



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
June 13, 2023

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

Mercedes Bostick-Cook, Director
Ed Danielson, Director
Matt Gilman, Director
Zack Harmon, Director
Kevin Scoggin, Director

RAPRD STAFF LEADERSHIP TEAM

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

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None	



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541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

June 13, 2023

General meeting will begin immediately following the Budget Hearing for the Fiscal Year 2023-24 Budget which is scheduled at 7:30am

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:

<https://meet.goto.com/647496005>

You can also dial in using your phone.

Toll Free: 877-309-2073

Access Code: 647496005

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 9, 2023

Approval of the Special Board Meeting Minutes from May 23, 2023

Acknowledgement of Receipt of May Financial Summary

4. Action Agenda Items

Resolution #10 Adopting the Fiscal Year 2023-24 Budget

Resolution #11 Appropriations for the Fiscal Year 2023-24 Budget

Resolution #12 Imposing and Categorizing taxes for the 2023-24 Fiscal Year

Resolution #13 Transfer from Contingency in the General Fund to Materials and Services in the Program Fund

Resolution #14 Transfer from Personnel Services in the Programs Fund to Materials and Services in the Program Fund

Resolution #15 Transfer from Contingency in the General Fund to Materials and Services in the RACE Fund

Resolution #16 Transfer from Personnel Services in the Aquatic Fund to Materials and Services in the Aquatic Fund

Resolution #17 Transfer from Personnel Services in the Park Fund to Materials and Services in the Park Fund

Resolution #18 Capital Project Fund Creation, Receive Bond Proceeds and Authorize Expenditures

Award CMGC Contract for the Community Recreation Center

5. Discussion Items

Community Recreation Center Update

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. 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 or by email at vicki.osbon@raprd.org at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



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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 at 465 SW Rimrock Way, Redmond, Oregon, May 9, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Mercedes Bostick-Cook
Kevin Scoggin
Zack Harmon
Ed Danielson

Directors Absent:

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

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks Planner/Project Manager
Lena Berry (attended virtually)

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:33am

Adjustments to the Agenda:

2. Communications:

Matt Gilman read a comment sent in from community member Ron Osmundson. Ron expressed concern regarding parking at the High Desert Sports Complex, especially during the soccer seasons. Katie Hammer said there was a conversation about this at the last budget committee meeting. She said there are plans to pave it next fiscal year.

Katie also said that because soccer has grown so much, there have been internal conversations about splitting game days to Saturday and Sunday. Discussion included the capacity of the parking lot, extending the hours of game days to so there is less overlap, multiple locations for games and adding signage for parking. The board also discussed the adjacent property to the sports complex and whether it was for sale or not. Katie will contact the owners of the property.

3. Consent Agenda:

Approval of the General Board Meeting Minutes from April 18, 2023; Acknowledgment of Receipt of April Financial Summary: Zack Harmon made a motion to approve the consent agenda as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Approval of Resolution #9 2022-23 – Authorizing Executive Director to Approve Contracts related to the Community Recreation Center:

Katie Hammer explained that this resolution would give her authorization to enter into specific contracts up to the maximum budgeted amount without board approval. She stated that did not have a preference either way but wanted to make sure the board members were aware that there would be a need for special meetings to award some contracts. Kevin Scoggin made a motion to decline the approval of resolution #9 2023- authorizing executive director to approve contracts related to the community recreation center and to schedule a special meeting to approve contracts. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

5. Discussion Items:

Community Recreation Center update:

Katie Hammer said is working with Piper Sandler on bond sales. She said they will discuss whether the bonds are going to be sold in one sale or a series of sales.

Katie has been communicating with the city regarding annexation, but they need the site plan, so we cannot make much progress until the landscape architect has begun their work. The board discussed any types of conflict that may arise because of the utilities on the site plan, and Katie responded that the bike skills course was to be planned to be placed by the poles but can be relocated.

Discussion included putting together a bond oversight committee. Discussion also included on-site work beginning so the community can see work is beginning. Katie added that surveys will begin in June after the contract award occurs for them.

There was also discussion regarding the operating levy, and misunderstanding within the community about it being on the ballot before the building was built. The board spoke about going out in May of 2024 for the operating levy and kicking off communication in January for preparation.

