



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
June 14, 2022

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
Margaret Maffai, Development Director

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541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA
June 14, 2022

General meeting will begin immediately following the Budget Hearing for the Fiscal Year 2022-23 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/651245005>

You can also dial in using your phone.
Toll Free: 1-866-899-4679
Access Code: 651-245-005

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 10, 2022
Acknowledgement of Receipt of May Financial Summary
- 4. Action Agenda Items**
Resolution #6 Declaring the Tax Rate for the 2022-23 Fiscal Year
Resolution #7 Adopting the Fiscal Year 2022-23 Budget
Resolution #8 Appropriations for the Fiscal Year 2022-23 Budget
- 5. Discussion Items**
Upcoming Events
Pickleball Club
- 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.**



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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, May 10, 2022, at 7:30am.

Attendance:

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

Directors Absent: Zack Harmon

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

Media: None

Public: None

GENERAL MEETING:

1. Call to Order:

Matt Gilman called the meeting to order at 7:32am

Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from April 12, 2022,

Acknowledgment of Receipt of April 2022 Financial Summary:

Mercedes Cook-Bostick made a motion to approve the consent agenda as presented.

Kevin Scoggin seconded the motion. Motion passed unanimously.

Action Agenda Items:

Resolution #5 2021 Authorize Purchase of Truck for Park Maintenance:

Katie Hammer explained that a new F-150 park maintenance truck is budgeted for in this fiscal year's budget. She explained that the current park maintenance truck would be used as the backup truck and not use the dump truck every day. She added that the park maintenance dump truck is currently having mechanical challenges and pending repair costs are significant. She is recommending the purchase of a new 1-ton truck so we could haul the dump trailer. She said that either next year or the year after the park maintenance F-150 truck would be replaced with a 4-wheel drive truck. Katie asked for approval to authorize the use of the state purchasing price agreement to purchase a new truck. Kevin Scoggin made a motion to approve resolution #5 to authorize the purchase of a new truck for park maintenance with a not to exceed price of \$34,000. Ed Danielson seconded the motion. Motion passed unanimously.

4. Discussion Items:

Recreation Facility Planning Discussion & Update:

Katie Hammer said she sent the link for the final report to board members this morning. She said this is the report that will be shared with the community. Katie also said that she is working with the bond council to develop the bond language and the board will vote on the language in July and submit to the county clerk in August and that will give us our ballot measure numbers. The board will have to decide whether they are comfortable with the bond amount or if it needs to be adjusted and if we will be going out for an operating levy in November or wait. She said the benefit of going out for the operating levy will show the community that we need it, and those funds will be set aside until the new facility is built.

Matt Gilman said that the PAC is continuing to meet monthly and will switch to meeting more frequently soon. He said they will have a website soon and there is a bank account set up to receive donations. He said they are setting up a fundraiser in 4-6 weeks at a local brewery and asked for silent auction donations. There are print materials in draft form. Katie added that the PAC meets the first Wednesday at the chamber every month and that there is a volunteer coordinator that will be contacting people that would like to help.

5. Public Comments: None

6. Board & Staff Comments:

Mike Elam, Recreation Manager, said they just finished soccer and the weather was a challenge. Softball is beginning in a couple of weeks. Program registration is going well, and numbers are up. UK soccer registration numbers are up from previous years, and we are actively looking for families who are willing to host the six coaches.

Jessica Rowan, Aquatic Director, said that the main drain piping was replaced within three days and waiting for the weather to warm up to pour the slab. She said she is still trying to source out a part for the showers. Aquatic programs are running at capacity. The biggest challenge presently is staffing. It has been a challenge to get our programming and hours back up to where they need to be with staff shortages. She added that they have hired a new swim coach, after losing our long-time coach to a fulltime job in bend.

Katie Hammer, Executive Director, said that we filled the payroll position with a person that was working in the customer service position. She is currently working part time and is planned to transition to full time. We also filled our seasonal park maintenance position. She added that we still need three customer service staff, lifeguards, lead lifeguards and swim instructors.

Matt Gilman said swim team is going well. Masters swimming is still growing. There is a pickleball tournament coming in July and there is a pickleball club that is being organized.

Katie also reminded the board that there is budget committee meeting this Thursday at 5:30pm and she anticipates that the budget will be approved at that meeting.

7. Adjournment:

Matt Gilman adjourned the meeting at 8:23am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
May 31, 2022

Summary

May 31, 2021 is 92% of the 2021/2022 budget year.

