



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

## Board Meeting Packet

**April 12, 2022**

**7:00 P.M. – Regular Board Meeting**

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2. Minutes..... Page 3-5
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4. Financials..... Page 17-25
5. Update on HRD facilities master plan and community engagement process..... Page 26-33
6. District boundary map proposal..... Page 34-39



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*"A Community Place to Learn, Grow & Play"*

Topic: HRD Regular Board Meeting  
Time: Apr 12, 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

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Meeting ID: 236 098 4155

Find your local number: <https://zoom.us/j/2360984155>

1. Call to Order 7:00PM
2. Review and approval of the minutes for Regular Board Meeting on March 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. Public comment is limited to (3) minutes per person. 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 facilities master plan and community engagement process
    - b. Discussion: Ad Hoc Personnel Committee update regarding proposed fiscal year 2022-23 employee benefit and compensation discussion topics
  9. New Business
    - a. Discussion/Motion: Appoint Ad Hoc Budget Committee
    - b. Discussion/Motion: Appoint Ad Hoc Employee Handbook Committee
    - c. Discussion: Review and discuss proposed district boundary map for submittal to the San Mateo County Registration and Elections Division
  10. UPCOMING MEETINGS: May 10, June 14, July 12
  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](mailto: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](mailto: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, March 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 (absent)

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 7:00 pm by Board Member MM.

2. Review and Approval of Minutes

Board Member PM made a motion, AA second, to approve the Regular Meeting Minutes from February 8, 2022. The motion passed unanimously.

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

3. Introduction of Guests

Guests were introduced.

4. Communications, Announcements

Nothing to report.

5. Public Forum

Nothing to report.

6. Manager's Report

- a. Programming
- b. Administration

7. Financial Report

a. Monthly Statement

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

Board Member AA made a motion, SB second, review and approve design option #2 which replaces the cantilever design with a new post and footing design with an architect estimate of \$119,780 including 10% contingency. Staff will obtain permits and report back to the Board in future meetings, to provide direction to staff on next steps regarding the repair of the office stairs and deck.

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

c. Discussion: Appoint Ad Hoc Personnel Committee

Board Member MM appointed Board Members EO and PM as the 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

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

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

12. HRD Board of Directors Announcements

Nothing to report.

13. Adjournment

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

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

The Meeting adjourned at 8:52 p.m.

Respectfully Submitted,

Monica Fellis  
Board Secretary



## MEMORANDUM

Date: April 12, 2022  
To: HRD Board of Directors  
From: Derek Schweigart, General Manager  
Re: General Manager's Report Update

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### **HRD Facilities and Grounds**

- Completed monthly facility and grounds inspections per our risk management and safety plans.
- There was significant grounds work completed in March with the start of spring. The District is looking for additional part-time help between now and the start of summer which was budgeted this year.
- Repairs to the EEC facility included replacement of broken blinds, installing safety padding for windowsills, and ongoing HVAC maintenance.
- In preparation for the summer, staff installed more wood fiber for the EEC playground as well as hanged the shade sails.
- The maintenance manager has been working with the GM to compile various project estimates to assist in completing the major maintenance and capital project listing as part of the master plan and the annual budget process.
- Completed valve and tile work in the men's shower at the pool. The shower facility will be ready for the spring and summer rush.
- After a two week pool closure, the pool pump project was completed with the installation of a new pump and significant plumbing and pad work completed.

### **Drought and water-use restrictions**

The District received a notice from its water provider Cal Water that it is petitioning the California Public Utilities Commission to move to stage 2 of its water shortage contingency plan. If approved, it will establish additional restrictions to limit wasteful uses of water and to help ensure a reliable water supply during the drought and in the future. Residences and businesses will face several restrictions including severely limiting irrigation days and hours. District staff are evaluating proposed restrictions and will prepare to modify operations to comply as required.

### **COVID-19 Update**

Soon after Governor Gavin Newsom announced that starting March 11, the universal mask requirement for K-12 and childcare settings terminated, the District experienced a few disruptions due to positive COVID-19 cases and the requirement to quarantine classrooms. In place of mandates, the CDPH and Licensing strongly recommended continued use of masks in indoor settings. The EEC continues to require masks both indoors and outdoors since most children are unvaccinated but will re-evaluate

monthly to determine when the program and allow children and staff choose whether to wear a mask outdoors or not. Beginning April 11, ASP will allow masks for children to be optional outdoors which coincides with the school district's approach.

The District recently updated its protocols to better coincide with the constantly changing guidance from the CDPH and SMC Public Health. Most quarantine periods now end after 5 days with a verified negative test. The exception is if someone in the family may be exposed to someone who is positive in the household, that person must complete a 10-day quarantine, but no test will be required. This will allow time for any potential exposure to manifest and make sure the child or family member isn't contagious.

### **EEC staffing changes**

Natalee Garay-Espinal submitted her resignation to the District, and her last day is on April 22. Natalee is leaving the early childhood education field to seek other career pursuits. Our team wishes her the best in her new endeavor. Assistant EEC Director Kristen Lein will be taking over as the new EEC Director beginning on April 25. Kristen has been with the District for 5 ½ years hired first as a EEC teacher and later promoted to the Assistant EEC Director position. Kristen has consistently demonstrated her skills and talents as an early childhood educator and program administrator with an excellent ability to communicate and work with our parent families which is vital to the success of any EEC Director.

In March, the EEC hired a new preschool teacher for the Chameleons classroom and her name is Zucelly De Leon Gramajo. Miss Zucelly is excited to be a part of the Highlands team!

### **Playground and Sports Court Renovation Project update**

At the regular board meeting on March 8, the Board indicated their preference to bid the sports court lighting component as part of the overall bid process or bid the project simultaneously with the playground updates. The estimate at the time was \$8-10K for the necessary architectural drawings for the lighting component. After additional research staff was able to obtain the services of Leaf Engineers to provide the necessary drawings and permitting for the lighting design at a cost of \$5,500. The project was sent to the San Mateo County Building Department for approval on April 7. The bid process for the entire project may proceed as early as the week of April 11. It may be possible for the Board to award the construction contract at their meeting on May 10.

### **Administration office stairs and deck project**

Following the Board approval of a design option at the board meeting on March 8, the project was submitted to the San Mateo County Building Department for review and approval. The approval process is expected to take several weeks. Once approved staff will return to the Board to provide an update and a review of the prepared bid documents and public bid notice. The architect estimate is \$119,780 including 10% contingency for replacing cantilever design with a new post and footing design.

### **AB 1234 training for Board Directors**

The training is scheduled for Tuesday, May 8 from 5:00-7:00 p.m. prior to the regular board meeting. AB1234 Training: Two-hour ethics training required under state law (AB1234). This training will be provided by the District's General Counsel, Osa Wolff. Topics will include laws governing conflicts of interest, government transparency, public records, open meetings, and fair process. The training will also cover rules for electronic communication and guidelines for professionalism. The training will provide a review of Form 700s, the Fair Political Practices Act, Government Code 1090 and other conflict of interest avoidance rules.



## Update on Seasonal Programs and Rentals

### **Events**

- March 12 was a Blood Drive with Red Cross. There is another blood drive on May 28 with the Stanford Blood Center due to the high interest.
- Our annual Eggstravaganza event is returning on Saturday, April 16 for the first time since the start of the pandemic. CalFire will bring the Bunny and show off their fire truck. There will be complimentary refreshments, egg hunts, bunny photo opportunities, balloon twisting, and crafts. Pre-sale tickets are on sale with 40 already sold. Event attendance is expected to be 100-150 people.
- New! On May 8 and June 19 the District is hosting Family Fun Baking for Mother's Day and again for Father's Day. Lots of fun cooking for the whole family to enjoy.
- On May 21 the District will host its first Spring Craft Fair. Vendors are invited to register for a table to sell their goods. A survey was put out in March to community members. There was lots of positive feedback and interest in attending.
- In the summer, we can expect to see a return in food truck events. Hoping to add more excitement and engagement for these popular community events.

### **Rentals**

Private rental inquiries continue to remain low. Staff continue to promote our facilities in the activity guide, social media and in the monthly eNews. Recurring rentals remain strong with both the Indian Dance and Homeschool Groups meeting weekly. Even so, the rental budget is tracking at 85% for the year with 3 months remaining in the fiscal year.

### **Classes**

Spring/Summer registration began in March. Spring classes are well received with the most popular classes being Pre-K & youth Hip-Hop, Acting, Tot Ukulele, and Kuk Sool Won. Beginning with Fall, staff is looking for new classes to offer.

There are a variety of summer camps being offered in the Multipurpose Room, as well as at CSUMC. The newest camp offerings include Baking, Magic, and Filmmaking. Registration for science and art camps are doing well, as they have historically. There is also a sports camp being offered at Highlands Elementary, for the first time since the start of the pandemic.

