

**REDMOND AREA PARK AND
RECREATION DISTRICT**

**PROPOSED BUDGET FOR
FISCAL YEAR 2021-22**



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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, to the RAPRD board of Directors, of the budget for the district. 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.

2020-21 Budget Committee Members

Board Members	Appointed Members
Matt Gilman Term ends: 6/30/21	Mike Patrick Term ends: 6/30/23
JoAnne Fletcher Term ends: 6/30/21	Jennifer Dow Term ends: 6/30/23
Hayes McCoy Term ends: 6/30/21	Katie Graham Term ends: 6/30/23
Zack Harmon Term ends: 6/30/23	Mary Clark Term ends: 6/30/21
Ed Danielson Term ends: 6/30/23	Term ends: 6/30/21

District Staff

Katie Hammer, Executive Director/Budget Officer

Mike Elam, Recreation Manager

Jessica Rowan, Aquatic Director

Vicki Osbon, Administrative Services Manager

Margaret Maffai, Development Director

Gary Davis, Parks Maintenance Supervisor

Penne Klapperich, Bookkeeper

EXECUTIVE DIRECTOR BUDGET MESSAGE 2021/22

I am pleased to present to you the fiscal year 2021/22 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 2021/22 fiscal year. The budget document details the expected resources and anticipated expenditures for the district's fiscal year from July 1, 2021 to June 30, 2022. 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 key asset in our community, enhancing the quality of life with innovative and inclusive programs, facilities, parks, and open spaces.

RAPRD staff and 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 among our community.

The Budget Process

The April 19, 2021 budget committee meeting is the first of a series of meetings for the Budget Committee. The first meeting is intended to serve 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 8, 2021.

Analysis of Changes in General Fund Revenue and Appropriations

Beginning Cash on Hand (not including reserve funds) for the 2021/22 fiscal year is estimated at \$855,000 which represents a 61% increase from the amount that was budgeted for the 2020/21 fiscal year; and a 6% (\$55,000) decrease from the actual beginning cash on hand for FY 2020/21. 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 6%. District staff is budgeting for property tax collections increase 4% due to the desire to budget revenue conservatively.

Revenue

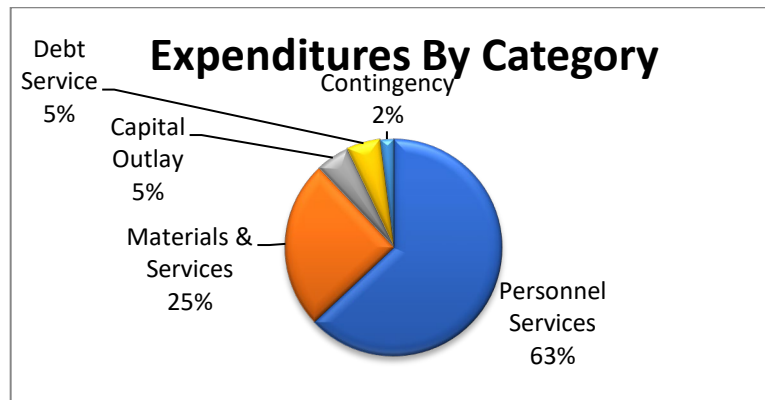
The FY 2021/22 permanent property tax rate per thousand for Assessed Value is \$0.3717. Local government agencies within the City of Redmond exceeded the Measure 5 limit of \$10 per thousand in FY 2020/21 and as a result the taxes received were reduced due to Measure 5 compression. The district's property tax revenue losses in FY 2020/21 due to Measure 5 compression was \$2,228. It is anticipated that in FY 2020/2021 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 \$2,500 of property taxes for the **permanent tax rate**.

The estimated program fee revenues in the proposed budget are based on a detail review of current program offerings, program revenue trends and anticipated new programs. The District's board approved a pricing policy in 2012 and staff has developed cost recovery spreadsheets for each program. These spreadsheets assist with pricing programs to ensure recovery of direct and an appropriate amount of indirect costs. Staff monitors each individual program 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 2020/201 budget; 63% supports Personnel Services, 25% supports Materials and Services, 5% supports Capital Outlay, 5% supports Debt Service and 2% supports the contingency account. The budget reflects an overall 3.8% increase in expenditures, from the FY 2020/21 approved budget. This increase is in personnel services because of increased salaries and wages and in capital outlay projects. The budgeted unappropriated ending fund balance is at 34% of expenditures.

