

**REDMOND AREA PARK AND  
RECREATION DISTRICT**

**PROPOSED BUDGET SUMMARY  
FOR  
FISCAL YEAR 2025-26**



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## **BUDGET COMMITTEE**

The Redmond Area Park and Recreation District’s Budget Committee consists of ten individuals, including all five members of the Board of Directors and an equal number of appointed members from the community. The appointed members must be registered to vote in the district. All members of the Budget Committee share the same degree of authority. The primary duties and functions of this committee are to review, and if necessary, revise the proposed annual budget after hearing testimony from the public. The goal of the Budget Committee is to recommend approval of the annual budget for the district to the RAPRD board of Directors, although this could happen at the first Budget Committee meeting, it usually takes at least two meetings to reach this point. The Budget Committee meets during the spring when the budget is reviewed and approved. Also, other times during the year if needed.

### **2025-26 Budget Committee Members**

<b>Board Members</b>	<b>Appointed Members</b>
Matt Gilman Term ends: 6/30/25	Mike Patrick Term ends: 6/30/25
Mercedes Cook-Bostick Term ends: 6/30/25	Michael Rogers Term ends: 6/30/25
Kevin Scoggin Term ends: 6/30/25	Katie Graham Term ends: 6/30/25
David Rouse Term ends: 6/30/27	Jackson Harbolt Term expires: 6/30/27
Lena Berry Term ends: 6/30/27	Shawna Hicks Term expires: 6/30/27

### **District Staff**

Katie Hammer, Executive Director  
Denise Maich, Accounting Specialist/Budget Officer  
Mike Elam, Recreation Manager  
Jessica Rowan, Aquatic Director  
Vicki Osbon, Administrative Services Manager  
Gary Davis, Parks Maintenance Supervisor

## **BUDGET OFFICER BUDGET MESSAGE 2025/26**

I am pleased to present to you the fiscal year 2025/26 Redmond Area Park and Recreation District's proposed budget. The budget represents a financial operating plan for the district to carry out its mission during the 2025/26 fiscal year. The budget document details the expected resources and anticipated expenditures for the district's fiscal year from July 1, 2025 to June 30, 2026. The budget has been prepared in accordance with the requirements set forth in the State of Oregon Local Budget law.

The district's budget planning process starts with our mission and vision statements. These statements serve the purpose of defining why our organization exists and how we serve our community.

### **Mission Statement:**

*RAPRD leads our community to health and well-being by providing fun, high-quality recreational experiences and activities for all.*

### **Vision Statement:**

*RAPRD is valued as a partner and recognized as a key asset in our community, enhancing the quality of life with innovative and inclusive programs, facilities, parks, and open spaces.*

RAPRD staff and the Board of Directors have also created core values and guiding principles statements. These statements, along with the updated mission and vision statement are used to set priorities, direction, and expectations for the district staff. The core values and guiding principles statements are as follows:

### **Core Values:**

- Customer Service
- Quality programs and facilities
- Safety
- Inclusive
- Diverse

### **Core Services Statements (Guiding Principles):**

1. RAPRD is committed to providing the best customer service at all levels of the organization.
2. RAPRD offers the highest quality recreation programs.
3. RAPRD operates clean, safe facilities and programs.
4. RAPRD is committed to the concept of inclusion both for people with disabilities and people who may struggle to afford access to recreation opportunities.
5. RAPRD offers diverse recreation opportunities to meet the needs of the greater Redmond Community.

6. RAPRD is committed to recognizing and rewarding excellence.
7. RAPRD is committed to developing lifelong relationships with recreation in our community.

### **The Budget Process**

The April 28, 2025, budget committee meeting is the first of a series of meetings for the Budget Committee. The first meeting is intended to serve as an introduction to the budget and to set future meetings. At the final meeting, the budget committee is asked to recommend the budget for approval, subject to any adjustments made by the committee. The final step in the process is the Budget Hearing and Adoption by the Park and Recreation District Board of Directors, currently scheduled for June 10, 2025.

### **Analysis of Changes in General Fund Revenue and Appropriations**

Beginning Cash on Hand for the District's operating funds (not including reserve funds) for the 2025/26 fiscal year is estimated at \$1,380,000 which represents a 3% decrease (\$45,000) from the amount that was budgeted for the 2024/25 fiscal year. The proposed beginning balance including the reserve funds is 2,419,380. The beginning cash on hand total is the amount that is used to pay expenses during the beginning of the fiscal year prior to receiving property tax collections in late fall.

The district's overall assessed valuation is estimated by district staff to increase approximately 5%, based on historical data. District staff are budgeting for the assessed valuation to increase 3.5% with a collection rate of 93% due to the desire to budget revenue conservatively.

### **Revenue**

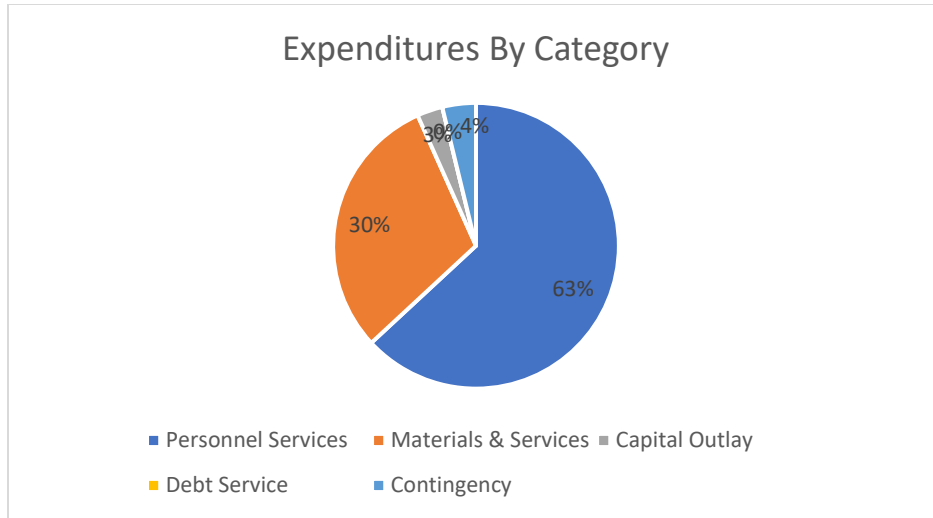
The FY 2025/26 permanent property tax rate per thousand for Assessed Value is \$0.3717. Local government agencies within the City of Redmond exceeded the Measure 5 limit of \$10 per thousand in FY 2024/25 and as a result the taxes received were reduced due to Measure 5 compression. The district's property tax revenue losses in FY 2024/25 due to Measure 5 compression was \$5,522. It is anticipated that in FY 2025/2026 the combined rates will exceed \$10 per thousand and, tax reductions to the district will again be relatively small. District staff is estimating that the impact of Measure 5 compressions will result in a loss of less than \$10,000 of property taxes from the permanent tax rate.

