

**REDMOND AREA PARK AND  
RECREATION DISTRICT**

**PROPOSED BUDGET FOR  
FISCAL YEAR 2015-16**



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## BUDGET COMMITTEE

The Redmond Area Park and Recreation District's Budget Committee is made up of ten individuals, including all five members of the Board of Directors and an equal number of appointed members from the community. The appointed members must be registered to vote in the district. All members of the Budget Committee share the same degree of authority. The primary duties and functions of this committee are to review, and if necessary, revise the proposed annual budget after hearing testimony from the public. The ultimate goal of the Budget Committee is to recommend approval, by the RAPRD board of Directors, of the budget for the district. Although this could happen at the first budget committee meeting, it usually takes at least two meetings to reach this point. The Budget Committee meets during the spring, when the budget is reviewed and approved and other times during the year if needed.

### 2015-16 Budget Committee Members

<b>Board Members</b>	<b>Appointed Members</b>
Tina Hinchliff Term ends: 6/30/13	Mike Patrick Term ends: 6/30/16
Heather Richards Term ends: 6/30/13	Patrick Johnson Term ends: 6/30/16
Hayes McCoy Term ends: 6/30/13	Katie Graham Term ends: 6/30/16
Zack Harmon Term ends: 6/30/15	Julie DeVoe Term ends: 6/30/15
Cale Pearson Term ends: 6/30/15	Joanne Fletcher Term ends: 6/30/15

### District Staff

Katie Hammer, Executive Director/Budget Officer  
Mike Elam, Recreation Manager  
Jessica Rowan, Aquatic Director  
Gary Davis, Parks Maintenance Supervisor  
Penne Klapperich, Bookkeeper  
Vicki Osbon, Administrative Assistant

## **EXECUTIVE DIRECTOR BUDGET MESSAGE 2015/2016**

I am pleased to present to you the fiscal year 2015/16 Redmond Area Park and Recreation District's proposed budget. The budget represents a financial operating plan for the district to carry out its mission during the 2015/16 fiscal year. The budget document details the expected resources and anticipated expenditures for the district's fiscal year from July 1, 2015 to June 30, 2016. The budget has been prepared in accordance with the requirements set forth in the State of Oregon Local Budget law.

The district's budget planning process starts with our mission and vision statements. These statements serve the purpose of defining why our organization exists and how we serve our community.

### **Mission Statement:**

*Redmond Area Park and Recreation District strives to be a community leader promoting health and well-being by creating recreational opportunities that provide memorable and fulfilling parks and recreation experiences and activities for all.*

### **Vision Statement:**

*Redmond Area Park and Recreation District is committed to exceptional customer satisfaction while enhancing the quality of lives by providing diverse, innovative and inclusive programs, clean and safe facilities, parks and open spaces.*

RAPRD staff and Board of Directors have also created core values and guiding principles statements. These statements, along with the updated mission and vision statement are used to set priorities, direction and expectations for the district staff. The core values and guiding principles statements are as follows:

### **Core Values:**

- Customer Service
- Quality programs and facilities
- Safety
- Inclusive
- Diverse

### **Core Services Statements (Guiding Principles):**

1. RAPRD is committed to providing the best customer service at all levels of the organization.
2. RAPRD offers the highest quality recreation programs.
3. RAPRD operates clean, safe facilities and programs.
4. RAPRD is committed to the concept of inclusion both for people with disabilities and people who may struggle to afford access to recreation opportunities.

5. RAPRD offers diverse recreation opportunities to meet the needs of the greater Redmond Community.
6. RAPRD is committed to recognizing and rewarding excellence.
7. RAPRD is committed to developing lifelong relationships with recreation among our community.

### **The Budget Process**

The April 23, 2015 budget committee meeting is the first of a series of meetings for the Budget Committee. The first meeting is intended to serve an introduction to the budget and to set future meetings. At the final meeting, the budget committee is asked to recommend the budget for approval, subject to any adjustments made by the committee. The final step in the process is the Budget Hearing and Adoption by the Park and Recreation District Board of Directors, currently scheduled for June 9, 2015.

### **Analysis of Changes in General Fund Revenue and Appropriations**

Beginning Cash on Hand for the 2014/15 fiscal year is estimated at \$379,380, which represents a 12% decrease from the amount that was budgeted for the 2014-15 year, however, it is similar to the actual beginning cash on hand for FY 2014/15. The beginning cash on hand total is the amount that is used to pay expenses during the beginning of the fiscal year prior to receiving property tax collections in late fall.

The district's overall assessed valuation is estimated to increase approximately 6%. District staff is budgeting for property tax collections increase 4.5% due to the desire to budget conservatively.

### **Revenue**

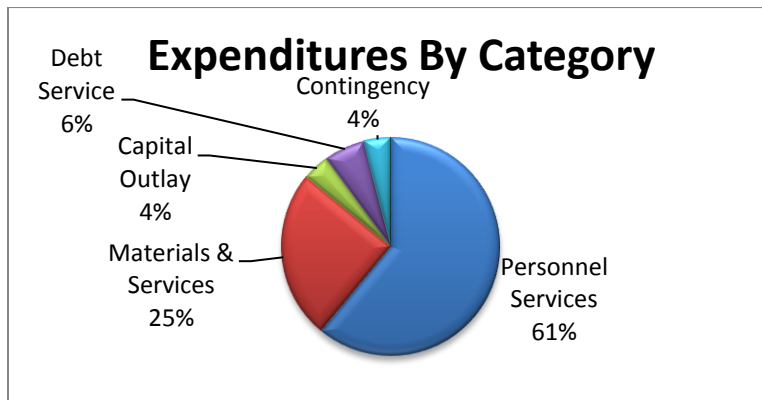
The FY 2015/16 property tax rate per thousand for Assessed Value is \$0.3717. Local government agencies within the City of Redmond exceeded the Measure 5 limit of \$10 per thousand in FY 2014/15 and as a result the taxes received were reduced due to Measure 5 compression. The district's property tax revenue losses in FY 2014/15 due to Measure 5 compression were insignificant (\$42). It is anticipated that in FY 2015/16 the combined rates will not exceed \$10 per thousand but if it does, tax reductions to the district will again be insignificant.

