

**REDMOND AREA PARK AND
RECREATION DISTRICT**

**PROPOSED BUDGET SUMMARY
FOR
FISCAL YEAR 2023-24**



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BUDGET COMMITTEE

The Redmond Area Park and Recreation District’s Budget Committee is made up 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 and other times during the year if needed.

2023-24 Budget Committee Members

Board Members	Appointed Members
Matt Gilman Term ends: 6/30/25	Mike Patrick Term ends: 6/30/25
Mercedes Cook-Bostick Term ends: 6/30/25	Michael Rodgers Term ends: 6/30/25
Kevin Scoggin Term ends: 6/30/25	Katie Graham Term ends: 6/30/25
Zack Harmon Term ends: 6/30/23	David Byrd Term ends: 6/30/24
Ed Danielson Term ends: 6/30/23	John Sweat Term ends: 6/30/24

District Staff

Katie Hammer, Executive Director/Budget Officer

Mike Elam, Recreation Manager

Jessica Rowan, Aquatic Director

Vicki Osbon, Administrative Services Manager

Gary Davis, Parks Maintenance Supervisor

EXECUTIVE DIRECTOR BUDGET MESSAGE 2023/24

I am pleased to present to you the fiscal year 2023/24 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 2023/24 fiscal year. The budget document details the expected resources and anticipated expenditures for the district's fiscal year from July 1, 2023 to June 30, 2024. 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 25, 2023, 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 13, 2023.

Analysis of Changes in General Fund Revenue and Appropriations

Beginning Cash on Hand (not including reserve funds) for the 2023/24 fiscal year is estimated at \$1,160,685 which represents a 19% increase from the amount that was budgeted for the 2022/23 fiscal year; and approximately a 18% (\$255,091) decrease from the actual beginning cash on hand for FY 2022/23. 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 5.5%. District staff are budgeting for property tax collections to increase 4% due to the desire to budget revenue conservatively.

