



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"

Topic: HRD Regular Board Meeting

Time: August 11, 2026, 07:00 PM Pacific Time (US and Canada)

Location: Multi-Purpose Room, Highlands Recreation District, 1851 Lexington Ave., San Mateo, CA 94402
1369 Sturgeon Way, San Jose, CA

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. Public comment is limited to (3) minutes per person per item. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: August 11, 2026, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1>

Meeting ID: 868 9739 6127

Passcode: 041879

1. Call to Order
2. Review and approval of the minutes for:
 - a. Regular Board Meeting on July 14, 2026
 - b. Standing Budget Committee on July 30, 2026
3. 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 for 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.
4. Manager's Information Report
 - a. Administration
 - b. Programming
5. Board Discussion on Strategic Priorities and Outcomes – Financial, Community, Facilities/Projects, Program/Services, Transparency
6. Financial Information Report

Note: Item 8.a Annual Workforce Vacancy, Recruitment, and Retention Report (AB 2561 Compliance) must be reviewed by the Board of Directors prior to Item 7.a Adoption of the Final FY 2026 2027 Budget, in accordance with the requirements of AB 2561.

7. Old Business:

- a. Discussion/Action: Adoption Final FY 2026-2027 Budget
Report: Tamsen Burke, General Manager and Budget Committee
Description: This item is for Board discussion of the chart of accounts, approved cost allocation, budget narrative, and operational budget for the 2026-2027 Fiscal Year. The Board will review and consider adoption of the Final Budget.
- b. Discussion/Action: Discussion and Direction to Management on free facility rentals, staffing expenses, and district resources to public.
Report: Tamsen Burke, General Manager
Description: This item will be a Board discussion and direction to staff to identify which organizations (e.g., HCA, NLYM, Scouts, Seniors, Friends of) and activities (e.g., HCA - July 4, meetings, fundraisers) the Board wants staff to grant free rentals of District facilities for FY2026-2027, including, staffing expenses, and district resources to public. A possible motion to approve staff recommended rental fees for FY 2026-2027 and subsequent years.
- c. Discussion/Action: Reopen a prior Board Action
Report: Tamsen Burke, General Manager
Description: This item is for the Board to vote to reopen a prior Board Action which approved the Co-Sponsorship Agreement with the Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration and Fundraiser)
- d. Discussion/Action: Review, reconsider or rescind the approved Co-sponsorship Agreement with Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration & Fundraiser)
Report: Uy Ut, Board Chair
Description: This item is for Board consideration to make a motion to reconsider or rescind the co-sponsorship agreement authorized by the Board on March 10, 2026 in compliance with Brown Act.

8. New Business:

- a. Discussion: Annual Workforce Vacancy, Recruitment, and Retention Report (AB 2561 Compliance)
Report: Tamsen Burke, General Manager
Description: In accordance with Assembly Bill 2561 (McKinnor, 2022), the Board will receive a report summarizing workforce vacancies, recruitment and retention efforts, and identified barriers to filling positions during Fiscal Year 2025–2026. This annual report is required for all local public agencies and must be presented at a public meeting prior to adoption of the fiscal year budget. No action is requested at this time.
- b. Discussion/Action: Review and discuss the American Red Cross Disaster Relief Facility Use Agreement
Report: Tamsen Burke, General Manager and Uy Ut, Board Chair
Description: This item will be a Board discussion of a past American Red Cross (ARC) Facility Use Agreement (20170609) with the Highlands Recreation District as a Disaster Relief location and determine to take action for the District will re-engage in the agreement per ARC request.

9. Upcoming Meetings:

- a. Board of Directors: September 8, 2026, October 13, 2026, November 10, 2026

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
Report: Bookkeeper
Description: This is a routine item of the itemized bills for Board review and approval.
Recommendation: Approve the Expenditures

11. HRD Board of Directors Announcements

12. Adjournment

Written public comments can be submitted to the District prior to the meeting by emailing generalmanager@highlandsrec.ca.gov. Written 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>.

Oral public comments will be taken on each agenda item during the meeting, subject to a limit of three (3) minutes per person per item. To comment orally in real time during the meeting, you may raise your hand if you are participating in person or use the Zoom “raise hand” function on your computer screen or the *9 function on your phone. Please note that the District provides a Zoom participation option to the public as a courtesy in order to facilitate participation. The District cannot, however, guarantee the adequacy of the audio/video quality or that meeting participation will be uninterrupted via Zoom. If technical difficulties arise relating to the Zoom participation option, the Board meeting may continue with public attendance in person only.

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>.



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Topic: HRD Regular Board Meeting

Time: July 14, 2026, 07:00 PM Pacific Time (US and Canada)

Location: Multi-Purpose Room, Highlands Recreation District, 1851 Lexington Ave., San Mateo, CA 94402
1369 Sturgeon Way, San Jose, CA

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Topic: HRD Regular Board Meeting

Time: July 14, 2026, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1>

Meeting ID: 868 9739 6127

Passcode: 041879

Board Members:

Andrew Aquino

Chris Carlos – arrived 7:03pm

Pam Merkadeau

Ranya Francis (Vice President) - absent

Uy Ut (President)

Staff:

Tamsen Burke (General Manager)

1. Call to Order

The meeting was called to order at 7:02pm by Director Ut

2. Review and approval of the minutes for:

- a. Board Member Merkadeau made a motion, Board Member Aquino second, to approve the Regular Board Meeting Minutes from Regular Board Meeting on June 9, 2026. The motion passed.
Vote: UU – Y; AA – Y; CC - Absent; PM – Y; RF – Absent
- b. Board Member Aquino made a motion, Board Member Carlos second, to approve the Standing Budget Committee Meeting Minutes on June 19, 2026. The motion passed.
Vote: UU – Abstain; AA – Y; CC - Y; PM – Abstain; RF – Absent
- c. Board Member Aquino made a motion, Board Member Carlos second, to approve the Standing Budget Committee Meeting Minutes on July 8, 2026. The motion passed.
Vote: UU – Abstain; AA – Y; CC - Y; PM – Abstain; RF – Absent

3. Public Forum

- i. No public comment was received.

4. Manager's Information Report
 - a. Administration
 - b. Programming
5. Board Discussion on Strategic Priorities and Outcomes – Financial, Community, Facilities/Projects, Program/Services, Transparency
 - i. No action was taken.
6. Financial Information Report
 - a. May 2026 Monthly Statement Memo
 - b. June 2026 Monthly Statement (Preliminary)
7. Old Business:
 - a. Discussion: Draft HR Manual Review
 - i. No action was taken.
8. New Business:
 - a. Discussion/Action: Review and Approval of Rental Fee Structure
 - i. No action was taken.
 - b. Discussion: Review of the FY 2026-2027 Budget
 - i. No action was taken.
9. Upcoming Meetings:
 - a. Board of Directors: August 11, 2026, September 8, 2026, October 13, 2026
 - b. Budget Committee: July 27, 2026
10. Review and Payment of Bills
 - i. Board Member Aquino made a motion, Board Member Carlos second, to pay the bills. The motion passed unanimously.
Vote: AA - Y; CC – Y; PM – Abstain; UU – Y; RF – Absent
11. HRD Board of Directors Announcements
12. Adjournment

The Meeting adjourned at 9:00 pm on July 14, 2026.

- i. Board Member Carlos made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed unanimously.
Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Absent

Respectfully submitted

Tamsen K. Burke
Interim Board Secretary

Board President of Vice President (Print) _____

Signature _____



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"A Community Place to Learn, Grow & Play"

Topic: HRD Budget Standing Committee

Time: July 30, 2026, 7:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

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Topic: HRD Special Board Budget Committee Meeting

Time: July 30, 2026, 7:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82804960336?pwd=CtTuCfensucaOdpXRTf88rPNjCQsr7.1>

Meeting ID: 828 0496 0336

Passcode: 340107

Board Members:

Andrew Aquino

Chris Carlos

Staff:

Tamsen Burke (General Manager)

1. Call to Order
The meeting was called to order at 7:09pm by Director Aquino
2. Public Forum
No public comment was received
3. Old Business:
 - a. Discussion/Action: Final FY 2026-2027 Agency Budget for Highlands Recreation District
Report: Tamsen Burke
Description: Review and discuss Final FY 2026-2027 Agency Budget for the Highlands Recreation District to be published on July 28, 2026 in accordance to California Government Code § 61110 Public Notice. Consider adopting a recommendation for consideration by the full Board at August 11, 2026, Regular Meeting.
4. Upcoming Meetings:
 - a. Board of Directors: August 11, September 8, October 13
5. HRD Board of Director Announcements
6. Adjournment
 - a. Board Member Carlos made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed unanimously. Vote: AA - Y; CC – Y;

The Meeting adjourned at 8:55pm on July 30, 2026.

Respectfully submitted
Tamsen K. Burke
Interim Board Secretary

Board President of Vice President (Print) _____

Signature _____



MEMORANDUM

Date: August 11, 2026

To: Board of Directors

From: Tamsen K. Burke, General Manager

Re: General Manager Report

LEGISLATION

AB 1821 (Pacheco) California Public Records Act: agency response time. Location: Senate Appropriations. Summary: This bill extends the deadline for public agencies to provide an initial response to a Public Records Act request by converting “10/14 days” to “10/14 business days.”

SB 992 (Niello) County auditors: special districts: annual audit exceptions. Location: Assembly Consent Calendar. Summary: This bill raises the annual revenue threshold at which special districts may use alternative financial oversight mechanisms in lieu of conducting an annual audit. This bill is sponsored by CSDA.

ADMINISTRATION

Facility Project Updates

- Administrative Office Renovations (August, RFP deadline July 24, 2026)
- Basketball Court / Playground Fence (near PGE tower), replace footers to address ongoing erosion and leaning of fence. **(Completed)**
- Bookkeeper Flat Fee Service (August/September, RFP deadline August 3, 2026) or FTE hire.
- North Landslide/Retaining Wall: (north of bathrooms) Waiting on Permit | BLD2025-00492 to the San Mateo County Planning and Building Department, Redwood City, CA. **Romig Engineers, Inc. | Geotechnical Services** Drilling permit proposed geotechnical investigation is to be performed under San Mateo County Annual Geotechnical Permit No. AGDP-26-19960 submitted to county June 8, Drilling. Plan Review Consolidation; Plan Preparation for Issuance. County requested additional boring plans from BFK be performed in design, Romig engineer to incorporate into their report and resubmit. (September, RFP deadline August 30, 2026)
- Trenchless Sewer Replacement: The Board of Directors approved the resolution of the board of directors of the Highlands Recreation District adopting the informal bidding procedures under the uniform public construction cost accounting act to begin the selection of contractors for the Scope of Work to replace approximately Sewer Line Replacement adjacent to stairs at basketball court, through playground, parking lot (August, RFP deadline July 31, 2026)

- Tennis Court Resurfacing: June 8-June 22, Community Feedback – Design/Color recommendations are located at the Tennis courts as well as the HRD website for voting and community feedback. RFP prepared and ready for bidding late June. Preliminary conversation with Tennis pros on planning. Potential target date last week of (August, RFP deadline August 7, 2026).
- Pool Renovation Preliminary Assessment and Community Engagement (September 2026)

Administrative Projects Updates

- CAPRI Cycle XX Report **Completed**, copy available upon request.

Financial

- Highlands Recreation District FY 2026 – 2027 Agency Budget Schedule
- August – Adopt Final Budget by Board of Directors.

Human Resources & Staff Engagement:

- Reporting and Disclosure for Employee Benefit Plans by the U.S. Department of Labor. (August 2026)

Recruiting and Hiring: The District currently has the following posted positions:						
Position	Department	Classification	Applications	Interviews	Hired	Start Date
Director, Early Education	EEC	Salary - Full Time	6 applications	(2) finalist		August/September
Recreation Coordinator	Recreation/Seasonal	Regular Full Time	124 applications	interviews in progress		9/1/2026
EEC Teacher	EEC	Regular - Full Time	93 applications	interviews in progress	X	8/3/2026
Bookkeeper	Other			contracted service		9/1/2026
Substitute Teacher	EEC		3 applications	interviews in progress		9/1/2026

Facilities & Maintenance

- Safety Committee completed Q2 meeting and planning for CAPRI audit.
- Aquatic Pit Filters Replaced (per CPI schedule)

Operations:

- Tennis Court Resurfacing Survey Results - Exhibit B
- Consulting services Pool potential renovation or new construction.
 - Survey community on design, resources, indoor/outdoor support resources.
 - Interviewing contract providers for preliminary plans and recommendations gathering contract agreements, and service providers for review and consideration of HRD Renovation Project FY 2026-2028.
 - Aquatic Design Group (Dennis Berkshire)
 - Aquatic Facility Renovation and Consulting
 - RSM designs (Ladera)
 - COAR Design Group
 - Marcy Wong Donn Logan Architects (City of San Francisco)
 - ELS Architects

Board Of Directors Directives Schedule

The General Manager has created a schedule to record the Board of Directors requests for additional information or action by the General Manager from each meeting to be complete or provide a status report. Attached is a time stamp response/action for record keeping (see attached).

MEETING 07.14.2026

Tasks - Directives	Director Requested	Responsible	Updates / Completion Notes
Board of Director Training and Certification Reminder	Director Carlos	Tamsen Burke	In General Manager Report
Bookkeeper Flat Fee Service	Director Merkadeau	Tamsen Burke	In Process
Rental Fees with Associated Expense	Director Carlos	Tamsen Burke	Rental Fee Memorandum

Exhibit A

County San Mateo Building Permit
Record BLD2025-00492: Landscaping / Retaining Wall

BLD2025-00492 Additional Requirements (7.28.2026)

Revised package for resubmittal to the County. It includes a revised geotechnical letter, an updated plan set with civil and structural, and signed structural calculations. The beam increased in size and the depth of embedment changed. The clouded changes on the structural plans show the changes.

This should resolve the remaining comments from the County. Transmitted through the County submittal portal. Following up with County and Board of Supervisors to execute permits for September 2026 start date.

Processing Status

Click on arrows or plus signs to see more details

	Application Submittal
	Plan Review Distribution
	Building Review
	Planning Review
	Public Works
	Civil and Drainage Review
	Environmental Health Review
	Geotechnical Review
	Sewer Review
	Water Review
	Fire Review
	Additional Review
	PCB Monitoring

	Grading Permit
	EC Pre-Construction
	Waste Management Review
✓ ▶	Review Consolidation
	Plan Preparation for Issuance
	Ready to Issue Permit
	Inspections
✓ ▶	EC-Tree PreSite - EC PRE-SITE

Exhibit B

Court Color Combination		Tennis Line Color	Pickleball Line Color		Pickleball Court Layout	
1	Blue Courts/Blue Background	White	1	Yellow	10	2 Pickleball Courts/Tennis Court
7	Blue Courts/Green Background	White	4	Yellow	12	1 Pickleball Court/Tennis Court
	Blue Courts/Green Background	White	3	Orange		
3	Green Courts/Blue Background	White	1	Orange		
	Green Courts/Blue Background	White	2	Yellow		
10	Green Courts/Red Background	White	7	Orange		
	Green Courts/Red Background	White	3	Yellow		
1	Red Courts/Green Background	White	1	Orange		

Additional Comments/Concerns

- Pickleball
- Lines on all (3) courts
- Pickleball lines gym and sport court
- No pickleball

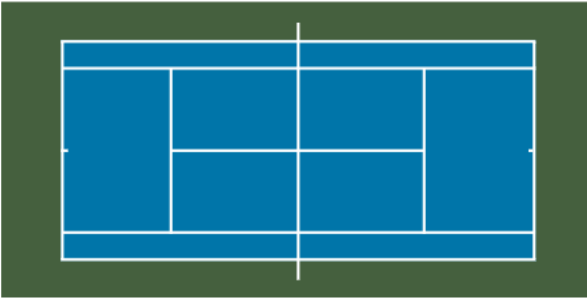
Other Suggestions

- Pickle ball lines – darker colors – dark green, purple
- Blue courts with red exterior
- Tennis lines yellow

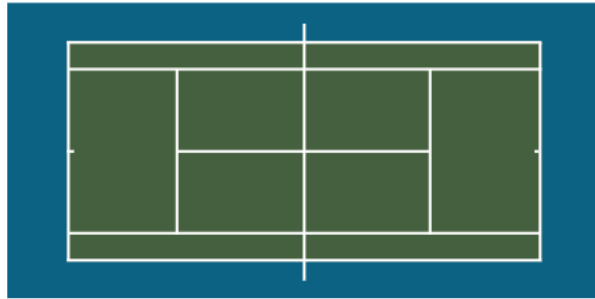
Parking

- Crowded with too many activities
- Full

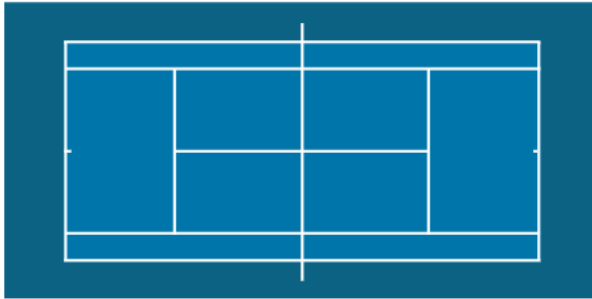
Note: Voting at site and online did not require voter to identify residency and allowed same IP addresses to be used. Comment received – the velocity of the data may be invalid due to one vote/person was not monitored, date fraud.