Katie Hammer said she will reach out to HMK and Piper Sandler to see if they can meet on May 23rd at 7:30am to award the Topographical and Geotechnical services contracts and to get more information on the bond sale process.

6. Public Comments: None

7. Board & Staff Comments:

Mike Elam, Recreation Coordinator, said that there are 31 teams registered for the golf tournament and it is going well. This is the last weekend for soccer and softball will be starting soon. He said that due to vandalism they have pulled the vending machine at the High Desert Sports Complex. He said that sport camp registrations are going well and that enrichment classes are going well too. Pickleball club memberships are occurring as well as round robins. There are 90 people registered for the Rock Chuck Open in July. He added that our banner was vandalized within a week at Sam Johnson Park. Maria Ramirez, City of Redmond Parks Planner said that cameras will be installed at Sam Johnson Park.

Matt Gilman thanked Mike for getting the club rolling. He said that there are 25 people members registered for the club. He also added that the pickle ball advisory committee has been meeting. He also said that there were a record number of people at master's swim yesterday.

Mercedes Bostick-Cook commented about the fall soccer registration. She is happy to see all the kids at the High Desert Sports Complex. She also spoke about middle school soccer programs feeding into the high school teams. Matt commented about RACE being a more competitive team than it has been previously.

Kevin Scoggin said that he just played his first pickleball game. Matt Gilman said that every other Thursday there is a beginner skills and drills at 5:30pm at pickleball courts at Sam Johnson. Kevin thanked the staff for their work.

Katie Hammer, Executive Director, said Teresa Brown, Fitness Coordinator, was a finalist for silver sneakers instructor award. Katie also said there is a planned pool closure in June so the facility to be in compliance with the backflow. The pool will close for three days, and Jessica will be doing staff training for summer swim lesson instructors.

Zack Harmon asked if we still mailed out activity guides and Katie responded that during COVID we stopped but have not resumed. Katie added that we can do a better job of communication and emails.

Matt Gilman said that he has been communicating via email for the executive director job performance review.

8. Executive 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...”

The board entered executive session 8:41am

The board resumed regular session at 9:03am

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

None

10. Adjournment

Matt Gilman adjourned the meeting at 9:04am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon



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

A special meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, May 23, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Mercedes Bostick-Cook (virtually)
Kevin Scoggin
Zack Harmon
Ed Danielson

Directors Absent:

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

Media: None

Public Attending: Lena Berry, Chad Franke, HMK, David McKay, HMK
David Ulbricht, Director of Advisory Services, Special Districts Association of Oregon

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:32am

Adjustments to the Agenda:

None

2. Communications: None

3. Action Agenda Items:

Award Contract for Topographical Survey Services (SW 35th Street)

Chad Franke explained that survey proposals were received from two firms. After reviewing the proposals, he is recommending that the board award the contract to HWA. They are the civil engineers on the project itself and their proposed fee is less than the other firm. He said that it is advantageous to have them do the survey as well for informational purposes. Kevin Scoggin made a motion to award contract for topographical survey services (SW 35th Street) to HWA. Ed Danielson seconded the motion. Motion passed unanimously.

Award Contract for Geotechnical Services (SW 35th Street)

Chad Franke said that the district received Geotechnical services proposals from three firms. After review of the proposals, they are recommending that the board award contract to the Wallace group. He said they showed in their proposal a deep knowledge of the ground conditions here in Redmond. He added that they have scheduled a driller to begin work in July. A preliminary report would be available in several weeks after the survey begins. Zack Harmon made a motion to award contract for geotechnical services (SW 35th Street) to the Wallace Group. Kevin Scoggin seconded the motion. Motion passed unanimously.

4. Discussion Items:

General Obligation Bond

Katie Hammer said that David Ulbricht, Director of Advisory Services, Special Districts Association of Oregon is in attendance to represent the bond sales team. David gave an overview of the bond process. He spoke about reviewing the financials, the project, debt structure, credit rating process, funding scenarios coupon and spread comparisons, underwriting costs, and the overall comparison.

5. Board & Staff Comments:

Katie Hammer, Executive Director, spoke about the Kiwanis Vintner’s Dinner. She said they think they have raised between \$15,000 and \$20,000 for the new playground. She also said that she had a credit rating phone call at 10am this morning.

