

DIRECTOR INFORMATION for GENERAL BOARD MEETING June 8, 2021 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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Discussion Items:



Redmond Area Park and Recreation District 465 SW Rimrock Way Redmond Oregon 97756 541-548-7275 www.raprd.org

GENERAL BOARD MEETING AGENDA June 8, 2021

General meeting will begin immediately following the Budget Hearing for the Fiscal Year 2021-22 Budget which is scheduled at 7:30am

Meeting Location: 7067 SW Canal Blvd, Redmond Oregon

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 May 11, 2021 Acknowledgement of Receipt of May Financial Summary

4. Action Agenda Items

Resolution #5 Reallocation of Budgeted Expenses in the Aquatic Fund Resolution #6 Declaring the Tax Rate for the 2021-22 Fiscal Year Resolution #7 Adopting the Fiscal Year 2021-22 Budget Resolution #8 Appropriations for the Fiscal Year 2021-22 Budget Award Contract for Recreation Management Software

5. Discussion Items

2021 Goals Update

- 6. Public Comments
- 7. Board/Staff Comments
- 8. Adjournment

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 at least 72 hours prior to any public meeting. **This is a no-smoking facility**.





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, May 11, 2021 at 7:30am.

Attendance:

Directors Present: Hayes McCoy

Matt Gilman Zack Harmon JoAnne Fletcher Ed Danielson

Directors Absent:

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

Mercedes Cook-Bostick

Kevin Scoggin Lena Berry

GENERAL MEETING:

1. Call to Order: Hayes McCoy called the meeting to order at 7:30am.

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from April 13, 2021; Acknowledgment of Receipt of April 2021 Financial Summary:

Ed Danielson made a motion to approve the consent agenda. JoAnne Fletcher seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Award contract for Recreation Management Software:

Katie Hammer explained said that five proposals were solicited from companies and we did demos with 3 of those companies which were Perfect Mind, Civic Rec and My Rec. Matt Gilman asked for more time to research the software. Katie said she would like to go live on November 30 when our winter programming goes live so postponing will not impact that timing. Discussion followed regarding mobile compatibility, multiple pricing options for customer, length of contract and cost. This topic was tabled until the June meeting.

Approval of HVAC repairs at the Cascade Swim Center:

Jessica Rowan and Katie Hammer explained one of the ducts underneath the pool deck is collapsed so the building is not being ventilated as it should be. District staff received one bid for this project. This project is classified as an emergency and the district can move forward with it with only one bid. Staff estimates that the new system will be installed the third week of June to coincide with high school swimming ending and before the start of the summer season at the pool. Ed Danielson at made a motion to approve HVAC repairs. Joanne Fletcher seconded the motion. Motion passed unanimously.

5. Discussion Items:

Board Member Duties and Responsibilities Policy & Board Member Orientation: Katie Hammer mentioned that she adjusted the orientation document to add the Pleasant Ridge Community Hall. The board acknowledged that they reviewed it but didn't have any other changes that would require approval.

Executive Director Review-Hayes McCoy talked about the need complete this before June. Katie said she would send accomplishment items to the board from November to June. Matt Gillman suggested putting it out another month so that the new board members would have a chance to weigh in. Katie responded that her contract states her review is in June. Matt Gilman asked why it was done in November last year. Katie responded that it was completed late last year. The board discussed adjusting the executive director's job performance review to November or December because it could be a better time of year. Katie said her employment agreement is set to renew expires in May 2022 and the job performance review date can be adjusted in the agreement. There was consensus on the board to postpone the review until November/December 2021.

6. Public Comments: None

7. Board Staff Comments:

Mike Elam, Recreation Manager, said that we just had our last spring soccer game and adult softball will start in two weeks. We have 14 teams this year. He said there are five tournaments booked for this summer. He said that he and Julane Price, Fitness Coordinator, are looking at what fitness classes will run for the summer. He said that Peter LeMay, has come on board as the Sports Coordinator and Mike is looking forward to working with him and see what new programming he will bring to the table for the district.