Classes are currently at 208% of budget, which is much higher than projected. Class contractor expenses are exceeding budget but is expected given the volume of classes and participation this year. Expenses are more than offset by revenues.



## MEMORANDUM

**Date:** April 12, 2022  
**To:** Derek Schweigart, General Manager  
**From:** Monica Fellis, Administrative Supervisor  
**Re:** Administration Report

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### **CURRENT UPDATES**

- Admin staff are preparing for the first meeting with the Ad Hoc Personnel committee on Friday, April 8, to discuss proposed employee merit increases, benefits, employee engagement and other topics.
- The Admin team is providing support to departments with budget analysis and updates in preparation for fiscal year 2022-23 process.
- The District is preparing for our annual all-staff training event. This event will bring all departments together before the beginning of our summer season. All departments will gather for a team building activity and speaker.
- Admin staff have been preparing for the first meeting with the Ad Hoc Employee Handbook committee to review proposed changes to the current Employee Handbook.
- The Admin team is providing support to all departments for EEC teacher recruitments, ASP summer staff, and aquatics summer recruitment.

### **RISKS/OPPORTUNITIES**

- With our budgets tracking as expected, we anticipate a healthy proposed budget to begin our next fiscal year.
- Recently, the District has experienced several IT issues which has caused delays in our internet connection. The District has been able to identify solutions and improvements to our experienced IT issues to be included in the fiscal year 2022-23 budget.
- Newly added ATT fiber is also an opportunity for faster upload and download speeds for our staff and customers.

### **FISCAL IMPACTS**

- The District has switched over to ATT fiber which provides faster speed and a \$50/mo savings in what we were paying for internet previously.
- Salaries, wages, and benefit expenses have been tracking well across the board after 75% of the fiscal year complete.

- Credit card and ACH fees are higher than projected given the higher registration volume than anticipated. Staff are exploring additional ways to reduce ACH fees which are unavoidable since the District must provide free options in lieu of credit cards.

#### **UPCOMING EVENTS**

- The Ad Hoc Employee Handbook Committee is scheduled to be appointed on April 12. The Admin team have been preparing proposed changes to present to the committee for review. The handbook was last reviewed and updated in 2019.



## MEMORANDUM

**Date:** April 12, 2022  
**To:** Derek Schweigart, General Manager  
**From:** Mike Koenig, K-8<sup>th</sup> Child Care Director  
**Re:** ASP/IC Program Update

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### CURRENT PROGRAM UPDATES

- For March, ASP budget is tracking as expected. Program revenue is currently at 71% of budget through three quarters the of fiscal year. Program expenditures are in line with revenue, and everything is tracking as it should.
- In March, ASP registration reached capacity for the 2022-2023 school year. From this point on, interested parties will be placed on our waitlist. The In-Crowd capacity for next year is around 88% full thus far.
- Registration for Summer Camp began on March 7 for residents and March 14 for non-residents. Summer Camp will run for 7 weeks this year. This summer, the program will remain completely on-site while bringing in attractions to complement its daily activities. Beginning FY 2022-2023, the program will resume with offsite field trips during camps.
- The program sent out a survey to all ASP/IC families on 3/25 regarding masking outdoors. The goal was to gauge each family's comfortability in making masks optional when outdoors. The survey was active for a week ending April 1. Of the fifty-five families that responded, 80% said they would give their child the option and 20% said they would want their child to continue wearing it. When the program returns to ASP/IC on April 11, masks will now be optional when outdoors. When indoors, all children will be required to wear one. Staff will continue to remain masked both indoors and outdoors. Program staff will revisit this again in May.

### OTHER UPDATES

- Program staff continue to work on the (AB) 2370 lead testing project as outlined in last month's board report. Staff are in process of bringing online a new fixture located in front of the social room. Once complete, the next step will be to contact an external water sampler to test the fixtures. The six fixtures being tested will be the tennis court drinking fountain, playground drinking fountain, pool drinking fountain, social room drinking fountain, social room kitchen sink, and admin office water dispenser.
- Program Site Director, Alexa Flores, celebrated her 5-year anniversary with Highlands Recreation District on January 2.

### **FISCAL IMPACTS**

- Spring Camp ends on April 8. Camp was a success with registration and participation exceeding expectations. At the time of this report, Spring Camp revenue is 65% over budget. Spring Camp was a success and was well received.

### **RISKS/OPPORTUNITIES**

- Program staff surveyed the community about a new craft fair event. After much positive feedback, HRD will be moving forward with a Spring craft fair event on Saturday, May 21 from 12pm-4pm.
- The program is currently hiring for Summer Camp positions. To date, the program has commitments from three previous summer staff. Also, staff are currently in the process of hiring a new employee with anticipated start date of May.

### **UPCOMING EVENTS**

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



## MEMORANDUM

Date: April 12, 2022  
To: Derek S. Schweigart, General Manager  
From: Natalee Garay-Espinal, Early Education Director  
Re: Early Education Center Program Update

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### **CURRENT PROGRAM UPDATES**

- The EEC conducted a fantastic professional development day in March. During the meeting we took advantage of curriculum development and team building.
  - Teachers engaged in collaborative classroom improvements such as recycling old toys, revamping the classroom lay out, and removing the play yard barrier.
- The EEC symptoms protocols has been updated to reflect current county guidelines; however, masks will remain in place for the time being.
- The EEC is currently in open enrollment for the new school year. We are off to a great start as our infant room spots are full for the upcoming school year.
- The EEC has hired a teacher in the Chameleons classroom. Miss Zucelly, started with the EEC on March 23<sup>rd</sup> and she is excited to begin a new journey with the EEC.
- The EEC will continue to hire for a substitute position to ensure the EEC functions smoothly and to minimize:
  - Early closures
  - Staff burn out
- The EEC's annual licensing visit was successfully completed on March 29<sup>th</sup>. During this visit the licensing analyst assessed:
  - Overall operations
  - Health of the facility
  - Staff and children's files
- The EEC is accepting ongoing waitlists requests for resident and non-resident families for future enrollment.

### **FISCAL IMPACTS**

- The EEC program budget revenues are tracking just over 75% of budget after 7 months and is currently meeting budget projections.

**RISKS/OPPORTUNITIES**

- The EEC is actively hiring to fill the substitute position.
- The EEC hired a full-time teacher in the Chameleons classroom.

**UPCOMING EVENTS**

- April 6<sup>th</sup> – Staff Meeting Early Closure 4:00 pm



## MEMORANDUM

**Date:** April 12, 2022  
**To:** Derek Schweigart, General Manager  
**From:** Daniel Ryken, Aquatics Supervisor  
**Re:** Aquatics Program Update

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### Program Updates

#### 1. Pool Membership

- The District will begin to sell memberships on Monday, April 18<sup>th</sup>. The promotional campaign's goal is to get residents to "Come back to the pool!" The District is looking forward to starting this program and we strongly believe this program will increase Resident participation at the pool.

#### 2. Lap Swim and Recreational Swimming

- Attendance for both Lap Swimming and recreational swimming is increasing as we head into spring. In particular, Saturday recreational swim attendance has greatly increased over the last two weeks. This is reflected in increased revenue from punch card purchases and individual entries. The district expects this trend to continue through the spring.

#### 3. Swim Lessons

- We have increased our spring offering of group swim lessons on Mondays and Wednesdays due to increased staffing. These additional classes are filling up and the District is pleased that we could expand our offerings for the first time this year. Private lessons taught by our swim instructor Hailey Fuller is also completely full and has a waiting list. We are going evaluate the program this Summer to see how we can make the program as equitable as possible. The private lesson program could bring in as much as \$150k in revenue each year.

#### 4. Swim Team

- When looking at the team budget this past year, the Aquatics Department failed to budget the team expenses properly. The team collects \$105 per swimmer in fees related to registration for USA Swimming, as well as a swim cap and a T-Shirt. While the team did collect those fees from parents, the budget does not reflect the collection of those fees as a separate line item, nor did the budget reflect the purchase of those items, as they had not been purchased in the past two years. Therefore there is a large discrepancy when it comes to Swim Team expenses. The



District has already planned this income and expense into next years budget and should not be an issue again.

**5. Rentals**

- March rentals included Scuba Fusion and the San Francisco Merionettes as they prepare for National trials. We have also begun to take pool party reservations as well as 2 pool rentals. We expect those requests to increase over the rest of the Spring.

**6. COVID-19**

- We will continue to follow all county guidelines and adapt to any major changes that might occur in the future.

**Fiscal Impacts**

- Total revenue for Aquatics so far this year is \$331,465. This is 83% of projected revenue for the year. The revenue also reflects membership fees collected from the swim team which has expanded during the year. All programs are meeting or exceeding projected revenues.
- Total expenses for the year are \$374,266 which is tracking at 86% for the year. Expenses are currently tracking ahead of revenue. We were able to lower the deficit in the month of March due to a few factors. First, the two-week shutdown helped get our payroll expenses more in line with revenues. Now payroll is tracking at 84%, compared to revenue tracking at 83%. Second, the District was able to get a significant amount of revenue from Spring and Summer swim lesson registration.