Mike Elam, Recreation Manager, said that the first annual golf tournament was successful, and they had a great turnout. He said they are planning to tie up a date for next year and hold the tournament in Redmond.

6. Adjournment

Matt Gilman adjourned the meeting at 9:04am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
May 31, 2023

Summary

April 30, 2022 is 91.7% of the 2022/2023 budget year.

Financial Performance By Fund

General			
Resources (% of 22/23 Budget)	102%	Resources change from FY 21/22	4%
Expenditures (% of 22/23 Budget)	82%	Expenses change from FY 21/22	3%

	YTD FY May 21/22	YTD FY May 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,803,977	\$ 1,874,065	\$ 1,829,000	102%	100.0%
Personnel Services	\$ 310,922	\$ 345,346	\$ 436,000	79%	85.0%
Materials & Services	\$ 205,538	\$ 190,118	\$ 230,300	83%	90.0%
Debt Service	\$ 94,640	\$ 94,070	\$ 98,000	96%	99.0%
Capital Outlay				0%	0.0%
Transfers & Contingency	\$ -	\$ -	\$ 1,140,000	0%	0.0%

Aquatic			
Resources (% of 22/23 Budget)	140%	Resources change from FY 21/22	9%
Expenditures (% of 22/23 Budget)	70%	Expenses change from FY 21/22	16%

	YTD FY May 21/22	YTD FY May 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 247,007	\$ 269,193	\$ 192,500	140%	100.0%
Personnel Services	\$ 439,808	\$ 518,465	\$ 751,100	69%	85.0%
Materials & Services	\$ 148,989	\$ 168,355	\$ 190,700	88%	90.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	100.0%
Capital Outlay	\$ 8,322		\$ 57,000	0%	50.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 22/23 Budget)	130%	Resources change from FY 21/22	120%
Expenditures (% of 22/23 Budget)	112%	Expenses change from FY 21/22	101%

	YTD FY May 21/22	YTD FY May 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 38,917	\$ 85,728	\$ 66,000	130%	90.0%
Personnel Services	\$ 28,293	\$ 62,237	\$ 55,850	111%	88.0%
Materials & Services	\$ 26,457	\$ 47,765	\$ 42,000	114%	90.0%

Financial Performance By Fund

Programs			
Resources (% of 22/23 Budget)	155%	Resources change from FY 21/22	35%
Expenditures (% of 22/23 Budget)	97%	Expenses change from FY 21/22	45%

	YTD FY May 21/22	YTD FY May 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 270,568	\$ 364,987	\$ 235,000	155%	95.0%
Personnel Services	\$ 215,536	\$ 263,417	\$ 317,500	83%	88.0%
Materials & Services	\$ 102,338	\$ 196,563	\$ 156,250	126%	90.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 22/23 Budget)	74%	Resources change from FY 21/22	2%
Expenditures (% of 22/23 Budget)	67%	Expenses change from FY 21/22	17%

	YTD FY May 21/22	YTD FY Mayr 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,088	\$ 1,106	\$ 1,500	74%	85.0%
Personnel Services	\$ 100,154	\$ 114,468	\$ 151,700	75%	85.0%
Materials & Services	\$ 41,492	\$ 50,976	\$ 52,700	97%	80.0%
Capital Outlay	\$ 1,197	\$ 2,137	\$ 45,000	5%	70.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 22/23 (Current)	1,770,342
FY 22/23 (Budget, current yr)	1,750,000
FY 21/22	1,695,408
FY 20/21	1,570,951
FY 19/20	1,461,396

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 22/23 (Current)	134,143
FY 22/23 (Budget, current yr)	75,000
FY 21/22	117,050
FY 20/21	29,091
FY 19/20	56,134

Pool Activities Expenses

FY 22/23 (Current)	6,712
FY 22/23 (Budget, current yr)	12,000
FY 21/22	11,786
FY 20/21	6,018
FY 19/20	10,811

Youth Sport Leagues

Youth Sports League Resources

FY 22/23 (Current)	153,728
FY 22/23 (Budget, current yr)	119,500
FY 21/22	144,652
FY 20/21	31,101
FY 19/20	47,019

Youth Sports League Expenses

FY 22/23 (Current)	66,401
FY 22/23 (Budget, current yr)	65,000
FY 21/22	45,687
FY 20/21	13,445
FY 19/20	34,688