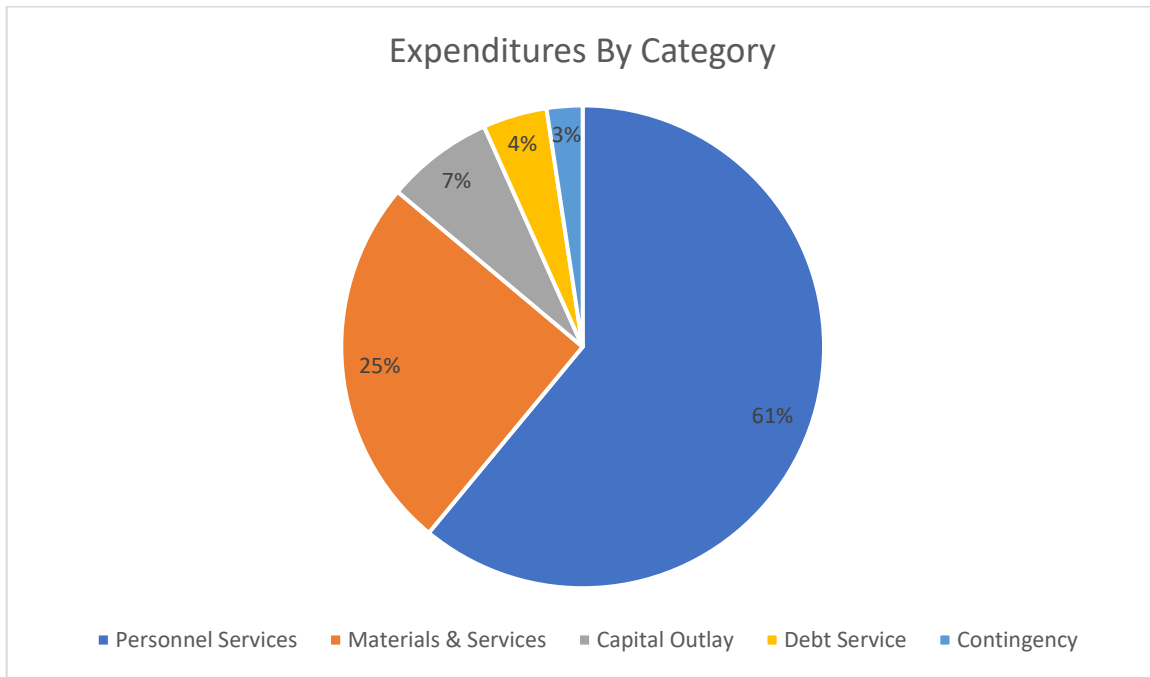
Revenue

The FY 2023/24 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 2022/23 and as a result the taxes received were reduced due to Measure 5 compression. The district's property tax revenue losses in FY 2022/23 due to Measure 5 compression was \$1,402. It is anticipated that in FY 2023/2024 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 \$3,000 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 established 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 quarterly 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 2023/2024 operating budget; 61% supports Personnel Services, 25.1% supports Materials and Services, 7.2% supports Capital Outlay, 4.3% supports Debt Service and 2.4% supports the contingency account. The budget reflects an overall 16.4% increase in expenditures, from the FY 2022/23 approved budget. This increase is in all expenditure categories; Personnel Services is 12% higher, Materials and Services is 15% higher, and Capital Outlay is 133% higher than budgeted for FY 2022/23. These increases are offset by the anticipated increase in revenues. The budgeted unappropriated ending fund balance is at 15% of expenditures.



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,

Katie Hammer
Executive Director

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, 2023 and ending June 30, 2024, is presented to the Budget Committee. The annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2023/24) 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 2023/24 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, 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.

Advertising and holding hearings

6. Budget summary and notice of budget hearing published. After the budget is approved, 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 on 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.

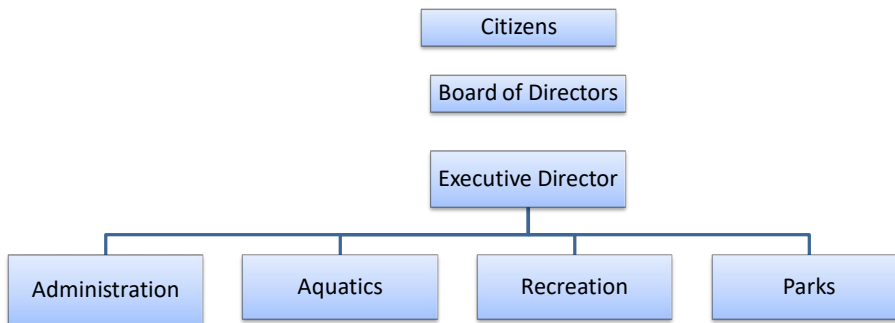
9. Budget filed and levy certified.
The final step in the budget cycle is to certify any necessary property tax levy. District's levying a property tax must submit budget documents to the county assessor's office on or before July 15.

Redmond Area Park and Recreation District

Demographics and Statistics.

Established	July 1975
Permanent Tax Rate	\$0.3717 / \$1,000
District Assessed Value 2022-23	\$5,112,649,944
Employees	13 Full Time Employees 65 Part-time/seasonal employees 200 Volunteers
Locations/Facilities	Cascade Swim Center 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

RAPRD Organizational Structure



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

Administration: Provides leadership, planning, and administrative support for the District. Staff in this department include the Executive Director, Administrative Services Manager, Resource Development Director, Bookkeeping, Payroll/Human Resources Specialist and Marketing.

Aquatics: Operates the Cascade Swim Center and provides aquatic programming. Staff in this Department consists of the Aquatic Director, Assistant Aquatic Director, Lifeguard Supervisors, Lifeguards/Swim Instructors, Water Exercise Instructors, Youth Swim Team Coaches and Pool Maintenance.

Recreation: Provides recreation programming at the High Desert Sports Complex, City parks, school facilities and private businesses. Staff in this department includes the Recreation Manager, Enrichment/Inclusion Coordinator, Sports Coordinator, Fitness Coordinator, Fitness Instructors, and other program instructors.

Park Maintenance: Provides maintenance for district parks.

BUDGET SUMMARY FOR EXPENDITURES

The proposed total expenditure for the 2023/24 fiscal year for all funds is \$4,364,470. This amount includes interfund transfers of \$1,210,685 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