Jessica Rowan, Aquatic Director, said we have had an intense turn around on programming and we are going to operate the high school swim season beginning this week. She said that we also have the Bend Waves water polo program that serves Central Oregon using our facility for practices. She has been in on discussions for a splash ball program, which is water polo for younger kids that could be a feeder program for the Waves program. She added that she is working on the HVAC problem to have it fixed before the summer programs. She added that it's good to see programs coming back and has been receiving requests for the Bring Your Own Boat program, It is a kayaking program that allows people to come in and practice in their kayaks in the pool.

Katie Hammer, Executive Director, said she is excited about the partnership they are developing with REACH and the opportunity to serve more kids in that capacity. She said there is potential for an afterschool program as well.

Matt Gilman said that Friends of Redmond Recreation met on the 35th street property. He is also excited about the prospect of the pickleball tournament that Katie is solidifying.

Zack Harmon encouraged people to get out and vote. He mentioned that he appreciates Katie Hammer keeping them informed about situations going on and is hopeful there will be more activities this summer. He added that it is good that we will have a 4th of July event even if it is smaller. He also said he is sad to see the couple of board members terms end.

Ed Danielson mentioned that the old Sear's building downtown is up for lease and wondered if there could be a potential building space that would be useable space for the district. Ed also recommended that we look into TV advertising for the district.

	Adjournment: Hayes McCoy adjourned the meeting at 8:20am
Bo	oard Chair, Hayes McCoy
Re	ecording Secretary, Vicki Osbon

Redmond Area Park and Recreation District Financial Summary May 31, 2021

Summary

May 31, 2021 is 92% of the 2020/2021 budget year.

Financial Performance By Fund

General							
Resources (% of 20/21 Budget)	101%	Resources change from FY 19/20	6%				
Expenditures (% of 20/21 Budget)	78%	Expenses change from FY 19/20	-6%				

		YTD FY		YTD FY		20/2021 YE		
	Λ	/lay 19/20	ľ	May 20/21		Budget	% Current Budget	Target %
Resources (Income)	\$	1,547,857	\$	1,641,829	\$	1,620,000	101%	100%
Personnel Services	\$	313,398	\$	315,690	\$	370,600	85%	86%
Materials & Services	\$	115,974	\$	90,661	\$	164,350	55%	75%
Debt Service	\$	95,518	\$	87,784	\$	95,000	92%	100%
Capital Outlay	\$	-	\$	-	\$	-	0%	0%
Transfers & Contingency	\$	977,000	\$	1,162,000	\$	1,237,000	94%	95%

Aquatic							
Resources (% of 20/21 Budget)	35%	Resources change from FY 19/20	-58%				
Expenditures (% of 20/21 Budget)	57%	Expenses change from FY 19/20	-29%				

	YTD FY ay 19/20	M	YTD FY lay 20/21	20	20/2021 YE Budget		Target %
Resources (Income)	\$ 163,588	\$	69,039	\$	198,299	35%	65%
Personnel Services	\$ 447,930	\$	330,971	\$	619,250	53%	75%
Materials & Services	\$ 143,340	\$	86,927	\$	188,100	46%	73%
Debt Service	\$ 35,797	\$	35,797	\$	36,000	99%	100%
Capital Outlay	\$ 11,487	\$	43,816	\$	30,000	146%	80%

Redmond Aquatic Club Eels (RACE)							
Resources (% of 20/21 Budget)	28%	Resources change from FY 19/20	-42%				
Expenditures (% of 20/21 Budget)	32%	Expenses change from FY 19/20	-52%				

	TD FY y 19/20	YTD FY ay 20/21	202	20/2021 YE Budget		Target %
Resources (Income)	\$ 35,435	\$ 20,382	\$	73,800	28%	53%
Personnel Services	\$ 27,132	\$ 20,114	\$	41,100	49%	58%
Materials & Services	\$ 28,035	\$ 6,382	\$	43,000	15%	74%

Financial Performance By Fund

Programs							
Resources (% of 20/21 Budget)	28%	Resources change from FY 19/20	-51%				
Expenditures (% of 20/21 Budget)	46%	Expenses change from FY 19/20	-41%				

