,161.03 | 214,520.34 | 235,701.57 |
| Total Current Liabilities | 72,297.10 | 68,739.93 | 303,841.35 | 705,052.71 | 405,508.69 |
| Long Term Liabilities | | | | | |
| 265900 - COP Bond | 2,092,000.00 | 2,227,499.98 | 2,183,166.66 | 2,315,333.32 | 2,443,166.68 |
| 266000 - Compensated absences | 57,484.23 | 46,217.07 | 56,775.12 | 38,616.00 | 49,764.12 |
| Total Long Term Liabilities | 2,149,484.23 | 2,273,717.05 | 2,239,941.78 | 2,353,949.32 | 2,492,930.80 |
| Total Liabilities | 2,221,781.33 | 2,342,456.98 | 2,543,783.13 | 3,059,002.03 | 2,898,439.49 |
| Equity | | | | | |
| 081300/081400 - Fund Balance | 4,601,693.91 | 4,673,786.88 | 4,640,516.34 | 4,698,539.97 | 5,541,137.21 |
| Investment in Capital Asset Net of Debt | 2,464,333.09 | 2,355,214.83 | 2,412,190.03 | 2,355,410.73 | 1,031,087.02 |
| Amount to be provided | (2,161,000.00) | (2,294,000.00) | (2,317,704.66) | (2,447,027.34) | (2,575,339.66) |
| Change in net position | 798,014.70 | 94,752.12 | 170,025.29 | 128,078.35 | 610,038.79 |
| Total Equity | 5,703,041.70 | 4,829,753.83 | 4,905,027.00 | 4,735,001.71 | 4,606,923.36 |
| TOTAL LIABILITIES & EQUITY | 7,924,803.03 | 7,172,210.81 | 7,448,810.13 | 7,794,003.74 | 7,505,362.85 |

Highlands Recreation Center

P&L Budget Comparison (modified accr basis)
July 21 through Feb 22

| | | | | | | | | AMENDED 2/22 | 67% | DIFF | DIFF | |
|-------------------------------------|--|------------|------------|------------|---------------------|---------------------|--------------------|--------------|-------------|-------------------------|---------------------------|--|
| | | Feb 22 | Feb 21 | Feb 20 | July 19 - Feb 20 | July 20 - Feb 21 | Jul 21 - Feb 22 | BUDGET | % of Budget | Budget - Current YTD | Curr YTD - Last Yr YTD | |
| Unrestricted beginning Fund Balance | | | | | | | | 2,492,837.00 | | | | |
| Income | | | | | | | | | | | | |
| 102100 | Property Taxes | 46,750.10 | 120,282.80 | 108,012.95 | 438,183.52 | 463,957.74 | 522,707.03 | 732,922.00 | 71.32% | 210,214.97 | 58,749.29 | |
| 152100 | Interest Earned | 6.34 | 5,546.58 | 15,053.68 | 33,033.22 | 14,058.87 | 10,819.66 | 25,320.00 | 42.73% | 14,500.34 | (3,239.21) | |
| 187100 | State-aid | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| 199200 | All Other Local Govt Rev | 0.00 | 0.00 | 0.00 | 0.00 | 55,000.00 | 0.00 | 0.00 | 0.00% | - | (55,000.00) | |
| 199700 | Cap grants & Contributions | 0.00 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 | 0.00 | 0.00% | - | (25,000.00) | |
| 232100 | Park & Recreation Fees | | | | | | | | | | | |
| | ASP | 76,282.37 | 64,919.16 | 90,103.00 | 608,685.25 | 381,325.57 | 536,652.53 | 967,500.00 | 55.47% | 430,847.47 | 155,326.96 | |
| | Pool | 21,237.62 | 42,063.96 | 18,408.03 | 266,230.52 | 203,257.20 | 282,814.66 | 401,150.00 | 70.50% | 118,335.34 | 79,567.46 | |
| | Seasonal Prog | 1,601.80 | 141.00 | 5,827.00 | 80,733.80 | 3,751.00 | 89,118.72 | 57,500.00 | 154.99% | (31,618.72) | 85,367.72 | |
| | Fac Rental | 6,880.00 | 4,130.00 | 4,410.00 | 53,994.50 | 30,638.00 | 49,907.00 | 64,800.00 | 77.02% | 14,893.00 | 19,269.00 | |
| | EEC | 101,278.00 | 75,831.00 | 92,534.00 | 691,064.00 | 540,676.50 | 781,582.50 | 1,195,752.00 | 65.38% | 414,169.50 | 240,906.00 | |
| | Other | 0.00 | 0.00 | 0.00 | -100.00 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| | Transaction fees | 1,048.33 | 665.00 | 772.00 | 8,996.00 | 4,312.50 | 8,756.30 | 22,960.00 | 38.14% | 14,203.70 | 4,443.80 | |
| | Total Park & Rec fees | 208,128.12 | 187,750.12 | 212,054.03 | 1,709,604.07 | 1,163,960.77 | 1,748,831.71 | 2,709,662.00 | 64.54% | 960,830.29 | 584,870.94 | |
| 264200 | State-Dated Checks | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| 265800 | Miscellaneous Revenue ** | 0.00 | 1.00 | 3,686.70 | 8,126.79 | 35,438.05 | 482,247.03 | 16,500.00 | 2922.71% | (465,747.03) | 446,808.98 | |
| | Total Income | 254,884.58 | 313,560.50 | 338,707.36 | 2,188,947.60 | 1,757,415.43 | 2,764,605.43 | 3,484,404.00 | 79.34% | 719,798.57 | 1,007,190.00 | |
| | | | | | | | | 5,977,241.00 | | | | |
| Expense | | | | | | | | | | | | |
| 411100 | Permanent Salaries | 37,059.58 | 40,106.30 | 37,319.04 | 357,471.58 | 296,443.92 | 296,622.57 | 478,544.00 | 61.98% | 181,921.43 | 178.65 | |
| 411101 | Temporary Out of Class | 0.00 | 0.00 | 0.00 | 0.00 | 6,380.00 | 0.00 | 0.00 | 0.00% | - | (6,380.00) | |
| 416101 | Office Wages | 9,716.13 | 8,893.96 | 8,583.15 | 79,406.41 | 56,689.21 | 79,168.97 | 127,794.00 | 61.95% | 48,828.03 | 22,476.76 | |
| 416102 | Pool Wages | 18,656.01 | 14,503.25 | 12,688.00 | 132,313.78 | 115,523.13 | 151,473.65 | 191,818.00 | 78.97% | 40,344.35 | 35,950.52 | |
| 416103 | Maintenance Wages | 4,966.48 | 4,800.21 | 4,866.18 | 41,797.87 | 38,035.54 | 40,111.93 | 68,000.00 | 60.78% | 25,888.07 | 2,076.39 | |
| 416104 | Supervision Wages | 3,955.20 | 0.00 | 940.50 | 5,237.95 | 0.00 | 32,714.20 | 51,419.00 | 63.62% | 18,704.80 | 32,714.20 | |
| 416107 | ASP/Camp Wages | 17,794.50 | 13,577.97 | 12,016.66 | 66,630.10 | 112,580.50 | 150,327.51 | 285,000.00 | 52.75% | 134,672.49 | 37,747.01 | |
| 416108 | EEC Wages | 39,627.84 | 33,771.95 | 39,387.09 | 335,625.05 | 261,854.77 | 321,850.03 | 576,520.00 | 55.83% | 254,669.97 | 59,995.26 | |
| 416110 | Vacation Expense | 2,598.51 | 2,749.67 | 1,162.24 | -6,210.25 | 7,601.07 | 689.11 | 0.00 | 0.00% | (689.11) | (8,911.96) | |
| 431100 | Social Security | 8,223.26 | 7,189.00 | 7,189.91 | 65,177.12 | 54,816.20 | 64,890.42 | 110,180.00 | 58.89% | 45,289.58 | 10,074.22 | |
| 431200 | Medicare Contribution | 1,923.18 | 1,676.61 | 1,681.51 | 15,243.03 | 12,819.39 | 15,515.03 | 25,768.00 | 60.21% | 10,252.97 | 2,695.64 | |
| 445100 | Unemployment Insurance | 0.00 | 0.00 | 0.00 | 551.02 | 7,986.09 | 751.00 | 0.00 | 0.00% | (751.00) | (7,235.09) | |
| 463100 | District Employee Benefits | 15,023.10 | 12,236.47 | 12,974.79 | 99,582.84 | 89,579.30 | 121,176.63 | 222,122.00 | 54.55% | 100,945.37 | 31,597.33 | |
| | PAYROLL EXP SUBTOTAL | 159,543.79 | 139,484.39 | 138,929.07 | 1,222,826.50 | 1,060,309.12 | 1,275,288.05 | 2,135,165.00 | 59.73% | 859,876.95 | 214,978.93 | |
| 416105 | Program Specialist | 5,161.40 | 0.00 | 7,604.38 | 65,361.99 | 1,917.75 | 50,209.78 | 36,000.00 | 139.47% | (14,209.78) | 48,292.03 | |
| 416109 | Prog spec-Swimteam | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| 416111 | ASP/Camp Contractors | 0.00 | 0.00 | 0.00 | 13,434.04 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| 416112 | EEC Contractors | 0.00 | 0.00 | 0.00 | 2,773.53 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| 512100 | Clothing & Uniforms | 0.00 | 2,627.01 | 348.41 | 3,576.74 | 3,651.09 | 3,063.83 | 5,800.00 | 52.82% | 2,736.17 | (587.26) | |
| 515800 | Household Expense | 5,535.64 | 6,408.13 | 4,075.58 | 33,470.50 | 50,065.80 | 39,141.69 | 67,730.00 | 57.79% | 28,588.31 | (10,924.11) | |
| 519300 | Office Expense | 6,484.59 | 7,097.13 | 8,713.41 | 71,217.74 | 48,313.44 | 66,396.98 | 104,800.00 | 63.36% | 38,403.02 | 18,063.54 | |
| 533100 | Memberships | 5,056.08 | 12.50 | 254.00 | 5,591.75 | 8,623.48 | 15,620.30 | 12,550.00 | 124.46% | (3,070.30) | 6,996.84 | |
| 542300 | Maintenance-Equipment | 144.86 | 40.00 | 144.59 | 11,452.24 | 4,595.20 | 4,038.50 | 5,000.00 | 80.77% | 961.50 | (556.70) | |
| 545900 | Maintenance-Facilities & Imprv | 2,579.72 | 2,473.95 | 8,045.93 | 46,847.54 | 22,502.18 | 38,466.91 | 85,250.00 | 45.12% | 46,783.09 | 15,964.73 | |
| 583800 | Utility Expense | 12,836.63 | 10,748.10 | 9,856.38 | 66,439.82 | 68,303.13 | 77,828.86 | 115,000.00 | 67.50% | 37,371.14 | 9,325.73 | |
| 572200 | Employee Expense Reimb | 66.69 | 0.00 | 0.00 | 290.66 | 0.00 | 77.33 | 0.00 | 0.00% | (77.33) | 77.33 | |
| 585800 | Contract Expenses | -1,196.72 | 5,640.10 | 9,612.00 | 25,976.25 | 70,357.00 | 21,294.22 | 35,250.00 | 60.41% | 13,955.78 | (49,062.78) | |
| 596800 | Program Specific Expenses | 12,390.95 | 5,134.74 | 5,703.12 | 76,031.24 | 28,975.11 | 72,164.29 | 117,200.00 | 61.57% | 45,035.71 | 43,189.18 | |
| 671200 | Telephone Service Charges | 458.01 | 1,257.64 | 596.29 | 5,129.01 | 6,142.83 | 4,515.02 | 3,500.00 | 129.00% | (1,015.02) | (1,627.81) | |
| 673100 | Insurance | 0.00 | 0.00 | 0.00 | 84,236.00 | 99,456.63 | 103,384.45 | 111,292.00 | 92.89% | 7,907.55 | 3,927.82 | |
| 721102 | F/A Struct. & Imprmnts not cap. | 0.00 | 0.00 | 0.00 | 682.57 | 0.00 | 0.00 | 0.00 | 0.00% | - | - | |
| 731101 | F/A Equipment not capitalized | 965.90 | 0.00 | 1,874.73 | 5,028.51 | 0.00 | 7,216.59 | 13,500.00 | 53.46% | 6,283.41 | 7,216.59 | |
| | TOTAL OPERATING EXPENSES | 210,025.54 | 180,923.69 | 195,759.89 | 1,740,348.63 | 1,473,212.74 | 1,778,506.80 | 2,848,037.00 | | 1,069,530.20 | 305,294.06 | |
| | NET INCOME AFTER OPERATING EXP | 44,859.02 | 132,636.81 | 142,947.47 | 448,598.97 | 284,202.69 | 986,098.63 | 636,367.00 | | (349,731.63) | 701,895.94 | |
| 633100 | Bond-Interest Expense | 33,495.50 | 35,557.00 | 37,541.90 | 77,050.50 | 73,098.00 | 69,052.50 | 69,053.00 | 100.00% | 0.50 | (4,045.50) | |
| 633200 | Bond-Principal Expense | 0.00 | 0.00 | 0.00 | 127,000.00 | 128,000.00 | 133,000.00 | 133,000.00 | 100.00% | - | 5,000.00 | |
| 721100 | Fixed Assets-Structures/Improv | 0.00 | 1,582.46 | 0.00 | 5,934.46 | 13,184.01 | 24,934.00 | 28,000.00 | 89.05% | 3,066.00 | 11,749.99 | |
| 721101 | Construction in Progress | 5,325.00 | 0.00 | 154,292.47 | 494,427.33 | 0.00 | 10,185.50 | 45,000.00 | 22.63% | 34,814.50 | 10,185.50 | |
| 731100 | Fixed Assets-Equipment | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 26,759.65 | 31,000.00 | 86.32% | 4,240.35 | 26,759.65 | |
| | TOTAL FIXED ASSETS | 5,325.00 | 1,582.46 | 154,292.47 | 510,361.79 | 13,184.01 | 61,878.15 | 104,000.00 | 59.50% | 42,120.85 | 48,695.14 | |
| | NET INC AFTER OPEX, BOND INT & PRINC PYMT. & F/A | 6,038.52 | 95,487.35 | -48,866.00 | -265,813.32 | 69,920.68 | 722,166.98 | 330,314.00 | | (391,852.98) | 652,246.30 | |
| 80002 | Accrued Bond interest payable | | | | | | | 0.00 | | | | |
| 80003 | Accrued Bond Principal | | | | | | | 69,000.00 | | | | |
| 861100 | Approp. for Contingencies | | | | | | | 350,000.00 | | | | |
| 086300 | Capital Reserve | | | | | | | 473,296.00 | | | | |
| 882100 | General Reserve | | | | | | | 250,000.00 | | | | |
| | Building Renovations Reserve | | | | | | | 100,000.00 | | | | |
| | Unassigned Fund balance | | | | | | | 1,649,855.00 | | | | |
| | | | | | | | | 5,977,241.00 | | | | |

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Highlands Recreation District Sales by Item Summary February 2022

03/03/22

| | Feb 22 | | | |
|---|---------------|-------------------|---------------|---------------|
| | Qty | Amount | % of Sales | Avg Price |
| Service | | | | |
| ASP-IN CROWD (IN CROWD) | 15 | 6,024.37 | 2.4% | 401.62 |
| ASP-SPRING CAMP (ASP-SPRING CAMP) | 63 | 10,674.00 | 4.2% | 169.43 |
| ASP-WINTER CAMP (ASP-WINTERCAMP) | 2 | -465.00 | -0.2% | -232.50 |
| ASP Fees | 101.00 | 60,049.00 | 23.5% | 594.54 |
| EARLY EDUCATION CENTER (EARLY EDUCATION CENTER) | 62 | 101,278.00 | 39.6% | 1,633.52 |
| Interest Inc (Interest Income) | 2 | 6.34 | 0.0% | 3.17 |
| Pool-Drop In (Pool Drop-In Fees) | 148 | 1,265.00 | 0.5% | 8.55 |
| POOL-LIFEGUARD (Lifeguard Training/Junior Lifeguard) | 4 | 780.00 | 0.3% | 195.00 |
| POOL-NON-RES PUNCH CARD (POOL-NON-RES PUNCH CARD) | 17 | 1,490.00 | 0.6% | 87.65 |
| POOL-PRIV/SEM (PRIV/SEMI) | 85 | 4,045.00 | 1.6% | 47.59 |
| Pool-Rental (Pool-Rental) | 5 | 1,917.00 | 0.7% | 383.40 |
| POOL-RESIDENT PUNCH CARD (POOL-RESIDENT PUNCH CAR...) | 23 | 1,907.00 | 0.7% | 82.91 |
| Pool-Swim Lessons (Group Swimming Lessons) | 27 | -185.00 | -0.1% | -6.85 |
| Pool-Swim Team (Swim Team) | 1 | 10,218.62 | 4.0% | 10,218.62 |
| Property Taxes (Property Taxes) | 1 | 46,750.10 | 18.3% | 46,750.10 |
| Rentals (Rentals) | 9.00 | 7,030.00 | 2.7% | 781.11 |
| Seasonal Program (Seasonal Program) | 42 | 1,833.80 | 0.7% | 43.66 |
| Special Events (Special Events) | 2.00 | 0.00 | 0.0% | 0.00 |
| TENNIS COURT KEY (TENNIS COURT KEY) | 3 | 60.00 | 0.0% | 20.00 |
| TRANSACTION FEE (TRANSACTION FEE) | 66 | 1,049.12 | 0.4% | 15.90 |
| Total Service | 678.00 | 255,727.35 | 100.0% | 377.18 |
| TOTAL | 678 | 255,727.35 | 100.0% | 377.18 |

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255,727.35 +

REFUNDS 842.79 -

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254,884.56 *

Highlands Recreation District

Sales by Item Summary

July 2021 through February 2022

03/03/22

| | Jul '21 - Feb 22 | | | |
|---|------------------|---------------------|---------------|---------------|
| | Qty | Amount | % of Sales | Avg Price |
| Service | | | | |
| ASP-FALL CAMP (FALL CAMP) | 106 | 17,939.84 | 0.6% | 169.24 |
| ASP-IN CROWD (IN CROWD) | 154 | 62,073.37 | 2.2% | 403.07 |
| ASP-SPRING CAMP (ASP-SPRING CAMP) | 74 | 12,477.00 | 0.4% | 168.61 |
| ASP-Summer Camp (ASP-Summer Camp) | 41 | 19,443.16 | 0.7% | 474.22 |
| ASP-WINTER CAMP (ASP-WINTERCAMP) | 203 | 17,745.00 | 0.6% | 87.41 |
| ASP Fees | 843.00 | 409,949.00 | 14.7% | 486.30 |
| EARLY EDUCATION CENTER (EARLY EDUCATION CENTER) | 375 | 781,582.50 | 27.9% | 2,084.22 |
| Interest Inc (Interest Income) | 10 | 10,819.66 | 0.4% | 1,081.97 |
| Misc Revenues (Misc Revenues) | 15 | 482,729.61 | 17.3% | 32,181.97 |
| Pool-Drop In (Pool Drop-In Fees) | 392 | 73,162.27 | 2.6% | 186.64 |
| POOL-LIFEGUARD (Lifeguard Training/Junior Lifeguard) | 14 | 3,380.00 | 0.1% | 241.43 |
| POOL-NON-RES PUNCH CARD (POOL-NON-RES PUNCH CARD) | 42 | 4,287.00 | 0.2% | 102.07 |
| POOL-PRIV/SEM (PRIV/SEMI) | 748 | 56,625.00 | 2.0% | 75.70 |
| Pool-Rental (Pool-Rental) | 35 | 15,032.00 | 0.5% | 429.49 |
| POOL-RESIDENT PUNCH CARD (POOL-RESIDENT PUNCH CAR...) | 49 | 4,783.00 | 0.2% | 97.61 |
| Pool-Swim Lessons (Group Swimming Lessons) | 738 | 42,318.00 | 1.5% | 57.34 |
| Pool-Swim Team (Swim Team) | 8 | 95,797.89 | 3.4% | 11,974.74 |
| Property Taxes (Property Taxes) | 11 | 522,707.03 | 18.7% | 47,518.82 |
| Rentals (Rentals) | 61.00 | 54,059.00 | 1.9% | 886.21 |
| Seasonal Program (Seasonal Program) | 629 | 96,951.42 | 3.5% | 154.14 |
| Special Events (Special Events) | 161.00 | 4,409.00 | 0.2% | 27.39 |
| TENNIS COURT KEY (TENNIS COURT KEY) | 17 | 340.00 | 0.0% | 20.00 |
| TRANSACTION FEE (TRANSACTION FEE) | 1,372 | 8,827.09 | 0.3% | 6.43 |
| Total Service | 6,098.00 | 2,797,437.84 | 100.0% | 458.75 |
| TOTAL | 6,098 | 2,797,437.84 | 100.0% | 458.75 |