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

Enrichment Resources

Enrichment Resources

FY 22/23 (Current)	57,112
FY 22/23 (Budget, current yr)	24,000
FY 21/22	32,536
FY 20/21	13,254
FY 19/20	20,255

Enrichment Expenses

FY 22/23 (Current)	42,212
FY 22/23 (Budget, current yr)	16,000
FY 21/22	14,799
FY 20/21	17,348
FY 19/20	30,018

Fitness

Fitness Resources

FY 22/23 (Current)	6,791
FY 22/23 (Budget, current yr)	20,000
FY 21/22	3,035
FY 20/21	9,970
FY 19/20	40,099

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 22/23 (Current)	9,612
FY 22/23 (Budget, current yr)	6,000
FY 21/22	2,604
FY 20/21	1,071
FY 19/20	7,382

Adult Sport Leagues

Adult Sport League Resources

FY 22/23 (Current)	6,000
FY 22/23 (Budget, current yr)	15,000
FY 21/22	6,250
FY 20/21	4,925
FY 19/20	8,620

Adult Sport League Expenses

FY 22/23 (Current)	625
FY 22/23 (Budget, current yr)	10,000
FY 21/22	2,665
FY 20/21	1,199
FY 19/20	5,014

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

Updated 6/6/23

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 13, 2023

SUBJECT: Approval of Resolution #10 - Resolution Adopting the Budget, Approval of Resolution #11 Resolution Making Appropriations and Approval of Resolution #12 Resolution Imposing, Categorizing Taxes and Declaring the Tax Rate

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to approve Resolutions #10, 11 and 12.

BACKGROUND:

The proposed 2023/24 RAPRD Budget was made public on April 19, 2023 and was presented to the Budget Committee on April 25, 2023. The RAPRD Budget Committee recommended approval of the fiscal year 2023/24 RAPRD proposed budget during their meeting on April 27, 2023

The State of Oregon Local Budget Law requires a public hearing be held to discuss the budget as approved by the Budget Committee. After receiving public comment, the board shall close the public hearing. The board may adopt the budget as approved by the budget committee, or may make changes based upon public comment, staff recommendations or other reasons. By Oregon statute, no increases to expenditures may be greater than 10% of the total approved expenditures in any fund, without the budget requiring another public hearing.

After the public hearing, the governing body must enact the proper resolutions to adopt the budget, make appropriations, and impose and categorize the taxes. The resolution adopting the budget should state the total amount of all the budget requirements, and a schedule of appropriations must be included. This schedule provides the local government with legal spending authority throughout the fiscal year.

Per Oregon Revised Statute (ORS) 294.435(1), local governments that are using ad valorem property taxes to balance their budgets must declare the tax rate by resolution. The resolution should state the rate being certified to the county assessor. Property taxes are imposed for the tax year on the assessed value of all taxable property within the district.

RAPRD's permanent tax rate is \$0.3717 per \$1,000 assessed value.

The amount approved by the budget committee to be levied for the General Obligation Bond debt service for the upcoming fiscal year is \$3,076,000. Staff is recommending the board adjust and approve the amount to be levied for the General Obligation Bond Debt to \$3,091,122, based on updated estimates.

The governing body must also declare through resolution the tax limitation category into which each of the local government's tax is to be placed. This resolution must show the rate of ad

valorem tax for the district's permanent rate tax, and the amount for debt service for general obligation bond debt service.

BUDGETARY IMPACT: Adoption of Resolutions 10, 11, and 12 authorizes the imposing of property tax funds and allows expenditures within the appropriated organizational units for fiscal year 2023/24.

RECOMMENDED MOTION: Staff recommends that the board adopt Resolution #10 – 2022/23, 11 – 2022/23 and 12 – 2022/23.

**REDMOND AREA PARK AND RECREATION
DISTRICT RESOLUTION #10 – 2022/23
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 2023/2024 in the sum of \$57,569,572 at a meeting of the Board on June 13, 2023, 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, 2023.

Adopted by the Board of Directors of Redmond Area Park and Recreation District on this 13th day of June, 2023.

