



BOARD OF DIRECTORS BUSINESS MEETING AGENDA

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

July 23, 2024- 4:00-6:00 p.m.

Members of the public may attend in person or Zoom in by following this link:

<https://us02web.zoom.us/j/4594870728?pwd=YVJ0VmF0TjhlMkhtUjh0YigzZGs0QT09&omn=85456577899>

Meeting ID: 459 487 0728 Passcode: 410828

1. Call meeting to order – Peggy Tehan, board president.....1 min.
 - a. Adjustments and approval of agenda
2. Welcome visitors – Peggy Tehan, board president5 min.
 - a. Public comment period (read any public comments submitted via email or mail)
3. Election of board officers- Peggy Tehan, board president.....10 min.
4. Consider approving Resolution 2025-01 which establishes the annual procedures for Sisters Park & Recreation District- Jennifer Holland, executive director.....5 min.
5. Review and consider approval of consent calendar - Jennifer Holland, executive director.....5 min.
 - a. June 25, 2024, business meeting minutes
 - b. May financials and audit log
 - c. FY25 board meeting schedule
 - d. Policies: Paid Leave Oregon, Oregon Family Medical Leave Act, and Family Medical Leave Act
6. Receive draft June financials – Britney Steigleder, accounting clerk.....5 min.
7. Draft year-end financial and operational update– Jennifer Holland, executive director.....30 min.
8. Consider approval of executive director evaluation schedule, procedure, related documents, and updated job description- Jennifer Holland, executive director and HR subcommittee.....15 min.
9. Discuss request from Sisters Cold Weather Shelter- Jennifer Holland, executive director.....30 min.
10. Consider approval of dissolution of Outlaw Baseball Committee and approve transfer of assets to new Outlaw Basketball Organization - Jennifer Holland, executive director.....10 min.
11. Executive director report – written report attached.
 - a. Community center update
12. Board member updates
13. Board president updates
14. Other business
15. Adjourn meeting

Upcoming meetings/important dates:

August 7, 2024	Fall Recreation Guide Release Date
August 20, 2024	Work Session & Board Business Meeting

Meeting date: July 23, 2024

Subject: Election of board officers

Presenter: Jennifer Holland, executive director

Recommended board action: Open nominations for board officers and hold elections for each seat.

Background/history: At the first business meeting of the new fiscal year, the board of directors hold officer elections for the following positions:

- President
 - Main point of contact for the executive director
 - Works with executive director to set meeting agenda
 - Facilitates board meetings
 - Review and approves executive director's timecard and time off requests
- Vice President
 - Backup to the president during their absence
- Secretary
 - Reviews and edits board minutes for proper grammar and clarity
- Treasurer
 - Serves as a member of the financial review committee
 - Meets monthly with finance staff to review district month end financials

Board members elected to an officer role will hold position for FY25.



COVER MEMO

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Meeting date: July 23, 2024

Subject: Establish district annual procedures for FY25.

Presenter: Jennifer Holland, executive director

Recommended board action: Consider motion to approve Resolution 2025-01, establishing annual procedures of Sisters Park & Recreation District.

Background/history: At the first business meeting of the new fiscal year, the board of directors establishes the annual procedures for the upcoming year.

The annual procedures establish specific designations, authorizations, and meeting schedule.

Attachment(s):

- Resolution 2025-1



A RESOLUTION ESTABLISHING THE ANNUAL PROCEDURES OF SISTERS PARK & RECREATION DISTRICT

WHEREAS, the Sisters Park & Recreation District establishes certain designations and authorizations effective for the fiscal year.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Sisters Park & Recreation District Board of Directors that for FY25 the following designations and authorizations shall be in effect beginning July 1, 2024:

Designations:

Budget officer	Jennifer Holland, executive director
District recording secretary	Sarah McNeale, recording secretary
Auditors	Pauly, Rogers and Co., P.C.
Property/liability/workers agent of record	Marsh McLennan Agency
Bank of record	First Interstate Bank
Attorney of record	Local Government Law Group
Local newspaper for postings	The Nugget Newspaper

Authorizations:

Check signers for district accounts:

_____, board president
_____, board vice president
_____, board treasurer
Jennifer Holland, executive director

Contract signature authority:

_____, board president
Jennifer Holland, executive director

Regular board meeting dates:

Work session: 4th Tuesday, every other month
Business meeting: 4th Tuesday, every month.

Location:

Meetings will occur at Coffield Center, 1750 W McKinney Butte Rd, Sisters, Oregon.



RESOLUTION 2025-01

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Changes:

All changes to schedule and location will be noticed on the district website and posted at Coffield Center.

APPROVED by the Sisters Park & Recreation District Board of Directors and signed by the Board President this 23rd day of July 2024.

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Vacancies: _____

_____, board president

ATTEST:

Sarah McNeale, recording secretary

Meeting date: July 23, 2024

Subject: Consent calendar

Presenter: Jennifer Holland, executive director

Recommended board action: Consider approving consent calendar as presented.

Background: The consent calendar allows the board of directors to group items together and approve all items in one motion. Items on the consent calendar consist of minutes, previously reviewed monthly finances, and previously discussed items. New business will not be placed on the consent calendar. Any board member may pull an item off the consent calendar and add it to the agenda for further conversation.

Below are the items in this month's consent calendar:

Minutes

The following minute(s) are included in this month's consent calendar and have been reviewed and edited Secretary Baumann:

- June 25, 2024, board business meeting minutes

Financials

Draft May financials were presented at previous board meetings. At that time, the financials had not yet been thoroughly reviewed by Board Treasurer Keefer per district internal control policy. At this time, the internal review has been completed. No major changes have occurred since the board was presented draft financials.

The monthly audit log is also included in the consent calendar. This is a report of all deleted transactions by staff with an explanation. This report has been reviewed and signed by the executive director and members of the financial oversight committee. This report is presented to the board for transparency and to comply with auditors' recommendations due to the districts continued use of QuickBooks.

FY25 Board Meeting Schedule

The board of directors was presented a draft FY25 board meeting schedule at the June 25, 2024, board meeting. All board members expressed support for the schedule either at the meeting or with a subsequent follow up email.

Policy Update

At the June 25, 2024, board meeting, the board was presented with three updated policies. These policies require an update due to new legislative action in the state. The three policies impacted include the Paid Leave Oregon, Oregon Family Medical Leave Act, and Family Medical Leave Act policies. The policies were built off a template policy provided by HR Answers to ensure that all required components of the policy were included. No changes have been made since the board was presented the draft policies.

Sample board motion: Motion to approve consent calendar.

Attachment(s):

- Minutes
- Financials



COVER MEMO

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- FY25 board meeting schedule
- Draft policies

June 25, 2024

President Tehan called the meeting to order at 4:00 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer, Molly Baumann, board secretary (via Zoom)

Board members absent: Heath Foott, board member

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, deputy director, Sarah McNeale, recording secretary

Adjustments and approval of agenda

No adjustments were made to the agenda. Agenda approved.

Welcome visitors

No visitors were present. No comments were submitted.

Review and consider approval of consent calendar

- May 28, 2024, business meeting minutes
- June 11, 2024, special meeting minutes
- April financials and audit log

Vice President Tryens moved to approve consent calendar. Treasurer Keefer seconded; Motion approved unanimously.

Receive draft May financials

Executive Director Holland presented the draft May financials to the board as an overview of the district's financial situation. Executive Director Holland noted that an updated cash flow was included in the presentation.

No board action required

Youth athletics volunteer usage report

Deputy Director Lustig briefed the board on volunteer utilization for the youth athletics program and answered questions from the board.

Review proposed process, timeline, and forms for executive director evaluation

President Tehan introduced the topic by reminding the board that upon the completion of the executive director's previous annual evaluation a desire was expressed for a formal process for future evaluations to create consistency year over year. Executive Director Holland then presented a proposed timeline and process, including a self-evaluation form and an evaluation form to be completed by individual board members. Both were based off the executive director's current job description. It was noted that the proposed process also adds a 360 evaluation to be conducted on even numbered years that would include gathering feedback from the executive director's direct reports as well as identified community partners. Board members asked clarifying questions and provided feedback on the proposed process, timeline, and forms, while Holland noted suggestions.

The HR committee will review and provide feedback to Executive Director Holland in time to be presented for a vote at the July 23 board meeting.

Consider motion to approve updated Paid Leave Oregon (PLO), Oregon Family Leave Act (OFLA) and Family Medical Leave Act (FMLA) policies

Executive Director Holland gave the board an update on changes to the Paid Leave Oregon, and Oregon Family Leave Act which have necessitated updating the district policy. The updated policy also includes more detailed information for employees on OFLA and FMLA and was built off a policy template that HR Answers developed to be compliant with both state and federal law.

A consensus among board members and Executive Director Holland was reached that the policy updates will be reviewed and any changes to wording noted. Final approval of the policy will be considered at the July 23 board meeting.

Receive update on district committee status including considering approval of dissolution of Outlaw Volleyball Committee and Lacrosse Committee, and the transfer of the Astronomy Committee and Labyrinth Committee to general fund to operate under an advisory capacity

Executive Director Holland updated the board on the status of individual committees. Executive Director Holland informed the board that there will need to be a new policy that governs the new advisory committees.

Secretary Baumann left the meeting at about 5:10 p.m.

Treasurer Keefer moved to approve dissolution of Outlaw Volleyball Committee and Lacrosse Committee and to approve transfer of Astronomy Committee and Labyrinth Committee to general fund to operate in an advisory capacity as presented by staff. Vice President Tryens seconded; Motion approved unanimously.

Review draft FY25 meeting schedule

Executive Director Holland reviewed a draft board of directors meeting schedule for FY25. She noted that moving to one meeting a month, adding a work session an hour before the business meeting every other month. For the majority of meetings, the 4th Tuesday of the month works with the exception of November and December due to holidays. Due to the budget process, in the month of May, there are additional meetings.

No board action needed as board will consider formal adoption in July

Executive Session: In accordance with ORS 192.660(2)(e) the board will meet to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Moved into executive session at: 5:39 p.m.

Moved out of executive session at: 6:30 p.m.

Executive director report

Executive Director Holland gave updates on items pertaining to the district and new recreation center.

Board member updates

Board members provided updates regarding district matters.



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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Other business

None

President Tehan adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary.

Approved by the board of directors on xx/xx/2024



Sisters Park & Recreation District

Balance Sheet

As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
0-00010 SPRD FIB CHECKING	129,501.60
0-00012 CAPITAL IMPROVEMENT	10,177.18
0-00013 LGIP General Fund	414,806.21
0-00014 LGIP Capital Improvement Fund	221,553.30
0-00020 COMMITTEE FIB CHECKING	80,713.70
0-00030 SPRD FIB MONEY MARKET	50,386.10
0-00040 Petty cash	150.00
0-00060 Front desk cash drawer	120.00
Total Bank Accounts	\$907,408.09
Other Current Assets	
0-12100 Prepaid expenses	10,962.00
0-13100 Property taxes receivable	10,159.61
Total Other Current Assets	\$21,121.61
Total Current Assets	\$928,529.70
TOTAL ASSETS	\$928,529.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$18,968.47
Other Current Liabilities	
0-00600 Payroll liabilities	-0.25
0-00800 Credit Bal. Control - Rec Trac	6,768.69
0-00900 Deferred Prop Tax Revenues	7,201.95
Total Other Current Liabilities	\$13,970.39
Total Current Liabilities	\$32,938.86
Total Liabilities	\$32,938.86
Equity	
31000 Beginning Fund Balance	593,919.59
31100 Committee Reserve Fund	66,704.00
31200 Capital Improvement ReserveFund	242,400.00
32000 Retained Earnings	0.00
Net Income	-7,432.75
Total Equity	\$895,590.84
TOTAL LIABILITIES AND EQUITY	\$928,529.70