The estimated program fee revenues in the proposed budget are based on a detail review of current program offerings, program revenue trends and anticipated new programs. In FY 2012/13 the district board approved a pricing policy and staff has developed cost recovery spreadsheets for each program. These spreadsheets assist with pricing programs to ensure recovery of direct and an appropriate amount of indirect costs. Staff monitors each individual program revenue and registration levels, making price increases quarterly as needed and will make expenditure adjustments where necessary to offset shortfalls in program revenues.

## Expenditures

In the proposed FY 2015/16 budget 61% supports Personnel Services, 25% supports Materials and Services, 4% supports Capital Outlay, 6% supports Debt Service, and 4% supports the contingency account. The budget reflects an overall 9% decrease in expenditures, from the FY 2014/15 approved budget. The budgeted unappropriated ending fund balance is at 8% of expenditures. The significant decrease in expenditures is because the capital improvement projects occurring at the Cascade Swim center has caused an increase in budgeted capital outlay during FY 2014/15.

The Budget reflects a 5% overall increase in Personnel Services cost. This increase is due to budgeting for small wage increases for district staff. The District is anticipating that our SAIF and Health care rates will remain flat in FY 2015/16. SAIF rates are currently \$3.81 per \$100 of payroll. The proposed budget allows for an additional staff position to be added to health insurance.



## **Looking Beyond FY 2015/16**

The District is continuing to take steps that will enable it to move forward in a financially sustainable manner, including:

- Reviewing and adjusting program user fees. These program user fee adjustments will be a continual process based on increased costs to operate.
- Reviewing areas in our budget to reduce costs with the least impact on services.
- Delaying capital outlay expenditures to later in the fiscal year when that option exists.

The Board of Directors and District staff strives to keep Redmond Area Park and Recreation District a significant partner in enhancing the livability of our community. Staff looks forward to meeting with you.

Sincerely,

Katie Hammer  
Executive Director

## **BUDGET DOCUMENT OVERVIEW**

In compliance with the State of Oregon Local Budget Law, The Redmond Area Park and Recreation District proposed budget for the year beginning July 1, 2015 and ending June 30, 2016 is presented to the Budget Committee. The annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2015/16) outlining the forecasted expenditure requirement and the resources to meet these requirements.
2. An operation plan for the use and deployment of personnel, material and services and other resources during the 2015/16 fiscal year.

### **Budgetary Accounting Basis**

The budgetary and accounting policies contained in the proposed budget conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board. The accounts of the District are organized on the basis of funds. Within the annual budget the District's various funds are grouped into the fund types which include the General Fund, Aquatic Fund, Redmond Aquatic Club Eels Fund (formally the Cascade Aquatic Club Fund), Program Fund, Activity Center Fund, Parks Fund, Facility Construction Fund, and Equipment Deprecation Fund.

### **Balanced Budget**

In accordance with Oregon Budget Law, the District must plan its budget with an equal amount of resources and requirements, thereby meeting the definition of a balanced budget. This ensures that the District doesn't spend more on goods and services than its available resources can provide for them.

### **Budget Process**

The District budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: citizen input, public Budget Committee meetings, approval of the proposed budget by the Budget Committee, public hearing, and adoption of the approved budget by the Board of Directors.

### **Budget Cycle**

The budget cycle is divided into nine steps.

### **Preparing the budget**

1. Budget officer appointed. Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the Executive Officer or the governing body.
2. Proposed budget prepared. The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee.

### **Approving the budget**

3. Budget officer publishes notice. When the budget officer is ready to present the budget and the budget message is to be delivered, the budget officer publishes a “Notice of Budget Committee Meeting.”
4. Budget committee meets. At least one meeting must be held to (1) receive the budget message and budget document, and (2) hear the public. At any time before the budget committee meeting, the budget officer may provide a copy of the proposed budget to each member of the budget committee. The budget is a public record at this point. The budget officer may choose to distribute the proposed budget at the noticed budget committee meeting, rather than earlier.

At the budget committee meeting, the budget message is delivered. The budget message explains the proposed budget and significant changes in the local government’s financial position. At this meeting, the budget committee may provide members of the public the opportunity to ask questions about or comment on the budget.

If public comment is not allowed at this meeting, the budget committee must provide the public with the opportunity at subsequent meetings. After the initial meeting, the budget committee may meet as many times as needed to revise and complete the budget.

### **Committee approves budget**

5. When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, it is approved. If the budget requires an ad valorem tax to be in balance, the budget committee must approve an amount or rate of total ad valorem property taxes to be certified for collection.

### **Advertising and holding hearings**

6. Budget summary and notice of budget hearing published. After the budget is approved, the governing body must hold a budget hearing. The governing body must publish a summary of the budget approved by the budget committee and notice of budget hearing five to 30 days before the scheduled hearing.
7. Budget hearing held. The governing body must hold the budget hearing on the date specified on the public notices.

The purpose of the hearing is to receive citizens’ testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.



## **Adopting the budget**

8. Budget adopted, appropriations made, tax levy declared and categorized. By law, the governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. However, there are limitations;

Taxes may not be increased over the amount approved by the budget committee, and estimated expenditures in a fund may not be increased by more than \$5,000 or 10 percent, whichever is greater, without first publishing a revised budget summary and holding another budget hearing.

After the budget hearing, and after considering relevant testimony, the governing body adopts the budget. It should not be formally adopted until the latter part of June so last-minute revisions to revenue or expenditure estimates can be incorporated.

The governing body must prepare a resolution or ordinance to (1) formally adopt the budget, (2) make appropriations, and if needed, (3) levy and (4) categorize any tax. The budget is the basis for making appropriations and certifying the taxes. The resolution or ordinance must be adopted no later than June 30.

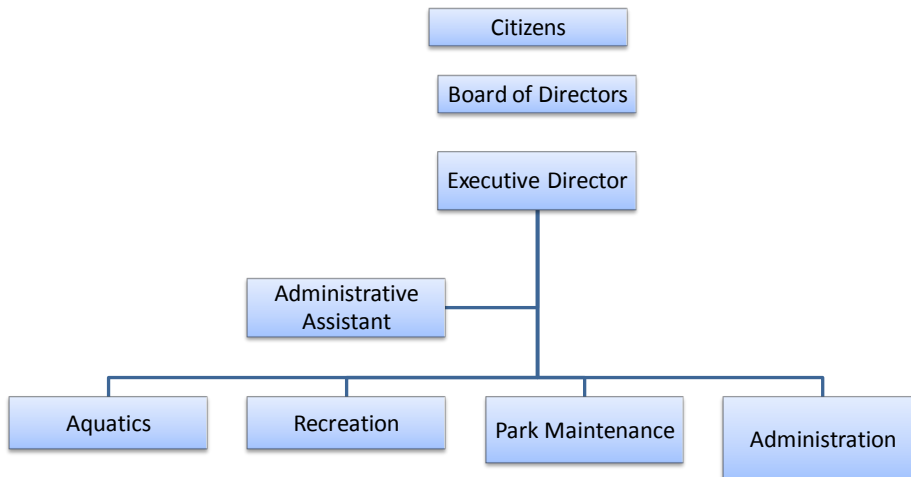
9. Budget filed and levy certified.  
The final step in the budget cycle is to certify any necessary property tax levy. District's levying a property tax must submit budget documents to the county assessor's office on or before July 15.