**Risks/Opportunities.**

- Inconsistent weather could slow growth in Spring Attendance for all drop-in swim programs.

**Upcoming Events**

-Underwater Eggstravaganza 4/16 at 12pm.

-Pool Membership Registration Begins 4/18

Highlands Recreation Center

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

	Mar 22	Mar 21	Mar 20	July 19 - Mar 20	July 20 - Mar 21	Jul 21 - Mar 22	AMENDED 2/22	75%	DIFF Budget - Current YTD	DIFF Curr YTD - Last Yr YTD
							APPROVED			
							BUDGET	% of Budget		
Unrestricted beginning Fund Balance							2,492,837.00			
<b>Income</b>										
102100 Property Taxes	1,531.02	814.33	1,146.70	439,329.22	484,772.07	524,238.05	732,922.00	71.53%	208,683.95	59,465.98
152100 Interest Earned	4.05	0.00	17.21	33,050.43	14,058.87	10,823.71	25,320.00	42.75%	14,496.29	(3,235.16)
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	0.00	0.00	0.00	0.00%	-	-
199700 Cap grants & Contributions	0.00	0.00	0.00	0.00	55,000.00	0.00	0.00	0.00%	-	(55,000.00)
232100 Park & Recreation Fees	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00%	-	(25,000.00)
ASP	149,952.08	59,081.00	84,643.50	893,328.75	440,408.57	686,804.61	987,500.00	70.97%	280,695.39	246,198.04
Pool	48,650.49	28,389.01	18,108.81	284,337.33	231,648.21	331,485.15	401,150.00	82.63%	69,684.85	99,818.94
Seasonal Prog	30,929.60	4,325.00	2,013.00	82,746.80	8,076.00	120,048.32	57,500.00	208.78%	(62,548.32)	111,972.82
Fac Rental	6,123.00	4,178.00	3,500.00	57,494.50	34,816.00	56,030.00	64,800.00	86.47%	8,770.00	21,214.00
EEC	122,934.00	87,931.00	84,005.00	775,069.00	628,697.50	904,516.50	1,195,752.00	75.64%	291,235.50	275,909.00
Other	0.00	0.00	0.00	-100.00	0.00	0.00	0.00	0.00%	-	-
Transaction fees	2,893.85	650.00	473.00	9,469.00	4,962.50	11,650.15	22,960.00	50.74%	11,309.85	6,687.65
Total Park & Rec fees	361,483.02	184,554.01	192,741.31	1,902,345.38	1,348,514.78	2,110,314.73	2,709,862.00	77.88%	599,347.27	761,799.95
264200 State-Dated Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
265800 Miscellaneous Revenue **	488.72	2,502.17	438.21	8,563.00	37,940.22	482,735.75	16,500.00	2925.67%	(466,235.75)	444,785.53
<b>Total Income</b>	363,506.81	187,870.51	194,340.43	2,383,288.03	1,945,285.94	3,128,112.24	3,484,404.00	89.77%	356,291.76	1,182,826.30
<b>Expense</b>										
411100 Permanent Salaries	37,059.58	40,469.84	37,319.04	394,790.62	338,913.76	333,682.15	478,544.00	69.73%	144,861.85	(3,231.61)
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	9,945.40	8,592.04	9,164.63	88,571.04	65,271.25	89,111.37	127,794.00	69.73%	38,682.63	23,840.12
416102 Pool Wages	11,173.76	14,742.76	14,907.47	147,221.25	130,265.89	162,647.41	191,818.00	84.79%	29,170.59	32,361.52
416103 Maintenance Wages	5,501.16	4,592.87	4,959.73	46,757.80	42,628.41	45,613.09	66,000.00	69.11%	20,386.91	2,984.68
416104 Supervision Wages	3,942.84	0.00	1,852.50	7,090.45	0.00	36,657.04	51,419.00	71.29%	14,761.96	36,657.04
416107 ASP/Camp Wages	17,575.19	13,211.16	17,271.07	113,901.17	125,791.66	167,902.70	285,000.00	58.91%	117,097.30	42,111.04
416108 EEC Wages	35,031.19	33,820.99	41,458.00	377,083.05	295,675.76	356,881.22	576,520.00	61.90%	219,638.78	61,205.46
416110 Vacation Expense	-633.00	3,626.30	3,080.21	-3,130.04	11,227.37	55.51	0.00	0.00%	(55.51)	(11,171.66)
431100 Social Security	7,509.81	7,167.84	7,874.52	73,051.64	81,984.04	72,400.23	110,180.00	65.71%	37,779.77	10,416.19
431200 Medicare Contribution	1,758.32	1,876.35	1,841.62	17,084.65	14,495.74	17,271.35	25,768.00	67.03%	8,498.65	2,775.61
445100 Unemployment Insurance	0.00	0.00	-77.02	474.00	7,986.09	751.00	0.00	0.00%	(751.00)	(7,235.09)
463100 District Employee Benefits	13,535.38	14,145.75	10,946.18	110,529.02	103,725.05	134,712.01	222,122.00	60.65%	87,409.99	30,966.98
PAYROLL EXP SUBTOTAL	142,397.03	142,035.90	150,597.95	1,373,424.45	1,202,345.02	1,417,885.08	2,135,165.00	66.40%	717,479.92	215,340.06
416105 Program Specialist	14,417.50	1,985.00	5,553.45	70,915.44	3,882.75	64,627.28	36,000.00	179.52%	(28,627.28)	60,744.53
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	13,494.04	0.00	0.00	0.00	0.00%	-	-
416112 EEC Contractors	0.00	0.00	1,180.17	3,963.70	0.00	0.00	0.00	0.00%	-	-
512100 Clothing & Uniforms	0.00	0.00	0.00	3,578.74	3,651.09	3,063.83	5,800.00	52.82%	2,736.17	(587.26)
515600 Household Expense	4,480.42	7,396.07	5,116.19	38,586.69	57,461.87	43,632.11	67,730.00	64.42%	24,097.89	(13,829.76)
519300 Office Expense	16,770.84	9,748.83	16,892.51	88,110.25	58,062.07	83,167.82	104,800.00	79.36%	21,632.18	25,105.75
533100 Memberships	292.74	57.80	2,125.50	7,717.25	8,081.06	15,913.04	12,550.00	126.80%	(3,363.04)	7,231.98
542300 Maintenance-Equipment	3,854.87	0.00	144.59	11,596.83	4,995.20	7,993.37	5,000.00	157.87%	(2,993.37)	3,298.17
545900 Maintenance-Facilities & Improv	5,555.20	4,903.19	4,961.56	51,809.10	27,405.37	44,022.11	85,250.00	51.64%	41,227.89	16,616.74
563800 Utility Expense	18,838.92	15,892.01	14,749.43	81,189.25	83,995.14	96,467.78	115,000.00	83.89%	18,532.22	12,472.64
572200 Employee Expense Reimb	0.00	0.00	0.00	290.88	0.00	77.33	0.00	0.00%	(77.33)	77.33
585600 Contract Expenses	1,530.00	2,010.00	9,088.59	35,044.94	72,367.00	22,824.22	35,250.00	64.75%	12,425.78	(49,542.78)
596600 Program Specific Expenses	6,727.27	3,394.84	5,316.30	81,347.54	32,369.75	78,891.56	117,200.00	67.31%	38,308.44	46,521.81
671200 Telephone Service Charges	370.41	1,287.63	597.98	5,726.99	7,410.46	4,885.43	3,500.00	139.56%	(1,385.43)	(2,525.03)
673100 Insurance	7,907.15	7,865.01	10,948.00	95,184.00	107,321.64	111,291.60	111,292.00	100.00%	0.40	3,969.96
721102 F/A Struct. & Improvmts not cap.	0.00	0.00	0.00	682.57	0.00	0.00	0.00	0.00%	-	-
731101 F/A Equipment not capitalized	361.41	0.00	0.00	5,028.51	0.00	7,578.00	13,500.00	56.13%	5,922.00	7,578.00
<b>TOTAL OPERATING EXPENSES</b>	223,513.76	196,335.68	227,262.22	1,967,610.85	1,669,548.42	2,002,020.56	2,848,037.00		846,016.44	332,472.14
<b>NET INCOME AFTER OPERATING EXP</b>	139,993.05	-8,465.17	-32,921.79	415,677.18	275,737.52	1,126,091.68	636,367.00		(489,724.68)	850,354.16
633100 Bond-Interest Expense	0.00	0.00	0.00	77,060.50	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	1,195.49	-4,094.33	1,840.13	14,379.50	24,934.00	28,000.00	89.05%	3,066.00	10,564.50
721101 Construction In Progress	0.00	0.00	247,193.78	741,621.11	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
<b>TOTAL FIXED ASSETS</b>	0.00	1,195.49	243,099.45	753,481.24	14,379.50	61,879.15	104,000.00	59.50%	42,120.85	47,499.65
<b>NET INC AFTER OPEX, BOND INT &amp; PRINC PYMT. &amp; F/A</b>	139,993.05	-9,660.68	-276,021.24	541,834.56	60,260.02	882,160.03	330,314.00		(531,846.03)	801,900.01
80002 Accrued Bond Interest payable						5,582.55				
80003 Accrued Bond Principal						80,500.00				
861100 Approp. for Contingencies							350,000.00			
888300 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			