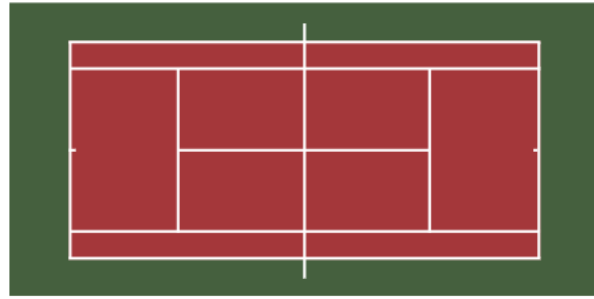
Blue Courts/Green Background



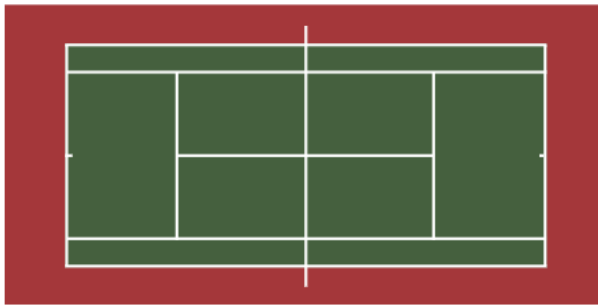
Green Courts/Blue Background



Blue Courts/Blue Background

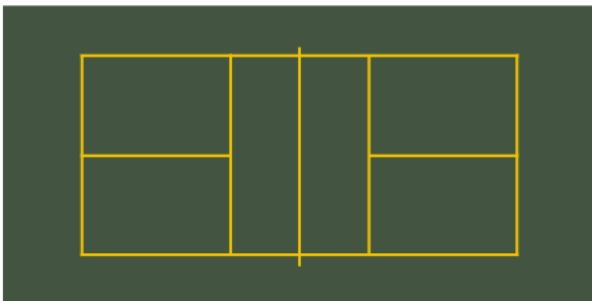


Red Courts/Green Background

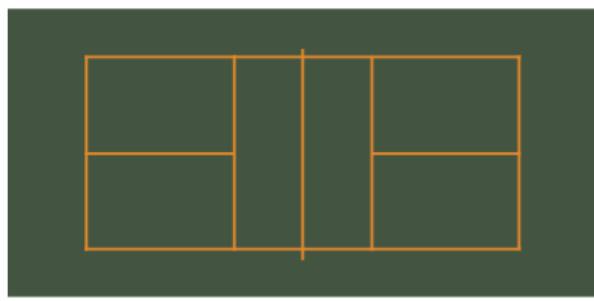


Green Courts/Red Background

Pickleball line color.

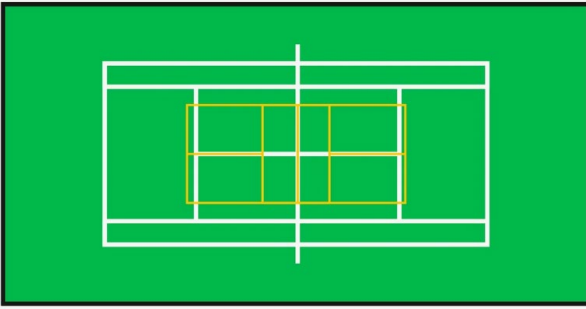


Yellow

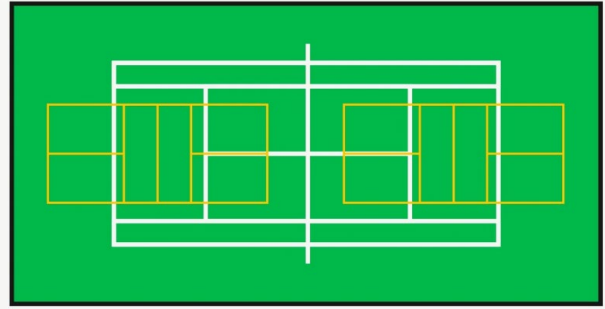


Orange

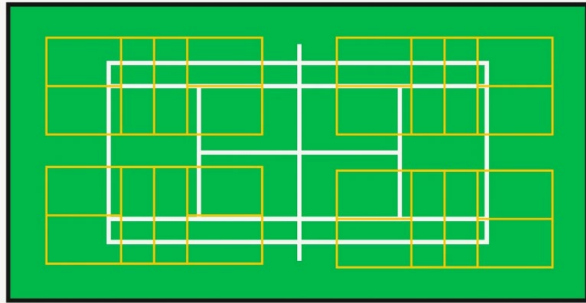
Pickleball court layout.



1 Pickleball Court/Tennis Court



2 Pickleball Courts/Tennis Court*



4 Pickleball Courts/Tennis Court

***Contingent of fit and safety**



MEMORANDUM

Date: August 11, 2026

To: Tamsen Burke, General Manager

From: Rodney Centeno, Aquatic Supervisor

Re: Aquatic Supervisor Report

Program/Department Overview:

- July marked peak staffing of lifeguards and instructors.
- July 15 Lifeguard Meeting & In-Service, 75% attendance.
- HDAC practices, start times shifted to 6:00pm for remainder of summer season.
- Aquatic Coordinator & Supervisor continue to develop Fall/Winter program schedule.

Key Highlights:

- Aquatic Coordinator's consistent use of Paylocity resulted in minimal shift anomalies.
- Instructor staff's talents and positivity resulted in high client satisfaction.
- Pool deck layout and daily reset well-received.

Aquatic Programs

- Swim Lessons (Mon-Fri) 9:00-11:50am; 2:30-5:55pm (Sat) 9:00-11:50am
 - All lesson registrations trended towards late morning and late afternoon.
- Swim Team (Mon-Fri) 5:00-7:30pm, As of July 20: 6:00-7:30pm.
 - Welcomed 16 try-outs/assessments. 9 new swimmers enrolled in Bronze group.
- Aquatrack Fitness (M/W/F): 8:05am - 9:05am
 - All classes completed satisfactorily. Participants and Instructor(s) happy with conditions of pool and facilities.

Aquatic Rentals

Date	Time	Renter Name	Est Guests	Notes
Weekdays 07/01 - 07/31/26	12:00 - 2:30pm	Footsteps	45	Swim Lessons & Rec Swim
Weekdays 07/01 - 07/31/26	1:00 - 4:00pm	Euro School of Tennis	10	Rec Swim Drop-in Camp
Weekdays 07/13 - 07/31/26	9:00am - 12:00pm	Marionettes of SF	10	Synchro Swim Camp, Diving Well
07/11/26	4:00 - 7:00pm	Scuba Fusion	10	After Hours Rental



07/12/26	1:00 - 4:00pm	Luciane Parenco	30	Pool Party
07/12/26	1:00 - 4:00pm	Malia Connolly	30	Pool Party
07/12/26	4:00 – 7:00pm	Scuba Fusion	10	After Hours Rental
07/18/26	1:00 - 4:00pm	Mat Gilbert	40	Pool Party
07/18/26	4:00 – 7:00pm	Scuba Fusion	10	After Hours Rental
07/19/26	4:00 - 7:00pm	Scuba Fusion	10	After Hours Rental
07/25/26	4:30-7:30pm	Jesha Geluz	49	After Hours Rental
07/26/26	1:00 - 4:00pm	Tim Fletcher	20	Pool Party
07/26/26	1:00 - 4:00pm	Stanislav Basovich	30	Pool Party

Financials

- Anticipated decrease in swimming lesson revenue due to early July holiday week less than expected.
- Unscheduled repositioning of chlorine injectors and maintenance of chlorine sensors, in addition to scheduled maintenance of pool mechanical equipment resulted in higher maintenance and facility expenses during July.
- Swim team enrollment grew modestly in July with majority joining development Bronze group, as anticipated.
- Pool Party, After Hour Rentals and Weekday Rentals continue to be supported by aquatics staff with emphasis on accommodating multiple weekend rental requests.

Staff Development & Training

- July lifeguard meeting and in-service helped to establish baseline expectations of seasonal aquatic staff. Staff toured entire facility, highlighting unique traits of our facilities and surroundings.
- Instructors who joined HRD late in the season received in-water training and shadowed senior instructors during private and group lessons. Instructor training manual will be updated during Fall 2027 and shared with returning staff during winter months 2026/2027.
- Aquatic Coordinator will enroll in Red Cross LGI course and CPO course during Fall 2026.
- Minor reallocation of interior and storage spaces to accommodate daily needs of seasonal staff and program needs.

Looking Ahead

Aquatic Supervisor and Aquatics Coordinator preparing aggressive fall programming schedule to include novel in-water programs, Red Cross courses, Adult in-water learning and training options, and Swim Team growth. Preparations underway for additional marketing of aquatics offerings to existing HRD programs (ASP and EEC) as well as participants of summer group rentals (Marionettes, Scuba Fusion, Footsteps). Goals include recruitment of two year-round swim instructors and one USA swim coach.



MEMORANDUM

Date: August 11, 2026

To: Tamsen Burke, General Manager

From: Mike Koenig, K-8th Child-Care Director

Re: ASP/IC Program Update

PROGRAM/DEPARTMENT OVERVIEW

- Summer Camp is ending on August 7. At the time of this report, summer camp 2026 has identical attendance numbers to that of 2025 (41 kids per day). As mentioned in a previous report, staff opened the option to enroll in individual days vs. the entire week. To date, this option accounted for 61% of all summer camp registrations.
- The program is continuing with the onboarding process for all new and returning families. All families are in the process of confirming attendance, completing emergency information, and initiating auto deduction for the start of the 2026-2027 school year.
- ASP program staff will be having their professional development day on August 10. August 11 will be the first day of ASP.

STAFF UPDATES

- Program staff are in the final stages of onboarding a new Recreation leader. Maya is excited to work ASP in the fall. Program staff have now received availability from staff, and no further hiring will be needed.

UPCOMING EVENTS

- Fall ASP confirmation of days
- Fall ASP/IC staff scheduling
- New Staff certifications



MEMORANDUM

Date: August 11, 2026

To: Tamsen Burke, General Manager

From: Debbie Labucay, Interim Director

Re: Early Education Center Director's Report

PROGRAM/DEPARTMENT OVERVIEW

- Welcome Ms. Monica to the team
- Thank you and farewell to Ms. Nancy in the Tigers Room
- EEC Teacher position will be reposted
- 1 active sub remains on staff, will continue to build sub pool
- EEC newsletter resumed in August
- Tour packets for interested families complete

METRICS, ENROLLMENT. AND DATA

- Parrots – 3 months to 2 years
8 infants 1:3 teacher child ratio
- Chameleons-18 months-3 years
18 toddlers 1:6 teacher child ratio
- Tigers- 3 years-5 years
18 PS 1:8 teacher child ratio

Current Enrollment:

August: 31

Parrots- 8

Chameleons- 8

Tigers- 15

Projected Enrollment:

September- 33

Parrots- 8

Chameleons- 10

Tigers- 15

- 4 children in the Tigers group have aged out of our program
- EEC TK Half Day program returns, school begins Tuesday, August 11, 2026

Tours

- 6 tours done in the last month - Looking to start between September to January 2027
- 4 added to waitlist

FUTURE GOALS AND PLANS:

- August 21st - Professional Development Day for team
- August 28th - Open House
- September



MEMORANDUM

Date: August 11, 2026
To: Board of Directors
From: Tamsen Burke, General Manager
Re: Seasonal Programs and Rentals Update

PROGRAM/DEPARTMENT OVERVIEW

- The Summer 2026 season is currently in effect and will conclude August 7, 2026.
 - For Summer 2026, sports enrichment classes will be offered weekdays after Summer Camps and weekend mornings/afternoons.
 - Summer 2026 Enrichment camps will continue to offer a full-day model to be most accessible to families.
- The Rental department is still seeing consistent rentals across the board, specifically for pool rentals/parties. Non-Aquatics rentals are seeing an increase compared to previous summers.
- The Recreation Coordinator submitted their resignation, with their final day being July 17, 2026.

KEY HIGHLIGHTS

- The Summer season began June 15, 2026, and will conclude August 7, 2026.
 - Adult Qigong/Taichi has still been a hit with participants and is expected to be a consistently recurring class.
 - A weekend toddler/preschool sports class began June 27 and will run through August 15.
- Updated rental rates were reviewed with the General Manager and are pending BOD review.
 - Recurring renters will receive a 30-day notice for rate increase, but one-off rental rates would take immediate effect.
- For the 2026-2027 FY budget preparation, connected with key renters/programs to confirm return for the next school year. All recurring renters/programs confirmed return.

METRICS AND DATA – SEASONAL PROGRAMS

- Lunchtime Enrichment will return for the 2026 – 2027 school year (typically beginning end of August/beginning September).
- Independent Contractor Agreement prepared for 2026-2027 agreement based on CAPRI insurance requirements and annual report requirements.
- Mahjong and Square Dancing are continuing through the summer at CSUMC. HSN based activities will return to the Rec in August.

METRICS AND DATA – RENTALS

June rentals reflect most school-year recurring groups taking a summer break, but the return of summer camp pool rentals.

- To best accommodate requests, we will return to offering two pool parties per Rec Swim and one after-hour rental for Saturdays and Sundays.
- Footsteps Camp finished August 7 for Swim Lessons and Rec Swim, Monday – Friday.

July rentals totaled ninety-eight, including:

- **Aquatics**
 - 3 Private Rentals
 - 4 Scuba Rentals
 - 6 Parties
 - 2 Scouts Rentals
 - 2 End of Year parties
 - 23 Diving Well Rentals
 - 20 Footsteps Rentals
- **Non-Aquatics**
 - 4 Recurring MPR Rentals
 - One new recurring renter started in June.
 - 2 Private MPR Rentals
 - 2 Private Gym Rentals
 - 3 Community Group Rentals (CERT, HSN, Scouts, HCA)

While typically reported in the August BOD report, the Rec Coordinator would like to report that the District did receive complaints regarding the annual fireworks show and concerns regarding community safety with dry land surrounding the Highlands. Feedback was passed through to the Highlands Community Association for their consideration.

METRICS AND DATA - MARKETING/ADVERTISING

- Advertising through HRD channels continues to support hiring needs, upcoming programs, and upcoming closure notices.

- Streamline, HRD's web platform company, has introduced a new program, Amplify, that allows for more design/accessibility options for the HRD website.
 - The Recreation Coordinator did a review of the EEC website with the EEC director and implemented changes.

STAFF UPDATES

- Recreation Coordinator search continues with anticipated start date September 2026.



MEMORANDUM

Date: August 11, 2026

To: Tamsen Burke, General Manager

From: Leah Huang, Bookkeeper

Re: Bookkeeper Report

Update on June 2026 Fiscal Year End Financial Statements

The financial statements for June 2026 were revised after receiving the County of San Mateo Activities of Account report on July 31, 2026, and applying Fiscal Year End expense accruals. The updated figures include additional transactions recorded in QuickBooks after the preliminary June financial reports were presented to the Board. The key changes incorporated into the final reports are outlined below:

1. Additional Revenue (Property Tax Income)

- **FY25-26 Total Income:**
 - Original: \$ 3,869,035
 - Revised: \$ 3,879,662
 - **Increase: \$ 10,627**

2. Additional Expenses (FYE Accruals)

- **FY25-26 Total Expenses:**
 - Original: \$ 3,276,228
 - Revised: \$ 3,381,963
 - **Increase: \$ 105,735**

Here are the key June accrual breakdowns:

- Wages & Payroll Taxes: \$89,332 (Earnings period 6/17 – 6/30)
- Pool Maintenance Supplies: \$4,051
- General Overhead Expenses: \$12,352 Supplies, maintenance & operational costs

3. Net Impact on Financial Statements

As a result of the revisions above, the net impact on our Profit & Loss for **FY2025-2026** is as follows:

- **July 2025 through June 2026:**
 - Original Net Income: \$ 592,807
 - **Revised Net Income: \$ 497,699**
 - Negative Adjustment: \$ 95,108

Highlands Recreation District
Balance Sheet Comparison
As of Jul 31, 2026

[PRELIMINARY]

	As of Jul 31, 2026	As of Jul 31, 2025	As of Jul 31, 2024	As of Jul 31, 2023
Assets				
Current Assets				
Bank Accounts				
001000 Cash Clearing Acct - QB Migration	\$0			
004000 Petty Cash- ADMIN	\$100	\$100	\$100	\$100
005000 First Citizens Bank	\$122,471	\$244,238	\$184,878	\$292,696
006000 Petty Cash-POOL	\$80	\$80	\$80	\$80
011100 Cash in Treasury	\$5,630,765	\$5,176,246	\$4,483,065	\$3,791,104
Total for Bank Accounts	\$5,753,416	\$5,420,664	\$4,668,123	\$4,083,980
Accounts Receivable				
120000 Accounts Receivable	\$0	\$0	\$0	\$0
Total for Accounts Receivable	\$0	\$0	\$0	\$0
Other Current Assets				
040000 Prepaid Expenses	\$156,246	\$77,606	\$61,698	\$55,022
050000 Undeposited Funds	\$0	-\$300	\$0	\$0
Total for Other Current Assets	\$156,246	\$77,306	\$61,698	\$55,022
Total for Current Assets	\$5,909,661	\$5,497,970	\$4,729,821	\$4,139,002
Fixed Assets				
90001 Building	\$5,840,484	\$5,815,567	\$5,815,567	\$5,815,567
0571 Accum Depr-Building	-\$2,086,342	-\$2,086,342	-\$1,910,686	-\$1,716,622
Total for 90001 Building	\$3,754,142	\$3,729,225	\$3,904,881	\$4,098,945
90002 Improvements	\$857,727	\$857,727	\$685,985	\$685,985
0572 Accum Depr-Improv	-\$361,956	-\$361,956	-\$356,942	-\$274,488
Total for 90002 Improvements	\$495,771	\$495,771	\$329,042	\$411,497
90003 Equipment	\$321,204	\$266,505	\$266,505	\$266,505
0570 Accum Depreciation-Equipmt	-\$201,807	-\$201,807	-\$216,443	-\$165,900
Total for 90003 Equipment	\$119,397	\$64,698	\$50,062	\$100,605
90004 Land	\$19,532	\$19,532	\$19,532	\$19,532
90005 Construction in Progress	\$27,480	\$17,263	\$202,126	\$22,697
Total for Fixed Assets	\$4,416,322	\$4,326,489	\$4,505,643	\$4,653,276
Total for Assets	\$10,325,984	\$9,824,459	\$9,235,465	\$8,792,278