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2,797,437.84 +
 REFUND 31,235.91 -
 BOUNCED CKS (P. & A.D.) 1,113.92 -
 (MISC) 482.58 -
 004
2,764,605.43 *

Highlands Recreation District Profit & Loss by Class

February 2022

10:50 AM
03/03/22

Accrual Basis

| | ASP | EEC | OTHER | Pool | Rental | Seasonal Programs | TOTAL |
|--|------------------|-------------------|------------------|------------------|-----------------|-------------------|-------------------|
| Income | | | | | | | |
| 102100 · Property Taxes | 0.00 | 0.00 | 46,750.10 | 0.00 | 0.00 | 0.00 | 46,750.10 |
| 152100 · Interest Earned | 0.00 | 0.00 | 6.34 | 0.00 | 0.00 | 0.00 | 6.34 |
| 232100 · Park & Recreation Fees | | | | | | | |
| 232101 · Refunds - Fees | 0.00 | 0.00 | -0.79 | -200.00 | -350.00 | -292.00 | -842.79 |
| 232100 · Park & Recreation Fees - Other | 76,282.37 | 101,278.00 | 1,049.12 | 21,437.62 | 7,030.00 | 1,893.80 | 208,970.91 |
| Total 232100 · Park & Recreation Fees | 76,282.37 | 101,278.00 | 1,048.33 | 21,237.62 | 6,680.00 | 1,601.80 | 208,128.12 |
| Total Income | 76,282.37 | 101,278.00 | 47,804.77 | 21,237.62 | 6,680.00 | 1,601.80 | 254,884.56 |
| Gross Profit | 76,282.37 | 101,278.00 | 47,804.77 | 21,237.62 | 6,680.00 | 1,601.80 | 254,884.56 |
| Expense | | | | | | | |
| 411100 · Permanent Salaries | 7,229.24 | 5,492.32 | 18,845.70 | 5,492.32 | 0.00 | 0.00 | 37,059.58 |
| 411101 · Temporary Out of Class | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416101 · Office Wages | 0.00 | 0.00 | 9,716.13 | 0.00 | 0.00 | 0.00 | 9,716.13 |
| 416102 · Pool Wages | 0.00 | 0.00 | 0.00 | 18,656.01 | 0.00 | 0.00 | 18,656.01 |
| 416103 · Maintenance Wages | 0.00 | 0.00 | 4,966.48 | 0.00 | 0.00 | 0.00 | 4,966.48 |
| 416104 · Supervision Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416105 · Program Specialist | 0.00 | 0.00 | 0.00 | 0.00 | 2,636.80 | 1,318.40 | 3,955.20 |
| 416107 · ASP/Camp Wages | * 17,794.50 | 0.00 | 0.00 | 0.00 | 0.00 | 5,161.40 | 5,161.40 |
| 416108 · EEC Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416110 · Vacation Expense | 0.00 | 39,627.84 | 0.00 | 0.00 | 0.00 | 0.00 | 39,627.84 |
| 431100 · Social Security | 1,572.09 | 0.00 | 2,598.51 | 0.00 | 0.00 | 0.00 | 2,598.51 |
| 431200 · Medicare Contribution | 367.67 | 2,786.84 | 2,124.14 | 1,494.07 | 163.93 | 82.19 | 8,223.26 |
| 463100 · District Employee Benefits | 2,923.96 | 651.77 | 496.77 | 349.41 | 38.34 | 19.22 | 1,923.18 |
| 515600 · Household Expense | 0.00 | 5,052.98 | 4,634.85 | 1,734.15 | 338.59 | 338.57 | 15,023.10 |
| 515601 · Recology | 0.00 | 0.00 | 988.13 | 0.00 | 0.00 | 0.00 | 988.13 |
| 515602 · Janitorial Supplies | 18.59 | 470.21 | 558.71 | 0.00 | 0.00 | 0.00 | 1,047.51 |
| 515605 · Cleaning Company | 1,050.00 | 1,400.00 | 210.00 | 700.00 | 140.00 | 0.00 | 3,500.00 |
| Total 515600 · Household Expense | 1,068.59 | 1,870.21 | 1,756.84 | 700.00 | 140.00 | 0.00 | 5,535.64 |
| 519300 · Office Expense | | | | | | | |
| 519303 · General Office Supplies | 0.00 | 0.00 | 337.81 | 0.00 | 0.00 | 0.00 | 337.81 |
| 519305 · Postage & Mailing Expense | 0.00 | 0.00 | 20.42 | 0.00 | 0.00 | 0.00 | 20.42 |
| 519307 · Other Office Expense | 0.00 | 0.00 | 293.14 | 12.99 | 24.99 | 0.00 | 331.12 |
| 519308 · Credit card/ACH fee | 0.00 | 0.00 | 3,432.26 | 0.00 | 0.00 | 0.00 | 3,432.26 |
| 519309 · Payroll service fees | 0.00 | 0.00 | 2,362.98 | 0.00 | 0.00 | 0.00 | 2,362.98 |
| Total 519300 · Office Expense | 0.00 | 0.00 | 6,446.61 | 12.99 | 24.99 | 0.00 | 6,484.59 |
| 563800 · Memberships | | | | | | | |
| 542300 · Maintenance-Equipment | 12.50 | 40.33 | 5,003.25 | 0.00 | 0.00 | 0.00 | 5,056.08 |
| 545900 · Maintenance-Facilities & Imprv | 0.00 | 0.00 | 144.86 | 0.00 | 0.00 | 0.00 | 144.86 |
| 545903 · Paint, Solvents & Chemicals | 0.00 | 0.00 | 0.00 | 1,322.37 | 0.00 | 0.00 | 1,322.37 |
| 545905 · Locks & Security System | 290.00 | 0.00 | 21.93 | 0.00 | 0.00 | 219.25 | 531.18 |
| 545906 · Signage Expense | 0.00 | 0.00 | 458.48 | 0.00 | 0.00 | 0.00 | 458.48 |
| 545909 · Other General Maintenance | 0.00 | 0.00 | 267.69 | 0.00 | 0.00 | 0.00 | 267.69 |
| Total 545900 · Maintenance-Facilities & Imprv | 290.00 | 0.00 | 748.10 | 1,322.37 | 0.00 | 219.25 | 2,579.72 |
| 563800 · Utility Expense | | | | | | | |
| 563801 · P G & E | 0.00 | 0.00 | 2,770.62 | 9,243.49 | 0.00 | 0.00 | 12,014.11 |
| 563802 · Water | 0.00 | 251.10 | 190.47 | 380.95 | 0.00 | 0.00 | 822.52 |

Highlands Recreation District Profit & Loss by Class

February 2022

10:50 AM
03/03/22

Accrual Basis

| | ASP | EEC | OTHER | Pool | Rental | Seasonal Programs | TOTAL |
|--|-----------|-----------|------------|------------|----------|-------------------|------------|
| Total 563800 - Utility Expense | 0.00 | 251.10 | 2,961.09 | 9,624.44 | 0.00 | 0.00 | 12,836.63 |
| 572200 - Employee Expense Reimb | 0.00 | 0.00 | 66.69 | 0.00 | 0.00 | 0.00 | 66.69 |
| 585600 - Contract Expenses | | | | | | | |
| 585801 - Audit Fees | 0.00 | 0.00 | -1,196.72 | 0.00 | 0.00 | 0.00 | -1,196.72 |
| 585603 - Legal fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 585600 - Contract Expenses | 0.00 | 0.00 | -1,196.72 | 0.00 | 0.00 | 0.00 | -1,196.72 |
| 596600 - Program Specific Expenses | | | | | | | |
| 596602 - Spec Act-ASP | 308.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 308.50 |
| 596603 - Snacks-ASP | 805.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 805.03 |
| 596604 - Supplies-ASP | 609.77 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 609.77 |
| 596607 - Misc Exp-POOL | 0.00 | 0.00 | 0.00 | 370.33 | 0.00 | 0.00 | 370.33 |
| 596608 - Misc Exp-ASP | 213.64 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 213.64 |
| 596611 - Misc Exp-OTHER | 0.00 | 0.00 | 767.34 | 0.00 | 0.00 | 0.00 | 767.34 |
| 596612 - Special Events | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 169.09 | 169.09 |
| 596613 - Conferences/Seminars | 0.00 | 14.99 | 127.99 | 0.00 | 0.00 | 0.00 | 142.98 |
| 596616 - Incrowd Rent | 1,093.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,093.00 |
| 596621 - EEC supplies | 0.00 | 3,454.61 | 0.00 | 0.00 | 0.00 | 0.00 | 3,454.61 |
| 596622 - EEC Snacks | 0.00 | 679.01 | 0.00 | 0.00 | 0.00 | 0.00 | 679.01 |
| 596623 - EEC Special Activities | 0.00 | 55.54 | 0.00 | 0.00 | 0.00 | 0.00 | 55.54 |
| 596624 - EEC Misc | 0.00 | 546.49 | 0.00 | 0.00 | 0.00 | 0.00 | 546.49 |
| 596626 - MISC EXP-SWIM TEAM | 0.00 | 0.00 | 0.00 | 3,175.62 | 0.00 | 0.00 | 3,175.62 |
| Total 596600 - Program Specific Expenses | 3,029.94 | 4,750.64 | 895.33 | 3,545.95 | 0.00 | 169.09 | 12,390.95 |
| 6331 - Bond Interest Expense | 0.00 | 33,495.50 | 0.00 | 0.00 | 0.00 | 0.00 | 33,495.50 |
| 671200 - Telephone Service Charges | 0.00 | 0.00 | 456.01 | 0.00 | 0.00 | 0.00 | 456.01 |
| 7211 - Fixed Assets-Structures/Improve | | | | | | | |
| 721101 - Construction in Progress | 0.00 | 0.00 | 5,325.00 | 0.00 | 0.00 | 0.00 | 5,325.00 |
| Total 7211 - Fixed Assets-Structures/Improve | 0.00 | 0.00 | 5,325.00 | 0.00 | 0.00 | 0.00 | 5,325.00 |
| 7311 - Fixed Assets-Equipment | | | | | | | |
| 731101 - Equip-Not Capitalized | 965.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 965.90 |
| Total 7311 - Fixed Assets-Equipment | 965.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 965.90 |
| Total Expense | 35,254.39 | 94,019.53 | 65,989.64 | 42,981.71 | 3,342.65 | 7,308.12 | 248,846.04 |
| Net Income | 41,027.98 | 7,258.47 | -18,184.87 | -21,694.09 | 3,337.35 | -5,706.32 | 6,038.52 |

Highlands Recreation District Profit & Loss by Class July 2021 through February 2022

10:50 AM
03/03/22
Accrual Basis

| | ASP | EEC | OTHER | Pool | Rental | Seasonal Programs | TOTAL |
|--|-------------------|-------------------|---------------------|-------------------|------------------|-------------------|---------------------|
| Income | | | | | | | |
| 102400 - Property Taxes | 0.00 | 0.00 | 522,707.03 | 0.00 | 0.00 | 0.00 | 522,707.03 |
| 152100 - Interest Earned | 0.00 | 0.00 | 10,819.66 | 0.00 | 0.00 | 0.00 | 10,819.66 |
| 232100 - Park & Recreation Fees | | | | | | | |
| 232101 - Refunds - Fees | -2,414.92 | 0.00 | -70.79 | -12,490.50 | -3,752.00 | -12,507.70 | -31,235.91 |
| 232102 - Bounced Checks - Fees | -559.92 | 0.00 | 0.00 | -80.00 | -400.00 | -74.00 | -1,113.92 |
| 232100 - Park & Recreation Fees - Other | 539,627.37 | 781,582.50 | 8,827.09 | 295,385.16 | 54,059.00 | 101,700.42 | 1,781,181.54 |
| Total 232100 - Park & Recreation Fees | 536,652.53 | 781,582.50 | 8,756.30 | 282,814.66 | 49,907.00 | 89,118.72 | 1,748,831.71 |
| 265800 - Miscellaneous Revenue | 7,100.00 | 8,761.50 | 466,389.53 | 0.00 | 0.00 | 0.00 | 482,247.03 |
| Total Income | 543,752.53 | 790,344.00 | 1,008,668.52 | 282,814.66 | 49,907.00 | 89,118.72 | 2,764,605.43 |
| Gross Profit | 543,752.53 | 790,344.00 | 1,008,668.52 | 282,814.66 | 49,907.00 | 89,118.72 | 2,764,605.43 |
| Expense | | | | | | | |
| 411100 - Permanent Salaries | 60,582.22 | 45,037.02 | 145,966.30 | 45,037.03 | 0.00 | 0.00 | 286,622.57 |
| 411101 - Temporary Out of Class | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416101 - Office Wages | 0.00 | 0.00 | 79,165.97 | 0.00 | 0.00 | 0.00 | 79,165.97 |
| 416102 - Pool Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416103 - Maintenance Wages | 0.00 | 0.00 | 0.00 | 151,473.65 | 0.00 | 0.00 | 151,473.65 |
| 416104 - Supervision Wages | 0.00 | 0.00 | 40,111.93 | 0.00 | 0.00 | 0.00 | 40,111.93 |
| 416105 - Program Specialist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416107 - ASP/Camp Wages | 150,327.51 | 0.00 | 0.00 | 0.00 | 21,912.72 | 10,801.48 | 32,714.20 |
| 416108 - EEC Wages | 0.00 | 321,850.03 | 0.00 | 0.00 | 0.00 | 50,209.78 | 50,209.78 |
| 416110 - Vacation Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 416111 - Social Security | 0.00 | 0.00 | 689.11 | 0.00 | 0.00 | 0.00 | 689.11 |
| 431100 - Medicare Contribution | 12,987.72 | 22,513.15 | 15,187.43 | 12,215.72 | 1,362.65 | 673.75 | 64,990.42 |
| 445100 - Unemployment Insurance | 3,025.78 | 5,265.18 | 3,890.93 | 2,858.89 | 318.69 | 157.56 | 15,515.03 |
| 463100 - District Employee Benefits | 21,219.50 | 39,405.98 | 751.00 | 0.00 | 0.00 | 0.00 | 751.00 |
| 512100 - Clothing & Uniforms | 1,008.00 | 0.00 | 41,179.16 | 13,539.26 | 2,916.38 | 2,916.35 | 121,176.83 |
| 515800 - Household Expense | 0.00 | 0.00 | 0.00 | 2,055.83 | 0.00 | 0.00 | 3,053.83 |
| 515601 - Recology | 0.00 | 0.00 | 6,916.91 | 0.00 | 0.00 | 0.00 | 6,916.91 |
| 515602 - Janitorial Supplies | 152.63 | 3,516.30 | 3,605.85 | 0.00 | 0.00 | 0.00 | 7,274.78 |
| 515605 - Cleaning Company | 7,350.00 | 10,250.00 | 1,470.00 | 4,900.00 | 960.00 | 0.00 | 24,950.00 |
| Total 515600 - Household Expense | 7,502.63 | 13,766.30 | 11,992.76 | 4,900.00 | 960.00 | 0.00 | 39,141.69 |
| 519300 - Office Expense | | | | | | | |
| 519301 - Outside Printing & Copy Serv | 0.00 | 0.00 | 4,091.44 | 158.68 | 0.00 | 0.00 | 4,250.12 |
| 519303 - General Office Supplies | 102.81 | 315.27 | 2,746.61 | 79.64 | 0.00 | 0.00 | 3,244.33 |
| 519304 - Advertising/Recruiting | 0.00 | 0.00 | 824.00 | 0.00 | 0.00 | 0.00 | 824.00 |
| 519305 - Postage & Mailing Expense | 0.00 | 0.00 | 1,704.32 | 0.00 | 0.00 | 0.00 | 1,704.32 |
| 519307 - Other Office Expense | 1,178.95 | 548.79 | 7,762.46 | 397.46 | 149.94 | 24.99 | 10,052.61 |
| 519308 - Credit card/ACH fee | 0.00 | 0.00 | 34,036.81 | 0.00 | 0.00 | 0.00 | 34,036.81 |
| 519309 - Payroll service fees | 0.00 | 0.00 | 12,284.79 | 0.00 | 0.00 | 0.00 | 12,284.79 |
| Total 519300 - Office Expense | 1,281.76 | 864.06 | 63,440.43 | 635.80 | 149.94 | 24.99 | 66,386.98 |
| 533100 - Memberships | 445.00 | 80.66 | 14,746.28 | 198.36 | 0.00 | 150.00 | 15,620.30 |
| 542300 - Maintenance-Equipment | 0.00 | 2,181.04 | 1,857.46 | 0.00 | 0.00 | 0.00 | 4,038.50 |
| 545900 - Maintenance-Facilities & Imprv | | | | | | | |
| 545903 - Paint, Solvents & Chemicals | 0.00 | 0.00 | 0.00 | 10,913.83 | 0.00 | 0.00 | 10,913.83 |
| 545904 - Pool Supplies | 521.75 | 1,848.69 | 565.71 | 1,423.91 | 0.00 | 0.00 | 4,260.06 |
| 545905 - Locks & Security System | 0.00 | 0.00 | 458.46 | 0.00 | 0.00 | 328.88 | 787.34 |
| 545906 - Signage Expense | 0.00 | 0.00 | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 |
| 545907 - General Electrical Expense | 0.00 | 0.00 | 5,426.23 | 0.00 | 0.00 | 0.00 | 5,426.23 |
| 545909 - Other General Maintenance | 768.13 | 137.51 | 0.00 | 0.00 | 0.00 | 0.00 | 905.64 |
| 545911 - Landscape/Garden Expense | 0.00 | 1,086.44 | 0.00 | 0.00 | 0.00 | 0.00 | 1,086.44 |
| 545912 - Vehicle Expense | 0.00 | 0.00 | 655.35 | 0.00 | 0.00 | 0.00 | 655.35 |
| 545913 - Ground/Facility Improvements | 0.00 | 0.00 | 13,532.00 | 0.00 | 0.00 | 0.00 | 13,532.00 |
| Total 545900 - Maintenance-Facilities & Imprv | 1,289.88 | 3,072.64 | 21,437.77 | 12,337.74 | 0.00 | 328.88 | 39,486.91 |
| 563900 - Utility Expense | | | | | | | |

Highlands Recreation District Profit & Loss by Class July 2021 through February 2022