\*\*US Bank-Calcard rebate \$488.03  
Escrrip-rebate \$.69

Highlands Recreation District  
Balance Sheet (accrual)  
As of March 31, 2022

ASSETS	FINAL			FINAL	FINAL
	3/31/2022	3/31/2021	6/30/2021	6/30/2020	6/30/2019
<b>Current Assets</b>					
<b>Checking/Savings</b>					
004000 - Petty Cash	300.00	100.00	100.00	100.00	100.00
005000 - Boston Private	358,213.26	325,730.12	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	3,079,019.76	2,191,397.17	2,384,003.73	2,521,689.13	3,533,673.49
<b>Total Checking/Savings</b>	<b>3,437,613.02</b>	<b>2,517,307.29</b>	<b>2,717,909.36</b>	<b>2,989,009.78</b>	<b>3,882,301.43</b>
<b>Accounts Receivable</b>				861.48	0
<b>Total Accounts Receivable</b>			301.55	861.48	
<b>Other Current Assets</b>					
027000 - Interest Receivable	-	-	5,692.11	10,935.10	20,324.93
040000 - Prepaid Expenses	1,616.65	60.00	18,717.08	15,786.65	22,649.47
<b>Total Other Current Assets</b>	<b>1,616.65</b>	<b>60.00</b>	<b>24,409.19</b>	<b>26,721.75</b>	<b>42,974.40</b>
<b>Total Current Assets</b>	<b>3,439,229.67</b>	<b>2,517,367.29</b>	<b>2,742,620.10</b>	<b>3,016,593.01</b>	<b>3,925,275.83</b>
<b>Fixed Capital Assets, net of depreciation</b>					
<b>Building</b>	4,330,469.91	4,390,781.64	4,471,074.20	3,033,866.52	3,145,802.23
<b>Improvements</b>	121,830.41	107,032.64	104,899.18	113,793.28	122,807.42
<b>Equipment</b>	122,756.71	115,355.42	108,188.15	130,959.53	141,431.69
<b>Land</b>	19,532.00	19,532.00	19,532.00	19,532.00	19,532.00
<b>Construction in Progress</b>	12,702.00	-	2,516.50	1,479,259.42	150,513.66
<b>Total Fixed Assets</b>	<b>4,607,291.03</b>	<b>4,632,701.70</b>	<b>4,706,190.03</b>	<b>4,777,410.73</b>	<b>3,580,087.02</b>
<b>TOTAL ASSETS</b>	<b>8,046,520.70</b>	<b>7,150,068.99</b>	<b>7,448,810.13</b>	<b>7,794,003.74</b>	<b>7,505,362.85</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payables</b>					
064000 - Accounts Payable			44,680.32	490,532.37	169,807.12
<b>Total Accounts Payable</b>			44,680.32	490,532.37	169,807.12
<b>Other Current Liabilities</b>					
065000 - Payroll Liab			2,408.01	4,731.16	6,320.34
065010 - Payroll Liab-FSA	3,697.38	2,645.58	3,387.19	5,922.75	2,218.84
066400 - Accr Sales Tax			125.00	673.00	441.00
066500 - Other Accrued Expenses			118,702.83	71,499.41	94,548.41
80002 - accr interest pay - bond	5,582.55	5,926.15	23,704.66	25,027.34	26,339.66
80003 - Bond Principal accrual	80,500.00	77,583.35	110,833.34	106,666.68	105,833.32
<b>Total Other Current Liabilities</b>	<b>89,779.93</b>	<b>86,155.08</b>	<b>259,161.03</b>	<b>214,520.34</b>	<b>235,701.57</b>
<b>Total Current Liabilities</b>	<b>89,779.93</b>	<b>86,155.08</b>	<b>303,841.35</b>	<b>705,052.71</b>	<b>405,508.69</b>
<b>Long Term Liabilities</b>					
265900 - COP Bond	2,080,500.00	2,216,416.65	2,183,166.66	2,315,333.32	2,443,166.66
266000 - Compensated absences	56,830.63	49,843.37	56,775.12	38,616.00	49,764.12
<b>Total Long Term Liabilities</b>	<b>2,137,330.63</b>	<b>2,266,260.02</b>	<b>2,239,941.78</b>	<b>2,353,949.32</b>	<b>2,492,930.80</b>
<b>Total Liabilities</b>	<b>2,227,110.56</b>	<b>2,352,415.10</b>	<b>2,543,783.13</b>	<b>3,059,002.03</b>	<b>2,898,439.49</b>
<b>Equity</b>					
081300/081400 - Fund Balance	4,625,318.52	4,696,226.16	4,640,516.34	4,698,539.97	5,541,137.21
Investment in Capital Asset Net of Debt	2,446,291.03	2,338,701.70	2,412,190.03	2,355,410.73	1,031,087.02
Amount to be provided	(2,166,582.55)	(2,299,926.15)	(2,317,704.66)	(2,447,027.34)	(2,575,339.66)
Change in net position	914,383.14	62,652.18	170,025.29	128,078.35	610,036.79
<b>Total Equity</b>	<b>5,819,410.14</b>	<b>4,797,653.89</b>	<b>4,905,027.00</b>	<b>4,735,001.71</b>	<b>4,606,923.36</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,046,520.70</b>	<b>7,150,068.99</b>	<b>7,448,810.13</b>	<b>7,794,003.74</b>	<b>7,505,362.85</b>

## Highlands Recreation District Sales by Item Summary March 2022

Service	Mar 22			
	Qty	Amount	% of Sales	Avg Price
ASP-IN CROWD (IN CROWD)	12	5,343.00	1.4%	445.25
ASP-SPRING CAMP (ASP-SPRING CAMP)	117	26,622.08	7.2%	227.54
ASP-Summer Camp (ASP-Summer Camp)	149	65,824.00	17.8%	441.77
ASP Fees	102.00	53,313.00	14.4%	522.68
<b>EARLY EDUCATION CENTER (EARLY EDUCATION CENTER)</b>	<b>61</b>	<b>122,934.00</b>	<b>33.2%</b>	<b>2,015.31</b>
Interest Inc (Interest Income)	1	4.05	0.0%	4.05
Misc Revenues (Misc Revenues)	2	488.72	0.1%	244.36
Pool-Drop In (Pool Drop-In Fees)	36	522.00	0.1%	14.50
POOL-LIFEGUARD (Lifeguard Training/Junior Lifeguard)	8	1,575.00	0.4%	196.88
POOL-NON-RES PUNCH CARD (POOL-NON-RES PUNCH CARD)	8	910.00	0.2%	113.75
POOL-PRIV/SEM (PRIV/SEMI)	63	6,592.00	1.8%	104.63
Pool-Rental (Pool-Rental)	1	175.00	0.0%	175.00
POOL-RESIDENT PUNCH CARD (POOL-RESIDENT PUNCH CAR...)	15	1,344.00	0.4%	89.60
Pool-Swim Lessons (Group Swimming Lessons)	447	28,895.00	7.8%	64.64
Pool-Swim Team (Swim Team)	1	11,312.49	3.1%	11,312.49
Property Taxes (Property Taxes)	1	1,531.02	0.4%	1,531.02
Rentals (Rentals)	7.00	6,473.00	1.7%	924.71
Seasonal Program (Seasonal Program)	179	33,384.60	9.0%	186.51
Special Events (Special Events)	39.00	368.00	0.1%	9.44
TENNIS COURT KEY (TENNIS COURT KEY)	2	40.00	0.0%	20.00
TRANSACTION FEE (TRANSACTION FEE)	232	2,900.17	0.8%	12.50
<b>Total Service</b>	<b>1,483.00</b>	<b>370,551.13</b>	<b>100.0%</b>	<b>249.87</b>
<b>TOTAL</b>	<b>1,483</b>	<b>370,551.13</b>	<b>100.0%</b>	<b>249.87</b>