The estimated program fee revenues in the proposed budget are based on a detailed review of current program offerings, program revenue trends and anticipated new programs. The District has cost recovery goals for each program. The cost recovery goals assist staff with pricing programs to ensure recovery of direct and an appropriate amount of indirect costs. Staff monitors each individual program's revenue and registration levels, making price increases as needed and will make expenditure adjustments where necessary to offset shortfalls in program revenues.

### **Operating Expenditures (not including transfers in/out)**

In the proposed FY 2025/2026 operating budget; 63.1% supports Personnel Services, 30.2% supports Materials and Services, 2.9% supports Capital Outlay and 3.8% supports the contingency account.

Debt Service is at 0% because we don't have any debt service payments planned for the 25/26 fiscal year. The budget reflects an overall 13.2% increase in expenditures, from the FY 2024/25 approved budget. The 20% increase in Personal Services reflects the hiring of the new positions with the opening of The Hub Aquatic and Recreation. Materials and Services is 24.7% increase reflect the opening of The Hub Aquatic and Recreation, and Capital Outlay is 67.6% decrease because of park planned project that was budgeted for FY 2024/25. The budgeted unappropriated ending fund balance is at 13% of expenditures.



**Bond Project Fund**

Voters approved general obligation bonds in the amount of \$49 million in November 2022 for RAPRD to build a new comprehensive community Recreation Center. The center will have a lap pool, leisure pool with lazy river, water slide, gymnasium, fitness space, group fitness classrooms, a multipurpose room, teaching kitchen, party rooms and administrative space. The design for this center was finalized during FY 2023/24 and construction begin in Summer 2024 with an expected opening in early 2026.

The Board of Directors and District staff strives to keep Redmond Area Park and Recreation District a significant partner in enhancing the livability of our community. Staff look forward to meeting with you.

Sincerely,

Denise Maich  
Accounting Specialist

## **BUDGET DOCUMENT OVERVIEW**

In compliance with the State of Oregon Local Budget Law, The Redmond Area Park and Recreation District proposed budget for the year beginning July 1, 2025 and ending June 30, 2026, is presented to the Budget Committee. The annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2025/26) outlining the forecasted expenditure requirements and the resources to meet these requirements.
2. An operations plan for the use and deployment of personnel, material and services and other resources during the 2025/26 fiscal year.

### **Budgetary Accounting Basis**

The budgetary and accounting practices contained in the proposed budget conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board. The accounts of the District are organized on the basis of funds. Within the annual budget the District's various funds are grouped into fund types which include the General Fund, Aquatic Fund, Community Center Fund, Redmond Aquatic Club Eels Fund, Program Fund, Activity Center Fund, Parks Fund, Capital Reserve Fund, Operating Reserve Fund, Capital Project Fund, and Debt Service Fund.

### **Balanced Budget**

In accordance with Oregon Budget Law, the District must plan its budget with an equal number of resources and requirements, thereby meeting the definition of a balanced budget. This ensures that the District does not spend more on goods and services than its available resources can provide for them.

### **Budget Process**

The District budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes citizen input, public Budget Committee meetings, approval of the proposed budget by the Budget Committee, public hearing, and adoption of the approved budget by the Board of Directors.

### **Budget Cycle**

The budget cycle is divided into nine steps.

### **Preparing the budget**

1. Budget Officer appointed. Each local government must have a Budget Officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the Executive Officer or the governing body.

2. Proposed budget prepared. The Budget Officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the Budget Committee.

### **Approving the budget**

3. Budget Officer publishes notice. When the Budget Officer is ready to present the budget and the budget message is to be delivered, the budget officer publishes a “Notice of Budget Committee Meeting.”
4. Budget Committee meets. At least one meeting must be held to (1) receive the budget message and budget document, and (2) hear the public. At any time before the budget committee meeting, the Budget Officer may provide a copy of the proposed budget to each member of the Budget Committee. The budget is a public record at this point. The Budget Officer may choose to distribute the proposed budget at the noticed budget committee meeting, rather than earlier.

At the Budget Committee meeting, the budget message is delivered. The budget message explains the proposed budget and significant changes in the local government’s financial position. At this meeting, the Budget Committee may provide members of the public with the opportunity to ask questions about or comment on the budget.

If public comment is not allowed at this meeting, the Budget Committee must provide the public with the opportunity at subsequent meetings. After the initial meeting, the Budget Committee may meet as many times as needed to revise and complete the budget.

### **Committee approves budget**

5. When the Budget Committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the Budget Officer, it is approved by the Budget Committee. After approval of the Budget Committee the budget must then be approved and adopted by the Board of Directors.

### **Advertising and holding hearings**

6. Budget summary and notice of budget hearing published. After the budget is approved by the Budget Committee, the governing body must hold a budget hearing. The governing body must publish a summary of the budget approved by the Budget Committee and notice of budget hearing 5 to 30 days before the scheduled hearing.



7. Budget hearing held. The governing body must hold the budget hearing on the date specified in the public notices.

The purpose of the hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

### **Adopting the budget**

8. Budget adopted, appropriations made, tax levy declared and categorized. By law, the governing body may make changes to the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. However, there are limitations.

The governing body (Board) may not increase estimated expenditures from the budget committee approved budget in a fund by more than \$5,000 or 10 percent, whichever is greater, without first publishing a revised budget summary and holding another budget hearing.

After the budget hearing, and after considering relevant testimony, the governing body adopts the budget. It should not be formally adopted until the latter part of June so last-minute revisions to revenue or expenditure estimates can be incorporated.