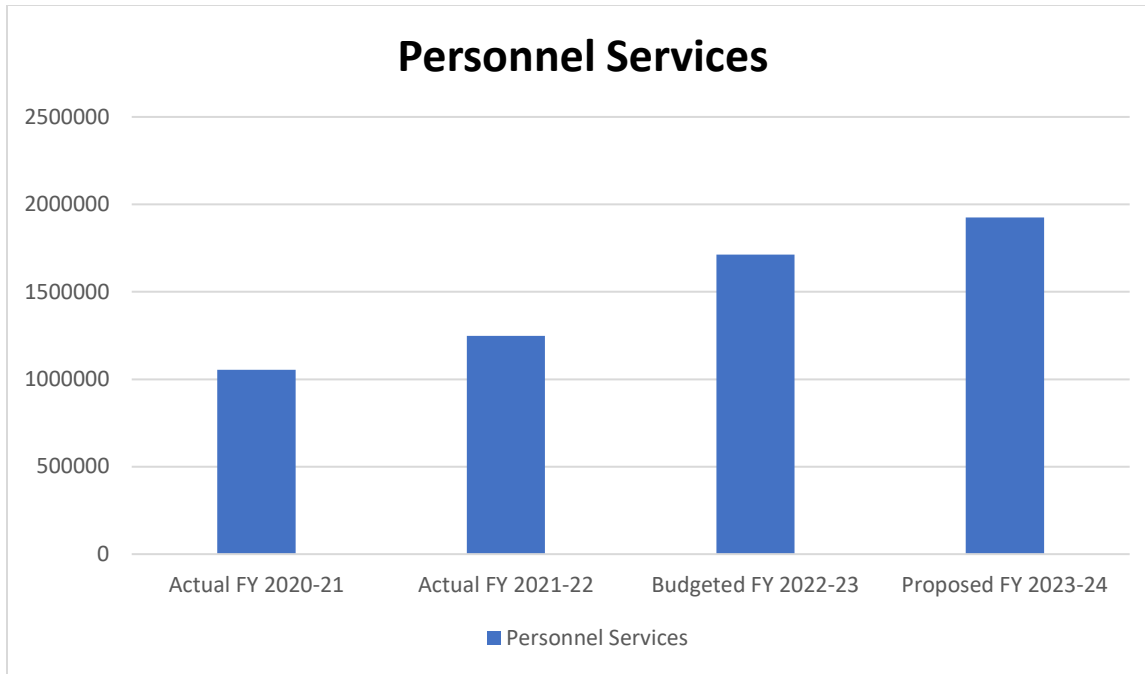
Expenditures	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Personnel Services	\$ 1,053,478	\$ 1,248,613	\$ 1,712,150	\$ 1,925,200
Materials and Services	\$ 337,506	\$ 572,196	\$ 691,950	\$ 793,100
Capital Outlay	\$ 91,976	\$ 17,349	\$ 97,000	\$ 225,685
Debt Service	\$ 123,581	\$ 130,437	\$ 133,800	\$ 134,800
Interfund Transfers	\$ 1,162,000	\$ 1,020,000	\$ 1,065,000	\$ 1,210,685
Contingencies	\$ -	\$ -	\$ 75,000	\$ 75,000
Total Expenditures	\$ 2,768,541	\$ 2,988,596	\$ 3,774,900	\$ 4,364,470
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 1,076,396	\$ 1,514,541	\$ 500,600	\$ 474,600
Total Requirements	\$ 3,844,937	\$ 4,503,137	\$ 4,275,500	\$ 4,839,070

Significant Changes to the FY 2023/24 Budget:

Personnel Services

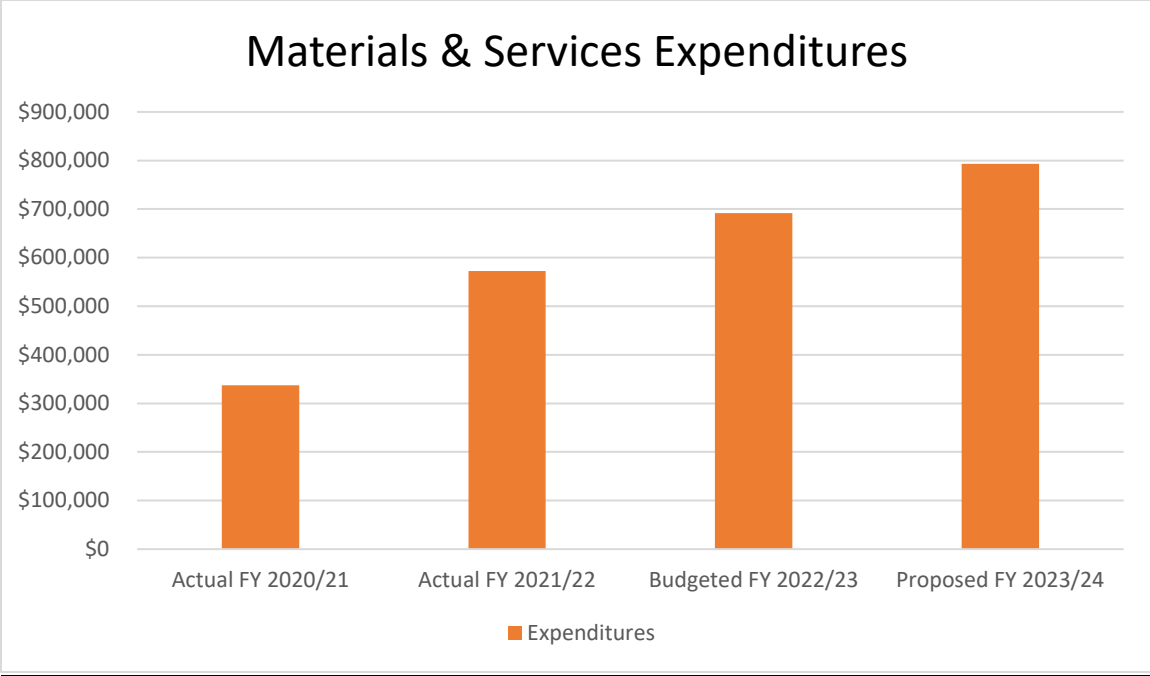
The District is required to contribute to the Oregon Public Employers System (PERS). In fiscal year 2023/2024, RAPRD’s employer contribution rate will be 17.26% for Tier 1/2 employees (increased from 14.8%), and 13.96% (increased from 11.48%) for all other employees, of gross pay for eligible employees. The employee contribution is 6%. PERS contribution rates are set each Biennium with the next increase expected in FY 2025/26. Medical insurance renewal rates are expected to increase 4% and dental rates are expected to remain flat. All full-time (40 hours) employees receive health benefits for themselves at no cost to the employee. The district SAIF rates decreased during FY 2022/23, and it is anticipated that these rates will be the same in FY 2023/24.