Chairman, Matt Gilman

ATTEST:

Recording Secretary
Vicki Osbon

**REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION #11 - 2022/2023
RESOLUTION MAKING APPROPRIATIONS FOR THE FISCAL YEAR
2023/24 BUDGET**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2023, and for the purpose shown below are hereby appropriated:

GENERAL FUND

Personnel Services	\$ 500,500
Materials and Services	\$ 225,500
Transfers to other Funds	\$ 1,205,000
Capital Outlay	\$ 0
Debt Service	\$ 99,000
<u>Operating Contingencies</u>	<u>\$ 100,000</u>
Total Appropriations	\$ 2,130,000
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 392,000</u>
Total General Fund	\$ 2,522,000

AQUATIC FUND

Personnel Services	\$ 808,000
Materials and Services	\$ 221,000
Capital Outlay	\$ 50,000
Debt Service	\$ 35,800
<u>Operating Contingencies</u>	<u>\$ 0</u>
Total Appropriations	\$ 1,114,800
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 17,200</u>
Total Aquatic Fund	\$ 1,132,000

REDMOND AQUATICS CLUB EELS

Personnel Services	\$ 79,200
<u>Materials and Services</u>	<u>\$ 50,700</u>
Total Appropriations	\$ 129,900
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 600</u>
Total Redmond Aquatic Club Eels Fund	\$ 130,500

PROGRAM FUND

Personnel Services	\$ 427,500
<u>Material and Services</u>	<u>\$ 234,000</u>
Total Appropriations	\$ 661,500
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 1,385</u>
Total Program Fund	\$ 662,885

ACTIVITY CENTER

Transfers to other Funds	\$ 80,685
Total Appropriations	\$ 80,685
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 0</u>
Total Activity Center Fund	\$ 80,685

PARK FUND

Personnel Services	\$ 147,500
Materials and Services	\$ 61,900
<u>Capital Outlay</u>	<u>\$ 95,000</u>
Total Appropriations	\$ 304,400
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 6,600</u>
Total Park Fund	\$ 311,000

OPERATING RESERVE

<u>Materials and Services</u>	<u>\$ 75,000</u>
Total Appropriations	\$ 75,000
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 225,000</u>
Total Operating Reserve Fund	\$ 300,000

CAPITAL RESERVE

Equipment	\$ 0
Total Appropriations	\$ 0
<u>Unappropriated Ending Fund Balance</u>	<u>\$ 339,380</u>
Total Capital Reserve Fund	\$ 339,380

GO BOND DEBT SERVICE FUND

<u>Debt Service</u>	<u>\$ 3,091,122</u>
Total Appropriations	\$ 3,091,122

Bond Capital Project Fund

Materials and Services	\$ 4,000,000
<u>Capital Outlay</u>	<u>\$20,000,000</u>
Total Appropriations	\$24,000,000
<u>Unappropriated Ending Fund Balance</u>	<u>\$25,000,000</u>
Total Bond Capital Project Fund	\$49,000,000

Total Redmond Area Park and Recreation District

Total appropriations including contingency	\$31,587,407
<u>Total Unappropriated and reserve amounts</u>	<u>\$25,982,165</u>
Total Redmond Area Park and Recreation District Budget	\$57,569,572

BE IT FINALLY RESOLVED, that the Chair of the board file this resolution with the Deschutes County Clerk and the County Assessor on or before July 15, 2023.

Adopted by the Board of Directors of the Redmond Area Park and Recreation District on this

13th day of June, 2023.

Chairman, Matt Gilman

ATTEST:

Recording Secretary
Vicki Osbon

**REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION #12 - 2022/23
RESOLUTION IMPOSING, CATEGORIZING TAXES
AND DECLARING THE TAX RATE**

IMPOSING THE TAX

BE IT RESOLVED, that the Board of Directors of the Redmond Area Park and Recreation District hereby imposes the following ad valorem property taxes for tax year 2023/24 upon the assessed value of all taxable property within the District:

1. At the rate of \$0.3717 per \$1,000 of assessed value for the permanent rate tax; and
2. \$3,091,122 for debt service for general obligation bonds.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for the purposes of Article XI Section 11b as:

General Government Limitation

Permanent Rate Tax \$0.3717/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service \$3,091,122

BE IT FINALLY RESOLVED, that the Chair of the Board file this resolution with the Deschutes County Clerk and the County Assessor on or before July 15, 2023.

Adopted by the Board of Directors of Redmond Area Park and Recreation District on this day of June 13, 2023.

