



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
June 9, 2020

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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Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

June 9, 2020

7:30AM

This meeting will take place electronically using the following link:

<https://global.gotomeeting.com/join/255956277>

There is also an option to call in to the meeting at this number
(872) 240-3212, Access Code: 255-956-277

AGENDA

1. Call to Order

Adjustments to the Agenda

2. FY 2020/21 Budget Hearing

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

4. Consent Agenda

Approval of the General Board Meeting Minutes from May 12, 2020

Acknowledgement of Receipt of May 2020 Financial Summary

5. Action Agenda Items

Resolution #6 2019/20 Adopting the FY 2020/21 RAPRD Budget

Approval of Resolution #7 2019/20 Imposing, Categorizing Taxes and

Declaring the Tax Rate

Approval of Resolution #8 2019/20 Making Appropriations

Resolution #9 2019/20 Transfer from Materials and Services in the General Fund
to Debt Services in the General Fund

Resolution #10 2019/20 Purchase of Tractor

6. Discussion Items

Facility Re-opening and Program Update

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 June 8, 2020 will be read during the public comment section of the meeting on June 9, 2020. Comments by video or phone will be taken on a scheduled basis during the public comment section of the meeting on June 9, 2020; to schedule public comment via phone, please contact the District to provide your name, phone number and address at 541-548-7275, or email information to admin@raprd.org, you will then be

contacted during the public comment section of the meeting to voice your comment. Comments, both written and electronically, 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, May 12, 2020 at 7:30am.

Attendance:

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

Directors Absent: None

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

Media: None

Public: Jon Bullock, Redmond City Council Liaison

GENERAL MEETING:

1. Call to Order: Hayes McCoy called the meeting to order at 7:38am
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:
/Approval of the General Board Meeting Minutes from March 10, 2020
Acknowledgment of Receipt of April Financial Summary:

Hayes McCoy made a motion to approve the consent agendas as presented. Zack Harmon seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Resolution #3 2019/20 Appoint Budget Officer:

JoAnne Fletcher made a motion to approve resolutions #3, appointing Katie Hammer as budget officer. Matt Gilman seconded the motion. Motion passed unanimously.

Resolution #4 2019/20 Transfer from Contingency in the General Fund to the Program Fund: Katie Hammer, Executive Director said that staff projections for the year end includes loss of revenue and refunds due to program cancelations. This revenue reduction will cause a shortfall in resources causing the fund to have a negative balance at the end of the year. This transfer will correct the anticipated revenue shortage. JoAnne Fletcher made a motion to approve resolution #4 transferring from contingency fund to the program fund. Matt Gilman seconded the motion. Motion passed unanimously.

Resolution #5 2019/20 Reallocate FY 2019/20 Budgeted Transfer:

Katie Hammer, Executive Director explained that expenditures would be greater than revenue in the program and RACE funds and this reallocation is necessary to keep these funds in balance. This transfer doesn't increase the total budgeted transfers. Matt Gilman made a motion to approve resolution #5 2019/20 reallocate f/y 2019/20 budgeted transfer. JoAnne Fletcher seconded the motion. Motion passed unanimously.

5. Discussion Items:

Facility Re-opening Plans:

Katie Hammer discussed re-opening plans including what staff we could anticipate bringing back, reserving time for lap swim and land fitness programs at the activity center. She also talked about sanitizing procedures that would-be set-in place. She said that sneeze guards would be installed, and we will provide masks and gloves for staff. Katie also discussed submitting a reopening plan to the county health department, messaging to the community about reopening fitness classes at the activity center, and swimming.

Review Executive Director Job Description:

Katie Hammer asked that the board members send her any changes that might need to be added.

6. Public Comments: None

7. Board Staff Comments:

Mike Elam, Recreation Manager, said that he is planning as best he can. Spring soccer has been cancelled but he is still planning on running lacrosse and adult softball for summer. He has been busy doing maintenance at the activity center.

Jessica Rowan, Aquatic Director, said that we have been doing deferred maintenance tasks. She said that we will not run programs until at least June. She is working on different scenarios to run programs in June and is putting together a kiddie pool swim school program.

Katie Hammer, Executive Director, said that she appreciates the support.

JoAnne Fletcher said she appreciates the STEM projects.

Ed Danielson asked about FEMA funding. Katie Hamer responded that there is a potential for funding, and we have applied for an account and will be submitting qualified expenses but there isn't a guarantee of funding.

8. Adjournment:

Hayes McCoy adjourned meeting at 8:am

Board Chair, Hayes McCoy

Recording Secretary, Vicki Osbon

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

Summary

May 31, 2020 is 92.0% of the 19/20 budget year.