10:50 AM
03/03/22
Accrual Basis

| | ASP | EEC | OTHER | Pool | Rental | Seasonal Programs | TOTAL |
|---|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| 563801 - P G & E | 0.00 | 3,998.35 | 17,641.57 | 42,959.61 | 0.00 | 0.00 | 64,597.53 |
| 563802 - Water | 0.00 | 2,515.52 | 1,830.48 | 3,560.96 | 0.00 | 0.00 | 7,706.96 |
| 563803 - Sewer Fees | 0.00 | 0.00 | 5,324.37 | 0.00 | 0.00 | 0.00 | 5,324.37 |
| Total 563800 - Utility Expense | 0.00 | 6,311.87 | 24,796.42 | 46,520.57 | 0.00 | 0.00 | 77,628.86 |
| 572200 - Employee Expense Reimb | 0.00 | 0.00 | 77.33 | 0.00 | 0.00 | 0.00 | 77.33 |
| 585600 - Contract Expenses | 0.00 | 0.00 | 10,996.72 | 0.00 | 0.00 | 0.00 | 10,996.72 |
| 585601 - Audit Fees | 0.00 | 0.00 | 4,807.50 | 0.00 | 0.00 | 0.00 | 4,807.50 |
| 585602 - Legal fees | 0.00 | 0.00 | 5,490.00 | 0.00 | 0.00 | 0.00 | 5,490.00 |
| 585604 - Consultants | 0.00 | 0.00 | 21,294.22 | 0.00 | 0.00 | 0.00 | 21,294.22 |
| Total 585600 - Contract Expenses | 0.00 | 0.00 | 21,294.22 | 0.00 | 0.00 | 0.00 | 21,294.22 |
| 598600 - Program Specific Expenses | 1,768.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,768.50 |
| 598602 - Spec Act-ASP | 3,900.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,900.90 |
| 598603 - Snacks-ASP | 4,130.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,130.17 |
| 598604 - Supplies-ASP | 0.00 | 0.00 | 0.00 | 942.42 | 0.00 | 0.00 | 942.42 |
| 598607 - Misc Exp-POOL | 1,962.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,962.01 |
| 598608 - Misc Exp-ASP | 0.00 | 0.00 | 204.20 | 0.00 | 0.00 | 0.00 | 204.20 |
| 598610 - Misc Exp-OFFICE | 0.00 | 0.00 | 2,465.09 | 0.00 | 0.00 | 0.00 | 2,465.09 |
| 598611 - Misc Exp-OTHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 598612 - Special Events | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 598613 - Conferences/Seminars | 455.00 | 1,437.65 | 386.99 | 975.00 | 0.00 | 3,442.70 | 3,442.70 |
| 598614 - Pool Supplies | 0.00 | 0.00 | 0.00 | 3,177.34 | 0.00 | 15.00 | 3,177.34 |
| 598616 - Incrowd Rent | 11,007.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,007.45 |
| 598617 - Seasonal Programs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 158.32 | 158.32 |
| 598621 - EEC supplies | 0.00 | 13,376.40 | 0.00 | 0.00 | 0.00 | 0.00 | 13,376.40 |
| 598623 - EEC Snacks | 0.00 | 4,361.77 | 0.00 | 0.00 | 0.00 | 0.00 | 4,361.77 |
| 598623 - EEC Special Activities | 0.00 | 703.10 | 0.00 | 0.00 | 0.00 | 0.00 | 703.10 |
| 598624 - EEC Misc | 0.00 | 1,124.48 | 0.00 | 0.00 | 0.00 | 0.00 | 1,124.48 |
| 598625 - MISC EXP-SWIM TEAM | 0.00 | 0.00 | 0.00 | 16,169.80 | 0.00 | 0.00 | 16,169.80 |
| Total 598600 - Program Specific Expenses | 23,224.03 | 21,003.40 | 3,056.28 | 21,264.56 | 0.00 | 3,616.02 | 72,164.29 |
| 6331 - Bond Interest Expense | 0.00 | 89,052.50 | 0.00 | 0.00 | 0.00 | 0.00 | 89,052.50 |
| 6332 - Bond Principal exp | 0.00 | 133,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 133,000.00 |
| 671200 - Telephone Service Charges | 0.00 | 0.00 | 4,515.02 | 0.00 | 0.00 | 0.00 | 4,515.02 |
| 673100 - Insurance | 4,862.90 | 4,862.90 | 6,642.00 | 5,930.37 | 711.64 | 711.64 | 23,721.45 |
| 673101 - CAPRI-WORKERS COMP | 0.00 | 0.00 | 79,663.00 | 0.00 | 0.00 | 0.00 | 79,663.00 |
| 673102 - CAPRI-GEN INS | 4,862.90 | 4,862.90 | 86,305.00 | 5,930.37 | 711.64 | 711.64 | 103,384.45 |
| Total 673100 - Insurance | 4,862.90 | 4,862.90 | 86,305.00 | 5,930.37 | 711.64 | 711.64 | 103,384.45 |
| 7211 - Fixed Assets-Structures/Improve | 0.00 | 0.00 | 24,934.00 | 0.00 | 0.00 | 0.00 | 24,934.00 |
| 721100 - Fixed Assets-Structures/Impro | 0.00 | 0.00 | 10,185.50 | 0.00 | 0.00 | 0.00 | 10,185.50 |
| 721101 - Construction in Progress | 0.00 | 0.00 | 35,119.50 | 0.00 | 0.00 | 0.00 | 35,119.50 |
| Total 7211 - Fixed Assets-Structures/Improve | 0.00 | 0.00 | 35,119.50 | 0.00 | 0.00 | 0.00 | 35,119.50 |
| 7311 - Fixed Assets-Equipment | 0.00 | 0.00 | 11,503.21 | 15,256.44 | 0.00 | 0.00 | 26,759.65 |
| 731100 - Fixed Assets-Equipment | 3,427.16 | 0.00 | 3,789.43 | 0.00 | 0.00 | 0.00 | 7,216.59 |
| 731101 - Equip-Not Capitalized | 0.00 | 0.00 | 15,292.64 | 15,256.44 | 0.00 | 0.00 | 33,976.24 |
| Total 7311 - Fixed Assets-Equipment | 3,427.16 | 0.00 | 15,292.64 | 15,256.44 | 0.00 | 0.00 | 33,976.24 |
| Total Expense | 291,134.09 | 688,266.73 | 630,872.94 | 334,222.22 | 28,352.02 | 69,590.45 | 2,042,438.45 |
| Net Income | 262,618.44 | 102,077.27 | 377,795.58 | -51,407.56 | 21,584.98 | 19,528.27 | 722,166.98 |

#2625

| CODE NO. | PAYABLE TO: | PURPOSE | AMOUNT |
|----------|---|---------------------|-----------|
| 4161 | AFTER SCHOOL MUSIC ACADEMY | PROG SPEC 1-3/22 | 3,000.05 |
| 4161 | ESTHER ALLEN | PROG SPEC 1-3/22 | 1,372.00 |
| 4161 | BRETT BURDETTE | PROG SPEC 1-3/22 | 1,232.00 |
| 4161 | KUK SOOL WON OF SAN MATEO | PROG SPEC 2-3/22 | 2,268.00 |
| 4161 | OUT OF THE BOX KIDS | PROG SPEC 1-3/22 | 1,323.00 |
| 4161 | SCOTT PERLSTEIN | PROG SPEC 2-3/22 | 2,694.00 |
| 4161 | PIED PIPER PLAYERS | PROG SPEC 1-3/22 | 2,425.50 |
| 4631 | GUARDIAN | INS 4/22 | 1,355.15 |
| 4631 | KAISER FOUNDATION HEALTH PLAN | INS 4/22 | 9,379.29 |
| 5156 | THE GREEN JANITORIAL CORPORATION | SERV 2/22 | 3,500.00 |
| 5156 | RECOLOGY | SERV 2/22 | 899.03 |
| 5193 | WESCO GRAPHICS INC | BROCHURE -SPR/SUM | 4,018.60 |
| 5638 | CA WATER | SERV 1-3/22 | 898.55 |
| 5638 | PG&E | SERV 2-3/22 | 12,616.00 |
| 5638 | SAN MATEO COUNTY TAX COLLECTOR | SEWER FEES FY 21-22 | 5,324.37 |
| 5856 | SHUTE MIHALY & WEINBERGER LLP | LEGAL SERV 1/22 | 1,110.00 |
| 6731 | CAPRI | WORKERS COMP 4-6/22 | 7,907.15 |
| | USBANK | SUPPLIES 1-2/22 | 7,678.15 |
| | #5193-\$803.59, #5459-\$1,780.88, #5966-\$4,486.53, | | |
| | #5156-\$91.39, #5331-\$14.99, #6712-\$139.36 | | |
| | #731101-\$361.41 | | |
| | | | 69,000.84 |

THE ABOVE CLAIMS HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT.

PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST:

HIGHLANDS RECREATION DISTRICT

MARCH 8, 2022

DATE

GENERAL MANAGER

MOTION HAVING BEEN DULY MADE AND SECONDED, THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE " CONTROLLER OF THE COUNTY OF SAN MATEO" FOR PAYMENT.

SIGNED & SEALED THIS 8TH DAY OF MARCH 2022



Date: March 8, 2022

To: HRD Board of Directors

From: Derek Schweigart, General Manager

Re: Discussion: Update on HRD facilities master plan and existing conditions report

BACKGROUND:

On January 11, 2022, the Board reviewed and accepted a proposal to begin work on a District facilities master plan. A copy of the proposal is included in this report as (Attachment A). The staff driven process is expected to last approximately 12 months with master plan work completed in a phased approach. Preliminary master plan work is directed by staff and establishes a foundation for a comprehensive master plan document. Additional expertise may be required at various stages of plan development.

DISCUSSION:

The first phase of work is an evaluation of facility and grounds existing conditions. This includes a recap of recent studies for the District which provide recommendations for repair or replacement of major infrastructure and systems, as well as for needed improvements. Resources used include the District's facility asset schedule, the HRD reserve study and facility appraisal from fiscal year 2014-15, ADA report from CREATE Access, Pool study by Arch Pac Aquatics, as well as others.

The goal of this phase is to identify and prioritize major maintenance and proposed capital improvement projects. This involves ascertaining existing conditions, determining remaining useful life, obtaining cost estimates in both current dollars and with escalation, and properly categorizing projects for current and future budget planning. An important outcome of this work involves developing a District asset and capital facilities management plan where one does not currently exist. This project listing includes minor maintenance projects (M), capital facilities or major maintenance (CF) and capital improvement projects (CIP). A working draft of this plan is included as (Attachment B). Projects are sorted by facility or area of the grounds. The plan requires annual updates and should be used as part of the annual budget planning process.

Work continues with this phase, particularly in obtaining current cost estimates. The current draft relies on previous consultant work and staff input. Where possible, staff will consult with building and landscape contractors to better define scope of projects and obtain accurate cost estimates. For facility structures and systems that require further inspection and analysis, staff will recommend additional expertise to support the plan.

Referring to the HRD major maintenance and capital projects listing, the following is a summary of the maintenance and capital investment that will be required over the next 2-5 years. Projects addressed as part of the Playground and Sports Court Renovation are not included.

| # | Project | Cost Estimate (Low) | Cost Estimate (High) |
|----|--|---------------------|----------------------|
| 1 | Administration stairs and deck replacement | \$ 108,000 | \$ 183,000 |
| 2 | Main building roof replacement | \$ 55,000 | \$ 120,000 |
| 3 | Main building electrical panel replacement | \$ 15,000 | \$ 20,000 |
| 4 | Main building exterior painting | \$ 24,000 | \$ 28,000 |
| 5 | Gym floor resurfacing / recoat | \$ 15,000 | \$ 20,000 |
| 6 | Gym heater replacement | \$ 7,000 | \$ 9,000 |
| 7 | Social room heater replacement | \$ 5,000 | \$ 7,000 |
| 8 | Fitness center floor resurfacing / recoat | \$ 3,000 | \$ 5,000 |
| 9 | Administration Office HVAC replacement | \$ 10,000 | \$ 12,000 |
| 10 | Pool pumps replacement (1) | \$ 6,000 | \$ 8,000 |
| 11 | Tennis courts resurfacing | \$ 12,000 | \$ 15,000 |
| 12 | Passenger vans (2) replacement | \$ 75,000 | \$ 85,000 |
| | TOTAL | \$ 335,000 | \$ 512,000 |

Next Steps

- Staff will continue to update the asset and capital facilities management plan that includes major maintenance and other capital projects
- Project web page created
- Recruitment of HRD Facilities Master Plan Advisory Committee with a goal of a first meeting in April or May timeframe
- Develop community survey with input from Board and advisory committee

FISCAL IMPACT:

The HRD master plan and existing conditions report is a study which does not have a direct fiscal impact to the District. Funding for projects in the study require Board approval either separately or as part of the annual budget process.

RECOMMENDATION:

Staff recommends the Board receive the update on the facilities master plan and provide feedback on first phase which includes an inventory of major maintenance and capital projects, and preliminary evaluation of existing conditions.

ATTACHMENTS:

- A. HRD Facilities Master Plan Proposal
- B. HRD Major Maintenance and Capital Projects Listing (DRAFT)

Highlands Recreation District Facilities Master Plan Proposal

Overall Plan Objective: To provide a facility master plan which prioritizes the upgrades of the Highlands pool and pool house, extends the useful life of existing buildings and grounds, makes improvements where feasible to better meet programming needs, identifies viable funding mechanisms and is responsive to community needs. This would involve re-envisioning what the pool could look like, services provided, how we can meet the needs of the community better and maximize the current footprint if possible.

Master Planning / Space Programming: Staff will work with the community to develop concepts on how to improve the pool spaces for aquatics programming, identify new community spaces like the MPR, and tie any proposed facility upgrades into the larger Rec facility and grounds.

Phased Approach: The scope of work being proposed assumes a phased approach for the development of a facility master plan. The preliminary work in this scope will be directed by staff and will establish a foundation for a comprehensive master plan document. A comprehensive master plan will require additional expertise to be considered at various stages of the plan development.

Phase 1 – Facility existing conditions analysis and review
Duration – 3 months (Feb 2022 – Apr 2022)

A necessary component to any facility master plan is an evaluation of existing conditions to identify and prioritize needed repairs and maintenance, identify code and compliance issues, and provide for corrective actions. District staff will complete the following and report back to the Board using current documentation and resources and/or engage contractors and consultants for cost estimates where necessary. See current list of resources included in this document.

1. Review and update facility asset schedule that includes facility equipment inventory, replacement schedule and cost information.
2. Conduct facility assessment indicating remaining useful life of existing infrastructure, buildings, and systems.
3. Identify any deferred maintenance and repairs that exist with facilities and grounds.
4. Identify any risk management issues that may exist or has been previously identified.
5. Review current documentation concerning ADA accessibility and compliance and include in summary of existing conditions that need to be addressed as part of this plan.
6. Document improvements completed as part of the evaluation and include in the plan.
7. Provide recommendations for corrective measures, estimate costs of corrections as well as alternative solutions.
8. Use data to update current facility asset and improvement documentation and develop a capital improvement plan (CIP) for projects greater than \$25K for ongoing and future capital projects.
9. Identify facility structures and systems that require further inspection and analysis where existing data and resources are insufficient.

Phase 2 – Analysis of facility needs and preferences
Duration – 6 months (Apr 2022 – Sept 2022)

A process involving identification and prioritization of existing facility capital needs and improvements as well as a community needs analysis to identify potential facility and grounds upgrades. The process will be staff driven and include extensive community engagement with regular and ongoing check-ins with the Board.

1. **HRD Facility Master Plan Advisory Committee** made up of Highlands residents, facility users, current and former board members, neighborhood association members, Senior Network, other stakeholder groups.
 - a. The group will help identify areas we are good at, what improvements are needed and any missed opportunities
 - b. Review various reports and studies that have previously been completed
 - c. Facility tours to learn how the facilities are currently used and issues needing to be addressed
 - d. Inform to receive richer feedback, collaboration on solutions, more creative alternatives
 - e. Provide consultant expertise when additional information is needed or when issues arise (architects, engineers, financial advisors)
 - f. Provide examples of other facilities/pools as well as fieldtrips to similar facilities
2. **Community survey** distributed to all Highlands residents to provide analysis of programs and facilities we currently provide, identify strengths and weaknesses, identify areas for improvement, identify areas not served or underserved, help prioritize facility needs and improvements.
 - a. Review any existing survey data and incorporate as needed
 - b. Survey to be reviewed by Board
 - c. Data collected will be shared with Highlands's residents and will help inform decision making
3. **Project web page** will serve to keep residents informed of the progress of the facility master plan as well to track progress.
4. **Stakeholder meetings and focus groups** will be used to help broaden input on specific aspects of the plan, confirm and validate, and garner support.

Phase 3 – Develop Prioritized Action Plan
Duration – 3 months (Oct 2022 – Dec 2022)

A prioritized action plan based on analysis of existing conditions, needs assessment, and input from community will be completed by staff which will include the following:

1. Key findings will be summarized
2. An action plan that ranks priorities for improvements whether new or upgrades to existing
3. A matrix of projects will be developed that includes order of magnitude cost estimates, funding mechanisms, timeline for implementation
4. Concepts that have not been developed or fully scoped will be ranked in order of priority based on community feedback and feasibility.
5. One outcome of the action plan is the development of a 5-year capital improvement plan for ongoing and future capital projects.

Phase 4 – Funding

Duration – 2 months (Oct 2022 – Nov 2022)

The most significant obstacle for moving this Facility Master Plan forward is funding. This process will help answer the questions: How big of a project are we talking about? What are the “givens” for any large-scale capital project? What funding mechanisms are available to the District and which ones provide the highest prospect of success. Regardless of what funding mechanism(s) are chosen, garnering community support will be essential for advancing the Facility Master Plan. Funding mechanisms to be explored as part of this phase include:

1. **Certificates of Participation (COP)** – The earliest the District can refinance its existing debt without penalty is September 1, 2024. In the meantime, determining the borrowing capacity of the District and/or if it would be advantageous for the District to pay down the current COP to enable it to borrow for future capital projects will be the focus of this task.
2. **General Bond** – In 2020, staff worked with Isom Advisors, which provided the District a preliminary analysis and recommendations for a general bond as a possible funding mechanism for future capital projects. Success of this option depends heavily on having a master plan with capital projects to be funded, community-wide survey, broad community engagement and public information campaign. Groundwork for this begins with the Facility Master Plan Advisory Committee and identifying community champions who can shepherd the project. The establishment of a “Friends of the Rec” Foundation would be a useful tool for advancing this funding solution.
3. **Capital Improvement Plan** – A useful tool that will be investigated as part of this process will include the establishment of a District CIP. The District does not have a funding mechanism or planning process for funding capital projects. Capital projects are funded on a pay as you go model. With few exceptions, the current approach focuses on maintaining existing structures and systems as opposed to making the necessary investments to improve and sustain the District for the future. As a result, the District facilities and grounds have endured years of deferred maintenance and needed repairs leaving them outdated and likely to cost the District more in the long run.
4. **“Friends of the Rec” Foundation** – Some initial work on a foundation to support the District has been done. This concept will be explored further when the Facility Master Plan advances.

Proposed Project Schedule and Deliverables

| | |
|------------------|---|
| February - March | <ul style="list-style-type: none">○ Review available facility documentation and resources○ Evaluation of facility conditions including assessment indicating useful life of existing infrastructure, buildings, systems○ Document improvements completed as part of the evaluation and include in the plan○ Identify deferred maintenance, repairs, needed improvements and provide corrective measures and alternative solutions○ Form HRD Facility Master Plan Advisory Committee |
| April | <ul style="list-style-type: none">○ Develop capital improvement plan (CIP) using existing data for projects greater than \$25K for ongoing and future capital projects○ HRD Facility Master Plan Advisory Committee begins meeting to review existing conditions |

| | |
|--------------------|---|
| | <ul style="list-style-type: none"> ○ Develop community survey with input from committee ○ Project web page is created |
| May | <ul style="list-style-type: none"> ○ Present community survey to the BOD for review ○ Community survey implemented ○ HRD Facility Master Plan Advisory Committee |
| June | <ul style="list-style-type: none"> ○ Community survey implemented ○ HRD Facility Master Plan Advisory Committee ○ Stakeholder meeting and focus groups ○ Space/Program planning concepts developed |
| July | <ul style="list-style-type: none"> ○ Stakeholder meeting and focus groups ○ Space/Program planning concepts developed ○ HRD Facility Master Plan Advisory Committee ○ Community survey data reviewed ○ 5-year capital improvement plan submitted as part of the District FY 2022-23 Budget |
| August - September | <ul style="list-style-type: none"> ○ Stakeholder meeting and focus groups ○ Space/Program planning concepts developed |
| October - November | <ul style="list-style-type: none"> ○ Present key findings from stakeholder meetings, focus groups and community survey to the BOD ○ Explore funding mechanisms for recommended improvements |
| December | <ul style="list-style-type: none"> ○ Prioritized Action Plan presented to the BOD including key findings, matrix of projects with priority ranking for improvements, presentation of space/program planning concepts, 5-year capital improvement plan |

