



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
May 12, 2020

Redmond Area Park and Recreation District
465 SW Rimrock Dr
PO BOX 843
Redmond, OR 97756
Administrative office phone – 541-548-7275

BOARD OF DIRECTORS

Hayes McCoy, Chairman
Matt Gilman, Vice-Chairman
Ed Danielson, Director
JoAnne Fletcher, Director
Zack Harmon, Director

RAPRD STAFF LEADERSHIP TEAM

Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Margaret Maffai, Development Director
Vicki Osbon, Administrative Services Manager

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Redmond Area Park and Recreation District
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Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

May 12, 2020

7:30AM

This meeting will take place electronically using the following link:

<https://global.gotomeeting.com/join/151161989>

There is also an option to call in to the meeting at this number
(408) 650-3123, Access Code: 151-161-989

AGENDA

1. Call to Order

Adjustments to the Agenda

2. Communications (Comments by Citizens are Limited to 3 Minutes)

3. Consent Agenda

Approval of the General Board Meeting Minutes from March 10, 2020

Acknowledgement of Receipt of April 2020 Financial Summary

4. Action Agenda Items

Resolution #3 2019/20 Appoint Budget Officer

Resolution #4 2019/20 Transfer from Contingency in the General Fund to the
Program Fund

Resolution #5 2019/20 Reallocate FY 2019/20 Budgeted Transfer

5. Discussion Items

Facility Re-opening Plans

Review Executive Director Job Description

6. Public Comments

7. Board/Staff Comments

8. Adjournment

Public comments will be taken during the meeting. Written comments will also be accepted prior to the meeting. Written comments received by 5:00pm on May 11, 2020 will be read during the public comment section of the meeting on May 12, 2020. Comments by video or phone will be taken on a scheduled basis during the public comment section of the meeting on May 12, 2020; to schedule public comment via phone, please contact the District to provide your name, phone number and address at 541-548-7275, or email information to admin@raprd.org, you will then be contacted during the public comment section of the meeting to voice your comment. Comments, both written and electronically, will be subject to a 3-minute limit per community member.



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of General Meeting**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at the Cascade Swim Center Conference Room, 465 SW Rimrock Way, Redmond, Oregon, March 10, 2020 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon
Matt Gilman (arrived at 7:32am)
Ed Danielson
JoAnne Fletcher

Directors Absent: None

Staff: Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager

Media: None

Public: John Bullock, Redmond City Council Liaison
Greg Bryant

GENERAL MEETING:

- 1. Call to Order:** Hayes McCoy called the meeting to order at 7:30am
Adjustments to the Agenda: None
- 2. Communications:** None
- 3. Consent Agenda:**

Approval of the General Board Meeting Minutes from February 11, 2020
Approval of the Board Work Session Minutes from February 17, 2020
Acknowledgment of Receipt of February Financial Summary: Joanne Fletcher made a motion to approve the consent agendas as presented. Ed Danielson seconded the motion. Motion passed unanimously. (Matt Gilman was not present at time of motion)

4. Action Agenda Items:

5. Other Business (Discussion Items):

Ethics Training:

Katie Hammer summarized changes that have been made this year to the Oregon ethic laws. She said that the definition of who qualifies as a family member has been updated. She talked about conflict of interest, financial gain, gifts and penalties.

Redmond Senior Center:

Katie Hammer said that not much has changed since they met last. She will be meeting with JoAnne Sutherland to talk about fee structures. She said we also adding new programs to hold over the summer at the senior center.

6. Public Comments:

7. Board Staff Comments:

Vicki Osbon, Administrative Services Manager, said she is starting to hire for the summer.

Margaret Maffai, Development Director, said plans and fundraising are underway for the May events Touch a Truck and Pioneer Day but she is keeping an eye on the May events in case we need to make changes due to the corona virus. Katie added that we received a grant from Deschutes Children's Forest to run a STEM program this summer.

Mike Elam, Recreation Manager, said we are gearing up for soccer. He said that registrations are down. He added that we have about 70 players registered for lacrosse. He also said that he received the third bid in to refinish the floor in the recreation building, so he will start reviewing them.

Jessica Rowan, Aquatic Director, said that we are in maintenance shut down and that the sand blasting will begin today. She said that there are a lot of programs going on for spring and that the under-water egg hunt is coming up. She also has a life guarding class coming up during spring break.

Katie Hammer, Executive Director, said that Jessica Rowan and Denise Maich were first responders on an accident in front of the swim center last week. She also said that she sent out an email about the covid-19 yesterday detailing what the staff plan is for increasing the current sanitizing schedule for the facilities. Katie said she is participating in an executive council put together by the county and she said they will meet or talk

once per week. She said that they are preparing for fall in anticipation that it will come back. She also met with the president of St. Charles yesterday for follow up for the vision committee she had participated in. Katie said that she is still communicating with the architect for Tetherow and the architect for the Alberton's building should have plans to us in two weeks.