The need to increase wages to attract and retain employees will have an impact on our budget over the next few years. The District Board of Directors approved an updated wage scale for FY 2022/23 and will revisit the wage scale periodically and adjust as needed. Personnel Services is proposed to increase 12% from the FY 2022/23 budget. The increase in Personnel Services is in all funds due to increasing wages and budgeting for additional staff in Aquatics, RACE and Programs.



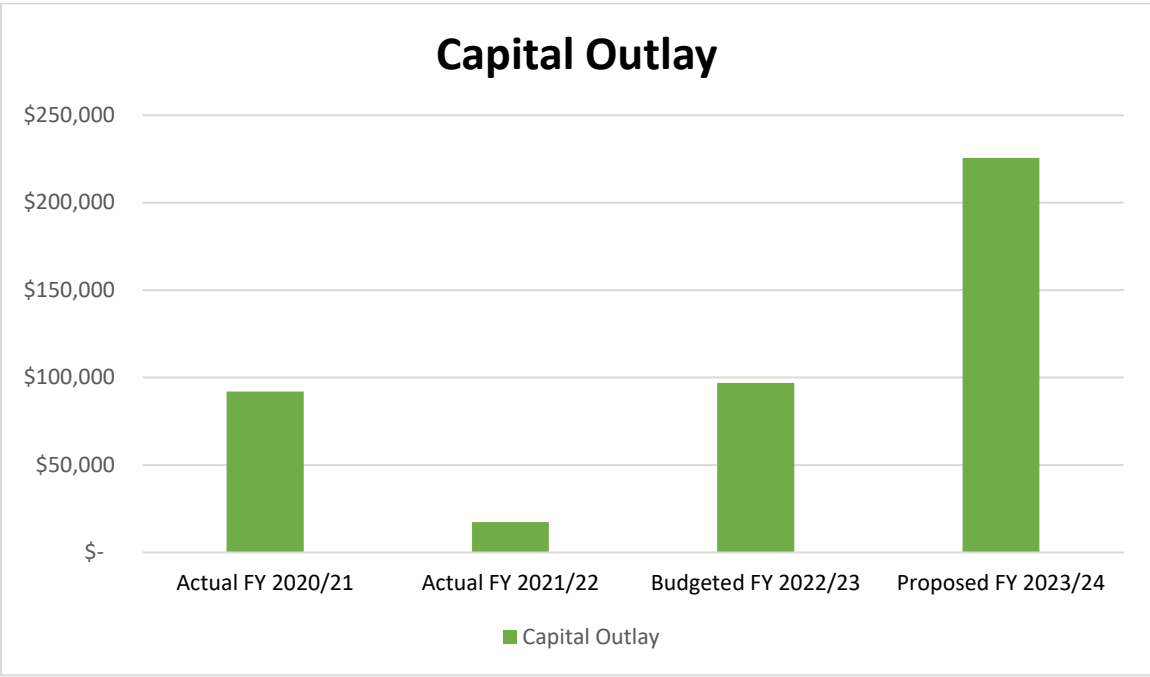
Material and Services

The proposed Material and Services budget for operating funds is estimated to be \$793,100 which is 15% (\$101,150) higher than the budgeted amount for FY 2022/23. Much of this increase is in the Aquatic and Program Funds. Staff are recommending that the district budget more in pool maintenance including equipment repair and contract maintenance to ensure that the district is properly maintaining the aging pool facility. The program fund increase in expense is due to larger registration numbers occurring for many programs, including youth sports which result in an increase of expenses for supplies and equipment.