Personnel Services costs overall are increasing slightly due to budgeting for a wage increases for current district staff including adjusting our wage scale to improve hiring and retention of staff in addition to minimum wage increases which will impact the budget over the next five years. The district PERS rates are expected to decrease slightly for Tier 1/Tier 2 members and increase for all other staff in FY 2021/22. The District is anticipating that our SAIF rates will remain flat and medical insurance premiums will increase 6% during FY 2021/22.



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 looks 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, 2021 and ending June 30, 2022 is presented to the Budget Committee. The annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2021/22) outlining the forecasted expenditure requirement and the resources to meet these requirements.
2. An operation plan for the use and deployment of personnel, material and services and other resources during the 2021/22 fiscal year.

Budgetary Accounting Basis

The budgetary and accounting policies 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 the fund types which include the General Fund, Aquatic Fund, Redmond Aquatic Club Eels Fund, Program Fund, Activity Center Fund, Parks Fund, Capital Reserve Fund, and Operating Reserve Fund.

Balanced Budget

In accordance with Oregon Budget Law, the District must plan its budget with an equal amount 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 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. If the budget requires an ad valorem tax to be in balance, the Budget Committee must approve an amount or rate of total ad valorem property taxes to be certified for collection.

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 five 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 in 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.

Taxes may not be increased over the amount approved by the budget committee, and estimated expenditures in a fund may not be increased 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.

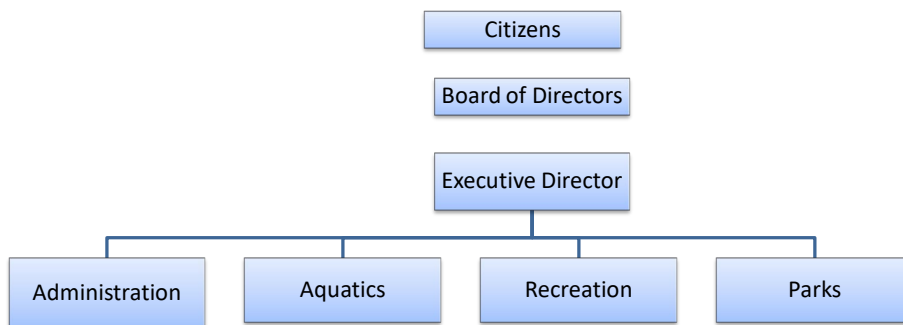
Redmond Area Park and Recreation District

Demographics and Statistics.

Established	July 1975
Permanent Tax Rate	\$0.3717 / \$1,000
District Assessed Value 2020-21	\$4,500,383,443
Employees	14 Full Time Employees 20 Part-time/seasonal employees* 225 Volunteers
Locations/Facilities	Cascade Swim Center RAPRD Activity Center High Desert Sports Complex Borden Beck Wildlife Preserve
Properties	Total Park Acres – 95 Trails - 10 miles

*Part-time employee number is lower than normal due to facility closures and program cancelations during FY 2020/21.

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 Executive Director, Administrative Services Manager, 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 Activity Center, 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, Activity Center Receptionists, and other program instructors.

Park Maintenance: Provides park maintenance for district parks.

BUDGET SUMMARY FOR EXPENDITURES

The proposed budget requirements for the 2021/22 fiscal year for all funds are \$3,521,196. This amount includes interfund transfers of \$1,020,000 and it is important to note the interfund transfer is a budgetary requirement, but it does not actually increase expenditures.

Budget Summary – All Funds

Expenditures	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Personnel Services	\$ 1,354,843	\$ 1,238,707	\$ 1,517,600	\$ 1,587,650
Materials and Services	\$ 607,509	\$ 463,500	\$ 616,000	\$ 635,346
Capital Outlay	\$ 9,904	\$ 14,234	\$ 70,750	\$ 71,400
Debt Service	\$ 128,832	\$ 131,315	\$ 131,000	\$ 131,800
Interfund Transfers	\$ 802,000	\$ 902,000	\$ 1,162,000	\$ 1,020,000
Contingencies	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
Total Expenditures	\$ 2,903,088	\$ 2,824,756	\$ 3,572,350	\$ 3,521,196
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 983,555	\$ 1,199,275	\$ 566,280	\$ 861,584
Total Requirements	\$ 3,886,643	\$ 4,024,030	\$ 4,138,630	\$ 4,382,780