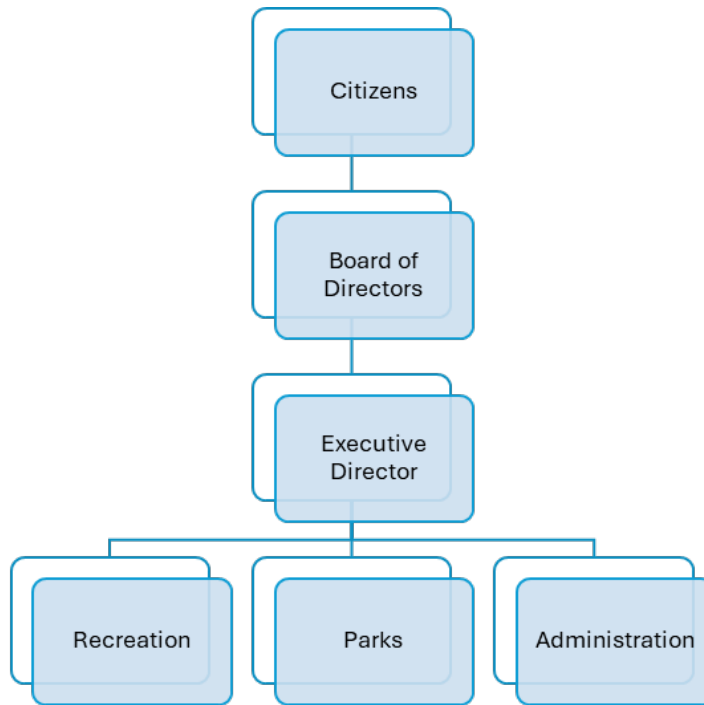
The governing body must prepare a resolution or ordinance to (1) formally adopt the budget, (2) make appropriations, and if needed, (3) levy and (4) categorize any tax. The budget is the basis for making appropriations and certifying the taxes. The resolution or ordinance must be adopted no later than June 30.

9. Budget filed and levy certified. The final step in the budget cycle is to certify any necessary property tax levy. District's levying a property tax must submit budget documents to the county assessor's office on or before July 15.

## Redmond Area Park and Recreation District

### Demographics and Statistics.

Established	July 1975
Permanent Tax Rate	\$0.3717 / \$1,000
District Assessed Value 2024-25	\$5,648,495,499
Employees	12 Full Time Employees 72 Part-time/seasonal employees 225 Volunteers
Locations/Facilities	Cascade Swim Center The Hub Aquatic and Recreation (opening 2026) High Desert Sports Complex Borden Beck Wildlife Preserve Tetherow Crossing Park (undeveloped) Majestic Ridge (undeveloped) Lake Park Estates (undeveloped)
Properties	Total Park Acres – 95 Trails - 10 miles



Redmond Area Park and Recreation District has three separate departments in its organizational structure.

**Administration:** Provides leadership, planning, and administrative support for the District. Staff in this department include the Executive Director, Assistant Executive Director, Administrative Services Manager, Accounting Specialist, Payroll Specialist, Marketing, Human Resources Specialist (PT), Customer Service, and Community Liaison/Translator (PT).

**Recreation:** Provides recreation and aquatic programming at The Hub, High Desert Sports Complex, City parks, school facilities and private businesses. Staff in this department includes the Enrichment/Inclusion Coordinator, Sports Coordinator, Fitness Coordinator, Aquatic Coordinator, Adult Programming Coordinator, Special Events/Fundraising Coordinator, Aquatic Coordinator, Fitness Instructors, Lead Lifeguards, Lifeguards/Swim Instructors, Youth Swim Team Coaches, Building Maintenance, Fitness Instructors, Child Watch and other program instructors

**Parks:** Provides maintenance for district parks. Staff in this Department include the Park Maintenance supervisor, and seasonal Park Maintenance Technician positions.

**BUDGET SUMMARY FOR EXPENDITURES**

The proposed total expenditure for the 2025/26 fiscal year for the District’s Operating funds is \$5,582,103. This amount includes interfund transfers of \$1,620,000 and it is important to note the interfund transfer is a budgetary requirement, but it does not actually increase expenditures.

**Budget Summary – Operating Funds Only**

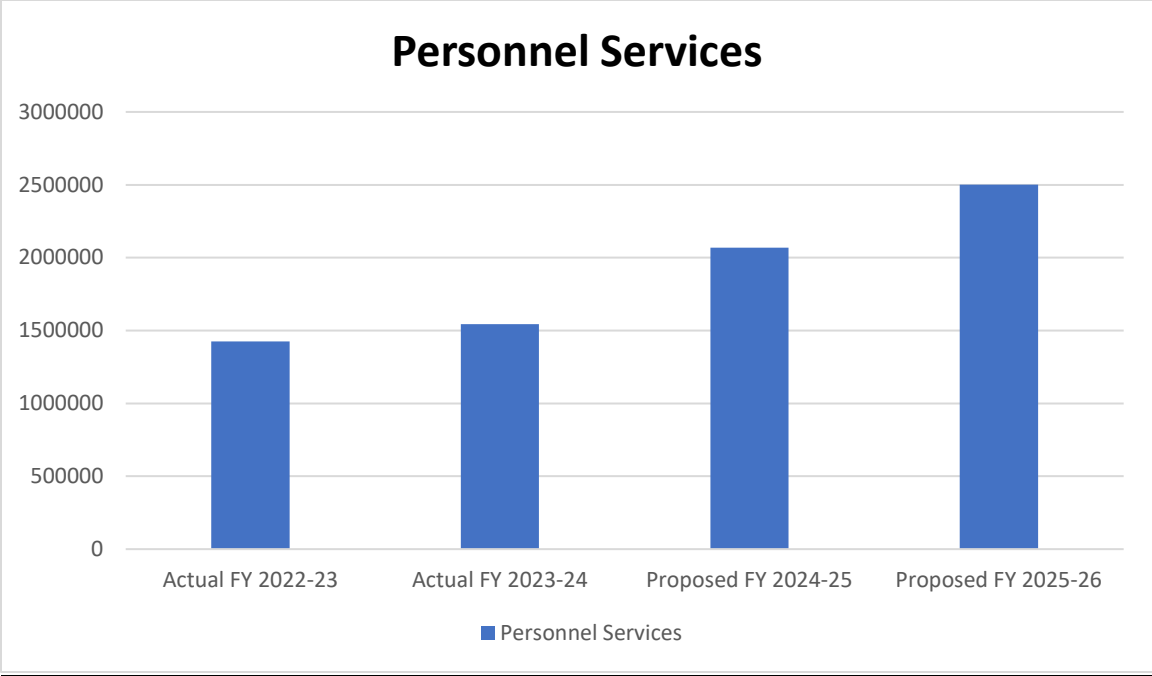
<b>Expenditures</b>	<b>Actual Amount 2022-23</b>	<b>Actual Amount 2023-24</b>	<b>Approved Budget 2024-25</b>	<b>Proposed Budget 2025-26</b>
Personnel Services	\$ 1,425,278	\$ 1,544,414	\$ 2,067,900	\$ 2,500,353
Materials and Services	\$ 709,804	\$ 673,867	\$ 959,450	\$ 1,196,750
Capital Outlay	\$ 71,637	\$ 58,936	\$ 355,000	\$ 115,000
Debt Service	\$ 131,767	\$ 132,887	\$ 18,000	\$ -
Interfund Transfers	\$ 1,065,000	\$ 1,205,000	\$ 1,555,000	\$ 1,620,000
Contingencies	\$ -	\$ -	\$ 100,000	\$ 150,000
<b>Total Expenditures</b>	<b>\$ 3,403,486</b>	<b>\$ 3,615,105</b>	<b>\$ 5,055,350</b>	<b>\$ 5,582,103</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 1,577,084	\$ 2,031,718	\$ 589,850	\$ 532,847
<b>Total Requirements</b>	<b>\$ 4,980,570</b>	<b>\$ 5,646,822</b>	<b>\$ 5,645,200</b>	<b>\$ 6,114,950</b>