Capital Outlay

The proposed Capital Outlay Budget is \$225,000. This amount is for equipment and improvements to parks and the Cascade Swim Center. Proposed projects include improvements at the parking lot at Borden Beck Wildlife Preserve, resurfacing/adjusting the use of the basketball court at the swim center and purchasing a truck and dump trailer.



BUGET SUMMARY FOR RESOURCES (Operating Funds Only)

Resources	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 874,894	\$ 1,076,396	\$ 936,000	\$ 1,160,685
Interfund Transfers / Internal Service Reimbursements	\$ 1,112,000	\$ 970,000	\$ 1,015,000	1,085,685
Revenue from Bonds and Other Debt			\$ -	
All Other Resources Except Property Taxes	\$ 254,700	\$ 722,253	\$ 574,500	\$ 757,700
Property Taxes Received/Estimated (Current)	\$ 1,603,343	\$ 1,734,487	\$ 1,750,000	\$ 1,835,000
Total Resources	\$ 3,844,937	\$ 4,503,137	\$ 4,275,500	\$ 4,839,070

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 total beginning fund balance for FY 2023/24, which is the estimated ending fund balance for the current fiscal year is \$1,160,685. This number does not include the balance in the District reserve funds, which will be \$439,380.

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, 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 \$125,000 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 and receives grants and special event sponsorships. The revenue received for programs is expected to continue to increase due to the ability to operate facilities and programs normally.

Property Taxes – Current Year

The fiscal year 2022/23 taxable assessed property valuation of the District is \$5,112,649,944. which was an increase of 5.9% over Fiscal year 2021/22. The taxable assessed property valuation for budgeting purposes is estimated by staff to increase by 4% for FY 2023/24. The district’s FY 2022/23 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 2021/22 and as a result the taxes imposed were reduced due to Measure 5 compression. The District’s property tax revenue losses in FY 2021/22 due to Measure 5

compression did not have a significant impact to the budget (\$1,402). It is anticipated that in FY 2022/23 the combined rates will exceed \$10 per thousand and tax reductions to the District will be less than \$3,000. 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 \$30,000 in prior year taxes. District staff estimates that there will be approximately \$85,000 in uncollected taxes due on June 30, 2023. Staff estimates that collection of approximately 37% of prior year's taxes will occur in fiscal year 2023/24. 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 and 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 \$2,522,000 for fiscal year 2023/24; this is an increase of \$143,000, approximately 6% over the fiscal year 2022/23 budget. This increase is mainly due to the anticipated increase in property tax revenue along with a higher beginning fund balance.

Total operating expenditures, which include administrative personnel services and materials and services, are proposed for \$688,500. This is an increase of 3.5% from the total amount budgeted for FY 2022/23. It is anticipated that there will be a 6% increase in personnel services and a 2% decrease in materials and services. The increase in personnel services is due to increased wages. The decrease in Materials and Services is due to moving some special event expenses to the program fund.

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

The amount budgeted for Debt Service is \$99,000 to cover two semi-annual debt payments for property that was purchased on SW 35th Street in 2009. This loan will be paid off January 2024.

General Fund Summary

TOTAL OF GENERAL FUND	Actual Amount 2019-20	Actual Amount 2020-21	Approved Budget 2021-22	Proposed Budget 2022-23
Beginning Fund Balance/Net Working Capital	\$ 577,413	\$ 545,503	\$ 550,000	\$ 600,000
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				
All Other Resources Except Property Taxes	\$ 88,698	\$ 113,783	\$ 79,000	\$ 87,000
Property Taxes Received/Estimated (Current)	\$ 1,603,343	\$ 1,734,487	\$ 1,750,000	\$ 1,835,000
Total Resources	\$ 2,269,454	\$ 2,393,773	\$ 2,379,000	\$ 2,522,000
Expenditures	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Personnel Services	\$ 361,682	\$ 353,627	\$ 436,000	\$ 463,000
Materials and Services	\$ 112,485	\$ 195,590	\$ 230,300	\$ 225,500
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 87,784	\$ 94,640	\$ 98,000	\$ 99,000
Interfund Transfers	\$ 1,162,000	\$ 1,020,000	\$ 1,065,000	\$ 1,130,000
Contingencies	\$ -	\$ -	\$ 75,000	\$ 75,000
Special Payments				
Total Expenditures	\$ 1,723,951	\$ 1,663,857	\$ 1,904,300	\$ 1,992,500
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 545,503	\$ 729,916	\$ 474,700	\$ 529,500
Total Requirements	\$ 2,269,454	\$ 2,393,773	\$ 2,379,000	\$ 2,522,000