.....+P  
0.\*  
370,551.13+  
REFUNDS 7,044.32-  
000  
363,506.81\*

## Highlands Recreation District Sales by Item Summary July 2021 through March 2022

Service	Jul '21 - Mar 22			
	Qty	Amount	% of Sales	Avg Price
ASP-FALL CAMP (FALL CAMP)	106	17,939.84	0.6%	169.24
ASP-IN CROWD (IN CROWD)	166	67,416.37	2.1%	406.12
ASP-SPRING CAMP (ASP-SPRING CAMP)	191	39,099.08	1.2%	204.71
ASP-Summer Camp (ASP-Summer Camp)	190	85,267.16	2.7%	448.77
ASP-WINTER CAMP (ASP-WINTERCAMP)	203	17,745.00	0.6%	87.41
ASP Fees	945.00	463,262.00	14.6%	490.22
EARLY EDUCATION CENTER (EARLY EDUCATION CENTER)	436	904,516.50	28.6%	2,074.58
Interest Inc (Interest Income)	11	10,823.71	0.3%	983.97
Misc Revenues (Misc Revenues)	17	483,218.33	15.3%	28,424.61
Pool-Drop In (Pool Drop-In Fees)	428	73,684.27	2.3%	172.16
POOL-LIFEGUARD (Lifeguard Training/Junior Lifeguard)	22	4,955.00	0.2%	225.23
POOL-NON-RES PUNCH CARD (POOL-NON-RES PUNCH CARD)	50	5,197.00	0.2%	103.94
POOL-PRIV/SEM (PRIV/SEMI)	811	63,217.00	2.0%	77.95
Pool-Rental (Pool-Rental)	36	15,207.00	0.5%	422.42
POOL-RESIDENT PUNCH CARD (POOL-RESIDENT PUNCH CAR...)	64	6,127.00	0.2%	95.73
Pool-Swim Lessons (Group Swimming Lessons)	1,185	71,213.00	2.2%	60.10
Pool-Swim Team (Swim Team)	9	107,110.38	3.4%	11,901.15
Property Taxes (Property Taxes)	12	524,238.05	16.5%	43,686.50
Rentals (Rentals)	68.00	60,532.00	1.9%	890.18
Seasonal Program (Seasonal Program)	808	130,336.02	4.1%	161.31
Special Events (Special Events)	200.00	4,777.00	0.2%	23.89
TENNIS COURT KEY (TENNIS COURT KEY)	19	380.00	0.0%	20.00
TRANSACTION FEE (TRANSACTION FEE)	1,604	11,727.26	0.4%	7.31
<b>Total Service</b>	<b>7,581.00</b>	<b>3,167,988.97</b>	<b>100.0%</b>	<b>417.89</b>
<b>TOTAL</b>	<b>7,581</b>	<b>3,167,988.97</b>	<b>100.0%</b>	<b>417.89</b>

U \* \*

3,167,988.97+

REFUNDS 38,280.23-

BOUNDBKS (PLATE) 1,113.92-

(MISC) 482.58-

-002

3,128,112.24\*

# Highlands Recreation District Profit & Loss by Class

March 2022

5:52 PM  
04/02/22  
Accrual Basis

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
<b>Income</b>							
102100 · Property Taxes	0.00	0.00	1,531.02	0.00	0.00	0.00	1,531.02
152100 · Interest Earned	0.00	0.00	4.05	0.00	0.00	0.00	4.05
232100 · Park & Recreation Fees							
232101 · Refunds - Fees	-1,150.00	0.00	-6.32	-2,675.00	-350.00	-2,863.00	-7,044.32
232100 · Park & Recreation Fees - Other	151,102.08	122,934.00	2,900.17	51,325.49	6,473.00	33,792.60	365,527.34
<b>Total 232100 · Park &amp; Recreation Fees</b>	<b>149,952.08</b>	<b>122,934.00</b>	<b>2,893.85</b>	<b>48,650.49</b>	<b>6,123.00</b>	<b>30,929.60</b>	<b>361,483.02</b>
265800 · Miscellaneous Revenue	0.00	0.69	488.03	0.00	0.00	0.00	488.72
<b>Total Income</b>	<b>149,952.08</b>	<b>122,934.69</b>	<b>4,916.95</b>	<b>48,650.49</b>	<b>6,123.00</b>	<b>30,929.60</b>	<b>363,506.81</b>
<b>Gross Profit</b>	<b>149,952.08</b>	<b>122,934.69</b>	<b>4,916.95</b>	<b>48,650.49</b>	<b>6,123.00</b>	<b>30,929.60</b>	<b>363,506.81</b>
<b>Expense</b>							
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	9,945.40	0.00	0.00	0.00	9,945.40
416102 · Pool Wages	0.00	0.00	0.00	11,173.76	0.00	0.00	11,173.76
416103 · Maintenance Wages	0.00	0.00	5,501.16	0.00	0.00	0.00	5,501.16
416104 · Supervision Wages	0.00	0.00	0.00	0.00	2,628.56	1,314.28	3,942.84
416105 · Program Specialist	0.00	0.00	0.00	0.00	0.00	14,417.50	14,417.50
416107 · ASP/Camp Wages	17,575.19	0.00	0.00	0.00	0.00	0.00	17,575.19
416108 · EEC Wages	0.00	35,031.19	0.00	0.00	0.00	0.00	35,031.19
416110 · Vacation Expense	0.00	0.00	-633.60	0.00	0.00	0.00	-633.60
431100 · Social Security	1,534.41	2,528.11	2,171.78	1,030.16	163.42	81.93	7,509.81
431200 · Medicare Contribution	368.85	591.26	507.90	240.93	38.22	19.16	1,766.32
463100 · District Employee Benefits	2,911.45	3,611.38	4,666.61	1,666.75	338.59	338.57	13,535.38
515600 · Household Expense	0.00	0.00	899.03	0.00	0.00	0.00	899.03
515601 · Recology	0.00	91.39	0.00	0.00	0.00	0.00	91.39
515602 · Janitorial Supplies	1,050.00	1,400.00	210.00	700.00	140.00	0.00	3,500.00
515605 · Cleaning Company	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 515600 · Household Expense</b>	<b>1,050.00</b>	<b>1,491.39</b>	<b>1,108.03</b>	<b>700.00</b>	<b>140.00</b>	<b>0.00</b>	<b>4,490.42</b>
519300 · Office Expense							
519301 · Outside Printing & Copy Serv	0.00	0.00	4,018.60	95.50	0.00	0.00	4,104.10
519303 · General Office Supplies	0.00	0.00	135.14	0.00	0.00	0.00	135.14
519305 · Postage & Mailing Expense	0.00	0.00	3,705.56	0.00	0.00	0.00	3,705.56
519307 · Other Office Expense	0.00	0.00	3,575.36	162.89	24.99	0.00	3,763.24
519308 · Credit card/ACH fee	0.00	0.00	3,900.15	0.00	0.00	0.00	3,900.15
519309 · Payroll service fees	0.00	0.00	1,162.65	0.00	0.00	0.00	1,162.65
<b>Total 519300 · Office Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>16,487.46</b>	<b>248.39</b>	<b>24.99</b>	<b>0.00</b>	<b>16,770.84</b>
533100 · Memberships	0.00	14.99	277.75	0.00	0.00	0.00	292.74
542300 · Maintenance-Equipment	0.00	0.00	144.86	3,710.01	0.00	0.00	3,854.87
545900 · Maintenance-Facilities & Imprv							
545902 · Plumbing & Piping	0.00	0.00	535.00	0.00	0.00	0.00	535.00
545903 · Paint, Solvents & Chemicals	0.00	0.00	0.00	1,184.35	0.00	0.00	1,184.35
545904 · Pool Supplies	0.00	0.00	0.00	1,868.18	0.00	0.00	1,868.18
545905 · Locks & Security System	104.25	614.76	31.05	450.00	0.00	0.00	1,200.06
545909 · Other General Maintenance	0.00	455.00	9.86	0.00	0.00	0.00	464.86
545912 · Vehicle Expense	0.00	0.00	302.75	0.00	0.00	0.00	302.75
<b>Total 545900 · Maintenance-Facilities &amp; Imprv</b>	<b>104.25</b>	<b>1,069.76</b>	<b>878.66</b>	<b>3,502.53</b>	<b>0.00</b>	<b>0.00</b>	<b>5,555.20</b>