Significant Changes to the FY 2025/26 Budget:

Personnel Services

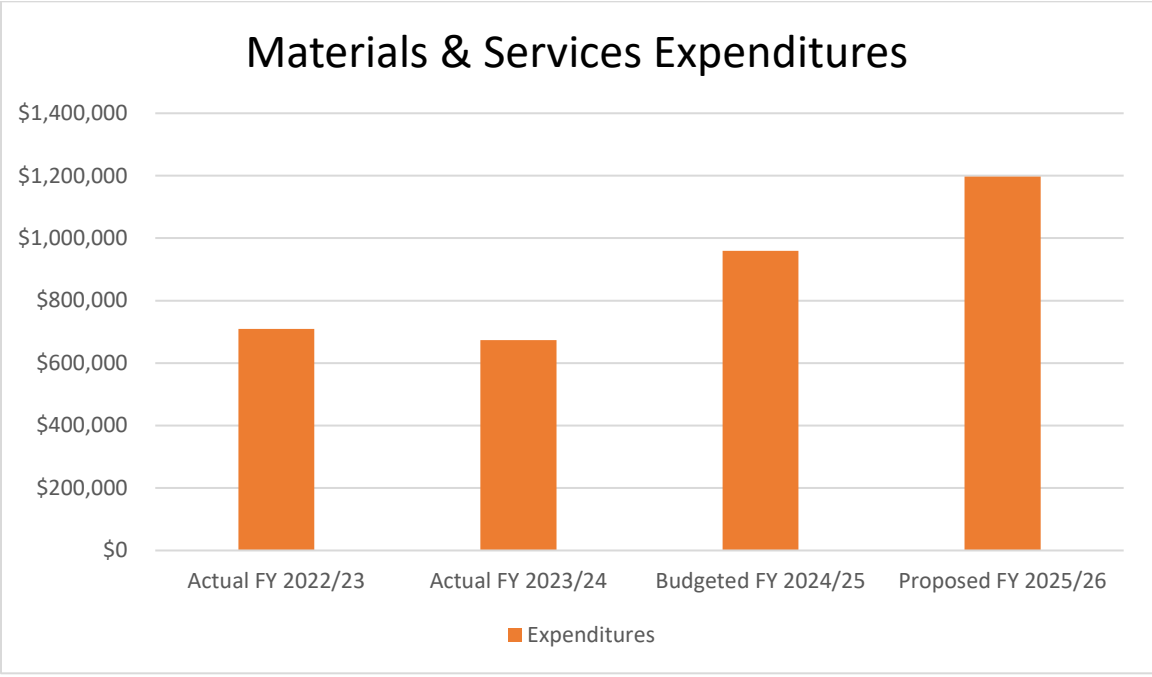
The District is required to contribute to the Oregon Public Employers System (PERS). In fiscal year 2025/2026, RAPRD’s employer contribution rate will be 19.98% for Tier 1/2 employees, and 17.01% for all other employees, of gross pay for eligible employees, which is an increase of 4.86% for Tier 1 / 2 and 5.36% for all other employees from fiscal year 2024.25. The employee contribution is 6%. PERS contribution rates are set each Biennium with the next increase expected in FY 2027/28. Medical insurance renewal rates are expected to increase 6% and dental rates are expected to increase 0%. All full-time (40 hours) employees receive health benefits for themselves at no cost to the employee. The district SAIF rates decreased in 2024/25 and are currently 0.06% for clerical staff, 0.15% for Public Relations staff and 2.31% for all other staff. It is anticipated that the District’s SAIF rates will remain the same for FY 2025/26.

The need to increase wages to attract and retain employees will have an impact on our budget over the next few years. Personnel Services is proposed to increase 21% from the FY 2024/25 budget. The change in Personnel Services is in all funds due to increasing wages and budgeting for additional staff.



