



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
February 9, 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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www.raprd.org

GENERAL BOARD MEETING AGENDA

February 9, 2021

7:30AM

This meeting will take place electronically using the following link:
<https://global.gotomeeting.com/join/450812445>

There is also an option to call in to the meeting at this number (toll free)

1-866-899-4679
Access Code: 450-812-445

AGENDA

1. Call to Order

Adjustments to the Agenda

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

3. Presentation

a. Mid-Year Financial Review

4. Consent Agenda

Approval of the General Board Meeting Minutes from January 12, 2021

Acknowledgement of Receipt of January Financial Summary

5. Action Agenda Items

6. Discussion Items

a. Goals Progress

b. RAPRD Facility/Program Status

c. Spring/Summer Events

7. Public Comments

8. Board/Staff Comments

9. 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 February 8, 2021 will be read during the public comment section of the meeting on February 9, 2021. Comments by video or phone will be taken during the public comment section of the meeting on February 9, 2021; 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, January 12, 2021 at 7:33am.

Attendance:

Directors Present: Hayes McCoy
Zack Harmon (arrived at 7:37am)
Matt Gilman
JoAnne Fletcher
Ed Danielson

Directors Absent: None

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 Bostwick-Cook

GENERAL MEETING:

1. Call to Order:

Hayes McCoy called the meeting to order at 7:33am

Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from December 8, 2020;

Acknowledgment of Receipt of December 2020 Financial Summary:

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

4. Action Agenda Items:

Approval of Letter Addressing Deficiencies Noted in FY 2020 Audit:

Katie Hammer explained the purpose of the letter and let the board know that she anticipates that we will need to send a letter annually. Matt Gilman made a motion to approve the letter addressing deficiencies noted in the fiscal year 2020 audit. JoAnne Fletcher seconded the motion. Motion passed unanimously.

Approval of District Goals:

Matt Gilman asked that the goals be visited each month at the board meeting to check in.

Matt Gilman made a motion to approve the district goals. Ed Danielson seconded the motion. Motion passed unanimously.

Approval of Resolution #2 – 2020/2021 Appoint Budget Officer:

JoAnne Fletcher made a motion to approve resolution #2 and appoint Katie Hammer as Budget Officer. Matt Gilman seconded the motion. Motion passed unanimously.

5. Discussion Items:

JoAnne Fletcher asked why the Silver & Fit program wasn't covering virtual fitness classes. Katie Hammer responded that Silver & Fit had their own platform and was offering virtual classes.

Matt Gilman asked if there were updates on the new registration software. Katie Hammer responded that she has looked at 5 and has talked with other park and recreation professionals across the state to see what they are using. She will be setting up demos with some of them prior to submitting and RFP. Matt Gilman would like to participate in these demos.

Matt Gilman also asked about maintenance on the pool. Katie Hammer said we will not be doing a spring maintenance. Jessica Rowan added that because of the lighter usage load a maintenance shutdown in the spring won't be necessary but larger projects won't happen. She also said that a new score board has been installed and the metal rods in the ceiling are being repainted.

6. Public Comments:

None

7. Board Staff Comments:

Jessica Rowan said she has been working on budget spreadsheets and a janitorial booklet, and she said that we still have an agreement with OSU for a kayaking class which we hope will start up when we can reopen.

Mike Elam, Recreation Manager, said that he is trying to get people to register for programs. Fitness classes are running virtually. We are taking registrations for soccer and lacrosse. Jessica Rowan suggested that Mike talk to his recreation coordinator about running virtual fieldtrips in partnership with the school district.

Katie Hammer said she is optimistic about running soccer and lacrosse. She added that the district is attempting to fill the youth sports coordinator position that has been open since May 2020. Katie also mentioned that there is one budget committee opening and three board positions up for election in the May. She also let the board know that the SDAO annual conference is happening virtually in February and if any of the board members would like to attend she will send them the information.

Matt Gilman commented that he likes the RAPRD facebook page and asked if there is an advertising budget. Katie Hammer responded there is not one specifically for that. Matt asked if he could meet with Katie to discuss and help with advertising.

Zack Harmon inquired about expenditures and Katie responded that she would send out more detailed information. She said at the February board meeting she will present a more in-depth financial overview. She also added that we have had access to the CARES Act funding,

8. Adjournment:

Hayes McCoy adjourned the meeting at 8:05am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

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

Summary

January 31, 2021 is 58% of the 2020/2021 budget year.