Sisters Park & Recreation District
FY24 P&L
July 2023 - May 2024

	May-24	FY24 Actual	FY24 Budget	Variance	% of Budget
Income					
1-20000 Property Taxes		0	0	0	
1-21000 Current year permanent tax	1,497	379,474	387,861	8,387	98%
1-22000 Prior year permanent tax	167	3,284	6,000	2,716	55%
1-23000 Current year local option levy	1,042	264,045	269,074	5,029	98%
1-24000 Prior year local option levy	116	2,254	0	-2,254	
Total 1-20000 Property Taxes	2,822	649,057	662,935	13,878	98%
1-40000 Charges for Services		0	0	0	
Total 1-41000 Recreation Services Department	27,359	144,469	233,930	89,461	62%
Total 1-42000 Care Services Department	23,929	263,781	375,500	111,719	70%
Total 1-43000 Special Events Department	80	3,680	13,900	10,220	26%
Total 1-44000 Rental revenues	574	4,438	4,500	62	99%
Total 1-45000 Committee support fees	0	0	10,000	10,000	0%
Total 1-40000 Charges for Services	51,942	416,369	637,830	221,461	65%
1-50000 Grant/Donations/Misc Income		0	0	0	
Total 1-51000 Grants	-1,000	27,250	115,000	87,750	24%
Total 1-52000 Scholarship Donations	200	7,345	10,000	2,655	73%
Total 1-53000 Donations	2,500	3,342	5,500	2,158	61%
Total 1-54000 Sponsorships & Advertising	0	6,550	24,000	17,450	27%
Total 1-55000 Reimbursements and misc revenue	475	10,160	7,000	-3,160	145%
1-56000 Bank interest	2,161	20,204	20,000	-204	101%
Total 1-50000 Grant/Donations/Misc Income	4,336	74,851	181,500	106,649	41%
Total 1-59000 Committee RecTrac Holding Acct	13,176	-10	0	10	
3-30000 Interfund Transfer Income	75,000	75,000	97,500	22,500	77%
Total 3-50000 Grants/Donations/Misc. Income	718	10,108	430,500	420,392	2%
Total Income	147,994	1,225,375	2,010,265	784,890	61%
Gross Profit	147,994	1,225,375	2,010,265	784,890	61%
Expenses					
1-60000 PERSONNEL SERVICES		0	0	0	
Total 1-61000 Admin Services Department	17,870	195,868	251,621	55,753	78%
Total 1-62000 Recreation Services Department	10,692	165,242	237,202	71,960	70%
Total 1-63000 Care Services Department	26,580	316,465	453,517	137,052	70%
Total 1-64000 Special Events Department	2,399	4,555	33,233	28,678	14%
Total 1-60000 PERSONNEL SERVICES	57,541	682,130	975,573	293,443	70%
1-70000 MATERIALS & SERVICES		0	0	0	
Total 1-71000 Admin Services Department	11,536	201,033	269,341	68,308	75%
Total 1-72000 Recreation Services Department	4,021	109,014	169,722	60,708	64%
Total 1-73000 Care Services Department	7,434	50,300	66,250	15,950	76%

Sisters Park & Recreation District
FY24 P&L
July 2023 - May 2024

	May-24	FY24 Actual	FY24 Budget	Variance	% of Budget
Total 1-74000 Special Events Department	560	17,954	25,100	7,146	72%
Total 1-70000 MATERIALS & SERVICES	23,551	378,301	530,413	152,112	71%
Total 1-99100 SPECIAL PAYMENTS	1,277	15,049	40,000	24,951	38%
Total 1-99200 Interfund Transfers	75,000	75,000	75,000	0	100%
3-80000 Capital Outlay Expense		0	0	0	
3-80011 Bank Charges and Fees		0	0	0	
3-81000 Capital Improvements		0	657,000	657,000	0%
3-81002 Skatepark		0	0	0	
3-81004 New Community Center	450	45,540	0	-45,540	
Total 3-81000 Capital Improvements	450	45,540	657,000	611,460	7%
3-82000 Capital Equipment	50,686	50,686	60,000	9,314	84%
Total 3-80000 Capital Outlay Expense	51,136	96,226	717,000	620,774	13%
Total Expenses	208,505	1,246,706	2,337,986	1,091,280	53%
Net Operating Income	-60,511	-21,331	-327,721	-306,390	7%
Other Income					
2-40000 Charges for Committee Services		0	0	0	
Total 2-40100 Outlaw Basketball Committee	0	38,029	40,000	1,971	95%
Total 2-40200 Outlaw Lacrosse Committee	0	-850	13,500	14,350	-6%
Total 2-40300 Outlaw Volleyball Committee	0	5,300	10,250	4,950	52%
Total 2-40400 Sisters Country Pickleball Club	555	6,243	7,900	1,657	79%
Total 2-40000 Charges for Committee Services	555	48,722	71,650	22,928	68%
Total 2-50000 Grants/Donations/Misc.	3	20,255	68,850	48,595	29%
Total Other Income	558	68,977	140,500	71,523	49%
Other Expenses					
Total 2-60000 PERSONNEL SERVICES-SRF	0	13,366	29,166	15,800	46%
2-79900 Miscellaneous/All Committee exp		85	1,000	915	9%
Total 2-70000 MATERIALS & SERVICES-SRF	182	40,713	92,635	51,922	44%
Total 2-80000 CAPITAL OUTLAY-SRF	0	0	26,500	26,500	0%
2-90000 Special Payments - Committees		0	0	0	
2-90800 Astronomy Club Student Scholarship	-70	1,000	1,000	0	100%
Total 2-90000 Special Payments - Committees	-70	1,000	1,000	0	100%
Total Other Expenses	112	55,079	149,301	94,222	37%
Net Other Income	446	13,898	-8,801	-22,699	-158%
Net Income	-60,064	-7,433	-336,522	-329,089	2%

Tuesday, Jul 16, 2024 07:22:55 AM GMT-7 - Accrual Basis

July 23, 2024	Business Meeting; 4 -6p
August 20, 2024	Work Session; 3-4p Business Meeting; 4-6p
September 24, 2024	Business Meeting; 4 -6p
October 22, 2024	Work Session; 3-4p Business Meeting; 4-6p
November 19, 2024	Business Meeting; 4-6p
December 17, 2024	Work Session; 3-4p Business Meeting; 4-6p
January 28, 2025	Business Meeting; 4 -6p
February 25, 2025	Work Session; 3-4p Business Meeting; 4-6p
March 25, 2025	Business Meeting; 4-6p
April 22, 2025	Work Session; 3-4p Business Meeting; 4-6p
May 5, 2025	Budget Committee Orientation; 3-4p
May 13 & 14, 2025	Budget Committee Meetings; 4-6p
May 27, 2025	Business Meeting; 4-6p
June 10, 2025	Special Meeting- Public Hearing; 4-6p
June 24, 2025	Work Session; 3-4p Business Meeting; 4-6p

Adopted by the board of directors on xx/xx/2024

Paid Leave Oregon Insurance

Sisters Park & Recreation District provides a Paid Leave Oregon (PLO) Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. PLO is protected leave, if the employee has worked for the district for 90 days or more. All health-related information gathered by the insurer and district during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit.

Cost

The employee may be required to pay a small percentage of gross wages, which would be deducted from each paycheck. The district is required to cover a portion of the of the employee's gross wages from each paycheck. Both amounts are set annually by the Oregon Employment Department. The district may elect to cover more than the minimum percentage required by law. This will be determined annually during budget preparation and must be approved by the board of directors. Employees will be notified in advance of any changes made by the Oregon Employment Department or the board of directors.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begin the Sunday prior to the first use of leave for any reason. The coverage may be approved in single day use up to a continual twelve (12) week period.

Reasons for leave

Benefits may apply to a variety of situations, including:

- Family leave
 - During the birth of a child
 - Bonding with a child in the first year:
 - after birth;
 - when the child is placed in the employee's home through foster care or adoption (after 1/1/2025)
- To care for a family member with a serious health condition*.
- Medical leave - The employee caring for themselves when the employee has a serious health condition*.

- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Stalking
- Pregnancy disability leave (additional 2 weeks)

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of the coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit [Employees and Paid Leave Oregon](#) for the current rates.

Use of accrued leaves while on PLO

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order: sick leave then vacation leave. Employees may use up to the amount of hours they are regularly scheduled to work.

Notification of the need for leave

An employee is required to provide the district notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the district within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the district as soon as possible.

Please complete the Paid Leave Oregon Notice Form found at the district office to notify the district of the intention to take leave. The employee may also contact their director supervisor for a copy.

Filing a claim for coverage

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The district will be unable to complete the application process on the employee's behalf.

Job and benefit protection while on leave

If an employee has been employed with the district for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, the employee is entitled to a position equal to their previous position before leave was taken, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

Complaints procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to your direct supervisor, promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.



DRAFT POLICY

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Paid Leave Oregon Notice Form

First name:	Last name

Type of leave: (Check one) See below for information about each leave type.			
<input type="checkbox"/>	Family Leave	<input type="checkbox"/>	Medical Leave
<input type="checkbox"/>	Safe Leave		

Explanation of the need for leave:

Anticipated start date:	
-------------------------	--

Anticipated end date:	
-----------------------	--

Anticipated return date, if different than end date:	
--	--

Do you plan on using accrued leave? Yes No

Employees signature

Received by

Date

Date

Adopted by the board of directors on xx/xx/2024

Oregon Family Leave Act (OFLA)

Purpose

The [Oregon Family Leave Act](#) (OFLA) provides employees protected leave from work when experiencing or supporting certain family during physical or mental health instances.

Eligible employees may take protected leave for the following reasons:

- **Home Care for an Employee's Child:** This includes both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies.
- **Bereavement:** Employees can take limited leave for bereavement. (No more than two (2) weeks per instance and four (4) weeks in a benefit year.)
- **Pregnancy Disability:** Leave related to pregnancy and pregnancy related conditions. (Two (2) weeks in addition to the standard twelve (12) weeks in a benefit year.)
- **Military Family Leave:** Leave related to the deployment of an employee's spouses or domestic partner for military service (US Armed Forces, National Guard, or US military reserve forces).

It is important to remember that some of these instances may be eligible for wage replacement through Paid Leave Oregon Insurance. *See Paid Leave Oregon policy for more details.*

Eligibility

An employee is eligible for Oregon specific family leave act as soon as the following requirements are met:

- The employee was worked for the district for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- The employee has worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the executive director for additional details.

Length of Leave

Generally, an employee may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the Sunday prior to the first date of leave begins; a week is defined as the employee's normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family and Medical Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, an employee may be eligible for additional leave. Talk to the executive director for more information.

An employee may be required to provide periodic status reports to the district while on family and medical leave.

Request and Certification Procedure

The district recognizes that many times the need for family and medical leave can be caused by serious or emergency situations. The district will make every attempt to work with the employee to ensure that they receive all the benefits to which they are entitled; however, the employee is expected to adhere to district expectations

and make every effort to communicate the situation immediately. In order for the district to best work with the employee, it's important that all requested leave documentation is completed.

In situations where the need for medical leave is known, the employee must give at least thirty (30) days' written notice of the intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact eligibility and the timing of the leave. Upon submitting the completed leave request, the employee may be required to provide verification of the need for the leave. Examples of such documentation include a "Health Care Provider Certification" form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the "Health Care Provider Certification" form, which needs to be returned within 15 days of request. The employee is required to provide sufficient information so that the district can determine if the situation qualifies for leave. If sufficient information is not provided, the district may request that additional information is provided within seven (7) days. If the forms are not returned by the deadline, the leave request may be denied.

If an employee is taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, the employee may be asked to provide proof of relationship to the person. Please check with the executive director to discuss how best to provide this proof. ***This provision of OFLA will be sunset on 12/1/2024 and will be available through Paid Leave Oregon Insurance after such time.***

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. Any questions about how this information will be handled should be directed to the executive director.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the district asks that the employee does not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

The employee is required to use any accrued vacation, sick leave, or other paid leave available during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The district will continue to pay their share of medical benefits during family and medical leave. The employee is responsible for paying their share of medical insurance premiums prior to the due date of the premium payment. The employee may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four (4) work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

The employee is entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). The employee may be required to present a fitness-for-duty certificate before being reinstated. If this is required, the district will pay for any expenses incurred by the employee to provide a certification by a medical provider.

Other details regarding family and medical leave are available from the executive director.

Family and Medical Leave (FMLA)

The Federal [Family & Medical Leave Act](#) applies to all government employers. However, due to the size of the district, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

Meeting date: July 23, 2024

Subject: June 2024 draft financials

Presenter: Britney Steigleder, accounting clerk

Board action: Receive draft financials

Background: The items presented in this packet are in draft form. They have not been finalized or reviewed and discussed with Board Treasurer Keefer. Presenting draft financials allows for the board to have up-to-date financial situational awareness. The numbers and percentages on the profit and loss (P & L) and balance sheet include payroll and retirement contributions.