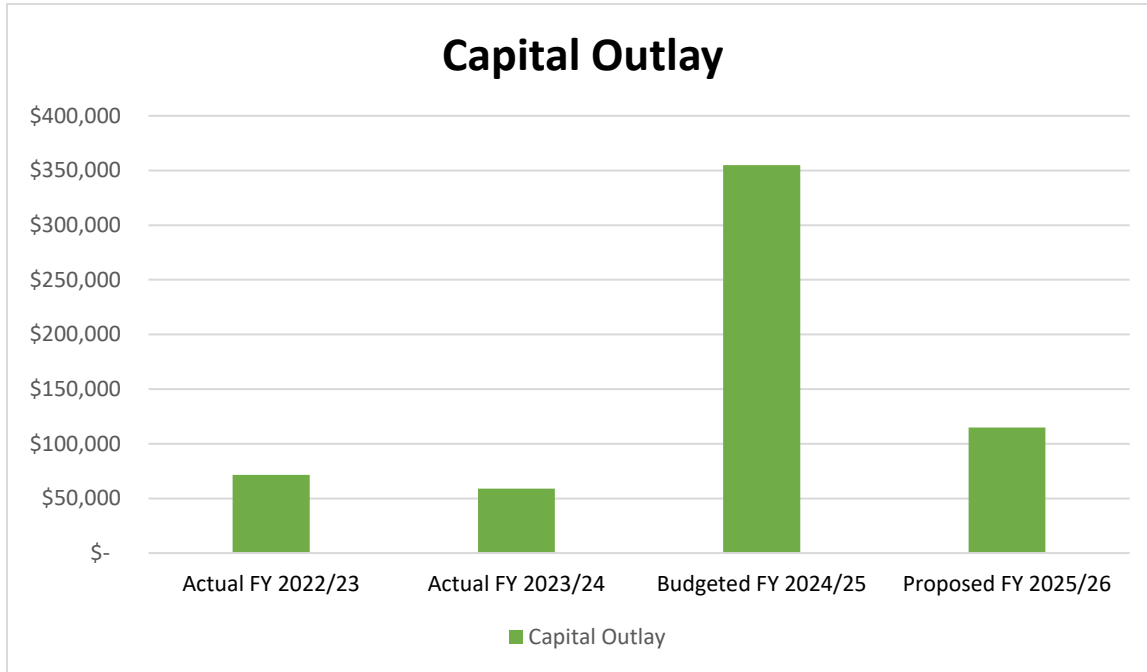
**Materials and Services**

The proposed Materials and Services budget for operating funds is estimated to be \$1,196,750 which is 25% (\$237,300) higher than the budgeted amount for FY 2024/25. Much of this increase is due to the opening of The Hub Aquatic and Recreation.



Capital Outlay

The proposed Capital Outlay Budget is \$115,000. This amount is for equipment and improvements to our parks and the Cascade Swim Center. Proposed projects include park improvements and pool maintenance at move out in spring 2026.



**BUDGET SUMMARY FOR RESOURCES (Operating Funds Only)**

<b>Resources</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 1,429,775	\$ 1,664,126	\$ 1,425,000	\$ 1,380,000
Interfund Transfers / Internal Service Reimbursements	\$ 1,015,000	\$ 1,085,685	\$ 1,155,000	1,520,000
Revenue from Bonds and Other Debt			\$ -	
All Other Resources Except Property Taxes	\$ 801,308	\$ 978,496	\$ 1,115,200	\$ 1,189,950
Property Taxes Received/Estimated (Current)	\$ 1,734,487	\$ 1,918,515	\$ 1,950,000	\$ 2,025,000
<b>Total Resources</b>	<b>\$ 4,980,570</b>	<b>\$ 5,646,822</b>	<b>\$ 5,645,200</b>	<b>\$ 6,114,950</b>

Beginning Fund Balances

The District does not begin to receive property taxes to fund the current fiscal year until the fall. The District relies on an ending fund balance from the previous year to fund operations until the new tax is received, generally around November 15. The beginning fund balance for operating funds for FY 2025/26, which is the estimated ending fund balance for the current fiscal year is \$1,380,000. This number does not include the balance in the District reserve funds, which will be \$1,039,380.

Interfund Transfers

Transfers occur from one fund to support expenditures in another. The proposed transfers are from the General fund to all the other funds: Aquatic, Community Center, RACE, Program, Parks, Operating Reserve and Capital Reserve. These transfers increase the total resources for the purpose of the budget but are not actually counted as revenue. Note the interfund transfer amount in the resources is \$100,000 less than the interfund transfer expenses because the information above is for the operating funds only and does not include the transfer into the reserve funds. This is to provide a clearer view of the district’s operating expenses.

All Other Resources Except Property Taxes

The district charges fees for programs and services, receives grants, special event income and sponsorships. The revenue received for programs is expected to continue to increase due to an increase in program participation.

Property Taxes – Current Year

The FY 2024/2025 taxable assessed property valuation of the District is \$5,648,495,499 which was an increase of 4.8% over FY 2023/24. The taxable assessed property valuation for budgeting purposes is estimated by staff to increase by 3.5% for FY 2025/26.

The FY 2025/26 permanent property tax rate per thousand for Assessed Value is \$0.3717. Local government agencies within the City of Redmond exceeded the Measure 5 limit of \$10 per thousand in FY 2024/25 and as a result the taxes received were reduced due to Measure 5 compression. The

district's property tax revenue losses in FY 2024/25 due to Measure 5 compression was\$5,522. It is anticipated that in FY 2025/2026 the combined rates will exceed \$10 per thousand and, tax reductions to the district will again be relatively small. District staff is estimating that the impact of Measure 5 compressions will result in a loss of less than \$10,000 of property taxes from the permanent tax rate. The District expects to collect 93% of the current year taxes levied.

#### Property Taxes – Prior Year

Prior year taxes are taxes that have been levied but remain uncollected. The District expects to collect \$25,000 in prior year taxes. District staff estimates that there will be approximately \$100,000 in uncollected taxes due on June 30, 2025. Staff estimates that collection of approximately 25% of the prior year's taxes will occur in FY 2025/26. This estimate is based on prior years collection rates.



## **GENERAL FUND**

The General Fund accounts for expenditures of general governmental services, such as administration, finance, risk management, marketing, community outreach, planning and development services. General Fund Resources consist of property taxes, donations, grants and special event revenue and the beginning fund balance (net working capital). The General Fund proposed available resources are \$3,130,000 for FY 2025/26; this is an increase of \$78,000 approximately 3% over the FY 2024/25 budget. This increase is mainly due to the anticipated increase in property tax revenue.

Total operating expenditures, which include administrative personnel services and materials and services, are proposed for \$875,253. This is an increase of 7% from the amount budgeted in FY 2024/25. It is anticipated that there will be a 9% increase in personnel services and a 4% increase in materials and services. The increase in personnel services is due to increased PERS expenses, wages and the addition of Community Liaison/Translator and Human Resources positions. (The Assistant Executive Director position was budgeted for FY 2024/25 but will not be filled until late in the fiscal year.) Materials and Services increase is due to an anticipated increase in General Liability and Property insurance.

Interfund transfers are budgeted to subsidize the other funds of the District (Aquatics, Community Center, RACE, Program, Activity Center, Parks, and Reserve Funds). These transfers vary annually depending on the anticipated revenue and expenses for these funds.

The loan for the property purchase on SW 35<sup>th</sup> street in 2009 was paid in full in January 2024. There is no Debt Service budgeted for the General Fund in FY 2025/26.



## AQUATIC FUND

The Aquatic Fund accounts for all aquatic activities at the Cascade Swim Center, which include recreation swim, lap swim, and programs such as aquatic wellness classes, swimming lessons, water polo and sale of concessions items. The Aquatic Fund estimated total available resources are \$873,500 for FY 2025/26, which is an decrease of \$262,500 from the fiscal year 2024/25 budget. It is anticipated that the Cascade Swim Center will close in Spring 2026 resulting in less revenue budgeted for FY 2025/26.

