



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
January 12, 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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Redmond Area Park and Recreation District
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541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA
January 12, 2021
7:30AM

This meeting will take place electronically using the following link:
<https://global.gotomeeting.com/join/773188621>

There is also an option to call in to the meeting at this number (toll free)
1-866-899-4679
Access Code: 773-188-621

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 December 8, 2020
Acknowledgement of Receipt of December Financial Summary
- 4. Action Agenda Items**
Approval of Letter Addressing Deficiencies Noted in FY 2020 Audit
Approval of District Goals
Approval of Resolution #2 – 2020/2021 Appoint Budget Officer
- 5. Discussion Items**
- 6. Public Comments**
- 7. Board/Staff Comments**
- 8. 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 January 11, 2021 will be read during the public comment section of the meeting on January 12, 2021. Comments by video or phone will be taken during the public comment section of the meeting on January 11, 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, December 8, 2020 at 7:30am.

Attendance:

Directors Present: Hayes McCoy
Matt Gilman
Zack Harmon
JoAnne Fletcher
Ed Danielson

Directors Absent: None

Staff: Katie Hammer, Executive Director
Jessica Rowan, Aquatic Director (arrived at 8:20am)
Mike Elam, Recreation Manager (arrived at 8:25am)
Vicki Osbon, Administrative Services Manager

Media: None

Public: Heather McMeekin, CPA, Price. Fronk & Co.
Barry Maroni, AIC Insurance
Mercedes Cook-Bostwick

GENERAL MEETING:

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

Adjustments to the Agenda: None

2. Communications:

3. Presentations:

a. FY 2020 Audit Presentation

Heather McMeekin, CPA, Price & Fronk introduced herself. She talked about the draft of the Fiscal Year 2020 audit they have provided for the board to review. She said the audit went well. She said that all the controls that the district had in place stayed in place despite the difficult year. She talked about two communications letters and said the first letter explained the internal controls and any material weaknesses and segregation of accounting duties. The second letter explained what the auditor responsibilities were, their scope and timing of the audit, accounting policies, any significant accounting policies, depreciation and OPEB liabilities. She said there were a few proposed journal entries attached that just needed to be addressed on the schedule. She said that the auditors report had a clean opinion. She talked about the management analysis and discussion and asked if there were any questions for additions from the board. She gave an overview of revenue and expenses, budgetary highlights. She said they will get the audit finalized and submitted to the state before December 31.

b. 2021 Insurance Renewal

Barry Maroni, AIC Insurance began by talking about the cover letter, He said that the overall premium is up this year due to the increase in general liability and property reinsurance rates. He spoke about the district being enrolled in the longevity credit and rate lock guarantee program and the benefits to the district. He also said that completing the best practices credit reduced the district premium for 2021. He talked about the policy outline with coverages incorporated in the policy. Barry also spoke about the comparison report. He asked the board if they had any questions and thanked the board for their time.

4. Consent Agenda:

Approval of the General Board Meeting Minutes from November 10, 2020;

Acknowledgment of Receipt of 2020 Financial Summary:

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

5. Action Agenda Items:

Action from November 10, 2020 Executive Session: None

Acknowledgement of Receipt of Fiscal Year 2020 Audit:

Matt Gilman made a motion to acknowledge the receipt of Fiscal Year 2020 Audit as presented. JoAnne Fletcher seconded the motion. Motion passed unanimously.

Approval of Sand Volleyball Memorandum of Understanding:

Katie said she sent a draft of the MOU to Central Oregon Volleyball Association. They added in some information about themselves including their purpose and contact information. They would be required to provide reservation information so we could open it up for reservations for other community groups to use as well. JoAnne Fletcher

motioned to approve the sand volleyball memorandum of understanding. Matt Gilman seconded the motion. Motion passed unanimously.