Chairman, Matt Gilman

ATTEST:

Recording Secretary
Vicki Osbon

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 13, 2023

SUBJECT: Resolutions 13 through 17 – Transfer Appropriations

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to approve Resolutions #13 - 17 2022-23

BACKGROUND:

Staff has completed projections for the current fiscal year, and it is anticipated that Materials and Services in the Program, RACE, Aquatic and Park funds will end the year over the amount originally budgeted.

The transfers of appropriations in the 2022/23 budget are required to provide for an unexpected expenditure at the time the 2022/23 budget was adopted and requires authorization in accordance with ORS 294.480. The State of Oregon Local Budget Law allows a transfer of appropriations by the adoption of a resolution by the board. By Oregon statute, no increases to expenditures may be greater than 10% of the total approved expenditures in any fund, without the budget requiring a public hearing. All of these requested transfers are below 10% of each fund's total approved expenditures.

Resolution #13 – 2022/23 authorizes a transfer from Contingency in the General Fund to Materials and Services in the Program Fund in the amount of \$45,000. Resolution #14 2022/23 authorizes a transfer from Personnel Services in the Program Fund to Materials and Services in the Program Fund. These transfers are necessary due to unanticipated expenses related to increased programs costs. Line items anticipated to be over budget include enrichment programs, exercise/fitness programs, outdoor recreation, youth sports league, office supplies and communications.

	Program Fund FY 2022/23 Original Budget	Adjusted Budget	Difference	% Change to Total Expenditures
Personnel Services	\$317,500	\$297,500	(\$20,000)	
Materials & Services	\$156,250	\$221,250	\$65,000	
Total	\$473,750	\$518,750	\$45,000	9.4%

Resolution #15 – 2022/23 authorizes a transfer from Contingency in the General Fund to Materials and services in the RACE Fund in the amount of \$8,000. This transfer is necessary due to unanticipated expenses related to increased program participants and increased number of meets being attended. Line items anticipated to be over budget include coaches lodging/meals, transportation, swimmers meet fees and concessions.

	RACE Fund FY 2022/23 Original Budget	Adjusted Budget	Difference	% Change to Total Expenditures
Personnel Services	\$55,850	\$55,850	0	
Materials & Services	\$42,000	\$50,000	\$8,000	
Total	\$97,850	\$105,850	\$8,000	8.2%

Resolution #16 – 2022/23 authorizes a transfer from Personnel Services in the Aquatic Fund to Materials and Services in the Aquatic Fund in the amount of \$10,000. This transfer is necessary because it is anticipated that Materials and Services in the Aquatic Fund may be greater than budgeted. Personnel Services is expected to be under the budgeted amount. Line items anticipated to be over budget include equipment repair, pool chemicals and utilities.

	Aquatic Fund FY 2022/23 Original Budget	Adjusted Budget	Difference	% Change to Total Expenditures
Personnel Services	\$751,100	\$741,100	(\$10,000)	
Materials & Services	\$190,700	\$200,700	\$10,000	
Capital Outlay	\$52,000	\$52,000		
Debt Service	\$35,800	\$35,800		
Total	\$1,029,600	\$1,029,600	\$0	0%

Resolution #17- 2022/23 authorizes a transfer from Personnel Services in the Park Fund to Materials and Services in the Park Fund in the amount of \$10,000. This transfer is necessary because it is anticipated that Materials and Services in the Park Fund may be greater than budgeted. Personnel Services is expected to be under the budgeted amount. Line items anticipated to be over budget include, truck and tractor maintenance, maintenance, utilities and transportation.

	Park Fund FY 2022/23 Original Budget	Adjusted Budget	Difference	% Change to Total Expenditures
Personnel Services	\$151,700	\$141,700	(\$10,000)	
Materials & Services	\$52,700	\$62,700	\$10,000	
Capital Outlay	\$45,000	\$45,000		
Total	\$249,400	\$249,400	\$0	0%

The amount budgeted for contingency for fiscal year 2022/23 is \$75,000. Resolutions 13 and 15 total \$53,000, leaving \$22,000 in contingency.

RECOMMENDED MOTION: Motion to approve Resolutions #13 through 17 - 2022/23.