## Redmond Area Park and Recreation District

### Demographics and Statistics.

Established	July 1974
Permanent Tax Rate	\$0.3717 / \$1,000
District Assessed Value 2014-15	\$3,260,044,396
Employees	12 Full Time Employees 92 Part-time/seasonal employees 200 Volunteers
Locations/Facilities	Cascade Swim Center RAPRD Activity Center High Desert Sports Complex Borden Beck Wildlife Preserve
Properties	Total Park Acres – 95 Trails - 10 miles

# RAPRD Organizational Structure



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Redmond Area Park and Recreation District has four separate departments in its organizational structure.

**Aquatics:** Operates the Cascade Swim Center and provides aquatic programming. Staff in this Department consists of the Aquatic Director, Lifeguard Supervisors, Lifeguards/Swim Instructors, Water Exercise Instructors; Youth Swim Team Coaches and Pool Maintenance.

**Recreation:** Provides recreation programming at the Activity Center, High Desert Sports Complex, City parks, school facilities and private businesses. Staff in this department includes the Recreation Manager, Enrichment Coordinator, Youth Sports/Fitness Coordinator, School Program Coordinator, Adaptive Recreation Coordinator, Adventure quest and summer in the Park Staff, fitness instructors, Activity Center Receptionists and other program instructors.

**Park Maintenance:** Provides park maintenance for district parks.

**Administration:** Provides leadership, planning and administrative support for the District. Staff in this department includes the Executive Director, Administrative Assistant, Bookkeeping, and Marketing.

## BUDGET SUMMARY FOR EXPENDITURES

The proposed budget requirements for the 2015/16 fiscal year for all funds are \$3,141,055. It is important to note the interfund transfer is a budgetary requirements but it doesn't actually increase expenditures.

### **Budget Summary – All Funds**

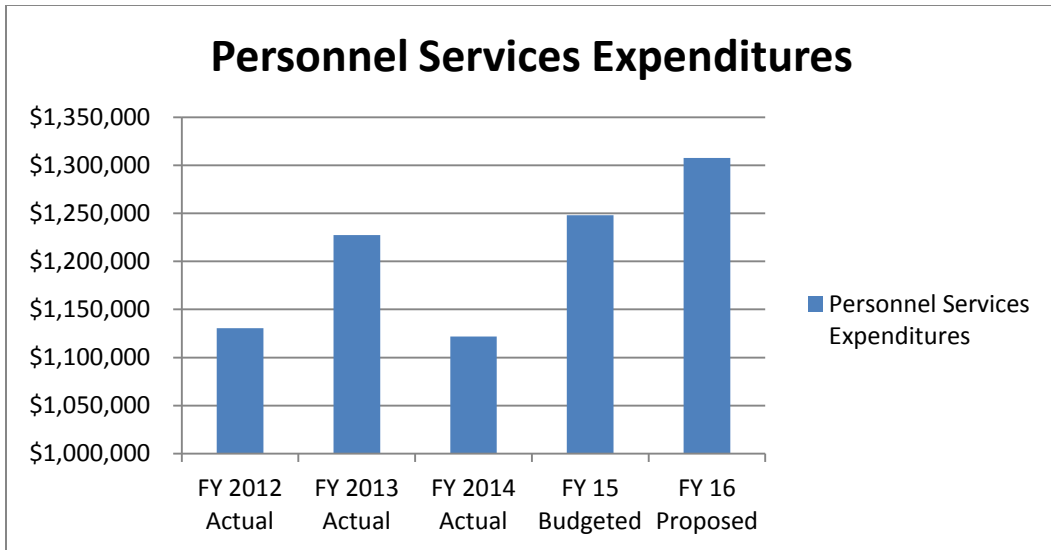
<b>Expenditures</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Personnel Services	\$ 1,227,243	\$ 1,121,772	\$ 1,247,907	\$ 1,307,513	5%
Materials and Services	\$ 482,439	\$ 405,459	\$ 525,793	\$ 542,092	3%
Capital Outlay	\$ 234,452	\$ 30,948	\$ 483,100	\$ 84,100	-83%
Debt Service	\$ 70,354	\$ 98,052	\$ 129,000	\$ 120,500	-7%
Interfund Transfers	\$ 792,500	\$ 691,000	\$ 773,000	\$ 823,000	6%
Contingencies	\$ -	\$ -	\$ 90,000	\$ 90,000	0%
<b>Total Expenditures</b>	<b>\$ 2,806,988</b>	<b>\$ 2,347,231</b>	<b>\$ 3,248,800</b>	<b>\$ 2,967,205</b>	<b>-9%</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 382,677	\$ 376,990	\$ 166,201	\$ 173,850	7%
<b>Total Requirements</b>	<b>\$ 3,189,665</b>	<b>\$ 2,724,220</b>	<b>\$ 3,415,001</b>	<b>\$ 3,415,055</b>	<b>8%</b>

Significant Changes to the FY 2015-16 Budget:

#### Personnel Services

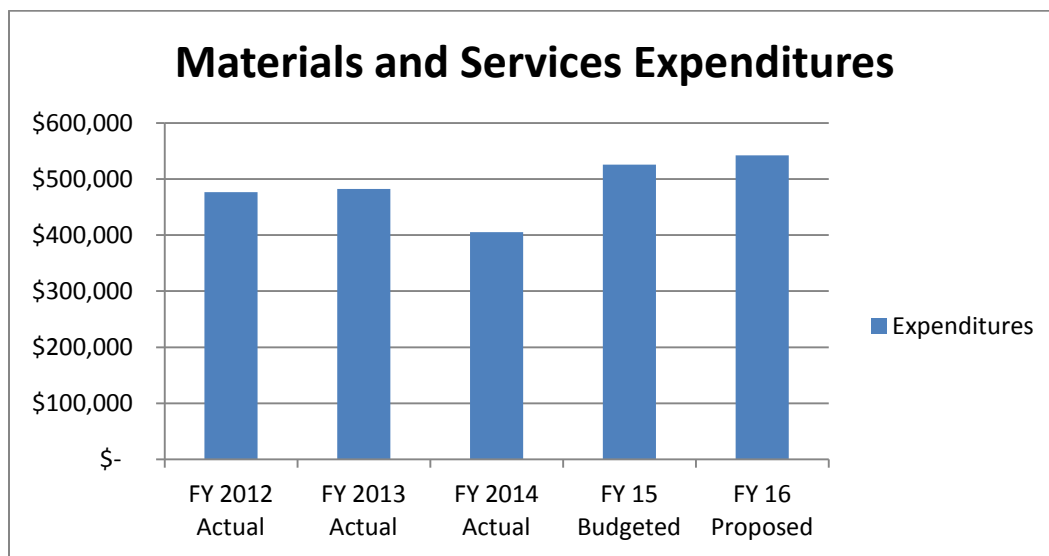
The District is required to contribute to the Oregon Public Employers System (PERS). In fiscal year 2014/15, RAPRD contribution rate was 9.73% for Tier 1/2 employees, and 6.27% for all other employees, of gross pay for eligible employees. The employee contribution is 6%. The employer contribution for PERS is anticipated to increase for FY 2014/15 for Tier 1/2 employees and decrease for all other employees. The contribution rate for FY 2015/16 is 10.1% for Tier 1/2 employees and 5.76% for all other employees. The costs of health care benefits have risen consistently and dramatically over the past decade however, the health insurance renewal rates are stabilizing during FY 2015/16 and there isn't an increase to the rates anticipated. All full time (40 hours) employees receive health benefits for themselves at no cost to the employee.

Salary and wage increases were eliminated in fiscal year 2012/13 and continued through FY 2013/14 with the exception of the increase required for minimum wage. Small salary and wage increases occurred during FY 2014/15 and are planned for fiscal year 2015/16.



Material and Services

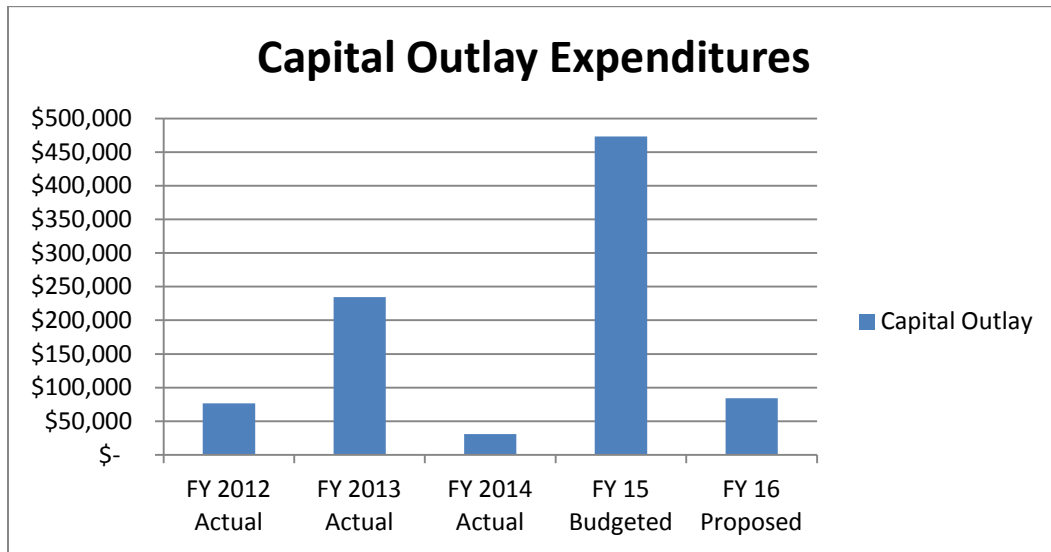
The District has increased budgeted Material and Services by 3% from fiscal year 2014/15. These increases are primarily in the Program Fund, and Park Fund. The majority of the increases in the Program fund is occur in the enrichment and sports league line items. The increase in the Park Fund is in facility maintenance.



Capital Outlay

During FY 2014/15 there was \$483,100 budgeted for capital outlay expenses. The majority of this was for Energy Savings Performance Contracting projects and replacing the hot tub at the swim Center (\$385,000). A significantly smaller amount is budgeted for FY 2015/16, the park fund would use 41% of the budgeted amount and the Equipment Fund is 48% of the budgeted amount. The remaining 11% is in the Activity Center and Aquatic Funds.

District staff doesn't anticipate using the funds in the Equipment fund but do budget to use them in case an unforeseen need arises.



**BUDGET SUMMARY FOR RESOURCES**

Total resources for the proposed 2015/16 fiscal year and prior three years are:

Resources	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 655,587	\$ 382,737	\$ 430,200	\$ 379,380	17%
Interfund Transfers / Internal Service Reimbursements	\$ 792,500	\$ 691,000	\$ 773,000	\$ 823,000	26%
Revenue from Bonds and Other Debt			\$ 375,000		
All Other Resources Except Property Taxes	\$ 766,970	\$ 655,436	\$ 788,801	\$ 808,675	-3%
Property Taxes Estimated to be Received	\$ 974,608	\$ 1,045,226	\$ 1,048,000	\$ 1,130,000	9%
<b>Total Resources</b>	<b>\$ 3,189,665</b>	<b>\$ 2,774,399</b>	<b>\$ 3,415,001</b>	<b>\$ 3,141,055</b>	<b>24%</b>