Total Operating Expenditures, which include Aquatic personnel services and materials and services, are budgeted at \$817,500. This is an decrease of \$279,000 compared to the FY 2024/25 budget. This decrease is in both personnel services and in materials and services due to the opening of The Hub Aquatic and Recreation and the anticipated closing of the Cascade Swim Center in Spring of 2026. Capital Outlay is budgeted at \$50,000 for anticipated repairs to building at move out.

There is no Debt Service amount because the loan payment for the Energy Savings projects during FY 2014/15 was paid off August 2024.

## AQUATIC FUND SUMMARY

<b>TOTAL OF - AQUATIC FUND</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 364,226	\$ 380,196	\$ 200,000	\$ 130,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges				
Federal, State and All Other Grants, Gifts, Allocations and Donations				
Revenue from Bonds and Other Debt				
Interfund Transfers / Internal Service Reimbursements	\$ 625,000	\$ 575,000	\$ 675,000	\$ 540,000
All Other Resources Except Property Taxes	\$ 256,713	\$ 286,902	\$ 261,000	\$ 203,500
Property Taxes Estimated to be Received				
<b>Total Resources</b>	<b>\$ 1,245,939</b>	<b>\$ 1,242,098</b>	<b>\$ 1,136,000</b>	<b>\$ 873,500</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Personnel Services	\$ 577,739	\$ 681,591	\$ 825,500	\$ 601,000
Materials and Services	\$ 195,050	\$ 186,473	\$ 241,000	\$ 216,500
Capital Outlay	\$ 57,157	\$ 5,825	\$ 50,000	\$ 50,000
Debt Service	\$ 35,797	\$ 35,797	\$ 18,000	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -
Contingencies	\$ -			
<b>Total Expenditures</b>	<b>\$ 865,743</b>	<b>\$ 909,686</b>	<b>\$ 1,134,500</b>	<b>\$ 867,500</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 380,195	\$ 332,412	\$ 1,500	\$ 6,000
<b>Total Requirements</b>	<b>\$ 1,245,939</b>	<b>\$ 1,242,098</b>	<b>\$ 1,136,000</b>	<b>\$ 873,500</b>

## **RACE FUND**

The RACE (Redmond Aquatic Club Eels) Fund is for the Cascade Swim Center’s youth swim club. This fund accounts for expenditures of wages for swim coaches, swim coach travel expenses for swim meets, meet fees and annual swimmer registrations. The RACE fund resources consist of swim team monthly registration fees, meet fees, concessions, and an interfund transfer from the General Fund.

The RACE Fund budgeted total available resources are \$197,000 for FY 2025/26, which is 23% (\$37,000) more than budgeted for FY 2024/25. It is anticipated that program revenue will be increased due to more swim meet participation. The budgeted transfer from the General Fund to the RACE fund is increased by \$35,000 because of budgeted increase to personnel services expenses.

Total operating expenditures, which include RACE Personnel Services, and Materials and Services, are budgeted at \$194,100 which is 23% (\$35,700) higher than FY 2024/25. Personnel Services increases are due to a wage increase for coaching staff and additional hours anticipated for assistant coaches. The increase in Materials and Services is related to expenses due to having more RACE swimmers participating in meets resulting in increased meet fees and travel expenses.

### **RACE Fund Summary**

<b>TOTAL OF RACE FUND</b>				
<b>Resources</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 7,778	\$ 40,228	\$ 30,000	\$ 25,000
Interfund Transfers / Internal Service Reimbursements	\$ 40,000	\$ 40,000	\$ 20,000	\$ 55,000
All Other Resources Except Property Taxes	\$ 96,186	\$ 92,448	\$ 110,000	\$ 117,000
Property Taxes Estimated to be Received				
<b>Total Resources</b>	<b>\$ 143,963</b>	<b>\$ 172,676</b>	<b>\$ 160,000</b>	<b>\$ 197,000</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Personnel Services	\$ 53,780	\$ 72,375	\$ 86,400	\$ 115,600
Materials and Services	\$ 49,907	\$ 49,553	\$ 72,000	\$ 78,500
Contingencies				
<b>Total Expenditures</b>	<b>\$ 103,687</b>	<b>\$ 121,928</b>	<b>\$ 158,400</b>	<b>\$ 194,100</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 40,276	\$ 50,748	\$ 1,600	\$ 2,900
<b>Total Requirements</b>	<b>\$ 143,963</b>	<b>\$ 172,676</b>	<b>\$ 160,000</b>	<b>\$ 197,000</b>

**PROGRAM FUND**

The Program Fund is the operating fund for all non-aquatic recreation programs. The Program Fund provides a variety of sports and educational programs for youth, adults, and senior citizens. Each program is expected to generate revenue to cover its direct expenses and contribute a percentage toward overhead. This percentage is determined by the district’s pricing and cost recovery policy.

Program Fund expenditures include wages for program staff, independent contractor fees, and recreational program supplies. The Program Fund resources include registration fees from participants, special event revenue and an interfund transfer from the General Fund.

The Program Fund proposed resources are \$711,750 for FY 2025/26. This is a decrease of \$48,450; 6% from FY 2024/25. The decrease is due to the reduced transfer from the general fund.

Total Operating expenditures, which include Program Personnel Services and Materials and Services are budgeted at \$711,050 for FY 2025/26. This is a decrease of \$48,450; 6% from FY 2024/25. This decrease is due to the temporary closure of the ice rink resulting in decreased personnel services and materials and Services expenses.

**Program Fund Summary**

<b>TOTAL OF PROGRAM FUND</b>				
<b>Resources</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 128,188	\$ 93,132	\$ 125,000	\$ 125,000
Interfund Transfers / Internal Service Reimbursements	\$ 170,000	\$ 240,685	\$ 200,000	\$ 150,000
All Other Resources Except Property Taxes	\$ 305,032	\$ 384,529	\$ 436,200	\$ 436,750
<b>Total Resources</b>	<b>\$ 603,221</b>	<b>\$ 718,346</b>	<b>\$ 761,200</b>	<b>\$ 711,750</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Personnel Services	\$ 288,711	\$ 301,086	\$ 468,000	\$ 434,500
Materials and Services	\$ 221,377	\$ 241,479	\$ 289,200	\$ 276,550
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Contingencies				
<b>Total Expenditures</b>	<b>\$ 510,088</b>	<b>\$ 542,566</b>	<b>\$ 757,200</b>	<b>\$ 711,050</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 93,133	\$ 175,780	\$ 4,000	\$ 700
<b>Total Requirements</b>	<b>\$ 603,221</b>	<b>\$ 718,346</b>	<b>\$ 761,200</b>	<b>\$ 711,750</b>

**COMMUNITY CENTER FUND**

The Community Center Fund is the fund that accounts for all activities that will occur at The Hub Aquatics and Recreation starting early 2026.