Redmond Area Park & Recreation District
Resolution #13 - 2022/23

RESOLUTION TO TRANSFER \$45,000 FROM CONTINGENCY IN THE GENERAL FUND TO MATERIALS AND SERVICES IN THE PROGRAM FUND

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Contingency in the General Fund of \$45,000 to Materials and Services the Program Fund.

This transfer is necessary because it is anticipated that Materials and Services in the Program Fund may be greater than budgeted. This is due to unanticipated expenses related to increased programs costs. Line items anticipated to be over budget include enrichment programs, exercise/fitness programs, outdoor recreation, youth sports league, office supplies and communications.

Adopted this 13th day of June 2023 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District
Resolution #14 - 2022/23

**RESOLUTION TO TRANSFER \$20,000 FROM PERSONNEL SERVICES IN THE
PARK FUND TO MATERIALS AND SERVICES IN THE PROGRAM FUND**

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Personnel Services in the Program Fund of \$20,000 to Materials and Services the Programs Fund.

This transfer is necessary because it is anticipated that Materials and Services in the Program Fund may be greater than budgeted. This is due to unanticipated expenses related to increased programs costs. Line items anticipated to be over budget include enrichment programs, exercise/fitness programs, outdoor recreation, youth sports league, office supplies and communications.

Adopted on this 13th day of June 2023 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District
Resolution #15 - 2022/23

RESOLUTION TO TRANSFER \$8,000 FROM CONTINGENCY IN THE GENERAL FUND TO MATERIALS AND SERVICES IN THE RACE FUND

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Contingency in the General Fund of \$8,000 to Materials and Services the RACE Fund.

This transfer is necessary because it is anticipated that Materials and Services in the RACE Fund may be greater than budgeted. This is due to unanticipated expenses related to increased program participants and increased number of meets being attended. Line items anticipated to be over budget include coaches lodging/meals, transportation, swimmers meet fees and concessions.

Adopted on the 13th day of June 2023 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District
Resolution #16 - 2022/23

RESOLUTION TO TRANSFER \$10,00 FROM PERSONNEL SERVICES IN THE AQUATIC FUND TO MATERIALS AND SERVICES IN THE AQUATIC FUND

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Personnel Services in the Aquatic Fund of \$10,000 to Materials and Services the Aquatic Fund.

This transfer is necessary because it is anticipated that Materials and Services in the Aquatic Fund may be greater than budgeted. Personnel Services is expected to be under the budgeted amount. Line items anticipated to be over budget include equipment repair, pool chemicals and utilities.

Adopted on this 13th day of June 2023 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District
Resolution #17 - 2022/23

RESOLUTION TO TRANSFER \$10,000 FROM PERSONNEL SERVICES IN THE PARK FUND TO MATERIALS AND SERVICES IN THE PARK FUND

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Personnel Services in the Park Fund of \$10,000 to Materials and Services the Park Fund.

This transfer is necessary because it is anticipated that Materials and Services in the Park Fund may be greater than budgeted. Personnel Services is expected to be under the budgeted amount. Line items anticipated to be over budget include, truck and tractor maintenance, maintenance, utilities and transportation.

Adopted on this 13th day of June 2023 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Matt Gilman

Recording Secretary, Vicki Osbon

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 13, 2023

SUBJECT: Resolution #18 Capital Project Fund Creation, Receive Bond Proceeds and Authorize Expenditures

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to approve Resolution #18 – 2022/23

BACKGROUND:

Voters in the Redmond Area Park and Recreation District boundary authorized the issuance of \$49,000,000 of General Obligation Bonds during the November 8, 2022 election. Bonds are expected to be sold during June 2023.

Voter approval was received after the regular FY 2022/23 budget was adopted and bonds are expected to be sold during the fiscal year, a supplemental budget is not required to expend the bond proceeds: ORS 294.338(4). However, it is good fiscal budgeting for the governing body to establish a capital project fund to account for the proceeds and to adopt a resolution appropriating the expenditures.

This resolution authorizes the creation of the capital project fund to receive the bond proceeds once the bonds are sold.