# Highlands Recreation District Profit & Loss by Class

March 2022

5:52 PM  
04/02/22  
Accrual Basis

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
<b>563800 · Utility Expense</b>							
563801 · P G & E	0.00	500.00	2,806.00	9,310.00	0.00	0.00	12,616.00
563802 · Water	0.00	270.11	209.48	418.96	0.00	0.00	898.55
563803 · Sewer Fees	0.00	0.00	5,324.37	0.00	0.00	0.00	5,324.37
<b>Total 563800 · Utility Expense</b>	<b>0.00</b>	<b>770.11</b>	<b>8,339.85</b>	<b>9,728.96</b>	<b>0.00</b>	<b>0.00</b>	<b>18,838.92</b>
<b>585600 · Contract Expenses</b>							
585603 · Legal fees	0.00	0.00	1,110.00	0.00	0.00	0.00	1,110.00
585604 · Consultants	0.00	0.00	420.00	0.00	0.00	0.00	420.00
<b>Total 585600 · Contract Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>1,530.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,530.00</b>
<b>596600 · Program Specific Expenses</b>							
596602 · Spec Act-ASP	2,227.50	0.00	0.00	0.00	0.00	0.00	2,227.50
596604 · Supplies-ASP	675.83	0.00	0.00	0.00	0.00	0.00	675.83
596607 · Misc Exp-POOL	0.00	0.00	0.00	32.00	0.00	0.00	32.00
596611 · Misc Exp-OTHER	0.00	0.00	16.47	0.00	0.00	0.00	16.47
596612 · Special Events	0.00	0.00	0.00	162.84	0.00	51.46	214.30
596613 · Conferences/Seminars	160.84	0.00	265.47	225.00	0.00	0.00	651.31
596616 · Incrowd Rent	1,093.00	0.00	0.00	0.00	0.00	0.00	1,093.00
596621 · EEC supplies	0.00	378.15	0.00	0.00	0.00	0.00	378.15
596622 · EEC Snacks	0.00	925.74	0.00	0.00	0.00	0.00	925.74
596623 · EEC Special Activities	0.00	273.75	0.00	0.00	0.00	0.00	273.75
596624 · EEC Misc	0.00	87.60	0.00	0.00	0.00	0.00	87.60
596626 · MISC EXP-SWIM TEAM	0.00	0.00	0.00	151.62	0.00	0.00	151.62
<b>Total 596600 · Program Specific Expenses</b>	<b>4,157.17</b>	<b>1,665.24</b>	<b>281.94</b>	<b>571.46</b>	<b>0.00</b>	<b>51.46</b>	<b>6,727.27</b>
<b>671200 · Telephone Service Charges</b>	0.00	0.00	370.41	0.00	0.00	0.00	370.41
<b>673100 · Insurance</b>							
673101 · CAPRI-WORKERS COMP	1,620.97	1,620.97	2,214.00	1,976.79	237.21	237.21	7,907.15
<b>Total 673100 · Insurance</b>	<b>1,620.97</b>	<b>1,620.97</b>	<b>2,214.00</b>	<b>1,976.79</b>	<b>237.21</b>	<b>237.21</b>	<b>7,907.15</b>
<b>7311 · Fixed Assets-Equipment</b>							
731101 · Equip-Not Capitalized	361.41	0.00	0.00	0.00	0.00	0.00	361.41
<b>Total 7311 · Fixed Assets-Equipment</b>	<b>361.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>361.41</b>
<b>Total Expense</b>	<b>36,902.97</b>	<b>53,886.72</b>	<b>72,648.91</b>	<b>40,044.05</b>	<b>3,570.99</b>	<b>16,460.11</b>	<b>223,513.76</b>
<b>Net Income</b>	<b>113,049.11</b>	<b>69,047.97</b>	<b>-67,731.96</b>	<b>8,606.43</b>	<b>2,552.01</b>	<b>14,469.49</b>	<b>139,993.05</b>

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

5:53 PM  
04/02/22  
Accrual Basis

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
<b>Income</b>							
102100 · Property Taxes	0.00	0.00	524,238.05	0.00	0.00	0.00	524,238.05
152100 · Interest Earned	0.00	0.00	10,823.71	0.00	0.00	0.00	10,823.71
232100 · Park & Recreation Fees							
232101 · Refunds - Fees	-3,654.92	0.00	-77.11	-15,165.50	-4,102.00	-15,370.70	-38,290.23
232102 · Bounced Checks-Fees	-559.92	0.00	0.00	-80.00	-400.00	-74.00	-1,113.92
232100 · Park & Recreation Fees - Other	690,729.45	904,516.50	11,727.26	346,710.65	60,532.00	135,493.02	2,149,708.88
<b>Total 232100 · Park &amp; Recreation Fees</b>	686,604.61	904,516.50	11,650.15	331,465.15	56,030.00	120,048.32	2,110,314.73
265800 · Miscellaneous Revenue	7,100.00	8,762.19	466,873.56	0.00	0.00	0.00	482,735.75
<b>Total Income</b>	693,704.61	913,278.69	1,013,595.47	331,465.15	56,030.00	120,048.32	3,128,112.24
<b>Gross Profit</b>	693,704.61	913,278.69	1,013,595.47	331,465.15	56,030.00	120,048.32	3,128,112.24
<b>Expense</b>							
411100 · Permanent Salaries	57,811.45	50,529.34	164,812.00	50,529.35	0.00	0.00	333,682.15
411101 · Temporary Out of Class	0.00	0.00	0.00	0.00	0.00	0.00	0.00
418101 · Office Wages	0.00	0.00	89,111.37	0.00	0.00	0.00	89,111.37
418102 · Pool Wages	0.00	0.00	0.00	162,647.41	0.00	0.00	162,647.41
418103 · Maintenance Wages	0.00	0.00	45,613.09	0.00	0.00	0.00	45,613.09
418104 · Supervision Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
418105 · Program Specialist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
418107 · ASP/Camp Wages	167,902.70	0.00	0.00	0.00	24,541.28	12,115.76	36,557.04
418108 · EEC Wages	0.00	0.00	0.00	0.00	0.00	64,627.28	64,627.28
418110 · Vacation Expense	0.00	356,881.22	0.00	0.00	0.00	0.00	356,881.22
431100 · Social Security	0.00	0.00	55.51	0.00	0.00	0.00	55.51
431200 · Medicare Contribution	14,472.13	25,041.26	17,359.21	13,245.88	1,526.07	755.68	72,400.23
445100 · Unemployment Insurance	3,384.63	5,856.44	4,398.83	3,097.82	356.91	176.72	17,271.95
463100 · District Employee Benefits	24,130.98	43,017.35	46,845.77	15,208.01	3,254.97	3,254.92	134,712.01
512100 · Clothing & Uniforms	1,008.00	0.00	0.00	2,055.83	0.00	0.00	3,063.83
515600 · Household Expense	0.00	0.00	7,815.94	0.00	0.00	0.00	7,815.94
515601 · Recology	152.63	3,607.66	3,605.85	0.00	0.00	0.00	7,996.17
515602 · Janitorial Supplies	8,400.00	11,960.00	1,660.00	5,600.00	1,120.00	0.00	28,450.00
515605 · Cleaning Company							
<b>Total 515600 · Household Expense</b>	8,562.63	15,257.69	13,101.79	5,600.00	1,120.00	0.00	43,632.11
<b>519300 · Office Expense</b>							
519301 · Outside Printing & Copy Serv	0.00	0.00	8,110.04	244.18	0.00	0.00	8,354.22
519303 · General Office Supplies	102.61	315.27	2,951.75	79.64	0.00	0.00	3,379.47
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	5,409.88	0.00	0.00	0.00	5,409.88
519307 · Other Office Expense	1,178.95	548.78	11,827.82	560.37	174.93	24.99	13,815.85
519308 · Credit card/ACH fee	0.00	0.00	37,936.98	0.00	0.00	0.00	37,936.98
519309 · Payroll service fees	0.00	0.00	13,447.44	0.00	0.00	0.00	13,447.44
<b>Total 519300 · Office Expense</b>	1,281.76	664.06	79,937.89	864.19	174.93	24.99	83,167.82
<b>533100 · Memberships</b>							
542300 · Maintenance-Equipment	445.00	95.65	15,024.03	198.36	0.00	150.00	15,913.04
545900 · Maintenance-Facilities & Imprv	0.00	2,161.04	2,002.32	3,710.01	0.00	0.00	7,893.37
545902 · Plumbing & Piping	0.00	0.00	535.00	0.00	0.00	0.00	535.00
545903 · Paint, Solvents & Chemicals	0.00	0.00	0.00	12,098.18	0.00	0.00	12,098.18
545904 · Pool Supplies	0.00	0.00	0.00	3,292.09	0.00	0.00	3,292.09
545905 · Locks & Security System	625.00	2,465.45	596.76	450.00	0.00	328.68	4,465.03
545906 · Signage Expense	0.00	0.00	458.48	0.00	0.00	0.00	458.48
545907 · General Electrical Expense	0.00	0.00	800.00	0.00	0.00	0.00	800.00
545909 · Other General Maintenance	765.13	592.51	5,436.09	0.00	0.00	0.00	6,796.73
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	658.10	0.00	0.00	0.00	658.10
545913 · Ground/Facility Improvements	0.00	0.00	13,532.00	0.00	0.00	0.00	13,532.00
<b>Total 545900 · Maintenance-Facilities &amp; Imprv</b>	1,394.13	4,142.40	22,316.43	16,840.27	0.00	328.68	44,022.11