Highlands Recreation District
Balance Sheet Comparison
As of Jul 31, 2026

[PRELIMINARY]

	As of Jul 31, 2026	As of Jul 31, 2025	As of Jul 31, 2024	As of Jul 31, 2023
Liabilities and Equity				
Liabilities				
Current Liabilities				
Accounts Payable				
064000 Accounts Payable	\$6,714	\$20,672	\$5,935	\$1,813
Total for Accounts Payable	\$6,714	\$20,672	\$5,935	\$1,813
Other Current Liabilities				
065000 Payroll Liability	\$0	\$0	\$0	\$0
065010 Payroll Liability-FSA	-\$4,381	\$691	\$2,719	\$5,716
066300 Deferred Revenue	\$3,268	\$0		
066400 Accrued Sales Tax	\$0	\$0	\$0	\$0
066500 Other Accrued Expenses	\$0	\$0	\$0	\$0
800020 Accrued Interest Pymt-Bond	\$20,383	\$22,359	\$24,270	\$26,130
800030 Accrued Principal Pymt-Bond	\$140,250	\$140,250	\$135,667	\$132,000
Total for Other Current Liabilities	\$159,519	\$163,300	\$162,656	\$163,846
Total for Current Liabilities	\$166,233	\$183,971	\$168,591	\$165,659
Long-term Liabilities				
265900 COP Bond - Long Term Liability	\$1,437,750	\$1,590,750	\$1,743,333	\$1,891,000
266000 Compensated Absences	\$1,226	-\$2,052	\$47,605	\$48,370
90006 Compensated Absences long term audit	\$104,898	\$104,898		
Total for Long-term Liabilities	\$1,543,874	\$1,693,596	\$1,790,939	\$1,939,370
Total for Liabilities	\$1,710,108	\$1,877,567	\$1,959,529	\$2,105,029
Equity				
081300 Fund Balance	\$349,182	\$349,182	\$349,182	\$349,182
999800 Amount to be Provided	-\$1,703,281	\$5,024,948	-\$1,903,270	\$3,667,516
999900 Investment in Capital Assets	\$4,416,322	-\$1,858,257	\$4,505,643	-\$2,049,130
081400 Retained Earnings	\$5,522,430	\$4,326,489	\$4,236,936	\$4,653,276
Net Income	\$31,223	\$104,530	\$87,445	\$66,405
Total for Equity	\$8,615,876	\$7,946,892	\$7,275,935	\$6,687,248
Total for Liabilities and Equity	\$10,325,984	\$9,824,459	\$9,235,465	\$8,792,278

Highlands Recreation District
Profit and Loss by Class
July 2026

[PRELIMINARY]

	ASP	EEC	OTHER	POOL	RENTAL	SEASONAL PGRMS	Total
Income							
152100 Interest Earned			\$159				\$155
232100 Park & Recreation Fees	\$52,180	\$110,631	\$1,078	\$30,669	\$9,613	\$5,206	\$209,356
232101 Refunds of Fees	-\$1,419			-\$400		-\$3,145	-\$4,964
232103 Deposits Received & Returned				-\$75	-\$548		-\$623
Total for 232100 Park & Recreation Fees	\$50,741	\$110,631	\$1,078	\$30,194	\$9,065	\$2,061	\$203,769
Total for Income	\$50,741	\$110,631	\$1,233	\$30,194	\$9,065	\$2,061	\$203,925
Gross Profit	\$50,741	\$110,631	\$1,233	\$30,194	\$9,065	\$2,061	\$203,925
Expenses							
411000 Total Employee Cost							
411100 Permanent Salaries	\$5,196	\$5,082	\$1,428	\$5,197	\$317	\$317	\$17,537
411103 Longevity Pay	\$233						\$233
416101 Office Wages	\$1,872	\$1,872	\$1,872	\$1,872	\$416	\$416	\$8,320
416102 Pool Wages				\$13,357			\$13,357
416103 Maintenance Wages	\$711	\$711	\$711	\$711	\$158	\$158	\$3,160
416104 Supervision Wages/Bldg Attndnts					\$2,925	\$1,360	\$4,285
416106 Program/Enrichmt Specist-STAFF						\$0	\$0
416107 ASP/Camp Wages	\$12,790						\$12,790
416108 EEC Wages		\$24,972					\$24,972
431100 Social Security	\$1,270	\$1,987	\$235	\$1,263	\$228	\$134	\$5,116
431200 Medicare Contribution	\$297	\$465	\$55	\$295	\$53	\$31	\$1,196
445100 Unemployment Insurance			\$1,950				\$1,950
463100 District Employee Benefits	\$4,514	\$6,294	\$320	\$5,321	\$659	\$668	\$17,777
Total for 411000 Total Employee Cost	\$26,883	\$41,383	\$6,571	\$28,017	\$4,755	\$3,085	\$110,694
515600 Household Expenses							
515601 Recology (Waste)	\$283	\$283	\$283	\$283	\$63	\$63	\$1,260
515602 Janitorial Supplies		\$104		\$4			\$108
515605 Cleaning Company	\$956	\$1,106	\$956	\$956	\$213	\$213	\$4,400
Total for 515600 Household Expenses	\$1,240	\$1,494	\$1,240	\$1,244	\$275	\$275	\$5,768
519300 Office Expenses							
519301 Outside Printing & Copy Serv				\$39			\$39
519302 Licensing Fees	\$726						\$726
519303 General Office Supplies	\$0	\$95	\$58	\$4	\$0	\$0	\$158
519304 Recruitment & Advertising	\$0	\$0	\$0	\$70	\$0	\$0	\$70
519305 Postage & Mailing Expenses			\$78				\$78
519307 Other Ofc. Expns -Svc or Agrmnt	\$105		\$828			\$65	\$996
519308 Credit Card/ACH fees			\$1,548				\$1,548
519309 Payroll Processing Fees			\$5,465				\$5,465
Total for 519300 Office Expenses	\$831	\$95	\$7,975	\$114	\$0	\$65	\$9,079
533100 Memberships & Subscriptions	\$0	\$110	\$1,321				\$1,431
545900 Maintnce-Facility & Imprv							
545902 Plumbing & Piping	\$0	\$0	\$0	\$0	\$0	-\$7	-\$7
545903 Paint, Solvents & Chemicals				\$5,673			\$5,673
545904 Pool Maintenance Supplies				\$41			\$41
545905 Locks & Security System		\$617					\$617
545909 Other General Maintenance	\$0	\$20	\$1	\$0	\$0	\$0	\$21

Highlands Recreation District
Profit and Loss by Class
July 2026

[PRELIMINARY]

	ASP	EEC	OTHER	POOL	RENTAL	SEASONAL PGRMS	Total
545911 Landscape/Garden Expense			\$47				\$47
545912 Vehicle Expense	\$95						\$95
545913 Ground/Facility Improvements			\$384				\$384
Total for 545900 Maintnce-Facility & Imprv	\$95	\$636	\$432	\$5,714	\$0	-\$7	\$6,870
563800 Utility Expense							
563801 P G & E	\$369	\$945	\$607	\$4,328	\$96	\$64	\$6,409
563802 Water	\$490	\$464	\$290	\$824	\$134	\$89	\$2,291
Total for 563800 Utility Expense	\$869	\$1,409	\$897	\$5,162	\$230	\$153	\$8,700
585600 Contract Expenses							
585603 Legal Fees			\$0				\$0
585604 Consultants	\$0	\$0	\$3,501	\$0	\$0	\$0	\$3,501
585605 Vendors/Instructors/Pgrm Specs						\$3,789	\$3,789
Total for 585600 Contract Expenses	\$0	\$0	\$3,501	\$0	\$0	\$3,789	\$7,290
596600 Program Specific Expenses							
596601 Buses-ASP	\$2,429						\$2,429
596602 Spec Activities-ASP	\$1,645						\$1,645
596604 Supplies-ASP	\$289						\$289
596607 Employee Recognition/ Misc-POOL				\$279			\$279
596610 Misc Expense-OFFICE			\$44				\$44
596611 Employee Recognition/Misc-OTHER			\$131				\$131
596614 Pool Program & Facility Supply				\$94			\$94
596616 In-Crowd Rent	\$1,275						\$1,275
596621 EEC Supplies		\$741					\$741
596622 EEC Snacks		\$1,018					\$1,018
596624 Employee Recognition/ Misc-EEC		\$122					\$122
596626 Swim Team Expenses				\$100			\$100
596627 Staff Development		\$0		\$35			\$35
Total for 596600 Program Specific Expenses	\$5,638	\$1,881	\$175	\$508	\$0	\$0	\$8,202
671200 Telephone & Internet Expns	\$74		\$275				\$349
673100 Insurance							
673101 CAPRI-Worker's Comp	\$186	\$292	\$312	\$1,706	\$133	\$27	\$2,655
673102 CAPRI-General Liability/Auto	\$2,509	\$2,509	\$2,509	\$2,509	\$558	\$558	\$11,153
Total for 673100 Insurance	\$2,695	\$2,802	\$2,821	\$4,215	\$690	\$584	\$13,808
731000 Fixed Assets - Equipment							
731101 FA Equipmnt Not Capitalized		\$18	\$493				\$509
Total for 731000 Fixed Assets - Equipment	\$0	\$18	\$493	\$0	\$0	\$0	\$509
Total for Expenses	\$38,316	\$49,825	\$25,701	\$44,964	\$5,951	\$7,944	\$172,701
Net Operating Income	\$12,425	\$60,806	-\$24,468	-\$14,770	\$3,114	-\$5,884	\$31,223
Net Income	\$12,425	\$60,806	-\$24,468	-\$14,770	\$3,114	-\$5,884	\$31,223



MEMORANDUM

Date: August 11, 2026

To: Board of Directors

From: Tamsen Burke, General Manager

Re: Vacancy, Retention and Recruitment Report (FY 2025–2026)

Background

Assembly Bill 2561, effective January 1, 2025, requires all California local public agencies, including special districts, to conduct at least one public hearing per fiscal year that addresses agency staffing conditions. Specifically, agencies must report on:

- The status of workforce
- Annual vacancy / turnover rates for 2025-2026
- Efforts to recruit and retain staff; and
- Hiring strategies

If the agency adopts an annual budget, the hearing must occur prior to its final adoption. While the Highlands Recreation District has no recognized bargaining units, this report is presented in accordance with AB 2561 to promote transparency, support workforce planning, and fulfill statutory compliance obligations.

Definition:

In workforce management, a vacancy refers to an unfilled FTE / PTE position within the organization. It can be a newly created position or an existing position that has become available due to resignation, retirement, or other forms of departure. Vacancies are measured by vacancy rates, which is the percentage of unfilled positions compared to the total number of positions in the organizations. A position would be considered vacant even if a contractor is temporarily assigned the role.

Highlands Recreation District Workforce: Overview Dashboard Insights

July 1, 2025 - June 30, 2026

Overall Summary

The Workforce: Overview dashboard provides a snapshot of the organization's workforce metrics from September 2025 to August 2026. The active headcount stands at 89, with 38 new hires and 29 terminations during the period. The growth rate is 11.2%, and the turnover rate is 37.5%. The average employee tenure is 2.1 years. The workforce is predominantly composed of seasonal employees (57.5%), followed by regular full-time (19.5%) and regular part-time (23.5%) employees. Hourly pay is the most common pay type (86%), and the workforce is female (49%), male (51%). Active employees are primarily from the POOL - (59.8%), ASP – 20.7%, EEC – 12.6%, Other – 5.7%, Seasonal/Rental – 1.1% and the workforce is heavily skewed towards Generation Z (68%).

Key trends

- The workforce experienced a moderate growth rate of 11.2% over the period, with a relatively high turnover rate of 37.5%.
- The average tenure of 2.1 years suggests a relatively young workforce.
- The distribution of employment types, pay types, gender, ethnicity, and departments provides a detailed view of the workforce composition.
- The generational distribution shows a significant majority of Generation Z employees.

The Workforce: Labor Costs Trends Summary

The dashboard provides a detailed analysis of labor costs and hours from July 2025 to June 2026. Key metrics include total labor costs of \$2.2M, 49.2K labor hours, an average cost per employee of \$23.2K, and an average of 529.3 hours per employee. The dashboard includes pie charts for benefits, taxes, and compensation costs, and line/column and bar charts for labor cost trends and areas of interest.

Key trends

- Labor costs show fluctuations throughout the period, with notable peaks in November 2025 and July 2026.
- Labor hours also exhibit variability, with significant drops in certain months.
- The compensation costs are predominantly driven by regular pay, while benefits costs are mainly attributed to medical and retirement expenses.
- Compensation Costs (\$1.8M); Tax costs - Social Security (81%) and Medicare (19%); Benefits Costs – Medical (77.4%), Dental (5.7%), Retirement (16.6%), Vision (.03%)
- Overtime % of Labor Costs (1%) EEC, Other, Pool, Seasonal

Vacancy Report (FY 2025–2026)

During the fiscal year ending June 30, 2026, the District experienced vacancies in seven budgeted positions. The following positions were successfully filled during the reporting period. One position became vacant in July 2026, Early Education Director

Vacancy Rates as of June 30, 2026

A summary of position vacancies, includes position title, department, classification, position seats, number of applicants and hired, and vacancy business days including rate percentages (July 1, 2025-June 30, 2026), is included below:

Vacancy Rate FY 2025-2026

Job Title	Hiring Department	Job Type	Number of Job Slots	Number of Applicants	Number Hired	Vacancy (Business Days)	Annual Vacancy Rate
Administrative Assistant II	Other	Regular Full-time	1	29	1	47	13%
Recreation Leader	After School	Regular Part-time	1	9	1	7	2%
Coordinator, Aquatics	Aquatics	Regular Full-time	1	32	1	7	2%
Supervisor, Aquatics	Aquatics	Salary Full-time	1	29	1	63	41%
Coordinator, EEC	Early Education Center	Regular Full-time	1	77	1	101	28%
Director, EEC	Early Education Center	Salary Full-time	1	105	1	51	14%
Toddler/Preschool Teacher	Early Education Center	Regular Full-time	1	11	1	107	29%
Total District Vacancy (Avg)							22%

TURNOVER

Overall Summary

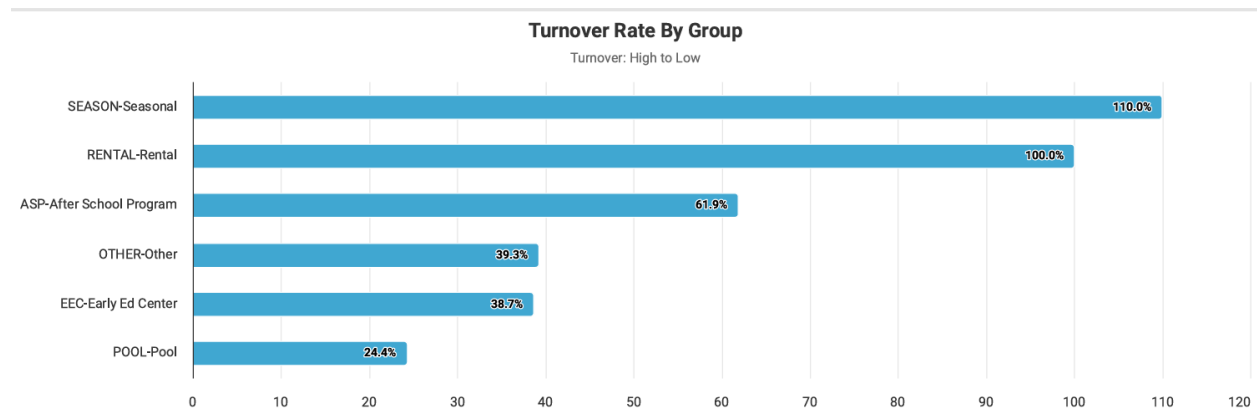
- The Workforce: Turnover dashboard provides insights into turnover rates and reasons for terminations within the organization from June 2025 to June 2026. The data shows that the overall turnover rate is generally lower than both sector and subsector benchmarks, with notable spikes in October 2025 and April 2026. Turnover rates vary significantly across different groups, with the RENTAL-Rental group showing the highest turnover rate at 133.3%. The most common reason for terminations is voluntary, followed by temporary terminations.
- Annual Turnover Rate Total – 37.5%
 - Contributing factors due to reorganization, progressive career opportunities, degree completion/career change.
- Annualized Rate Total 37.5%
- Terminations Total - 29

- Operational Correction - High number of seasonal employees were not terminated after not working for (2) two years.
- Average Employees Total – 77.4

Key trends

- The overall turnover rate is below the sector and subsector benchmarks for most months, with significant spikes in October 2025 and April 2026.
- Turnover rates vary significantly by group, with the 'ASP-After School Program' and 'POOL-Pool' groups showing the highest rates primarily attributable to the seasonal nature of the work. (June to August). The RENTAL group has the highest turnover rate at 133.3%. The Building Attendant position may be restructured to support facility use/rental oversight on weekends as programming increases.
- Competitive wages from local parks/recreation competitors continue to have impact on the organization position retention. Note: Management factors in competitors are not the same in size, budget revenue sources, and a priority and commitment to serve its community, children, and families of the Highlands and new employee career experience.