Resources

1. Facility Asset Schedule
2. ADA report from CREATE Access, Architects/Consultants in 2013
3. HRD Reserve Study and Facility Appraisal 2014-2015
4. CAPRI site visit reports and safety inspections
5. ADA Ramp and Restroom project documentation
6. Prop. 68 Playground and Sports Court Project documentation
7. Pool study by Arch Pac Aquatics in 2018
8. Isom Advisors Analysis

| | Location (Main Building, EEC, Pool, Tennis Courts, Playground, Grounds General, Equipment) | Project Name | Project Description | Construction Acquisition Date | | Replace Date | Useful Life (Yrs) | Remaining Useful Life (Yrs) | Subsequent Maintenance | Subsequent Maintenance | Actual Cost | Replacement Cost Estimate (Low) | Replacement Cost Estimate (High) | Projected Year Completion | Main/CF/CIP | In-House (H) or Out-Source (O) | Notes | Reasoning |
|--|--|---|---|-------------------------------|------|--------------|-------------------|-----------------------------|------------------------|------------------------|---------------|---------------------------------|----------------------------------|---------------------------|-------------|---|-------|-----------|
| | | | | | | | | | | | | | | | | | | |
| | Main Building | Building Roof - Replace | Approx 6,010 SF | 1991 | 2016 | 25 | NA | 2021 | | \$ 37,500.00 | \$ 55,000.00 | \$ 120,000.00 | | CF | O | Estimates received | | |
| | Main Building | Admin Deck and Stairs - Replace | Approx 340 SF | 1966 | | 12 | NA | 2007 | | | \$ 108,000.00 | \$ 183,000.00 | 2022 | CF | O | Originally built in 1966 with renovation, maintenance 2007 | | |
| | Main Building | Replace building electrical panel | | | | | | | | | \$ 15,000.00 | | | M | O | Current estimate needed | | |
| | Main Building | Gym / Social Room Deck - Replace | Approx 800 SF | 2020 | 2045 | 25 | 23 | | | | | | | CIP | O | CIP Completed | | |
| | Main Building | Bldg Exterior Repaint (Admin/Pool) | Approx 8,750 SF | 2008 | 2018 | 10 | NA | | | \$ 19,525.00 | \$ 24,000.00 | \$ 28,000.00 | | CF | O | Current estimate needed | | |
| | Main Building | ASP Restrooms | | 2020 | 2045 | 25 | 23 | | | | | | | CIP | O | CIP Completed | | |
| | Main Building | Social Room Flooring | | 2020 | 2030 | 10 | 8 | | | \$ 6,597.00 | | | | M | O | Current estimate needed | | |
| | Main Building | Skylights/Solar Tubes (Admin) | Approx 12 tubes | | | 15 | 6 | | | | \$ 9,000.00 | | | M | O | Current estimate needed | | |
| | Main Building | Gym Floor Resurface/Recoat | Approx 2,080 SF | | | 6 | NA | | | | \$ 15,000.00 | | | M | O | 2017 - resurface cost 12,300, 8 years life replace 2025? | | |
| | Main Building | Gym Floor Resurface | Approx 2,080 SF - Replace/Upgrade existing floor surface | | | | | | | | | | | CIP | O | Current estimate needed | | |
| | Main Building | Gym Kitchen Appliances | (5) appliances | | | 10 | 2 | | | | | | | CF | O | Current estimate needed | | |
| | Main Building | Admin Office Restroom (Admin) | Remodel restroom | | | | | | | | | | | CIP | O | Current estimate needed | | |
| | Main Building | Admin Office | Approx 645 SF - Renovation / Refurbish | | | 10 | NA | | | \$ 7,000.00 | | | | CF | O | Current estimate needed | | |
| | Main Building | Gym Remodel | Approx 2,080 SF | 2020 | | | | | | | | | | CIP | O | Completed with ADA Ramp and ASP Restroom Project? | | |
| | Main Building | Gym / Social Room Kitchen Cabinets - Replace | Approx 140 SF | 2011 | 2021 | 10 | NA | | | \$ 12,800.00 | \$ 16,000.00 | \$ 20,000.00 | | M | O | Current estimate needed | | |
| | Main Building | Social Room Heater - Replace | (1) Heater | 2007 | 2022 | 15 | NA | | | \$ 3,500.00 | \$ 6,000.00 | \$ 12,000.00 | | M | O | Current estimate needed | | |
| | Main Building | Gym Heater - Replace | (1) Heater | 2003 | 2019 | 15 | NA | | | \$ 5,372.00 | \$ 7,000.00 | \$ 14,000.00 | | M | O | Current estimate needed | | |
| | Main Building | Admin Office Windows/Sliding Doors - Replace | | 2009 | 2029 | 20 | 7 | | | \$ 7,000.00 | \$ 10,000.00 | | | M | O | Current estimate needed | | |
| | Main Building | Fitness Center Floor | Approx ??? SF? Resurface floor | 2009 | 2019 | 10 | NA | | | \$ 2,799.00 | \$ 3,000.00 | \$ 6,000.00 | | M | O | Current estimate needed | | |
| | Main Building | Fitness Center Equipment - Replace | Replace existing equipment | 1996 | 2006 | 10 | NA | | | \$ 8,000.00 | \$ 10,000.00 | \$ 15,000.00 | | M | H | Research | | |
| | Main Building | Gym / Social Room Concrete | ?? | 2010 | 2050 | 40 | 28 | | | \$ 7,882.00 | | | | | | What is this? | | |
| | Main Building | Admin Office HVAC - Replace | Replace current HVAC at the end of its useful life | 2019 | 2024 | 5 | 2 | | | \$ 8,328.00 | \$ 10,000.00 | \$ 12,000.00 | | M | O | Current estimate needed | | |
| | Main Building | Gym Fire Alarm System - Replace | Replace system at the end of its useful life | | | | | | | | \$ 5,000.00 | \$ 10,000.00 | | M | O | Estimate needed - check with Mike | | |
| | Main Building | Stairs from pathway to Admin building stairs | Install ADA compliant handrails | | | | | | | | | | | M | H | Per ADA plan - estimate needed | | |
| | Main Building | Stairs to second floor administration offices | Stairs are not accessible or complying | | | | | | | | | | | CF | O | Stairs and Deck project and/or with major renovation | | |
| | EEC | Blg Exterior Repaint (EEC) | Approx 6,050 SF | 2010 | 2020 | 10 | NA | | | | \$ 19,400.00 | | | CF | O | Current estimate needed | | |
| | EEC | Building Roof - Replace | Approx 6,940 SF | 2010 | 2030 | 20 | 10 | | | \$ 48,600.00 | \$ 69,400.00 | | | CF | O | Current estimate needed | | |
| | EEC | Flooring - Replace | Replace flooring for MPR and classrooms (SF?) | 2019 | 2029 | 10 | 7 | | | \$ 21,333.00 | | | | CF | O | Whole center | | |
| | EEC | Kitchen Appliances - Replace | (5) appliances | 2010 | 2020 | 10 | NA | | | \$ 4,500.00 | \$ 7,000.00 | | | M | H | Current estimate needed | | |
| | EEC | Restrooms Remodel (Outside) | (2) - stall rooms | 2010 | 2030 | 20 | 8 | | | \$ 10,000.00 | \$ 18,000.00 | | | M | O | Current estimate needed | | |
| | EEC | Restrooms Remodel (Inside) | (1) - 4 stall and (2) - single stall | 2010 | 2030 | 20 | 8 | | | \$ 15,000.00 | \$ 25,000.00 | | | CF | O | Current estimate needed | | |
| | EEC | Interiors Remodel (EEC) | Approx 3,240 SF | 2010 | 2030 | 20 | 8 | | | \$ 30,000.00 | \$ 45,000.00 | | | CF | O | Current estimate needed | | |
| | EEC | MPR Room Divider Installation | Install room divider for MPR | | | | NA | | | \$ 20,000.00 | \$ 30,000.00 | | | CF | O | Is this still needed? Or delete? | | |
| | EEC | Playground - Replace | Equipment plus new surfacing | 2010 | 2035 | 25 | 13 | | | \$ 21,494.00 | \$ 45,000.00 | \$ 55,000.00 | | CIP | O | Structure approx. 25-30K, Surfacing approx. 20-25K | | |
| | EEC | Fire Alarm - Replace | Silent Knight 5700 Panel | 2010 | 2025 | 15 | 3 | | | | \$ 5,000.00 | \$ 10,000.00 | | M | O | Current estimate needed | | |
| | EEC | Trane Condenser - Replace (EEC) | (1) 7.5 ton unit | 2010 | 2030 | 20 | 8 | | | | \$ 13,000.00 | \$ 17,000.00 | | M | O | Current estimate needed | | |
| | EEC | Chiller - Refurbish | (1) Airstack | 2010 | 2030 | 20 | 8 | | | | | | | CF | O | Current estimate needed | | |
| | EEC | Boiler - Replace | (1) Laars 210k BTU | 2010 | 2030 | 20 | 8 | | | | | | | | | | | |
| | EEC | ADA improvements | Items include: Door thresholds, workstations, sinks, toilets etc. | | | | | | | | | | | CIP | O | EEC facility mostly compliant except for minor components per ADA | | |
| | EEC | Solar Panels and Controls Replacement | (26) panels, BP 3230T | | | 25 | 15 | | | | \$ 35,000.00 | \$ 60,000.00 | | CF | O | Acquisition date and current estimate needed | | |
| | Pool | Pool Entry / Guard Offices Remodel | | | | 30 | NA | | | | \$ 150,000.00 | \$ 210,000.00 | | CIP | O | Major pool renovation | | |
| | Pool | Locker Rooms Remodel | (2) Rooms, Approx 340 SF each | | | 20 | NA | | | | \$ 14,000.00 | \$ 20,000.00 | | CIP | O | Major pool renovation | | |
| | Pool | Pool Deck Resurface | Approx 7,620 SF | 2010 | 2035 | 25 | 13 | | | \$ 100,268.00 | | | | CF | O | Check with Naomi and Dan | | |
| | Pool | Pool Resurface - Pool Shell? | Approx 4,120 SF | | | 15 | 3 | | | | \$ 93,000.00 | \$ 139,000.00 | | CF | O | Check with Naomi and Dan | | |
| | Pool | Pool Heaters / Boilers | (2) Boilers | 2019 | 2029 | 10 | 7 | | | \$ 108,700.00 | | | | CF | O | | | |
| | Pool | Pool Pumps - Replace | (2) 5 hp pumps | 2019 | 2024 | 5 | 2 | | | \$ 5,402.00 | \$ 14,000.00 | \$ 18,000.00 | | M | O | Cost for (1) \$5,402 replaced in 2019 | | |
| | Pool | Chemical controllers | Replace | 2017 | 2032 | 15 | 10 | | | | \$ 90,000.00 | | | CF | O | Current estimate needed | | |
| | Pool | Pool filters | Replacing current with current filter system | 2004 | 2024 | 20 | 2 | | | | \$ 30,000.00 | \$ 100,000.00 | | CIP | O | Current estimate needed | | |
| | Pool | Pool Coping and Tile - Replace | Approx 290 LF | | | 30 | 3 | | | | \$ 12,000.00 | \$ 17,000.00 | | CF | O | Current estimate needed | | |
| | Pool | Swim Lane Dividers - Replace | (5) Lane Lines | | | 8 | NA | | | | \$ 6,000.00 | \$ 9,000.00 | | M | H | Current estimate needed | | |
| | Pool | Pool Furniture - Replace | | | | 5 | NA | | | | \$ 7,500.00 | \$ 12,500.00 | | M | H | Current estimate needed | | |
| | Pool | Pool Covers - Replace | Rollers and Covers | 2021 | 2026 | 5 | 4 | | | \$ 8,562.00 | \$ 9,000.00 | \$ 11,000.00 | | M | H | | | |
| | Pool | Pool Access Ladder | (1) Ladder | 2021 | 2026 | 5 | 4 | | | \$ 6,694.00 | \$ 7,000.00 | \$ 8,000.00 | | M | H | | | |
| | Pool | ADA Lift | (1) Lift | 2013 | | 10 | 1 | | | \$ 5,559.00 | \$ 6,000.00 | \$ 7,000.00 | | M | H | | | |
| | Pool | Pool Slide - Replace | (1) Portable Slide | 2018 | 2028 | 10 | 6 | | | \$ 8,700.00 | \$ 9,000.00 | \$ 12,000.00 | | M | H | Current estimate needed | | |
| | Pool | Pool Diving Board - Replace | (1) Diving Board | 2018 | 2028 | 10 | 6 | | | \$ 7,873.00 | \$ 10,000.00 | \$ 12,000.00 | | M | H | Retire after useful life | | |
| | Pool | Pool Vacuum - Replace | (1) Dolphin Wave 100 | | | 10 | NA | | | | \$ 4,000.00 | \$ 7,000.00 | | M | H | Current estimate needed | | |
| | Pool | Pool Restroom - Replace | Replace with major pool renovation | 2008 | 2033 | | | | | \$ 442,318.00 | | | | CIP | O | Check with Naomi | | |
| | Pool | Pool Restroom - Replace | Replace with major pool renovation | 2010 | 2033 | | | | | \$ 26,501.00 | | | | CIP | O | Check with Naomi | | |
| | Pool | Pool gate - modify/replace | Modify/update gate per ADA | | | | | | | | | | | M | H | Install proper hardware in proper location per ADA | | |
| | Pool | Pool chemical storage - upgrade | Upgrade storage with seismic restraints and dual containment | | | | | | | | | | | M | H | Per audit and also the District's hazard mitigation plan | | |
| | Tennis Courts | Tennis Courts Resurfacing | (3) Courts | 2017 | 2022 | 5 | NA | | | \$ 11,000.00 | \$ 12,000.00 | \$ 15,000.00 | | M | O | Need better esimtate | | |
| | Tennis Courts | Tennis Court Fencing - Replace | Approx 600 LF | | | 30 | NA | | | | \$ 12,000.00 | \$ 18,000.00 | | M | O | Need better esimtate | | |
| | Tennis Courts | Tennis Court Lights - Replace | (4) Poles, (12) fixtures | 2009 | 2029 | 20 | 7 | | | \$ 91,044.00 | \$ 87,000.00 | \$ 130,000.00 | | CF | O | | | |
| | Tennis Courts | Drainage - Replace | Replace storm and permiter drainage | 2007 | 2022 | 15 | NA | | | \$ 9,220.00 | \$ 10,000.00 | \$ 12,000.00 | | M | O | Replace with next tennis court renovation | | |
| | Tennis Courts | Tennis Court Entrance | Modify/update pathway, slope and gate per ADA | | | | | | | | | | | CIP | O | | | |
| | Playground | Play Equipment - Replace | (2) Structures | 2002 | 2027 | 25 | 5 | | | \$ 108,080.00 | \$ 109,000.00 | \$ 120,000.00 | | CIP | O | | | |
| | Playground | Ramp to Playground | (1) Ramp | 2007 | 2027 | 20 | 5 | | | \$ 10,949.00 | \$ 12,000.00 | | | M | O | Replace with playground renovation 2022 | | |
| | Playground | Gates to Playground | (2) Gates | 2007 | 2027 | 20 | 5 | | | \$ 1,029 | \$ 2,000.00 | | | M | H | Replace with playground renovation 2022 | | |
| | Playground | Shade Structure | (1) Shade Structure | 2007 | 2012 | 5 | NA | | | \$ 4,771.00 | | | | M | O | Replace with playground renovation 2022 | | |
| | Playground | Entry ramp, gate and railings - replace | Replace ramp and gate with level landings per ADA | | | | | | | | | | | CIP | O | Replace with playground renovation 2022 | | |
| | Playground | Play surface - modify/replace | Update with more durable surface materials per ADA | | | | | | | | | | | CIP | O | Update when playground equipment is replaced | | |

| | | | | | | | | | | | | | | | |
|-----------------|---|---|------|------|----|----|------|---------------|---------------|---------------|--|--|-----|---|---|
| Playground | Play equipment - replace/update | Update with more accessible play equipment and elements | | | | | | | | | | | CIP | O | Update with playground renovation 2022 |
| Playground | Improve circulation and accessible routes | Improve circulation and accessibility to play elements, picnic area | | | | | | | | | | | CIP | O | Update with playground renovation 2022 |
| Playground | Picnic area - modify/replace | Update picnic area per ADA | | | | | | | | | | | CIP | O | Update with playground renovation 2022 |
| Playground | Drinking fountain - replace | Replace drinking fountain per ADA | | | | | | | | | | | CIP | O | Update with playground renovation 2022 |
| Grounds General | Parking Lot Asphalt - Resurface | Approx 23,500 SF | 2021 | 2029 | 8 | 8 | | \$ 20,000.00 | \$ 22,000.00 | \$ 30,000.00 | | | CF | O | |
| Grounds General | Pathways Asphalt - Resurface | Approx 4,000 SF | 2021 | 2029 | 8 | 8 | | \$ 5,000.00 | \$ 6,000.00 | \$ 8,000.00 | | | M | O | |
| Grounds General | Sports Court - Resurface | Approx 5,460 | | | 8 | NA | | | \$ 7,000.00 | \$ 10,000.00 | | | M | O | Update with playground renovation 2022 |
| Grounds General | Pathway Lighting Fixtures - Replace | | | | 15 | NA | | | \$ 12,500.00 | \$ 17,500.00 | | | M | O | Current estimate needed |
| Grounds General | Wood Retaining Walls | Several throughout grounds | 2005 | 2030 | 25 | 8 | | \$ 35,353.00 | \$ 55,000.00 | \$ 83,000.00 | | | CF | O | Last replaced in 2005/2006, replacement estimate from reserve study |
| Grounds General | Parking Lot/Retaining Wall/Pathways | | 2008 | 2033 | 25 | 11 | | \$ 103,663.00 | \$ 105,000.00 | \$ 125,000.00 | | | CF | O | Current estimate needed |
| Grounds General | Railing/Retaining Wall - Replace | | 2007 | 2027 | 20 | 5 | | \$ 18,017.00 | \$ 20,000.00 | \$ 30,000.00 | | | CF | O | Current estimate needed |
| Grounds General | Backflow Devices - Replace | (4) Backflow devices | | | 30 | 5 | | | \$ 18,000.00 | \$ 30,000.00 | | | CF | O | Current estimate needed |
| Grounds General | Water Main - Replace | (1) Water Main | 1991 | 2021 | 30 | NA | | \$ 21,552.00 | \$ 30,000.00 | \$ 310,000.00 | | | CF | O | Estimate is for repair to replacement |
| Grounds General | Pathway Lamp Post | (1) Lamp post | 2007 | 2027 | 20 | 5 | | \$ 4,082.00 | \$ 6,000.00 | \$ 10,000.00 | | | M | O | |
| Grounds General | Golf Cart Shed (Parking Lot) | (1) Golf Cart Storage Shed | 2018 | 2048 | 30 | 26 | | \$ 19,961.00 | \$ 21,000.00 | \$ 26,000.00 | | | CF | O | |
| Grounds General | ASP Lockerroom Shed - Replace | (1) Lockerroom Shed | 2019 | 2049 | 30 | 27 | | \$ 5,935.00 | \$ 7,000.00 | \$ 10,000.00 | | | CF | O | Current estimate needed |
| Grounds General | Maintenance Shed - Replace | (1) Maintenance Shed | | | | | | | \$ 21,000.00 | \$ 26,000.00 | | | CF | O | Need info for this |
| Grounds General | Public sidewalk curb ramp | Update crosswalk curb ramp per ADA | | | | | | | | | | | CIP | O | Current estimate needed |
| Grounds General | Parking lot accessible ramp landing | Update accessible ramp landing per ADA | | | | | | | | | | | CIP | O | Current estimate needed |
| Grounds General | ISA ADA signage | Ensure all ramps, access points per ADA | | | | | | | | | | | M | H | |
| Grounds General | Parking lot ramp to tennis courts accessibility | Update slope per ADA | | | | | | | | | | | CIP | O | Slope between ADA ramp to tennis courts - slope non compliant |
| Grounds General | Tennis courts drinking fountain - replace | Replace with ADA compliant fixture | | | | | | | | | | | CF | O | Update with playground renovation 2022 |
| Grounds General | Playground entry stairs and handrails - rebuild | Rebuild/replace per ADA | | | | | | | | | | | CIP | O | Update with playground renovation 2022 |
| Grounds General | Pathway/Playground fence - modify/replace | Modify/update fence per ADA | | | | | | | | | | | CF | O | Update with playground renovation 2022 |
| Grounds General | Pedestrian pathway up to pool gate | Modify/update pathway per ADA | | | | | | | | | | | CIP | O | Current estimate needed |
| Grounds General | Ramp guide rails to EEC building - modify/replace | Modify guide rails per ADA | 2010 | | | | | | | | | | CF | O | Current estimate needed |
| Equipment | Vans - Replace | (2) 10 passenger Chevy Express Vans | 2014 | 2024 | 10 | 2 | | \$ 30,000.00 | \$ 35,000.00 | \$ 45,000.00 | | | | | Estimate to replace needed |
| Equipment | Ford F-150 - Replace | (1) Ford F-150 truck for Maint. Mgr. | 2013 | 2023 | 10 | 6 | 2019 | \$ 10,000.00 | \$ 20,000.00 | \$ 30,000.00 | | | | | Estimate to replace needed |
| Equipment | Golf Cart | (1) Golf Cart | 2019 | 2029 | 10 | 7 | | \$ 10,000.00 | \$ 12,000.00 | \$ 15,000.00 | | | | | CF |
| Equipment | Phone System - Replace | (12) Phones | 2021 | 2033 | 12 | 11 | | \$ 13,203.00 | \$ 13,000.00 | \$ 19,000.00 | | | | | |
| Equipment | Computers/Laptops/Monitors | | | | | | | | | | | | | | |



Date: March 8, 2022
To: HRD Board of Directors
From: Dan Ryken, Aquatics Supervisor
Re: Discussion: Resident Pool Membership Program Proposal

BACKGROUND:

In March 2020, due to the COVID-19 pandemic, all pool memberships were suspended when District facilities closed. This continued when the Highlands Pool reopened in June, as conditions for operating under State and County COVID health and safety guidelines required strict social distancing and masking protocols resulting in significantly lower pool capacity, suspension of some aquatics programs, and reduction in overall participation. In order to keep the pool open, staff developed and implemented a focused offering of aquatics programs namely lap swim, youth swim team, private swim lessons and pool rentals which served as many people as possible while meeting the strict health and safety guidelines. A targeted program, implementation of a convenient online reservation system and collection of pool entrance fees at the time of visit were helpful in the pool achieving the desired cost recovery.