	N	YTD FY 1ay 19/20	N	YTD FY 1ay 20/21	20	20/2021 YE Budget		Target %
Resources (Income)	\$	117,188	\$	58,004	\$	209,700	28%	75%
Personnel Services	\$	192,329	\$	127,422	\$	233,600	55%	73%
Materials & Services	\$	92,987	\$	41,869	\$	133,950	31%	67%
Capital Outlay	\$	-	\$	-	\$	-	0%	0%

Activity Center							
Resources (% of 20/21 Budget)	27%	Resources change from FY 19/20	-67%				
Expenditures (% of 20/21 Budget)	46%	Expenses change from FY 19/20	-33%				

		YTD FY		YTD FY		20/2021 YE		
	Ma	ay 19/20	M	ay 20/21		Budget	% Current Budget	Target %
Resources (Income)	\$	43,772	\$	14,375	\$	52,750	27%	77%
Personnel Services	\$	87,718	\$	55,684	\$	131,750	42%	70%
Materials & Services	\$	27,586	\$	21,993	\$	37,400	59%	64%
Capital Outlay	\$	-	\$	-	\$	-		0%

Parks			
Resources (% of 20/21 Budget)	62%	Resources change from FY 19/20	21%
Expenditures (% of 20/21 Budget)	63%	Expenses change from FY 19/20	-7%

	7TD FY ay 19/20	M	YTD FY lay 20/21	20/2021 YE Budget		Target %
Resources (Income)	\$ 669	\$	812	\$ 1,300	62%	75%
Personnel Services	\$ 92,227	\$	82,794	\$ 121,300	68%	80%
Materials & Services	\$ 32,285	\$	33,369	\$ 49,200	68%	71%
Capital Outlay	\$ 563	\$	17,294	\$ 40,750	42%	80%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 20/21 (Current)	1,570,951
FY 20/21 (Budget, current yr)	1,515,000
FY 19/20	1,461,396
FY 18/19	1,448,404
FY 17/18	1,299,515

Resources/Expense Detail

Pool Activities

ool Activities Resources		Pool Activities Expenses
20/21 (Current)	27,091	FY 20/21 (Current)
(Budget, current yr)	70,000	FY 20/21 (Budget, current yr)
	56,134	FY 19/20
	74,645	FY 18/19
	77,602	FY 17/18

Youth Sport Leagues

Youth Sports League Resource	s	Youth Sports League Expenses	
FY 20/21 (Current)	30,973	FY 20/21 (Current)	13,450
FY 20/21 (Budget, current yr)	73,478	FY 20/21 (Budget, current yr)	62,750
FY 19/20	47,019	FY 19/20	34,688
FY 18/19	90,551	FY 18/19	50,622
FY 17/18	98,185	FY 17/18	43,465

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

Enrichment Resources

Enrichment Resources		Enrichment Expenses	
FY 20/21 (Current)	20,008	FY 20/21 (Current)	22,243
FY 20/21 (Budget, current yr)	35,600	FY 20/21 (Budget, current yr)	26,500
FY 19/20	21,614	FY 19/20	31,490
FY 18/19	43,025	FY 18/19	37,612
FY 17/18	18,218	FY 17/18	15,657

Fitness

Fitness Resources		Fitness Expenses	
FY 20/21 (current)	9,018	FY 20/21 (current)	1,029
FY 20/21 (Budget, current yr)	17,552	FY 20/21 (Budget, current yr)	10,500
FY 19/20	40,099	FY 19/20	7,382
FY 18/19	43,720	FY 18/19	8,153
FY 17/18	42,221	FY 17/18	8,158

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

Adult Sport Leagues

Adult Sport League Resources		Adult Sport League Expenses
FY 20/21 (Current)	5,278	FY 20/21 (Current)
FY 20/21 (Budget, current yr)	17,200	FY 20/21 (Budget, current yr)
FY 19/20	8,620	FY 19/20
FY 18/19	9,233	FY 18/19
FY 17/18	9,226	FY 17/18

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

Updated 6/1/21

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 8, 2021

SUBJECT: Resolutions #5 Reallocate the Fiscal Year 2020/21

Budgeted Expenses in the Aquatic Fund

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to approve Resolution #5

BACKGROUND:

Aquatic Maintenance staff noticed that the HVAC system at the Cascade Swim Center was not working properly in February 2021. Further inspection revealed that one of the HVAC pipes under the concrete deck had collapsed. Proper ventilation is crucial to the safety of our patrons and staff and to protect the maintenance equipment as much as possible in and challenging environment.