Reports in this packet:

1. Subject month balance sheet (draft)
2. Subject month board financial summaries (draft)
 - a. Collapsed to show revenues and expenses at the program category level

Items of note:

General Fund:

Revenues

- Charges for services – Includes registration fees, rentals, and committee charges.
 - The district received \$40,854. This total amount for the fiscal year is lower than the budgeted amount but higher than the charges for services for FY23 by over \$39,000.
- Grants & Donations
 - The district received \$7,307 in this category for the month. Of this total, \$2,625 was a grant for a summer intern, \$250 for an adult recreation sponsorship, a \$2,000 reimbursement from the Pickleball Club for the painting of the middle school courts and income from bank interest.

Expenditures

- Personnel services
 - The district paid out \$55,464 payroll in the subject month. The category ends the fiscal year at 76% of the budget.
- Materials and services
 - The district spent \$26,813 in materials and services in the subject month. The category ends the fiscal year at 76% of the budget.

Cash Flow:

Included is an updated cash flow. This helps the board see where the district anticipates being financially in the next few months due to projected expenses and revenues.

Board action: No action is required.

Attachments

- Supporting documents



Sisters Park & Recreation District

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
0-00010 SPRD FIB CHECKING	105,737.53
0-00012 CAPITAL IMPROVEMENT	9,730.26
0-00013 LGIP General Fund	416,573.63
0-00014 LGIP Capital Improvement Fund	222,497.37
0-00020 COMMITTEE FIB CHECKING	76,030.96
0-00030 SPRD FIB MONEY MARKET	50,395.76
0-00040 Petty cash	150.00
0-00060 Front desk cash drawer	120.00
Total Bank Accounts	\$881,235.51
Other Current Assets	
0-12100 Prepaid expenses	10,962.00
0-13100 Property taxes receivable	10,159.61
Total Other Current Assets	\$21,121.61
Total Current Assets	\$902,357.12
TOTAL ASSETS	\$902,357.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$16,029.35
Other Current Liabilities	
0-00600 Payroll liabilities	-1.88
0-00800 Credit Bal. Control - Rec Trac	8,166.49
0-00900 Deferred Prop Tax Revenues	7,201.95
Total Other Current Liabilities	\$15,366.56
Total Current Liabilities	\$31,395.91
Total Liabilities	\$31,395.91
Equity	
31000 Beginning Fund Balance	593,919.59
31100 Committee Reserve Fund	66,704.00
31200 Capital Improvement ReserveFund	242,400.00
32000 Retained Earnings	0.00
Net Income	-32,062.38
Total Equity	\$870,961.21
TOTAL LIABILITIES AND EQUITY	\$902,357.12

Sisters Park & Recreation District
FY24 P&L
July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
Income					
1-20000 Property Taxes		0	0	0	
1-21000 Current year permanent tax	9,450	388,924	387,861	-1,063	100%
1-22000 Prior year permanent tax	327	3,611	6,000	2,389	60%
1-23000 Current year local option levy	6,576	270,621	269,074	-1,547	101%
1-24000 Prior year local option levy	227	2,480	0	-2,480	
Total 1-20000 Property Taxes	16,579	665,637	662,935	-2,702	100%
1-40000 Charges for Services		0	0	0	
Total 1-41000 Recreation Services Department	15,988	160,457	233,930	73,473	69%
Total 1-42000 Care Services Department	20,866	284,646	375,500	90,854	76%
Total 1-43000 Special Events Department	680	4,360	13,900	9,540	31%
Total 1-44000 Rental revenues	242	4,680	4,500	-180	104%
1-45000 Committee support fees		0	0	0	
Total 1-45100 Outlaw Basketball Committee	2,250	2,250	6,750	4,500	33%
Total 1-45200 Outlaw Lacrosse Club Committee	0	0	2,000	2,000	0%
Total 1-45300 Outlaw Volleyball Club	511	511	750	239	68%
Total 1-45400 Sisters Country Pickleball Club	318	318	500	182	64%
Total 1-45000 Committee support fees	3,079	3,079	10,000	6,921	31%
Total 1-40000 Charges for Services	40,854	457,223	637,830	180,607	72%
1-50000 Grant/Donations/Misc Income		0	0	0	
Total 1-51000 Grants	2,625	29,875	115,000	85,125	26%
Total 1-52000 Scholarship Donations	0	7,345	10,000	2,655	73%
1-53000 Donations	25	25	0	-25	
Total 1-53100 Administration	10	510	2,000	1,490	26%
Total 1-53200 Recreation	0	2,000	2,000	0	100%
1-53300 Care		0	1,500	1,500	0%
Total 1-53400 Special Events	0	842	0	-842	
Total 1-53000 Donations	35	3,377	5,500	2,123	61%
1-54000 Sponsorships & Advertising		0	0	0	
1-54100 Administration		0	3,000	3,000	0%
Total 1-54200 Recreation Programs	250	3,900	6,000	2,100	65%
Total 1-54400 Special Events	0	2,900	15,000	12,100	19%
Total 1-54000 Sponsorships & Advertising	250	6,800	24,000	17,200	28%
Total 1-55000 Reimbursements and misc revenue	2,609	12,769	7,000	-5,769	182%
1-56000 Bank interest	1,788	21,992	20,000	-1,992	110%
Total 1-50000 Grant/Donations/Misc Income	7,307	82,158	181,500	99,342	45%
Total 1-59000 Committee RecTrac Holding Acct	10	0	0	0	

Sisters Park & Recreation District
FY24 P&L
July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
Total 3-50000 Grants/Donations/Misc. Income	947	11,055	430,500	419,445	3%
Total Income	65,698	1,291,073	2,010,265	719,192	64%
Gross Profit	65,698	1,291,073	2,010,265	719,192	64%
Expenses					
1-60000 PERSONNEL SERVICES		0	0	0	
Total 1-61000 Admin Services Department	20,224	216,092	251,621	35,529	86%
Total 1-62000 Recreation Services Department	14,295	179,537	237,202	57,665	76%
Total 1-63000 Care Services Department	22,802	339,268	453,517	114,249	75%
Total 1-64000 Special Events Department	-1,857	2,698	33,233	30,535	8%
Total 1-60000 PERSONNEL SERVICES	55,464	737,594	975,573	237,979	76%
1-70000 MATERIALS & SERVICES		0	0	0	
Total 1-71000 Admin Services Department	11,448	212,481	269,341	56,860	79%
Total 1-72000 Recreation Services Department	9,542	118,556	169,722	51,166	70%
Total 1-73000 Care Services Department	5,370	55,670	66,250	10,580	84%
Total 1-74000 Special Events Department	453	18,407	25,100	6,693	73%
Total 1-70000 MATERIALS & SERVICES	26,813	405,113	530,413	125,300	76%
1-99100 SPECIAL PAYMENTS		0	0	0	
1-99110 Bonnie Malone Scholarship Fund	-271	14,778	40,000	25,222	37%
Total 1-99100 SPECIAL PAYMENTS	-271	14,778	40,000	25,222	37%
Total 1-99200 Interfund Transfers	0	75,000	75,000	0	100%
3-80000 Capital Outlay Expense		0	0	0	
3-80011 Bank Charges and Fees	0	0	0	0	
3-81000 Capital Improvements		0	657,000	657,000	0%
3-81002 Skatepark		0	0	0	
3-81004 New Community Center	3,750	49,290	0	-49,290	
Total 3-81000 Capital Improvements	3,750	49,290	657,000	607,710	8%
3-82000 Capital Equipment		50,686	60,000	9,314	84%
Total 3-80000 Capital Outlay Expense	3,750	99,976	717,000	617,024	14%
Total Expenses	85,757	1,332,462	2,337,986	1,005,524	57%
Net Operating Income	-20,059	-41,390	-327,721	-286,331	13%
Other Income					
2-40000 Charges for Committee Services		0	0	0	
Total 2-40100 Outlaw Basketball Committee	0	38,029	40,000	1,971	95%
Total 2-40200 Outlaw Lacrosse Committee	0	-850	13,500	14,350	-6%
Total 2-40300 Outlaw Volleyball Committee	0	5,300	10,250	4,950	52%
Total 2-40400 Sisters Country Pickleball Club	925	7,168	7,900	732	91%
Total 2-40000 Charges for Committee Services	925	49,647	71,650	22,003	69%
2-50000 Grants/Donations/Misc.		0	0	0	

Sisters Park & Recreation District
FY24 P&L
July 2023 - June 2024

	Jun-24	FY24 Actual	FY24 Budget	Variance	% of Budget
Total 2-50100 Outlaw Basketball Committee	0	17,207	30,000	12,793	57%
Total 2-50200 Outlaw Lacrosse Committee	0	1,494	10,000	8,506	15%
Total 2-50400 Sisters Country Pickleball Club	0	0	22,500	22,500	0%
Total 2-50800 Astronomy Club Committee	0	980	1,000	20	98%
Total 2-51100 Sisters Labyrinth Committee	0	540	5,350	4,810	10%
2-59000 Miscellaneous/General	3	37	0	-37	
Total 2-50000 Grants/Donations/Misc.	3	20,258	68,850	48,592	29%
Total Other Income	928	69,905	140,500	70,595	50%
Other Expenses					
2-60000 PERSONNEL SERVICES-SRF		0	0	0	
Total 2-60100 Outlaw Basketball Committee	110	13,420	16,100	2,680	83%
Total 2-60200 Outlaw Lacrosse Committee	0	28	10,479	10,451	0%
Total 2-60300 Outlaw Volleyball Club	0	28	2,587	2,559	1%
Total 2-60000 PERSONNEL SERVICES-SRF	110	13,476	29,166	15,690	46%
2-70000 MATERIALS & SERVICES-SRF		0	0	0	
Total 2-70100 Outlaw Basketball Committee	2,250	37,343	70,355	33,012	53%
Total 2-70200 Outlaw Lacrosse Committee	0	0	13,050	13,050	0%
Total 2-70300 Outlaw Volleyball Club	511	3,166	3,620	454	87%
Total 2-70400 Sisters Country Pickleball Club	2,438	4,778	3,700	-1,078	129%
Total 2-70800 Astronomy Club Committee	90	160	550	390	29%
Total 2-71100 Sisters Labyrinth Committee	100	570	360	-210	158%
2-79900 Miscellaneous/All Committee exp		85	1,000	915	9%
Total 2-70000 MATERIALS & SERVICES-SRF	5,389	46,102	92,635	46,533	50%
Total 2-80000 CAPITAL OUTLAY-SRF	0	0	26,500	26,500	0%
2-90000 Special Payments - Committees		0	0	0	
2-90800 Astronomy Club Student Scholarship		1,000	1,000	0	100%
Total 2-90000 Special Payments - Committees	0	1,000	1,000	0	100%
Total Other Expenses	5,499	60,578	149,301	88,723	41%
Net Other Income	-4,571	9,327	-8,801	-18,128	-106%
Net Income	-24,630	-32,062	-336,522	-304,460	10%

Tuesday, Jul 16, 2024 07:33:07 AM GMT-7 - Accrual Basis

Sisters Park & Recreation District

DRAFT Cash Flow Analysis

	Draft Actuals		Estimate				
	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Available cash on hand GF	\$ 594,503	\$ 577,248	\$ 515,788	\$ 424,051	\$ 332,719	\$ 263,240	\$ 830,673
Property tax revenue:	\$ 16,579	\$ 2,000	\$ 942	\$ 982	\$ 574	\$ 632,251	\$ 7,533
Earned revenue:	\$ 48,172	\$ 35,000	\$ 41,481	\$ 12,846	\$ 31,107	\$ 29,342	\$ 34,368
Total Revenue:	\$ 659,254	\$ 614,248	\$ 558,211	\$ 437,879	\$ 364,400	\$ 924,833	\$ 872,574
Personnel expenses:	\$ 55,464	\$ 62,160	\$ 62,160	\$ 62,160	\$ 62,160	\$ 62,160	\$ 62,160
M&S expenses:	\$ 26,542	\$ 36,300	\$ 72,000	\$ 43,000	\$ 39,000	\$ 32,000	\$ 47,000
Interfund transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses:	\$ 82,006	\$ 98,460	\$ 134,160	\$ 105,160	\$ 101,160	\$ 94,160	\$ 109,160
Remaining funds:	\$ 577,248	\$ 515,788	\$ 424,051	\$ 332,719	\$ 263,240	\$ 830,673	\$ 763,414

Meeting date: July 23, 2024

Subject: FY24 year end report

Presenter: Jennifer Holland, executive director

Board action: Receive draft FY24 financial report as of June 30, 2024 and strategic plan update

Background: This FY24 financial report recaps 100% of the budget year. In addition to presenting the financials for all funds, staff will also update the board on year-to-date scholarship use. This report is presented to the board in draft form as the month end process has not been completed for June 2024.