Katie Hammer also said reminded the board of the work session scheduled on March 17, 2020 at 7:30am at the swim center for future planning.

Matt Gilman said that there were nine people for masters swimming last Friday. Matt suggested that the pool schedule reflect the days that masters swim is happening.

Ed Danielson said that John Roberts made a presentation at DURAC last evening and said that Redmond's population is growing by 2 1/2 people per day. He would like staff to ask him if he could make the presentation to the RAPRD board.

8. Adjournment:

Hayes McCoy adjourned meeting at 8:02am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
April 30, 2020

Summary

April 30, 2020 is 83.0% of the 19/20 budget year.

Financial Performance By Fund

General			
Resources (% of 19/20 Budget)	100%	Resources change from FY 18/19	7%
Expenditures (% of 19/20 Budget)	74%	Expenses change from FY 18/19	-2%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,435,528	\$ 1,540,057	\$ 1,533,000	100%	99.00%
Personnel Services	\$ 255,813	\$ 287,067	\$ 363,560	79%	77.00%
Materials & Services	\$ 157,221	\$ 107,936	\$ 202,750	53%	70.00%
Debt Service	\$ 85,061	\$ 95,518	\$ 95,000	101%	100.00%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.00%
Transfers & Contingency	\$ -	\$ -	\$ 977,000	0%	0.00%

Aquatic			
Resources (% of 19/20 Budget)	64%	Resources change from FY 18/19	-14%
Expenditures (% of 19/20 Budget)	70%	Expenses change from FY 18/19	-5%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 189,523	\$ 162,371	\$ 252,799	64%	80.00%
Personnel Services	\$ 430,109	\$ 427,456	\$ 597,750	72%	80.00%
Materials & Services	\$ 161,768	\$ 136,137	\$ 196,000	69%	78.00%
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	99%	100.00%
Capital Outlay		\$ 11,488	\$ 45,000	26%	0.00%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 19/20 Budget)	53%	Resources change from FY 18/19	-29%
Expenditures (% of 19/20 Budget)	63%	Expenses change from FY 18/19	-11%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 49,670	\$ 35,257	\$ 67,000	53%	70.00%
Personnel Services	\$ 30,376	\$ 25,023	\$ 46,650	54%	74.00%
Materials & Services	\$ 29,548	\$ 28,035	\$ 38,000	74%	72.00%

Financial Performance By Fund

Programs			
Resources (% of 19/20 Budget)	57%	Resources change from FY 18/19	-35%
Expenditures (% of 19/20 Budget)	68%	Expenses change from FY 18/19	-23%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 219,347	\$ 142,087	\$ 247,300	57%	65.00%
Personnel Services	\$ 235,603	\$ 177,061	\$ 262,500	67%	72.00%
Materials & Services	\$ 118,572	\$ 95,851	\$ 138,510	69%	74.00%
Capital Outlay	-		\$ -	0%	0.00%

Resources and Personnel Services are lower because we did not operate Camp Adventure Quest in Summer 2019.

Activity Center			
Resources (% of 19/20 Budget)	74%	Resources change from FY 18/19	0%
Expenditures (% of 19/20 Budget)	65%	Expenses change from FY 18/19	6%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 42,552	\$ 42,599	\$ 57,250	74%	73.00%
Personnel Services	\$ 76,546	\$ 83,888	\$ 125,850	67%	72.00%
Materials & Services	\$ 27,193	\$ 26,432	\$ 42,800	62%	61.00%
Capital Outlay	\$ -	\$ -	\$ 3,000	0%	0.00%

Parks			
Resources (% of 19/20 Budget)	51%	Resources change from FY 18/19	-81%
Expenditures (% of 19/20 Budget)	61%	Expenses change from FY 18/19	5%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 3,485	\$ 669	\$ 1,300	51%	75.00%
Personnel Services	\$ 76,810	\$ 84,438	\$ 115,300	73%	72.00%
Materials & Services	\$ 28,384	\$ 25,706	\$ 45,600	56%	62.00%
Capital Outlay	\$ 4,522	\$ 563	\$ 20,000	3%	30.00%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 19/20 (current)	1,449,279
FY 19/20 (Budget, current yr)	1,427,000
FY 18/19	1,336,851
FY 17/18	1,291,620
FY 16/17	1,206,434

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 19/20 (current)	55,882
FY 19/20 (Budget, current yr)	87,000
FY 18/19	65,129
FY 17/18	63,209
FY 16/17	65,363