The CSC maintenance staff, and Aquatic Director researched solutions for this repair, including replacing the current ducting. It was determined that abandoning the ducting under the pool deck and replacing it with an above ground system would be more cost effective and would reduce the amount of time the facility would need to be closed. This project is scheduled to be completed June 21 - 25, 2021.

The Board of Directors approved the bid for this project on May 11, 2021. This project will cause capital outlay expenditures to be over what was budgeted for the current fiscal year. Personnel Services and Materials and Services expenditures are anticipated to be under budget at the end of the current fiscal year. Resolution #5 reallocates current budgeted expected in the aquatic fund by reducing budgete4d expenses in both the Personnel services and Materials and Services and increases the budgeted expenditure in Capital Outlay.

BUDGETARY IMPACT: None. This resolution does not change total budgeted expenditures in the Aquatic fund.

ECOMMENDED MOTION: Motion to approve Resolutions #5 2020/21.

Redmond Area Park & Recreation District Resolution #5 2020/21

RESOLUTION TO REALLOCATE THE FISCAL YEAR 2020/21 BUDGETED EXPENSES IN THE AQUATIC FUND.

Whereas, The HVAC system at the Cascade Swim Center needed significant repairs, due to unforeseen circumstances. The RAPRD board of Directors approved the expenditure of the HVAC repairs on May 11, 2021.

Whereas, This expenditure will cause the Fiscal Year 2020/21 budgeted expenses in Capital Outlay in the Aquatic fund to be greater than budgeted.

Whereas, the board of directors adopted the fiscal year 2020/21 budget on June 9, 2020, which authorized expenditures in the Aquatic Fund. The original fiscal year 2020/21 approved expenditures in the Aquatic Fund are:

Personnel Services	\$ 619,250
Materials & Services	\$ 188,100
Capital Outlay	\$ 30,000
Total Transfors	\$937 350

Whereas, this adjustment to the allocation of the expenditures does not increase the total expenditures in the Aquatic Fund.

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes the budgeted expenditures in the Aquatic Fund for fiscal year 2020/21 to be reallocated as follows:

Personnel Services	\$ 599,250
Materials & Services	\$ 158,100
Capital Outlay	\$ 80,000
Total Transfers	\$ 837,350

Dated this 8th day of June 2021 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Hayes McCoy	
Recording Secretary, Vicki Osbon	

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 8, 2021

SUBJECT: Approval of Resolution #6 - Resolution Adopting the Budget

Approval of Resolution #7 Resolution Imposing, Categorizing

Taxes and Declaring the Tax Rate and;

Approval of Resolution #8 Resolution Making Appropriations.

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to approve Resolutions #6, 7 and 8

BACKGROUND:

The RAPRD Budget Committee recommended approval of the fiscal year 2021/22 RAPRD proposed budget during their meeting on April 19, 2021.

These three resolutions adopt the overall budget, impose taxes and create the budget appropriations for the fiscal year 2021/22 budget.

BUDGETARY IMPACT: Failure to adopt the budget prevents the District from collecting property taxes in fiscal year 2021/22.

RECOMMENDED MOTION: Motion to approve resolutions 6, 7, and 8.

REDMOND AREA PARK AND RECREATION DISTRICT RESOLUTION #6 2020/2021 RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED, that the Board of Directors for Redmond Area Park and Recreation District hereby adopts the budget for the fiscal year 2021/2022 in the sum of \$4,382,780 at a meeting of the Board on June 8, 2021, and the following Resolution affirms their action.

BE IT FINALLY RESOLVED, that the Chair of the Board will file this resolution with the Deschutes County Clerk and the County Assessor on or before July 15, 2021.