The Community Center Fund proposed resources are \$896,000 for FY 2025/26. Which includes a transfer from the General Fund and the income from drop in admission, passes, fitness classes, child watch, swim lessons, rentals, concessions, sponsorship and donations. All pre-registered non-aquatic structured programming is not included in the Community Center Fund for fiscal year 2025/26. These programs will still be included in the Program Fund for this year but may be moved to the Community Center Fund for future years.

Total Operating expenditures, which include Community Center Personnel Services and Materials and Services are budgeted at \$896,000 for FY 2025/26.

**Community Center Summary**

<b>TOTAL OF COMMUNITY CENTER FUND</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ -	\$ -	\$ -	\$ -
Interfund Transfers / Internal Service Reimbursements	\$ -	\$ -	\$ -	\$ 575,000
All Other Resources Except Property Taxes	\$ -	\$ -	\$ -	\$ 321,000
Property Taxes Estimated to be Received				
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 896,000</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Personnel Services	\$ -	\$ -	\$ -	\$ 610,000
Materials and Services	\$ -	\$ -	\$ -	\$ 243,000
Capital Outlay	\$ -	\$ -	\$ -	\$ 15,000
Transfer to Other Fund	\$ -	\$ -	\$ -	\$ -
Contingencies				
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 868,000</b>
for Future Expenditure	\$ -	\$ -	\$ -	\$ 28,000
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 896,000</b>

**ACTIVITY CENTER FUND**

The Activity Center Fund was the fund that accounted for all activities that occurred at the Activity Center, which closed December 31, 2021 due to the expiration of the lease.

The balance of this fund was transferred into the program fund in FY 2023/24. This summary is included for required historical data only and no revenue or expenditures are planned for this fund.

**Activity Center Summary**

<b>TOTAL OF ACTIVITY CENTER FUND</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 92,485	\$ 80,685	\$ -	\$ -
Interfund Transfers / Internal Service Reimbursements	\$ -	\$ -	\$ -	\$ -
All Other Resources Except Property Taxes	\$ -	\$ -	\$ -	\$ -
Property Taxes Estimated to be Received				
<b>Total Resources</b>	<b>\$ 92,485</b>	<b>\$ 80,685</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 11,800	\$ -	\$ -	\$ -
Transer to Other Fund	\$ -	\$ -	\$ -	\$ -
Contingencies				
<b>Total Expenditures</b>	<b>\$ 11,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 80,685	\$ 80,685	\$ -	\$ -
<b>Total Requirements</b>	<b>\$ 92,485</b>	<b>\$ 80,685</b>	<b>\$ -</b>	<b>\$ -</b>

**PARK FUND**

The Park Fund accounts for the maintenance of existing parks and the development of new parks and trails. It is supported by an interfund transfer from the General Fund.

The Park Fund available resources are \$306,700 for FY 2025/26, which 43% (\$225,000) decrease than budgeted for FY 2024/25. Resources are allocated from the General Fund annually based on estimated expenses. There is a budgeted transfer of \$200,000 from the General Fund which is \$60,000 less than FY 2024/25. Additionally n FY 2024/25 there was a budgeted transfer from the Capital Reserve Fund for a parking lot pavement project at HDSC. This project is currently on hold, until at least, we have the Park and Recreation Master Plan completed.

Total Operating expenditures, which include Park maintenance Personnel Services, Materials and Services, are budgeted at \$247,200. This is an increase of \$16,450, approximately 7% from FY 2024/25. Materials & Services have increased due to anticipated increases in maintenance costs. Capital outlay expenditures are budgeted at \$50,000. Planned Capital outlay expenditures include park improvements.

**Park Fund Summary**

<b>TOTAL OF PARK FUND</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 107,183	\$ 90,075	\$ 70,000	\$ 100,000
Interfund Transfers / Internal Service Reimbursements	\$ 180,000	\$ 230,000	\$ 260,000	\$ 200,000
All Other Resources Except Property Taxes	\$ 1,606	\$ 3,616	\$ 206,000	\$ 6,700
<b>Total Resources</b>	<b>\$ 288,789</b>	<b>\$ 323,691</b>	<b>\$ 536,000</b>	<b>\$ 306,700</b>
	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
<b>Expenditures</b>				
Personnel Services	\$ 127,729	\$ 124,571	\$ 159,500	\$ 163,500
Materials and Services	\$ 56,504	\$ 46,994	\$ 71,250	\$ 83,700
Capital Outlay	\$ 14,480	\$ 53,111	\$ 305,000	\$ 50,000
<b>Total Expenditures</b>	<b>\$ 198,714</b>	<b>\$ 224,676</b>	<b>\$ 535,750</b>	<b>\$ 297,200</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 90,075	\$ 99,015	\$ 250	\$ 9,500
<b>Total Requirements</b>	<b>\$ 288,789</b>	<b>\$ 323,691</b>	<b>\$ 536,000</b>	<b>\$ 306,700</b>



The current park facilities are:

Borden Beck Wildlife Preserve – This park is a 26-acre natural park, located on Lower Bridge Road northwest of Redmond. This park offers nature and hiking trails, picnic tables, wildlife viewing, fishing, and swimming.

High Desert Sports Complex – This facility is 40 acres and has three softball fields, one multipurpose field, playground equipment and remote-control car track. There are also leased areas for Smith Rock BMX Club and racetrack and the Field of Dreams RC Club and landing strip. Also, a trailhead for the Radlands trail system is located at this location.

Tetherow Crossing – The area is 11 acres and is currently undeveloped. The District is working on long term plans for the development of Tetherow Park, which include restoration of the house.

Majestic Summit Park – This park space is three lots in the Majestic Ridge Subdivision Southeast Redmond. The District has approved plans for this park space and is phasing in improvements annually, as our budget allows.

Lake Park Estates - The District owns two undeveloped parcels in the Lake Park Estates Subdivision. One is a 10-acre parcel, and the other is 2.5 acres. The District does not currently have development plans for these parcels.