Financial report:

This report is cumulative and reports on financials from July 1, 2023 -June 30, 2024.

General Fund

Revenues

- Property taxes –At the end of March, the district collected \$665,637 compared to \$625,955 collected during the same timeframe last fiscal year.
- Charges for services- This category is slightly down from the same time last fiscal year. (FY24- \$457,223; FY23 \$466,644)
- Grants/donations/misc.- The category is down from last fiscal year due to the availability of grants. (FY24- \$82,158; FY23- \$126,752)

Expenditures

- Personnel- This category is currently at 76% of the budgeted amount for the fiscal year.
- Materials and services- This category is currently at 76% of the budgeted amount for the fiscal year.

Capital Improvement Reserve Fund

- \$86,055 was brought in during this timeframe.
- \$99,976 was spent during this timeframe of the fiscal year for community center plans

Special Revenue Fund (Committees)

- \$69,905 was brought in during this timeframe (includes hold account balance)
- \$60,558 was spent during this timeframe throughout the committees.

Strategic Plan

Staff will report on the first six months of progress for related 2024 actions and performance measures outlined in the 2024-2028 Strategic Plan.

Attachment(s):

- PowerPoint Presentation
- FY24 financial profit and loss comparison

FY24 Report

July 23, 2024 - Board Business Meeting



Overview

- General Fund (GF)
- Scholarships
- Capital Improvement Reserve Fund (CIP)
- Special Revenue Fund (SRF)
- Strategic Plan Progress Update



GF Revenue

July 1- June 30

- ✓ District collected \$665,637 in taxes
- ✓ Charges for services brought in \$457,223 compared to \$466,644 during the same timeframe the previous year
- ✓ \$82,158 was collected in the grants, donations, sponsorships, misc., category
- ✓ Overall, revenue down up by \$39,332 from previous year
- ✓ General Fund revenues are sitting at 81% of budgeted amount for the FY



GF Expenditure

July 1- June 30

- ✓ Personnel services is at \$737,594 (76% of budget)
- ✓ The district spent \$405,113 on materials and services (76% of budget)
- ✓ Overall, the district saw a \$48,736 decrease in expenditures from previous year (includes scholarships and transfer to CIP Fund)



Income Over Expense

Total revenue: \$1,205,018

Total expenses: \$1,232,488

Net income: **-\$27,470**

Beginning fund balance plus net income: \$639,841*

**This includes operating contingency and unappropriated ending fund balance which, together, are budgeted at \$442,111.*

FY25 beginning fund balance: \$564,841 (\$34,590 increase over budgeted amount)



Scholarships

Due to issues with RecTrac reporting, numbers are pulled from profit and loss statements and therefore are high level.

FY24- \$14,779

FY23- \$18,306



CIP Revenue/Expenses

- \$86,055 brought in (\$75,000 transferred from General Fund)
- \$99,976 spent on mobile recreation van and community center plans
- FY24 beginning fund balance-\$227,730



SRF Revenue/Expenses

- \$69,905 revenue earned
- \$60,558 expenses incurred



Strategic Plan Update

Report looks at the first six months of implementation. Actions below may be shortened to fit in chart.

2024 Actions	Status
Evaluate scholarship program	In process, to be completed by 12/2024
Identify external financial assistance opportunities for patrons	Flow chart created. Available to public by 9/2024
Train key staff on best practices for sponsorships	To be completed by 12/2024
Move registration to cloud based hosting	Completed 1/2024
Review district marketing plan	To be completed by 12/2024
Present annually at city council, school board, and service clubs	City Council- presented in April 2024 Kiwanis- presented in May 2024
Seek out opportunities to work with local agencies	Deschutes County Sheriff's Office- National Night Out Central Oregon STEM HUB-Summer programs Central Oregon Trail Alliance – Summer programs
Engage volunteers from district partners and local service groups	Kiwanis- 3 volunteers at Kids Carnival Central Oregon Trails Alliance- Approx. 8 volunteers for ongoing support at Bike Park 242

Strategic Plan Update

Report looks at the first six months of implementation. Actions below may be shortened to fit in chart.

2024 Actions	Status
Develop yearly staff training calendar	Completed 12/2023
Hire consultant for salary survey/pay equity status	In progress
Survey staff annually	Completed 3/2024
Update staff on district strategic plan progress	Presented at 3/2024 and 6/2024 All Staff Meeting Email out update on SP related items
Offer quarterly socials	Staff lunch- 3/15/2024; After hours social- 5/16/2024
Board host annual staff appreciation event	Need to coordinate with board
Conduct annual cost recovery analysis	Completed 3/2024
Engage community on programming for community center	To begin in 9/2024
Update community on community center progress	Website, The Nugget, Community speaking engagements

Strategic Plan Progress Update

Topic	Performance Measure	Target	Actual
Patron Participation	% of programs that meet minimum registration	75	44
	% of programs that are full	25	28
Program/Event Evaluation	% of participants ranking program/event good or better	90	96
Scholarships Awarded	% of budgeted scholarships awarded	100	**
Scholarship Utilization	% of awarded scholarships that are utilized	50	**
Program Funding	% of youth athletic teams that are sponsored	50	34
Event Funding	% of events with at least 1 gold and 2 silver sponsors	100	75

*Only reporting on 2024 items. Report captures first half of 2024.

**Challenges with RecTrac report at time of presentation. Will report on next update.

Strategic Plan Progress Update

Topic	Performance Measure	Target	Actual
Volunteer Coverage	% of youth athletics teams that have a head coach	100	100
	% of event staffing needs covered by volunteers	50	39
Community Partnerships	# of new partnerships established	2	2
	% of existing partnerships retained	90	100
Staff Feedback	Annual survey completion rate	90	81
	% of survey respondents ranking their experience at good or better overall	90	85
Audit	# of audit modified opinions provided by auditor	0	0

*Only reporting on 2024 items. Report captures first half of 2024.



Questions?

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
Income				
1-20000 Property Taxes				
1-21000 Current year permanent tax	388,924.23	362,362.13	26,562.10	7.33 %
1-22000 Prior year permanent tax	3,611.17	5,221.35	-1,610.18	-30.84 %
1-23000 Current year local option levy	270,620.84	254,780.06	15,840.78	6.22 %
1-24000 Prior year local option levy	2,480.34	3,591.35	-1,111.01	-30.94 %
Total 1-20000 Property Taxes	665,636.58	625,954.89	39,681.69	6.34 %
1-40000 Charges for Services				
1-41000 Recreation Services Department		190.23	-190.23	-100.00 %
1-41100 Adult Recreation	4,632.00	5,350.50	-718.50	-13.43 %
1-41200 Fitness	25,588.20	18,682.20	6,906.00	36.97 %
1-41300 Adult Athletics	4,750.00	3,661.00	1,089.00	29.75 %
1-41400 Family Recreation		487.50	-487.50	-100.00 %
1-41500 Youth Recreation (0-18 yrs)	72,951.87	72,542.57	409.30	0.56 %
1-41600 Youth Athletics (0-18 yrs)	52,535.20	57,495.25	-4,960.05	-8.63 %
Total 1-41000 Recreation Services Department	160,457.27	158,409.25	2,048.02	1.29 %
1-42000 Care Services Department		443.86	-443.86	-100.00 %
1-42100 Day Camps	47,232.95	57,100.16	-9,867.21	-17.28 %
1-42300 Preschool	186,571.72	198,265.25	-11,693.53	-5.90 %
1-42400 Kids Club/NSD	50,841.70	39,746.16	11,095.54	27.92 %
Total 1-42000 Care Services Department	284,646.37	295,555.43	-10,909.06	-3.69 %
1-43000 Special Events Department	800.00	280.00	520.00	185.71 %
1-43100 Misc.		2,162.30	-2,162.30	-100.00 %
1-43200 Glory Daze Car Show	3,560.00	4,392.51	-832.51	-18.95 %
Total 1-43000 Special Events Department	4,360.00	6,834.81	-2,474.81	-36.21 %
1-44000 Rental revenues		500.00	-500.00	-100.00 %
1-44001 Coffield Center	2,516.42	1,836.80	679.62	37.00 %
1-44003 Annex Rentals	2,164.00	742.50	1,421.50	191.45 %
Total 1-44000 Rental revenues	4,680.42	3,079.30	1,601.12	52.00 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
1-45000 Committee support fees				
1-45100 Outlaw Basketball Committee				
1-45101 Admin	1,500.00	2,400.00	-900.00	-37.50 %
1-45102 Rec	750.00		750.00	
Total 1-45100 Outlaw Basketball Committee	2,250.00	2,400.00	-150.00	-6.25 %
1-45300 Outlaw Volleyball Club				
1-45301 Admin		231.00	-231.00	-100.00 %
1-45302 Rec	511.00		511.00	
Total 1-45300 Outlaw Volleyball Club	511.00	231.00	280.00	121.21 %
1-45400 Sisters Country Pickleball Club				
1-45401 Admin	318.00	134.00	184.00	137.31 %
Total 1-45400 Sisters Country Pickleball Club	318.00	134.00	184.00	137.31 %
Total 1-45000 Committee support fees	3,079.00	2,765.00	314.00	11.36 %
Total 1-40000 Charges for Services	457,223.06	466,643.79	-9,420.73	-2.02 %
1-50000 Grant/Donations/Misc Income		100.00	-100.00	-100.00 %
1-51000 Grants				
1-51100 Administration	20,000.00	10,000.00	10,000.00	100.00 %
1-51101 General Admin	2,875.00		2,875.00	
Total 1-51100 Administration	22,875.00	10,000.00	12,875.00	128.75 %
1-51200 Recreation				
1-51201 Youth Athletics	500.00		500.00	
1-51202 Youth Center	5,000.00		5,000.00	
Total 1-51200 Recreation	5,500.00		5,500.00	
1-51300 Care				
1-51301 Care-General		5,408.40	-5,408.40	-100.00 %
1-51303 Playground Program		10,680.00	-10,680.00	-100.00 %
1-51304 Preschool Grants		25,000.00	-25,000.00	-100.00 %
1-51305 Camp Ponderosa Grants		27,995.60	-27,995.60	-100.00 %
Total 1-51300 Care		69,084.00	-69,084.00	-100.00 %
1-51400 Special Events				
1-51401 1-51401	1,250.00		1,250.00	
1-51404 Holiday Events	250.00		250.00	
Total 1-51400 Special Events	1,500.00		1,500.00	
Total 1-51000 Grants	29,875.00	79,084.00	-49,209.00	-62.22 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL				
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE	
1-52000 Scholarship Donations		800.00	-800.00	-100.00 %	
1-52010 Bonnie Malone Scholarship	7,345.14	2,527.50	4,817.64	190.61 %	
Total 1-52000 Scholarship Donations	7,345.14	3,327.50	4,017.64	120.74 %	
1-53000 Donations	25.00		25.00		
1-53100 Administration					
1-53101 Admin Donations General		60.00	-60.00	-100.00 %	
1-53102 Skatepark Donations		0.00	0.00		
1-53103 Disc Golf Donations	510.00		510.00		
Total 1-53100 Administration	510.00	60.00	450.00	750.00 %	
1-53200 Recreation					
1-53202 Senior Programs Donation		2,000.00	-2,000.00	-100.00 %	
1-53203 Youth Athletics Donation	2,000.00		2,000.00		
Total 1-53200 Recreation	2,000.00	2,000.00	0.00	0.00 %	
1-53300 Care		3,000.00	-3,000.00	-100.00 %	
1-53400 Special Events					
1-53402 Glory Daze Donations		100.00	-100.00	-100.00 %	
1-53403 Happy Girls Run Donations	841.68		841.68		
Total 1-53400 Special Events	841.68	100.00	741.68	741.68 %	
Total 1-53000 Donations	3,376.68	5,160.00	-1,783.32	-34.56 %	
1-54000 Sponsorships & Advertising					
1-54200 Recreation Programs					
1-54202 Youth Sports	3,650.00	750.00	2,900.00	386.67 %	
1-54203 Adult Athletics/Recreation	250.00		250.00		
Total 1-54200 Recreation Programs	3,900.00	750.00	3,150.00	420.00 %	
1-54400 Special Events					
1-54301 Kids Carnival	1,000.00		1,000.00		
1-54302 Glory Daze	500.00	500.00	0.00	0.00 %	
1-54303 Happy Girls Run		640.00	-640.00	-100.00 %	
1-54304 Holiday Event Sponsorship	1,400.00	1,200.00	200.00	16.67 %	
Total 1-54400 Special Events	2,900.00	2,340.00	560.00	23.93 %	
Total 1-54000 Sponsorships & Advertising	6,800.00	3,090.00	3,710.00	120.06 %	