6. Discussion Items:

Katie Hammer talked about the current closure and the requirements to re-open. She anticipates that it will be mid-January at the earliest before we are able to run fitness and aquatics programs. We can run youth enrichment programs but not aquatic or fitness programming. She spoke about building capacity guidelines when we can re-open the facilities. She spoke about building capacities and how many people we could accommodate. She said that they are looking at running hybrid classes - half in person and half virtually. She said they are also working on virtual fitness classes and will be checking out equipment to participants. Matt Gilman spoke about marketing outreach for programming. Katie added that beginning in January we will be offering virtual classes such as STEM and photography, and in person classes will include cooking and art.

7. Public Comments: None

8. Board Staff Comments:

Jessica Rowan, Aquatic Director, said that she is looking into whether high school sports will be able to run this season. She is trying to stay optimistic. Matt Gilman asked about current staff and the status of the pool. Jessica replied that they had scheduled a spring closure for maintenance and if it looks like our current closure is going to be extended then some of the spring maintenance projects will happen now and not close the pool in the spring. She talked about a couple of bigger projects including installing the new scoreboard and fixing the wall on the north end of the building happening now. She also talked about being down to administrative staff only and working on projects that are beneficial to the district.

Mike Elam said that his staff is working on new platforms to teach fitness classes, and that they will be checking out equipment. He talked about running some youth programs too. He said he has been working with Bend park and recreation on the lacrosse program. He talked about the challenges of running softball and tournaments in the spring.

Katie said that Mercedes Bostwick-Cook was not able to access her volume and she introduced herself in the chat. She is the new head softball coach at RHS. Katie added that Mercedes has children that have participated in our programs and has coached for us as well. Hayes McCoy welcomed her to the meeting.

Hayes McCoy thanked the staff for being at the meeting.

9. Adjournment

Meeting adjourned at 8:32am.

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of Work Session**

A work session of the Board of Directors of the Redmond Area Park and Recreation District convened via video conference in Redmond, Oregon, December 15, 2020 at 4:00pm.

Directors Present: Hayes McCoy
Zack Harmon (arrived at 4:41pm)
Matt Gilman
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: None

1. Call to Order:

Hayes McCoy called the meeting to order at 4:03pm

2. Discussion Item:

Goals:

The board of directors review the draft goals developed by staff. The goals are separated into categories, Organizational Effectiveness, Diversity and Inclusion, Outreach, Programming, and Facilities.

Matt Gilman talked about staffing goals and making sure that when the district is ready to add positions that we are ready to fill them. Matt also mentioned that there is room for improvement in marketing and community outreach.

Katie Hammer said that she will adding customer relationship management software to the review of registration software that will occur in 2021. Matt requested that staff ensure that the goals are adjusted to ensure they are specific and attainable. Katie Hammer said she will send the draft of goals out to board can look at them again.

The board then discussed ensuring regular quarterly updates on the progress of the goals after they are adopted.

3. Adjournment: Meeting adjourned at 5:25pm

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

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

Summary

December 31, 2020 is 50% of the 2020/2021 budget year.

Financial Performance By Fund

General			
Resources (% of 20/21 Budget)	96%	Resources change from FY 19/20	7%
Expenditures (% of 20/21 Budget)	46%	Expenses change from FY 19/20	-10%

	YTD FY Dec 19/20	YTD FY Dec 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,448,981	\$ 1,549,597	\$ 1,620,000	96%	95%
Personnel Services	\$ 173,416	\$ 170,117	\$ 370,600	46%	48%
Materials & Services	\$ 61,435	\$ 38,986	\$ 164,350	24%	30%
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)	4%	Resources change from FY 19/20	-68%
Expenditures (% of 20/21 Budget)	30%	Expenses change from FY 19/20	-35%

	YTD FY Dec 19/20	YTD FY Dec 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 119,147	\$ 37,803	\$ 848,200	4%	47%
Personnel Services	\$ 281,458	\$ 189,742	\$ 619,250	31%	47%
Materials & Services	\$ 85,926	\$ 47,559	\$ 188,100	25%	44%
Debt Service	\$ 35,797	\$ 17,899	\$ 36,000	50%	99%
Capital Outlay	\$ -	\$ 10,850	\$ 30,000	36%	0.00%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 20/21 Budget)	14%	Resources change from FY 19/20	-57%
Expenditures (% of 20/21 Budget)	16%	Expenses change from FY 19/20	-63%