Pool Activities Expenses

FY 19/20 (current)	10,518
FY 19/20 (Budget, current yr)	14,000
FY 18/19	13,128
FY 17/18	13,865
FY 16/17	10,624

Youth Sport Leagues

Youth Sports League Resources

FY 19/20 (current)	73,662
FY 19/20 (Budget, current yr)	113,500
FY 18/19	90,622
FY 17/18	98,404
FY 16/17	91,967

Youth Sports League Expenses

FY 19/20 (current)	39,321
FY 19/20 (Budget, current yr)	56,500
FY 18/19	49,149
FY 17/18	42,700
FY 16/17	43,567

Note: Youth Sports League include: Youth Soccer, Youth Basketball, LaCrosse and Volleyball

Enrichment Resources

Enrichment Resources

FY 19/20 (current)	23,785
FY 19/20 (Budget, current yr)	47,400
FY 18/19	35,929
FY 17/18	13,693
FY 16/17	15,082

Enrichment Expenses

FY 19/20 (current)	33,301
FY 19/20 (Budget, current yr)	30,440
FY 18/19	33,995
FY 17/18	14,947
FY 16/17	17,622

Fitness

Fitness Resources

FY 19/20 (current)	38,941
FY 19/20 (Budget, current yr)	29,834
FY 18/19	39,487
FY 17/18	38,049
FY 16/17	29,061

Fitness Expenses

FY 19/20 (current)	7,382
FY 19/20 (Budget, current yr)	12,200
FY 18/19	7,375
FY 17/18	7,472
FY 16/17	4,967

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Note: Fitness includes: Movement that Matters and Fitness classes held at the Activity Center.

Adult Sport Leagues

Adult Sport League Resources

FY 19/20 (current)	6,170
FY 19/20 (Budget, current yr)	16,900
FY 18/19	9,233
FY 17/18	8,916
FY 16/17	9,831

Adult Sport League Expenses

FY 19/20 (current)	4,714
FY 19/20 (Budget, current yr)	8,500
FY 18/19	6,404
FY 17/18	4,480
FY 16/17	3,443

.

Note: Adult Sport Leagues include, Adult Softball and Adult Basketball.

Updated 5/4/20

Redmond Area Park & Recreation District
Resolution #3 2019/20

Resolution to Appoint the Budget Officer for Fiscal Year 2020/21.

Be it resolved the Board of Directors of the Redmond Area Park and Recreation District hereby appoints RAPRD Executive Director, Katie Hammer as the budget officer for fiscal year 2020/2021.

Date this 12th day of May 2020 by the Redmond Area Park and Recreation District Board of Directors.

Hayes McCoy, Chairman

Attest:

Vicki Osbon, Recording Secretary

Redmond Area Park & Recreation District
Resolution #4 2019/20

RESOLUTION TO TRANSFER \$75,000 FROM CONTINGENCY IN THE GENERAL FUND TO THE PROGRAM FUND

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Contingency in the General Fund of \$75,000 to the Program Fund.

This transfer is necessary because it is anticipated that expenditures will be greater than resources in the Program Fund due to the unforeseen reduction in revenue due to COVID-19

Dated this 12th day of May 2020 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Hayes McCoy

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District
Resolution #5 2019/20

RESOLUTION TO REALLOCATE THE FISCAL YEAR 2019/20 BUDGETED TRANSFERS FROM THE GENERAL FUND.

Whereas, The RACE and Program funds are anticipated to end the fiscal year with expenditures greater than budgeted resources due to unforeseen circumstances.

Whereas, the board of directors adopted the fiscal year 2019/20 budget on June 11 2019, which authorized transfers from the General Fund to support other funds. The original fiscal year 2019/20 approved transfers are:

To Activity Center Fund	\$ 80,000
To Aquatic Fund	\$570,000
To RACE Fund	\$ 12,000
To Operating Reserve Fund	\$ 25,000
To Capital Reserve Fund	\$ 25,000
To Park Fund	\$100,000
To Program Fund	\$ 90,000
Total Transfers	\$902,000

Whereas, this adjustment to the allocation of the transfers does not increase the total transfers out from the General fund.