Financial Performance By Fund

General			
Resources (% of 20/21 Budget)	96%	Resources change from FY 19/20	5%
Expenditures (% of 20/21 Budget)	52%	Expenses change from FY 19/20	-14%

	YTD FY Jan 19/20	YTD FY Jan 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,471,907	\$ 1,550,891	\$ 1,620,000	96%	96%
Personnel Services	\$ 199,818	\$ 199,508	\$ 370,600	54%	55%
Materials & Services	\$ 93,815	\$ 48,420	\$ 164,350	29%	46%
Debt Service	\$ 88,824	\$ 82,384	\$ 95,000	87%	93%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%
Transfers & Contingency	\$ -	\$ -	\$ 1,237,000	0%	0%

Aquatic			
Resources (% of 20/21 Budget)	20%	Resources change from FY 19/20	-71%
Expenditures (% of 20/21 Budget)	36%	Expenses change from FY 19/20	-37%

	YTD FY Jan 19/20	YTD FY Jan 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 138,162	\$ 39,456	\$ 198,299	20%	55%
Personnel Services	\$ 322,620	\$ 212,960	\$ 619,250	34%	54%
Materials & Services	\$ 99,464	\$ 54,017	\$ 188,100	29%	51%
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	99%	99%
Capital Outlay	\$ -	\$ 10,850	\$ 30,000	36%	0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 20/21 Budget)	16%	Resources change from FY 19/20	-60%
Expenditures (% of 20/21 Budget)	20%	Expenses change from FY 19/20	-61%

	YTD FY Jan 19/20	YTD FY Jan 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 30,234	\$ 12,119	\$ 73,800	16%	45%
Personnel Services	\$ 17,697	\$ 14,000	\$ 41,100	34%	38%
Materials & Services	\$ 24,948	\$ 2,738	\$ 43,000	6%	66%

Financial Performance By Fund

Programs			
Resources (% of 20/21 Budget)	10%	Resources change from FY 19/20	-81%
Expenditures (% of 20/21 Budget)	27%	Expenses change from FY 19/20	-51%

	YTD FY Jan 19/20	YTD FY Jan 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 108,165	\$ 20,344	\$ 209,700	10%	44%
Personnel Services	\$ 127,785	\$ 76,757	\$ 233,600	33%	49%
Materials & Services	\$ 70,404	\$ 21,090	\$ 133,950	16%	51%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%

Activity Center			
Resources (% of 20/21 Budget)	15%	Resources change from FY 19/20	-77%
Expenditures (% of 20/21 Budget)	29%	Expenses change from FY 19/20	-39%

	YTD FY Jan 19/20	YTD FY Jan 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 35,152	\$ 8,027	\$ 52,750	15%	62%
Personnel Services	\$ 59,803	\$ 36,023	\$ 131,750	27%	48%
Materials & Services	\$ 20,362	\$ 13,032	\$ 37,400	35%	47%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%

Parks			
Resources (% of 20/21 Budget)	40%	Resources change from FY 19/20	-22%
Expenditures (% of 20/21 Budget)	33%	Expenses change from FY 19/20	-14%

	YTD FY Jan 19/20	YTD FY Jan 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 668	\$ 519	\$ 1,300	40%	51%
Personnel Services	\$ 62,457	\$ 53,648	\$ 121,300	44%	54%
Materials & Services	\$ 19,061	\$ 16,081	\$ 49,200	33%	42%
Capital Outlay	\$ 563	\$ -	\$ 40,750	0%	3%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 20/21 (Current)	1,490,841
FY 20/21 (Budget, current yr)	1,515,000
FY 19/20	1,398,168
FY 18/19	1,281,441
FY 17/18	1,240,029

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 20/21 (Current)	20,606
FY 20/21 (Budget, current yr)	70,000
FY 19/20	45,706
FY 18/19	43,186
FY 17/18	45,622

Pool Activities Expenses

FY 20/21 (Current)	4,024
FY 20/21 (Budget, current yr)	14,000
FY 19/20	8,561
FY 18/19	9,823
FY 17/18	11,007

Youth Sport Leagues

Youth Sports League Resources

FY 20/21 (Current)	9,486
FY 20/21 (Budget, current yr)	97,500
FY 19/20	48,692
FY 18/19	58,095
FY 17/18	65,405

Youth Sports League Expenses

FY 20/21 (Current)	2,882
FY 20/21 (Budget, current yr)	62,750
FY 19/20	23,498
FY 18/19	29,527
FY 17/18	22,195

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

Enrichment Resources

Enrichment Resources

FY 20/21 (Current)	9,999
FY 20/21 (Budget, current yr)	35,600
FY 19/20	19,626
FY 18/19	19,041
FY 17/18	9,530

Enrichment Expenses

FY 20/21 (Current)	13,945
FY 20/21 (Budget, current yr)	26,500
FY 19/20	26,113
FY 18/19	25,507
FY 17/18	11,532

Fitness

Fitness Resources		Fitness Expenses	
FY 20/21 (current)	6,344	FY 20/21 (current)	704
FY 20/21 (Budget, current yr)	17,552	FY 20/21 (Budget, current yr)	10,500
FY 19/20	32,141	FY 19/20	6,438
FY 18/19	26,104	FY 18/19	4,218
FY 17/18	23,968	FY 17/18	4,561

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)	0	FY 20/21 (Current)	210
FY 20/21 (Budget, current yr)	17,200	FY 20/21 (Budget, current yr)	9,000
FY 19/20	5,120	FY 19/20	1,341
FY 18/19	4,580	FY 18/19	2,797
FY 17/18	3,376	FY 17/18	2,438

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

Updated 2/1/21