	YTD FY Dec 19/20	YTD FY Dec 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 27,080	\$ 11,609	\$ 85,800	14%	40%
Personnel Services	\$ 14,932	\$ 12,242	\$ 41,100	30%	32%
Materials & Services	\$ 21,722	\$ 1,480	\$ 43,000	3%	57%

Financial Performance By Fund

Programs			
Resources (% of 20/21 Budget)	5%	Resources change from FY 19/20	-81%
Expenditures (% of 20/21 Budget)	23%	Expenses change from FY 19/20	-49%

	YTD FY Dec 19/20	YTD FY Dec 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 91,775	\$ 17,688	\$ 369,700	5%	37%
Personnel Services	\$ 105,384	\$ 66,128	\$ 233,600	28%	40%
Materials & Services	\$ 62,259	\$ 20,017	\$ 133,950	15%	45%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%

Activity Center			
Resources (% of 20/21 Budget)	4%	Resources change from FY 19/20	-75%
Expenditures (% of 20/21 Budget)	26%	Expenses change from FY 19/20	-34%

	YTD FY Dec 19/20	YTD FY Dec 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 28,902	\$ 7,126	\$ 159,250	4%	40%
Personnel Services	\$ 51,301	\$ 33,579	\$ 131,750	25%	41%
Materials & Services	\$ 15,916	\$ 11,078	\$ 37,400	30%	37%
Capital Outlay	\$ -	\$ -	\$ -		0%

Parks			
Resources (% of 20/21 Budget)	40%	Resources change from FY 19/20	-21%
Expenditures (% of 20/21 Budget)	30%	Expenses change from FY 19/20	-14%

	YTD FY Dec 19/20	YTD FY Dec 20/21	2020/2021 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 660	\$ 519	\$ 1,300	40%	51%
Personnel Services	\$ 56,461	\$ 47,506	\$ 121,300	39%	44%
Materials & Services	\$ 17,204	\$ 15,479	\$ 49,200	31%	38%
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	1,383,331
FY 18/19	1,268,491
FY 17/18	1,222,729

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 20/21 (Current)	20,577
FY 20/21 (Budget, current yr)	70,000
FY 19/20	38,116
FY 18/19	35,447
FY 17/18	37,854

Pool Activities Expenses

FY 20/21 (Current)	3,661
FY 20/21 (Budget, current yr)	14,000
FY 19/20	7,657
FY 18/19	8,348
FY 17/18	10,080

Youth Sport Leagues

Youth Sports League Resources

FY 20/21 (Current)	7,139
FY 20/21 (Budget, current yr)	97,500
FY 19/20	43,766
FY 18/19	51,539
FY 17/18	58,279

Youth Sports League Expenses

FY 20/21 (Current)	2,624
FY 20/21 (Budget, current yr)	62,750
FY 19/20	19,131
FY 18/19	24,392
FY 17/18	17,119

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

Enrichment Resources

Enrichment Resources

FY 20/21 (Current)	8,659
FY 20/21 (Budget, current yr)	35,600
FY 19/20	15,379
FY 18/19	16,552
FY 17/18	7,546

Enrichment Expenses

FY 20/21 (Current)	13,408
FY 20/21 (Budget, current yr)	26,500
FY 19/20	23,637
FY 18/19	22,933
FY 17/18	9,966

Fitness

Fitness Resources		Fitness Expenses	
FY 20/21 (current)	5,623	FY 20/21 (current)	192
FY 20/21 (Budget, current yr)	17,552	FY 20/21 (Budget, current yr)	10,500
FY 19/20	26,632	FY 19/20	5,091
FY 18/19	21,503	FY 18/19	3,669
FY 17/18	19,111	FY 17/18	3,918