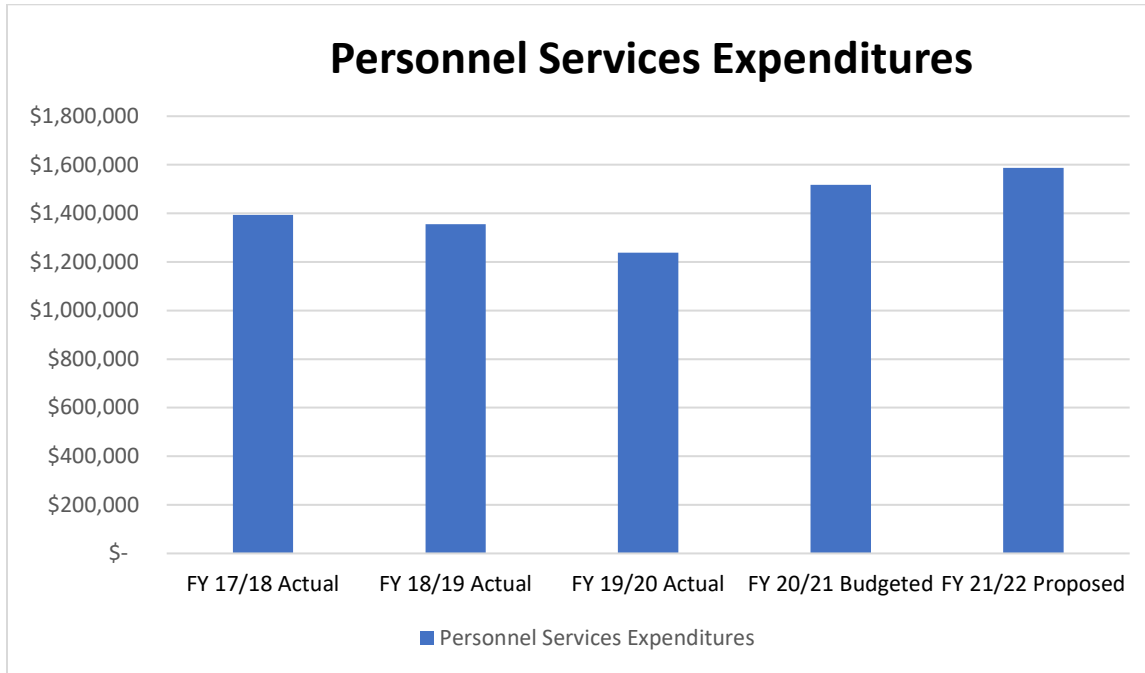
Significant Changes to the FY 2021/22 Budget:

Personnel Services

The District is required to contribute to the Oregon Public Employers System (PERS). In fiscal year 2020/2021, RAPRD's employer contribution rate will be 14.8% (decreased from 16.33%) for Tier 1/2 employees, and 11.48% (increased from 11.27%) 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 2023/24. Medical insurance renewal rates are expected to increase 6% and dental rates are expected to remain flat FY 2020/2021. All full time (40 hours) employees receive health benefits for themselves at no cost to the employee.

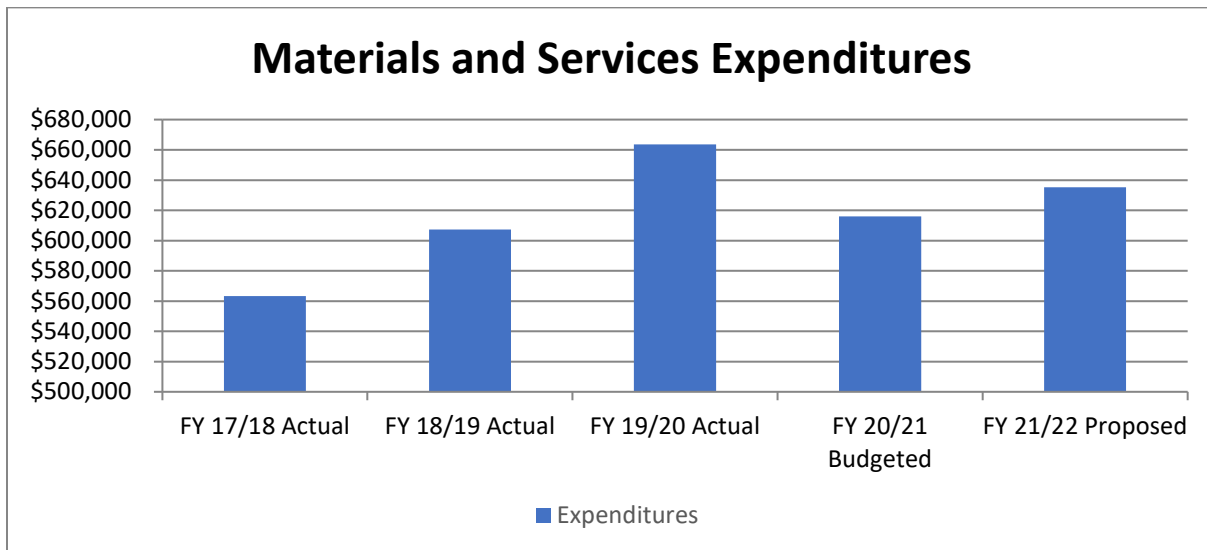
The increase to minimum wage will continue to have an impact on our budget over the next few years. Many of district staff is within a few dollars an hour of minimum wage and staff has developed a plan to address the increases annually to our budget. It is anticipated that staff that make \$13 an hour or less will receive an increase equivalent to the percentage of minimum wage increase (6%), while staff who earn \$12 an hour or higher are budgeted for a merit increase of up

