



DIRECTOR INFORMATION for  
GENERAL BOARD MEETING  
July 9, 2024

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**

Lena Berry, Director  
Mercedes Bostick-Cook, Director  
Matt Gilman, Director  
David Rouse, Director  
Kevin Scoggin, Director

## **RAPRD STAFF LEADERSHIP TEAM**

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

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465 SW Rimrock Way  
Redmond Oregon 97756  
541-548-7275  
[www.raprd.org](http://www.raprd.org)

## GENERAL BOARD MEETING AGENDA

July 9, 2024

7:30am

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

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

You can also dial in using your phone.

Toll Free: 877-309-2073

Access Code: 647496005

### AGENDA

**1. Call to Order**

Adjustments to the Agenda

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

**3. Consent Agenda**

Approval of the General Board Meeting Minutes from June 11, 2024

Acknowledgement of Receipt of June 2024 Financial Summary

**4. Action Agenda Items**

Election of Board Officers for Fiscal Year 2024/25 (Chair, Vice-Chair, Secretary)

Resolution #1 2024-25 A Resolution Calling for an Election Within Redmond Area Park and Recreation District (Deschutes County, Oregon) Referring to the Voters a Measure Imposing a 5-year Local Option Levy for Operations and Adopting a Ballot Title

**5. Community Recreation Center Update**

**6. Discussion Items**

Board Meeting Dates/Times for Fiscal Year 2024/25

**7. Public Comments**

**8. Board/Staff Comments**

**9. Adjournment**

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 or by email at [vicki.osbon@raprd.org](mailto:vicki.osbon@raprd.org) at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



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

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, June 11, 2024, at 7:30am.

**Attendance:**

Directors Present: Matt Gilman  
Lena Berry  
Mercedes Bostick-Cook (Attended virtually)  
Kevin Scoggin  
David Rouse

Directors Absent: None

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

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks, Planner Project Manager

**BUDGET HEARING:**

1. Call to Order: Matt Gilman called the Budget Hearing to order at 7:30
2. Public Comment on the FT 2024/25 Budget: None
3. Adjourn Budget Hearing: Matt Gilman adjourned the meeting at 7:32am.

**GENERAL MEETING MINUTES**

1. **Call to Order:** Matt Gilman called the meeting to order at 7:32am  
**Adjustments to the Agenda:** None
2. **Communications:** None
3. **Consent Agenda:**

Approval of the General Board Meeting Minutes from May 14, 2024,  
Acknowledgement of Receipt of May 2024 Financial Summary:  
Lena Berry made a motion to approve the general board meeting minutes of May 14, 2024, and acknowledge receipt of the May 2024 financial summary as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

**4. Action Agenda Items:**

Resolution #4 Adopting the Fiscal Year 2024-25 Budget, Resolution #5 Appropriations for the Fiscal year 2024-25 Budget, and Resolution #6 Imposing and Categorizing taxes for the 2024-25 Fiscal Year.

Katie Hammer gave an overview of resolutions #4, 5 and 6. These resolutions adopt the FY 24-25 budget, approves the appropriations and imposes and categorizes taxes. She said the board could approve each individually or in one motion. Kevin Scoggin made a motion to approve resolutions #4, #5, and #6 as presented. Lena Berry seconded the motion. Motion passed unanimously.

Resolution #7 Transfer from Contingency in the General Fund to Materials and Services in the RACE Fund. Katie Hammer explained that resolution #7 is a precautionary transfer of funds to provide enough funds for RACE expenses including coach's travel fees, and swim meet fees for the current fiscal year. Kevin Scoggin made a motion to approve resolution #7 as presented David Rouse seconded the motion. Motion passed unanimously.

Resolution #8 Approval of Purchase of Park Maintenance Truck

Katie Hammer explained that she has been working with Kendall in Bend to purchase a new truck for parks maintenance staff. She said they are an authorized state purchasing contract vendor. She received an updated quote of \$53,000 this morning for the purchase of an F250 4-wheel drive crew cab truck. She explained that she had put in the resolution to not exceed \$50,000 but added that the board could increase the amount to \$53,000 in order to purchase the truck based on the updated cost she received from the dealer this morning. David Rouse made a motion to approve resolution #8 approving the purchase of the F250 crew cab for \$53,000. Lena Berry seconded the motion. Motion passed unanimously.