Financial Performance By Fund

General			
Resources (% of 21/22 Budget)	105%	Resources change from FY 20/21	9%
Expenditures (% of 21/22 Budget)	83%	Expenses change from FY 20/21	22%

	YTD FY May 20/21	YTD FY May 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,643,339	\$ 1,797,280	\$ 1,705,000	105%	101.0%
Personnel Services	\$ 315,690	\$ 310,922	\$ 401,750	77%	85.0%
Materials & Services	\$ 95,254	\$ 201,022	\$ 230,200	87%	58.0%
Debt Service	\$ 87,784	\$ 94,640	\$ 96,000	99%	92.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%
Transfers & Contingency	\$ 1,162,000	\$ 1,020,000	\$ 1,050,000	97%	94.0%

Aquatic			
Resources(% of 21/22 Budget)	132%	Resources change from FY 20/21	240%
Expenditures (% of 21/22 Budget)	69%	Expenses change from FY 20/21	40%

	YTD FY May 20/21	YTD FY May 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 71,464	\$ 243,123	\$ 184,500	132%	36.0%
Personnel Services	\$ 330,325	\$ 439,277	\$ 668,250	66%	55.0%
Materials & Services	\$ 89,729	\$ 147,764	\$ 186,000	79%	57.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	99.0%
Capital Outlay	\$ 43,816	\$ 8,322	\$ 30,000	28%	55.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 21/22 Budget)	55%	Resources change from FY 20/21	12%
Expenditures(% of 21/22 Budget)	71%	Expenses change from FY 20/21	94%

	YTD FY May 20/21	YTD FY May 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 29,603	\$ 33,164	\$ 60,700	55%	40.0%
Personnel Services	\$ 20,114	\$ 28,158	\$ 37,700	75%	49.0%
Materials & Services	\$ 6,948	\$ 24,337	\$ 36,200	67%	16.0%

Financial Performance By Fund

Programs			
Resources (% of 21/22 Budget)	142%	Resources change from FY 20/21	368%
Expenditures (% of 21/22 Budget)	79%	Expenses change from FY 20/21	86%

	YTD FY May 20/21	YTD FY May 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 57,742	\$ 270,482	\$ 190,950	142%	28.0%
Personnel Services	\$ 127,422	\$ 215,140	\$ 276,450	78%	55.0%
Materials & Services	\$ 42,189	\$ 100,328	\$ 121,750	82%	32.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Activity Center			
Resources (% of 21/22 Budget)	14%	Resources change from FY 20/21	9%
Expenditures (% of 21/22 Budget)	44%	Expenses change from FY 20/21	-33%

	YTD FY May 20/21	YTD FY May 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 15,007	\$ 16,420	\$ 120,950	14%	28.0%
Personnel Services	\$ 55,684	\$ 30,333	\$ 68,000	45%	42.0%
Materials & Services	\$ 22,739	\$ 22,529	\$ 51,500	44%	61.0%
Capital Outlay	\$ -	\$ -	\$ -	0%	0.0%

Parks			
Resources (% of 21/22 Budget)	0%	Resources change from FY 20/21	-17%
Expenditures (% of 21/22 Budget)	63%	Expenses change from FY 20/21	18%

	YTD FY May 20/21	YTD FY May 21/22	2021/2022 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,312	\$ 1,088	\$ 231,300	0%	101.0%
Personnel Services	\$ 82,794	\$ 99,888	\$ 135,500	74%	68.0%
Materials & Services	\$ 36,921	\$ 41,009	\$ 47,700	86%	75.0%
Capital Outlay	\$ 15,194	\$ 1,197	\$ 41,400	3%	37.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 21/22 (Current)	1,682,296
FY 21/22 (Budget, current yr)	1,615,000
FY 20/21	1,570,951
FY 19/20	1,461,396
FY 18/19	1,344,932

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 21/22 (Current)	117,234
FY 21/22 (Budget, current yr)	65,000
FY 20/21	29,091
FY 19/20	56,134
FY 18/19	74,645

Pool Activities Expenses

FY 21/22 (Current)	11,399
FY 21/22 (Budget, current yr)	14,000
FY 20/21	6,018
FY 19/20	10,811
FY 18/19	13,693

Youth Sport Leagues

Youth Sports League Resources

FY 21/22 (Current)	109,714
FY 21/22 (Budget, current yr)	88,000
FY 20/21	31,101
FY 19/20	47,019
FY 18/19	90,551

Youth Sports League Expenses

FY 21/22 (Current)	44,694
FY 21/22 (Budget, current yr)	59,000
FY 20/21	13,445
FY 19/20	34,688
FY 18/19	50,622

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

Enrichment Resources

Enrichment Resources

FY 21/22 (Current)	31,974
FY 21/22 (Budget, current yr)	18,750
FY 20/21	13,254
FY 19/20	20,255
FY 18/19	40,760

Enrichment Expenses

FY 21/22 (Current)	18,984
FY 21/22 (Budget, current yr)	14,350
FY 20/21	17,348
FY 19/20	30,018
FY 18/19	43,000

Fitness

Fitness Resources

FY 21/22 (Current)	7,079
FY 21/22 (Budget, current yr)	35,000
FY 20/21	9,970
FY 19/20	40,099
FY 18/19	43,720

Fitness Expenses

FY 21/22 (Current)	6,602
FY 21/22 (Budget, current yr)	7,000
FY 20/21	1,071
FY 19/20	7,382
FY 18/19	8,153

Note: Fitness classes held at the Senior Center.