to 4%, with a few exceptions to improve retention. Additionally, adjustments to the districts wage scale are in process to improve recruitment and retention of current staff.



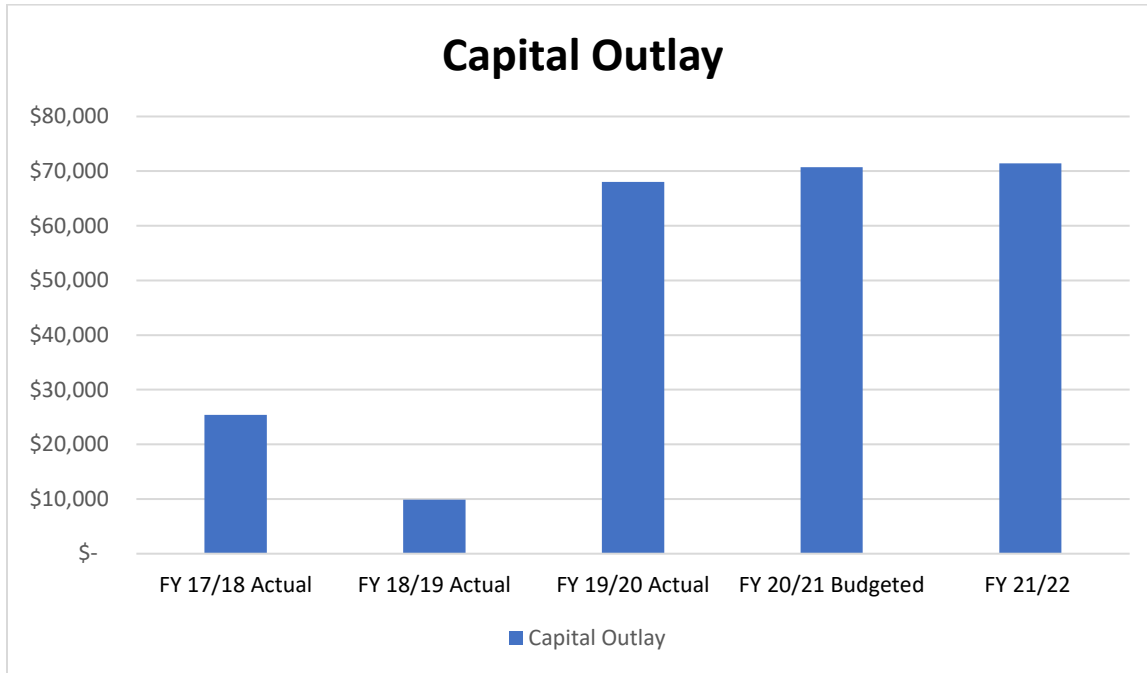
Material and Services

The budgeted Material and Services are estimated to be 3% above the budgeted amount for FY 2020/21. Notable decreases are in the General and Activity Center funds.



Capital Outlay

The proposed Capital Outlay Budget is \$71,400. This amount is for equipment and improvements to some parks and the Cascade Swim Center.



BUDGET SUMMARY FOR RESOURCES (Operating)

Resources	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 1,018,032	\$ 998,105	\$ 819,380	\$ 1,194,380
Interfund Transfers / Internal Service Reimbursements	\$ 802,000	\$ 1,012,000	\$ 1,162,000	\$ 1,020,000
Revenue from Bonds and Other Debt			\$ -	
All Other Resources Except Property Taxes	\$ 679,643	\$ 507,532	\$ 642,250	\$ 553,400
Property Taxes Estimated to be Received	\$ 1,386,968	\$ 1,506,393	\$ 1,515,000	\$ 1,615,000
Total Resources	\$ 3,886,643	\$ 4,024,030	\$ 4,138,630	\$ 4,382,780

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 2021/2021 which is the estimated ending fund balance for the current fiscal year is estimated at \$1,194,380. This number includes the balance in the District reserve funds as well, which will be \$339,380 leaving \$855,000 available for use at the beginning of the fiscal year.