Turnover Rates by Department



RETENTION

Overall Summary

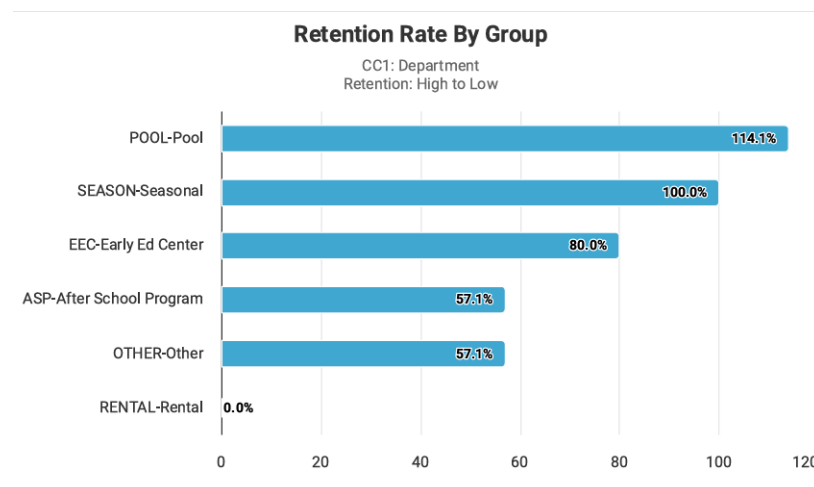
The Workforce: Retention Rates dashboard provides a comprehensive view of employee retention metrics from June 2025 to June 2026. The overall retention rate stands at 90.5%, with an annualized retention rate of 90.5%. The data reveals a fluctuating retention trend over the observed period, with notable dips and recoveries. Additionally, retention rates vary

significantly across different groups, with some groups showing retention rates above 100%, which may indicate data anomalies.

- District Retention Rate - 96.7% - $(\text{End of Period Headcount} + \text{External Hires} - \text{Terminations}) / (\text{Start of Period Headcount} + \text{External Hires}) * 100$
- District Annualized Retention Rate - 89.2% - Calculated as retention rate * (12 Months / of months in period)

Key trends

- The retention rate shows a declining trend from June 2025 to October 2025, reaching a low of 72.1% in October 2025.
- However, there is a noticeable recovery in the subsequent months, culminating in a retention rate increase in June 2026 of 85.3%.
- The retention rate by group indicates that the 'POOL-Pool' group has the highest retention rate at 114.1%. The data reveals significant variations in retention rates across different groups, with some groups showing exceptional retention while others face challenges subject seasonal retention.



Retention Risk Factors

By Number of Employees: Net Total Compensation (47) – Time Worked per Month (42), Hourly Rate (30), Tenure (22), Minimum Time Served (20); Highest Retention Risk - Pool Employees - 5.7%

Retention Barriers

- Compensation and Cost of Living
- Career advancement pathways limited within organization

Retention Strategies

- Complete District-wide classification and compensation study (M3 Consulting, 2025).
- Identify the cause and strategies for the average tenure of 2.1 years to retain staff longer.
- Continue exit interviews to evaluate reasons for separation and identify trends.

RECRUITMENT AND SELECTION PRACTICES

The District continues to utilize a multi-channel approach to job postings, including:

- Referrals to open positions from current/past employees (17%), program participants (1%), friend/family (44.8%), company website/indeed (37.2%).
- Targeted recruitment is utilized from CSDA, LinkedIn, NIRSA, Parks/Recreation, and recruiter assignment.
- Expectations for recruitment to hire are 45 days.
- Structured interviews are used consistently across departments for Coordinator-level positions and above to promote equitable and standardized hiring practices.

Most notable change is the discontinuation of re-publishing positions which used original postdates to new position dates/job code. In addition, ensure positions are opened at time of recruiting and closed upon hiring/onboarding completion to reduce actual vacancy time.

Public Transparency and Employee Engagement

Although the District does not currently have any recognized bargaining units, staff will continue to prioritize communication and transparency with all employees. This report will be included in the public board packet and made available on the District's website.

Conclusion

The Highlands Recreation District remains committed to maintaining a qualified and sustainable workforce capable of delivering high-quality programs and services to the community. While recruitment and retention are high, particularly in aquatics and part-time roles, several strategic initiatives are underway to address organizational needs including compensation adjustments.

Staff will continue to evaluate and improve workforce policies and practices and will return to the Board with progress updates as appropriate.



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"

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING FOR ADOPTION OF FINAL BUDGET

Posted 7/28/2026

Pursuant to Government Code 61110(d): The Board of Directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.

This notice is hereby given that the Board of Directors of the Highlands Recreation District will hold a public hearing to consider and adopt the Final Budget for Fiscal Year 2026–2027 at the following date, time, and location:

Date: Tuesday, August 11, 2026

Time: 7:00 PM

Location: Highlands Recreation District, Multi-Purpose Room

1851 Lexington Avenue, San Mateo, CA 94402

Members of the public are invited to attend and provide comments. The proposed final budget will be available for public inspection beginning July 28, 2026, during normal business hours at the District Registration Office or online at highlandsrec.ca.gov.

For additional information, please contact the District Office at (650) 341-4251 or email generalmanager@highlandsrec.ca.gov.

**AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL**

**STATE OF CALIFORNIA
County of San Mateo**

The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times. The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

PUBLIC NOTICE

Of which the annexed is a printed copy was published and printed in said newspaper on the 28th Day of July 2026

I declare under penalty of perjury that the foregoing is true and correct.



JP Uganiza

Dated at San Mateo, California,
This 28th Day of July 2026

PUBLIC NOTICE

Pursuant to Government Code 61110(d): The Board of Directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.

This notice is hereby given that the Board of Directors of the Highlands Recreation District will hold a public hearing to consider and adopt the Final Budget for Fiscal Year 2026–2027 at the following date, time, and location:

Date: Tuesday, August 11, 2026

Time: 7:00 PM

Location: Highlands Recreation District, Multi-Purpose Room
1851 Lexington Avenue, San Mateo, CA 94402

Members of the public are invited to attend and provide comments. The proposed final budget will be available for public inspection beginning July 28, 2026, during normal business hours at the District Registration Office or online at highlandsrec.ca.gov [1].

For additional information, please contact the District at generalmanager@highlandsrec.ca.gov.

HIGHLANDS RECREATION DISTRICT
FINAL FY 2026-2027 BUDGET

7.30.2026 With Allocations

REVENUE		ASP	EEC	OTHER	POOL/ RENTAL SWIM TEAM	SEASONAL PROGRAMS	FACILITY RENTALS	TOTAL BUDGET 2026 - 2027
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,977,750
102100 · Property Taxes		\$ -	\$ -	\$ 796,680	\$ -	\$ -	\$ -	\$ 796,680
	ERAF	\$ -	\$ -	\$ 201,980	\$ -	\$ -	\$ -	\$ 201,980
152100 · Interest Earned		\$ -	\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ 190,000
187100 · State Aid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
199200	All Other Local Govt Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
199700	Capital Grants & Contrib	\$ -	\$ 3,275	\$ 2,500	\$ -	\$ -	\$ -	\$ 5,775
232100 · Park & Recreation Fees								
	232101 · Refunds - Fees	\$ (5,000)	\$ (2,000)	\$ -	\$ (7,500)	\$ 5,000	\$ -	\$ (19,500)
	232102 · Bounced Checks-Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	232100 · Park & Recreation Fees - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 232100 · Park & Recreation Fees		\$ 1,118,334	\$ 1,554,815	\$ 10,000	\$ 476,000	\$ 135,000	\$ 100,000	\$ 3,394,149
265800 · Miscellaneous Revenue		\$ 1,113,334	\$ 1,552,815	\$ 10,000	\$ 468,500	\$ 130,000	\$ 100,000	\$ 3,374,649
TOTAL - REVENUE		\$ 1,113,334	\$ 1,556,090	\$ 1,201,160	\$ 468,500	\$ 130,000	\$ 100,000	\$ 4,569,084
BUDGET TOTAL (fund balance + revenue)								\$ 10,546,834

EXPENSE

Projected Headcount as of July 1, 2025		13.00	10.00	7 (9)	44.00	0.50	0.50	
411100 · Permanent Salaries		\$ 139,610	\$ 133,610	\$ 38,610	\$ 136,610	\$ 8,580	\$ 8,580	\$ 465,600
411101 - Temporary	Out of Class (OCP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411102 - Vacation Buy out		\$ 2,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,020
411103 · Longevity Pay		\$ 3,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,030
416101 · Office Wages		\$ 29,749	\$ 29,749	\$ 29,749	\$ 29,749	\$ 6,611	\$ 6,611	\$ 132,219
416102 · Pool Wages		\$ -	\$ -		\$ 332,164	\$ -	\$ -	\$ 332,164
416103 · Maintenance Wages		\$ 34,546	\$ 34,546	\$ 34,546	\$ 34,546	\$ 7,677	\$ 7,677	\$ 153,538
416104 · Supervision Wages		\$ -	\$ -	\$ -	\$ -	\$ 22,701	\$ 48,843	\$ 71,544
416106 · Program Sp	Enrichment Programs (Account Previously has service contractors)	\$ -	\$ -	\$ -	\$ -	\$ 5,400	\$ -	\$ 5,400
416107 · ASP/Camp Wages		\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,000
416108 · EEC Wages		\$ -	\$ 543,092	\$ -	\$ -	\$ -	\$ -	\$ 543,092
416110 · Vacation Expense		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
431100 · Social Security		\$ 27,237	\$ 41,476	\$ 29,728	\$ 27,961	\$ 1,476	\$ 3,175	\$ 131,052
431200 · Medicare		\$ 6,285	\$ 9,571	\$ 6,632	\$ 5,402	\$ 341	\$ 733	\$ 28,964
445100 · Unemployment Insurance		\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
463100 · District Employee Benefits		\$ 47,923	\$ 82,828	\$ 58,374	\$ 33,517	\$ 7,252	\$ 7,219	\$ 237,113
572200 · Employee Expense Reimb		\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
TOTAL PAYROLL		\$ 605,401	\$ 875,872	\$ 198,639	\$ 599,949	\$ 60,037	\$ 82,836	\$ 2,422,735
TOTAL - PROGRAM SPECIALISTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
512100 · Clothing & Uniforms		\$ 5,500	\$ 1,000	\$ 5,000	\$ 3,000	\$ 800	\$ -	\$ 15,300

TOTAL CLOTHING & UNIFORMS		\$ 5,500	\$ 1,000	\$ 5,000	\$ 3,000	\$ 800	\$ -	\$ 15,300
515600 · Household Expense								
	515601 · Recology	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 800	\$ 800	\$ 16,000
	515602 · Janitorial Supplies	\$ 500	\$ 4,000	\$ 10,000	\$ 1,800	\$ -	\$ -	\$ 16,300
	515605 · Cleaning Company	\$ 12,375	\$ 12,375	\$ 12,375	\$ 12,375	\$ 2,750	\$ 2,750	\$ 55,000
TOTAL 515600 · Household Expense		\$ 16,475	\$ 19,975	\$ 25,975	\$ 17,775	\$ 3,550	\$ 3,550	\$ 87,300
519300 · Office Expense								
	519301 · Outside Printing & Copy Serv	\$ -	\$ 50	\$ 12,500	\$ 250	\$ -	\$ -	\$ 12,800
	519302 · Licensing and Environmental Fees	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 1,800
	519303 · General Office Supplies	\$ 1,800	\$ 1,800	\$ 8,500	\$ 2,000	\$ 500	\$ 500	\$ 15,100
	519304 · Advertising/ Recruiting	\$ 1,000	\$ 2,500	\$ 5,000	\$ 2,800	\$ 25	\$ 600	\$ 11,925
	519305 · Postage & Mailing Expense	\$ 500	\$ 150	\$ 7,500	\$ -	\$ 375	\$ 375	\$ 8,900
	519307 · Other Office Expense (Serv. Agr)	\$ -	\$ 3,000	\$ 40,000	\$ 150	\$ 500	\$ 2,150	\$ 45,800
	519308 · Credit card/ACH fee	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ 19,000
	519309 - Payroll Processing	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
TOTAL 519300 · Office Expense		\$ 4,300	\$ 8,300	\$ 127,500	\$ 5,200	\$ 1,400	\$ 3,625	\$ 150,325
533100 · Memberships		\$ 4,325	\$ 8,400	\$ 3,825	\$ 7,325	\$ 850	\$ 850	\$ 25,575
542300 · Maintenance-Equipment								
545900 · Maintenance-Facilities & Imprv								
	545901 · Lumber & Carpentry Expense	\$ -	\$ 250	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,250
	545902 * Plumbing	\$ 1,600	\$ 150	\$ 5,000	\$ 150	\$ -	\$ -	\$ 6,900
	545903 · Paint, Solvents & Chemicals	\$ 9,050	\$ 9,200	\$ 9,000	\$ 51,000	\$ 2,000	\$ 2,000	\$ 82,250
	545904 · Pool Supplies	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
	545905 · Locks & Security System	\$ 500	\$ 2,700	\$ 2,000	\$ 5,000	\$ -	\$ 150	\$ 10,350
	545906 · Signage Expense	\$ 1,788	\$ 1,788	\$ 1,688	\$ 1,688	\$ 375	\$ 375	\$ 7,700
	545907 · General Electrical Expense	\$ 2,712	\$ 2,963	\$ 2,363	\$ 22,363	\$ 525	\$ 525	\$ 31,449
	545908 · Motor, Pump & Generator	\$ -	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ 26,500
	545909 · Other General Maintenance	\$ 1,000	\$ 2,500	\$ 3,774	\$ 2,000	\$ -	\$ 500	\$ 9,774
	545911 · Landscape/Garden Expense	\$ -	\$ 2,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 27,000
	545912 · Vehicle Expense	\$ 525	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ 9,025
	545913 · Ground/Facility Improvements	\$ -	\$ 2,000	\$ 17,000	\$ -	\$ -	\$ -	\$ 19,000
TOTAL 545900 · Maintenance-Facilities & Imprv		\$ 17,174	\$ 23,550	\$ 74,324	\$ 119,700	\$ 2,900	\$ 3,550	\$ 241,198
563800 · Utility Expense								
	563801 · P G & E	\$ 7,785	\$ 16,650	\$ 8,460	\$ 83,730	\$ 2,025	\$ 1,350	\$ 120,000
	563802 · Water	\$ 4,400	\$ 3,600	\$ 2,600	\$ 7,400	\$ 1,100	\$ 900	\$ 20,000
	563803 · Sewer Fees	\$ 3,038	\$ 3,038	\$ 3,038	\$ 3,038	\$ 675	\$ 675	\$ 13,500
TOTAL 563800 · Utility Expense		\$ 15,223	\$ 23,288	\$ 14,098	\$ 94,168	\$ 3,800	\$ 2,925	\$ 153,500
585600 · Contract Expenses								
	585601 · Audit Fees	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
	585603 · Legal fees	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
	585604 · Consultants	\$ 250	\$ -	\$ 113,000	\$ -	\$ -	\$ -	\$ 113,250
	585608 - Contract Expenses - Other	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000
	585605 · (416105) Contract Expenses · Vendors, Instructors, Contractors, Program Specialist	\$ -	\$ -	\$ -	\$ -	\$ 90,394	\$ -	\$ 90,394
Total 585600 · Contract Expenses		\$ 250	\$ -	\$ 294,000	\$ -	\$ 90,394	\$ -	\$ 384,644
596600 · Program Specific Expenses								

	596601 · Buses-ASP	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
	596602 · Spec Activities-ASP	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	596603 · Snacks-ASP	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	596604 · Supplies-ASP	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	596606 · Concession Purchases	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
	596607 · Employee Recognition -POOL	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
	596608 · Employee Recognition - ASP	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
	596610 · Employee Recognition - OTHER	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
	596611 · Misc. Exp-OFFICE	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ 13,000
	596612 · Special Events	\$ -	\$ -	\$ -	\$ 1,000	\$ 17,000	\$ -	\$ 18,000
	596613 · Conferences/Seminars	\$ 2,500	\$ 2,500	\$ 5,000	\$ 2,500	\$ 1,500	\$ -	\$ 14,000
	596614 · Pool Program & Facility Supplies	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
	596616 · In-crowd Rent	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000
	596617 · Seasonal Programs	\$ 8,600	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 9,600
	596621 · EEC supplies	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000
	596622 · EEC Snacks	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	596623 · EEC Special Activities	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	596624 · Employee Recognition - EEC	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
	596626 - Misc. Exp - Swim team	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
	596627 · Staff Development	\$ 500	\$ 1,500	\$ 1,500	\$ 2,000	\$ -	\$ -	\$ 5,500
	596628 · Training & Certification	\$ 150	\$ 1,500	\$ 1,000	\$ 2,000	\$ -	\$ -	\$ 4,650
Total 596600 · Program Specific Expenses		\$ 76,750	\$ 33,500	\$ 24,500	\$ 28,500	\$ 19,500	\$ -	\$ 182,750
6331 · Interest Exp-Bond		\$ -	\$ 34,910	\$ 5,818			\$ 5,818	\$ 46,547
6332 - Bond Principal		\$ -	\$ 114,750	\$ 19,125	\$ -	\$ -	\$ 19,125	\$ 153,000
671200 · Telephone and Internet Service Charges		\$ -	\$ -	\$ 12,300	\$ -	\$ -	\$ -	\$ 12,300
673100 · Insurance								
	673101 · Worker's Comp	\$ 3,500	\$ 5,500	\$ 5,875	\$ 32,125	\$ 500	\$ 2,500	\$ 50,000
	673102 · CAPRI-GEN INS	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ 7,000	\$ 7,000	\$ 140,000
Total 673100 · Insurance		\$ 35,000	\$ 37,000	\$ 37,375	\$ 63,625	\$ 7,500	\$ 9,500	\$ 190,000
721000 · Fixed Assets-Structures/Impro								
	721100 · Fixed Assets-Structures/Impro - Other	\$ -	\$ 23,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 73,000
	721101 · Construction in Progress	\$ -	\$ -	\$ 315,000	\$ 20,000	\$ -	\$ -	\$ 335,000
	721102* FA- S&I Not Capitalized	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Total 721000 · Fixed Assets-Structures/Impro		\$ 2,500	\$ 23,000	\$ 365,000	\$ 20,000	\$ -	\$ -	\$ 410,500
731000 · Fixed Assets-Equipment								
	731100 · Fixed Assets-Equipment - Other	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
	731101 · FA-Equip-Not Capitalized	\$ 2,500	\$ 3,275	\$ -	\$ 5,000	\$ -	\$ -	\$ 10,775
Total 731000 · Fixed Assets-Equipment		\$ 2,500	\$ 3,275	\$ 16,000	\$ 5,000	\$ -	\$ -	\$ 26,775
	TOTAL EXPENSES + FA+ Bond Int	\$ 785,397	\$ 1,206,820	\$ 1,223,479	\$ 964,241	\$ 190,731	\$ 131,780	\$ 4,502,448
	NET INCOME (INCL BOND+ INT+FA)	\$ 327,937	\$ 349,270	\$ (22,318)	\$ (495,741)	\$ (60,731)	\$ (31,780)	\$ 66,636
861100· Appropriations for Contingencies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
088300· Capital Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 473,296
882100- General Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Building Renovations Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Projected FYE 26/27 Ending Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,044,385
TOTAL BUDGET (fund balance + revenue)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,546,834