Financial Performance By Fund

General			
Resources (% of 19/20 Budget)	100%	Resources change from FY 18/19	6%
Expenditures (% of 19/20 Budget)	79%	Expenses change from FY 18/19	-3%

	YTD FY May 18/19	YTD FY May 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,448,404	\$ 1,538,182	\$ 1,533,000	100%	100%
Personnel Services	\$ 283,169	\$ 314,662	\$ 363,560	87%	85%
Materials & Services	\$ 165,390	\$ 113,238	\$ 202,750	56%	80%
Debt Service	\$ 93,035	\$ 95,518	\$ 95,000	101%	100%
Capital Outlay	\$ -	\$ -	\$ -	0%	0%
Transfers & Contingency	\$ 802,000	\$ 977,000	\$ 977,000	100%	100%

Aquatic			
Resources (% of 19/20 Budget)	64%	Resources change from FY 18/19	-22%
Expenditures (% of 19/20 Budget)	73%	Expenses change from FY 18/19	-9%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 210,091	\$ 162,880	\$ 252,799	64%	88%
Personnel Services	\$ 472,269	\$ 448,051	\$ 597,750	75%	88%
Materials & Services	\$ 173,665	\$ 140,380	\$ 196,000	72%	86%
Debt Service	\$ 35,797	\$ 35,797	\$ 36,000	99%	100%
Capital Outlay	\$ 4,438	\$ 11,488	\$ 45,000	26%	50%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 19/20 Budget)	53%	Resources change from FY 18/19	-39%
Expenditures (% of 19/20 Budget)	64%	Expenses change from FY 18/19	-20%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 57,738	\$ 35,257	\$ 67,000	53%	78%
Personnel Services	\$ 33,460	\$ 27,151	\$ 46,650	58%	80%
Materials & Services	\$ 34,541	\$ 27,436	\$ 38,000	72%	80%

Financial Performance By Fund

Programs				
Resources (% of 19/20 Budget)	49%	Resources change from FY 18/19		-48%
Expenditures (% of 19/20 Budget)	71%	Expenses change from FY 18/19		-25%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 231,459	\$ 120,632	\$ 247,300	49%	75%
Personnel Services	\$ 252,940	\$ 192,423	\$ 262,500	73%	80%
Materials & Services	\$ 125,443	\$ 92,963	\$ 138,510	67%	80%
Capital Outlay	-	\$ -	\$ -	0%	0%

Activity Center				
Resources (% of 19/20 Budget)	74%	Resources change from FY 18/19		-10%
Expenditures (% of 19/20 Budget)	68%	Expenses change from FY 18/19		1%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 47,300	\$ 42,622	\$ 57,250	74%	83%
Personnel Services	\$ 84,010	\$ 87,774	\$ 125,850	70%	80%
Materials & Services	\$ 29,398	\$ 27,019	\$ 42,800	63%	70%
Capital Outlay	\$ -	\$ -	\$ 3,000	0%	0%

Parks				
Resources (% of 19/20 Budget)	51%	Resources change from FY 18/19		-82%
Expenditures (% of 19/20 Budget)	68%	Expenses change from FY 18/19		-1%

	YTD FY Apr 18/19	YTD FY Apr 19/20	2019/2020 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 3,768	\$ 669	\$ 1,300	51%	75%
Personnel Services	\$ 86,523	\$ 92,246	\$ 115,300	80%	80%
Materials & Services	\$ 37,347	\$ 30,742	\$ 45,600	67%	75%
Capital Outlay	\$ 5,466	\$ 563	\$ 20,000	3%	50%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 19/20 (current)	1,449,279
FY 19/20 (Budget, current yr)	1,427,000
FY 18/19	1,344,932
FY 17/18	1,299,515
FY 16/17	1,206,434

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 19/20 (current)	56,336
FY 19/20 (Budget, current yr)	87,000
FY 18/19	74,645
FY 17/18	77,602
FY 16/17	74,077

Pool Activities Expenses

FY 19/20 (current)	10,745
FY 19/20 (Budget, current yr)	14,000
FY 18/19	13,693
FY 17/18	14,685
FY 16/17	14,405

Youth Sport Leagues

Youth Sports League Resources

FY 19/20 (current)	50,990
FY 19/20 (Budget, current yr)	113,500
FY 18/19	90,551
FY 17/18	98,185
FY 16/17	88,384

Youth Sports League Expenses

FY 19/20 (current)	34,668
FY 19/20 (Budget, current yr)	56,500
FY 18/19	50,622
FY 17/18	43,465
FY 16/17	44,717

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

Enrichment Resources

Enrichment Resources

FY 19/20 (current)	23,286
FY 19/20 (Budget, current yr)	47,400
FY 18/19	44,640
FY 17/18	18,579
FY 16/17	17,170