Adopted by the Board of Directors o 8th day of June, 2021.	of Redmond Area Park and Recreation District	t on this
Chairman: Hayes McCoy	_	

ATTEST:

Recording Secretary
Vicki Osbon

REDMOND AREA PARK AND RECREATION DISTRICT RESOLUTION #8 2020/2021 RESOLUTION MAKING APPROPRIATIONS

<u>BE IT RESOLVED</u>, that the amounts for the fiscal year beginning July 1, 2021, and for the purpose shown below are hereby appropriated as follows:

GENERAL FUND

Personnel Services	\$ 401,750
Materials and Services	\$ 192,200
Transfers	\$ 1,020,000
Capital Outlay	\$ 0
Debt Service	\$ 96,000
Operating Contingencies	\$ 75,000
Fund Total	\$ 1,784,950

AQUATIC FUND

Personnel Services	\$ 668,250
Materials and Services	\$ 186,000
Transfers	\$ 0
Capital Outlay	\$ 30,000
Debt Service	\$ 35,800
Operating Contingencies	\$ 0
Fund Total	\$ 920,050

REDMOND AQUATICS CLUB EELS

Personnel Services	\$ 37,700
Materials and Services	\$ 36,200
Transfers	\$ 0
Capital Outlay	\$ 0
Debt Services	\$ 0
Operating Contingencies	\$ 0
Fund Total	\$ 73,900

PROGRAM FUND

Personnel Services	\$ 276,450
Material and Services	\$ 121,750
Transfers	\$ 0
Operating Contingencies	\$ 0
Capital Outlay	\$ 0
Fund Total	\$ 398,200

ACTIVITY CENTER

Fund Total	\$ 119,500
Capital Outlay	\$ 0
Operating Contingencies	\$ 0
Transfers	\$ 0
Material and Services	\$ 51,500
Personnel Services	\$ 68,000

PARK FUND

Personnel Services	\$ 135,500
Materials and Services	\$ 47,700
Capital Outlay	\$ 41,400
Debt Service	\$ 0
Fund Total	\$ 224,600

OPERATING RESERV	E	
Personnel Services	\$	0
Materials and Services	\$	0
Capital Outlay	\$	0
Total Fund	\$	0

CAPITAL RESERVE

Equipment	\$ 0
Total Fund	\$ 0

TOTAL

APPROPRIATIONS \$ 3,521,200

> Resolution #8 June 8, 2021 Page 2 of 3

<u>BE IT FINALLY RESOLVED</u>, that the Chair of the board file this resolution with the Deschutes County Clerk and the County Assessor on or before July 15, 2021.

Adopted by the Board of Directors of the Redmond Area Park and Recreation District on this 8th day of June, 2021.

Chairman	
ATTEST:	
Recording Secretary	
Vicki Osbon	

Note: NONAPPROPRIATED BUDGET REQUIREMENTS

General Fund	\$ 445,050
Aquatic Fund	\$ 14,450
RACE Fund	\$ 1,800
Program Fund	\$ 2,750
Activity Center Fund	\$ 1,450
Park Fund	\$ 6,700
Operating Reserve	\$ 175,000
Capital Reserve	\$ 214,380
TOTAL NONAPPROPRIATED FUNDS	\$ 861,580

TOTAL (APPROPRIATED AND NONAPPROPRIATED FUNDS) \$ 4,382,780

Resolution No. 6 June 8, 2021 Page 3 of 3

REDMOND AREA PARK AND RECREATION DISTRICT RESOLUTION #7 2020/21

RESOLUTION IMPOSING, CATEGORIZING TAXES AND DECLARING THE TAX RATE

<u>BE IT RESOLVED</u>, that the Board of Directors for Redmond Area Park and Recreation District hereby levies taxes provided for in the 2021/22 adopted budget at the rate of .3717 per \$1,000.00 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2021/22 upon the assessed value of all taxable property within said district as of 1:00 a.m., January 1, 2021. The following allocation constitutes the above aggregate rate.

	t to the General nment Limitations	Excluded from the Limitations
General Fund	\$.3717/\$1,000	\$ O
	SOLVED, that the Chair County Assessor on or be	ir of the Board file this resolution with the Deschutes fore July 15, 2021.
Adopted by the Board 2021.	of Directors of Redmond	Area Park and Recreation District on this day of June 8,
Chairman: Hayes McC	oy	
ATTEST:		
Recording Secretary Vicki Osbon		