	2026-2027 ASP	2026-2027 EEC	2026-2027 OTHER	2026-2027 POOL	2026-2027 SEASONAL	2026-2027 RENTAL	2026-2027 TOTAL
TOTAL REVENUE	\$ 1,113,334	\$ 1,556,090	\$ 1,201,160	\$ 468,500	\$ 130,000	\$ 100,000	\$ 4,569,084
BOND COSTS	\$ -	\$ 149,660	\$ 24,943	-	\$ -	\$ 24,943	\$ 199,547
TOTAL OPEX (no Assets or Bond Costs)	\$ 780,397	\$ 1,030,885	\$ 817,535	\$ 939,241	\$ 190,731	\$ 106,836	\$ 3,865,627
NET INCOME AFTER OPEX	\$ 332,937	\$ 525,205	\$ 383,625	\$ (470,741)	\$ (60,731)	\$ (6,836)	\$ 703,457
TOTAL OPEX + BOND COSTS (no Assets)	\$ 780,397	\$ 1,180,545	\$ 842,479	\$ 939,241	\$ 190,731	\$ 131,780	\$ 4,065,173
NET INCOME AFTER OPEX + BOND COSTS	\$ 332,937	\$ 375,545	\$ 358,682	\$ (470,741)	\$ (60,731)	\$ (31,780)	\$ 503,911
TOTAL OPEX + BOND COSTS + FIXED ASSETS (Including CIP)	\$ 785,397	\$ 1,206,820	\$ 1,223,479	\$ 964,241	\$ 190,731	\$ 131,780	\$ 4,502,448
NET INCOME AFTER OPEX + BOND COSTS + FIXED ASSETS	\$ 327,937	\$ 349,270	\$ (22,318)	\$ (495,741)	\$ (60,731)	\$ (31,780)	\$ 66,636

HIGHLANDS RECREATION DISTRICT FINAL FY 2026-2027 BUDGET								HIGHLANDS RECREATION DISTRICT FY 2025-2026 ACTUAL TO BUDGET							
DRAFT 7.30.2026															
REVENUE	ASP	EEC	OTHER	POOL/AQ RENTAL/ SWIM TEAM	SEASONAL PROGRAMS	FACILITY RENTALS	TOTAL BUDGET 2026 - 2027	12 of 12 months = 98.7% of Fiscal Year			ACTUAL TO PROPOSED FY2026-2027 \$ AMOUNT CHANGE	ACTUAL TO PROPOSED FY2026-2027 % CHANGE	25-26 BUDGET TO 26-27 PROPOSED \$ AMOUNT CHANGE	25-26 BUDGET TO 26-27 PROPOSED % CHANGE	NOTES
ITEM DESCRIPTION								Actual	Budget	% of Budget					
Beginning Fund Balance							\$ 5,977,750								
102100 · Property Taxes	\$ -	\$ -	\$ 796,680	\$ -	\$ -	\$ -	\$ 796,680	\$ 724,254	\$ 749,124	97%	\$ 72,426	9%	47,556	7%	
ERAF	\$ -	\$ -	\$ 201,980	\$ -	\$ -	\$ -	\$ 201,980	\$ 212,612	\$ 152,532	139%	\$ (10,631)	-5%	49,448	23%	
152100 · Interest Earned	\$ -	\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ 190,000	\$ 205,906	\$ 156,000	132%	\$ (15,906)	-8%	34,000	17%	
187100 · State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	0	0%	
199200 All Other Local Govt Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	0	0%	
199700 Capital Grants & Contrib	\$ -	\$ 3,275	\$ 2,500	\$ -	\$ -	\$ -	\$ 5,775	\$ 5,063	\$ 10,618	48%	\$ 712	12%	-4,843	-96%	
232100 · Park & Recreation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -			0%	
232101 · Refunds - Fees	\$ (5,000)	\$ (2,000)	\$ -	\$ (7,500)	\$ (5,000)	\$ -	\$ (19,500)	\$ (24,782)	\$ (42,000)	59%	\$ 5,282	-13%	22,500	-91%	
232102 · Bounced Checks-Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	0%	\$ -	0%	1,000	0%	
232103 Deposits Received & Returned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,607	\$ -	#DIV/0!	\$ (4,607)	0.00%	0	0%	
232100 · Park & Recreation Fees - Other	\$ 1,118,334	\$ 1,554,815	\$ 10,000	\$ 476,000	\$ 135,000	\$ 100,000	\$ 3,394,149	\$ 2,733,591	\$ 3,327,107	82%	\$ 660,558	20%	67,042	2%	
Total 232100 · Park & Recreation Fees	\$ 1,113,334	\$ 1,552,815	\$ 10,000	\$ 468,500	\$ 130,000	\$ 100,000	\$ 3,374,649	\$ 2,733,591	\$ 3,327,107		\$ 641,058	19%	47,542	2%	
265800 · Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 1,957	\$ -		\$ (1,957)		- 0	0%	
TOTAL - REVENUE	\$ 1,113,334	\$ 1,556,090	\$ 1,201,160	\$ 468,500	\$ 130,000	\$ 100,000	\$ 4,569,084	\$ 3,869,035	\$ 4,395,381	88%	\$ 700,049	16%	173,703	4%	
BUDGET TOTAL (fund balance + revenue)							\$ 10,546,834								
EXPENSE															
Projected Headcount as of July 1, 2026	\$ 13	\$ 10	\$ 6	\$ 51	\$ 2	\$ 4	\$ 86								
411100 · Permanent Salaries	\$ 101,000	\$ 95,000	\$ 171,600	\$ 98,000	\$ -	\$ -	\$ 465,600	\$ 435,904	\$ 662,471	66%	\$ 29,696	4%	-196,871	-45%	Wages CPI increase 4%, GM Contract 2026-2027
411101 · Temporary Out of Class (OCP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0%	0	0%	
411102 · Vacation Buyout	\$ 2,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,020	\$ 1,942	\$ 2,020	96%	\$ 78	4%	0	0%	
411103 · Longevity Pay	\$ 3,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,030	\$ 3,030	\$ 3,030	100%	\$ 0	0%	0	0%	
416101 · Office Wages	\$ -	\$ -	\$ 132,219		\$ -	\$ -	\$ 132,219	\$ 153,975	\$ 182,312	84%	\$ (21,756)	-12%	-50,093	-33%	Wages CPI increase 4%
416102 · Pool Wages	\$ -	\$ -	\$ -	\$ 332,164	\$ -	\$ -	\$ 332,164	\$ 256,740	\$ 332,164	77%	\$ 75,424	23%	0	0%	Wages CPI increase 4%
416103 · Maintenance Wages	\$ -	\$ -	\$ 153,538	\$ -	\$ -	\$ -	\$ 153,538	\$ 77,098	\$ 97,792	79%	\$ 76,440	78%	55,746	72%	Wages CPI increase 4%
416104 · Supervision Wages	\$ -	\$ -	\$ -	\$ -	\$ 22,701	\$ 48,843	\$ 71,544	\$ 69,189	\$ 70,671	98%	\$ 2,355	3%	873	1%	
416105 · Program Specialist Enrichment Programs (Account Previously has service contractors)		\$ -	\$ -	\$ -	\$ 5,400	\$ -	\$ 5,400	\$ 2,042	\$ 5,400	38%	\$ 3,358	62%	0	0%	Elementary School Lunchtime Enrichment
416107 · ASP/Camp Wages	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,000	\$ 235,345	\$ 325,000	72%	\$ 79,655	25%	-10,000	-4%	Wages CPI increase 4%
416108 · EEC Wages	\$ -	\$ 543,092	\$ -	\$ -	\$ -	\$ -	\$ 543,092	\$ 529,834	\$ 584,875	91%	\$ 13,258	2%	-41,783	-8%	Wages CPI increase 4%
416110 · Vacation Expense (adj acct)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,226	\$ -		\$ (1,226)	0%	0	0%	
431100 · Social Security	\$ 27,237	\$ 41,476	\$ 29,728	\$ 27,961	\$ 1,476	\$ 3,175	\$ 131,052	\$ 106,617	\$ 145,720	73%	\$ 24,435	17%	-14,668	-14%	
431200 · Medicare	\$ 6,285	\$ 9,571	\$ 6,632	\$ 5,402	\$ 341	\$ 733	\$ 28,964	\$ 25,399	\$ 33,371	76%	\$ 3,565	11%	-4,407	-17%	
445100 · Unemployment Insurance	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ (134)	\$ 1,000	-13%	\$ 1,134	113%	0	0%	
463100 · District Employee Benefits	\$ 47,923	\$ 82,828	\$ 58,374	\$ 33,517	\$ 7,252	\$ 7,219	\$ 237,113	\$ 202,581	\$ 225,682	90%	\$ 34,532	15%	11,431	6%	
572200 · Employee Expense Reimb		\$ 1,000					\$ 1,000			0%	\$ 1,000	0%	1,000	0%	
TOTAL PAYROLL	\$ 502,496	\$ 772,967	\$ 553,090	\$ 497,044	\$ 37,170	\$ 59,969	\$ 2,422,735	\$ 1,937,325	\$ 2,671,508	73%	\$ 485,410	18%	<u>-248,773</u>	-13%	
512100 · Clothing & Uniforms	\$ 5,500	\$ 1,000	\$ 5,000	\$ 3,000	\$ 800	\$ -	\$ 15,300	\$ 7,495	\$ 20,171	37%	\$ 7,805	39%	-4,871	-65%	
515600 · Household Expense															
515601 · Recology			\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	\$ 15,187	\$ 15,000	101%	\$ 813	5%	1,000	7%	Inflation annual increase 5%
515602 · Janitorial Supplies	\$ 500	\$ 4,000	\$ 10,000	\$ 1,800	\$ -	\$ -	\$ 16,300	\$ 9,954	\$ 16,300	61%	\$ 6,346	39%	0	0%	
515605 · Cleaning Company	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 49,900	\$ 55,000	91%	\$ 5,100	9%	0	0%	Inflation annual increase 5%
TOTAL 515600 · Household Expense	\$ 500	\$ 4,000	\$ 81,000	\$ 1,800	\$ -	\$ -	\$ 87,300	\$ 75,041	\$ 86,300	87%	\$ 12,259	14%	1,000	1%	
519300 · Office Expense															
519301 · Outside Printing & Copy Serv	\$ -	\$ 50	\$ 12,500	\$ 250	\$ -	\$ -	\$ 12,800	\$ 284	\$ 12,950	2%	\$ (150)	-1%	-150	-53%	
519302 · Licensing and Environmental Fees	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,452	\$ 2,600	56%	\$ (800)	-31%	-800	-55%	
519303 · General Office Supplies	\$ 1,800	\$ 1,800	\$ 8,500	\$ 2,000	\$ 500	\$ 500	\$ 15,100	\$ 8,196	\$ 5,080	161%	\$ 10,020	197%	10,020	122%	
519304 · Advertising/ Recruiting	\$ 1,000	\$ 2,500	\$ 5,000	\$ 2,800	\$ 25	\$ 600	\$ 11,925	\$ 13,594	\$ 7,900	172%	\$ 4,025	51%	4,025	30%	
519305 · Postage & Mailing Expense	\$ 500	\$ 150	\$ 7,500		\$ 375	\$ 375	\$ 8,900	\$ 675	\$ 7,702	9%	\$ 1,198	16%	1,198	177%	
519307 · Other Office Expense	\$ -	\$ 3,000	\$ 40,000	\$ 150	\$ 500	\$ 2,150	\$ 45,800	\$ 15,800	\$ 32,982	48%	\$ 12,818	39%	12,818	81%	New Registration Software
519308 · Credit card/ACH fee	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ 19,000	\$ 18,596	\$ 28,000	66%	\$ (9,000)	-32%	-9,000	-48%	
519309 · Payroll Processing	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 34,304	\$ 26,250	131%	\$ 8,750	33%	8,750	26%	
TOTAL 519300 · Office Expense	\$ 4,300	\$ 8,300	\$ 127,500	\$ 5,200	\$ 1,400	\$ 3,625	\$ 150,325	\$ 85,986	\$ 123,464	70%	\$ 26,861	22%	26,861	31%	
533100 · Memberships	\$ 500	\$ 4,575	\$ 17,000	\$ 3,500	\$ -	\$ -	\$ 25,575	\$ 17,547	\$ 26,614	66%	\$ (1,039)	-4%	-1,039	-6%	
542300 · Maintenance-Equipment															
545900 · Maintenance-Facilities & Imprv															
545901 · Lumber & Carpentry Expense	\$ -	\$ 250	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,250	\$ 114	\$ -		\$ 1,250	0%	1,250	1094%	
545902 * Plumbing	\$ 1,600	\$ 150	\$ 5,000	\$ 150	\$ -	\$ -	\$ 6,900	\$ 1,045	\$ 18,538	6%	\$ (11,638)	-63%	-11,638	-1114%	