### Beginning Fund Balances

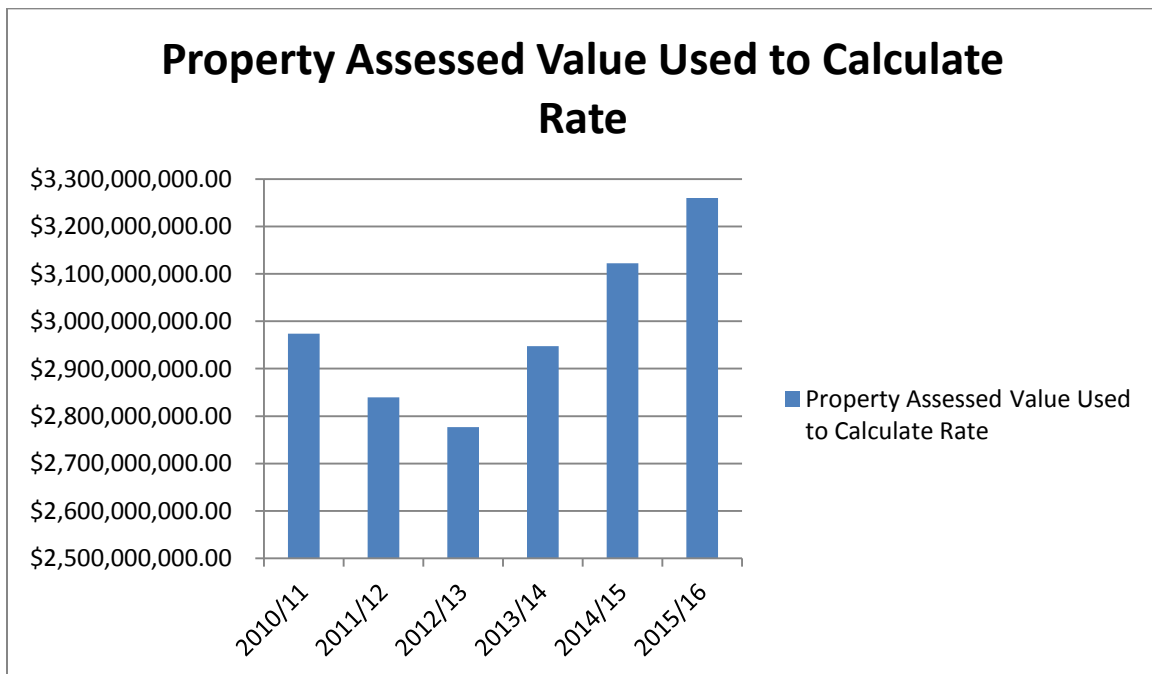
The District does not begin to receive property taxes to fund the current fiscal year until the end of October. The District relies on an ending fund balance from the previous year to fund operations until the new tax is received, generally around November 15. The total beginning fund balance which is the estimated ending fund balance for FY 2013/14 is estimated at \$379,380.

### Interfund Transfers

Transfers occur from one fund to support expenditures in another. The proposed transfers are from the General fund to all the other funds.

### Property Taxes – Current Year

The fiscal year 2014/15 taxable assessed property valuation of the District is \$3,122,647,889 which was an increase of 5.9% over Fiscal year 2013/14. The taxable assessed property valuation is estimated increase by 4.5% for FY 2015/16. The FY 2014/15 property tax rate per thousand for Assessed Value is \$0.37. Local government agencies within the City of Redmond exceeded the Measure 5 limit of \$10 per thousand in FY 2014/15 and as a result the taxes imposed were reduced due to Measure 5 compression. The District's property tax revenue losses in FY 2014/15 due to Measure 5 compression were insignificant (\$42). It is anticipated that in FY 2015/16 the combined rates will not exceed \$10 per thousand but if it does, tax reductions to the district will again be insignificant. The District expects to collect 94% of the current year taxes levied. The following chart details the taxable assessed value for the District over the last five years and what is expected for fiscal year 2015/16.



Property Taxes – Prior Year

Prior year taxes are taxes that have been levied but remain uncollected. The district expects to collect \$45,000 in prior year taxes. District staff estimates that there will be \$81,000 in uncollected taxes due at June 30, 2015. Staff estimates that collection of approximately 55% of prior year's taxes will occur in fiscal year 2015/16. This estimate is based on historical prior years collection rates.



## **GENERAL FUND**

The General Fund accounts for expenditures of general governmental services, such as the administration, finance, risk management, marketing, community outreach and planning and development services. General Fund Resources consist of property taxes, park reservations revenues, donations, grants and contract services revenue and the beginning fund balance (net working capital). The General Fund proposed total available resources are \$1,436,500 for fiscal year 2015/16, this is an increase of \$51,500, approximately 4% over the fiscal year 2014/15 budget. This increase is mainly due to the anticipated increase in property taxes revenue.

Total operating expenditures, which include administrative personnel services and materials and services, are proposed for \$343,380. This is an increase of 7% from the total amount budgeted for FY 2014/15. It is anticipated that there will be a 12% increase in personnel services and a 1% decrease in materials and services. The personnel services increase is due to attempting to create a second full-time book keeper position in order to centralize some of the human resources and payroll responsibilities.

Interfund transfers are budgeted to subsidize the other funds of the District. These transfers are higher than the current fiscal year for the Aquatic and Parks Funds. The Redmond Aquatic Club, Program, Activity Center, and Facility funds interfund transfers are remaining the same as fiscal year 2014/15.

The amount budgeted for Debt Service is \$84,500 to cover two semi-annual debt payments for property that was purchased on SW 35<sup>th</sup> Street in 2009.

### General Fund Summary

<b>GENERAL FUND RESOURCES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 288,538	\$ 180,720	\$ 250,000	\$ 210,000	-16%
All Other Resources Except Property Taxes	\$ 111,912	\$ 77,805	\$ 87,000	\$ 96,500	11%
Property Taxes Estimated to be Received (Current)	\$ 974,608	\$ 1,045,226	\$ 1,048,000	\$ 1,130,000	8%
<b>Total Resources</b>	<b>\$ 1,375,058</b>	<b>\$ 1,303,751</b>	<b>\$ 1,385,000</b>	<b>\$ 1,436,500</b>	<b>4%</b>
<b>GENERAL FUND EXPENDITURES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015/16	% Change from 2014/15
Personnel Services	\$ 209,228	\$ 181,446	\$ 200,800	\$ 224,605	12%
Materials and Services	\$ 122,256	\$ 101,603	\$ 119,850	\$ 118,775	-1%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Debt Service	\$ 70,354	\$ 98,052	\$ 91,000	\$ 84,500	-7%
Interfund Transfers	\$ 92,500	\$ 691,000	\$ 773,000	\$ 823,000	6%
Contingencies	\$ -	\$ -	\$ 90,000	\$ 90,000	0%
<b>Total Expenditures</b>	<b>\$ 1,194,339</b>	<b>\$ 1,072,101</b>	<b>\$ 1,274,650</b>	<b>\$ 1,340,880</b>	<b>5%</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 180,719	\$ 231,650	\$ 110,350	\$ 95,620	-13%
<b>Total Requirements</b>	<b>\$ 1,375,058</b>	<b>\$ 1,303,751</b>	<b>\$ 1,385,000</b>	<b>\$ 1,436,500</b>	<b>4%</b>