Interfund Transfers

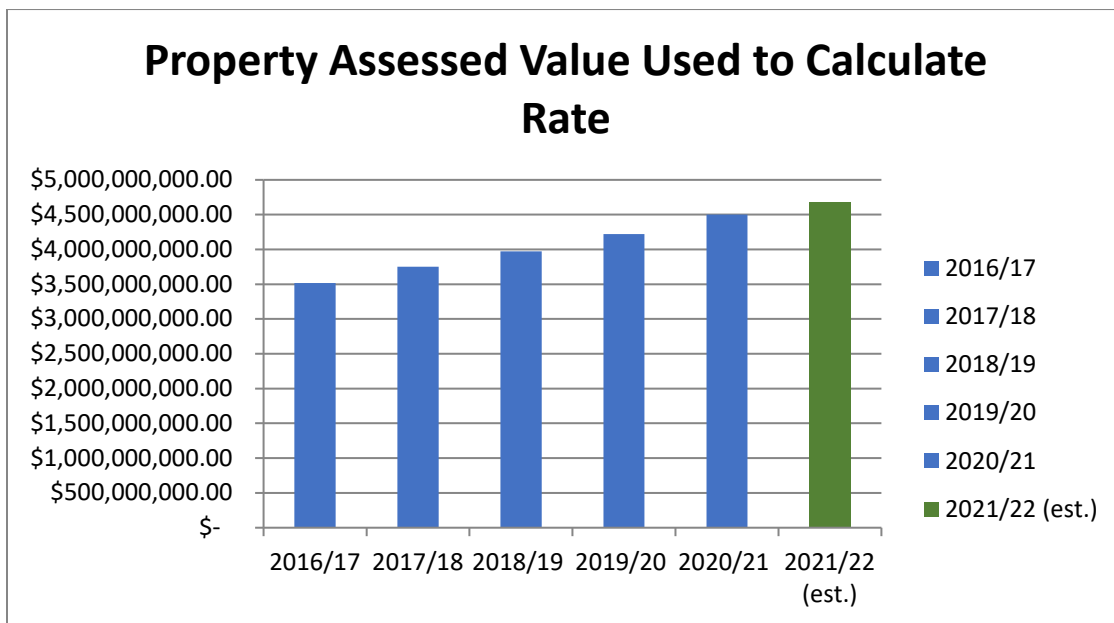
Transfers occur from one fund to support expenditures in another. The proposed transfers are from the General fund to all the other funds, Aquatic, RACE, Program, Activity Center Parks, Operating Reserve and Capital Reserve.

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 may be less than budgeted for fiscal year 2021/22 because the uncertainty of program and facility operations due to the COVID-19 situation however district staff is recommending that adopting the budget based on close to what a typical year would look like.

Property Taxes – Current Year

The fiscal year 2020/21 taxable assessed property valuation of the District is \$4,500,383,443 which was an increase of 6.6% over Fiscal year 2019/20. The taxable assessed property valuation for budgeting purposes is estimated by staff to increase by 4% for FY 2021/22. The FY 2021/22 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 2020/21 and as a result the taxes imposed were reduced due to Measure 5 compression. The District’s property tax revenue losses in FY 2020/21 due to Measure 5 compression did not have a significant impact to the budget (\$2,228). It is anticipated that in FY 2021/22 the combined rates will exceed \$10 per thousand and tax reductions to the District will be less than \$2,500. The District expects to collect 93% of the current year taxes levied. The following chart details the taxable assessed value for the District over the previous five years and what is expected for fiscal year 2021/22



Property Taxes – Prior Year

Prior year taxes are taxes that have been levied but remain uncollected. The District expects to collect \$35,000 in prior year taxes. District staff estimates that there will be approximately \$100,000 in uncollected taxes due at June 30, 2021. Staff estimates that collection of approximately 35% of prior year’s taxes will occur in fiscal year 2021/22. This estimate is based on historical prior years collection rates. The district has received a smaller percentage than expected for prior years taxes during FY 2020/21, it is assumed that the economic impact of COVID19 to our community has contributed to the reduced collection percentage.

GENERAL FUND

The General Fund accounts for expenditures of general governmental services, such as the 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 total available resources are \$2,230,000 for fiscal year 2021/22; this is an increase of \$160,000, approximately 8% over the fiscal year 2020/21 budget. This increase is mainly due to the anticipated increase in property taxes revenue along with a higher beginning fund balance.