545903 · Paint, Solvents & Chemicals	\$	50	\$	200	\$	40,000	\$	42,000	\$	-	\$	-	\$	82,250	\$	43,705	\$	41,050	106%	\$	41,200	100%	41,200	94%	Exterior Repaint MPR, EEC building
545904 · Pool Supplies	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	10,000	\$	4,275	\$	10,000	43%	\$	-	0%	0	0%	
545905 · Locks & Security System	\$	500	\$	2,700	\$	2,000	\$	5,000	\$	-	\$	150	\$	10,350	\$	3,669	\$	2,500	147%	\$	7,850	314%	7,850	214%	Highlands Rec District Entry Sign and property signage for buildings, wayfinding
545906 · Signage Expense	\$	100	\$	100	\$	7,500	\$	-	\$	-	\$	-	\$	7,700	\$	275	\$	7,500	4%	\$	200	3%	200	73%	Upgrade Electrical panel box and wiring outlets pool and main building
545907 · General Electrical Expense	\$	349	\$	600	\$	10,500	\$	20,000	\$	-	\$	-	\$	31,449	\$	2,887	\$	30,500	9%	\$	949	3%	949	33%	
545908 · Motor, Pump & Generator	\$	-	\$	-	\$	-	\$	26,500	\$	-	\$	-	\$	26,500	\$	-	\$	6,500	0%	\$	20,000	308%	20,000	#DIV/0!	
545909 · Other General Maintenance	\$	1,000	\$	2,500	\$	3,774	\$	2,000	\$	-	\$	500	\$	9,774	\$	6,945	\$	12,500	56%	\$	(2,726)	-22%	-2,726	-39%	
545911 · Landscape/Garden Expense	\$	-	\$	2,000	\$	25,000	\$	-	\$	-	\$	-	\$	27,000	\$	4,279	\$	25,000	17%	\$	2,000	8%	2,000	47%	Annual landscaping contract (estimate), including defensible space mitigation
545912 · Vehicle Expense	\$	525	\$	-	\$	8,500	\$	-	\$	-	\$	-	\$	9,025	\$	59,449	\$	80,525	74%	\$	(71,500)	-89%	-71,500	-120%	Used/New transport golf cart
545913 · Ground/Facility Improvements	\$	-	\$	2,000	\$	17,000	\$	-	\$	-	\$	-	\$	19,000	\$	605	\$	25,000	2%	\$	(6,000)	-24%	-6,000	-991%	Wood Fencing, Rotten Wood Exterior
TOTAL 545900 · Maintenance-Facilities & Imprv	\$	4,124	\$	10,500	\$	119,274	\$	106,650	\$	-	\$	650	\$	241,198	\$	127,251	\$	259,613	49%	\$	(18,415)	-7%	-18,415	-14%	
563800 · Utility Expense																									
563801 · P G & E	\$	-	\$	-	\$	45,000	\$	75,000	\$	-	\$	-	\$	120,000	\$	112,289	\$	147,000	76%	\$	(27,000)	-18%	-27,000	-24%	
563802 · Water	\$	-	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	20,000	\$	18,982	\$	20,900	91%	\$	(900)	-4%	-900	-5%	
563803 · Sewer Fees	\$	-	\$	-	\$	13,500	\$	-	\$	-	\$	-	\$	13,500	\$	11,877	\$	13,502	88%	\$	(2)	0%	-2	0%	
TOTAL 563800 · Utility Expense	\$	-	\$	-	\$	78,500	\$	75,000	\$	-	\$	-	\$	153,500	\$	143,144	\$	181,402	79%	\$	(27,902)	-15%	-27,902	-19%	
585600 · Contract Expenses - Vendors, Instructors, Contractors, Program Specialist																									
585601 · Audit Fees	\$	-	\$	-	\$	16,000	\$	-	\$	-	\$	-	\$	16,000	\$	15,140	\$	15,950	95%	\$	50	0%	50	0%	
585603 · Legal fees	\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	50,000	\$	40,372	\$	50,000	81%	\$	-	0%	0	0%	Current and forecasted based on legal claims
585604 · Consultants	\$	250	\$	-	\$	113,000	\$	-	\$	-	\$	-	\$	113,250	\$	11,447	\$	60,250	19%	\$	53,000	88%	53,000	463%	\$48K HR / \$65K Pool Renovation Assessment
585605 · Contract Expenses - Vendors, Instructors, Contractors, Program Specialist	\$	-	\$	-	\$	-	\$	-	\$	90,394			\$	90,394	\$	82,084	\$	100,394	82%	\$	(10,000)	-10%	-10,000	-12%	
585608 · Contract Expenses - Other	\$	-	\$	-	\$	115,000	\$	-	\$	-	\$	-	\$	115,000	\$	-	\$	40,000	0%	\$	75,000	188%	75,000	#DIV/0!	Includes Bookkeeper Transition, Projected Flat Fee Service and EEC recruitment fee
Total 585600 · Contract Expenses	\$	250	\$	-	\$	294,000	\$	-	\$	90,394	\$	-	\$	384,644	\$	149,284	\$	266,844	56%	\$	117,800	44%	117,800	79%	
596600 · District Operating Expenses																									
Program Specific Expenses																									
596601 · Buses-ASP	\$	12,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	12,000	\$	7,179	\$	12,000	60%	\$	-	0%	0	0%	
596602 · Spec Activities-ASP	\$	15,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	15,000	\$	15,018	\$	16,000	94%	\$	(1,000)	-6%	-1,000	-7%	
596603 · Snacks-ASP	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000	\$	8,362	\$	10,000	84%	\$	-	0%	0	0%	
596604 · Supplies-ASP	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000	\$	8,834	\$	10,000	88%	\$	-	0%	0	0%	
596606 · Concession Purchases	\$	-	\$	-	\$	-	\$	3,000	\$	-	\$	-	\$	3,000						\$	3,000	#DIV/0!	3,000	#DIV/0!	
596607 · Employee Recognition - POOL	\$	-	\$	-	\$	-	\$	2,000	\$	-	\$	-	\$	2,000	\$	166	\$	2,000	8%	\$	-	0%	0	0%	
596608 · Employee Recognition - ASP	\$	2,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,000	\$	1,226	\$	4,000	31%	\$	(2,000)	-50%	-2,000	-163%	
596610 · Employee Recognition - OTHER	\$	-	\$	-	\$	4,000	\$	-	\$	-	\$	-	\$	4,000	\$	1,319	\$	5,000	26%	\$	(1,000)	-20%	-1,000	-76%	
596611 · Misc. Exp-OFFICE	\$	-	\$	-	\$	13,000	\$	-			\$	-	\$	13,000	\$	1,926	\$	4,000	48%	\$	9,000	225%	9,000	467%	\$10,000 election cost
596612 · Special Events	\$	-	\$	-	\$	-	\$	1,000	\$	17,000	\$	-	\$	18,000	\$	10,076	\$	15,500	65%	\$	2,500	16%	2,500	25%	
596613 · Conferences/Seminars	\$	2,500	\$	2,500	\$	5,000	\$	2,500	\$	1,500	\$	-	\$	14,000	\$	3,886	\$	14,000	28%	\$	-	0%	0	0%	
596614 · Pool Program & Facility Supplies	\$	-	\$	-	\$	-	\$	6,000	\$	-	\$	-	\$	6,000	\$	5,935	\$	6,000	99%	\$	-	0%	0	0%	
596616 · In-crowd Rent	\$	16,000	\$	-	\$	-	\$	-			\$	-	\$	16,000	\$	15,085	\$	15,000	101%	\$	1,000	7%	1,000	7%	
596617 · Seasonal Programs	\$	8,600	\$	-	\$	-	\$	-	\$	1,000	\$	-	\$	9,600	\$	5,897	\$	9,600	61%	\$	-	0%	0	0%	
596621 · EEC supplies	\$	-	\$	11,000	\$	-	\$	-	\$	-	\$	-	\$	11,000	\$	10,454	\$	8,000	131%	\$	3,000	38%	3,000	29%	
596622 · EEC Snacks	\$	-	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	10,000	\$	6,275	\$	10,000	63%	\$	-	0%	0	0%	
596623 · EEC Special Activities	\$	-	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	5,000	\$	2,955	\$	10,000	30%	\$	(5,000)	-50%	-5,000	-169%	
596624 · Employee Recognition - EEC	\$	-	\$	2,000	\$	-	\$	-	\$	-	\$	-	\$	2,000	\$	1,320	\$	2,000	66%	\$	-	0%	0	0%	
596626 · Misc. Exp - Swim team	\$	-	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	10,000	\$	6,527	\$	10,000	65%	\$	-	0%	0	0%	
596627 · Staff Development	\$	500	\$	1,500	\$	1,500	\$	2,000	\$	-	\$	-	\$	5,500	\$	654	\$	6,500	10%	\$	(1,000)	-15%	-1,000	-153%	
596628 · Training & Certification	\$	150	\$	1,500	\$	1,000	\$	2,000	\$	-	\$	-	\$	4,650	\$	4,448	\$	3,650	122%	\$	1,000	27%	1,000	22%	
Total 596600 · Program Spec. Expenses - Other	\$	76,750	\$	33,500	\$	24,500	\$	28,500	\$	19,500	\$	-	\$	182,750	\$	117,539	\$	174,250	62%	\$	8,500	5%	8,500	7%	
633100 · Interest Exp-Bond																									
633100 · Interest Exp-Bond	\$	-	\$	46,547	\$	-	\$	-	\$	-	\$	-	\$	46,547	\$	51,289	\$	51,289	100%	\$	(4,743)	-9%	-4,743	-9%	
633200 · Bond Principal																									
633200 · Bond Principal	\$	-	\$	153,000	\$	-	\$	-	\$	-	\$	-	\$	153,000	\$	153,000	\$	153,000	100%	\$	-	0%	0	0%	
671200 · Telephone and Internet Service Charges																									
671200 · Telephone and Internet Service Charges	\$	-	\$	-	\$	12,300	\$	-	\$	-	\$	-	\$	12,300	\$	5,318	\$	12,300	43%	\$	-	0%	0	0%	
673100 · Insurance																									
673101 · Worker's Comp	\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	50,000	\$	50,791	\$	47,415	107%	\$	2,585	5%	2,585	5%	Cloud based phone system \$5500
673102 · CAPRI-GEN INS	\$	-	\$	-	\$	140,000	\$	-	\$	-	\$	-	\$	140,000	\$	148,019	\$	134,924	110%	\$	5,076	4%	5,076	3%	5 % increase estimate
Total 673100 · Insurance	\$	-	\$	-	\$	190,000	\$	-	\$	-	\$	-	\$	190,000	\$	198,810	\$	182,339	109%	\$	7,661	4%	7,661	4%	
721000 · Fixed Assets-Structures/Impro																									
721100 · Fixed Assets-Structures/Impro - Other	\$	-	\$	23,000	\$	50,000	\$	-	\$	-	\$	-	\$	73,000	\$	25,452	\$	75,000	34%	\$	(2,000)	-3%	-2,000	-8%	Tennis Court Resurfacing and net pole replacement; parking lot, walkway, sport court; Sport Court Fence Footer
721101 · Construction in Progress	\$	-	\$	-	\$	315,000	\$	20,000	\$	-	\$	-	\$	335,000	\$	8,257	\$	225,000	4%	\$	110,000	49%	110,000	1332%	Trenchless Sewer(40K)
721102 * FA- S&I Not Capitalized	\$	2,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,500	\$	-	\$	2,500	0%	\$	-	0%	0	#DIV/0!	
Total 721000 · Fixed Assets-Structures/Impro	\$	2,500	\$	23,000	\$	365,000	\$	20,000	\$	-	\$	-	\$	410,500	\$	33,709	\$	302,500	11%	\$	108,000	36%	108,000	320%	
731000 · Fixed Assets-Equipment																									

731100 · Fixed Assets-Equipment - Other	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	\$ (150)	\$ 15,000	-1%	\$ 1,000	7%	1,000	-667%	Printers Computer R&R Plan
731101 · FA-Equip-Not Capitalized	\$ 2,500	\$ 3,275	\$ -	\$ 5,000	\$ -	\$ -	\$ 10,775	\$ 3,261	\$ 5,200	63%	\$ 5,575	107%	5,575	171%	
Total 731000 · Fixed Assets-Equipment	\$ 2,500	\$ 3,275	\$ 16,000	\$ 5,000	\$ -	\$ -	\$ 26,775	\$ 3,111	\$ 20,200	15%	\$ 6,575	33%	6,575	211%	
TOTAL EXPENSES + FA+ Bond Int	\$ 599,420	\$ 1,060,664	\$ 1,883,164	\$ 745,694	\$ 149,264	\$ 64,244	\$ 4,502,449	\$ 3,276,228	\$ 4,531,794	72%	\$ (29,345)	-1%	-29,345	-1%	
NET INCOME (INCL BOND+ INT+FA)	\$ 513,914	\$ 495,426	\$ (682,004)	\$ (277,194)	\$ (19,264)	\$ 35,756	\$ 66,636	\$ 592,807	\$ (136,413)	-435%	\$ 203,048	-149%	203,048	34%	

	2026-2027 ASP	2026-2027 EEC	2026-2027 OTHER	2026-2027 POOL	2026-2027 SEASONAL	2026-2027 RENTAL	2026-2027 TOTAL
TOTAL REVENUE	\$ 1,113,334	\$ 1,556,090	\$ 1,744,253	\$ 468,500	\$ 659,834	\$ 684,875	\$ 4,569,084
BOND COSTS		\$ 199,547	\$ -			\$ -	\$ 199,547
TOTAL OPEX (no Assets or Bond Costs)	\$ 594,286	\$ 834,842	\$ 1,502,164	\$ (1,022,887)	\$ 149,264	\$ 64,244	\$ 3,865,627
NET INCOME AFTER OPEX	\$ 519,048	\$ 721,248	\$ 242,088	\$ 1,491,387	\$ 510,570	\$ 620,631	\$ 703,457
TOTAL OPEX + BOND COSTS (no Assets)	\$ 594,286	\$ 1,034,389	\$ 1,502,164	\$ (277,194)	\$ 149,264	\$ 64,244	\$ 4,065,174
NET INCOME AFTER OPEX + BOND COSTS	\$ 519,048	\$ 521,701	\$ 242,088	\$ 745,694	\$ 510,570	\$ 620,631	\$ 503,911
TOTAL OPEX + BOND COSTS + FIXED ASSETS (Including CIP)	\$ 599,286	\$ 1,060,664	\$ 1,883,164	\$ (277,194)	\$ 149,264	\$ 64,244	\$ 4,502,449
NET INCOME AFTER OPEX + BOND COSTS + FIXED ASSETS	\$ 514,048	\$ 495,426	\$ (138,912)	\$ 745,694	\$ 510,570	\$ 620,631	\$ 66,636

Highlands Recreation District - General Ledger Account Listing

Cost Allocations FY 26-27

REQUIRES BOD APPROVAL UPDATED ON 8/4/2026		FISCAL YEAR 2026-2027 Budget Committee-Approved Expense Allocations from "OTHER"						X = Ledger Code Has Allocations Assigned from "OTHER"
STANDARD ALLOCATION TO ALL DEPTS UNLESS OTHERWISE STATED		ASP	EEC	OTHER	POOL	RENT	SEAS.	X
Account #	Description	22.5%	22.5%	22.5%	22.5%	5.0%	5.0%	
411100	Permanent Salaries	Standard Allocation						X
416101	Office Wages	Standard Allocation						X
416103	Maintenance Wages	Standard Allocation						X
431100	Social Security	Own Department Budget *plus* Standard from OTHER						X
431200	Medicare Contribution	Own Department Budget *plus* Standard from OTHER						X
463100	District Benefits	Own Department Budget *plus* Standard from OTHER						X
515601	Recology	Standard Allocation						X
515602	Janitorial Supplies	Own Department Budget						
515605	Cleaning Company	Standard Allocation						X
519301	Outside Printing & Copy Serv	Own Department Budget						
519302	Licensing Fees	Own Department Budget						
519303	General Office Supplies	Own Department Budget						
519304	Recruitment & Advertising	Own Department Budget						
519305	Postage & Mailing Expense	Own Department Budget						
519307	Other Office Expense (Service or Agreement)	Own Department Budget						
519308	Credit card/ACH fees	Other - 100%						
519309	Payroll Processing Fees	Other - 100%						
533100	Memberships	Own Department Budget						X
545902	Plumbing & Piping	Own Department Budget						
545903	Paint, Solvents & Chemicals	Own Department Budget *plus* Standard from OTHER						X
545904	Pool Maintenance Supplies	Own Department Budget						
545905	Locks & Security System	Own Department Budget						
545906	Signage Expense	Own Department Budget *plus* Standard from OTHER						X
545907	General Electrical Expense	Own Department Budget *plus* Standard from OTHER						X
545908	Motor, Pump & Generator	Own Department Budget						
545909	Other General Maintenance	Own Department Budget						
545911	Landscape/Garden Expense	Own Department Budget						
545912	Vehicle Expense	Own Department Budget						
545913	Ground/Facility Improvements	Own Department Budget						

Highlands Recreation District - General Ledger Account Listing

Cost Allocations FY 26-27

REQUIRES BOD APPROVAL UPDATED ON 8/4/2026		FISCAL YEAR 2026-2027 Budget Committee-Approved Expense Allocations from "OTHER"						X = Ledger Code Has Allocations Assigned from "OTHER"
STANDARD ALLOCATION TO ALL DEPTS UNLESS OTHERWISE STATED		ASP	EEC	OTHER	POOL	RENT	SEAS.	X
Account #	Description	22.5%	22.5%	22.5%	22.5%	5.0%	5.0%	
563801	P G & E - GAS # -8718-4	0.0%	0.0%	5.0%	95.0%	0.0%	0.0%	
563801	P G & E - ELECTRIC # -5382-2 (Incl. Outdr Lites # -7528-5)	17.3%	37.0%	18.8%	19.4%	4.5%	3.0%	
563801	P G & E - EEC Building # -2000-4	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	
563802	Water	22.0%	18.0%	13.0%	37.0%	6.0%	4.0%	
563803	Sewer Fees	Standard Allocation						X
585601	Audit Fees	Other - 100%						
585603	Legal fees	Other - 100%						
585604	Consultants	Own Department Budget						
585605	Contract Expnse- NON-EMPLOYEE	Other - 100%						
585606	ASP Camp Contractors	Own Department Budget						
585607	EEC Contractors	Own Department Budget						
585608	Contract Expense-Other	Standard Allocation						X
596601	Buses-ASP	Own Department Budget						
596602	Spec Activities -ASP	Own Department Budget						
596603	Snacks-ASP	Own Department Budget						
596604	Supplies-ASP	Own Department Budget						
596607	Employee Recognition-POOL	Own Department Budget						
596608	Employee Recognition- ASP	Own Department Budget						
596610	Misc Expense -OFFICE	Own Department Budget						
596611	Employee Recognition - OTHER	Own Department Budget						
596612	Special Events	Own Department Budget						
596613	Conferences/Seminars	Own Department Budget						
596614	Pool Program & Facility Supplies	Own Department Budget						
596616	In-Crowd Rent	Own Department Budget						
596617	Seasonal Programs	Own Department Budget						
596621	EEC Supplies	Own Department Budget						
596622	EEC Snacks	Own Department Budget						
596623	EEC Special Activities	Own Department Budget						
596624	Employee Recognition - EEC	Own Department Budget						

Highlands Recreation District - General Ledger Account Listing

Cost Allocations FY 26-27

REQUIRES BOD APPROVAL UPDATED ON 8/4/2026		FISCAL YEAR 2026-2027 Budget Committee-Approved Expense Allocations from "OTHER"						X = Ledger Code Has Allocations Assigned from "OTHER"
STANDARD ALLOCATION TO ALL DEPTS UNLESS OTHERWISE STATED		ASP 22.5%	EEC 22.5%	OTHER 22.5%	POOL 22.5%	RENT 5.0%	SEAS. 5.0%	X
Account #	Description							
596625	Pool Concessions	Own Department Budget						
596626	Swim Team Expenses	Own Department Budget						
596627	Staff Development	Own Department Budget						
596628	Training & Certification	Own Department Budget						
633100	COP Bond Interest Expense	0.0%	75.0%	12.5%	0.0%	12.5%	0.0%	
633200	COP Bond Principal Expense	0.0%	75.0%	12.5%	0.0%	12.5%	0.0%	
671200	Telephone & Internet Expnse	Other - 100%						
673101	CAPRI-Workers Comp Insurance	7.00%	11.00%	11.75%	64.25%	5.00%	1.00%	
673102	CAPRI-General Liability Insurance	Standard Allocation						X
721100	Fixed Assets-Structures/Imprvmnts	Own Department Budget NO Allocaton from OTHER						
721101	Construction in Progress	Other - 100%						
721102	FixdAsst-Structures/Imprvmts Not Capitalized	Own Department Budget NO Allocaton from OTHER						
731100	Fixed Assets-EQUIPMENT	Own Department Budget NO Allocaton from OTHER						
731101	Fixed Assets-EQUIPMENT Not Capitalized	Own Department Budget NO Allocaton from OTHER						
WC Code	FY26-27 Rate Per \$100	Description						
8110	\$0.22	Office & Clerical						
9410	\$1.13	Non-Manual Labor, Rec Leaders, Teachers, Building Attendants						
9420	\$11.25	Manual Labor: Maintenance, Lifeguards, Swim Instructors, Sup/Coord.						

Highlands Recreation District
FY 2026 – 2027
Preliminary Agency Operating Budget Assumptions and Narrative

General Assumptions

- Develop operating expenses and income with a zero-based budgeting methodology.
- Review and assess prior 24-month trend analysis to develop budgeted self-earned revenues and operating expenses.