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
1-55000 Reimbursements and misc revenue		221.31	-221.31	-100.00 %
1-55100 Admin Services Department				
1-55101 Reimbursements	6,048.79	5,803.95	244.84	4.22 %
1-55106 Administrative fees	4,231.50	1,673.00	2,558.50	152.93 %
1-55108 Disposed asset revenue	300.00	800.00	-500.00	-62.50 %
1-55109 1-55109 Committee Scholarship Reimbursements	775.00		775.00	
1-55110 Misc. Revenue		3,407.00	-3,407.00	-100.00 %
Total 1-55100 Admin Services Department	11,355.29	11,683.95	-328.66	-2.81 %
1-55200 Recreation Services Department				
1-55202 Service/Fee Income	60.00		60.00	
Total 1-55200 Recreation Services Department	60.00		60.00	
1-55300 Care Services Department		4,000.00	-4,000.00	-100.00 %
1-55400 Special Events Department		1,000.00	-1,000.00	-100.00 %
1-55402 Glory Daze	996.09	566.00	430.09	75.99 %
1-55403 Holiday Events	358.00	250.00	108.00	43.20 %
1-55405 Halloween event		310.00	-310.00	-100.00 %
Total 1-55400 Special Events Department	1,354.09	2,126.00	-771.91	-36.31 %
Total 1-55000 Reimbursements and misc revenue	12,769.38	18,031.26	-5,261.88	-29.18 %
1-56000 Bank interest	21,991.86	17,959.34	4,032.52	22.45 %
Total 1-50000 Grant/Donations/Misc Income	82,158.06	126,752.10	-44,594.04	-35.18 %
1-59000 Committee RecTrac Holding Acct		0.00	0.00	
1-59001 Outlaw Basketball Committee	0.00	0.00	0.00	
1-59002 Outlaw Lacrosse Club	0.00	0.00	0.00	
1-59003 Outlaw Volleyball Club	0.00	0.00	0.00	
1-59004 Sisters Country Pickleball Club	0.00	0.00	0.00	
1-59005 Astronomy Club		0.00	0.00	
Total 1-59000 Committee RecTrac Holding Acct	0.00	0.00	0.00	
3-30000 Interfund Transfer Income	75,000.00	100,000.00	-25,000.00	-25.00 %
3-50000 Grants/Donations/Misc. Income				
3-53000 Donations	1,000.00	615.92	384.08	62.36 %
3-53200 Skatepark Donations		96.80	-96.80	-100.00 %
Total 3-53000 Donations	1,000.00	712.72	287.28	40.31 %
3-56000 Bank Interest	10,054.97	2,872.33	7,182.64	250.06 %
Total 3-50000 Grants/Donations/Misc. Income	11,054.97	3,585.05	7,469.92	208.36 %
Total Income	\$1,291,072.67	\$1,322,935.83	\$ - 31,863.16	-2.41 %
GROSS PROFIT	\$1,291,072.67	\$1,322,935.83	\$ - 31,863.16	-2.41 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
Expenses				
1-60000 PERSONNEL SERVICES				
1-61000 Admin Services Department				
1-61010 Regular salaries	177,190.33	154,859.97	22,330.36	14.42 %
1-61020 Temporary salaries	0.00	0.00	0.00	
1-61030 Associated payroll costs	18,934.61	16,127.04	2,807.57	17.41 %
1-61040 Employee benefits		1,360.01	-1,360.01	-100.00 %
1-61041 Health insurance premiums	15,579.23	14,898.03	681.20	4.57 %
1-61042 Health insurance opt-out	0.00	0.00	0.00	
1-61043 401k retirement contribution	2,969.05	2,722.52	246.53	9.06 %
Total 1-61040 Employee benefits	18,548.28	18,980.56	-432.28	-2.28 %
1-61050 Workers compensation	1,418.63	2,835.90	-1,417.27	-49.98 %
Total 1-61000 Admin Services Department	216,091.85	192,803.47	23,288.38	12.08 %
1-62000 Recreation Services Department				
1-62010 Regular salaries	0.00	0.00	0.00	
1-62011 Adult Recreation	285.11	940.54	-655.43	-69.69 %
1-62012 Fitness	10,709.64	7,410.62	3,299.02	44.52 %
1-62013 Adult Athletics	549.41	0.00	549.41	
1-62014 Family Recreation	0.00	0.00	0.00	
1-62015 Youth Recreation (0-18 yrs)	16,630.02	19,137.40	-2,507.38	-13.10 %
1-62016 Youth Athletics (0-18 yrs)	3,188.23	1,001.87	2,186.36	218.23 %
1-62019 Rec regular salaries -admin	112,022.05	82,144.66	29,877.39	36.37 %
Total 1-62010 Regular salaries	143,384.46	110,635.09	32,749.37	29.60 %
1-62020 Temporary salaries	0.00	0.00	0.00	
1-62021 Adult Recreation	0.00	0.00	0.00	
1-62022 Fitness	0.00	0.00	0.00	
1-62023 Adult Athletics	0.00	0.00	0.00	
1-62024 Family Recreation	0.00	0.00	0.00	
1-62025 Youth Recreation (0-18 yrs)	0.00	0.00	0.00	
1-62026 Youth Athletics (0-18 yrs)	0.00	1,970.08	-1,970.08	-100.00 %
Total 1-62020 Temporary salaries	0.00	1,970.08	-1,970.08	-100.00 %
1-62030 Associated payroll costs	14,762.94	11,387.56	3,375.38	29.64 %
1-62040 Employee benefits		2,938.20	-2,938.20	-100.00 %
1-62041 Health insurance premiums	17,908.24	15,720.34	2,187.90	13.92 %
1-62042 Health insurance opt-out	0.00	0.00	0.00	
1-62043 401k retirement contribution	2,120.13	1,988.71	131.42	6.61 %
Total 1-62040 Employee benefits	20,028.37	20,647.25	-618.88	-3.00 %
1-62050 Worker's Compensation	1,361.16	1,417.95	-56.79	-4.01 %
Total 1-62000 Recreation Services Department	179,536.93	146,057.93	33,479.00	22.92 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
1-63000 Care Services Department				
1-63010 Regular salaries		0.00	0.00	
1-63011 Day Camp	17,240.23	1,694.23	15,546.00	917.58 %
1-63012 Preschool	155,466.12	159,059.44	-3,593.32	-2.26 %
1-63013 Kids Club/NSD	28,604.72	37,528.64	-8,923.92	-23.78 %
1-63014 Playground Program	3,053.21		3,053.21	
1-63019 Care regular salaries -admin	67,254.19	54,305.75	12,948.44	23.84 %
Total 1-63010 Regular salaries	271,618.47	252,588.06	19,030.41	7.53 %
1-63020 Temporary Salaries	0.00	0.00	0.00	
1-63021 Day Camp	0.00	13,321.11	-13,321.11	-100.00 %
1-63022 Preschool	0.00	374.93	-374.93	-100.00 %
1-63023 Kids Club/NSD	0.00	0.00	0.00	
Total 1-63020 Temporary Salaries	0.00	13,696.04	-13,696.04	-100.00 %
1-63030 Associated payroll costs	27,737.39	26,926.65	810.74	3.01 %
1-63040 Employee benefits		367.27	-367.27	-100.00 %
1-63041 Health insurance premiums	29,870.49	20,494.36	9,376.13	45.75 %
1-63042 Health insurance opt-out	5,750.00	4,000.00	1,750.00	43.75 %
1-63043 401k retirement contribution	1,739.01	2,604.08	-865.07	-33.22 %
Total 1-63040 Employee benefits	37,359.50	27,465.71	9,893.79	36.02 %
1-63050 Workers compensation	2,552.18	5,780.86	-3,228.68	-55.85 %
Total 1-63000 Care Services Department	339,267.54	326,457.32	12,810.22	3.92 %
1-64000 Special Events Department				
1-64010 Regular salaries	2,300.11	14,565.10	-12,264.99	-84.21 %
1-64020 Temporary salaries	0.00	0.00	0.00	
1-64030 Associated payroll costs	227.78	1,504.67	-1,276.89	-84.86 %
1-64040 Employee benefits		367.28	-367.28	-100.00 %
1-64041 Health insurance premiums		2,563.25	-2,563.25	-100.00 %
1-64043 401k retirement contribution		25.00	-25.00	-100.00 %
Total 1-64040 Employee benefits		2,955.53	-2,955.53	-100.00 %
1-64050 Workers compensation	170.00		170.00	
Total 1-64000 Special Events Department	2,697.89	19,025.30	-16,327.41	-85.82 %
Total 1-60000 PERSONNEL SERVICES	737,594.21	684,344.02	53,250.19	7.78 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
1-70000 MATERIALS & SERVICES				
1-71000 Admin Services Department				
1-71001 Board expenses/planning	497.55	2,713.51	-2,215.96	-81.66 %
1-71002 Contracted services	20,142.98	57,332.80	-37,189.82	-64.87 %
1-71003 Marketing and promotion	30,723.95	25,698.14	5,025.81	19.56 %
1-71004 Public notices	472.13	504.92	-32.79	-6.49 %
1-71005 Licenses and fees	15,945.32	15,529.25	416.07	2.68 %
1-71006 Background checks		37.00	-37.00	-100.00 %
1-71007 Staff/volunteer recruit/retain	1,776.15	1,467.14	309.01	21.06 %
1-71008 Mileage and travel	1,778.16	2,222.53	-444.37	-19.99 %
1-71009 Supplies and equipment	3,927.02	12,948.16	-9,021.14	-69.67 %
1-71010 Training and conference	8,090.74	8,306.25	-215.51	-2.59 %
1-71011 Bank charges and fees	634.95	389.25	245.70	63.12 %
1-71012 Credit card processing fees	250.62	45.16	205.46	454.96 %
1-71013 Liability insurance	23,262.00	18,112.00	5,150.00	28.43 %
1-71018 Rentals - Facilities/Equipment	270.00		270.00	
1-71030 Coffield Center Maintenance				
1-71031 Land lease (SSD)		500.00	-500.00	-100.00 %
1-71032 Repairs and maintenance	4,191.98	7,269.14	-3,077.16	-42.33 %
1-71034 Building and cleaning supplies	2,259.81	2,814.99	-555.18	-19.72 %
1-71035 Technology (Covenant/RecTrac)	46,487.32	41,617.45	4,869.87	11.70 %
1-71036 Fire/Security (Watchdog/Reece)	4,819.73	5,778.18	-958.45	-16.59 %
Total 1-71030 Coffield Center Maintenance	57,758.84	57,979.76	-220.92	-0.38 %
1-71040 Vehicle maintenance				
1-71041 2011 Ford van	242.94	456.90	-213.96	-46.83 %
1-71042 2011 Chevy van	424.14	276.90	147.24	53.17 %
1-71046 Fuel-general use	115.98	656.52	-540.54	-82.33 %
Total 1-71040 Vehicle maintenance	783.06	1,390.32	-607.26	-43.68 %
1-71050 Utilities-Coffield Center				
1-71051 Phone services (Bend Tel)	2,839.10	2,531.34	307.76	12.16 %
1-71052 Electricity (Central Electric)	5,186.96	4,492.02	694.94	15.47 %
1-71053 Oil/heating (MCP, Inc)	15,489.86	17,341.60	-1,851.74	-10.68 %
1-71054 Water/sewer (City of Sisters)	1,874.70	1,563.16	311.54	19.93 %
1-71055 Garbage/recycling (Republic)	3,324.17	2,567.30	756.87	29.48 %
Total 1-71050 Utilities-Coffield Center	28,714.79	28,495.42	219.37	0.77 %
1-71090 Park Facilities Maintenance				
1-71091 Bike Park	6,910.90		6,910.90	
1-71092 Skatepark	560.53	4,786.20	-4,225.67	-88.29 %
1-71093 Disc Golf Park		1,248.86	-1,248.86	-100.00 %
1-71094 General Facilities Maintenance	9,981.20	2,957.92	7,023.28	237.44 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
Total 1-71090 Park Facilities Maintenance	17,452.63	8,992.98	8,459.65	94.07 %
Total 1-71000 Admin Services Department	212,480.89	242,164.59	-29,683.70	-12.26 %
1-72000 Recreation Services Department				
1-72002 Contracted services	62,178.80	69,710.05	-7,531.25	-10.80 %
1-72003 Marketing and promotion	2,895.29	4,160.01	-1,264.72	-30.40 %
1-72005 Licenses and fees	1,511.13	757.14	753.99	99.58 %
1-72006 Background checks	743.50	536.50	207.00	38.58 %
1-72007 Staff/volunteer recruit/retain	765.00	772.16	-7.16	-0.93 %
1-72008 Mileage and travel	1,846.53	519.72	1,326.81	255.29 %
1-72009 Supplies and equipment	21,567.04	19,805.52	1,761.52	8.89 %
1-72010 Training and conference	4,060.50	1,495.48	2,565.02	171.52 %
1-72012 Credit card processing fees	5,141.75	7,633.73	-2,491.98	-32.64 %
1-72017 Admissions	1,395.00	120.00	1,275.00	1,062.50 %
1-72018 Rentals- facilities/equipment	15,821.53	11,858.75	3,962.78	33.42 %
1-72050 Utilities	87.13		87.13	
1-72051 Phone	543.11		543.11	
Total 1-72050 Utilities	630.24		630.24	
Total 1-72000 Recreation Services Department	118,556.31	117,369.06	1,187.25	1.01 %
1-73000 Care Services Department				
1-73002 Contracted services	10,817.27	43,585.96	-32,768.69	-75.18 %
1-73003 Marketing and promotion	2,698.58	3,389.35	-690.77	-20.38 %
1-73005 Licenses and fees	1,030.05		1,030.05	
1-73006 Background checks	55.50	185.00	-129.50	-70.00 %
1-73007 Staff/volunteer recruit/retain	532.94	3,400.72	-2,867.78	-84.33 %
1-73008 Mileage and travel	414.04	384.56	29.48	7.67 %
1-73009 Supplies and equipment	8,063.78	11,579.79	-3,516.01	-30.36 %
1-73010 Training and conference	2,037.05	2,131.00	-93.95	-4.41 %
1-73012 Credit card processing fee	3,471.94	5,259.00	-1,787.06	-33.98 %
1-73018 Rentals- facilities/equipment	23,750.00	19,750.00	4,000.00	20.25 %
1-73050 Utilities-Annex	1,232.53	3,331.27	-2,098.74	-63.00 %
1-73051 Phones	1,565.95		1,565.95	
Total 1-73050 Utilities-Annex	2,798.48	3,331.27	-532.79	-15.99 %
Total 1-73000 Care Services Department	55,669.63	92,996.65	-37,327.02	-40.14 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
1-74000 Special Events Department		0.00	0.00	
1-74002 Contracted services	2,475.00	4,095.25	-1,620.25	-39.56 %
1-74003 Marketing and promotion	6,032.57	5,735.91	296.66	5.17 %
1-74005 Licenses and fees	2,035.01	1,520.00	515.01	33.88 %
1-74007 Staff/volunteer recruitment and	15.50		15.50	
1-74008 Mileage and travel	7.60	180.32	-172.72	-95.79 %
1-74009 Supplies and equipment	4,629.10	7,857.73	-3,228.63	-41.09 %
1-74012 Credit card processing fees	263.68	160.19	103.49	64.60 %
1-74016 Community Outreach	2,240.41	6,303.03	-4,062.62	-64.46 %
1-74018 Rentals- facilities/equipment	707.76	190.44	517.32	271.64 %
Total 1-74000 Special Events Department	18,406.63	26,042.87	-7,636.24	-29.32 %
Total 1-70000 MATERIALS & SERVICES	405,113.46	478,573.17	-73,459.71	-15.35 %
1-99100 SPECIAL PAYMENTS				
1-99110 Bonnie Malone Scholarship Fund	14,778.40	18,305.92	-3,527.52	-19.27 %
Total 1-99100 SPECIAL PAYMENTS	14,778.40	18,305.92	-3,527.52	-19.27 %
1-99200 Interfund Transfers				
1-99210 Transfer to Capital Improvement	75,000.00	100,000.00	-25,000.00	-25.00 %
Total 1-99200 Interfund Transfers	75,000.00	100,000.00	-25,000.00	-25.00 %
3-80000 Capital Outlay Expense		80.00	-80.00	-100.00 %
3-80011 Bank Charges and Fees	0.10		0.10	
3-81000 Capital Improvements				
3-81001 Coffield Center		0.05	-0.05	-100.00 %
3-81002 Skatepark		24,432.10	-24,432.10	-100.00 %
3-81003 Bike Park		10,118.27	-10,118.27	-100.00 %
3-81004 New Community Center	49,290.00		49,290.00	
Total 3-81000 Capital Improvements	49,290.00	34,550.42	14,739.58	42.66 %
3-82000 Capital Equipment	50,686.16		50,686.16	
Total 3-80000 Capital Outlay Expense	99,976.26	34,630.42	65,345.84	188.69 %
Total Expenses	\$1,332,462.33	\$1,315,853.53	\$16,608.80	1.26 %
NET OPERATING INCOME	\$ -41,389.66	\$7,082.30	\$ -48,471.96	-684.41 %
Other Income				
2-40000 Charges for Committee Services				
2-40100 Outlaw Basketball Committee				
2-40101 Registration fees	16,866.00	20,155.00	-3,289.00	-16.32 %
2-40105 Tournament fees	21,162.86	18,770.49	2,392.37	12.75 %
Total 2-40100 Outlaw Basketball Committee	38,028.86	38,925.49	-896.63	-2.30 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
2-40200 Outlaw Lacrosse Committee				
2-40201 Registration fees	-850.00	8,049.81	-8,899.81	-110.56 %
Total 2-40200 Outlaw Lacrosse Committee	-850.00	8,049.81	-8,899.81	-110.56 %
2-40300 Outlaw Volleyball Committee	150.00		150.00	
2-40301 Registration fees		1,750.00	-1,750.00	-100.00 %
2-40305 Tournament fees	5,150.00		5,150.00	
Total 2-40300 Outlaw Volleyball Committee	5,300.00	1,750.00	3,550.00	202.86 %
2-40400 Sisters Country Pickleball Club		44.00	-44.00	-100.00 %
2-40402 Membership Fees	890.00	1,106.00	-216.00	-19.53 %
2-40404 Recreation Fee	6,278.10	4,258.00	2,020.10	47.44 %
2-40406 Items for resale		1,040.00	-1,040.00	-100.00 %
Total 2-40400 Sisters Country Pickleball Club	7,168.10	6,448.00	720.10	11.17 %
Total 2-40000 Charges for Committee Services	49,646.96	55,173.30	-5,526.34	-10.02 %
2-50000 Grants/Donations/Misc.				
2-50100 Outlaw Basketball Committee				
2-50101 Sponsorship and advertising	600.00	1,600.00	-1,000.00	-62.50 %
2-50103 Tournament income	16,338.95	15,159.52	1,179.43	7.78 %
2-50104 Uniform Fees	268.00		268.00	
Total 2-50100 Outlaw Basketball Committee	17,206.95	16,759.52	447.43	2.67 %
2-50200 Outlaw Lacrosse Committee				
2-50201 Sponsorships and advertising		3,000.00	-3,000.00	-100.00 %
2-50202 Donations	1,382.43	2,693.00	-1,310.57	-48.67 %
2-50203 Tournament income		0.00	0.00	
2-50204 Reimbursements	111.28		111.28	
Total 2-50200 Outlaw Lacrosse Committee	1,493.71	5,693.00	-4,199.29	-73.76 %
2-50400 Sisters Country Pickleball Club				
2-50402 Donations		300.00	-300.00	-100.00 %
Total 2-50400 Sisters Country Pickleball Club		300.00	-300.00	-100.00 %
2-50800 Astronomy Club Committee	250.00		250.00	
2-50802 Donations	730.32	1,000.00	-269.68	-26.97 %
Total 2-50800 Astronomy Club Committee	980.32	1,000.00	-19.68	-1.97 %
2-51100 Sisters Labyrinth Committee				
2-51102 Donations	500.00		500.00	
2-51103 Reimbursement Income	40.00		40.00	
Total 2-51100 Sisters Labyrinth Committee	540.00		540.00	
2-59000 Miscellaneous/General	37.14	31.30	5.84	18.66 %
Total 2-50000 Grants/Donations/Misc.	20,258.12	23,783.82	-3,525.70	-14.82 %
Total Other Income	\$69,905.08	\$78,957.12	\$ -9,052.04	-11.46 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
Other Expenses				
2-60000 PERSONNEL SERVICES-SRF				
2-60100 Outlaw Basketball Committee				
2-60120 Temporary salaries	12,071.00	11,550.99	520.01	4.50 %
2-60130 Associated payroll costs	1,235.09	1,212.00	23.09	1.91 %
2-60150 Workers compensation	114.29	218.15	-103.86	-47.61 %
Total 2-60100 Outlaw Basketball Committee	13,420.38	12,981.14	439.24	3.38 %
2-60200 Outlaw Lacrosse Committee				
2-60220 Temporary salaries		13,302.20	-13,302.20	-100.00 %
2-60230 Associated payroll costs		1,297.64	-1,297.64	-100.00 %
2-60250 Workers Compensation	27.63	436.28	-408.65	-93.67 %
Total 2-60200 Outlaw Lacrosse Committee	27.63	15,036.12	-15,008.49	-99.82 %
2-60300 Outlaw Volleyball Club				
2-60350 Workers Compensation	27.63	218.15	-190.52	-87.33 %
Total 2-60300 Outlaw Volleyball Club	27.63	218.15	-190.52	-87.33 %
Total 2-60000 PERSONNEL SERVICES-SRF	13,475.64	28,235.41	-14,759.77	-52.27 %
2-70000 MATERIALS & SERVICES-SRF				
2-70100 Outlaw Basketball Committee				
2-70102 Contracted services	12,586.00	10,176.00	2,410.00	23.68 %
2-70103 Marketing and promotion	0.00		0.00	
2-70105 Licenses and fees	316.34	379.93	-63.59	-16.74 %
2-70106 Background Checks	18.50	37.00	-18.50	-50.00 %
2-70108 Mileage and travel	168.45	526.49	-358.04	-68.01 %
2-70109 Supplies and equipment	11,174.75	7,700.14	3,474.61	45.12 %
2-70117 Admissions	7,775.38	9,985.00	-2,209.62	-22.13 %
2-70118 Rentals-facilities/equipment	4,704.00	2,242.32	2,461.68	109.78 %
2-70130 Scholarships	600.00	1,452.50	-852.50	-58.69 %
Total 2-70100 Outlaw Basketball Committee	37,343.42	32,499.38	4,844.04	14.91 %
2-70200 Outlaw Lacrosse Committee				
2-70203 Marketing and promotion		48.94	-48.94	-100.00 %
2-70205 Licenses and fees		3,636.07	-3,636.07	-100.00 %
2-70206 Background checks		18.50	-18.50	-100.00 %
2-70208 Mileage and travel		229.75	-229.75	-100.00 %
2-70209 Supplies and equipment		946.90	-946.90	-100.00 %
2-70218 Rentals-facilities/equipment	0.00	1,567.50	-1,567.50	-100.00 %
Total 2-70200 Outlaw Lacrosse Committee	0.00	6,447.66	-6,447.66	-100.00 %