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

5:53 PM  
04/02/22  
Accrual Basis

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
563800 • Utility Expense	0.00	4,496.35	20,447.57	52,269.61	0.00	0.00	77,213.53
563801 • P G & E	0.00	2,585.63	2,039.96	3,979.92	0.00	0.00	8,605.51
563802 • Water	0.00	0.00	10,648.74	0.00	0.00	0.00	10,648.74
563803 • Sewer Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 563800 • Utility Expense</b>	<b>0.00</b>	<b>7,081.98</b>	<b>33,136.27</b>	<b>56,249.53</b>	<b>0.00</b>	<b>0.00</b>	<b>96,467.76</b>
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	10,998.72	0.00	0.00	0.00	10,998.72
585601 • Audit Fees	0.00	0.00	6,917.50	0.00	0.00	0.00	6,917.50
585603 • Legal fees	0.00	0.00	5,910.00	0.00	0.00	0.00	5,910.00
585604 • Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 585600 • Contract Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>22,824.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,824.22</b>
596600 • Program Specific Expenses	3,996.00	0.00	0.00	0.00	0.00	0.00	3,996.00
596602 • Spec Act-ASP	3,900.90	0.00	0.00	0.00	0.00	0.00	3,900.90
596603 • Snacks-ASP	4,806.00	0.00	0.00	0.00	0.00	0.00	4,806.00
596604 • Supplies-ASP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
596607 • Misc Exp-POOL	1,962.01	0.00	0.00	974.42	0.00	0.00	974.42
596608 • Misc Exp-ASP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
596610 • Misc Exp-OFFICE	0.00	0.00	204.20	0.00	0.00	0.00	1,962.01
596611 • Misc Exp-OTHER	0.00	0.00	2,461.56	0.00	0.00	0.00	2,461.56
596612 • Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00
596613 • Conferences/Seminars	615.84	1,437.65	852.46	162.84	0.00	3,494.16	2,481.59
596614 • Pool Supplies	0.00	0.00	0.00	1,200.00	0.00	0.00	3,657.00
596615 • Incrowd Rent	12,100.45	0.00	0.00	3,177.34	0.00	0.00	3,177.34
596617 • Seasonal Programs	0.00	0.00	0.00	0.00	0.00	0.00	12,100.45
596621 • EEC supplies	0.00	0.00	0.00	0.00	0.00	168.32	168.32
596622 • EEC Snacks	0.00	13,754.55	0.00	0.00	0.00	0.00	13,754.55
596623 • EEC Special Activities	0.00	5,287.51	0.00	0.00	0.00	0.00	5,287.51
596624 • EEC Misc	0.00	976.65	0.00	0.00	0.00	0.00	976.65
596626 • MISC EXP-SWIM TEAM	0.00	1,212.08	0.00	0.00	0.00	0.00	1,212.08
<b>Total 596600 • Program Specific Expenses</b>	<b>27,561.20</b>	<b>22,688.64</b>	<b>3,338.22</b>	<b>21,838.02</b>	<b>0.00</b>	<b>3,667.48</b>	<b>78,891.56</b>
6331 • Bond Interest Expense	0.00	69,052.50	0.00	0.00	0.00	0.00	69,052.50
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	4,885.43	0.00	0.00	0.00	4,885.43
673100 • Insurance	6,483.87	6,483.87	8,858.00	7,907.16	948.85	948.85	31,628.60
673101 • CAPRI-WORKERS COMP	0.00	0.00	79,663.00	0.00	0.00	0.00	79,663.00
673102 • CAPRI-GEN INS	6,483.87	6,483.87	88,519.00	7,907.16	948.85	948.85	111,291.60
<b>Total 673100 • Insurance</b>	<b>12,967.74</b>	<b>12,967.74</b>	<b>98,382.00</b>	<b>15,814.32</b>	<b>1,897.70</b>	<b>1,897.70</b>	<b>133,060.46</b>
721100 • Fixed Assets-Structures/Improve	0.00	0.00	24,934.00	0.00	0.00	0.00	24,934.00
721101 • Construction in Progress	0.00	0.00	10,185.50	0.00	0.00	0.00	10,185.50
<b>Total 7211 • Fixed Assets-Structures/Improve</b>	<b>0.00</b>	<b>0.00</b>	<b>35,119.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,119.50</b>
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	3,786.57	0.00	3,789.43	0.00	0.00	0.00	7,576.00
731101 • Equip-Not Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 7311 • Fixed Assets-Equipment</b>	<b>3,786.57</b>	<b>0.00</b>	<b>15,292.64</b>	<b>15,256.44</b>	<b>0.00</b>	<b>0.00</b>	<b>34,337.65</b>
<b>Total Expense</b>	<b>328,037.06</b>	<b>742,153.48</b>	<b>703,521.85</b>	<b>374,266.28</b>	<b>31,923.01</b>	<b>86,050.56</b>	<b>2,265,952.21</b>
<b>Net Income</b>	<b>365,667.55</b>	<b>171,125.24</b>	<b>310,063.62</b>	<b>-42,801.13</b>	<b>24,106.99</b>	<b>33,997.76</b>	<b>862,160.03</b>

#2625

CODE NO.	PAYABLE TO:	PURPOSE	AMOUNT
4631	GUARDIAN	INS 5/22	1,353.18
4631	KAISER FOUNDATION HEALTH PLAN	INS 5/22	8,229.85
5156	THE GREEN JANITORIAL CORPORATION	SERV 3/22	3,500.00
5156	RECOLOGY	SERV 3/22	988.13
5423	ADVNC AIR TECHNOLOGIES	POOL PUMP MAINT 3/22	13,388.00
5459	DAU PRODUCTS	POOL CHEM 4/22	995.31
5638	CA WATER	SERV 2-4/22	1,608.82
5638	PG&E	SERV 3-4/22	3,215.04
5856	SHUTE MIHALY & WEINBERGER LLP	LEGAL SERV 2/22	4,657.50
	USBANK	SUPPLIES 2-3/22	10,050.55
	#5193-\$619.40, #5459-\$2,818.65, #5966-\$6,252.21, #5156-\$180.98, #5331-\$39.95, #6712-\$139.36		
			47,986.38

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

APRIL 12, 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 12TH DAY OF APRIL 2022

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## STAFF REPORT

Date: April 12, 2022

To: HRD Board of Directors

From: Derek Schweigart, General Manager

Re: Discussion: Update on HRD facilities master plan and community engagement process

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### 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).

At the regular board meeting on March 8, 2022, staff presented a draft of the District Major Maintenance and Capital Projects Listing which is part of the first phase of the master plan work. The initial phase includes an evaluation of facility and grounds existing conditions as well as a prioritization of major maintenance and proposed capital improvement projects. Work will continue over the next couple months while staff obtain current cost estimates.

At the meeting, the Board discussed the master plan next steps including the analysis of facility needs and preferences. This involves a variety of community engagement strategies which are contained in the master plan proposal. The Board recommended that prior to forming a project advisory committee and/or conducting a community survey, hosting a project kick-off community meeting to generate interest around the project would be beneficial.

### DISCUSSION:

The proposed community and stakeholder engagement outline for the HRD Facilities Master Plan – “My REC – My POOL” is included as (Attachment B). The outline contains descriptions of community engagement strategies that begin with the District hosting one or two project kick-off meetings in an open house format. Staff propose to host the first of these meetings in May. In addition, staff propose hosting a community workshop, conducting individual stakeholder interviews, and hosting focus groups to help refine and validate feedback received throughout the process. Information gathered through the earlier meetings will help develop a community-wide survey, as well as help identify potential champions for the project.

The District launched the project webpage which will help promote master plan activities and chronicle the work. Visit: [www.highlandsrec.ca/gov/my-rec](http://www.highlandsrec.ca/gov/my-rec)

FISCAL IMPACT:

The HRD master plan is a study which does not have a direct fiscal impact to the District. Expenses for community engagement activities are expected to be minimal this year and are within the approved budget. Any projects that are funded as part of 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 the proposed community and stakeholder engagement process.

ATTACHMENTS:

- A. HRD Facilities Master Plan Proposal
- B. HRD Facilities Master Plan – Community Engagement

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

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

**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



## My REC – My POOL

### I. Community Meeting / Open House (Host 1-2 kick-off meetings)

1. Host in the early evening after work and childcare programs have concluded
2. Food/Beverages provided
3. Childcare provided
4. Illustrative boards and maps displayed around the room for attendees to provide feedback, ask questions and indicate preferences
5. Display boards covering these topics hosted by Rec staff, current and former board members:
  - Pool building program (pool house, shower facility, reception)
  - Pool deck program (amenities, features)
  - Pool program (aquatics programming)
  - Gym and main building program (functions, programs)
  - Grounds and park (amenities, features)
  - Financing and funding options (How do we pay for it?)