Revenue

Property Taxes -102100

FY 26-27 - Projected revenues of \$796,680 (FY 25-26 year-end close of Actual \$724,254)

FY 25-26 - Projecting a 5.5% increase Year End \$709,964 to \$749,124

FY 24-25 – Budgeted \$682,624 at 4% annual increase. increase. With property sales increasing in Q3 and Q4 and renovations of properties to increase value.

ERAF - 102101

FY 26-27 – Projected \$201,980

FY 25-26 – Projected \$152, 532 (year-end close of Actual \$212,611)

FY 24-25 – Projected \$179,363 with year-end close of \$192,030

Memo from the San Mateo County Office of the Controller has outlined future excess ERAF contributions: 45% on August 2025 and 5% on August 2027. It has been discussed that over time this contribution will reduced and discontinued. The FY 25-26 budgeted revenue has been reduced by 16% to account for this projected change.

Parks and Recreation Fees - 232100

- ASP and EEC Enrollment Fees will increase by 5% based on market value and year-over-year operating expenses.
- EEC projected with an 16% enrollment vacancy, with 50% Fulltime enrollment fee reduced for six Transitional Kindergarten program participants.
- POOL projected to decrease revenue to actual but forecasting 5% increase fees, - increased swim lesson prices, more private lesson offerings, pool rentals- increase more if also increasing swim team fees TBA, + 25K fee increase +50K swim instructor
- RENTAL decreased to move revenue from POOL into fee collected.
- SEASON maintained at current program with expectation to see increased services.
- Annualized Fee Schedule to increase 3-5% and to ensure cost recovery measures.
 - Programs 3-5%
 - Pool and Rental fees to increase for pool parties and after-hour rentals.

Interest Earned – 152100

FY 26-27 anticipated 4% increase in earned income based on net earning rates minus

Administrative Fees as outline:

2026-2027 – Projected \$201,000

Expenses

Personnel - 411100-416109

Permanent Salaries, Wages - Office, Pool, Maintenance, Supervision, ASP, EEC.

- FY 26-27 Preliminary feedback from Personnel Ad Hoc – start at 4% annual raise and revisit in April for CPI trends. In addition, review employee groups FTNE, PTNE, Seasonal compensation salary schedule recommended changes and financial impact on budget.
- Maintenance position added at \$85,000 and Bookkeeper contingent on RFP review of Bookkeeper Flat Fee Service.
- Applied Vacancy Rate of 2% for Recreation Coordinator open position.

District Benefits - 416110-463100

- FY 27-26 - The current premium is \$13,849.58/month and the renewal premium will be \$15,163.97/month on the Platinum 90 HMO 0/10, Platinum 90 HMO 0/20, and Gold 80 HMO 250/35 plans, an increase of \$1,314.39/month or 9%.
These rates are based on the current enrollment, but are accurate since Kaiser has released the rates for all of 2026
- Increase of Benefits by 5.0% based on CalPERS YOY estimate of 10-15% rate.
- Full-Time Non-Exempt Wages and Benefits (RE Classification)
- Full-Time Non-Exempt (RE 1 Classification)
- Part-Time Non-Exempt (RE 2 Classification)
- Part-Time (Seasonal) Non-Exempt (RE 3 Classification)
- Employee Training Requirements - \$ **Annual Cost:** \$3,370.80

Clothing - 512100

Increase clothing for replacement plan Pool, ASP, and Other with increase of \$10,000.

Household Expense - 515600

FY 27-26 – Projected increase of 5%, same as 2025-26

FY 25-26 - Increase of 5% for Recology services; change in Cleaning Company contract to include pool bathrooms, offices, deck, garbage, and employee breakroom.

Office Expense – 519300

FY 27-26 – Increased Other Office Expense to \$15,000 from budgeted \$5080, year-end actual 8,196 and to include new registration system at \$20,000

FY 25-26 Advertising/Recruitment for national, local, regional HR decreased from 7,900 to \$5,000 to align with vacancy expectations.

Outside printing and Copy Service remain same to reintroduce the Activity Guide and increase digital formatting within the Streamline web page.

Memberships – 533100

Minimal Change to accommodate new memberships to Aquatic organizations.

Maintenance - 542300 - 545900

Maintenance Equipment & Maintenance Facility and Improvements

This budget proposal addresses critical annual facility maintenance needs and outlines a plan to strategically address the backlog of deferred maintenance items to ensure the long-term health and functionality of assets.

Justification

Proactive maintenance and addressing deferred maintenance are crucial to ensuring the long-term viability and efficiency of facilities. Deferring maintenance, while a cost-saving measure in the short term, can lead to increased costs down the road through more extensive repairs or premature equipment failure. Industry benchmarks suggest deferred maintenance costs can compound by 7% annually. By investing in this plan, potential safety risks are mitigated, operational efficiency is improved, and capital investments are protected. This approach demonstrates responsible stewardship of resources and contributes to achieving the organizational mission.

Maintenance Activities

- **Pool**
 - Replacement of Pool Vacuum (\$6K), Pool SI teaching platforms (660 each); Pool Tents (3K)
 - Electrical Panel Upgrade (\$20)
 - Chemicals to maintain water quality increased by (\$12K)
 - New Injectors/Chemical System Upgrade
 - PACO Pump installation (\$5K)
 - Chlorine controller/Bec system (\$8K);
 - OPR Replacement/Labor, (\$5K)
 - Flow line pipe replacement of Upgrade kit to move CL line into flow line. (\$7K)
 - Repair and Replace rotten wood around door frames
- **Administration**
 - Repaint MPR, EEC building (\$40K)
 - Upgrade Electrical panel box and wiring outlets pool and main building (\$10,500)
 - Minor Repairs and Upkeep: (\$9K) is set aside for other day-to-day facility maintenance needs, including painting, minor repairs to fixtures, and general upkeep.
 - Addition of Landscaping contract (\$25K) to address defensible space annual clean-up and monthly maintenance. Applied for Grants for CalFire.
 - Replacement Highlands Rec District Entry Sign and property signage for buildings, wayfinding (\$7.5K)
 - Grounds/Facility Improvements – Entry to District / Parking Lot – Landscaping, removal, and replanting trees (\$17K), to include replanting tree removed for landslide north of ASP bathrooms.

Utility Expense – 563800

FY 27-26 – Projected to be reduced from (\$181K) to (\$168K) based on year-end actuals of (\$135K)

FY 25-26 increase of 4.5% to anticipate partial water replacement in the pool to focus on maintaining water quality and structural or mechanical damage requiring repair below the water level. This is anticipated as a part of the wading pool recirculation correction as well as repair of 10 interior lights.

Contract Expense - 585600

FY 27-26 – Projected increase of 5%, same as 2025-26

An approximate 5% increase in service fees based on market value will be included in the budget based on details.

- Includes Bookkeeper Transition and Projected Flat Fee Service (\$100K)
- Anticipated contracted labor costs and prevailing wages for projects will increase by 5% for 2025-2026.
- 416111, 46112, 46105 (Program Specialist – Contracted Instructors) removed from Wages and recalculated to Contract Instructors for Seasonal programs increase of \$90,394
- Maintained Legal Fee (\$50K) based on pending legal claims.
- Consultant to assist in the development of the Renovation of the Pool and HR Temp (\$113K)

Program Specific Expense - 596600

FY 27-26 – Maintain (\$172K)

FY 25-26 to increase 2.3% with reduction in ASP, Other, and EEC, and increase in Aquatics for equipment replacement plan.

Telephone Services - 671200

FY 27-26 – Transition to Cloud based services, cost of increased Wi-Fi capabilities

Insurance (Workers Comp, CAPRI General Liability, Other) - 673100

FY 27-26 Insurance Assumptions

- Use the three-year analysis developed from FY 2024-25 projections as the basis for FY 2027-26 insurance planning.
- Factor in current open positions and the FY 2025-26 vacancy rate when estimating Workers' Compensation and related insurance costs.
- Account for the timing of delayed fiscal-year billing, as some insurance invoices are often received in the new fiscal year.

FY 25-26 - Liability and personal property insurance rates increase of 18% and 12%, respectively.

Fixed Assets – Structure and Improvements and Equipment - 721100 and 731100

FY 26-27 – Review and prioritize CPI and Major Maintenance schedule

- Resurface Tennis court, parking lot, walkway, sport court \$25,000.
- Administrative Office Renovation – (\$25K)
- Landslide Retaining Wall with Landscaping – (\$315K)
- Sport Court Fence Footer (\$15K)
- Printers Computer R&R Plan (\$16K)

FY 25-26

- Partial replacement plan for Computer Laptops, \$6,000 based on 5-year schedule and new positions.
- Fitness Room upgrade Wi-Fi and phone systems to support cloud-based services. \$4,000
- Repair of the Wading Pool circulation system per SMC Inspection \$10,000 (completed)
- New scooters/tricycles and outside playground items (to use \$3275 grant money from QRIS) completed

Interest Expense – Bonds & Bond Principal - 6331, 6332

FY 26-27 - 46546.5 Sept '26 (24459), Mar '27 (22087.50); Sept '26 153000

FY 25-26 - Based on the Bond Schedule for FY 25-26, Bond Interest of \$51, 289 and Bond Principal Expense \$153,000

TOTAL EXPENSES + FA+ Bond Int (without allocations)

FY 26-27

ASP	EEC	OTHER	POOL	SEASONAL	RENTAL
\$598,420	\$1,060,664	\$1,954,464	\$670,694	\$149,264	\$64,244
<u>\$4,497,749</u>					

FY 25-26

ASP	EEC	Other	Pool	Seasonal	Rental
\$542,793	\$1,010,048	\$1,888,245	\$795,258	\$163,340	\$45,112
<u>\$4,242,838</u>					

FY 24-25

ASP	EEC	Other	Pool	Seasonal	Rental
\$902,190	\$1,336,348	\$505,679	\$941,701	\$200,345	\$152,230
<u>\$4,038,493</u>					

NET INCOME - INCL BOND+ INT+FA (with allocations)

FY 2026-2027 - Due to reorganization, personnel, mandatory administrative reporting, timing and permit requirements for improvements for the North HRD property landslide (\$225,000) and Office renovations (\$25,000), unused FY 2025-2026 savings to the budget of \$592,807.

FY 25-26 will realize the \$277,500 addition to additional fixed asset structural improvement and equipment projects which will include the landslide, tennis court renovation, parking lot/entry walkways, and administrative office renovation.

FY 26-27

ASP	EEC	OTHER	POOL	SEASONAL	RENTAL
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\$514,914	\$495,426	\$(753,304)	\$(202,194)	\$(19,264)	\$35,756
<u>\$71,336</u>					

FY 25-26

ASP	EEC	Other	Pool	Seasonal	Rental
\$511,834	\$408,767	\$(753,098)	\$(274,758)	\$421	\$117,649
<u>\$152,544</u>					

FY 24-25

ASP	EEC	Other	Pool	Seasonal	Rental
\$185,310	\$(38,430)	\$532,550	\$(398,701)	\$(32,345)	\$(45,730)
\$202,654					

Capital Plans

For consideration of Capital Reserve, General Reserve, and Unassigned Fund Balance to address and plan for the HRD Major Maintenance and Capital Projects List for all HRD Fixed Assets including exterior property painting, building roof replacement - main, flooring – gymnasium/ASP, EEC, pool mechanical and pump, playground equipment, tennis court lights (2027, LED), etc.

Development of Annual Deferred Maintenance Budget Request

A five-year plan is also being developed to systematically address the remaining backlog and implement a proactive major maintenance program to minimize future deferrals. Based on a preliminary facility condition assessment and prioritized list of deferred maintenance needs, % is allocated to address the most critical items on the deferred maintenance backlog. These items were prioritized based on:

- Safety Risks: Any issues that pose immediate safety hazards to occupants or staff.
- Impact on Critical Operations: Maintenance needs affecting essential facility operations.
- Potential for Escalated Costs: Items where delaying maintenance will result in significantly higher costs in the future.
- Planning and Resource Allocation for Future Deferred Maintenance: \$F is requested to support the ongoing development and execution of the deferred maintenance plan. This includes:
 - Facility Condition Assessments (FCA): Funding for regular FCAs to accurately assess the condition of assets and update the deferred maintenance backlog list.
 - Professional Development: Training for staff as a Certified Pool Operator, as a contingency for business continuity, and applying best practices for preventive maintenance.

861100• Appropriations for Contingencies	\$ 350,000
088300• Capital Reserve	\$ 473,296
882100- General Reserve	\$ 250,000
Building Renovations Reserve	\$ 100,000

Unassigned Fund Balance	\$ 5,080,336
TOTAL BUDGET (fund balance + revenue)	<u>\$ 9,578,084</u>



MEMORANDUM

Date: August 11, 2026

To: Board of Directors

From: Tamsen Burke, General Manager

Re: Direction and Approval to Management on free facility rentals, staffing expenses, and district resources to public.

BACKGROUND

Background

On November 12, 2023 and March 12, 2024, Management requested direction and formal policy to for the rental use and associated fees.

Staff presented two separate MEMORANDUMs (1) Non-Profit and Highlands Group Rental Update (2) Community Group Rental Insurance

Staff requested clarity on the definition of Highlands non-profit based groups and their distinction. In addition, directions on whether to waive or require additional insurance and a deposit for these groups.

While discussion occurred on both dates above, a policy by the board was not defined and approved to provide management how to determine eligibility and support the Rental Policy, procedures and expectations of the community.

The memos state that "Eligibility exceptions to these requirements will be made solely at the discretion of the General Manager for the rental season, and will be based on facility availability, roster residency status, and the community impact of the group', However multiple discussions with past staff stated there was a lack of a formal policy, and were acting on a practice of precedent which did not have a clear direction on which non-profits are eligible and what expenses are waived. Current management seeks to request the Board to make a decision and provide direction on the following:

1. Definition of non-profit groups
2. Eligibility for consideration (within the Highlands - Residents, Highlands Businesses, Non-resident),

3. Defined Groups (Senior Network, CERT, HCA, Parents & Friends of HCA/Residents, Scouts (Girls/Boys) – local, regional and national, NLYM, Odessey, Highlands Elementary School, Argon School, PTA, etc.
4. Definition of Free Rentals – no deposits, unlimited/limited use of facilities, use of District FT, PT, Seasonal employees, District resources/equipment; referrals from residents at no cost or resident rates.
5. Use of District facilities, staff, resources for fundraisers
6. Limited or no Insurance Requirements for all groups
7. Non-Profit Trade/Barter of Services Without Fees Agreements

Next Steps

Based on the Board of Directors discussion and recommendations, management will prepare and present a policy for review and approval.



MEMORANDUM

Date: November 12, 2023
To: Jeff Brier, General Manager
From: Julia Fior, Recreation Coordinator
Re: Non-Profit and Highlands Group Rental Update

As mentioned in November's Board Packet, due to feedback from community members regarding the sustainability of the current non-profit requirements, the following policy has been written to add into the current Rental Agreement; items that have been added or altered are bolded:

1. Removal of the 3-hour rental minimum for all non-profits, regardless of residency status.
2. Highlands Based Non-Profit Groups Policy

"In support of the overall community development of the Highlands, the Highlands Recreation District offers free rentals to Highlands based non-profit groups. **The definition of a Highlands based non-profit group is a group where either 50% of its members (or 10 members, whichever the group meets first):**

1. Are current Highlands residents.
2. Are residents of the CSDA-1 sector.
3. Attend Highlands Elementary School.

The group can meet the Highlands member requirement with any combination of the above-mentioned conditions. Any non-profit group interested in being considered for free rentals is required to submit a roster to the Recreation Coordinator with all members' status in relation to the above conditions. For anonymity's sake, the roster is not required to list members' names, but instead may list members in a numerical order (ex: Member 1- attends Highlands Elementary, Member 2- NA, Member 3- Highlands Resident, etc.)

If the group qualifies for free rentals, a deposit and insurance policy is still required for the duration of the rental season. All other pertinent clauses in the rental agreement do apply to groups that qualify for free rentals.

If a non-profit group interested in free rentals does not qualify for the above policy, there is an option to volunteer to offset rental costs; this option will be accepted at the discretion of the General Manager."

Rational for the overall changes are restated below:

- The overall goal of this policy is not to penalize groups that are not Highlands based, but instead to encourage the use of HRD facilities by groups that primarily support the Highlands community.
- **The option for volunteer-based compensation has been added; should a group take advantage of this offer, they will be provided with a list of tasks that are associated with a monetary value. Groups may perform these tasks to offset the balance of their planned rentals. Task lists will be put together with input from the Maintenance Manager, Recreation Coordinator, and General Manager based on group size and overall capabilities.**
- **After feedback from the Board, the minimum percentage was lowered to 50% and a flat number of 10 members was added; this will give larger groups the ability to meet the free rental policy.**
- After much consideration and research, we do feel the non-profit rates that are set are reasonable and comparable to other facilities in the Bay Area. Many non-profits that utilize our facilities not only fall into the non-profit rate, but typically fall into recurring rate, which is 50% cheaper than the non-profit rate. The purpose of the recurring rate is to encourage frequent and long-term use of the HRD facilities by any group.
- Our hope is that this updated non-profit policy not only encourages Highland based youth programs to continue the rental relationship, but also provides the ability for the Rec to support adult based programs in the Highlands. Current adult-based groups that are welcomed and supported by the Rec include:
 - CERT
 - HCA
 - HSN
- Next steps for this policy is that, once approved, it would be added to the Rental Agreement and the HRD **by December 15, 2023.**
- Non-profit groups that previously met at the Rec and are grandfathered into free rentals, regardless of resident numbers, include:
 - Cub Scouts Pack 3 dens
 - 3 of the 6 dens are scheduled to meet at the Rec through the end of the 2023-2024 school year.
 - 1 of the 6 dens is in discussions with the Rec Coordinator to schedule dates beginning January 2024.
 - HSN
 - Meet weekly at the Rec for post Mahjong lunch hour, once a month for HSN Board Meeting, and occasionally for luncheons.
 - HCA
 - Meet monthly for their Board Meetings and occasionally for various social events.
 - NLYM San Mateo - Foster City
 - Met at the Rec in November, and the Rec Coordinator will extend the offer to return to the group should the board approve of all changes to the non-profit policy.
 - Had regular meetings scheduled since September (under the free rentals) but cancelled those reservations.
- The Recreation Coordinator is continuing to identify groups that were offered free rentals previously and extending the offer for those groups to return to the Rec for facility usage.