This resolution also authorizes expenditures in the capital project fund during for professional services fees related to the approved capital project, during fiscal year 2022/23 in the amount of \$800,000. These fees include project management, architect services, CM/GC services, legal services, topography survey, Geotech survey, bond sale advising and underwriting services and bid advertising,

RECOMMENDED MOTION: Staff is recommending approval of Resolution #18 – 2022/23 Capital Project Fund Creation, Receive Bond Proceeds and Authorize Expenditures

Redmond Area Park & Recreation District
Resolution #18 - 2022/23

RESOLUTION TO AUTHORIZE THE CREATION OF THE CAPITAL PROJECT FUND, RECEIVED BOND PROCEEDS AND AUTHROZE EXPENDITURES FOR FISCAL YEAR 2022/23

Whereas, voters in the Redmond Area Park and Recreation District boundary authorized the issuance of \$49,000,000 of General Obligation Bonds during the November 8, 2022 election. Bonds are expected to be sold during June 2023. Voter approval was received after the regular FY 2022/23 budget was adopted and bonds are expected to be sold during the fiscal year, a supplemental budget is not required to expend the proceeds, ORS 294.338(4). However, it is good fiscal budgeting for the governing body to establish a capital project fund to account for the proceeds and to adopt a resolution appropriating the expenditures.

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District authorizes the creation of the capital project fund to receive the bond proceeds once the bonds are sold.

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes expenditures in the capital project fund for professional services fees related to the approved capital project, during fiscal year 2022/23 in the amount of \$800,000.

Adopted on the 13th day of June 2023 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Matt Gilman

Recording Secretary, Vicki Osbon

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 13, 2023

SUBJECT: Award CM/GC Contract for the Community Recreation Center

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to Award CMGC Contract as recommended by the Selection Committee

BACKGROUND:

The RAPRD Board of Directors is the Contract Review Board for Redmond Area Park and Recreation District.

A Request for Proposals was issued on April 21, 2023 for Construction Manager/General Contractor (CM/GC) services for the RAPRD Community Recreation Center. Proposals were due on May 17, 2023. RAPRD received proposals from the following three firms.

1. Bremik Construction
2. Kirby Nagelhout Construction Company (KNCC)
3. Pence Contractors

A selection committee comprised of three RAPRD employees (Katie Hammer, Jessica Rowan and Vicki Osbon) and a RAPRD board member elect (Lena Berry) met on May 30, 2023 to review and score the proposals. After the proposals were scored by the selection committee, the top two companies were KNCC and Pence. These companies were invited to attend an interview on June 1, 2023. The selection committee scored the companies again after the interview and based on these scores are recommending that the RAPRD board award the contract for CM/GC for the Community Recreation Center to KNCC. Please see HMK's recommendation to award letter on page 34 of the board meeting packet.

A notice of intent to award the contract was sent to interested parties on June 2, 2023.

RECOMMENDED MOTION: Motion to award the contract for CM/GC for the Community Recreation Center to KNCC for a not to exceed amount of \$76,250 for preconstruction services.



June 13, 2023

Katie Hammer, Executive Director
Redmond Area Parks and Recreation District
465 SW Rimrock Way
Redmond, OR 97756

Re: Redmond Area Parks and Recreation District
New Community Recreation Center
Recommendation to Award Contract
for Construction Manager | General Contractor

Dear Katie,

The District received three (3) Construction Manager | General Contractor (CM|GC) request for proposals (RFP) responses, one from Bremik Construction, one from Pence Contractors, and one from Kirby Nagelhout Construction Company. After careful review and consideration, the District scoring committee and HMK Company recommend that the District enter into a CM|GC contract with Kirby Nagelhout Construction Company.

Kirby Nagelhout Construction Company is a contractor of good reputation that has the committed resources to provide the required services for the project. Their proposed CM|GC fee of 2.70% is extremely fair. Within the RFP response, Kirby Nagelhout Construction Company has assembled a thoughtful and comprehensive local contractor and vendor plan that we believe will facilitate significant local participation.

We are asking that the Board take action to award the CM|GC Contract for the New Community Recreation Center to Kirby Nagelhout Construction Company. This request will enable Kirby Nagelhout Construction Company to immediately engage with the project team as we look at the various design and construction options for the project. We request that the board authorize a Pre-Construction Services contract in the amount Not to Exceed \$76,250.00.

As a point of reference, once the project has been bid and a Guaranteed Maximum Price (GMP) has been determined, a recommendation to award a GMP Amendment for the Project will be brought to the Board for acceptance and authorization.

Sincerely,

Chad Franke,
Program Manager
HMK Company