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	490
FY 18/19	3,962	FY 18/19	1,400
FY 17/18	3,370	FY 17/18	1,496

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

Updated 1/4/21

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: January 12, 2021
SUBJECT: Secretary of State Audit Letter
STAFF RESOURCE: Katie Hammer
ACTION PROPOSED: Approve the letter to be sent to the state

BACKGROUND:

There were two items of noted deficiencies in our FY 2020 audit. We are required to send a letter to the secretary of State detailing how we are going to address these deficiencies. This letter is in your packet. This letter needs to be approved by our board prior to being sent to the state. The letter has been reviewed and commented on by our auditor.



Redmond Area Park and Recreation District
P.O. Box 843 • 465 SW Rimrock Dr. • Redmond, OR 97756 • 541/548-7275

January 12, 2021

Oregon Secretary of State, Audits Division
255 Capitol St. NE, Suite #500 Salem, OR 97310

Plan of Action for Redmond Area Park and Recreation District

Redmond Area Park and Recreation District respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2019. The audit was completed by the independent auditing firm Price, Fronk & Co. and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting January 12, 2021, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency #1

a. Limited knowledge of GAAP for financial reporting

Management has the responsibility for ensuring that the District's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America, including adequate disclosures and proper application of new accounting standards. Management currently relies heavily on the auditor to determine proper treatment and presentation of financial information for external financial reporting. Adequate internal control over financial reporting, however, requires that management meets this responsibility through individuals within its organization or, where appropriate, other consultants, excluding its independent auditor. As your auditor, we may provide technical assistance to aid management in the proper application of accounting principles, but management must make its own informed decisions about how and when accounting principles apply to the District and how they should be presented on the District's financial statements. The District's personnel or consultant responsible for ensuring proper financial reporting should have an appropriate level of accounting experience, adequate training, and access to the necessary technical resources.

b. Redmond Area Park and Recreation District staff has access to technical resources and understands basic financial reporting requirements however the district's operating budget prohibits having someone on staff with a greater accounting experience than we currently have. The district will continue to

utilize technical resources to learn about changes in GAAP but will not be actively addressing this deficiency.

2. Deficiency #2

a. Limited Segregation of Accounting Duties

The District has limited segregation of duties (assigning the responsibility for authorizing transactions, recording transactions and maintaining custody of assets to different people within the organization) due to its small size. The District does have compensating controls, such as management’s review of the bank reconciliations, the District’s approval of expenditures, its review of financial statements and the addition of office staff that help mitigate the risk to the District. We recommend that the District continue to perform these compensating controls on a timely basis as well as watch for other opportunities to segregate such duties.

- b. Redmond Area Park and Recreation District currently has one bookkeeper on staff who receives support from a payroll specialist. The district staff will evaluate the segregation of duties annually and continue to segregate duties as opportunities arise.

RAPRD Board Chair, Hayes McCoy

Signature

Executive Director, Katie Hammer

Signature

RAPRD Goals January 2021

Goal Category: Organizational Effectiveness

Goal: Ensure that staff at all levels have the knowledge and skills needed for their positions

Rational: Knowledgeable staff will provide high quality programs, facilities, and services for our community.

Strategic Actions	Benchmark Activities	Timeline
Continue and expand professional development to enhance the quality of the services provided to our community	<ul style="list-style-type: none"> • Increase professional development opportunities for management and supervisor staff to ensure their knowledge is current. • Increase training opportunities (Customer Service Training, Technology, etc.) 	<p>March 2021</p> <p>June 2021</p>
Uniform, consistent staff knowledge and execution of cleaning and sanitizing tasks and procedures. (Aquatic)	<ul style="list-style-type: none"> • A janitorial specific handbook/flip book with detailed/illustrated task cards that explicitly instruct staff on how to properly perform each janitorial task. • Schedule rotations and specific task times for each block, look at adjusting rotation schedules to better accommodate janitorial tasks. • Chem mixing instructions cards. • Stock, and require the use of the Janitorial cart. • Devote an entire shadow training session to janitorial duties upon hire, train specific supervisors to instruct, for consistency. 	<p>February 2021</p> <p>February 2021</p> <p>March 2021</p> <p>March 2021</p> <p>May 2021</p>

Goal Category: Organizational Effectiveness

Goal: Recruit skilled individuals for open positions, retain and provide opportunities for advancement for current employees.