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"

Topic: HRD Regular Board Meeting

Time: March 12, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Remote Teleconference Location: 11020 Weyburn Avenue, Room 3345, Los Angeles, CA

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: Mar 12, 2024, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85288580562?pwd=QLWjMz4MI32b73RZ4pOZt7bwUhaBlg.1>

Meeting ID: 852 8858 0562

Passcode: 068657

Find your local number: <https://us06web.zoom.us/j/85288580562?pwd=QLWjMz4MI32b73RZ4pOZt7bwUhaBlg.1>

Board Members:

Andrew Aquino (Vice President) - Absent
Shirin Bakhshay - Remote
Pam Merkadeau (President)
Eric Olbekson
Uy Ut

Staff:

Christopher Gurr (Interim General Manager)
Meg Catmull (Assistant General Manager)
Mike Koenig (K-8 Childcare Director)
Julie Fernandez (EEC Director)
Janelle Slightam (Aquatics Coordinator)
Julia Fior (Recreation Coordinator)

1. Call to Order

The meeting was called to order at 7:00 pm by President Merkadeau.

2. Review and Approval of Minutes

Board Member Olbekson made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 02/13/2024. The motion passed.

Vote: AA - Absent; SB - Abstain; PM – Y; EO – Y; UU – Y

3. Public Forum:

Public comment was received.

4. Manager's Report

- Administration
- Programming

5. Financial Report

- a. Monthly Statement

6. Old Business

- a. Discussion: TK for All impacts and considerations for HRD
- b. Discussion/Motion: RNE-3 Benefits Classification
- i. Board Member Ut made a motion, Board Member Bakhshay second, to create RNE-3 Benefits Classification with proposed benefits of Medical, Dental, Vision, LTD, STD, FSA, Accidental Death & Disability, and Life Insurance effective April 1, 2024. The motion passed.
Vote: AA - Absent; SB - Y; PM - Y; EO - N; UU - Y
- c. Discussion: Determine additional Ad Hoc and Standing Committees of the Board
- d. Discussion: Ad Hoc General Manager Recruitment Committee Updates and Recommendations

7. New Business

- a. Discussion: Insurance and deposit for Highlands community rental groups

8. Upcoming Meetings: Mar 24 – Apr 9 – May 14 – Jun 11

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
- i. Board Member Olbekson made a motion, Board Member Ut second, to pay the bills. The motion passed.
Vote: AA - Absent; SB – Abstain; PM – Y; EO – Y; UU – Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Ut made a motion, Board Member Olbekson second, to adjourn the meeting. The motion passed.

Vote: AA – Absent; SB – Y; PM – Y; EO – Y; UU –

The Meeting adjourned at 9:06 pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: _____

Signature: _____



Highlands Recreation District

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"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: March 12, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Remote Teleconference Location: 11020 Weyburn Avenue, Room 3345, Los Angeles, CA

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: Mar 12, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85288580562?pwd=QLWjMz4MI32b73RZ4pOZt7bwUhaBlg.1>

Meeting ID: 852 8858 0562

Passcode: 068657

Find your local number: <https://us06web.zoom.us/u/kPeuY2H5c>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on February 13, 2024.
3. 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.
4. Manager's Report
 - a. Administration
 - b. Programming
5. Financial Report
 - a. Monthly Statement
6. Old Business:
 - a. Discussion: TK for All impacts and considerations for HRD

- b. Discussion/Motion: RNE-3 Benefits Classification
 - c. Discussion: Determine additional Ad Hoc and Standing Committees of the Board
 - d. Discussion: Ad Hoc General Manager Recruitment Committee Updates and Recommendations
7. New Business:
- a. Discussion: Insurance and deposit for Highlands community rental groups
8. Upcoming Meetings: Apr 9 – May 14 – Jun 11
9. Review and Payment of Bills
- a. Action: Motion to approve Expenditures
10. HRD Board of Directors Announcements
12. Adjournment

Public comments can be submitted to the District in writing prior to the meeting by emailing generalmanager@highlandsrec.ca.gov. Public comments will also be taken on each agenda item during the meeting. Written 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 raise your hand if you are participating in person or use the Zoom “raise hand” function on your computer screen or the *9 function on your phone. Please note that the District provides a Zoom participation option to the public as a courtesy in order to facilitate participation. The District cannot, however, guarantee the adequacy of the audio/video quality or that meeting participation will be uninterrupted via Zoom. If technical difficulties arise relating to the Zoom participation option, the Board meeting may continue with public attendance in person only.

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>.



MEMORANDUM

Date: March 12, 2024
To: HRD Board of Directors
From: Meg Catmull, Assistant General Manager
Re: Community Group Rental Insurance

Background

Two Highlands Community groups, Highlands CERT and the Highlands Senior Network (HSN), have expressed concern over the deposit and insurance requirements of the Highlands Community Group Rental Policy (below). Until now, CERT and HSN have not been required to provide insurance or a deposit for their regular rentals and events. This requirement could pose a hardship for these groups as they are not legally recognized entities.

The insurer for Highlands Recreation District is CAPRI. CAPRI has advised staff that it is at the discretion of the District as to whether we would like to waive the additional insurance requirements for these rentals. However, CAPRI also cautioned the District to consider the possible liabilities and risks that this could create for the District.

Staff is asking the HRD Board of Directors for direction on whether to waive or require additional insurance and a deposit for these groups.

Highlands Community Group Rental Policy

In support of the Highlands Community, we offer free rentals to Highlands based non-profit/community groups. The definition of a Highlands based non-profit/community group is a group whose roster is comprised of a minimum of either 50%, or 5 overall current Highlands residents.

These groups will be required to present proof of the aforementioned residency status and will also be required to provide a deposit and insurance policy for the duration of the rental season. These groups will also be required to present proof of their non-profit status, and/or the community impact and public availability of the group. All other pertinent clauses in the rental agreement do apply to groups that qualify for free rentals. Free rentals will be subject to availability. Paid rentals and District programs will be given priority over free rentals.

Eligibility exceptions to these requirements will be made solely at the discretion of the General Manager for the rental season, and will be based on facility availability, roster residency status, and the community impact of the group.



MEMORANDUM

Date: August 11, 2026

To: Board of Directors

From: Tamsen Burke, General Manager

Re: Procedures for Reconsideration or Rescind a Board Approved Action

Procedures for Reconsideration or Rescind a Board Approved Action

There are very specific procedures for revisiting a Board approved items including:

1. Hold a new meeting of the governing body.
2. Include the matter in the agenda with proper notice.
3. Language for the Agenda Item
4. Vote on the reopening in open session.
5. Allow public comment if it is a "final action" under the Brown Act.
6. Motion to Reconsider or Rescind: The board member must make a motion to either "Reconsider" or "Rescind" the previous vote.

Voting Threshold: Because the board has already made a definitive decision, disrupting this decision requires a higher threshold of agreement. Usually, a two-thirds vote (or a majority of the entire board membership) is required to overturn a prior approval.

Bylaws Check: specific bylaws or local governing laws (such as HOA statutes or state public meeting laws), as they dictate your exact protocols and limitations for reopening past approvals
Record and publish minutes showing the vote and any public comment.

The process must follow the state statute, local rules of procedure, and public participation requirements. This ensures transparency and compliance with open meeting laws.



Original Memorandum

MEMORANDUM

Date: March 10, 2026

To: Board of Directors

From: Tamsen Burke, General Manager

Re: Co-sponsorship Agreement with Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration & Fundraiser)

Background

The Highlands Recreation District, throughout the course of its history, has partnered with various community organizations to support specific events and activities (through facility access and staffing) that have provided public benefit to the residents. This Highlands Recreation District seeks to formalize what has been an informal process of working with community organizations. The Co-Sponsorship Policy lays out the eligibility, requirements and terms, as well as the review and approval process for these community groups and organizations.

Purpose

The purpose of the policy is to invite community groups providing compatible events and activities to submit a request for co-sponsorship status. Groups requesting Highlands Recreation District support must relate their events and activities to the co-sponsorship policy and meet criteria listed herein. Approvals provided under this policy will be subject to the General Manager's signing authority, as established by the Board of Directors. The signing authority limits will be based on the aggregate annual amount and subject to budget availability.

Policy

Eligibility: Organizations applying for co-sponsorship status must meet the following eligibility criteria:

- The organization has state or federal 501(c)(3) certification as a non-profit or is a subgroup of a state or national non-profit organization providing an event or activity.
- Support organizations that are not certified as 501(c)(3) nonprofit groups may also apply, such as other 501 nonprofit groups.
- The organization's goals must be aligned with and further the mission of the Highlands Recreation District.

- The organization must provide an event or activity that is compatible with those provided by the Highlands Recreation District.

Requirements and Terms:

Co-sponsored organizations must also meet the following requirements and adhere to the following terms:

1. The organization must provide applicable information documenting adherence to requirements when applying for co-sponsorship status.
2. All co-sponsored activities or events must be open to the public free of charge on a non-discriminatory basis.
3. While access to the activity or event must be free, the co-sponsor can have the ability to raise funds provided those funds must be used to support specific activities and events for residents of Highlands Community.
4. The co-sponsored organization must provide all insurance coverage required by the Highlands Recreation District.
5. Events and activities of co-sponsored organizations are superseded by those of the Highlands Recreation District or by previously contracted use of space.
6. The co-sponsored organization may be financially responsible for certain costs, including staffing, equipment, and any other charges from the Highlands Recreation District. The General Manager and/or Board of Directors would have the authority to waive any fees.
7. The co-sponsored organization must request facility usage at least one month ahead of activity/event date(s). The staff liaison is assigned at the time of application approval and contact information will be provided to the co-sponsored group.
8. Co-sponsorship status does not apply to all events and activities. Groups must request co-sponsorship individually per event/activity (or per series of events/activities) through the designated Highlands Recreation District staff liaison.
9. The Highlands Recreation District must be listed on all related publicity with the phrase, "In cooperation with the Highlands Recreation District."

Review and Approval Process

Highlands Recreation District Co-Sponsorship applications will be reviewed and approved by the General Manager.

To assure that all applications for Co-Sponsorship status receive proper consideration and to ensure that the Highlands Recreation District is provided with the information needed to make informed decisions, all applications will be subject to the following process:

1. Each application will be reviewed by the General Manager responsible for the oversight of the Highlands Recreation District resource being used considering the above outlined criteria and requirements.

2. A determination will be made as to whether the applicant meets standards for co-sponsorship status. The General Manager will be the final approver of co-sponsorship request.
3. Organizations approved for co-sponsorship status will receive information regarding the benefits to be made available and be introduced to Highlands Recreation District staff liaison.
4. Co-sponsorship status approval is for up to one year and organizations may apply for renewal annually. The renewal requirement may be extended to two years at the discretion of the General Manager.
5. Highlands Recreation Staff liaison will:
 - a. Be the direct contact with the co-sponsored organization.
 - b. Field all facility use requests.
 - c. Select appropriate approved and available facilities.
 - d. Advise organizations of facility usage application requirements and provide a facility contact for organizations to submit facility use applications.
 - e. Review and approve all publicity materials.
 - f. Track usage hours.

Recommendation

It is the recommendation of the District management to the Board of Directors to formalize this historical partnership with the Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration & Fundraisers) to support specific events and activities, through facility access, staffing, and resources, that have provided public benefit to the Highlands residents.



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"

CO-SPONSORSHIP APPLICATION

PURPOSE

The Highlands Recreation District offers limited use of certain resources to organizations that apply for and meet the guidelines for co-sponsorship. The Highlands Recreation District has established a process and criteria to determine co-sponsorship eligibility and defines requirements, terms, and levels of support.

The purpose of the policy and application is to invite community groups providing compatible events and activities to submit a request for co-sponsorship status.

Groups requesting Highlands Recreation District support must relate their events and activities to the co-sponsorship policy and meet the criteria listed in the Co-Sponsorship Policy document.

INSTRUCTIONS AND APPLICATION PROCESS

1. Read the Highlands Recreation District Co-Sponsorship Policy.
2. Fill out the application online at [\(link\)](#).
3. Staff will review the application for approval or denial within one month of submission.
4. If approved, submit the required documents identified in the application to Highlands Recreation District or in person.

Questions regarding the application and process may be addressed by calling the Highlands Recreation District at (650) 341-4251.



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CO-SPONSORSHIP APPLICATION

Name of Event/Activity: _____

Purpose of Event/Activity: _____

Facility/space(s) requested: ☐ Multipurpose Room (MPR) ☐ Gym

☐ Playground ☐ Sports Court ☐ EEC Grass ☐ Tennis/Pickleball Court

☐ Pool - ☐ Full ☐ Partial ☐ Parking Lot - ☐ Full ☐ Partial

Additional Space(s): _____

Date(s): requested: _____

Time(s) requested: Start: _____ End: _____

Are other service(s) requested? No ☐ Yes ☐ If yes, please describe:

Legal Name of Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip Code: _____

IRS 501(c)(3), IRS 501(c)(4) or Franchise Tax Board Non-Profit Number: _____

Date nonprofit number granted: _____

Mission statement of the organization or group: (attach) _____



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CO-SPONSORSHIP APPLICATION

List benefits to the community beyond any direct benefits to the organization or group members and participants that align with the Highlands Recreation District mission to promote a safe, healthy and vibrant community:

INSURANCE & INDEMNITY

Proof of current general liability insurance is required for all events/meetings of co-sponsored organizations will follow the policies outlined in the District Rental Agreement.

ACKNOWLEDGEMENT

I (we) have read and understand the requirements for co-sponsorship status as outlined in the Co-Sponsorship Policy. In compliance with the stated requirements, the group agrees to:

- Provide all required documents and organizational information as required in this application.
- Include the HRD logo and the statement "In cooperation with the Highlands Recreation District" on all related publicity materials.
- Submit draft copies of all publicity materials to Highlands Recreation District staff liaison for approval prior to publication and distribution.
- Include statements regarding non-discrimination and Americans with Disabilities Act on all publications.
- Pay the Highlands Recreation District for any costs incurred outside of normal co-sponsorship benefits, such as facility building assistants, lifeguards, maintenance and custodial staff and services, and/or equipment usage in



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CO-SPONSORSHIP APPLICATION

accordance established in the Highlands Recreation District's Rental Rates. In addition, pay facility rental fees for usage above co-sponsorship allocation.

- Direct the majority of funds raised by co-sponsored events towards specific programs and events for residents of Highlands Community.
- Request facility usage through designated Highlands Recreation District staff liaison, regardless of event/meeting location.
- Request co-sponsorship per event through staff liaison at least one month in advance of event date(s). _____

Signature: _____ Date: _____

Office Use

Name: _____

Title: _____

Group/Organization: _____

HRD Approvals (please leave blank): _____

Staff Liaison: _____ Date: _____

General Manager: _____ Date: _____



MEMORANDUM

Date: July 11, 2026

To: Board of Directors

From: Tamsen Burke, General Manager

Re: American Red Cross Facility Agreement

Purpose

To provide a review of the American Red Cross (ARC) Facility Use Agreement (20170609) with the Highlands Recreation District as a Disaster Relief location and determine if the District will re-engage in the agreement per ARC request.

Background

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and the facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Purpose and Use of Facilities

Service Center, Storage of Supplies, Food Service, Parking, and Disaster Shelter. Specific locations: Gymnasium, Social Room, Multipurpose Room, Kitchens, and restroom and shower facilities.

Expenses and Reimbursements

1. Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations •Of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner,

will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

2. Reasonable costs associated with custodial and food service personnel and supplies which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or costs of salaried staff.
3. Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross): water, gas, electricity, waste.

The District has been requested by the American Red Cross to consider renewing its Facility Use Agreement and Management seeks understanding of the past agreement, value, and next steps for consideration.



Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	Highlands Recreation District
Address	1851 Lexington Ave, Sa Mateo CA 94402
24-Hour Point of Contact Name and Title	Cathy Haas, General Manager
Work Phone	650.341.4251
Cell Phone	831.246.1652
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	American Red Cross NCCR Bay Area Chapter San Mateo County
Chapter Address	1710 Trousdale Drive, Burlingame, CA 94010
24-Hour Point of Contact Name and Title	Rita Ewing Disaster Program Manager
Work Phone	510.638.8863
Cell Phone	same
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031



Facility Use Agreement

Facility:

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

Highlands Recreation Center

1851 Lexington Ave.

San Mateo, CA 94402

Red Cross may use the Gymnasium, Social Room,
Multi-Purpose Room, Kitchens, and restroom and shower facilities



Facility Use Agreement

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)	Ch	RE
Storage of supplies	Ch	RE
Parking of vehicles	Ch	RE
Disaster Shelter	Ch	RE

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.



Facility Use Agreement

7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.
9. **Reimbursement:** Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:
- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
 - b. *Reasonable costs associated with custodial and food service personnel and supplies which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.*
 - c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):*

	Owner Initials	Red Cross Initials
Water	Ch	RE
Gas	Ch	RE
Electricity	Ch	RE
Waste Disposal	Ch	RE

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.



Facility Use Agreement

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.
11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Highlands Recreation District

Owner (Legal Name)

C Haas

By (Signature)

Cathy Haas

Name (Printed)

General Manager

Title

9/17/19

Date

The American National Red Cross

(Legal Name)

Rita Ewing

By (Signature)

Rita Ewing

Name (Printed)

Disaster Program Manager

Title

9/21/19

Date