Resolution #9 Award Contract for Parks Master Plan

Katie Hammer said that the district solicited proposals for parks master plan on April 29, 2024. The Request for Proposal document was sent out to five firms, posted in the daily Journal of Commerce, on the SDAO website and in the Bend Bulletin. We received one proposal back from Conservation Technix. If the board moves forward with approving the contract she and David Rouse will meet with Conservation Technix to finalize the scope of work and the contract amount. David Rouse made a motion to approve resolution #9 to award contract for the parks master plan to Conservation Technix. Lena Berry seconded the motion. Motion passed unanimously.

**5. Community Recreation Center Update**

Facility Naming Discussion

Katie Hammer said that she, Matt Gilman, Lena Berry and Vicki Osbon participated in a naming discussion with a staff person at Barker Rinker Seacat. It was a facilitated discussion on what we thought the new recreation center should be named. Name options were discussed and the consensus with the board was to get input from the community before they vote on a name for this facility.

**6. Discussion Items:** None

**7. Public Comments:** None

**8. Board & Staff Comments:**

Mike Elam, Recreation Manager, said adult softball has started. He said fall soccer registration is open. He also said that the silver sneakers class has outgrown the senior center and will be moving to Pleasant Ridge Community Hall. Katie added that we are the only silver sneakers class in Central Oregon. Mike said we have 157 currently registered for the Rock Chuck Open. He also said enrichment programs are going well too.

Jessica Rowan, Aquatic Director, said that there was a 2024 lifeguard certification update. She is getting her staff through the new program and testing them out, so their certifications will be updated. She also said that our summer schedule will be in effect on June 17. Many Swim lessons sessions are already full, and we will run lessons in the morning and evening. We will also be offering a midday recreation swim. She said that she is also working on the water polo jamboree that will happen in August.

Vicki Osbon, Administrative Services Manager said that the kiosk is up and running.

Lena Berry, board member, thanked everyone for keeping things going.

Davis Rouse, board member, said thank you for a successful groundbreaking.

Matt Gilman, board chair, also thanked everyone and said the groundbreaking was exciting.

Mercedes Bostick-Cook, board member, said that she has the community liaison information to reach out to the Latino community for youth camps registration. She also congratulated Katie, her staff and the board on the groundbreaking.

Katie Hammer, Executive Director, said that the building permits for the community recreation center were submitted on the 3<sup>rd</sup> of June and pool permits were submitted to the county. She said she presented at the Neighbors for Redmond last Sunday and that people in attendance were supportive of the project.

**9. Adjournment**

Matt Gilman adjourned the meeting at 8:33am.

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Board Chair, Matt Gilman

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Recording Secretary, Vicki Osbon



Redmond Area Park and Recreation District  
 Financial Summary  
 June 30, 2024

**Summary**

June 30, 2024 is 100% of the 2023/2024 Fiscal year.

**Financial Performance By Fund**

<b>General</b>			
Resources (% of 23/24 Budget)	101%	Resources change from FY 22/23	-1%
Expenditures (% of 23/24 Budget)	71%	Expenses change from FY 22/23	-10%

	YTD FY June 22/23	YTD FY June 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,964,809	\$ 1,945,627	\$ 1,922,000	101%	100.0%
Personnel Services	\$ 377,317	\$ 354,371	\$ 500,500	71%	80.0%
Materials & Services	\$ 173,204	\$ 131,919	\$ 225,500	59%	75.0%
Debt Service	\$ 95,970	\$ 97,090	\$ 99,000	98%	100.0%
Capital Outlay	\$ -			0%	0.0%
Transfers & Contingency	\$ -		\$ 1,305,000	0%	0.0%

<b>Aquatic</b>			
Resources (% of 23/24 Budget)	123%	Resources change from FY 22/23	23%
Expenditures (% of 23/24 Budget)	80%	Expenses change from FY 22/23	10%

	YTD FY June 22/23	YTD FY June 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 256,713	\$ 315,625	\$ 257,000	123%	100.0%
Personnel Services	\$ 577,739	\$ 680,631	\$ 808,000	84%	88.0%
Materials & Services	\$ 195,050	\$ 174,555	\$ 221,000	79%	88.0%
Debt Service	\$ 35,797	\$ 35,797	\$ 35,800	100%	100.0%
Capital Outlay	\$ 57,157	\$ 5,825	\$ 50,000	12%	15.0%

