



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
October 13, 2020

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

## **BOARD OF DIRECTORS**

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

## **RAPRD STAFF LEADERSHIP TEAM**

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

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465 SW Rimrock Way  
Redmond Oregon 97756  
541-548-7275  
[www.raprd.org](http://www.raprd.org)

## GENERAL BOARD MEETING AGENDA

October 13, 2020

7:30AM

This meeting will take place electronically using the following link:  
<https://global.gotomeeting.com/join/391608981>

There is also an option to call in to the meeting at this number (toll free)  
(866) 899 4679, Access Code: 391-608-981

### AGENDA

**1. Call to Order**

Adjustments to the Agenda

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

**3. Consent Agenda**

Approval of the General Board Meeting Minutes from September 8, 2020

Acknowledgement of Receipt of September Financial Summary

**4. Action Agenda Items**

Letter of Support for South HWY 97 Urban Renewal District

Approval of Fee Schedule (revised Sept. 2020)

**5. Discussion Items**

Lake Park Estates Property

Pleasant Ridge Community Hall

Recreation Facility Planning

**6. Public Comments**

**7. Board/Staff Comments**

**8. Executive Session**

**Oregon Law permits public bodies to meet in executive session to discuss specific items which are not open to the public. Final action or decisions on these matters will be made during regular session.**

Executive Director Evaluation - ORS 192.660 (2) (i) which authorizes executive sessions "to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member..."

Reconvene Regular Session;

**9. Action(s) as a result of Executive Session**

## **10. Adjournment**

Public comments will be taken during the meeting. Written comments will also be accepted prior to the meeting. Written comments received by 5:00pm on October 12, 2020 will be read during the public comment section of the meeting on October 13, 2020. Comments by video or phone will be taken during the public comment section of the meeting on October 13, 2020; Comments, both written and electronic, will be subject to a 3-minute limit per community member.



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

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened via video conference in Redmond, Oregon, September 8, 2020 at 7:30am.

**Attendance:**

Directors Present: Hayes McCoy  
Zack Harmon  
Matt Gilman

Directors Absent: Ed Danielson  
JoAnne Fletcher

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

Media: None

Public: Jon Bullock, Redmond City Council

**GENERAL MEETING:**

**1. Call to Order:**

Hayes McCoy called the meeting to order at 7:36am

**2. Communications:** None

**3. Consent Agenda:**

Approval of the General Board Meeting Minutes from August 11, 2020;  
Acknowledgment of Receipt of August 2020 Financial Summary:

Matt Gilman made a motion to approve the consent agenda as presented. Zack Harmon seconded the motion. Motion passed unanimously

**4. Action Agenda Items:**

Letter of Support for South HWY 97 Urban Renewal District: Katie Hammer mentioned that JoAnne Fletcher, board member, let her know that she would like to see more information about recreation opportunities in the plan. The board members present at the meeting agreed with this and asked Katie Hammer to communicate this to the city prior to writing a letter of support. Drafting a letter of support was tabled until the October meeting.

**5. Discussion Items:**

Lake Park Estates Property: Nothing new to report on this property. Katie Hammer will verify that the property that the district would potentially acquire in a trade has water rights.

Pleasant Ridge Community Hall: Katie Hammer said the transfer of property is scheduled for September 15<sup>th</sup>. Hayes McCoy asked if the board could receive copies of the title report.

Program Updates: Katie Hammer said that she opted not to print a fall activity guide this year because of potential changes to programming. She said that we may not be able to run basketball because of schools being closed. Mike Elam is reaching out to area churches about gym space. Katie also said that STEM and swimming programs are running, and that soccer is starting today. We did lose about 50-60 players due to the mask requirement in place.

Jessica Rowan said that she is working on space challenges at the pool and that a modified high school swim team season may run in November. She is also re-evaluating pool programming.

Katie Hammer also said that fitness class numbers are low and she is monitoring them through September. If attendance is low they will re-evaluate programming and modify it.

Mike Elam said soccer numbers are way down, but the families that are participating are happy that their kids can participate.

Executive Director Review: Hayes McCoy said that the process will be similar to last year. He will email out last years review to the board and they can email him back with comments. Hayes will compile it and have it ready at the October board meeting.

**6. Public Comments:** John Bullock clarified that the South HWY 97 project is not recreational but industrial. This project is to develop safe and accessible places to access

HWY 97. There may be an opportunity to add some language in the plan to address recreation needs if appropriate.

**Board Staff Comments:**

Katie Hammer, Executive Director, said that the district will be opting out of the payroll tax deferral.