Sisters Park & Recreation District

Profit and Loss YTD Comparison

July 2023 - June 2024

	TOTAL			
	JUL 2023 - JUN 2024	JUL 2022 - JUN 2023 (PY)	CHANGE	% CHANGE
2-70300 Outlaw Volleyball Club				
2-70302 Contracted services	511.00	231.00	280.00	121.21 %
2-70305 Licenses and fees	239.00	20.17	218.83	1,084.93 %
2-70306 Background checks	15.00		15.00	
2-70309 Supplies and equipment	1,590.58	704.22	886.36	125.86 %
2-70317 Admissions	125.00		125.00	
2-70318 Rentals-facilities/equipment	510.00	260.00	250.00	96.15 %
2-70330 Scholarships	175.00		175.00	
Total 2-70300 Outlaw Volleyball Club	3,165.58	1,215.39	1,950.19	160.46 %
2-70400 Sisters Country Pickleball Club	0.00		0.00	
2-70402 Contract services	318.00	134.00	184.00	137.31 %
2-70405 Licenses and fees	296.04	294.04	2.00	0.68 %
2-70409 Supplies and equipment	2,000.00	982.00	1,018.00	103.67 %
2-70418 Rentals-facilities/equipment	2,164.00	742.50	1,421.50	191.45 %
Total 2-70400 Sisters Country Pickleball Club	4,778.04	2,152.54	2,625.50	121.97 %
2-70800 Astronomy Club Committee				
2-70805 Licenses and Fees	70.00		70.00	
2-70809 Supplies and equipment	89.95	113.44	-23.49	-20.71 %
Total 2-70800 Astronomy Club Committee	159.95	113.44	46.51	41.00 %
2-71100 Sisters Labyrinth Committee				
2-71103 Marketing and promotion	370.00	360.00	10.00	2.78 %
2-71105 2-71105 Licenses & Fees	200.00		200.00	
Total 2-71100 Sisters Labyrinth Committee	570.00	360.00	210.00	58.33 %
2-79900 Miscellaneous/All Committee exp	85.17	183.73	-98.56	-53.64 %
Total 2-70000 MATERIALS & SERVICES-SRF	46,102.16	42,972.14	3,130.02	7.28 %
2-90000 Special Payments - Committees				
2-90800 Astronomy Club Student Scholarship	1,000.00		1,000.00	
Total 2-90000 Special Payments - Committees	1,000.00		1,000.00	
Total Other Expenses	\$60,577.80	\$71,207.55	\$ -10,629.75	-14.93 %
NET OTHER INCOME	\$9,327.28	\$7,749.57	\$1,577.71	20.36 %
NET INCOME	\$ -32,062.38	\$14,831.87	\$ -46,894.25	-316.17 %

Meeting date: July 23, 2024

Subject: Proposed executive director evaluation process

Presenter: Jennifer Holland, executive director

Recommended board action: Consider approval of executive director evaluation schedule, procedure, and related documents as well as updated job description.