AQUATIC FUND

The Aquatic Fund accounts for all aquatic activities, which include recreation Swim, lap Swim, and programs such as aquatic wellness classes, swimming lessons, water polo and sale of concessions. The Aquatic Fund estimated total available resources are \$1,132,000 for FY 2023/24, which is an increase of \$89,500 from the fiscal year 2022/23 budget. The interfund transfer from the General Fund is \$50,000 less than fiscal year 2022/23 due to an anticipated increase in the Aquatic Fund's beginning fund balance.

Total Operating Expenditures, which include Aquatic personnel services, materials and services, and capital outlay, are budgeted at \$1,079,000. This is an increase of \$85,200 compared to the FY 2022/23 budget. This increase is in personnel services because of an increase in wages and in Materials and Services due to anticipated increased maintenance expense for the Cascade Swim Center. Capital Outlay is budgeted at \$50,000 for roof repairs, plumbing projects, ADA path and resurfacing or repurposing the basketball court at the swim center.

The \$35,800 Debt Service amount is for a loan payment for the Energy Savings projects that occurred at the swim center during FY 2014/15. This loan will be paid off August 2024.

AQUATIC FUND SUMMARY

TOTAL OF - AQUATIC FUND				
	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 143,590	\$ 279,218	\$ 225,000	\$ 300,000
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	\$ 650,000	\$ 550,000	\$ 625,000	\$ 575,000
All Other Resources Except Property Taxes	\$ 70,953	\$ 235,510	\$ 192,500	\$ 257,000
Property Taxes Estimated to be Received				
Total Resources	\$ 864,543	\$ 1,064,728	\$ 1,042,500	\$ 1,132,000
Expenditures				
	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Personnel Services	\$ 367,824	\$ 484,063	\$ 751,100	\$ 808,000
Materials and Services	\$ 104,922	\$ 164,490	\$ 190,700	\$ 221,000
Capital Outlay	\$ 76,782	\$ 16,152	\$ 52,000	\$ 50,000
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	\$ 35,800
Interfund Transfers	\$ -	\$ -	\$ -	\$ -
Contingencies	\$ -			
Total Expenditures	\$ 585,325	\$ 700,502	\$ 1,029,600	\$ 1,114,800
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 279,218	\$ 364,226	\$ 12,900	\$ 17,200
Total Requirements	\$ 864,543	\$ 1,064,728	\$ 1,042,500	\$ 1,132,000

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 \$130,500 for FY 2023/24, which is 22% (\$23,500) more than budgeted for FY 2022/23. It is anticipated that program revenue will be increased due to the increased number of participants in this program.

Total operating expenditures, which include RACE Personnel Services, and Materials and Services, are budgeted at \$129,900, which is 33% (\$32,050) higher than FY 2021/22. Personnel Services increases are due to adding additional coaching staff. 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

TOTAL OF RACE FUND				
Resources	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 3,471	\$ 14,026	\$ 1,000	\$ 5,000
Interfund Transfers / Internal Service Reimbursements	\$ 12,000	\$ 15,000	\$ 40,000	\$ 40,000
All Other Resources Except Property Taxes	\$ 30,154	\$ 42,484	\$ 66,000	\$ 85,500
Property Taxes Estimated to be Received				
Total Resources	\$ 45,625	\$ 71,510	\$ 107,000	\$ 130,500
	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Expenditures				
Personnel Services	\$ 22,243	\$ 31,989	\$ 55,850	\$ 79,200
Materials and Services	\$ 9,357	\$ 31,743	\$ 42,000	\$ 50,700
Contingencies				
Total Expenditures	\$ 31,599	\$ 63,732	\$ 97,850	\$ 129,900
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 14,026	\$ 7,778	\$ 9,150	\$ 600
Total Requirements	\$ 45,625	\$ 71,510	\$ 107,000	\$ 130,500

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. RAPRD continues to partner with the City of Redmond for the Ice-Skating Rink. 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 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 and Activity Center Funds.