Total operating expenditures, which include administrative personnel services and materials and services, are proposed for \$595,950. This is an increase of 6.4% from the total amount budgeted for FY 2020/21. It is anticipated that there will be an 8% increase in personnel services and a 17% increase in materials and services. The increase in personnel services is due to increased wages and staff costs to operate the kiosk at Centennial Park if it opens this summer. The increase in Materials and Services is due to an increase in anticipated consultant fees, audit insurance and staff training.

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 the other funds.

The amount budgeted for Debt Service is \$96,000 to cover two semi-annual debt payments for property that was purchased on SW 35th Street in 2009.

General Fund Summary

TOTAL OF GENERAL FUND	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 399,671	\$ 498,376	\$ 450,000	\$ 525,000
Revenue from Bonds and Other Debt				
Interfund Transfers / Internal Service Reimbursements				
All Other Resources Except Property Taxes	\$ 86,517	\$ 107,962	\$ 105,000	\$ 90,000
Property Taxes Estimated to be Received (Current)	\$ 1,386,968	\$ 1,506,393	\$ 1,515,000	\$ 1,615,000
Total Resources	\$ 1,873,156	\$ 2,112,731	\$ 2,070,000	\$ 2,230,000

	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Expenditures				
Personnel Services	\$ 319,867	\$ 342,055	\$ 370,600	\$ 401,750
Materials and Services	\$ 173,778	\$ 120,745	\$ 164,350	\$ 192,200
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 93,035	\$ 95,518	\$ 95,000	\$ 96,000
Interfund Transfers	\$ 802,000	\$ 902,000	\$ 1,162,000	\$ 1,020,000
Contingencies	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
Special Payments				
Total Expenditures	\$ 1,388,680	\$ 1,535,318	\$ 1,866,950	\$ 1,784,950
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 484,476	\$ 577,413	\$ 203,050	\$ 445,050
Total Requirements	\$ 1,873,156	\$ 2,112,731	\$ 2,070,000	\$ 2,230,000

AQUATIC FUND

The Aquatic Fund accounts for all aquatic activities, which include Recreation Swim, Lap Swim, and programs such as Aquatic Wellness, swimming lessons, water polo and sale of concessions. The Aquatic Fund estimated total available resources are \$934,500 for FY 2021/22, which is an increase of \$46,300 from the fiscal year 2020/21 budget. The interfund transfer from the General Fund is \$100,000 less than fiscal year 2020/21 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 \$920,050. This is an increase of \$46,700 compared to the FT 2020/21 budget. The increase is in personnel services because of an increase in wages due to the continued minimum wage increase. Capital Outlay is budgeted at \$30,000 for replacement of shower columns, lights, floor repairs and resurfacing 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.

AQUATIC FUND SUMMARY

TOTAL OF - AQUATIC FUND	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 113,952	\$ 71,223	\$ 40,000	\$ 200,000
Revenue from Bonds and Other Debt				
Interfund Transfers / Internal Service Reimbursements	\$ 475,000	\$ 565,000	\$ 650,000	\$ 550,000
All Other Resources Except Property Taxes	\$ 236,180	\$ 174,562	\$ 198,200	\$ 184,500
Property Taxes Estimated to be Received				
Total Resources	\$ 825,132	\$ 810,785	\$ 888,200	\$ 934,500

	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Expenditures				
Personnel Services	\$ 529,209	\$ 470,727	\$ 619,250	\$ 668,250
Materials and Services	\$ 184,464	\$ 149,183	\$ 188,100	\$ 186,000
Capital Outlay	\$ 4,438	\$ 11,488	\$ 30,000	\$ 30,000
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	\$ 35,800
Interfund Transfers	\$ -	\$ -	\$ -	\$ -
Contingencies				
Total Expenditures	\$ 753,908	\$ 667,195	\$ 873,350	\$ 920,050
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 71,224	\$ 143,591	\$ 14,850	\$ 14,450
Total Requirements	\$ 825,132	\$ 810,785	\$ 888,200	\$ 934,500

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 \$75,700 for FY 2021/22, which is 12% less than budgeted for FY 2020/21. It is anticipated revenue will be lower due to lack of competition available for the athletes to participate in which also will impact expenses.

Total operating expenditures, which include RACE Personnel Services, and Materials and Services, are budgeted at \$73,900, which is 12% less than budgeted for FY 2020/21, mainly due to not having as much swim meet expenditures.