## **AQUATIC FUND**

The Aquatic Fund accounts for all aquatic activities, which include Recreation Swim, Lap Swim, and programs such as Rusty Hinges, Aerobic programs, swimming lessons, and sale of concessions. This fund was removed from the General Fund in Fiscal Year 2011/2012 to allow for budgeting specifically for the Cascade Swim Center and aquatic related activities; however it is supported by an interfund transfer from the General Fund. The Aquatic Fund estimated total available resources are \$725,100 for FY 2015/16, this is a decrease of \$340,900 or approx. 32% of the fiscal year 2014/15 budget. The majority of this decrease is due to budgeted loan revenues to accomplish capital improvements at the Cascade Swim Center during FY 2014/15, which increased the budgeted revenue for this year.

Total Operating expenditures, which include Aquatic personal services, materials and services, and capital outlay, are budgeted at \$717,600. This is a decrease \$344,600, approximately 32%. This decrease is due to a decrease in anticipated capital improvements at the Cascade Swim Center. Personnel services in the Aquatic fund are expected to increase significantly, this increase is due to greater staff hours because of an increase in swim lessons and also budget wage increases.

RAPRD is partnering with the City of Redmond to operate the concession kiosk and provide safety support for the spray pad at Centennial Park. Anticipated revenue and expenses for this has been added to the Aquatic fund budget for FY 2015/16

### Aquatic Fund Summary

<b>AQUATIC FUND RESOURCES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 35,542	\$ 83,855	\$ 70,000	\$ 32,000	-7%
Revenue from Bonds and Other Debt			\$ 375,000	\$ -	
Interfund Transfers / Internal Service Reimbursements	\$ 460,000	\$ 400,000	\$ 445,000	\$ 485,000	11%
All Other Resources Except Property Taxes	\$ 188,183	\$ 162,673	\$ 176,000	\$ 208,100	0%
<b>Total Resources</b>	<b>\$ 683,725</b>	<b>\$ 646,528</b>	<b>\$ 1,066,000</b>	<b>\$ 725,100</b>	<b>64%</b>

<b>AQUATIC FUND EXPENDITURES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Personnel Services	\$ 436,944	\$ 435,439	\$ 471,500	\$ 521,000	9%
Materials and Services	\$ 149,539	\$ 139,557	\$ 167,700	\$ 164,600	-2%
Capital Outlay	\$ 13,387	\$ 8,550	\$ 385,000	\$ 5,000	-99%
Debt Service	\$ -	\$ -	\$ 38,000	\$ 36,000	-5
<b>Total Expenditures</b>	<b>\$ 599,870</b>	<b>\$ 538,456</b>	<b>\$ 1,062,200</b>	<b>\$ 717,600</b>	<b>-32%</b>
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 83,855	\$ 63,072	\$ 3,800	\$ 7,500	97%
<b>Total Requirements</b>	<b>\$ 683,725</b>	<b>\$ 651,500</b>	<b>\$ 1,066,000</b>	<b>\$ 725,100</b>	<b>-32%</b>

**RACE FUND (Formerly CAC FUND)**

The RACE (Redmond Aquatic Club Eels) Fund is for the Cascade Swim Center’s youth swim club. This fund accounts for expenditures of wages for swim coaches, swim coach travel expenses for swim meets, meet fees and annual swimmer registrations. The RACE fund resources consist of swim team monthly registration fees, meet fees, concessions, and an interfund transfer from the General Fund.

The RACE Fund budgeted total available resources are \$68,900 for FY 2015/16, which is a \$2,000 decrease from fiscal year 2015/16, approximately 3%.

Total operating expenditures, which include RACE personal services, and materials and services, are budgeted at \$68,049, which is a \$2,401 decrease; approximately 3%. The decrease in both resources and expenditures are due to the FY 15/16 year not being a year in which the coach takes the senior swimmers on a swim trip.

**RACE Fund Summary**

<b>RACE FUND RESOURCES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2013/14
Beginning Fund Balance/Net Working Capital	\$ 4,885	\$ 8,259	\$ 7,500	\$ 8,000	7%
Interfund Transfers / Internal Service Reimbursements	\$ 7,500	\$ 9,000	\$ 8,000	\$ 8,000	0%
All Other Resources Except Property Taxes	\$ 54,410	\$ 47,420	\$ 55,400	\$ 52,900	-5%
Property Taxes Estimated to be Received					
<b>Total Resources</b>	<b>\$ 66,795</b>	<b>\$ 64,679</b>	<b>\$ 70,900</b>	<b>\$ 68,900</b>	<b>-3%</b>

<b>RACE EXPENDITURES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2013/14
Personnel Services	\$ 31,526	\$ 28,386	\$ 35,900	\$ 35,500	-1%
Materials and Services	\$ 27,070	\$ 23,574	\$ 34,550	\$ 32,549	6%
Total Expenditures	\$ 58,596	\$ 51,960	\$ 70,450	\$ 68,049	-3%
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 8,199	\$ 12,719	\$ 450	\$ 851	89%
<b>Total Requirements</b>	<b>\$ 66,795</b>	<b>\$ 64,679</b>	<b>\$ 70,900</b>	<b>\$ 68,900</b>	<b>-3%</b>

## **PROGRAM FUND**

The Program Fund is our operating fund for all our non-aquatic programs. Program Fund expenditures include, wages for program department staff, independent contractor fees, and recreational program supplies. The Program Fund resources include registration fees from participants in programs and an interfund transfer from the General Fund.

The Program Fund total proposed available resources are \$489,000 FY 2015/16. This is a decrease of \$5,890 approximately 1% from fiscal year 2014/15. The proposed budget reflects a decrease in revenue from program registration, to more accurately reflect actual revenue.

Total Operating expenditures, which include Program personal services, materials and services, and capital outlay, are budgeted at \$485,657. This is a decrease of \$3,416 or approximately 1%.