The Program Fund proposed resources are \$662,885 for FY 2023/24. This is an increase of \$187,885; 40% from fiscal year 2022/23. This increase is due to an estimated increase in registration numbers for programs, and an increase in the transfer into the fund from the General and Activity Center funds. During FY 2022/23 registration for many programs but especially youth sports programs have increased significantly.

Total Operating expenditures, which include Program Personnel Services, Materials and Services, and Capital Outlay, are budgeted at \$661,500. This is an increase of \$187,750; 40% from FY 2022/23. The increase in personnel services is due to a budgeted wage increase along with budgeting for some new part-time instructor positions. Materials and Services proposed increase is because of increased supply and equipment expense due to increase registration numbers.

Program Fund Summary

TOTAL OF PROGRAM FUND				
Resources	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 56,300	\$ 76,012	\$ 70,000	\$ 100,000
Interfund Transfers / Internal Service Reimbursements	\$ 160,000	\$ 170,000	\$ 170,000	\$ 240,685
All Other Resources Except Property Taxes	\$ 52,605	\$ 312,842	\$ 235,000	\$ 322,200
Total Resources	\$ 268,905	\$ 558,854	\$ 475,000	\$ 662,885
Expenditures				
Personnel Services	\$ 146,537	\$ 235,318	\$ 317,500	\$ 427,500
Materials and Services	\$ 46,356	\$ 110,583	\$ 156,250	\$ 234,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Contingencies				
Total Expenditures	\$ 192,893	\$ 345,901	\$ 473,750	\$ 661,500
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 76,012	\$ 212,953	\$ 1,250	\$ 1,385
Total Requirements	\$ 268,905	\$ 558,854	\$ 475,000	\$ 662,885

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 Activity Center Fund total available resources and expenditures are \$80,685 for FY 2023/24. This is the balance that remains in the fund after the cost to demolish the building was posted during FY 2022/23. The balance of this fund is budgeted to be transferred into the program fund in FY 2023/24.

Activity Center Summary

TOTAL OF ACTIVITY CENTER FUND	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 25,039	\$ 55,894	\$ 20,000	\$ 80,685
Interfund Transfers / Internal Service Reimbursements	\$ 105,000	\$ 75,000	\$ -	\$ -
All Other Resources Except Property Taxes	\$ 10,883	\$ 16,420	\$ -	\$ -
Property Taxes Estimated to be Received				
Total Resources	\$ 140,922	\$ 147,314	\$ 20,000	\$ 80,685
Expenditures	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Personnel Services	\$ 60,568	\$ 31,106	\$ -	\$ -
Materials and Services	\$ 24,460	\$ 23,722	\$ 20,000	\$ -
Transfer to Other Fund	\$ -	\$ -	\$ -	\$ 80,685
Contingencies				
Total Expenditures	\$ 85,028	\$ 54,827	\$ 20,000	\$ 80,685
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 55,894	\$ 92,486	\$ -	\$ -
Total Requirements	\$ 140,922	\$ 147,314	\$ 20,000	\$ 80,685

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 \$311,000 for FY 2023/24, which 23% (\$59,000) higher than budgeted for FY 2022/23. Resources are allocated from the General Fund annually based on estimated expenses.

Total Operating expenditures, which include Park maintenance Personnel Services, Materials and Services, and Capital Outlay, are budgeted at \$304,400. This is an increase of \$55,000, approximately 22% from FY 2022/23. Materials & Services have increased due to anticipated increases in maintenance costs. Capital outlay expenditures include improvements to park facilities and equipment. Equipment includes a new truck and dump trailer. Park improvements include parking lot improvements at Borden Beck Wildlife Preserve. Staff have requested funds to improve the parking lot at the High Desert Sports Complex. It is anticipated that this expense will be approximately \$250,000. A transfer into the Capital Reserve Fund for 40% of this expense is budgeted. It is anticipated this project will occur during FY 2024/25. In preparation of this project expense, a transfer into the Capital Reserve Fund for 40% of this expense is budgeted. For FY 2023/24.

Park Fund Summary

TOTAL OF PARK FUND	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 69,081	\$ 105,743	\$ 70,000	\$ 75,000
Interfund Transfers / Internal Service Reimbursements	\$ 185,000	\$ 160,000	\$ 180,000	\$ 230,000
All Other Resources Except Property Taxes	\$ 1,407	\$ 1,216	\$ 2,000	\$ 6,000
Total Resources	\$ 255,488	\$ 266,959	\$ 252,000	\$ 311,000
	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Expenditures				
Personnel Services	\$ 94,625	\$ 112,511	\$ 151,700	\$ 147,500
Materials and Services	\$ 39,926	\$ 46,068	\$ 52,700	\$ 61,900
Capital Outlay	\$ 15,194	\$ 1,197	\$ 45,000	\$ 95,000
Total Expenditures	\$ 149,745	\$ 159,776	\$ 249,400	\$ 304,400
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 105,743	\$ 107,183	\$ 2,600	\$ 6,600
Total Requirements	\$ 255,488	\$ 266,959	\$ 252,000	\$ 311,000

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 also are leased areas for Smith Rock BMX Club and racetrack, and the Field of Dreams RC Club and landing strip. There is a trailhead for the Radlands trail system 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 – 29 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 \$25,000 from the General Fund into the Operating Reserve Fund.

