



## FY23 BUDGET COMMITTEE MEETING MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

**May 30, 2023, 4:30-6:30 p.m.**

### **Call the meeting to order**

President Tehan Meeting called to order at 4:30 p.m.

No adjustments made to the agenda. Agenda approved.

Budget Committee Members in attendance: Michael Gray, Bruce Carpenter, Heather Bulloch, Frank Shirley, Autumn Davis

Board Members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer

Board Members absent: Molly Baumann, board secretary, Heath Foott, board member

Staff in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Jared Lustig, athletic/recreation supervisor, Nikki Olson, interim care supervisor, Sarah McNeale, recording secretary

### **Election of Officers**

#### **a. Chair**

Michael Gray was nominated and voted in as budget committee chair.

#### **b. Vice Chair**

Autumn Davis was nominated and voted in as budget committee vice chair.

### **FY24 budget message and presentation**

Executive Director Holland outlined the budget presentation and approval process for new committee members before presenting the proposed FY24 budget. In the budget message Executive Director Holland outlined key areas of focus for the district:

- grow programming
- invest in staff; and
- continue financial stability

Executive Director Holland shared the news about the recent passage of the district local option levy renewal and outlined its budgetary impacts, taking questions from board and committee members before presenting the proposed FY24 budget.

### **Review of proposed FY24 budget by fund:**

Executive Director Holland reviewed the budget, by fund, with the budget committee, and called out substantial changes. She then answered questions from committee members.

Budget Committee Member Heather Bullock proposed an increase in the line item of employee/volunteer recruitment and retention, in the administrative services department general fund of \$1,500 to \$3,000.

Board President Tehan proposed an adjustment in the line item of credit card processing fees in the events department of the general fund from \$1,200 to \$500.



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The proposed change to general fund would change the budgeted operating contingency from \$342,163 to \$341,363, however, would not change the overall proposed budget total between the three funds.

### **Receive public comment on the proposed budget**

No public attended meeting. No comments submitted.

### **Consider approval of the proposed budget**

*Budget Committee Chair Gray moved to approve the budget of \$3,003,902 with the proposed amendments; Treasurer Keefer seconded. Motion carried unanimously.*

### **Consider levy of tax rate**

*President Tehan moved that the budget committee of Sisters Park & Recreation District approve property taxes for the 2024 fiscal year at the rate of \$0.22 per 1,000 of assessed value for the permanent rate tax levy and in the amount of \$0.15 per 1,000 for the local option tax levy; Vice President Tryens seconded. Motion carried unanimously.*

**Budget Committee Chair Gray adjourned the meeting at 6:37 p.m.**

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by Board of Directors on 06/20/2023