Adult Sport Leagues

Adult Sport League Resources

FY 21/22 (Current)	6,250
FY 21/22 (Budget, current yr)	14,500
FY 20/21	4,925
FY 19/20	8,620
FY 18/19	6,082

Adult Sport League Expenses

FY 21/22 (Current)	1,948
FY 21/22 (Budget, current yr)	9,450
FY 20/21	1,199
FY 19/20	5,014
FY 18/19	7,077

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

Updated 6/1/22

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: June 14, 2022

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 2022/23 RAPRD proposed budget during their meeting on May 12, 2022

These three resolutions adopt the overall budget, impose taxes and create the budget appropriations for the fiscal year 2022/23 budget.

BUDGETARY IMPACT: Failure to adopt the budget prevents the District from collecting property taxes in fiscal year 2022/23.

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

**REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION NO. 6
2021/2022
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 2022/2023 in the sum of \$4,694,380 at a meeting of the Board on June 14, 2022, 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, 2022.

Adopted by the Board of Directors of Redmond Area Park and Recreation District on this 14th day of June, 2022.

Chairman, Matt Gilman

ATTEST:

Recording Secretary
Vicki Osbon

**REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION NO. 7
2021/2022
RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2022, and for the purpose shown below are hereby appropriated as follows:

GENERAL FUND

Personnel Services	\$ 436,000
Materials and Services	\$ 230,300
Transfers	\$ 1,065,000
Capital Outlay	\$ 0
Debt Service	\$ 98,000
Operating Contingencies	\$ 75,000
Fund Total	\$ 1,904,300

AQUATIC FUND

Personnel Services	\$ 751,100
Materials and Services	\$ 190,700
Transfers	\$ 0
Capital Outlay	\$ 52,000
Debt Service	\$ 35,800
Operating Contingencies	\$ 0
Fund Total	\$ 1,029,600

REDMOND AQUATICS CLUB EELS

Personnel Services	\$ 55,850
Materials and Services	\$ 42,000
Transfers	\$ 0
Capital Outlay	\$ 0
Debt Services	\$ 0
Operating Contingencies	\$ 0
Fund Total	\$ 97,850

PROGRAM FUND

Personnel Services	\$ 317,500
Material and Services	\$ 156,250
Transfers	\$ 0
Operating Contingencies	\$ 0
Capital Outlay	\$ 0
Fund Total	\$ 473,750

ACTIVITY CENTER

Personnel Services	\$	0
Material and Services	\$	20,000
Transfers	\$	0
Operating Contingencies	\$	0
Capital Outlay	\$	0
Fund Total	\$	20,000

PARK FUND

Personnel Services	\$	151,700
Materials and Services	\$	52,700
Capital Outlay	\$	25,000
Debt Service	\$	0
Fund Total	\$	229,400

OPERATING RESERVE

Personnel Services	\$	0
Materials and Services	\$	0
Capital Outlay	\$	0
Total Fund	\$	0

CAPITAL RESERVE

Equipment	\$	0
Total Fund	\$	0

TOTAL APPROPRIATIONS	\$	3,754,900
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Resolution No. 7
June 14, 2022
Page 3 of 3

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, 2022.

Adopted by the Board of Directors of the Redmond Area Park and Recreation District on this 14th day of June, 2022.

Chairman, Matt Gilman

ATTEST:

Recording Secretary
Vicki Osbon

Note: UNAPPROPRIATED BUDGET REQUIREMENTS

General Fund	\$ 474,700
Aquatic Fund	\$ 12,900
RACE Fund	\$ 9,150
Program Fund	\$ 1,250
Activity Center Fund	\$ 0
Park Fund	\$ 2,100
Operating Reserve	\$ 200,000
Capital Reserve	\$ 239,380
TOTAL NONAPPROPRIATED FUNDS	\$ 972,480

**TOTAL (APPROPRIATED AND
NONAPPROPRIATED FUNDS) \$ 4,255,000**

**REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION NO. 8
2021/22
RESOLUTION IMPOSING, CATEGORIZING TAXES
AND DECLARING THE TAX RATE**

BE IT RESOLVED, that the Board of Directors for Redmond Area Park and Recreation District hereby levies taxes provided for in the 2022/23 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 2022/23 upon the assessed value of all taxable property within said district as of 1:00 a.m., January 1, 2023. The following allocation constitutes the above aggregate rate.

	Subject to the General Government Limitations	Excluded from the Limitations
General Fund	\$.3717/\$1,000	\$ 0

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, 2022. Adopted by the Board of Directors of Redmond Area Park and Recreation District on this day of June 14, 2022.

Chairman, Matt Gilman

ATTEST:

Recording Secretary
Vicki Osbon