Matt Gilman said that moving forward into fall he would like to see outside the box thinking for new programming.

Hayes McCoy asked if the skating rink was going to open this winter. Katie responded that they are waiting to see if they can run it and that she is hopeful. She should receive word before the October board meeting.

Katie also added that Brandy Princehorn, program coordinator, and Julane Price, fitness coordinator is each working on developing new programs to encourage social and physical engagement for youth.

**7. Adjournment:**

Hayes McCoy adjourned meeting at 8:10am.

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Board Chair, Hayes McCoy

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Recording Secretary, Vicki Osbon



Redmond Area Park and Recreation District  
Financial Summary  
August 31, 2020

**Summary**

September 30, 2020 is 25.0% of the 2020/2021 budget year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 20/21 Budget)	1%	Resources change from FY 19/20	-29%
Expenditures (% of 20/21 Budget)	14%	Expenses change from FY 19/20	-19%

	YTD FY Sept 19/20	YTD FY Sept 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 28,563	\$ 20,196	\$ 1,620,000	1%	1.90%
Personnel Services	\$ 89,560	\$ 83,830	\$ 370,600	23%	25.00%
Materials & Services	\$ 23,519	\$ 7,301	\$ 164,350	4%	12.00%
Debt Service	\$ -	\$ -	\$ 95,000	0%	0.00%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.00%
Transfers & Contingency	\$ -	\$ -	\$ 1,237,000	0%	0.00%

<b>Aquatic</b>			
Resources (% of 20/21 Budget)	3%	Resources change from FY 19/20	-67%
Expenditures (% of 20/21 Budget)	16%	Expenses change from FY 19/20	-39%

	YTD FY Sept 19/20	YTD FY Sept 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 78,155	\$ 25,674	\$ 848,200	3%	31.00%
Personnel Services	\$ 149,104	\$ 101,602	\$ 619,250	16%	25.00%
Materials & Services	\$ 45,589	\$ 17,721	\$ 188,100	9%	23.00%
Debt Service	\$ 17,899	\$ 17,899	\$ 36,000	50%	50.00%
Capital Outlay	\$ -	\$ -	\$ 30,000	0%	

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 20/21 Budget)	9%	Resources change from FY 19/20	-39%
Expenditures (% of 20/21 Budget)	9%	Expenses change from FY 19/20	-51%

	YTD FY Sept 19/20	YTD FY Sept 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 12,513	\$ 7,605	\$ 85,800	9%	19.00%
Personnel Services	\$ 7,625	\$ 6,272	\$ 41,100	15%	16.00%
Materials & Services	\$ 7,000	\$ 944	\$ 43,000	2%	18.00%

### Financial Performance By Fund

Programs			
Resources (% of 20/21 Budget)	4%	Resources change from FY 19/20	-72%
Expenditures (% of 20/21 Budget)	13%	Expenses change from FY 19/20	-52%

	YTD FY Sept 19/20	YTD FY Sept 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 55,301	\$ 15,429	\$ 369,700	4%	22.00%
Personnel Services	\$ 50,275	\$ 33,370	\$ 233,600	14%	19.00%
Materials & Services	\$ 51,410	\$ 15,353	\$ 133,950	11%	37.00%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.00%

Activity Center			
Resources (% of 20/21 Budget)	3%	Resources change from FY 19/20	-68%
Expenditures (% of 20/21 Budget)	15%	Expenses change from FY 19/20	-26%

	YTD FY Sept 19/20	YTD FY Sept 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 14,700	\$ 4,740	\$ 159,250	3%	26.00%
Personnel Services	\$ 24,560	\$ 18,267	\$ 131,750	14%	20.00%
Materials & Services	\$ 8,734	\$ 6,358	\$ 37,400	17%	20.00%
Capital Outlay	\$ -	\$ -	\$ -	#DIV/0!	0.00%

Parks			
Resources (% of 20/21 Budget)	0%	Resources change from FY 19/20	-34%
Expenditures (% of 20/21 Budget)	16%	Expenses change from FY 19/20	-19%

	YTD FY Sept 19/20	YTD FY Sept 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 308	\$ 202	\$ 186,300	0%	24.00%
Personnel Services	\$ 31,768	\$ 27,016	\$ 121,300	22%	28.00%
Materials & Services	\$ 11,085	\$ 7,789	\$ 49,200	16%	24.00%
Capital Outlay	\$ 563	\$ -	\$ 40,750	0%	3.00%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 20/21 (Current)	-
<b>FY 20/21 (Budget, current yr)</b>	<b>1,515,000</b>
FY 19/20	-
FY 18/19	-
FY 17/18	-