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 \$100,000 from the General Fund into the Capital Reserve Fund. It is anticipated that a portion of this fund will be used for the High Desert Sports Complex parking lot improvements in FY 2024/25.

Operating Reserve Fund Summary

TOTAL OF OPERATING RESERVE	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000
Interfund Transfers / Internal Service Reimbursements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
All Other Resources Except Property Taxes				
Total Resources	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000
	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Expenditures				
Capital Outlay				
Debt Service				
Interfund Transfers				
Contingencies				
Total Expenditures		\$ -	\$ -	\$ -
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000
Total Requirements	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000

Capital Reserve Fund Summary

TOTAL OF CAPITAL RESERVE	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ 164,380.00	\$ 189,380.00	\$ 214,380.00	\$ 239,380.00
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	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00
All Other Resources Except Property Taxes				
Property Taxes Estimated to be Received				
Total Resources	\$ 189,380.00	\$ 214,380.00	\$ 239,380.00	\$ 339,380.00
Expenditures	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Materials and Services	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Debt Service				
Interfund Transfers				
Contingencies				
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 189,380.00	\$ 214,380.00	\$ 239,380.00	\$ 339,380.00
Total Requirements	\$ 189,380.00	\$ 214,380.00	\$ 239,380.00	\$ 339,380.00

BUDGET SUMMARY CAPITAL PROJECT 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 Capital Project Fund will detail revenue and expenditures for this project.

The District is working with a consultant team who is assisting with the expenditure estimate so the Budget Officer may recommend a change to these expenditures during the budget process.

TOTAL OF CAPITAL PROJECT FUND	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ -	\$ -	\$ -	\$ -
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges				
Federal, State and All Other Grants, Gifts, Allocations and Donations				
Revenue from Bonds and Other Debt				\$ 49,000,000.00
Interfund Transfers / Internal Service Reimbursements	\$ -	\$ -	\$ -	\$ -
All Other Resources Except Property Taxes				
Property Taxes Estimated to be Received				
Total Resources	\$ -	\$ -	\$ -	\$ 49,000,000.00
Expenditures	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Materials and Services	\$ -	\$ -	\$ -	\$ 4,000,000.00
Capital Outlay	\$ -	\$ -	\$ -	\$ 20,000,000.00
Debt Service				
Interfund Transfers				
Contingencies				
Total Expenditures	\$ -	\$ -	\$ -	\$ 24,000,000.00
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ -	\$ -	\$ -	\$ 25,000,000.00
Total Requirements	\$ -	\$ -	\$ -	\$ 49,000,000.00

BUDGET SUMMARY 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 will detail tax revenue and bond payments.

The District is working with a consultant team who is assisting with the expenditure estimate so the Budget Officer may recommend a change to these expenditures during the budget process.

Debt Services Fund Summary

TOTAL OF DEBT SERVICE FUND	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Beginning Fund Balance/Net Working Capital	\$ -	\$ -	\$ -	\$ -
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges				
Revenue from Bonds and Other Debt				
Interfund Transfers				
All Other Resources Except Property Taxes	\$ -	\$ -	\$ -	\$ -
Property Taxes Estimated to be Received				\$ -
Total Resources				\$ 3,076,000.00
	\$ -	\$ -	\$ -	\$ 3,076,000.00
Expenditures	Actual Amount 2020-21	Actual Amount 2021-22	Approved Budget 2022-23	Proposed Budget 2023-24
Bond Principal Payment	\$ -	\$ -	\$ -	\$ 530,000.00
Bond Interest Payments	\$ -	\$ -	\$ -	\$ 2,546,000.00
Total Expenditures	\$ -	\$ -	\$ -	\$ 3,076,000.00
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ -	\$ -	\$ -	\$ -
Total Requirements	\$ -	\$ -	\$ -	\$ 3,076,000.00

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 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 adopted by the governing body.

Approved budget. The budget that has been approved by the Budget Committee. 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. 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.