### II. Community Workshop

#### Format/Method:

1. Provide overview of the master plan process and existing site conditions
2. Gather input from the workshop attendees on the existing pool, park, and recreation center
3. Divide attendees into small working groups / tables
  - Group participants will respond to topical question with their 5 top choices
  - Group will discuss and develop a consensus of their top 8 choices for the whole group
  - Facilitator will compile all of groups’ responses and look for consensus and patterns

#### Topics:

- A. List the 5 things you like most about the Rec, pool, park
- B. List the 5 things you like least about the Rec, pool, park
- C. List the 5 most important amenities or features you think need to be emphasized at the Rec, pool, park
- D. List the 5 most important Rec programs or activities you enjoy at the Rec, pool, park
- E. List the 5 most important recreation amenities or features you would like to see added to the Rec, pool, park
- F. List your top 5 new recreation programs or activities you would like to see added to the Rec, pool, park
- G. List your top 3 priorities for the future Rec, pool, park

### III. Stakeholder Interviews (Individual)

Key stakeholders for the Rec and the Pool will be identified and individual interviews conducted. Information will be collected on the following subjects:

1. Key issues for the Rec, pool, and park
2. Feedback on existing recreation programs
3. Feedback on recreation facilities (pool, gym, grounds)
4. Funding and financial sustainability
5. Vision/Feel – passive vs. active

IV. Focus Groups

Small focus groups will be conducted with key user groups and key stakeholders. Topics to be covered include:

1. Benefits and strengths of the existing Rec, pool, and park
2. Issues regarding the existing Rec, pool, and park
3. Opportunities to consider for the existing Rec, pool, and park
4. Recreation programs that are important for the Rec, pool, and park
5. Recreation facilities that are important for the Rec, pool, and park
6. Funding, financial sustainability ideas for the Rec, pool, and park

Potential Focus Groups – Current and former board members, HRD staff, Seniors, Aquatics/Swim Team, Childcare parents, Youth/Teens, others?



## STAFF REPORT

Date: April 5, 2022

To: HRD Board of Directors

From: Derek Schweigart, General Manager

Re: Discussion: Review and discuss proposed district boundary map for submittal to the San Mateo County Registration and Elections Division

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### **BACKGROUND:**

On August 3, 2021, the San Mateo County Registration and Elections Division informed the District that it is required to submit its current boundary map in the appropriate GIS shapefile format as part of the 2022 election cycle. All jurisdictions are required to the necessary shapefile as well as written confirmation of boundaries no later than April 18, 2022. Instructions and requirements for boundary shapefile maps were included in a letter from the County (Attachment A).

At the time, the District did not own a boundary map with the necessary specifications as outlined by the County. In February 2022, staff hired a GIS services consultant Bruce Harris & Associates, Inc. who the County has used for GIS work previously. The cost to provide these services was \$1,980. Staff and board member Andrew Aquino met with the GIS consultant at the beginning of March to review a draft of the proposed boundary map. At the regular board meeting on March 8, the Board requested that final draft of the District boundary map be brought back for the Board to review prior to submitting to the County. During the meeting discussion, the Board identified several parcel properties that they wished staff and the consultant to confirm are within the District's jurisdictional boundaries and are contributing property taxes to the District. The parcels reference included three on Fairfield Ct. (20, 25 and 35 Fairfield Ct.) and 2060 and 2080 Bunker Hill Drive.

### **DISCUSSION:**

The project GIS consultant confirmed with the County that the parcel properties in question have been paying into this district since at least 1985 when the County's digital assessment records began. The proposed District boundary map is included as (Attachment B). The boundary map is based on data provided by the County including parcel numbers, addresses, Tax Rate Areas (TRAs) and Board of Equalization documents and maps showing the TRAs for each jurisdiction. Where there were discrepancies the consultant confirmed with County personnel to confirm whether or not a property contributed property tax to the District and should be included in the District's jurisdictional boundaries.

### **FISCAL IMPACT:**

GIS consulting services for the project was \$1,980.

**RECOMMENDATION:**

Staff recommend the Board review and discuss the proposed district boundary map in preparation for the District's submittal to the San Mateo County Registration and Elections Division by April 18, 2022.

**ATTACHMENTS:**

- A. Verification of Jurisdiction Boundaries Letter from County Clerk 11-03-2021
- B. Highlands Recreation District Boundary Map



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

November 3, 2021

Derek Schweigart  
General Manager  
Highlands Recreation District  
1851 Lexington Avenue  
San Mateo, CA 94402

Re: Verification of Jurisdiction Boundaries - Moving to District Elections – **New Deadline**

Dear General Manager Schweigart:

With the adoption of SB 594, the State Legislature officially adjusted the deadline to finalize redistricting maps. As a result, we are requesting that all shapefiles be submitted to San Mateo County Registration & Elections Division by April 18, 2022 rather than May 12, 2022 as we had originally anticipated.

This will allow our office the necessary time required to process the shapefiles and update our precincts with the new district boundaries. Please let us know if you have any questions or need any assistance in meeting the new deadline and we will work with you on your request.

**All jurisdictions are required to confirm their boundaries for 2022 elections**

To ensure the accuracy of elections, all jurisdictions will need to verify their boundaries with the Registration & Elections Division in writing. This is a new requirement for the 2022 election cycle. It is the responsibility of every jurisdiction to maintain their boundaries and to submit the boundary data in a GIS shapefile.

Please submit a shapefile along with written confirmation that the shapefile contains the correct boundary of your jurisdiction no later than **April 18, 2022**.

We realize that many jurisdictions may not have a shapefile created. We suggest that you work with a consultant to create one. The Registration & Elections Division can provide a list of all parcels in the County with parcel numbers, addresses, Tax Rate Areas (TRAs), and Board of Equalization documents and maps showing the TRAs for each jurisdiction. It is ultimately the jurisdiction's responsibility to verify this data is correct and to create the shapefile.

**Jurisdiction moving from at-large to district elections**

If your jurisdiction plans to move from at-large to district elections, please contact our office as soon as possible. This will assist in our planning of implementing your new districts.

Jurisdictions moving from at-large to district elections that have candidates running in the **November 8, 2022** Election will need to submit their shapefiles with the new district boundaries to the Registration & Elections Division no later than **April, 2022**. We would appreciate receiving your map as soon your board finalizes your new district boundaries.

Please note that your jurisdiction will be charged administrative costs and staff time to implement your proposed changes into our election software, records, and materials.

### **Requirements for shapefiles for all jurisdictions**

The requirements for boundary data submitted for all jurisdictions are:

1. The data should be in GIS Shapefile format;
2. Jurisdiction boundaries cannot be drawn through parcels for election mapping purposes;
3. Jurisdiction boundaries need to align with the County's new parcel boundaries for election mapping purposes;
4. New district boundaries cannot be drawn through parcels for election mapping purposes;
5. Correct boundaries lines for the jurisdiction;
6. One polygon for each district; and
7. No gaps or overlaps between district polygons.

Where jurisdiction boundaries pass through a parcel, the map drawn for Elections should include the entirety of the parcel.

Our office has a new parcel layer that should be used when drawing the new districts. The new parcel shapefile can be accessed at <https://isd.smcgov.org/gis-data-download> under "San Mateo County Active Parcels."

It is the responsibility of every jurisdiction submitting boundary data to provide the correct boundary of the jurisdiction and its districts.

### **Requirements for submitting information for district elections**

If your jurisdiction is moving from at-large to district elections, please submit the following to our office regarding your new district boundaries:

1. A signed copy of the Resolution changing your jurisdiction's elections from at-large to district.
2. A GIS shapefile showing the boundaries of the districts. This shapefile must also show the correct boundaries of your jurisdiction.
3. The name(s), phone number(s) and email address(es) of authorized contact person(s) that can answer any questions.

4. A signed document stating the following:
  - a. The names of each district (e.g., "Zone 1," "Trustee Area A," etc.)
  - b. A PDF map of the jurisdiction and districts.
  - c. The election cycle of each district (e.g., Trustee Area 1 is a 4-year term beginning in 2020, Trustee Area 2 is a 4-year term beginning in 2022.)
  - d. Any residency requirements for candidates.
  - e. The election that these boundaries will go into effect.
  - f. Written confirmation that the shapefile contains the correct boundaries.
  - g. Any other local rule or regulation.

Should you have any questions or require any additional information, please feel free to contact Hillary O'Connor, Elections Specialist Supervisor, at [hoconnor@smcacre.org](mailto:hoconnor@smcacre.org) or 650.312.5294.

Thank you in advance for your prompt attention to this matter.

Sincerely,



Mark Church

# Highlands Recreation District Boundary Map

-  Highlands Recreation District Parcels
-  Highlands Recreation District Boundary
-  Parcels