Rational: Improving our recruitment methods and developing a retention plan will attract more qualified individuals to our organization and reduce turnover and some key positions.

Strategic Actions	Benchmark Activities	Timeline
Improve District Internal Communication	<ul style="list-style-type: none"> • Identify gaps in communication • Utilize communication methods that work for our diverse employee demographic to decrease these gaps 	March 2021 July 2021
Assess current salary scale and recommend updates	<ul style="list-style-type: none"> • Conduct salary survey with similar sized districts and review local wages • Recommend updates to the board of directors 	September 2021 December 2021
Develop an organizational employee recognition program	<ul style="list-style-type: none"> • Assess the current departmental employee recognition programs • Develop an organization recognition program • Create a progression and advancement plan 	July 2021 August 2021 September 2021
Review the Districts organizational Chart and update to enable the district to grow efficiently	<ul style="list-style-type: none"> • Review similar sized District organizational structure • Recommend changes based on projected future needs of the district (Finance Director, etc.) • Develop timeline to implement recommended organizational structure 	February 2022 August 2022 October 2022

Goal Category: Diversity and Inclusion

Goal: Increase diversity and inclusion awareness/expectations among employees and provide programs that appeal to a diverse audience.

Rational: The population that the district services are becoming more diverse and we should encourage diversity in our programming.

Strategic Actions	Benchmark Activities	Timeline
Inclusivity and Diversity training for all staff	<ul style="list-style-type: none">• Find or create a diversity training• Schedule diversity staff trainings	July 2021 September 2021
Incorporate language and Cultural diversity into our programs	<ul style="list-style-type: none">• Develop relationships with community partners who serve a diverse demographic• Hire bilingual staff, when appropriate• Develop forms and signs in Spanish (registration forms, program flyers, instructional signs)• Leverage these relationships to develop programs that appeal to a diverse community	June 2021 July 2021 December 2021 July 2022

Goal Category: Outreach

Goal: Have a strong presence in the community

Rational: Increasing our presence in the community and enhancing current marketing methods will increase awareness about the district and also increase the number of people we serve through our programs by greater program registration numbers.

Strategic Actions	Benchmark Activities	Timeline
Broaden presence to increase marketing reach and facilitate community engagement	<ul style="list-style-type: none"> • Update communication plan • Utilize online communication tools more effectively (Facebook, Twitter, Instagram, etc.) • Utilize current marketing tools more effectively (flyers, activity guide, email campaigns, etc.) • Review program registrations and develop benchmarks for decreased cancellations and increased registrations by program type. 	May 2021 May 2021 May 2021 September 2021
Provide opportunities for the community to engage with us.	<ul style="list-style-type: none"> • Conduct a needs assessment survey (this will help the district determine facility deficiencies and new program opportunities/interest) • Host a “what does RAPRD mean to you” art show/contest. • Host town hall(s)/listening session(s) at least once a year 	March 2021 Feb 2022 Ongoing
Improve Registration Process	<ul style="list-style-type: none"> • Research park and recreation management software (include customer relationship management components) • Schedule demos with providers • Submit an RFP for park and recreation management software • Implement new software 	January 2021 February 2021 April 2021 September 2021

Goal Category: Programming

Goal: Offer programs, activities and events that are meeting the needs of the community.

Rational: Our community is changing, and we need to broaden our programs and activity offerings to stay relevant and serve our community.