Pages 26 – 30 are the budget summaries for the Reserve, Capital Project and Debt Service funds, These are not included in the operating funds summary with the exception of any transfers into these funds from the General Fund is included in the Transfer to other funds line in the General Fund Summary.

**BUDGET SUMMARY FOR RESERVE FUNDS**

The District has two reserve funds for specific purposes. These funds are:

**OPERATING RESERVE FUND:**

The purpose of the fund is to build up operating reserves, so the district has cash on hand for unexpected changes to revenue sources. There is a budgeted transfer of \$50,000 from the General Fund into the Operating Reserve Fund.

**Operating Reserve Fund Summary**

<b>TOTAL OF OPERATING RESERVE</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ 175,000	\$ 200,000	\$ 300,000	\$ 600,000
Interfund Transfers / Internal Service Reimbursements	\$ 25,000	\$ 100,000	\$ 300,000	\$ 50,000
All Other Resources Except Property Taxes				
<b>Total Resources</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>	<b>\$ 600,000</b>	<b>\$ 650,000</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Materials & Services	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -
Contingencies				
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 200,000	\$ 300,000	\$ 600,000	\$ 650,000
<b>Total Requirements</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>	<b>\$ 600,000</b>	<b>\$ 650,000</b>

**CAPITAL RESERVE FUND:**

The purpose of this fund is to build up funds for capital projects and major equipment replacement for all district properties. There is a budgeted transfer of \$50,000 from the General Fund into the Capital Reserve Fund.

**Capital Reserve Fund Summary**

<b>TOTAL OF CAPITAL RESERVE</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	214,380	239,380	339,380	439,380
Interfund Transfers / Internal Service Reimbursements	25,000	100,000	100,000	50,000
All Other Resources Except Property Taxes				
Property Taxes Estimated to be Received				
<b>Total Resources</b>	<b>239,380</b>	<b>339,380</b>	<b>439,380</b>	<b>489,380</b>
<b>Expenditures</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Materials and Services	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service				
Interfund Transfers			200,000	0
Contingencies				
Total Expenditures	0	0	200,000	0
Unappropriated Ending Balance and Reserved for Future Expenditure	239,380	339,380	239,380	489,380
<b>Total Requirements</b>	<b>239,380</b>	<b>339,380</b>	<b>439,380</b>	<b>489,380</b>



**DEBT SERVICES FUND:**

Voters in the RAPRD district boundary approved a General Obligation Bond of \$49 million during the November 8, 2022 election for the construction of a new community recreation center. This Debt Services Fund detail tax revenue and bond debt payments.

**Debt Services Fund Summary**

<b>TOTAL OF DEBT SERVICE FUND</b>	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Beginning Fund Balance/Net Working Capital	\$ -		70,000	140,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges				
Revenue from Bonds and Other Debt		53,199		
Interfund Transfers				
All Other Resources Except Property Taxes	\$ -	0	75,000	75,000
Property Taxes Estimated to be Received		2,976,072	3,086,250	3,263,000
<b>Total Resources</b>	<b>\$ -</b>	<b>3,029,271</b>	<b>3,231,250</b>	<b>3,478,000</b>
<b>Expenditures</b>				
	Actual Amount 2022-23	Actual Amount 2023-24	Approved Budget 2024-25	Proposed Budget 2025-26
Bond Principal Payment	\$ -	575,000	670,000	875,000
Bond Interest Payments	\$ -	2,361,528	2,421,250	2,388,000
Total Expenditures	\$ -	2,936,528	3,091,250	3,263,000
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ -	92,743	140,000	215,000
<b>Total Requirements</b>	<b>\$ -</b>	<b>3,029,271</b>	<b>3,231,250</b>	<b>3,478,000</b>

## **BUDGET DEFINITIONS**

**Accrual basis.** Method of accounting recognizing transactions when they occur without regard to cash flow timing.

**Adopted budget.** Financial plan that is the basis for appropriations. Adopted by the governing body.

**Ad valorem tax.** A property tax that is computed as a percentage of the value of taxable property.

**Appropriation.** Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance that is adopted by the governing body.

**Approved budget.** The Budget Committee has approved the budget. The data from the approved budget is published in the Financial Summary before the budget hearing.

**Budget.** Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

**Budget committee.** The fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district.

**Budget message.** Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.

**Budget officer.** A person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget.

**Budget transfers.** Amounts distributed from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

**Capital outlay.** Items which generally have a useful life of two or more years, and cost over \$5,000, such as equipment, vehicles, land, park development, or buildings.

**Capital projects fund.** A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction.

**Expenditures.** Total amount incurred if accounts are kept on an accrual basis.

**Fiscal year.** A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for local governments.

**Fund.** A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes, all segregated for specific, regulated activities and objectives.

**Fund type.** The district currently uses 3 different fund types: General, Special Revenue, and Reserve.

**General fund.** A fund used to account for most fiscal activities except for those activities required or determined by the Board of Directors to be accounted for in another fund. For the district, the General fund accounts for administration and finance, planning and development, park services, and community relations.

**Grant.** A donation in cash by one governmental unit to another, or from a non-profit organization, which may be made to support a specified purpose or function, or general purpose.

**Local government.** Any city, county, port, school district, special district, or community college operated by a separate board or commission, a municipal corporation or municipality.

**Operating contingency.** This is appropriated on the assumption that unforeseen spending may become necessary or a reduction in anticipated revenues may occur. A resolution by the Board must be passed before any of the operating contingencies can be transferred to an expenditure category to be spent.

**Maximum assessed value (MAV).** The maximum taxable value limitation placed on real or personal property by Oregon's constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction. It may also not be reached in a time of recession when property values decline significantly.

**Permanent rate limit.** The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit. The district's permanent rate limit is \$0.03717 per \$1,000 assessed value.

**Proposed budget.** Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

**Publication.** Public notice given by publication in a newspaper of general circulation within the boundaries of the local government.

**Reserve fund.** Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment. The district has two reserve funds: the Operating Reserve Fund and the Capital Reserve Fund.

**Resolution.** A formal order of a governing body; lower legal status than an ordinance.

**Resources.** Estimated beginning funds on hand plus anticipated revenues.

**Special revenue fund.** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally, or board restricted to expenditure for specific purposes.

**Supplemental budget.** A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

**Tax rate.** The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

**Unappropriated ending fund balance.** Amount set aside in the budget to be used as a cash carryover to next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. It is also used for maintaining an emergency reserve for the government entity. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.