As conditions improved and restrictions were reduced, the Pool was able to slowly increase pool capacity and the number and variety of aquatics programs offered. Even so, recreational swim was not permitted or restricted for 2020 and much of 2021. When there was an opportunity to increase pool capacity, staff did not recommend to reinitiating the current membership program given much uncertainty around COVID-19 and its variants which were impacting both people's safety and their comfort in participating in recreational programs. However, in June 2021 a "punch card" system was implemented for residents and non-residents to provide a discount for frequent pool usage in lieu of a membership program. Residents and non-residents saved 20% off each admission for a 10 punch card, 25% off for a 20 punch card, and 30% off for a 30 punch card. The punch card program was an immediate success. Within the first month of implementing the Punch Card program, over 200 punch cards were purchased. Punch cards generated \$21,458 in revenue for July 2021, in comparison to July 2019 prior to the pandemic, revenue for pool entries and memberships was \$13,676. The difference is \$7,700 more revenue produced by the punch cards than membership and entry fees. In August 2021, total revenue from entries and Punch Cards was \$19,770. Overall, the launch of the punch card program was a financial success for the District.

In addition to the punch card program success, analysis of the program showed that 70% of punch cards were purchased by non-residents. Analysis of recreational and lap swim programs revealed that approximately 75% of pool users are non-residents. The information confirms that non-residents are

using the pool regularly and are benefiting from the punch card program. An area where the pool can improve is with resident usage. Based on the data, staff are proposing a resident-only pool membership program that would help increase usage while providing a tangible benefit to residents who also contribute to the District through their property taxes.

DISCUSSION:

In order to determine what benefits would be most important to a residential membership program, staff surveyed over 90 residents who live in the Highlands community. The following are some highlights from the data gathered through the survey.

- 56% of respondents use the pool at least once a week, and 20% use it 3 times a week
- 65% of respondents indicated priority registration for swim lessons was an important benefit of a membership program
- 75% of respondents indicated that receiving guest passes was an important benefit of a membership program
- 58% of respondents said that they would prefer a “seasonal” membership during the summer months

Based on analysis of current pool program participation and a resident survey, staff plan to offer two types of pool membership programs. An annual membership for individuals, and a seasonal membership for families. Individual memberships will focus on those users who participate in lap swimming year round. The monthly membership fee would be based on an individual attending least 2 swims per week and would include a 10-entry punch card to use for guests of the members. Here is a comparison of fees with the standard entry fee, punch cards, and a membership.

| <u>Type of Entry</u> | <u>Cost of Entry/Membership</u> | <u>Cost for attending at least 2 times per week.</u> |
|----------------------|--|--|
| Standard Entry | \$7 per entry | \$56 per month |
| Punch Card | \$56 for 10 entries (punches), \$5.60 per entry | \$45 per month |
| Membership | \$35 per month | \$35 per month with unlimited use |

A seasonal family membership would be available during May to October and would include up to 4 entrances per family every day. The membership is available for both lap swim and recreational swim, however, with a focus on families who wish to use the Highlands Pool on a regular basis. Here is a comparison of costs for a family who comes to the pool at least 1 time a week.

| <u>Type of Entry</u> | <u>Cost of Entry/Membership</u> | <u>Cost for attending at least 1 time per week.</u> |
|----------------------------|--|---|
| Standard Entry-Family of 4 | \$7 per person=\$28 per visit | \$112 per month |
| Punch Card | \$147 for 30 entries (punches), \$4.90 per entry or \$19.60 per family visit. | Approx. \$78 per month |
| Membership | \$390 for 6 months | Approx. \$65 per month with unlimited uses. |

Along with the lowered costs, there will be additional benefits for being a member, that the department believes will drive memberships as much as the unlimited swimming. These will include 10 free guest

passes (A \$56 value), priority registration and discounts on swim lessons and free admission to events hosted by the pool. These benefits are available for both memberships.

Finally, with regards to our non-resident users, the District will continue to offer the punch card program to encourage participation from our non-resident frequent users.

FISCAL IMPACT:

In the first year of this membership program, staff are projecting we will meet or exceed the following financial goals.

| <u>Number of resident memberships</u> | <u>Revenue per month</u> | <u>Revenue per year</u> |
|--|-----------------------------------|--------------------------------|
| 15 Individual | \$525 | \$ 6,300 |
| 15 Family | \$975 (6 mos) | \$ 5,850 (6 mos) |
| 30 memberships | \$ 1,500 per month (6 mos) | \$ 12,150 per year |

The goal of this program in its first year is to promote the benefits of the program to Highlands residents and build on that interest for future years. Our projections are intentionally conservative given that we are still in a pandemic and pool users like other programs may be slow to return to recreational programs. The plan is to grow the program over the next two years. Staff are confident that once families see the benefits, the membership numbers will grow each Summer.

RECOMMENDATION:

Staff recommend the Board review and provide feedback on the resident pool membership program as staff prepare to finalize and launch the program in May of 2022. Staff will consider feedback received in helping to improve the program prior to its launch.

Staff Report Written By: Dan Ryken, Aquatics Supervisor

Report Reviewed By: Derek Schweigart, General Manager



Date: March 8, 2022

To: HRD Board of Directors

From: Derek Schweigart, General Manager

Re: Discussion/Motion: Review and approve design option for the repair of the administration office stairs and deck and provide direction to staff on next steps

BACKGROUND:

The Administrative Office stairs, deck and railing were identified for repair and/or replacement as part of the District's facility improvement and asset projection schedule. The last work that was completed on the stairs and deck was in 2007 and limited to replacing surface boards. The deck railing which was identified as a high priority for replacement was completed in August 2021. During the railing replacement work, the general contractor performed an inspection of the stairs, deck and cantilever and recommended repair of deteriorated stairs and beams. In response, staff contacted the architectural firm Hamilton-Aitken Architects to perform a site inspection to develop a proposal for services that would provide the District options for the repair and replacement of the existing deck and stairs. During the inspection significant dry rot damage was observed because of weather exposures and further inspection is included as part of the architectural services proposal.

At the regular board meeting on September 14, 2021, the Board approved architectural services by Hamilton-Aitken Architects to develop two repair options for consideration which includes 1) restoring stairs and deck to its original condition by replacing existing beam(s) including cantilevers and back spans, or 2) alternatively replacing the cantilever design with a new post and footing support the overhang.

DISCUSSION:

Design drawings for the two repair options necessary for permitting with San Mateo County building department and for bidding by potential contractors are included as (Attachment A). These include a site plan, building plans, building sections and necessary specifications. In addition, although not part of their scope of work, H-A Architects obtained order of magnitude cost estimates for both design options from a cost estimator. The cost estimate for option 1, replacing existing beams(s) and cantilevers is \$183,891. Option 2 includes the cost for cutting off the existing beams and installing new posts and concrete footings outside of the building is \$108,891. Cost estimates are based on current dollars, and it is recommended the District add 5% for escalation to the mid-point of construction or more if completed later in the year. The estimates do not include a recommended 10% contingency.

Next Steps

Once the preferred repair option is approved, the District will work with the project architect to submit documents to the San Mateo County Building Department for project review and obtain approval. Once approved staff will work with architect in the preparation of bid documents and notice a request for bids to obtain proposals for the construction of the project. H-A Architects' scope includes permit approvals, bidding, and construction support.

FISCAL IMPACT:

The estimate cost for the two repairs options, not including necessary building permits are as follows:

Option 1 - \$202,280 including 10% contingency for replacing existing beams and cantilevers as originally built.

Option 2 - \$119,780 including 10% contingency for replacing cantilever design with a new post and footing design.

RECOMMENDATION:

Staff recommends the Board review and approve a preferred design option to repair the administration stairs and deck and if desired direct staff to obtain necessary permits from the County and do a request for bids for construction of the project.

ATTACHMENTS:

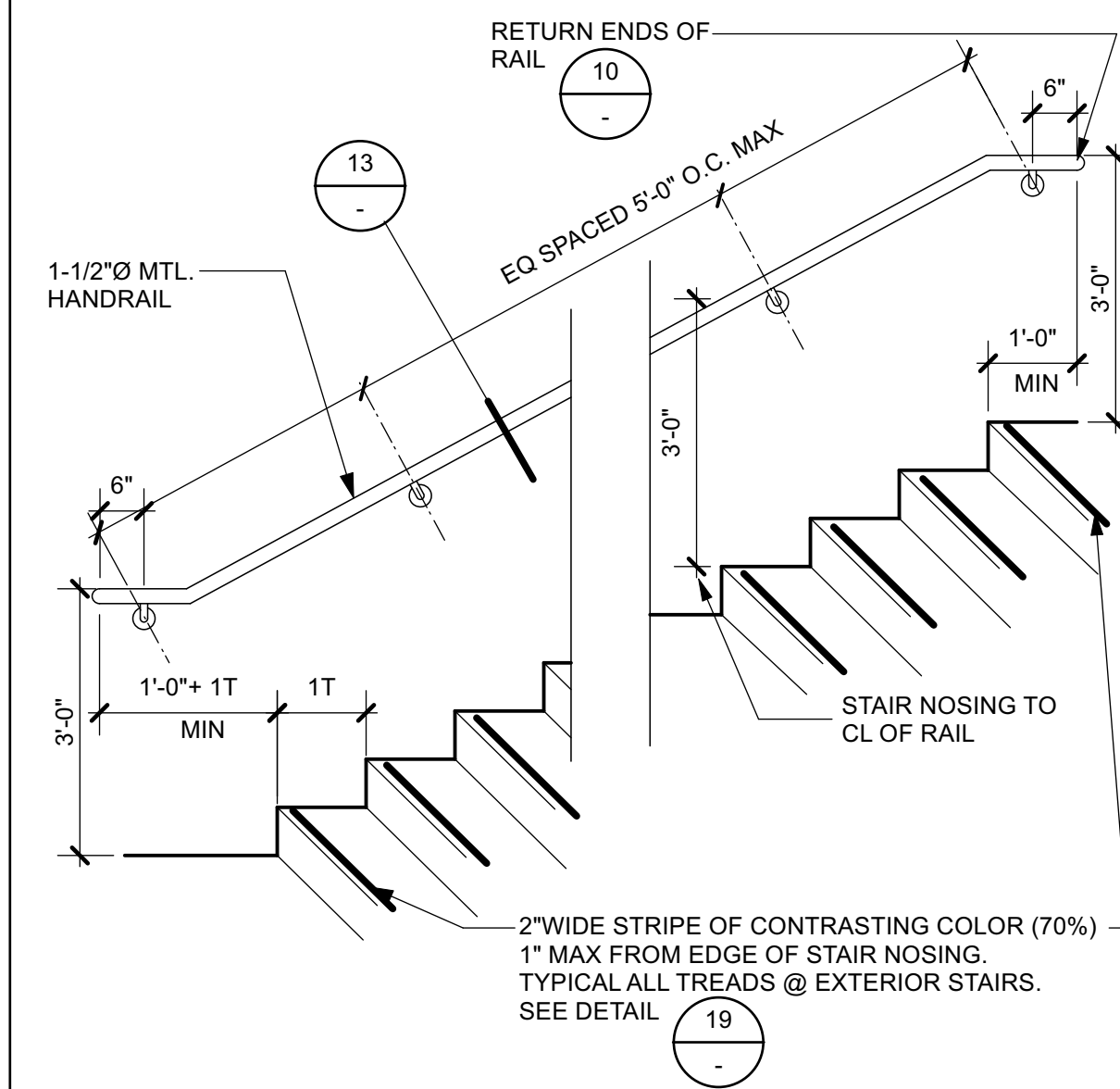
- A. HA Architects - Stairs and Deck Design Review Set
- B. Cumming – Stairs and Deck Design Review Set Cost Estimate

D

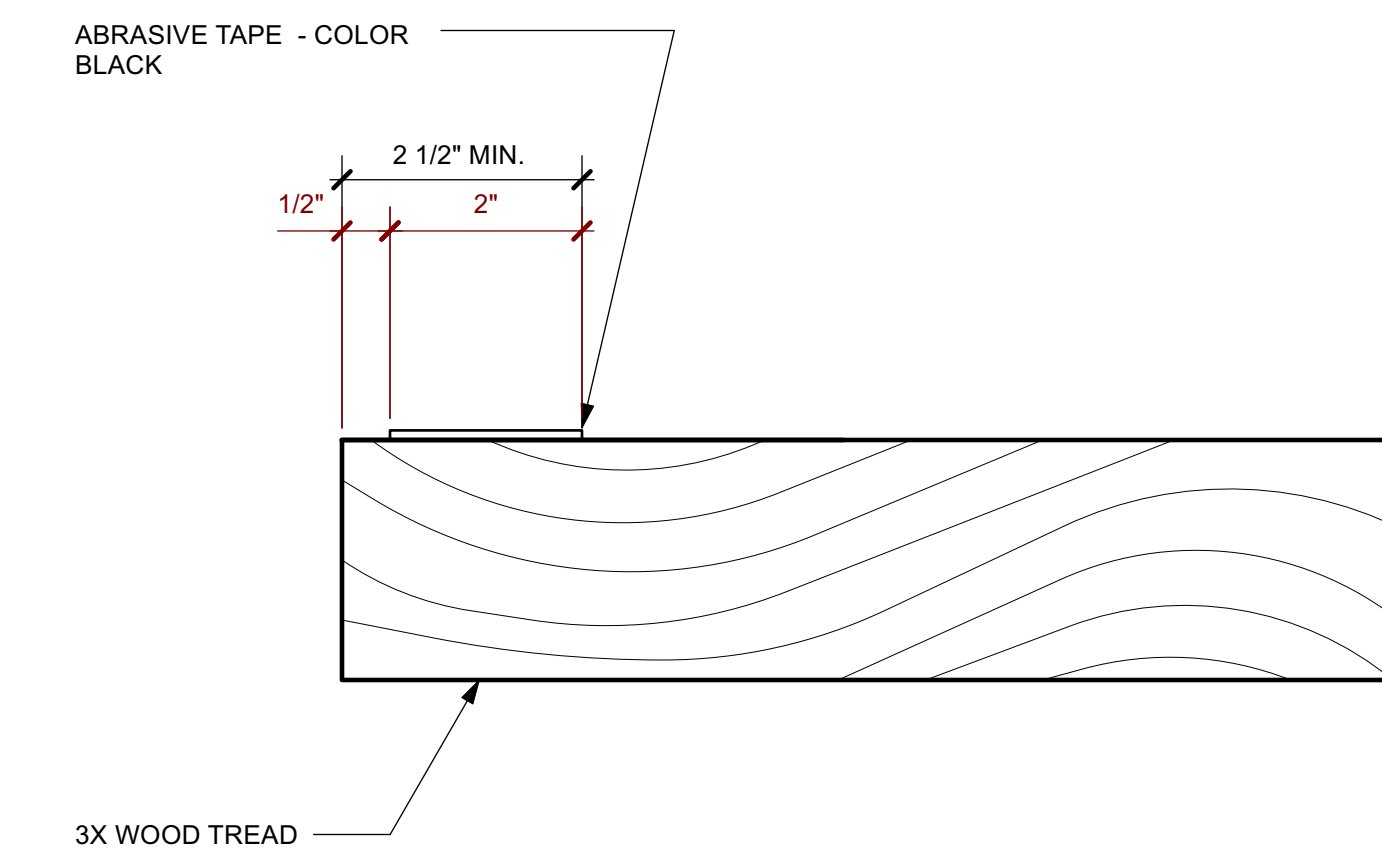
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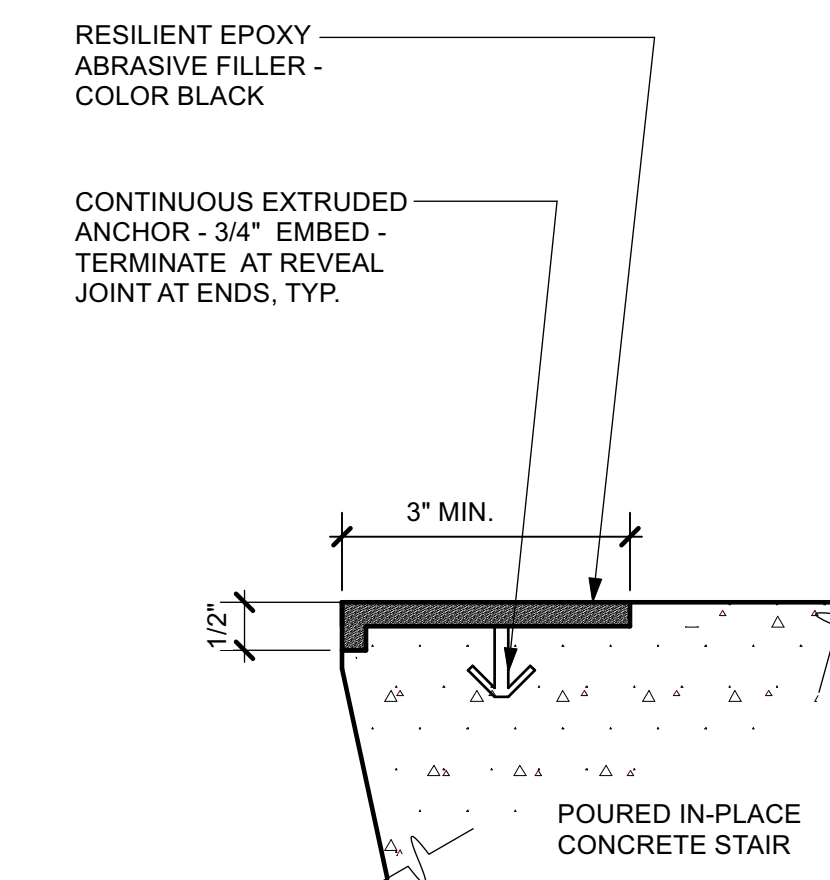
A



1 TYP. EXTERIOR STAIR W/ WALL MOUNT HANDRAIL
Scale: 1/2" = 1'-0"



2 NOSING @ EXTERIOR WOOD STAIR
Scale: Half Actual Size



3 NOSING @ EXTERIOR CONCRETE STAIR
Scale: Half Actual Size

KEYNOTES

SHEET NOTES

1. ALL EXTERIOR EXPOSED LUMBER DECAY RESISTANT SPECIES OR PRESSURE-TREATED.
2. GALVANIZE ALL EXTERIOR STEEL U.O.N.
3. ALL EXTERIOR FASTENERS SHALL BE CORROSION RESISTANT. WOOD SCREWS #12 AND SMALLER STAINLESS STEEL U.O.N. BOLTS, SDS SCREWS AND LAG SCREWS LARGER THAN #12 HOT-DIPPED GALVANIZED U.O.N.
4. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION.