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes the budgeted transfers for fiscal year 2019/20 to be re-allocated as follows:

To Activity Center Fund	\$ 70,000
To Aquatic Fund	\$565,000
To RACE Fund	\$ 17,000
To Operating Reserve Fund (Equip)	\$ 25,000
To Capital Reserve Fund (Facility)	\$ 25,000
To Park Fund	\$100,000
To Program Fund	\$100,000
Total Transfers	\$ 902,000

Dated this 12th day of May 2020 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Hayes McCoy

Recording Secretary, Vicki Osbon

Executive Director

JOB DESCRIPTION

Salary Range:

\$56,034 - \$ 81,763 / yr

Status: Full time; 173.33 hours; Exempt

Position Reports to:

Board of Directors

GENERAL STATEMENT OF RESPONSIBILITIES: Under minimal supervision, Executive Director performs park and recreation district managerial duties requiring frequent exercise of independent judgment and thorough understanding of applicable procedures; requires job knowledge and familiarity with work relationships; Executive Director is a senior level management position typically requiring 3-5 years increasingly responsible managerial experience

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATION

Responsible for day-to-day operation of the District through setting policy and procedures that are strictly adhered to by all employees; carry out yearly reviews for managers that promote growth and responsibility by setting benchmarks or goals that need to be met

Plans and organizes implementation of programs and policies approved or adopted by Board of Directors

Provides a clear budget document

Administers adopted budget with approved revenue and expenditure allocations

Plans an organized maintenance of District-owned facilities, buildings, and equipment to ensure maximum and safe utilization

Plan for future staffing needs to meet District established service levels

Manage general District operations including supervision of District staff (directly and indirectly supervises an average of 50 employees annually)

Communicates with staff to develop programs; develops feedback mechanism that is clearly understood and followed by all staff for optimum results; (ex.: number of participants, new programs/underperforming programs, revenue, growth, and overall program life cycle)

PUBLIC RELATIONS

Maintain a positive image of the District in the community

Ensures that public perception of service by the District is considered courteous and professional

Remains accessible to community

Principal District liaison to City of Redmond, Deschutes County, and Redmond School District

Coordinate special events and fundraising activities for the district.

PLANNING

Develops and implements plans for the District including Comprehensive Plan, Disaster Plan, Maintenance Management Plan

Plans for future needs of the District to ensure appropriate resources of natural assets (land) and equipment

Develops District wide goals and tracks current goals to ensure implementation. Ensures that all district goals are tied to Board of Directors five, ten, fifteen year goals that have been set and ratified in board meetings

COMMUNICATION WITH BOARD OF DIRECTORS

Maintains effective communication with Board of Directors

Plans and organizes materials to present comprehensive information to Board that assists with decision making process

PERSONAL/PROFESSIONAL DEVELOPMENT

Maintains relationships with professional associations and colleagues

Attends conferences and seminars to remain aware of developments within the profession

Maintains research link for similar districts in the region and United States

OTHER

Completes special projects and other duties as assigned by Executive Director, or Board of Directors of Redmond Area Park and Recreation District to meet team, department, and District goals while actively demonstrating accountability and responsibility for achieving desired outcomes and measureable results

Contributes to a successful work group and fosters a team-oriented culture through positive interactions, active listening, meaningful collaborations, and constructive exchange of ideas designed to meet or exceed District's strategic goals

JOB QUALIFICATION REQUIREMENTS

Bachelor's degree in public administration, recreation management or equivalent experience; Intermediate math skills; intermediate written and verbal communications skills; intermediate computer skills and knowledge of computer programs

COMPETENCIES & SKILLS

LEADERSHIP AND MANAGEMENT

Is diplomatic in dealing with public and staff; ability to encourage high performance from employees; can effectively delegate responsibilities; able to resolve conflict and solve problems

PLANNING AND EVALUATION

Sets goals and objectives and establishes priorities; has effective long-range planning skills; able to evaluate programs and services

ORGANIZATION/MULTI-TASKING

Organizes and schedules in an efficient and productive manner; focuses on key priorities; effectively handles many different tasks concurrently

INDEPENDENT THINKING AND PROBLEM SOLVING

Able to work independently using problem solving skills to determine proper procedures; communicates and cooperates effectively with people both within the organization and in general public

ANALYSIS SKILLS

Identifies significant problems and opportunities; utilizes critical thinking and listening skills to analyze issues and resolve challenges

COMMUNICATIONS (VERBAL)

Is understood by others; communicates well and at ease one-on-one and in larger groups; can effectively communicate program and facility information, rules, regulation, and policies to the public and other staff when needed

COMMUNICATIONS (WRITTEN)

Writes clear, well organized emails, memos, letters, and proposals; uses correct grammar and creates appropriate tone for intended audience; able to prepare, research, modify, and write technical business documents and instructions

COMMUNITY RELATIONS

Has an understanding of the community and ability to assess the needs of the community gained from many sources including patrons, other community/city/county members; able to work with the public

SPECIAL REQUIREMENTS/LICENSES

Possession of CPR/PR certificate and Advanced First Aid certificate issued by American Red Cross (obtain within 60 days of employment)

WORKING CONDITIONS

Work is performed primarily in office environment; prolonged periods in a stationary position; physical condition necessary for moving and positioning self quickly during emergency operations and moving about inside and outside facility