The Program Fund provides a variety of sports and educational programs for youth, adults and senior citizens. RAPRD continues to partner with the City of Redmond for the Ice Skating Rink. The afterschool programs, Adventure Quest and Kinder Quest, which started in the 2006/07 fiscal year is currently operating at four of the elementary schools. With the anticipated change to all day kindergarten, offered by the school district, staff is preparing to no longer offer the Kinder Quest program beginning in FY 2015/16. We have developed partnerships with Camp Tamarack to offer overnight camps in the summer and Redmond Gymnastics Academy to offer gymnastic programs. Each program is expected to generate revenue to cover its direct expenses and contribute percentage toward overhead.

### Program Fund Summary

<b>PROGRAM FUND RESOURCES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 18,990	\$ 16,496	\$ 5,000	\$ 15,000	200%
Interfund Transfers / Internal Service Reimbursements	\$ 110,000	\$ 80,000	\$ 100,000	\$ 100,000	0%
All Other Resources Except Property Taxes	\$ 351,438	\$ 318,395	\$ 389,890	\$ 374,000	-4%
<b>Total Resources</b>	<b>\$ 480,428</b>	<b>\$ 414,891</b>	<b>\$ 494,890</b>	<b>\$ 489,000</b>	-1%
<b>PROGRAM FUND EXPENDITURES</b>					
Personnel Services	\$ 384,236	\$ 321,423	\$ 353,537	\$ 345,000	-2%
Materials and Services	\$ 79,696	\$ 80,274	\$ 120,536	\$ 140,657	17%
Capital Outlay	\$ -	\$ -	\$ 15,000	\$ -	
Total Expenditures	\$ 463,932	\$ 401,697	\$ 489,073	\$ 485,657	-1%
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 16,496	\$ 13,194	\$ 5,817	\$ 3,343	-43%
<b>Total Requirements</b>	<b>\$ 480,428</b>	<b>\$ 480,428</b>	<b>\$ 494,890</b>	<b>\$ 489,000</b>	-1%

## ACTIVITY CENTER FUND

The Activity Center Fund accounts are for all activities that occur at the Activity Center, which include Fitness classes, Taekwondo Do, Toddler sports, Red Cross training classes. In addition to programs fees, it is supported by an interfund transfer from the General Fund.

The Activity Center Fund total available resources are \$160,750 for FY 2015/16, this is a, increase of \$1,840 from FY 2014/15 or approximately 1%. This increase is due anticipating a beginning fund balance.

Total Operating expenditures, which include Activity Center personal services, materials and services, and capital outlay, are budgeted at \$153,951. This is a decrease of \$4,006, approximately 3%. This decrease is because of small anticipated personnel services, materials and services and capital outlay needs.

### Activity Center Summary

<b>ACTIVITY CENTER FUND RESOURCES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 11,812	\$ (19,474)	\$ -	\$ 5,000	
Interfund Transfers / Internal Service Reimbursements	\$ 80,000	\$ 87,000	\$ 80,000	\$ 80,000	0%
All Other Resources Except Property Taxes	\$ 58,954	\$ 45,630	\$ 78,910	\$ 75,750	-4%
<b>Total Resources</b>	<b>\$ 150,766</b>	<b>\$ 113,156</b>	<b>\$ 158,910</b>	<b>\$ 160,750</b>	<b>1%</b>

<b>ACTIVITY CENTER FUND EXPENDITURES</b>					
Personnel Services	\$ 89,732	\$ 79,757	\$ 106,000	\$ 104,000	-2%
Materials and Services	\$ 75,508	\$ 25,720	\$ 46,707	\$ 45,701	-2%
Capital Outlay	\$ 5,000	\$ -	\$ 5,250	\$ 4,250	19%
Total Expenditures	\$ 170,240	\$ 105,477	\$ 157,957	\$ 153,951	-3%
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ (19,474)	\$ 7,679	\$ 953	\$ 6,799	613%
<b>Total Requirements</b>	<b>\$ 150,766</b>	<b>\$ 113,156</b>	<b>\$ 158,910</b>	<b>\$ 160,750</b>	<b>1%</b>



**PARK FUND**

The Park Fund accounts for the maintenance of existing park and the development of new parks and trails. It is supported by an interfund transfer from the General Fund.

The Park Fund total available resources are \$161,425 for FY 2015/16, this is an increase of \$16,504, approximately 11% from the fiscal year 2014/15. Resources are allocated from the General Fund each year as needed based on estimate expenses.

Total Operating expenditures, which include Park maintenance personal services, materials and services, and capital outlay, are budgeted at \$161,068. This is an increase of \$16,598, approximately 11%. This increase is the result of increased maintenance expenses and planned improvements at the High Desert Sports Complex and other district parks.

**Park Fund Summary**

<b>TOTAL OF PARK FUND</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 22,208	\$ 33,501	\$ 8,320	\$ 15,000	80%
Interfund Transfers / Internal Service Reimbursements	\$ 120,000	\$ 105,000	\$ 135,000	\$ 145,000	7%
All Other Resources Except Property Taxes	\$ 2,073	\$ 3,513	\$ 1,601	\$ 1,425	-11%
<b>Total Resources</b>	<b>\$ 144,281</b>	<b>\$ 142,014</b>	<b>\$ 144,921</b>	<b>\$ 161,425</b>	<b>11%</b>
<b>Expenditures</b>					
Personnel Services	\$ 75,577	\$ 75,412	\$ 80,170	\$ 86,408	8%
Materials and Services	\$ 28,370	\$ 34,730	\$ 36,450	\$ 39,810	9%
Capital Outlay	\$ 6,833	\$ 22,398	\$ 27,850	\$ 34,850	25%
Total Expenditures	\$ 110,780	\$ 132,540	\$ 144,470	\$ 161,068	15%
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 33,501	\$ 9747	\$ 451	\$ 357	-21%
<b>Total Requirements</b>	<b>\$ 144,281</b>	<b>\$ 142,014</b>	<b>\$ 144,921</b>	<b>\$ 161,425</b>	<b>11%</b>

The current park facilities are:

Borden Beck Wildlife Preserve – This park is a 26 acre natural park, located on Lower Bridge Road Northwest of Redmond. This park offers nature and hiking trails, picnic tables, wildlife viewing, fishing and swimming.

High Desert Sports Complex – This facility is 40 acres and has three softball fields, one multipurpose field, and playground equipment. These also are leased areas for Smith Rock BMX Club and racetrack, and the Field of Dreams RC Club and landing strip. In FY 2011/12 we began a trail project on adjacent Deschutes County property and there is a trailhead located at this location.