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 20/21 (Current)	14,084
<b>FY 20/21 (Budget, current yr)</b>	<b>70,000</b>
FY 19/20	25,921
FY 18/19	21,427
FY 17/18	

##### Pool Activities Expenses

FY 20/21 (Current)	1016
<b>FY 20/21 (Budget, current yr)</b>	<b>14,000</b>
FY 19/20	4682
FY 18/19	4449
FY 17/18	

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 20/21 (Current)	7,868
<b>FY 20/21 (Budget, current yr)</b>	<b>97,500</b>
FY 19/20	38,197
FY 18/19	37,302
FY 17/18	

##### Youth Sports League Expenses

FY 20/21 (Current)	2,401
<b>FY 20/21 (Budget, current yr)</b>	<b>62,750</b>
FY 19/20	12,047
FY 18/19	16,488
FY 17/18	

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

#### Enrichment Resources

##### Enrichment Resources

FY 20/21 (Current)	4,760
<b>FY 20/21 (Budget, current yr)</b>	<b>35,600</b>
FY 19/20	7,147
FY 18/19	7,099
FY 17/18	3,476

##### Enrichment Expenses

FY 20/21 (Current)	<b>7,400</b>
<b>FY 20/21 (Budget, current yr)</b>	<b>26,500</b>
FY 19/20	23,636
FY 18/19	17,558
FY 17/18	8,357

### Fitness

<b>Fitness Resources</b>	
FY 20/21 (current)	3,490
<b>FY 20/21 (Budget, current yr)</b>	<b>51,500</b>
FY 19/20	12,771
FY 18/19	9,948
FY 17/18	9,057

<b>Fitness Expenses</b>	
FY 20/21 (current)	61
<b>FY 20/21 (Budget, current yr)</b>	<b>10,500</b>
FY 19/20	3,179
FY 18/19	1,848
FY 17/18	2,460

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

### Adult Sport Leagues

<b>Adult Sport League Resources</b>	
FY 20/21 (Current)	-
<b>FY 20/21 (Budget, current yr)</b>	<b>17,200</b>
FY 19/20	-
FY 18/19	300
FY 17/18	-

<b>Adult Sport League Expenses</b>	
FY 20/21 (Current)	210
<b>FY 20/21 (Budget, current yr)</b>	<b>9,000</b>
FY 19/20	490
FY 18/19	1387
FY 17/18	1476

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

Updated 10/1/20

## *RAPRD BOARD AGENDA COMMUNICATION*

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**MEETING DATE:** October 13,2020

**SUBJECT:** Adopting Fee Schedule

**STAFF RESOURCE:** Katie Hammer

**ACTION PROPOSED:** Motion to Adopting Fee schedule for Fall 2020

**BACKGROUND:**

The Board of Directors of Redmond Area Park and Recreation District adopts the fee schedule for programs annually, unless there are no changes to the schedule. The last update to the fee schedule was in January 2019.

The changes on this fee schedule are due to changes in swim lessons because of COVID19 restrictions, rental rate for the swim center do to a lower maximum capacity. Also, the district recently acquired the Pleasant Ridge Community Hall and rental rates for this facility is included in the revised fee schedule.

The programs listed on this schedule only list the programs which RAPRD staff administers and instructs. The prices for the independent contracted programs are set by those instructors and RAPRD typically receives 20%-40% of the program registrations. This percentage is determined based on the amount of support RAPRD provides to the independent contractor for facility space and supplies.