Background: Upon the completion of the executive director's most recent annual evaluation, the board requested the development of a formalized process for future evaluations to ensure consistency from year to year. In June, a proposed schedule, procedure, and related documentation were presented to the board for feedback. The HR subcommittee requested additional time to review these materials.

The HR subcommittee has since conducted a thorough review of the documents and provided suggestions to the executive director aimed at improving the clarity of the procedure and usability of the evaluation forms. Updated documents are included in this packet, which consists of both a clean version and a version with tracked changes. Please note that the evaluation forms are not included in the tracked changes version due to changes in format.

The HR subcommittee will discuss the proposed changes at the meeting, however, listed below are the main areas of change:

- **Schedule:** The board will review the outcomes of the evaluation prior to one-on-one review with the evaluation lead and the executive director
- **360 Review:** A community non-profit was added to the list of partners. Carissa, preschool site coordinator, was added to the list of staff due to her tenure and familiarity with the district and her leadership role.
- **Forms:** The format of previous forms was preferred by the HR subcommittee, so all forms have shifted to that layout. Additionally, an evaluation form was created to be used for the partner evaluation and the staff evaluation.

Additionally, the HR subcommittee proposed revisions to the executive director's job description. These changes were minor in nature, and the executive director expressed no concerns regarding the proposed updates.

Sample board motion: Motion to approve executive director evaluation schedule, procedure, and related documents as well as updated job description.

Attachment(s):

- Supporting documents

Overview

The Sisters Park & Recreation District Board of Directors conducts an annual evaluation of the executive director to:

- Fulfill their supervisory responsibilities for their sole employee
- Assess the district's progress in meeting the board's goals, values, and vision
- Review the executive director's current year priorities and set goals for the upcoming year

The annual evaluation of the executive director shall happen one year after hire date, and annually thereafter.

Process/Timeline

August 20, 2024	<ul style="list-style-type: none"> • The board president leads a discussion with the board on the upcoming annual evaluation process, timeline, and participants.
August 20, 2024	<ul style="list-style-type: none"> • The board approves the evaluation process, timeline, and forms. • Board appoints an evaluation lead, which, generally, is the immediate past board president or current board president, unless otherwise determined by the board. • In even numbered years, the board will conduct 360 evaluations of the executive director which will include all direct reports and program staff and identified community partners. The board will approve the list of community partners.
August 26, 2024	<ul style="list-style-type: none"> • Evaluation lead emails request for feedback to direct reports of the executive director, and approved community partners. • Evaluation lead emails evaluation forms to the executive director and board members for them to fill out.
September 4, 2024	<ul style="list-style-type: none"> • Executive director emails their self-evaluation (an overview of accomplishments, data, and other relevant information) to all board members by 5 p.m.
September 13, 2024	<ul style="list-style-type: none"> • Each board member submits evaluation form to the evaluation lead by 5 p.m.
September 20, 2024	<ul style="list-style-type: none"> • The evaluation lead reviews all input received and drafts the final evaluation documents in preparation for 9/24 meeting.
September 24, 2024	<ul style="list-style-type: none"> • Draft evaluation presented to the board by evaluation lead in executive session including: <ul style="list-style-type: none"> ○ executive director's self-evaluation; ○ summary of input received from staff and partners; and ○ summary of board member ratings and comments. (These documents that may be presented to the executive director as the board deems necessary.)
September 25, 2024	<ul style="list-style-type: none"> • Evaluation lead presents evaluation findings to executive director.
October 22, 2024	<ul style="list-style-type: none"> • Board presents its final evaluation document to the executive director. The executive director may choose to do this in an open or executive session at a regular or special board. • The board will act on the evaluation in open session including employment contract and compensation changes if needed.

Proposed list of invitees for the 360-degree evaluation are:

- All direct reports of executive director plus possible additional ‘tenured’ staff
- Community partners:
 - Sisters School District superintendent
 - City of Sisters city manager
 - SOAR Foundation board president
 - One executive director of a non-affiliated community partner organization

360 Evaluation Questions –

Direct Reports –

Use appropriate questions from the board evaluation form

Community Partners –

Use appropriate questions from the board evaluation form



Overview

The Sisters Park & Recreation District Board of Directors conducts an annual evaluation of the executive director to:

- Fulfill their supervisory responsibilities for their sole employee
- Assess the district's progress in meeting the board's goals, values, and vision
- Review the executive director's current year priorities and set goals for the upcoming year

The annual evaluation of the executive director shall happen one year after hire date, and annually thereafter.

Process/Timeline

August 20, 2024	<ul style="list-style-type: none">• The board president leads a discussion with the board on the upcoming annual evaluation process, timeline, and participants.
August 20, 2024	<ul style="list-style-type: none">• The board approves the evaluation process, timeline, and forms.• Board agrees appoints an evaluation lead, which, generally, is the immediate past board president or current board president, unless otherwise determined by the board.• For every In even numbered years, the board will conduct a 360 evaluations of the executive director which will include feedback from direct reports all direct reports and program staff of the executive director and identified community partners. The board will discuss and finalize approve the list of identified community members partners.
August 26, 2024	<ul style="list-style-type: none">• Evaluation lead emails request for feedback to direct reports of the executive director, and approved community partners.• Evaluation lead emails evaluation forms to the executive director and board members for them to fill out.
September 4, 2024	<ul style="list-style-type: none">• Executive director emails their self-evaluation (an overview of accomplishments, data, and other relevant information) to all board members by 5 p.m.
September 13, 2024	<ul style="list-style-type: none">• Each board member submits their evaluation form to the evaluation lead by 5 p.m.
September 20, 2024	<ul style="list-style-type: none">• The evaluation lead reviews all input received and drafts the final evaluation documents.• Evaluation lead discussing discusses initial results with executive director. ??????
September 24, 2024	<ul style="list-style-type: none">• Draft evaluation presented to the board by evaluation lead in executive session; including<ul style="list-style-type: none">○ Executive executive director's self-evaluation,○ Summary summary of input received from identified staff and partners○ Summary summary of board member ratings and comments(These are the documents that may be presented to the executive director as the board deems necessary.)
September 24, 2024 (Unless the board requests major changes during their its review.)	<ul style="list-style-type: none">• The board presents their its final evaluation document to the executive director. The executive director may choose to do this in an open or executive session at a regular or special board.• The board will take official action act on the evaluation in open session. If unless significant changes are required, then will table to the matter will be tabled to October 22, 2024 meeting.

Commented [JT1]: Suggest we delete this. The board should see evaluation results before ED.

Commented [JH2R1]: Discussed in meeting and I agree. We added another step after the board reviews that includes a one on one view with eval lead and the executive director.

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October 22, 2024 (if necessary.)

- Presentation of the final evaluation to the executive director and official action on the evaluation in open session.
- Board action on employment contract or compensation *(if needed)*.

Proposed list of invitees for the 360-degree evaluation are:

- All direct reports of executive director
- Identified community partners:
 - Sisters school district superintendent
 - City of Sisters city manager
 - SOAR Foundation board president
 - One executive director of a non-affiliated community partner organization

360 Evaluation Questions –

Direct Reports –

Use appropriate questions from the final board evaluation form

Community Partners –

Use appropriate questions from the final board evaluation form

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Proposed questions for the 360-degree evaluation:

1. Please select the description that best fits your relationship with Sisters Park & Recreation District:
 - a. Staff member
 - b. Community partner
2. Please describe, from your perspective, the strengths of the executive director? Include examples, where appropriate/relevant.
3. From your perspective, please identify any areas for improvement for the executive director? Include examples, where appropriate/relevant.
4. Please provide any additional input that will help the board evaluate the executive director's performance over the last year.

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2024 SPRD Executive Director's Evaluation Survey

Board Relationship

a. Collaborates effectively with the Board to achieve both short-term and long-term district goals while developing and administering district policies	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
b. Supports Board policies both inside and outside the organization	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
c. Is accessible to Board members	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
d. Written and oral communications are clear, timely, and appropriate.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
e. Assists the Board in evaluating and managing District issues.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A

Vision/Mission/Goals

a. Effectively translates the Board's goals into operational strategies and work plans providing timely updates on their status.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
b. Ensures that district staff understand and support the district's vision, mission, goals and strategies.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
c. Maintains a system of long-term strategic planning reflecting the current and future needs of the district.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A

Organizational Leadership

a. Encourages and recognizes creative work done by the staff.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
b. Sets forth clear expectations regarding continuing professional development.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
c. Utilizes appropriate technology and expertise to effectively reach constituent groups and improve organization productivity.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
d. Ensures that the quality of work produced by staff is consistent with Board expectations.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
e. Manages the day-to-day affairs of the district efficiently and effectively.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
f. Delegates work effectively utilizing staff expertise.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
g. Facilitates a positive and productive work environment ensuring that staff work effectively and cooperatively.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
h. Recruits highly qualified staff.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
i. Creates an environment promoting a high level of professional conduct.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
j. Employs collaboration and open communication as part of the decision-making process.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
k. Stays up to date on issues affecting the district including technological advances, regulations, cultural norms, and programmatic needs.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A

Financial Stewardship

a. Prepares and manages a fiscally and strategically sound annual budget reflecting the Board's priorities and goals.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
b. Provides the Board with the necessary financial information to allow it to make informed fiscal decisions.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
c. Effectively engages the budget committee.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
d. Meets the financial goals of the Board.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A

Program Operations

a. Effectively oversees the operation of all program services, ensuring alignment with district goals.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
b. Incorporates a diverse range of recreation and educational programs and events that cater to community needs.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A

Community Relationships and Partnerships

a. Maintains productive relationships with other governmental agencies, civic groups, and members of the public.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
b. Is approachable by community members maintaining a positive presence in the community.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
c. Is a persuasive public speaker.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
d. Systematically communicates with stakeholders soliciting their views while updating them on district matters.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
e. Considers the impacts on stakeholders when analyzing issues.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A

Overall Assessment

a. General assessment of the executive director's overall performance.	Exceeds Expectations	Successful	Needs Improvement	Unacceptable	N/A
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Comments:

Board Member: _____ Date: _____

2024 SPRD Executive Director's Evaluation Survey – Community Partner

Community Relationships and Partnerships

a. Maintains productive relationships with other governmental agencies, civic groups, and members of the public.	Excellent	Good	Fair	Poor
b. Is approachable by community members maintaining a positive presence in the community.	Excellent	Good	Fair	Poor
c. Is a persuasive public speaker.	Excellent	Good	Fair	Poor
d. Systematically communicates with stakeholders soliciting their views while updating them on district matters.	Excellent	Good	Fair	Poor
e. Considers the impacts on stakeholders when analyzing issues.	Excellent	Good	Fair	Poor
Comment:				

Overall Assessment

a. General assessment of the executive director's overall performance.	Excellent	Good	Fair	Poor
Comment:				