RACE Fund Summary

Resources	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 21,521	\$ 10,937	\$ -	\$ -
Interfund Transfers / Internal Service Reimbursements	\$ 12,000	\$ 17,000	\$ 12,000	\$ 15,000
All Other Resources Except Property Taxes	\$ 57,717	\$ 32,827	\$ 73,800	\$ 60,700
Property Taxes Estimated to be Received				
Total Resources	\$ 91,238	\$ 60,764	\$ 85,800	\$ 75,700

Expenditures	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Personnel Services	\$ 38,738	\$ 29,055	\$ 41,100	\$ 37,700
Materials and Services	\$ 41,563	\$ 28,238	\$ 43,000	\$ 36,200
Contingencies				
Total Expenditures	\$ 80,301	\$ 57,293	\$ 84,100	\$ 73,900
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 10,937	\$ 3,471	\$ 1,700	\$ 1,800
Total Requirements	\$ 91,238	\$ 60,764	\$ 85,800	\$ 75,700

PROGRAM FUND

The Program Fund is our operating fund for all our 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 percentage toward overhead.

Program Fund expenditures include wages for program department staff, independent contractor fees, and recreational program supplies. The Program Fund resources include registration fees from participants in programs. In addition to programs fees, it is supported by an interfund transfer from the General Fund.

The Program Fund total proposed available resources are \$400,950 for FY 2021/22. This is an increase of \$31,250; 8% from fiscal year 2020/21. This increase is due to a higher beginning fund balance. Estimating program revenues is challenging currently due to the limited number of participants and program offerings the district was able to have during FY 2020/21. District staff is anticipating program offerings and attendance will increase during FY 2021/22. Additionally, revenue and expenses for activities that occur at the Activity Center are moved into the program fund for 50% of the year due to the impending closure of the Activity Center.

Total Operating expenditures, which include Program Personnel Services, Materials and Services, and Capital Outlay, are budgeted at \$398,200. This is an increase of \$30,650; 8% from FY 2020/21. This increase is in personnel services because of the desire to improve staff wages for coordinators and instructors, along with moving group fitness instructors into the program fund for the second half of the year.

Program Fund Summary

TOTAL OF PROGRAM FUND Resources	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 193,227	\$ 40,445	\$ -	\$ 40,000
Interfund Transfers / Internal Service Reimbursements	\$ -	\$ 175,000	\$ 160,000	\$ 170,000
All Other Resources Except Property Taxes	\$ 244,818	\$ 142,424	\$ 209,700	\$ 190,950
Total Resources	\$ 438,045	\$ 357,869	\$ 369,700	\$ 400,950

Expenditures	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Personnel Services	\$ 262,963	\$ 202,506	\$ 233,600	\$ 276,450
Materials and Services	\$ 134,995	\$ 99,063	\$ 133,950	\$ 121,750
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Contingencies				
Total Expenditures	\$ 397,958	\$ 301,569	\$ 367,550	\$ 398,200
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 40,087	\$ 56,300	\$ 2,150	\$ 2,750
Total Requirements	\$ 438,045	\$ 357,869	\$ 369,700	\$ 400,950

ACTIVITY CENTER FUND

The Activity Center Fund accounts are for all activities that occur at the Activity Center, which include Fitness classes, Toddler sports, Art, and Cooking classes, along with drop in racquetball, basketball, and cardio and weight equipment. In addition to programs fees, it is supported by an interfund transfer from the General Fund.

The Activity Center Fund total available resources are \$120,950 for FY 2021/22, which is a \$48,300 decrease: 29% from FY 2020/21. The Activity Center lease is expiring in 2022 and the district plans on not using the buildings for programs after December 31, 2021.

Total Operating expenditures, which include Activity Center Personal Services, Materials and Services, and Capital Outlay, are budgeted at \$119,500, which is \$49,650, 29% less than fiscal year 2020/21. Personnel services is 48% less due to the facilities planned closure on December 31, 2021. Materials and Services is estimated to be higher than FY 2020/21 due to the cost to demolish one of the buildings before we vacate the property.

The District leased the property on SW Canal in 2012 for a ten-year period. When the district originally leased this spaced, it was determined that having an additional indoor facility would allow the district to provide more services to the community and a 1,600 SQ Ft. building that was used for fitness classes, youth sports clinics, and drop-in basketball was constructed. The district invested \$209,000 into site work (parking lot, land scaping etc.) and the construction of this addition knowing that in 2022 the district would either need to demolish the building or move it. Prior to utilizing this facility, the district leased a building at a rate of \$49,000, therefore the investment into this facility on SW Canal was a net positive financially for the district while continuing to provide services for the community.