Tetherow Crossing – The area is 11 acres and is currently undeveloped. The District has long term plans for the development of Tetherow Park, which include restoration of the house.

Majestic Summit Park – This park space is three lots in the Majestic Ridge Subdivision Southeast Redmond. The District has approved plans for this park space and is phasing in improvements annually, as our budget allows.

Lake Park Estates - The District owns two undeveloped parcels in the Lake Park Estates Subdivision. One is a 10 acre parcel and the other is 2.5 acres. The District doesn't currently have development plans for these parcels.

## **RESERVE FUNDS**

The District currently has two reserve funds for specific purposes. Those funds are:

### **EQUIPMENT DEPRECIATION FUND**

The Equipment Depreciation Fund was setup as a reserve fund to finance replacement of major equipment at Cascade Swim Center. Funds are transferred from the General Fund. When the RAPRD board established this fund, they wanted to build up a reserve to cover major breakdowns at the pool. The pool is aging and getting to a point where major repairs are expected. The fund receives minimal transfers from the General Fund due to the constraints on the budget.

#### **Equipment Depreciation Fund Summary**

<b>EQUIPMENT RESOURCES</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2014-15	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 50,179	\$ 50,179	\$ 50,179	\$ 50,179	0%
Interfund Transfers / Internal Service Reimbursements	\$ -	\$ -	\$ -	\$ -	
<b>Total Resources</b>	<b>\$ 50,179</b>	<b>\$ 50,179</b>	<b>\$ 50,179</b>	<b>\$ 50,179</b>	<b>0%</b>
<b>EQUIPMENT EXPENDITURES</b>					
Capital Outlay	\$ -	\$ -	\$ 40,000	\$ 40,000	0%
Total Expenditures	\$ -	\$ -	\$ 40,000	\$ 40,000	0%
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 50,179	\$ 50,179	\$ 10,179	\$ 10,179	0%
<b>Total Requirements</b>	<b>\$ 50,179</b>	<b>\$ 50,179</b>	<b>\$ 50,179</b>	<b>\$ 50,179</b>	<b>0%</b>

**FACILITY CONSTRUCTION FUND**

The Facility Construction Fund is dedicated to saving part of the money needed to build a new facility. The majority of this fund was depleted during fiscal year 2012/13 to remodel the new activity center on SW Canal Street and to construct a building on this site to offer fitness classes and other recreation programs. The district budgets a small transfer into this fund annually to build reserves for new facilities.

**Facility Construction Fund Summary**

<b>TOTAL OF FACILITY CONSTRUCTION</b>	Actual Amount 2012-13	Actual Amount 2013-14	Approved Budget 2015-16	Proposed Budget 2015-16	% Change from 2014/15
Beginning Fund Balance/Net Working Capital	\$ 223,433	\$ 10,000	\$ 39,201	\$ 44,201	0%
Interfund Transfers / Internal Service Reimbursements	\$ 15,000	\$ 10,000	\$ 5,000	\$ 5,000	0%
<b>Total Resources</b>	<b>\$ 38,433</b>	<b>\$ 20,000</b>	<b>\$ 44,201</b>	<b>\$ 49,201</b>	<b>11%</b>
<b>Expenditures</b>					
Materials and Services	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ 209,232	\$ -	\$ -	\$ -	
Total Expenditures	\$ 209,232	\$ -	\$ -	\$ -	
Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 29,201	\$ 20,000	\$ 44,201	\$ 49,201	11%
<b>Total Requirements</b>	<b>\$ 238,433</b>	<b>\$ 20,000</b>	<b>\$ 44,201</b>	<b>\$ 49,201</b>	<b>1%</b>

## **BUDGET DEFINITIONS**

**Accrual basis.** Method of accounting recognizing transactions when they occur without regard to cash flow timing.

**Adopted budget.** Financial plan that is the basis for appropriations. Adopted by the governing body.

**Ad valorem tax.** A property tax computed as a percentage of the value of taxable property.

**Appropriation.** Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body.

**Approved budget.** The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing.

**Budget.** Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

**Budget committee.** Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district.

**Budget message.** Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.

**Budget officer.** Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget.

**Budget transfers.** Amounts distributed from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

**Capital outlay.** Items which generally have a useful life of two or more years, and cost over \$5,000, such as equipment, vehicles, land, park development, or buildings.

**Capital projects fund.** A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction.

**Expenditures.** Total amount incurred if accounts are kept on an accrual basis.

**Fiscal year.** A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for local governments.

**Fund.** A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

**Fund type.** The district currently uses 3 different fund types: General, special revenue, and reserve.

**General fund.** A fund used to account for most fiscal activities except for those activities required or determined by the Board of Directors to be accounted for in another fund. For the district, the General fund accounts for administration and finance, planning and development, park services, and community relations.

**Grant.** A donation in cash by one governmental unit to another, or from a non-profit organization, which may be made to support a specified purpose or function, or general purpose.

**Local government.** Any city, county, port, school district, special district, or community college operated by a separate board or commission; a municipal corporation or municipality.

**Operating contingency.** This is appropriated on the assumption that unforeseen spending may become necessary or a reduction in anticipated revenues may occur. A resolution by the Board must be passed before any of the operating contingency can be transferred to an expenditure category to be spent.

**Maximum assessed value (MAV).** The maximum taxable value limitation placed on real or personal property by Oregon's constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction. It may also not be reached in a time of recession when property values decline significantly.

**Permanent rate limit.** The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit. The district's permanent rate limit is \$0.03717 per \$1,000 assessed value.

**Proposed budget.** Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

**Publication.** Public notice given by publication in a newspaper of general circulation within the boundaries of the local government.

**Reserve fund.** Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment. The district has two reserve funds: the Equipment Reserve Fund (which is for replacement of vehicles and large equipment) and the Facility Reserve Fund (which is for acquiring, constructing, and/or maintaining real property and/or building facilities).

**Resolution.** A formal order of a governing body; lower legal status than an ordinance.

**Resources.** Estimated beginning funds on hand plus anticipated revenues.

**Special revenue fund.** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally or board restricted to expenditure for specific purposes.

**Supplemental budget.** A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

**Tax rate.** The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

**Unappropriated ending fund balance.** Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. It is also used for maintaining an emergency reserve for the government entity. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.