**RECOMMENDED MOTION:** Motion to approve the October 2020 Fee Schedule update for RAPRD.

Redmond Area Park and Recreation District  
 Fee Schedule  
 Updated 10-13-2020

Program Category	Program	Fee	Cost Recovery Goal
<b>RECREATION PROGRAMS</b>			
Adaptive	Swim Lessons ( 9 classes)	\$ 38.00	50%
Art/Crafts	Crazy About Art	\$ 25.00	90%
art/crafts	Toddler Time	\$ 22.00	90%
Cooking	Fabulous Foods	\$ 30.00	90%
Sports Clinics/Camps	Little Sport Stars	\$ 22.00	90%
Youth Sports Leagues	Soccer - Spring (prek - 2th grade)	\$ 58.00	90%
Youth Sports Leagues	Soccer - Spring (3rd-5th grade)	\$ 63.00	90%
Youth Sports Leagues	Soccer - Fall (prek - 3rd grade)	\$ 65.00	90%
Youth Sports Leagues	Soccer - Fall 4th - 6th grade)	\$ 80.00	90%
Youth Sports Leagues	Soccer - Spring (5th-6th grade Semi-Competitive)	\$ 75.00	90%
Youth Sports Leagues	Soccer - Spring (7th-8th grade Competitive)	\$ 100.00	90%
Youth Sports Leagues	Basketball - Youth ( k - 3rd grade)	\$ 55.00	90%
	Basketball - Youth ( 4th-6th grade)	\$ 65.00	90%
Adult Sport Leagues	Basketball	\$ 640.00 per team	90%
Adult Sport Leagues	Softball: Adult Competitive	\$ 610.00 per team	90%
Adult Sport Leagues	Softball: Adult Recreational	\$ 310.00 per team	90%
STEM	River Quest	\$ 25.00	90%
<b>Cascade Swim Center</b>	<b>LAP RECREATION SWIM</b>		
	Drop-in adult	\$ 3.50	50%
	Drop-in Child	\$ 2.50	50%
	Drop-in Senior	\$ 1.50	50%
	6 month-adult	\$ 135.00	50%
	6month-child	\$ 85.00	50%
	6 month-senior	\$ 75.00	50%
	6 month family	\$ 240.00	50%
	12month-adult	\$ 200.00	50%
	12month-child	\$ 140.00	50%
	12month- senior	\$ 120.00	50%
	12month-family	\$ 390.00	50%
	10punch-adult	\$ 32.00	50%
	10punch-child	\$ 22.00	50%
	10punch-senior	\$ 12.00	50%
	50 ticket book	\$ 75.00	50%
	swim/fit pass	\$ 45.00	50%
	<b>WATER AEROBICS</b>		
	Drop-in	\$ 3.50	75%

	1 month pass	\$ 35.00		75%
	6 month	\$ 180.00		75%
	12 month	\$ 300.00		75%
	swim/fit pass	\$ 45.00		75%
	<b>POOL RENTALS</b>			
	<b>1hr 25 max. - indoor</b>	<b>\$ 75.00</b>		100%
	1hr >39 main	\$ 80.00		100%
	1hr 40-79 main	\$ 110.00		100%
	1hr 80-119 main	\$ 135.00		100%
	1hr 120-149main	\$ 160.00		100%
	<b>2 hr 25 max - main</b>	<b>\$ 115.00</b>		100%
	2hr >39 main	\$ 125.00		100%
	2hr 40-79 main	\$ 150.00		100%
	2hr 80-119 main	\$ 180.00		100%
	2hr 120-149main	\$ 105.00		100%
	2.5 hr 25 max. - main	\$ 150.00		100%
	<b>1 hr 25 max wading only</b>	<b>\$ 75.00</b>		100%
	1hr >39 +wading	\$ 100.00		100%
	1hr 40-79+wading	\$ 125.00		100%
	1hr 80-119+wading	\$ 150.00		100%
	1hr 120-149+wading	\$ 175.00		100%
	<b>2 hr 25 max. - wading only</b>	<b>\$ 115.00</b>		100%
	2hr >39 +wading	\$ 180.00		100%
	2hr 40-79+wading	\$ 200.00		100%
	2hr 80-119+wading	\$ 220.00		100%
	2hr 120-149+wading	\$ 235.00		100%
	<b>2.5 hr 25 max - wading only</b>	<b>\$ 150.00</b>		100%
	<b>1 hr 25 max - full use</b>	<b>\$ 115.00</b>		100%
	1hr >39 full use	\$ 135.00		100%
	1hr 40-79 full use	\$ 150.00		100%
	1hr 80-119 full use	\$ 170.00		100%
	1hr 120-149 full use	\$ 190.00		100%
	2 hr 25 max. - full use	\$ 145.00		100%
	2hr >39 full use	\$ 210.00		100%
	2hr 40-79 full use	\$ 230.00		100%
	2hr 80-119 full use	\$ 250.00		100%
	<b>2.5 hr 25 max. - full use</b>	<b>\$ 175.00</b>		100%
	The Rock	\$ 35.00		100%
	Cosmic	\$ 35.00		100%
	Conference room (per hour)	\$ 25.00		100%
	<b>RACE</b>			
	Novice	\$ 50.00		75%
	Age Group	\$ 60.00		75%
	Senior Prep	\$ 65.00		75%
	Seniors	\$ 70.00		75%
	<b>SWIM LESSONS</b>			
	SWIM LESSONS (10 classes)	\$ 42.00		75%