HIGHLANDS RECREATION DISTRICT

STAIR AND DECK REPAIR
1851 LEXINGTON AVE
SAN MATEO, CA 94402

HIGHLANDS RECREATION DISTRICT

1851 LEXINGTON AVE
SAN MATEO, CA 94402



LEGEND

DRAWING TITLE

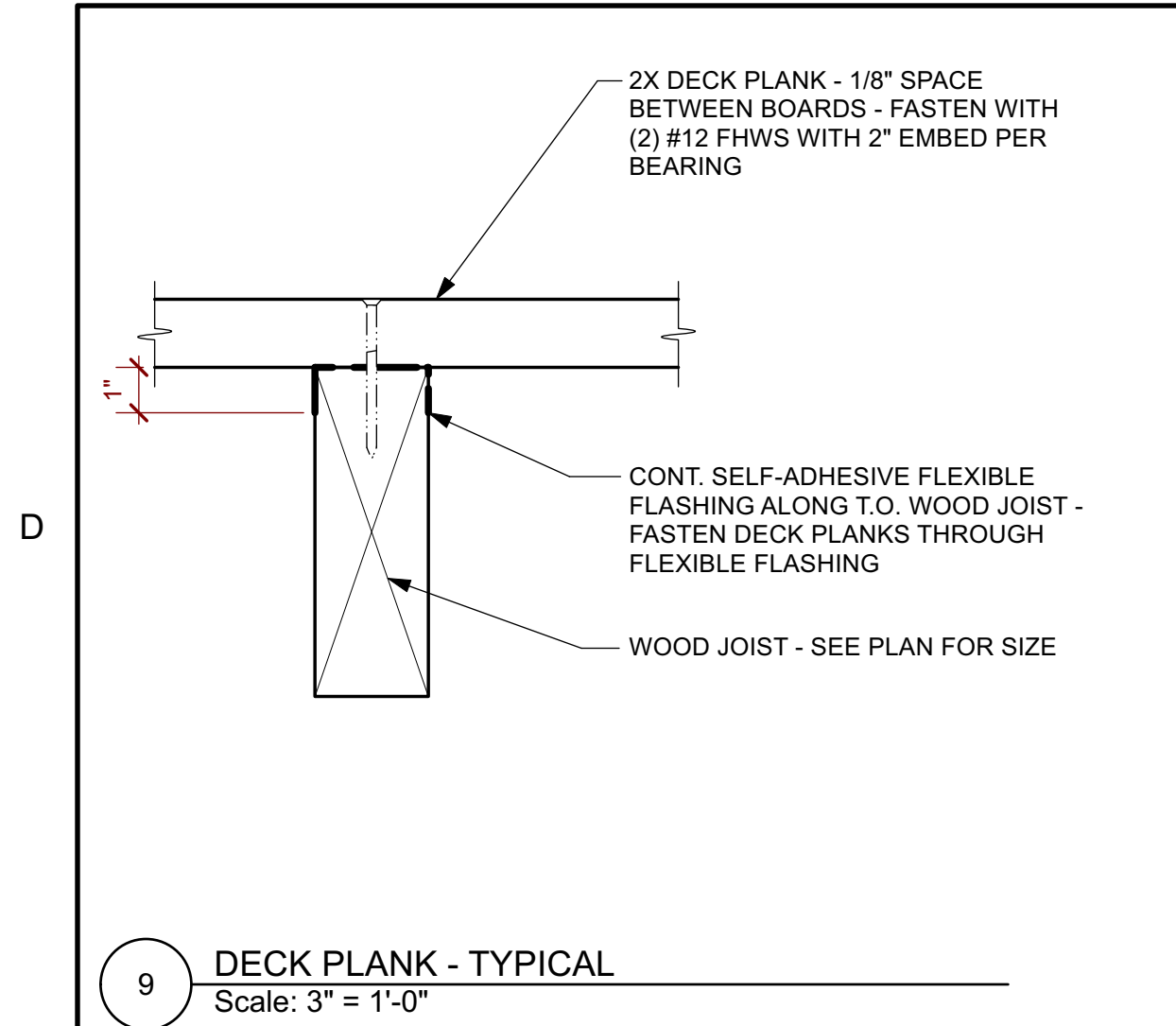
MISCELLANEOUS DETAILS

SHEET NUMBER

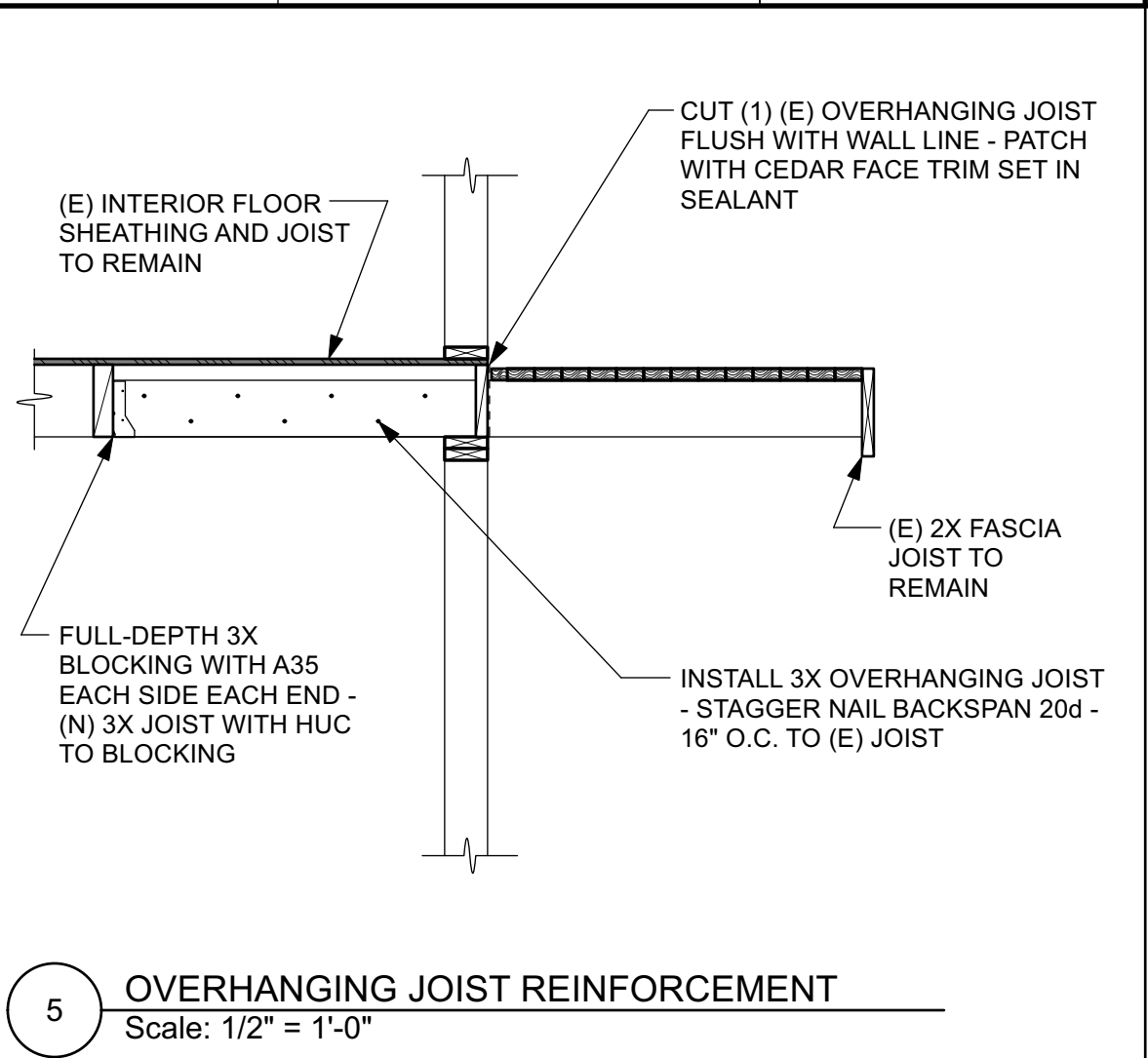
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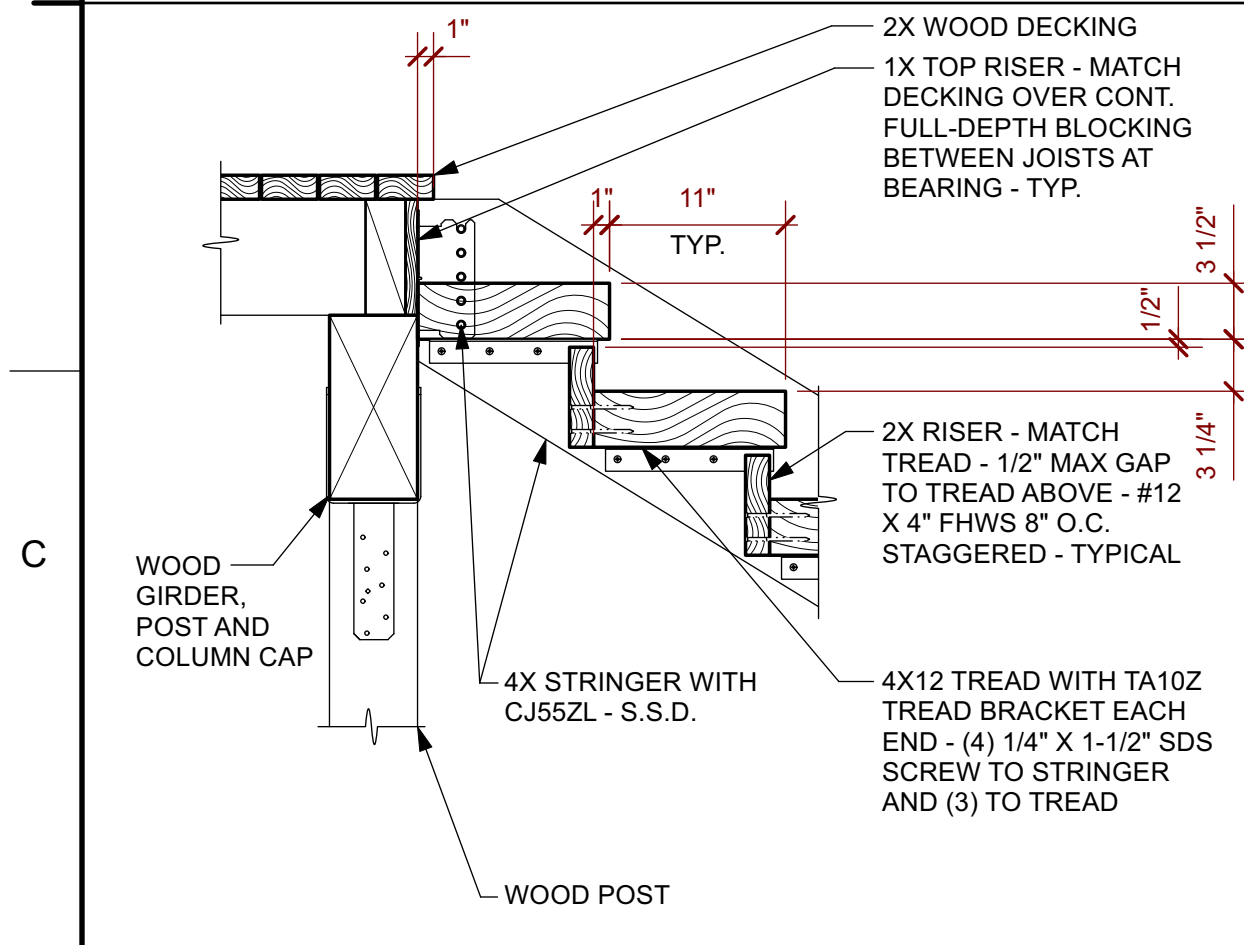
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|-----------|-------------|
| DATE | PROJECT NO. |
| 4/28/2021 | 2021.160 |



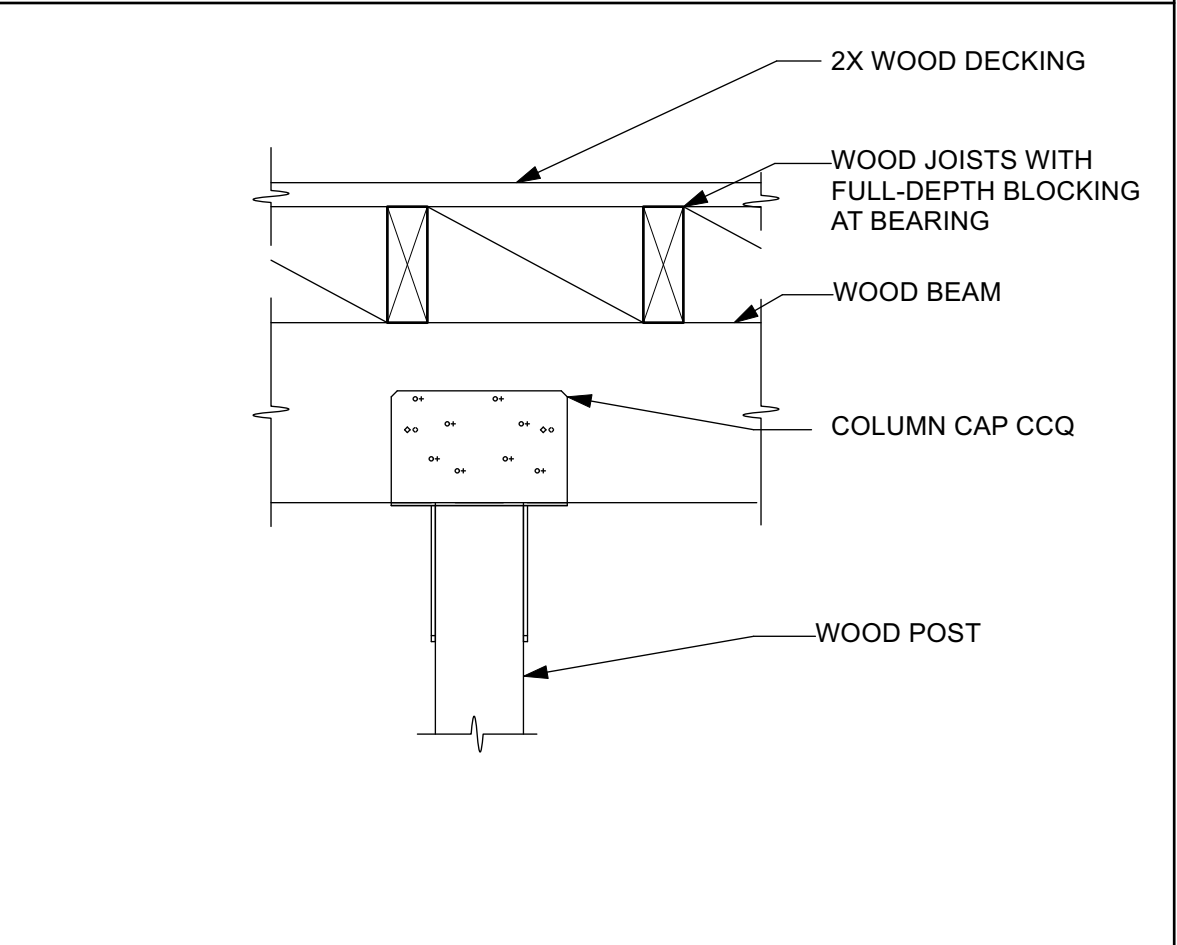
9 DECK PLANK - TYPICAL
Scale: 3" = 1'-0"



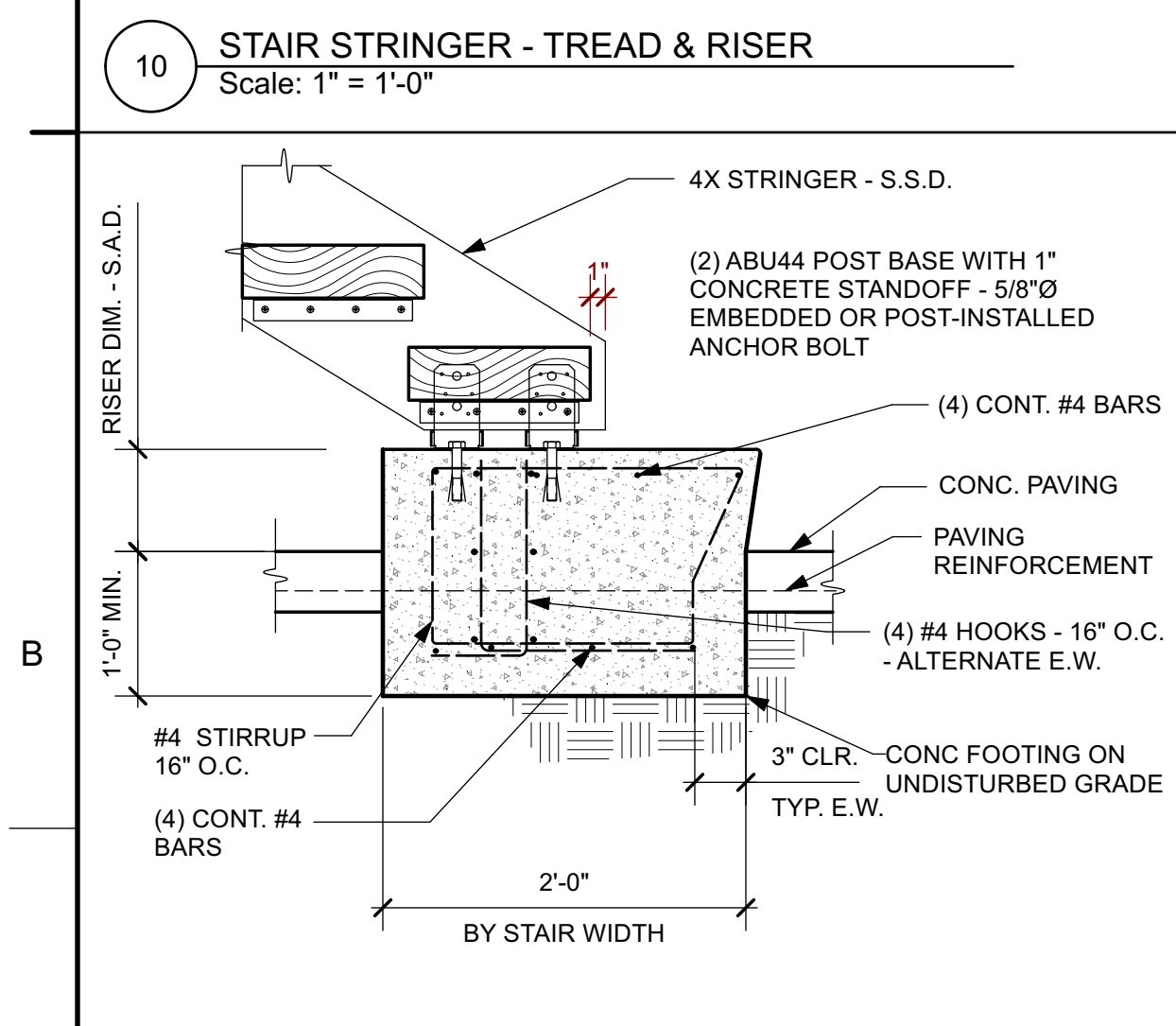
5 OVERHANGING JOIST REINFORCEMENT
Scale: 1/2" = 1'-0"



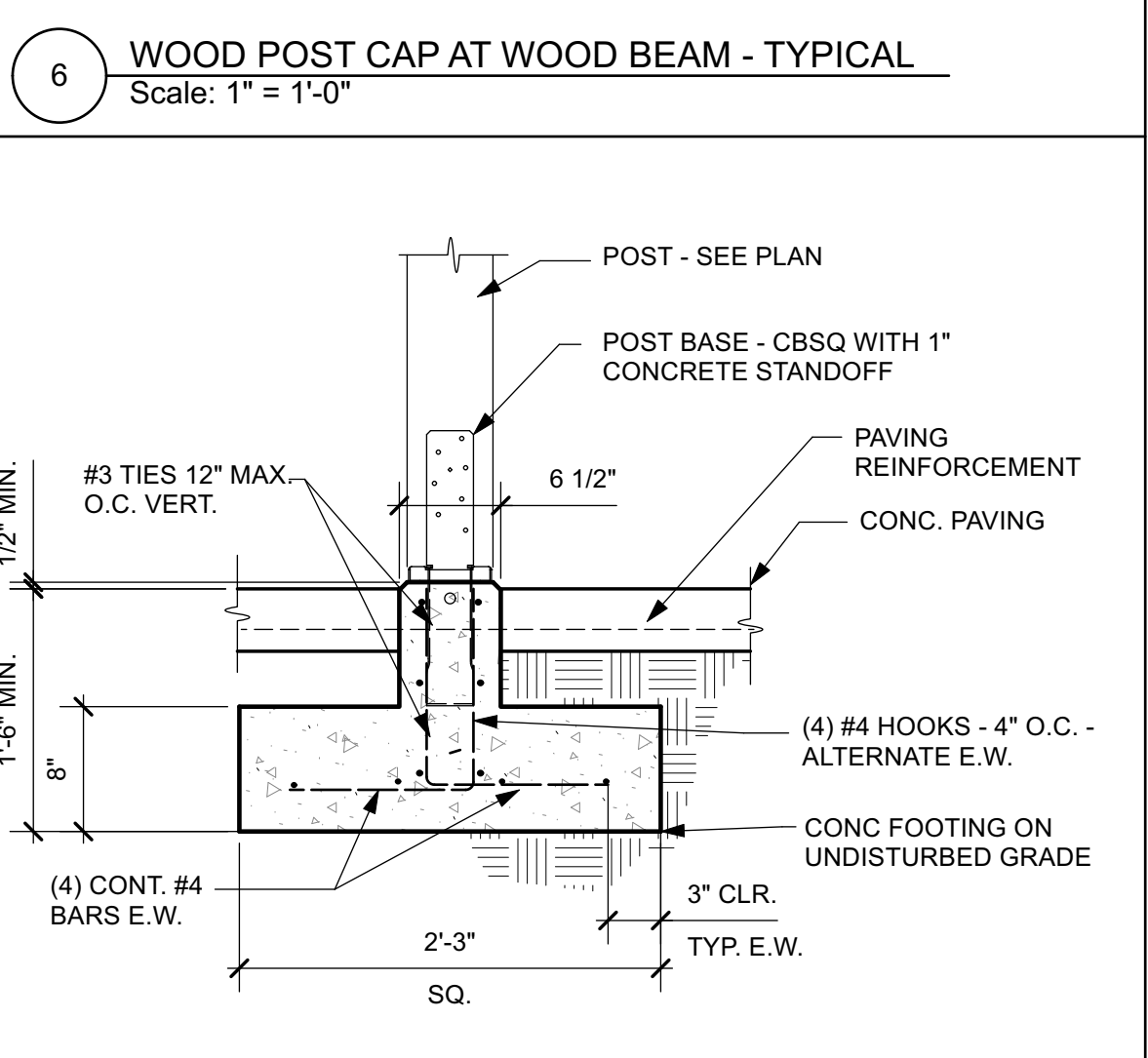
10 STAIR STRINGER - TREAD & RISER
Scale: 1" = 1'-0"