<b>Redmond Aquatic Club Eels (RACE)</b>			
Resources (% of 23/24 Budget)	107%	Resources change from FY 22/23	-5%
Expenditures (% of 23/24 Budget)	100%	Expenses change from FY 22/23	26%

	YTD FY June 22/23	YTD FY June 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 96,186	\$ 91,827	\$ 85,500	107%	100.0%
Personnel Services	\$ 53,780	\$ 83,275	\$ 79,200	105%	100.0%
Materials & Services	\$ 49,956	\$ 46,947	\$ 50,700	93%	85.0%

## Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	141%	Resources change from FY 22/23	49%
Expenditures (% of 23/24 Budget)	80%	Expenses change from FY 22/23	3%

	YTD FY June 22/23	YTD FY June 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 305,032	\$ 454,893	\$ 322,200	141%	100.0%
Personnel Services	\$ 288,711	\$ 301,742	\$ 427,500	71%	85.0%
Materials & Services	\$ 221,377	\$ 225,468	\$ 234,000	96%	100.0%
Capital Outlay	\$ -		\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	58%	Resources change from FY 22/23	116%
Expenditures (% of 23/24 Budget)	73%	Expenses change from FY 22/23	-8%

	YTD FY June 22/23	YTD FY June 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,606	\$ 3,466	\$ 6,000	58%	92.0%
Personnel Services	\$ 127,729	\$ 124,571	\$ 147,500	84%	86.0%
Materials & Services	\$ 56,504	\$ 44,922	\$ 61,900	73%	87.0%
Capital Outlay	\$ 14,480	\$ 53,111	\$ 95,000	56%	0.0%

## Year to Date Comparison by Program Category

### YTD Detail

#### Property Tax Collections

FY 23/24 (Current)	1,802,243
<b>FY 23/24 (Budget, current yr)</b>	<b>1,835,000</b>
FY 22/23	1,823,038
FY 21/22	1,695,409
FY 20/21	1,603,343

### Resources/Expense Detail

#### Pool Activities

##### Pool Activities Resources

FY 23/24 (Current)	156,767
<b>FY 23/24 (Budget, current yr)</b>	<b>105,000</b>
FY 22/23	121,214
FY 21/22	122,432
FY 20/21	25,579

##### Pool Activities Expenses

FY 23/24 (Current)	11,002
<b>FY 23/24 (Budget, current yr)</b>	<b>14,000</b>
FY 22/23	14,812
FY 21/22	12,078
FY 20/21	6,895

#### Youth Sport Leagues

##### Youth Sports League Resources

FY 23/24 (Current)	190,337
<b>FY 23/24 (Budget, current yr)</b>	<b>137,500</b>
FY 22/23	136,748
FY 21/22	128,568
FY 20/21	13,581

##### Youth Sports League Expenses

FY 23/24 (Current)	74,938
<b>FY 23/24 (Budget, current yr)</b>	<b>89,000</b>
FY 22/23	68,853
FY 21/22	44,151
FY 20/21	13,769

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

#### Enrichment Resources

##### Enrichment Resources

FY 23/24 (Current)	76,815
<b>FY 23/24 (Budget, current yr)</b>	<b>40,500</b>
FY 22/23	33,873
FY 21/22	39,726
FY 20/21	9,572

##### Enrichment Expenses

FY 23/24 (Current)	37,166
<b>FY 23/24 (Budget, current yr)</b>	<b>25,300</b>
FY 22/23	47,740
FY 21/22	22,034
FY 20/21	17,472

Note: Many enrichment programs revenue was received before July 1 and after the audit occurs will be removed from last FY and put into the current year.

## Fitness

### Fitness Resources

FY 23/24 (Current)	19,383
<b>FY 23/24 (Budget, current yr)</b>	<b>15,000</b>
FY 22/23	15,279
FY 21/22	7,326
FY 20/21	11,078

Note: Fitness classes are held at the Senior Center.