Strategic Actions	Benchmark Activities	Timeline
Determine what programs/activities are needed in our community and adjust or increase our programs to include these	<ul style="list-style-type: none"> • Conduct community needs assessment • Implement findings from assessment • Assess current programs to determine if changes are needed of if they are at the end of their lifecycle • 	March 2021 June 2021-December 2022 June 2021
Develop partnerships with local business/organizations to increase program offerings to the community	<ul style="list-style-type: none"> • Reach out to local business owners about partnership opportunities • Improve current partnerships, including Redmond School District, REACH, Senior Center, library etc. to offer activities 	April 2021 September 2021
Offer more diversified programs/classes	Program ideas to explore and implement if community support for these types of programs is shown: <ul style="list-style-type: none"> • Create outdoor recreation trips: snow shoeing, mountain biking. Skiing • Research and implement an Esports program • Develop a robust mobile recreation program • Offer more wellness/therapeutic classes • Develop a tutoring program • Teen Programming • Purchase ADA van(s) for programs • Create outdoor classroom for educational programs (Tetherow?) • 	September 2021 September 2021 September 2021 September 2021 September 2022 March 2022 April 2023 May 2023

Goal Category: Facilities

Goal: Where appropriate and economically feasible, develop and operate specialized, low investment high potential, recreational facilities, with unique draw and revenue potential, in conjunction with community partners. Examples: small automotive sports track, climbing, etc.

Rational: Support the continued development and diversification of recreational opportunities and keep District programming and facility offerings fresh, interesting, and a draw to the area.

Strategic Actions	Benchmark Activities	Timeline
Explore promising niche opportunities that have good income potential and help foster growth of unique and energized recreational interest groups in the area.	<ul style="list-style-type: none">• Research how other, comparable communities have developed these special use sites with community partners and stakeholders, how they operate and what the benefits/risks are• Research area contacts for support of stakeholders/ community partners and business owners who would value and benefit from partnering with the District toward the planning, creation, and operation of these facilities• Work with area stakeholders, interested grass-roots groups and business leaders to garner community support and acquire funding support	July 2023 February 2024 December 2024

Goal Category: Facilities

Goal: Review current district facilities and update development and/or maintenance plans as needed.

Rational: Continued investment in current facilities is crucial to their utilization. Also looking to the future recreational facility needs of the community is important to have a vital growing community.

Strategic Actions	Benchmark Activities	Timeline
Complete Tetherow Crossing plans	<ul style="list-style-type: none"> • Reengage with the Architect to complete the plans for the house • Complete the cost estimate • Conduct a fundraising effort • Discuss/decide on other financial option (bond) 	March 2021 August 2021 October 2021 May 2022
Review undeveloped park properties and determine what the most beneficial use if for them	<ul style="list-style-type: none"> • Lake Park Estates • Majestic Summit • 	December 2022 December 2022
Update the District Capital Improvement Plan	<ul style="list-style-type: none"> • Conduct community needs assessment • Evaluate all district properties for maintenance needs • Consider adding lights at HDSC to the Capital improvement plans • Present the CIP to the Board for approval 	March 2021 October 2021 October 2021 December 2021
Determine outdoor sports facilities gaps.	<ul style="list-style-type: none"> • Assess the current number of sports fields in community (soccer, softball, baseball, etc.) in cooperation with community partners, the City of Redmond and Redmond school district • Develop a plan to address any deficiencies in field spaces 	February 2022 June 2022
Construct a comprehensive recreation facility that increases recreation and fitness opportunities for our community.	<ul style="list-style-type: none"> • See draft timeline (attached) 	

Redmond Area Park & Recreation District
Resolution #2 2020/21

Resolution to Appoint the Budget Officer for Fiscal Year 2021/22.

Be it resolved the Board of Directors of the Redmond Area Park and Recreation District hereby appoints RAPRD Executive Director, Katie Hammer as the budget officer for the fiscal year 2021/2022 budget.

Date this 12th day of January 2021 by the Redmond Area Park and Recreation District Board of Directors.

Hayes McCoy, Chairman

Attest:

Vicki Osbon, Recording Secretary