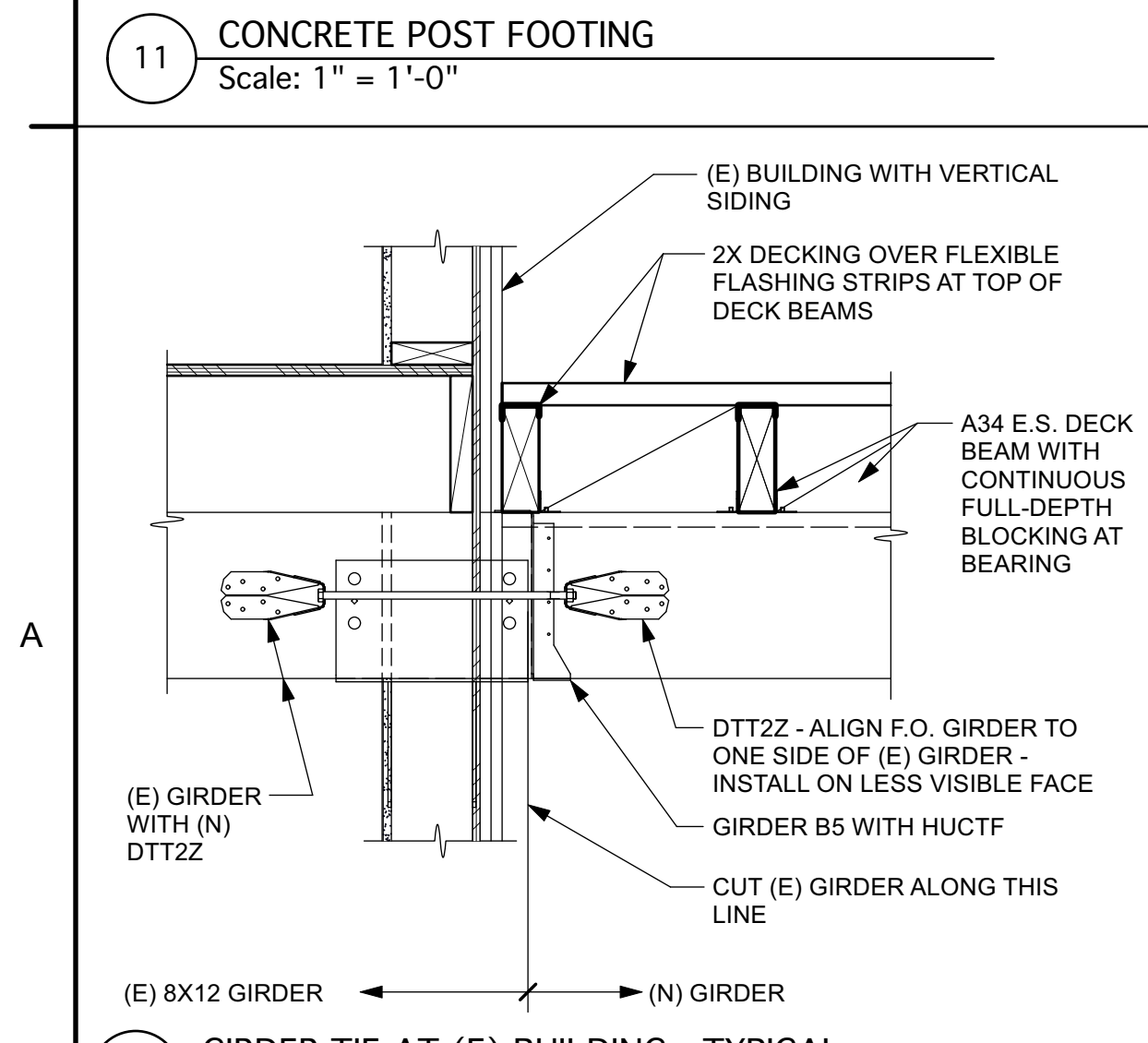
6 WOOD POST CAP AT WOOD BEAM - TYPICAL
Scale: 1" = 1'-0"



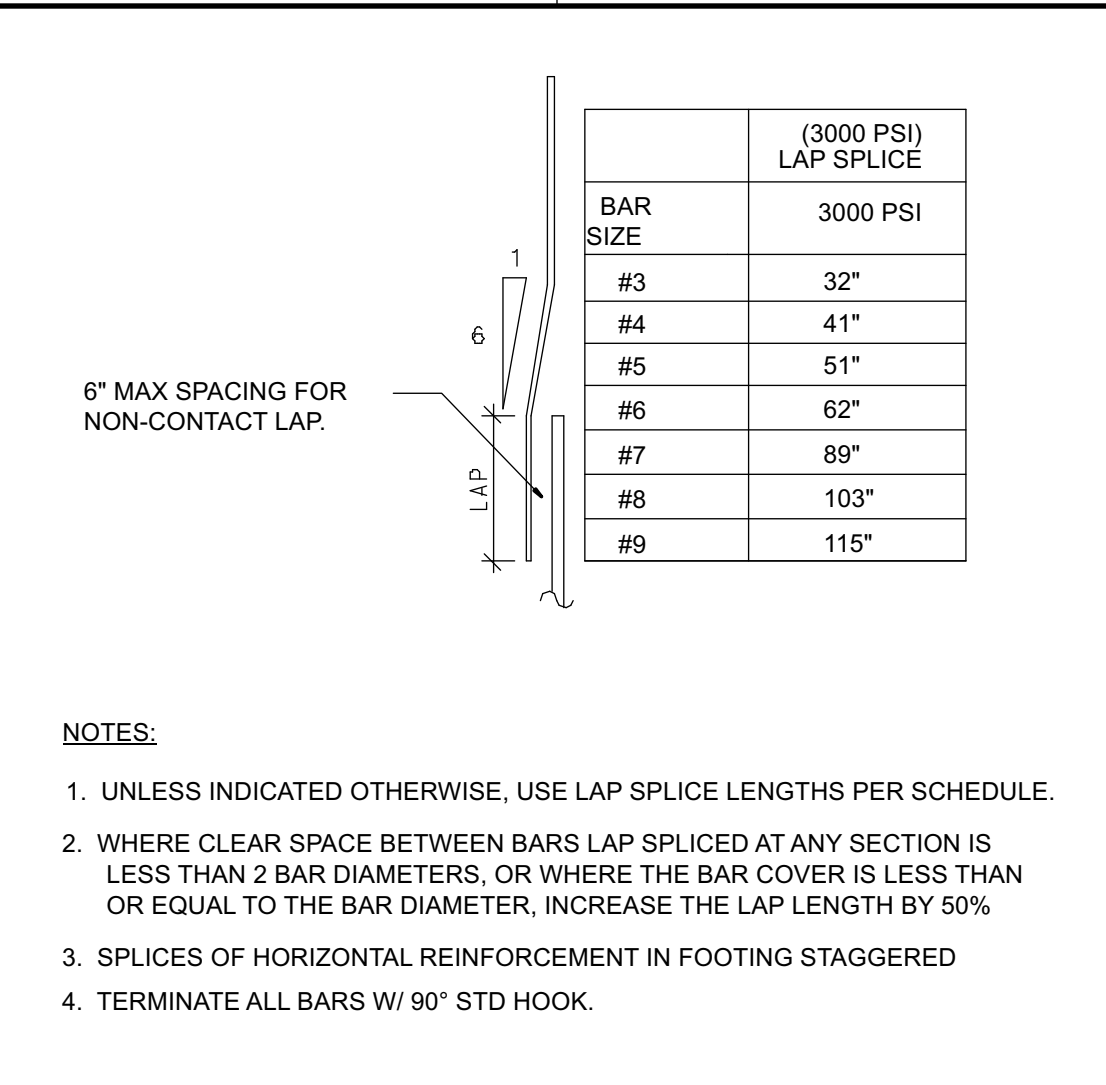
11 CONCRETE POST FOOTING
Scale: 1" = 1'-0"



7 CONCRETE POST FOOTING
Scale: 1" = 1'-0"

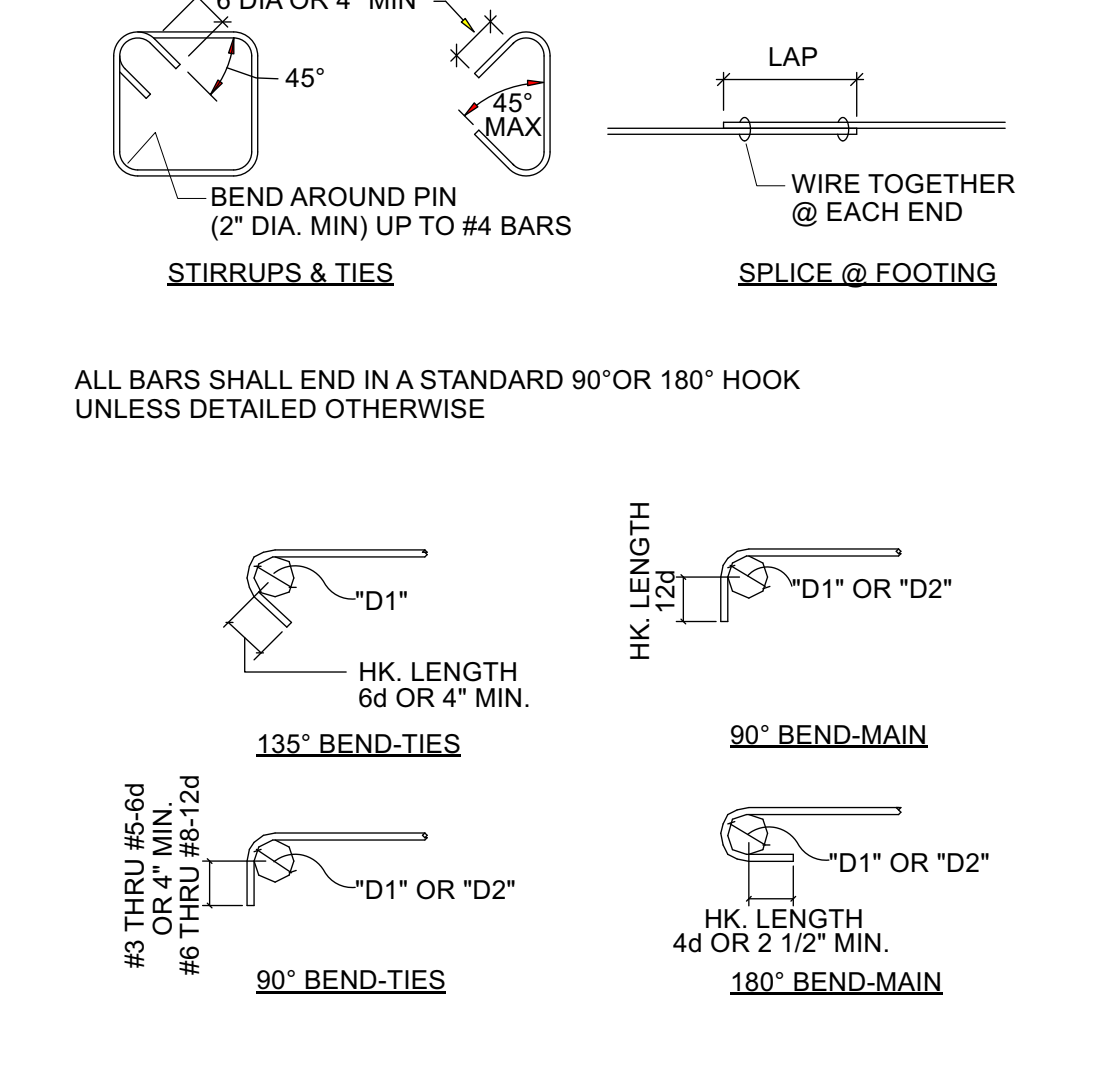


12 GIRDER TIE AT (E) BUILDING - TYPICAL
Scale: 1" = 1'-0"

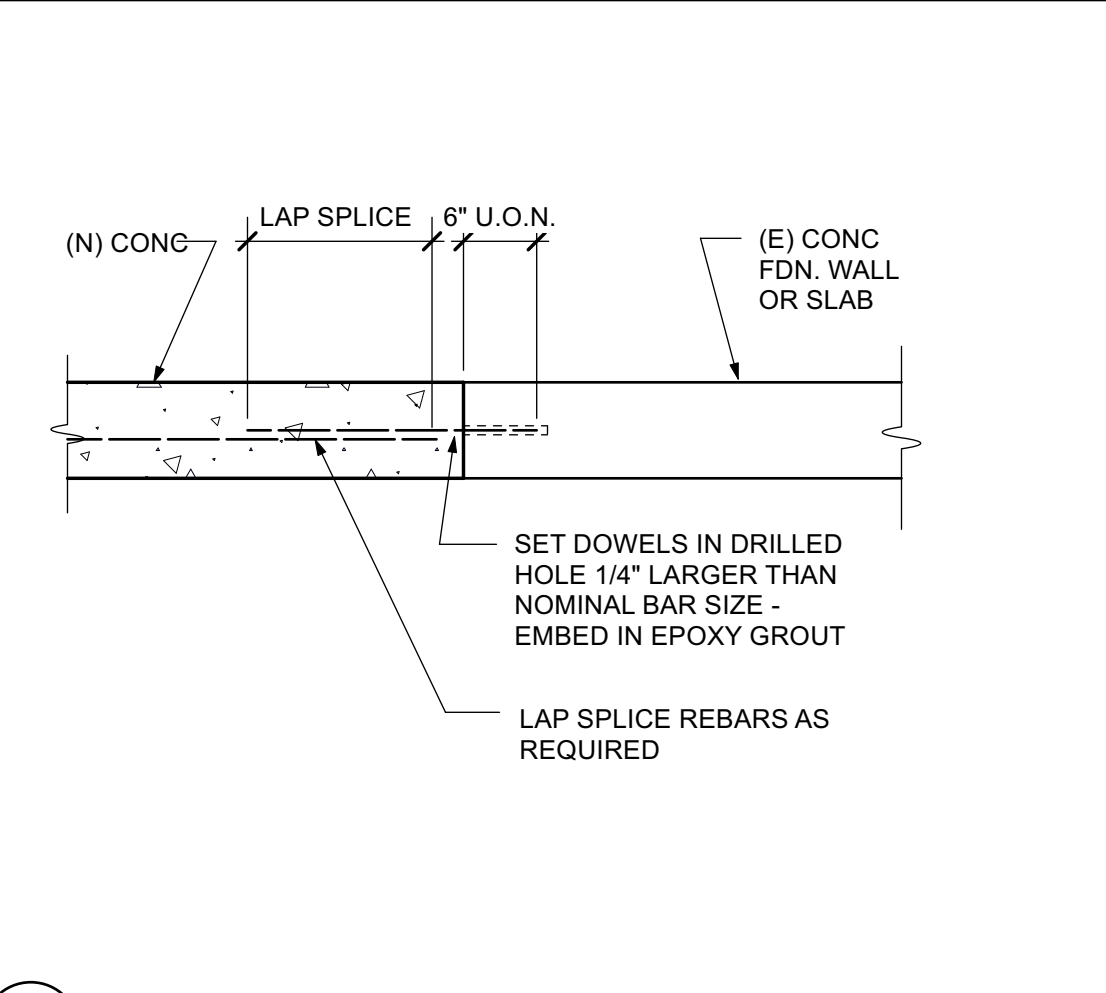


| STANDARD HOOK LENGTHS | | | |
|-----------------------|--------------|---------------------|--------|
| BAR SIZE | MAIN. REINF. | STIRRUP & TIE HOOKS | |
| #3 | 6" | 6" | 4" |
| #4 | 6" | 6" | 4" |
| #5 | 7 1/2" | 6" | 4" |
| #6 | 9" | 6" | 4" |
| #7 | 10 1/2" | 6" | 5 1/4" |
| #8 | 12" | 6" | 6" |

| DIAMETER OF BENDS | |
|-------------------|--|
| D1 | 1 1/2" FOR #3 BARS 2" FOR #4 BARS 2 1/2" FOR #5 BARS |
| D2 | 6d FOR #3 THRU #8 BARS 8d FOR #9, #10 & #11 BARS |



1 TYPICAL REINFORCING DETAILS
Scale: NTS



2 EPOXY DOWEL EMBEDMENT - TYPICAL
Scale: 3/4" = 1'-0"

05500 - METAL FABRICATIONS
A. STEEL - ASTM A36, UNLESS OTHERWISE NOTED.
B. EXPANSION BOLTS - HILTI SLEEVE ANCHORS, CARBON STEEL WITH HEX HEAD
C. PULL TEST 10% OF EXPANSION BOLTS TO 2-1/2 X ALLOWABLE TENSION VALUE, UNLESS OTHERWISE NOTED.

06100 - ROUGH CARPENTRY
A. FOR SCHEDULE OF MINIMUM NAILING SEE TABLE 2304.10.1 CALIFORNIA BUILDING CODE - 16 PENNY VINYL COATED SINKERS MAY BE SUBSTITUTED FOR 16 PENNY BOX OR COMMON NAILS FOR ROUGH FRAMING. SINKERS SHALL NOT BE USED WITH METAL CONNECTORS.
B. WALL SILLS ON CONCRETE SHALL BE PRESSURE PRESERVATIVE TREATED DOUGLAS FIR. SILLS SHALL BE FASTENED TO THE CONCRETE WITH A MINIMUM OF TWO FASTENERS PER PIECE AND NO FASTENERS FURTHER THAN 9 INCHES FROM END OF PIECE.
C. PLACE JOISTS WITH CROWN UP.
D. RETIGHTEN ALL BOLTS PRIOR TO CLOSING IN WALLS.
E. USE GALVANIZED NAILS, BOLTS, AND HARDWARE WHERE EXPOSED TO WEATHER.
F. DOUBLE ALL JOISTS UNDER ALL PARALLEL PARTITIONS, UNLESS NOTED OTHERWISE.
G. BLOCK ALL JOISTS AT SUPPORTS AND UNDER ALL PARTITIONS WITH MINIMUM 2X SOLID BLOCKING. BLOCK AND BRIDGE ROOF JOISTS AT 10 FEET O.C. AND FLOOR JOISTS AT 8 FEET O.C. UNLESS OTHERWISE NOTED.
H. SECURE FRAMED CONNECTIONS NOT OTHERWISE RESTRAINED BY BLOCKING AND DIRECT BEARING WITH METAL FRAMING DEVICES.
I. ALL TIMBER FASTENERS NOT SPECIFICALLY DETAILED ON THE DRAWINGS SHALL BE SIMILAR COMPANY'S STANDARD FASTENERS OR APPROVED EQUAL.
J. PROVIDE MALLEABLE IRON WASHERS FOR ALL BOLTS IN BEARING CONTACT WITH WOOD.

06110 - FRAMING LUMBER (UNLESS OTHERWISE NOTED)
A. ALL FRAMING LUMBER SHALL BE GRADED PER WCLIB GRADING RULES NO. 16.
B. ALL POSTS AND BEAMS SHALL BE DOUGLAS FIR, #1, UNLESS NOTED OTHERWISE.
C. ALL ROOF JOISTS SHALL BE DOUGLAS FIR, #1, KILN DRIED.
E. ALL STUDS, PLATES, ETC., SHALL BE DOUGLAS FIR, #2.
F. ALL LUMBER EXPOSED TO WEATHERING SHALL BE PRESSURE PRESERVATIVE TREATED OR APPROVED ROT-RESISTANT SPECIES.
G. ALL LUMBER PLACED AGAINST BRICK OR CONCRETE SHALL BE PRESSURE PRESERVATIVE TREATED. ALL FASTENERS FOR PRESSURE PRESERVATIVE TREATED WOOD SHALL BE G185 HOT-DIPPED GALVANIZED OR STAINLESS STEEL NAILS.