### Fitness Expenses

FY 23/24 (Current)	13,759
<b>FY 23/24 (Budget, current yr)</b>	<b>7,500</b>
FY 22/23	9,997
FY 21/22	7,108
FY 20/21	1,227

## Adult Sport Leagues

### Adult Sport League Resources

FY 23/24 (Current)	8,725
<b>FY 23/24 (Budget, current yr)</b>	<b>15,500</b>
FY 22/23	5,438
FY 21/22	8,349
FY 20/21	4,925

### Adult Sport League Expenses

FY 23/24 (Current)	4,951
<b>FY 23/24 (Budget, current yr)</b>	<b>9,400</b>
FY 22/23	1,482
FY 21/22	2,517
FY 20/21	2,091

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

6/30/2024

**RAPRD BOARD AGENDA COMMUNICATION**

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**MEETING DATE:** July 9, 2024

**SUBJECT:** Resolution # 1 – 2024/25 - A resolution calling for an election within Redmond Area Park and Recreation District (Deschutes county, Oregon) referring to the voters a measure imposing a 5-year local option levy for operations and adopting a ballot title

**STAFF RESOURCE:** Katie Hammer

**ACTION PROPOSED:** Motion to Adopt Resolution #1

**BACKGROUND:**

Voters within the RAPRD District Boundary approved funding for the construction of a new community recreation center in November 2022. However, a five-year local option levy to operate this new facility for the first five years, which was on the same ballot was not approved. Construction has begun on the project, and the center is expected to open late 2025. Staff is requesting that the RAPRD board of Directors consider placing an operating levy on the ballot for the November 5, 2024 election. The filing deadline to place an item on the November 5, 2024 ballot is August 16, 2024.

As is typical for publicly owned facilities, this new community recreation center operating expenses are expected to be subsidized by -property tax collections to keep the admission and programs fees affordable for our community. Staff has projected expected revenue and expenses for the operation of this facility, resulting in a needed subsidy of \$1.4 million. The proposed levy rate of \$0.19 per \$1,000 is expected to raise approximately \$1,067,145 in property taxes in Fiscal Year 2025/26. The remainder of the operating expenses are expected to be covered by the District’s current permanent rate and/or other fundraising sources.

The average assessed value of a property in the RAPRD boundary is \$235,000 (there are 24,528 tax accounts valued at \$5,756,411,694 in the RAPRD boundary). The average increase in property taxes for a home in the RAPRD District Boundary is estimated to be \$45 a year with the proposed rate of \$0.19 per \$1,000.

Comparison of Other Rates and Their impact are:

Rate (per \$1,000 of assessed value)	Estimated Tax Collections FY 2025/26	Annual Average Tax Increase Per Property
0.20	\$1,159,110	\$47
0.21	\$1,255,086	\$49
0.22	\$1,355,760	\$52

**Potential Actions:**

1. Adopt the resolution as presented
2. Modify the resolution to change the rate
3. Request more information
4. Table the approval or not approve the resolution

**Redmond Area Park and Recreation District  
(Deschutes County, Oregon)**

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**RESOLUTION # 1 – 2024/25**

**A RESOLUTION CALLING FOR AN ELECTION WITHIN REDMOND AREA PARK  
AND RECREATION DISTRICT (DESCHUTES COUNTY, OREGON) REFERRING TO  
THE VOTERS A MEASURE IMPOSING A 5-YEAR LOCAL OPTION LEVY FOR  
OPERATIONS AND ADOPTING A BALLOT TITLE**

**WHEREAS**, Oregon Revised Statutes Sections 266.410, 280.040 to 280.145, authorize the District to impose a five-year local option levy to provide funds to finance general operations of the District, subject to voter approval; and

**WHEREAS**, Redmond Area Park and Recreation District (the “District”) has determined that there is a need for funds to allow the District to fund general operations of the District; and

**WHEREAS**, the District is proposing a 5-year local option tax to be used for current services, programs, and general operations of the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors for Redmond Area Park and Recreation District, as follows:

**Section 1.** An election is called to be held in Redmond Area Park and Recreation District on November 5, 2024, for the purpose of submitting to the qualified voters of the District the question of a five-year local option levy for operations in the amount not to exceed \$0.19 per \$1,000.00 of taxable assessed value beginning in 2025, the proceeds of which will be used to fund current services and programs, and to fund general operations of the District.

**Section 2.** The election will be conducted by Deschutes County. The County Clerk for Deschutes County is hereby instructed to prepare the ballots and to take other actions necessary to conduct the election.

**Section 3.** The ballot title for this operating levy shall read in the form attached here to as Exhibit A.

**Section 4.** Ballots from the election shall be counted and tabulated and the results certified as provided by law. If the measure is approved by a majority of legal voters who vote on the measure, the local option levy shall be imposed and shall take effect July 1, 2025.