District staff has explored the cost to move the building to a different location or demolition of the building. The cost to move the building and the site work, electrical and permit invoice is estimated to cost \$130,000. The cost to demolish the building is \$31,000. Staff is recommending that the building is demolished at the end of the lease term and has included the demolition cost in the proposed budget.

Staff is planning on using the Pleasant Ridge Community Hall and exploring partnerships with the Redmond Senior Center, Redmond School District, and REACH to continue to offer many of the programs that currently occur at the Activity Center.

Activity Center Summary

TOTAL OF ACTIVITY CENTER FUND	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 34,928	\$ 32,085	\$ 10,000	\$ 20,000
Interfund Transfers / Internal Service Reimbursements	\$ 80,000	\$ 70,000	\$ 105,000	\$ 75,000
All Other Resources Except Property Taxes	\$ 52,729	\$ 48,514	\$ 54,250	\$ 25,950
Property Taxes Estimated to be Received				
Total Resources	\$ 167,657	\$ 150,599	\$ 169,250	\$ 120,950

	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Expenditures				
Personnel Services	\$ 104,097	\$ 94,147	\$ 131,750	\$ 68,000
Materials and Services	\$ 31,769	\$ 31,413	\$ 37,400	\$ 51,500
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Contingencies				
Total Expenditures	\$ 135,866	\$ 125,560	\$ 169,150	\$ 119,500
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 31,792	\$ 25,039	\$ 100	\$ 1,450
Total Requirements	\$ 167,657	\$ 150,599	\$ 169,250	\$ 120,950

PARK FUND

The Park Fund accounts for the maintenance of existing park 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 \$231,300 for FY 2021/22; this is an increase of \$15,000, approximately 7% from the fiscal year 2020/21. 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 \$224,600. This is an increase of \$13,350, approximately 6% from fiscal year 2020/21. Much of this increase is in Personnel Services. The district is budgeting for increased hours for a seasonal maintenance technician to assist with park maintenance needs. Capital outlay expenditures include a new park maintenance truck, and improvements to park facilities.

Park Fund Summary

TOTAL OF PARK FUND	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 90,353	\$ 105,659	\$ 30,000	\$ 70,000
Interfund Transfers / Internal Service Reimbursements	\$ 160,000	\$ 100,000	\$ 185,000	\$ 160,000
All Other Resources Except Property Taxes	\$ 1,682	\$ 1,243	\$ 1,300	\$ 1,300
Total Resources	\$ 252,035	\$ 206,902	\$ 216,300	\$ 231,300

Expenditures	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Personnel Services	\$ 99,970	\$ 100,217	\$ 121,300	\$ 135,500
Materials and Services	\$ 40,940	\$ 34,858	\$ 49,200	\$ 47,700
Capital Outlay	\$ 5,466	\$ 2,746	\$ 40,750	\$ 41,400
Total Expenditures	\$ 146,376	\$ 137,821	\$ 211,250	\$ 224,600
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 105,660	\$ 69,081	\$ 5,050	\$ 6,700
Total Requirements	\$ 252,035	\$ 206,902	\$ 216,300	\$ 231,300

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. These 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.

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.

CAPITAL RESERVE FUND: The purpose of this fund is to build up funds for capital projects and major equipment replacement for all district properties.

Operating Reserve Fund Summary

TOTAL OF OPERATING RESERVE	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 50,000	\$ 100,000	\$ 125,000	\$ 150,000
Interfund Transfers / Internal Service Reimbursements	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
All Other Resources Except Property Taxes				
Total Resources	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000

Expenditures	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Total Expenditures		\$ -	\$ -	\$ -
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000
Total Requirements	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000

Capital Reserve Fund Summary

TOTAL OF CAPITAL RESERVE	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Beginning Fund Balance/Net Working Capital	\$ 114,380.00	\$ 139,380.00	\$ 164,380.00	\$ 189,380.00
Interfund Transfers / Internal Service Reimbursements	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
All Other Resources Except Property Taxes				
Property Taxes Estimated to be Received				
Total Resources	\$ 139,380.00	\$ 164,380.00	\$ 189,380.00	\$ 214,380.00

Expenditures	Actual Amount 2018-19	Actual Amount 2019-20	Approved Budget 2020-21	Proposed Budget 2021-22
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 139,380.00	\$ 164,380.00	\$ 189,380.00	\$ 214,380.00
Total Requirements	\$ 139,380.00	\$ 164,380.00	\$ 189,380.00	\$ 214,380.00

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. 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 contingency 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 the 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.