06300 - CONCRETE
A. REINFORCE ALL CONCRETE. INSTALL ALL INSERTS, BOLTS, ANCHORS, AND REINFORCING AND SECURELY TIE PRIOR TO PLACING CONCRETE.
B. STRUCTURAL CONCRETE SHALL BE HARDENED CONCRETE AND SHALL ATTAIN AN ULTIMATE COMPRESSIVE STRENGTH OF 3000 PSI AT 28 DAYS.
1. MAXIMUM AGGREGATE SIZE: 3/4 INCH.
2. MAXIMUM SLUMP: FOUR INCHES.
C. CONCRETE SHALL BE CONTINUOUSLY CURED FOR 10 DAYS AFTER PLACING IN ANY APPROVED MANNER, INCLUDING CURING COMPOUND, CURING PAPER, ETC. NOTE: FOOTINGS ARE EXCEPTED FROM THIS REQUIREMENT.
D. DRILL ALL HOLES WITH ROTARY HAMMER TO DEPTHS CALLED ON PLANS.
E. BRUSH ALL HOLES WITH CIRCULAR WIRE BRUSH ATTACHED TO A ROTARY DRILL AND BLOW OUT WITH OIL-FREE COMPRESSED AIR.
F. PER INSPECTION REQUIREMENTS, CALL FOR SPECIAL INSPECTION OF ALL HOLES FOR EMBEDDED BOLTS PRIOR TO PLACING ADHESIVE OR BOLT.
G. PLACE A MEASURED AMOUNT OF ADHESIVE INTO THE HOLE, INSERT THE BAR, DISPLACING THE ADHESIVE, THEN SECURE THE BAR IN THE CENTER OF THE HOLE. REMOVE EXCESS EPOXY FROM AROUND THE HOLE BEFORE IT HARDENS.
H. FOR ANCHOR BOLTS RESISTING TENSION FORCES, TEST FIVE PERCENT BUT NOT LESS THAN TWO (2) ANCHORS BY DIRECT TENSION TEST, TO THE FORCES INDICATED. TEST AN ADDITIONAL TWENTY PERCENT OF ALL ANCHOR BOLTS RESISTING TENSION FORCES, BUT NOT LESS THAN THREE (3) BOLTS, BY EITHER TENSION TEST OR TORQUE TEST. NOTIFY ARCHITECT OF ANY FAILURES IN ORDER TO INCREASE THE FREQUENCY OF THE TESTING. THE ARCHITECT SHALL INDICATE WHICH BOLTS ARE TO BE TESTED.
I. FOR ANCHOR BOLTS RESISTING SHEAR FORCES ONLY, TEST TEN PERCENT BUT NOT LESS THAN TWO (2) TO THE FORCES INDICATED. TEST MAY BE BY DIRECT TENSION OR TORQUE METHOD. NOTIFY ARCHITECT OF ANY FAILURES IN ORDER TO INCREASE THE FREQUENCY OF THE TESTING.

06300 - CONCRETE (continued)
A. REINFORCE ALL CONCRETE. INSTALL ALL INSERTS, BOLTS, ANCHORS, AND REINFORCING AND SECURELY TIE PRIOR TO PLACING CONCRETE.
B. STRUCTURAL CONCRETE SHALL BE HARDENED CONCRETE AND SHALL ATTAIN AN ULTIMATE COMPRESSIVE STRENGTH OF 3000 PSI AT 28 DAYS.
1. MAXIMUM AGGREGATE SIZE: 3/4 INCH.
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C. CONCRETE SHALL BE CONTINUOUSLY CURED FOR 10 DAYS AFTER PLACING IN ANY APPROVED MANNER, INCLUDING CURING COMPOUND, CURING PAPER, ETC. NOTE: FOOTINGS ARE EXCEPTED FROM THIS REQUIREMENT.
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NAILING SCHEDULE

FOR CONNECTIONS NOT INDICATED, COMPLY WITH CBC TABLE 2304.10.1

| CONNECTION | NAILING |
|---|--|
| JOIST TO SILL OR GIRDER, TOENAIL | (3) - 8d |
| BRIDGING TO JOIST, TOENAIL EACH END | (2) - 8d |
| SOLE PLATE TO JOIST OR BLOCKING, FACE NAIL | 16d AT 16" O.C. |
| TOP PLATE TO STUD, END NAIL | (2) - 16d |
| STUD TO SOLE PLATE | (4) - 10d TOENAIL OR (2) - 16d ENDNAIL |
| DOUBLE STUDS, FACE NAIL | 16d AT 24" O.C. |
| DOUBLED TOP PLATES, FACE NAIL | 16d AT 16" O.C. |
| TOP PLATES - LAPS AT WALL INTERSECTIONS | (2) - 16d |
| TOP PLATES - SPLICES | (8) 16d |
| CONTINUOUS HEADER, TWO PIECES | 16d AT 16" O.C. ALONG EACH EDGE |
| CEILING JOISTS TO PLATE, TOENAIL | (3) - 8d |
| CONTINUOUS HEADER TO STUD, TOENAIL | (3) - 8d |
| CEILING JOISTS, LAPS OVER PARTITIONS, FACE NAIL | (3) - 16d |
| CEILING JOISTS TO PARALLEL RAFTERS, FACE NAIL | (3) - 16d |
| RAFTER TO PLATE, TOENAIL | (3) - 8d |
| BUILT UP CORNER STUDS | 16d AT 24" O.C. |

PLYWOOD SUBFLOOR, ROOF AND WALL SHEATHING

| SHEAR WALLS | SEE SHEAR WALL SCHEDULE |
|----------------|-------------------------|
| 1/2" AND LESS | 8d |
| 19/32" TO 3/4" | 10d |
| 7/8" TO 1" | 10d |
| 1 1/8" | 12d |

ALL NAILS TO BE COMMON WIRE NAILS. NAILING SCHEDULE APPLIES U.O.N. - SEE DETAILS. COMPLY WITH CBC TABLE 2304.10.1

STRUCTURAL NOTES

01000 - GENERAL
A. THESE NOTES APPLY TO ALL DRAWINGS AND GOVERN UNLESS OTHERWISE NOTED OR SPECIFIED.
B. SEE RELEVANT SPECIFICATION SECTIONS FOR ADDITIONAL INFORMATION.
C. VERIFY ALL EXISTING CONDITIONS AND PROPOSED DIMENSIONS AT JOB SITE. COMPARE STRUCTURAL DRAWINGS WITH ARCHITECTURAL MECHANICAL AND ELECTRICAL DRAWINGS BEFORE COMMENCING WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES AND DO NOT PROCEED WITH AFFECTED WORK UNTIL THEY ARE RESOLVED. DO NOT SCALE DRAWINGS.
D. UNLESS OTHERWISE SHOWN OR NOTED, ALL TYPICAL DETAILS SHALL BE USED WHERE APPLICABLE.
E. ALL DETAILS SHALL BE CONSIDERED TYPICAL AT SIMILAR CONDITIONS.
F. SAFETY MEASURES: AT ALL TIMES THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR THE CONDITIONS OF THE JOB SITE INCLUDING SAFETY OF THE PERSONS AND PROPERTY, AND FOR ALL NECESSARY INDEPENDENT ENGINEERING REVIEWS OF THESE CONDITIONS. THE ARCHITECT'S OR ENGINEER'S JOB SITE REVIEW IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES.

01400 - TESTS & INSPECTIONS
A. PROVIDE TESTS AND INSPECTIONS FOR ALL ITEMS AS REQUIRED BY THE 2013 CALIFORNIA BUILDING CODE.
B. CALL THE ARCHITECT FOR STRUCTURAL OBSERVATION OF THE FOLLOWING ITEMS:
1. FOUNDATION TRENCHES WITH REINFORCING STEEL - PRIOR TO PLACING CONCRETE.
2. STRUCTURAL FRAMING PRIOR TO COVERING.
3. OTHER ITEMS AS NOTED OR AS REQUIRED BY CBC.
C. THE FOLLOWING SPECIFIC ITEMS SHALL BE INSPECTED BY A CERTIFIED TESTING AGENCY TO BE RETAINED BY THE OWNER:
1. CONCRETE.
2. REINFORCING STEEL.
3. BOLTS INSTALLED IN EXISTING MASONRY OR CONCRETE.
A. EPOXY EMBEDDED ANCHOR BOLTS
B. EXPANSION BOLTS
D. THE CONTRACTOR SHALL PROVIDE NOTICE A MINIMUM OF 48 HOURS PRIOR TO TIME OF INSPECTION.

02300 - SELECT FILL AND SITE PREPARATION
A. STRIP THE AREA TO BE BUILT OVER OF ALL ORGANIC MATERIAL AND TOP SOIL.
B. SCARIFY THE TOP 6 INCHES OF THE STRIPPED SURFACE; BRING TO THE CORRECT MOISTURE CONTENT; THEN RECOMPACT TO AT LEAST 95% UNDER FOOTINGS AND 90% ELSEWHERE.
C. APPLY AN APPROVED TERMITICIDE TREATMENT TO SOIL PRIOR TO INSTALLING CONCRETE SLABS ON GRADE.
D. PER INSPECTION REQUIREMENTS, CALL FOR SPECIAL INSPECTION OF ALL HOLES FOR EMBEDDED BOLTS PRIOR TO PLACING ADHESIVE OR BOLT.
E. BRUSH ALL HOLES WITH CIRCULAR WIRE BRUSH ATTACHED TO A ROTARY DRILL AND BLOW OUT WITH OIL-FREE COMPRESSED AIR.
F. PER INSPECTION REQUIREMENTS, CALL FOR SPECIAL INSPECTION OF ALL HOLES FOR EMBEDDED BOLTS PRIOR TO PLACING ADHESIVE OR BOLT.
G. PLACE A MEASURED AMOUNT OF ADHESIVE INTO THE HOLE, INSERT THE BAR, DISPLACING THE ADHESIVE, THEN SECURE THE BAR IN THE CENTER OF THE HOLE. REMOVE EXCESS EPOXY FROM AROUND THE HOLE BEFORE IT HARDENS.
H. FOR ANCHOR BOLTS RESISTING TENSION FORCES, TEST FIVE PERCENT BUT NOT LESS THAN TWO (2) ANCHORS BY DIRECT TENSION TEST, TO THE FORCES INDICATED. TEST AN ADDITIONAL TWENTY PERCENT OF ALL ANCHOR BOLTS RESISTING TENSION FORCES, BUT NOT LESS THAN THREE (3) BOLTS, BY EITHER TENSION TEST OR TORQUE TEST. NOTIFY ARCHITECT OF ANY FAILURES IN ORDER TO INCREASE THE FREQUENCY OF THE TESTING. THE ARCHITECT SHALL INDICATE WHICH BOLTS ARE TO BE TESTED.
I. FOR ANCHOR BOLTS RESISTING SHEAR FORCES ONLY, TEST TEN PERCENT BUT NOT LESS THAN TWO (2) TO THE FORCES INDICATED. TEST MAY BE BY DIRECT TENSION OR TORQUE METHOD. NOTIFY ARCHITECT OF ANY FAILURES IN ORDER TO INCREASE THE FREQUENCY OF THE TESTING.

STRUCTURAL CRITERIA

DESIGN PER SFB/C / CBC 2016

WIND DESIGN CRITERIA

BASIC WIND SPEED: 92 MPH PER WIND MAP, ASCE 7-16 FIGURE 26.5-1A

BUILDING CLASSIFICATION: II PER ASCE 7-16 TABLE 1.5-1 OCCUPANCY CATEGORY

EXPOSURE FACTOR: B PER ASCE 7-10 SEC. 26.7.3

SEISMIC DESIGN CRITERIA

LATITUDE: 37.5200116
LONGITUDE: -122.3464768

MAPPED DATA - USGS GROUND MOTION PARAMETER
Ss: 2.413 G
S1: 1.011 G

SITE CLASS: D
R = 6.5

MINIMUM COVER FOR REINFORCEMENT

| SURFACES PLACED AGAINST EARTH | COVER |
|--|--------|
| SURFACES PLACED AGAINST EARTH | 3" |
| FORMED SURFACES BELOW GRADE | 2" |
| SURFACES EXPOSED TO WEATHER - #5 & SMALLER | 1 1/2" |
| EXTERIOR WALL AT EXTERIOR FACE | 1 1/2" |
| SLABS AND WALLS NOT EXPOSED TO WEATHER | 3/4" |

HAMILTON + AITKEN ARCHITECTS

525 BRANNAN STREET STE 400
SAN FRANCISCO, CA 94107
T: 415 974 5030
www.HAarchs.com

NO. ISSUED FOR DATE

| | | |
|---|--------------------|----------|
| 1 | CLIENT REVIEW | 11/30/21 |
| 2 | PRELIM COST REVIEW | 12/03/21 |

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DRAWING TITLE

STRUCTURAL NOTES & DETAILS

SHEET NUMBER

S1.0

CAD FILE: 21160 TTL.wvx
DATE: 4/28/2021 PROJECT NO: 2021.160

HIGHLANDS RECREATION DISTRICT

STAIR AND DECK REPAIR

1851 LEXINGTON AVE
SAN MATEO, CA 94402

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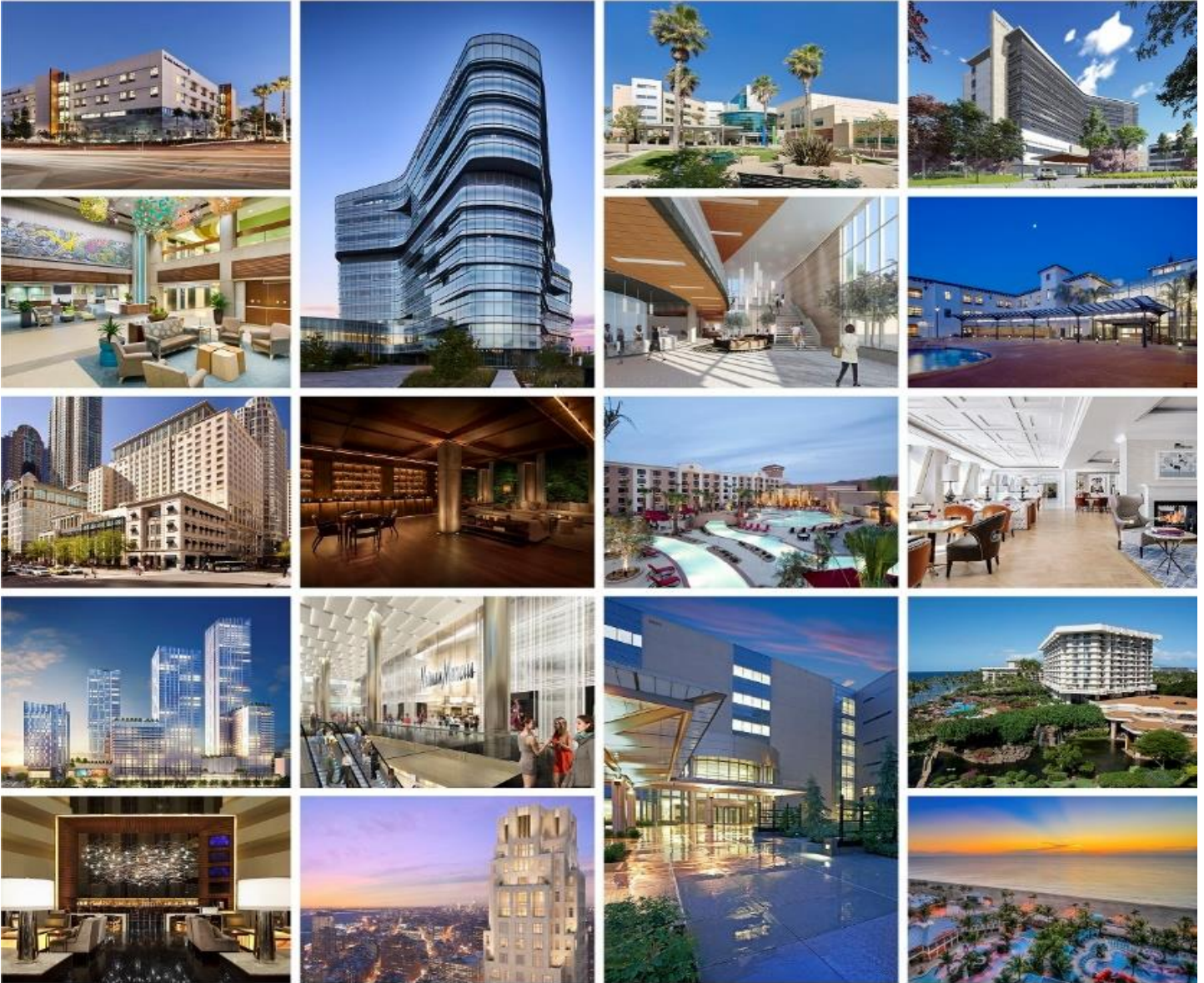
CAD FILE: 21160 TTL.wvx
DATE: 4/28/2021 PROJECT NO: 2021.160

Highlands Rec Stair and Deck Repair

Rough Order of Magnitude

January 25, 2022

22-00xxx.00



Prepared for Hamilton + Aitken Architects



CUMMING
Building Value Through Expertise

SUMMARY - SITEWORK

| Element | | Total | Cost / SF |
|--|--------|------------------|-----------------|
| 01 Direct Cost of Work | | \$86,613 | \$139.70 |
| Subtotal | | <u>\$86,613</u> | <u>\$139.70</u> |
| General Conditions / Requirements | 14.00% | \$12,126 | \$19.56 |
| Subtotal | | <u>\$98,738</u> | <u>\$159.26</u> |
| Bonds & Insurances | 2.00% | \$1,975 | \$3.19 |
| Subtotal | | <u>\$100,713</u> | <u>\$162.44</u> |
| Contractor's Fee | 6.00% | \$6,043 | \$9.75 |
| Subtotal | | <u>\$106,756</u> | <u>\$172.19</u> |
| Contingencies | 2.00% | \$2,135 | \$3.44 |
| Subtotal | | <u>\$108,891</u> | <u>\$175.63</u> |
| Escalation to MOC, 02/28/22 | | | <i>Excluded</i> |
| TOTAL ESTIMATED CONSTRUCTION COST | | \$108,891 | \$175.63 |

Total Area: 620 SF

Cost for second option - replace existing long span overhanging beams - add \$75,000

Highlands Rec Stair and Deck Repair

San Mateo, CA
 Rough Order of Magnitude

Project # 22-00xxx.00
 01/25/22

DETAIL ELEMENTS - SITEWORK

| Element | Quantity | Unit | Unit Cost | Total |
|---|----------|------|-------------|----------|
| 01 Direct Cost of Work | | | | |
| Site Mobilization | | | | |
| Mobilization | 1 | ls | \$20,000.00 | \$20,000 |
| Demolition | | | | |
| Sawcut paving | 40 | lf | \$11.00 | \$440 |
| Demo concrete paving, 6" assume | 1 | ls | \$600.00 | \$600 |
| Demo concrete stair footing | 1 | ls | \$400.00 | \$400 |
| Demo 2x wood decking & wood fascia | 224 | sf | \$5.50 | \$1,232 |
| Demo 2x8 wood joists & 6x8 wood beam | 132 | lf | \$10.00 | \$1,320 |
| Demo wood guardrail, Salvage metal guardrail screen | 85 | lf | \$8.00 | \$680 |
| Demo wood stairs and stringers | 57 | sf | \$14.00 | \$798 |
| Offhaul Debris | 1 | ls | \$1,367.50 | \$1,368 |
| Concrete | | | | |
| Excavate for footings | 1 | ls | \$1,200.00 | \$1,200 |
| Concrete footings | 1 | ls | \$4,500.00 | \$4,500 |
| Dowel into existing paving, assume | 41 | ea | \$40.00 | \$1,640 |
| Concrete pavement patchback at footings | 1 | ls | \$1,200.00 | \$1,200 |
| Wood | | | | |
| New wood stair | 1 | ls | \$11,500.00 | \$11,500 |
| Stair nosing safety stripe | 136 | lf | \$8.00 | \$1,088 |
| ABU44 post bases | 4 | ea | \$500.00 | \$2,000 |
| B5 Beam, assume 6x8 | 17 | lf | \$70.00 | \$1,190 |
| 2x4 Cedar decking with self adhesive flex flashing | 226 | sf | \$17.00 | \$3,842 |
| Wood fascia, assume | 56 | lf | \$30.00 | \$1,680 |
| Wood joists, assume - 3x blocking with A35 each side 5/S1.0 | 127 | lf | \$65.00 | \$8,255 |
| Wood guardrail with salvaged sheet metal | 55 | lf | \$150.00 | \$8,250 |
| Wood Post with CBSQ post base | 27 | lf | \$85.00 | \$2,295 |
| Existing Building | | | | |
| Patch and repair exterior wall finishes | 1 | ls | \$2,500.00 | \$2,500 |
| Metals | | | | |
| Sheet metal flashing | 55 | lf | \$45.00 | \$2,475 |
| Mounted metal pipe handrail | 16 | lf | \$250.00 | \$4,000 |
| Wall mounted handrail | 16 | lf | \$135.00 | \$2,160 |

| | | | | |
|------------------------------------|--|--|--|-----------------|
| Total - Direct Cost of Work | | | | \$86,613 |
|------------------------------------|--|--|--|-----------------|