Enrichment Expenses

FY 19/20 (current)	31,419
FY 19/20 (Budget, current yr)	30,440
FY 18/19	37,882
FY 17/18	15,695
FY 16/17	18,435

Fitness

Fitness Resources		Fitness Expenses	
FY 19/20 (current)	38,948	FY 19/20 (current)	7,382
FY 19/20 (Budget, current yr)	29,834	FY 19/20 (Budget, current yr)	12,200
FY 18/19	43,720	FY 18/19	8,153
FY 17/18	42,221	FY 17/18	8,158
FY 16/17	32,545	FY 16/17	6,660

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 19/20 (current)	7,920	FY 19/20 (current)	5,014
FY 19/20 (Budget, current yr)	16,900	FY 19/20 (Budget, current yr)	8,500
FY 18/19	9,233	FY 18/19	7,077
FY 17/18	9,226	FY 17/18	5,077
FY 16/17	10,152	FY 16/17	4,579

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

Updated 6/1/20

**REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION NO. 6
2019/2020
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 2020/2021 in the total amount of \$4,138,630 at a meeting of the Board on June 9, 2020, and the following Resolution affirms their action.

BE IT 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, 2020.

Adopted by the Board of Directors of Redmond Area Park and Recreation District on this 9th day of June, 2020.

Chairman

ATTEST:

Recording Secretary
Vicki Osbon

RESOLUTION NO. 7
2019/20
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 2020/21 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 2020/21 upon the assessed value of all taxable property within said district as of 1:00 a.m., January 1, 2020. 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, 2020. Adopted by the Board of Directors of Redmond Area Park and Recreation District on this day of June 9, 2020.

Chairman: Hayes McCoy

ATTEST:

Recording Secretary
Vicki Osbon

REDMOND AREA PARK AND RECREATION DISTRICT
RESOLUTION NO. 8
2019/2020
RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2020, and for the purpose shown below are hereby appropriated as follows:

GENERAL FUND

Personnel Services	\$ 370,600
Materials and Services	\$ 164,350
Transfers	\$ 1,162,000
Capital Outlay	\$ 0
Debt Service	\$ 95,000
Operating Contingencies	\$ 75,000
Fund Total	\$ 1,866,950

AQUATIC FUND

Personnel Services	\$ 619,250
Materials and Services	\$ 188,100
Transfers	\$ 0
Capital Outlay	\$ 30,000
Debt Service	\$ 36,000
Operating Contingencies	\$ 0
Fund Total	\$ 873,350

REDMOND AQUATICS CLUB EELS

Personnel Services	\$ 41,100
Materials and Services	\$ 43,000
Transfers	\$ 0
Capital Outlay	\$ 0
Debt Services	\$ 0
Operating Contingencies	\$ 0
Fund Total	\$ 84,100

PROGRAM FUND

Personnel Services	\$ 233,600
Material and Services	\$ 133,950
Transfers	\$ 0
Operating Contingencies	\$ 0
Capital Outlay	\$ 0
Fund Total	\$ 367,550

ACTIVITY CENTER

Personnel Services	\$ 131,750
Material and Services	\$ 37,400
Transfers	\$ 0
Operating Contingencies	\$ 0
Capital Outlay	\$ 0
Fund Total	\$ 169,150

PARK FUND

Personnel Services	\$ 121,300
Materials and Services	\$ 49,200
Capital Outlay	\$ 40,750
Debt Service	\$ 0
Fund Total	\$ 211,250

OPERATING RESERVE

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

CAPITAL RESERVE

Equipment	\$ 0
Total Fund	\$ 0

TOTAL

APPROPRIATIONS, All Funds **\$3,572,350**

Total Unappropriated and Reserve Amounts, All Funds: **\$ 566,280**

TOTAL ADOPTED BUDGET **\$4,138,630**

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, 2020.

Adopted by the Board of Directors of the Redmond Area Park and Recreation District on this 9th day of June, 2020.

Chairman, Hayes McCoy

ATTEST:

Recording Secretary
Vicki Osbon

Redmond Area Park & Recreation District
Resolution #9 2019/20

**RESOLUTION TO TRANSFER \$518 FROM MATERIALS AND SERVICES IN THE
GENERAL FUND TO DEBT SERVICES IN THE GENERAL FUND**

Be it resolved, the Board of Directors of the Redmond Area Park and Recreation District hereby authorizes a transfer from Materials and Services in the Program Fund of \$518 to Debt Services in the General Fund.

This transfer is necessary because it is anticipated expenditures in Debt Services in the General fund will be greater than budgeted.

Dated this 9th day of June, 2020 by the Redmond Area Park and Recreation District Board of Directors.

Chairman, Hayes McCoy

Recording Secretary, Vicki Osbon