	<b>Swim Lessons - Private 5 classes</b>	<b>\$75</b>		
	<b>SCHOOL USE</b>			
	All School Programs (including high school)	\$17.50	Hr	60%
	CSC Equipment use (scoreboard, timing equipment)	\$ 50.00	per day	
	<b>MISC. AQUATICS</b>			
	BYOB	\$ 5.00		75%
	Lifeguard Training	\$ 180.00		75%
<b>Activity Center</b>	<b>Weights, Cadio, Group Fitness, Raquetball</b>			
	Drop-in adult	\$ 3.50		90%
	Drop-in Child	\$ 3.50		90%
	Drop-in Senior	\$ 3.50		90%
	Drop-in Child Activities	\$ 2.00		90%
	1 month Adult - Full Access Pass( fitness classes, weights, cardio equipment, raquetball/wallyball & basketball)	\$ 30.00		90%
	1 month Couples - Full Access Pass( fitness classes, weights, cardio equipment, raquetball/wallyball & basketball)	\$ 50.00		90%
	1 month Family - Full Access Pass( fitness classes, weights, cardio equipment, raquetball/wallyball & basketball)	\$ 95.00		90%
	1 month - Senior/Disability limited pass(weights & cardio, raquetball and basetkball; no classes)	\$ 25.00		90%
	1 month Youth - Age 8-13 (basketball, raquestball and walleyball)	\$ 15.00		90%
	1 month Youth - Age 14 - 18 (basketball, raquestball, walleyball, weights, cardio, and fitness classes)	\$ 20.00		90%
	6 month - Adult Full Access (fitness classes, weights, cardio equipment, raquetball, walleyball and basketball)	\$ 158.00		90%
	6 month - Couples Full Access (fitness classes, weights, cardio equipment, raquetball, walleyball and basketball)	\$ 264.00		90%



	6 month - Family Full Access (fitness classes, weights, cardio equipment, raquetball, walleyball and basketball)	\$ 502.00		90%
	6 month - Senior/Disability limited pass(weights & cardio, raquetball and basetkball; no classes)	\$ 121.00		90%
	12month - Full Access (fitness classes, weights, cardio equipment, raquetball, walleyball and basketball)	\$ 288.00		90%
	12month - Couples Full Access (fitness classes, weights, cardio equipment, raquetball, walleyball and basketball)	\$ 480.00		90%
	12month - Family Full Access (fitness classes, weights, cardio equipment, raquetball, walleyball and basketball)	\$ 912.00		90%
	12 month - Senior/Disability limited pass(weights & cardio, raquetball and basetkball; no classes)	\$ 221.00		90%
	1 month -AC/Pool Fitness Combo Pass (lap swim, water aerobics, land aerobics, weights, cardio equipment)	\$ 56.00		90%
	6 month -AC/Pool Fitness Combo Pass (lap swim, water aerobics, land aerobics, weights, cardio equipment)	\$ 296.00		90%
	12 month -AC/Pool Fitness Combo Pass (lap swim, water aerobics, land aerobics, weights, cardio equipment)	\$ 538.00		90%
	12 punch (Fitness, weights, cardio machines)	\$ 28.00		90%
	10 punch - Child Activities	\$ 22.50		90%
	1 month Child Activities (1 child)	\$ 27.00		90%
	1 month Child Activities (2 Children)	\$ 40.00		90%
	Personal Training - 1 sessions	\$ 30.00		90%
	Personal Training - 5 sessions	\$ 120.00		90%
	Personal Training - 10 sessions	\$ 230.00		90%
	<b>AC RENTALS</b>			
	Activity Room Rentals - per hour	\$ 20.00		100%
PRCH	<b>PLEASANT RIDGE COMMUNITY HALL RENTALS</b>			
	<b>Commercial - Hourly</b>	<b>\$50</b>		<b>100%</b>
	<b>Commercial - Daily</b>	<b>\$500</b>		<b>100%</b>

	Private (Wedding, Party, etc.) - Hourly \$40			100%
	Private (Wedding, Party, etc.) - Daily \$400			100%
	Non-Profit - Hourly \$20			100%
	Non-Profit - Daily \$200			100%
	Non-Profit Meeting use (For meetings \$20 a meeting that occur monthly with a 12 month commitment)			100%
	Note: Rates may be discounted for volunteer service or other community good.			
	OTHER FACILITY RENTALS			
	High Desert Sports Complex			100%
	Field Rental	\$ 20.00	per game	
	Park Amentity Reservations (City)			
	Application Fee (City Facilities)	\$ 20.00		100%
	ADMINISTRATIVE FEES			
	Copies BW	\$ 0.07		100%
	Copies Color	\$ 0.15		100%
	Staff Time Public Records	\$25 / hr		100%