2024 SPRD Executive Director's Evaluation Survey - Staff

Vision/Mission/Goals

a. Effectively translates the Board's goals into operational strategies and work plans.	Excellent	Good	Fair	Poor
b. Ensures that district staff understand and support the district's vision, mission, goals and strategies.	Excellent	Good	Fair	Poor
Comment:				

Organizational Leadership

a. Encourages and recognizes creative work done by the staff.	Excellent	Good	Fair	Poor
b. Sets forth clear expectations regarding continuing professional development.	Excellent	Good	Fair	Poor
c. Utilizes appropriate technology and expertise to effectively reach constituent groups and improve organization productivity.	Excellent	Good	Fair	Poor
d. Ensures that the quality of work produced by staff is consistent with Board expectations.	Excellent	Good	Fair	Poor
e. Manages the day-to-day affairs of the district efficiently and effectively.	Excellent	Good	Fair	Poor
f. Delegates work effectively utilizing staff expertise.	Excellent	Good	Fair	Poor
g. Facilitates a positive and productive work environment ensuring that staff work effectively and cooperatively.	Excellent	Good	Fair	Poor
h. Creates an environment promoting a high level of professional conduct.	Excellent	Good	Fair	Poor
i. Employs collaboration and open communication as part of the decision-making process.	Excellent	Good	Fair	Poor
j. Stays up to date on issues affecting the district including technological advances, regulations, cultural norms, and programmatic needs.	Excellent	Good	Fair	Poor
Comment:				

Overall Assessment

a. General assessment of the executive director's overall performance.	Excellent	Good	Fair	Poor
Comment:				

2024 SPRD Executive Director's Evaluation Survey – Self Evaluation

Vision/Mission/Goals

a. Effectively translates the Board's goals into operational strategies and work plans.	Excellent	Good	Fair	Poor
b. Ensures that district staff understand and support the district's vision, mission, goals and strategies.	Excellent	Good	Fair	Poor
Comment:				

Organizational Leadership

a. Encourages and recognizes creative work done by the staff.	Excellent	Good	Fair	Poor
b. Sets forth clear expectations regarding continuing professional development.	Excellent	Good	Fair	Poor
c. Utilizes appropriate technology and expertise to effectively reach constituent groups and improve organization productivity.	Excellent	Good	Fair	Poor
d. Ensures that the quality of work produced by staff is consistent with Board expectations.	Excellent	Good	Fair	Poor
e. Manages the day-to-day affairs of the district efficiently and effectively.	Excellent	Good	Fair	Poor
f. Delegates work effectively utilizing staff expertise.	Excellent	Good	Fair	Poor
g. Facilitates a positive and productive work environment ensuring that staff work effectively and cooperatively.	Excellent	Good	Fair	Poor
h. Creates an environment promoting a high level of professional conduct.	Excellent	Good	Fair	Poor
i. Employs collaboration and open communication as part of the decision-making process.	Excellent	Good	Fair	Poor
j. Stays up to date on issues affecting the district including technological advances, regulations, cultural norms, and programmatic needs.	Excellent	Good	Fair	Poor
Comment:				

Overall Assessment

a. General assessment of the executive director's overall performance.	Excellent	Good	Fair	Poor
Comment:				

Job Title: Executive Director
Reports To: Board of Directors
Status: Exempt, Fulltime
Compensation: \$90,957.90-\$122,793.16
Benefits: Health, dental and life (employee only). Retirement benefit plan

Job Purpose: Chief Executive Officer of the District. Responsible for overall management and operation of district.

Duties and Responsibilities:

District Business Administration

- Collaborate with the board of directors to determine short and long-term plans and goals for the district and develop and administer district policies.
- Manage the business of the board including setting agendas, issuing public postings, and managing minutes.
- Work with district leadership staff to implement district programming, marketing, and allocation of resources.
- Serve as the spokesperson for the district and main contact to media, citizens, and business and government representatives.
- Manage district's compliance with local and state rules, statutes and laws.
- Develop and manage all leases, agreements, and contracts in accordance with state and federal law.
- Develop and oversee risk management policies and procedures.
- Oversee legal issues and maintain all legal documents for the district.
- Manage all insurance issues and work closely with agent of record.
- Develop and maintain appropriate business relationships.

District Financial Operations

- Serve as the budget officer of the district.
- Prepare and manage annual budget and present to the budget committee.
- Prepare and analyze monthly, quarterly, annual financial reports including cost recovery analysis as needed.
- Oversee the revenues and expenditures of the district.
- Maintain records of district fixed assets and property inventory.
- Prepare for annual audit performed by external auditor in accordance with state budget laws.
- Work with board treasurer to review monthly, quarterly and annual financial records.
- Manage all district fund development including identifying possible resource identification, grant writing, donation solicitation and donor relations.
- Maintain all fund development records and data including compliance with all reporting requirements.
- Foster positive grantor and donor relationships.

Human Resources

- Develop and administer personnel and salary policies including legal compliance.
- Maintain personnel policy and procedures manual updating with current human resource laws and practices as necessary.

- Manage personnel recruitment for the district including orientation, training, performance evaluations, and salary adjustments.
- Advise supervisory staff on compliance with labor laws and personnel policies.
- Manage and oversee discipline and discharge procedures.
- Administer and oversee all workers compensation claims and Early Return to Work programs for injured workers.
- Maintain accurate and up-to-date job descriptions for all positions.

Program Operations

- Oversee the operation of all recreation services.
- Incorporate district goals and objectives into recreation programming.
- Maintain a broad, diversified range of recreation and educational programs that meet the needs of the community.
- Ensure that program supervisors are proficient in program development, staffing issues, and implementation of cooperative agreements.
- Implement a program evaluation system to gather input from participants regarding program preferences and quality
- Coordinate and communicate program needs and issues to the board of directors, staff, and the community.

Partnerships

- Collaborate with community leaders to establish and maintain strong partnerships.
- Manage district partner volunteer committees for which the district provides fiscal management.
- Engage in community partner projects which encourage recreation, health and wellness.
- Represent the district in committees, boards, and teams that encourage recreation, health and wellness.

Supervisory Responsibility

- Directly supervise administrative staff, financial staff, and program supervisors.
- Exercise indirect supervision over other district staff including seasonal, club personnel and special project teams and volunteers.

Knowledge, Skills, and Abilities:

- Excellent public relations and public speaking skills: oral and written communication skills.
- Ability to work closely and effectively with elected board of directors.
- Ability to work with individuals representing diverse interests.
- Experience seeking out, applying, receiving, and managing grants.
- Knowledge of fundraising approaches and principles.
- Exceptional ability to work cooperatively with others and create a positive, constructive relationship with the board, staff and the general public.
- Ability to manage difficult situations and provide leadership to solve issues.
- Knowledge of risk management and safety controls.
- Knowledge of local government law and operational procedures as they pertain to Oregon Special Districts preferred.
- Knowledge of Oregon Administrative Rules, Oregon Revised Statutes, budget law, and generally accepted accounting practices preferred.

Qualifications:

- Bachelor's degree or equivalent education/experience in management, business, park and recreation, and/or another related field is required. Master's degree in public or business administration is preferred.
- At least five years of progressively responsible management experience.

Working Conditions:

Position requires a flexible work schedule to accommodate representing the district at evening and weekend meetings/events. Position requires meeting multiple project deadlines, balancing the needs of citizens, staff, and the board of directors, and working with a wide variety of citizen interests and partner organizations.

Sisters Park & Recreation District is an equal opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, mental or physical ability.



JOB DESCRIPTION

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

Job Title: Executive Director
Reports To: Board of Directors
Status: Exempt, Fulltime
Compensation: \$90,957.90-\$122,793.16
Benefits: Health, dental and life (employee only). Retirement benefit plan

Job Purpose: Chief Executive Officer of the District. Responsible for overall management and operation of district.

Duties and Responsibilities:

District Business Administration

- ~~Work in collaboration~~Collaborate with the board of directors to determine short and long-term plans and goals for the district and develop and administer district policies.
- Manage the business of the board including setting agendas, issuing public postings, and managing minutes.
- Work with district ~~leadership~~ management team to implement district programming, marketing, and allocation of resources.
- Serve as the ~~key~~ spokesperson for the district and main contact to media, citizens, and business and government representatives.
- Manage district's compliance with local and state rules, statutes and laws ~~as they pertain to the district.~~
- Develop and manage all leases, agreements, and contracts in accordance with state and federal law.
- Develop and oversee risk management policies and procedures.
- Oversee legal issues and maintain all legal documents for the district.
- Manage all insurance issues and work closely with agent of record.
- Develop and maintain ~~att~~ appropriate business relationships.

District Financial Operations

- Serve as the budget officer of the district.
- Prepare and manage annual budget and present to the budget committee.
- Prepare and analyze monthly, quarterly, annual financial reports, ~~and complete including~~ cost recovery analysis as needed.
- Oversee the revenues and expenditures of the district.
- Maintain records of district fixed assets and property inventory.
- Prepare for annual audit performed by external auditor in accordance with state budget laws.
- Work with board treasurer to review monthly, quarterly and annual financial records.

Human Resources

- Develop and administer personnel and salary policies ~~and including~~ legal compliance.
- Maintain personnel policy and procedures manual ~~and updat~~ updating ~~ate~~ with current human resource laws and practices ~~as necessary.~~
- Manage ~~personnel~~ recruitment for the district, ~~oversee hiring procedures~~ including orientation, training, performance evaluations, and salary adjustments.
- Advise supervisory staff on compliance with labor laws and personnel policies.
- Manage and oversee discipline and discharge procedures.



JOB DESCRIPTION

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

- Administer and oversee all workers compensation claims and Early Return to Work programs for injured workers.
- Maintain accurate and up-to-date job descriptions for all positions.

Alternative Funding Sources

- ~~Direct responsibility for the management of~~ Manage all district fund development ~~including identifying possible resource identification, grant writing, donation solicitation and donor relations.~~
- ~~Oversee development of grants, grant resources and opportunities and the submittal of grants and donation requests.~~
- ~~Manage-Maintain~~ all fund development records and data, ~~and the preparation and including~~ compliance ~~of with~~ all reporting requirements.
- Foster ~~and maintain~~ positive grantor and donor relationships.

Commented [JT1]: Move to District Financial Operations

Program Operations

- ~~Administer and o~~Oversee the operation of all recreation services.
- ~~Plan, coordinate, and implement~~ Incorporate district goals and objectives into recreation programming.
- ~~Oversee the development of and promotion o~~ Maintain a broad, diversified range of recreation and educational programs that meet the needs of the community.
- ~~Provide direction and supervision of~~ Ensure that program supervisors ~~in such areas as~~ are proficient in program development, staffing issues, and implementation of cooperative agreements.
- ~~Establish and maintain~~ Implement a program evaluation system to gather input from participants regarding program preferences and quality, ~~and to measure general customer service.~~
- Coordinate and communicate program needs and issues to the board of directors, staff, and the community.
- ~~Supervise (either directly or indirectly) all staff and manage recruitment, selection, training, evaluation, promotion, disciplinary action, and conflict resolution.~~

Commented [JT2]: Repeat of Human Resources Bullet #3

Partnerships

- ~~Work in collaboration~~ Collaborate with community leaders to establish and maintain strong partnerships.
- Manage district partner volunteer committees for which the district provides fiscal management.
- ~~Development, facilitate, and Engage~~ participate in community partner projects which encourage recreation, health and wellness.
- Represent the district in committees, boards, and teams that ~~help~~ encourage recreation, health and wellness.

Supervisory Responsibility

- Directly supervise administrative staff, financial staff, and program supervisors.
- Exercise indirect supervision over other district staff including seasonal, club personnel and special project teams and volunteers.

Knowledge, Skills, and Abilities:

- Excellent public relations and public speaking skills: oral and written communication skills.
- Ability to work closely and effectively with elected board of directors.
- Ability to work with individuals representing diverse interests.
- Experience seeking out, applying, receiving, and managing ~~grants.~~



JOB DESCRIPTION

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

- Knowledge of fundraising approaches and principles.
- Exceptional ability to work cooperatively with others and create a positive, constructive relationship with the board, staff and the general public.
- Ability to manage difficult situations and provide leadership to solve issues.
- Knowledge of risk management and safety controls.
- Knowledge of local government law and operational procedures as they pertain to Oregon Special Districts preferred.
- Knowledge of Oregon Administrative Rules, Oregon Revised Statutes, budget law, and generally accepted accounting practices preferred.

Qualifications:

- Bachelor's degree or equivalent education/experience in management, business, park and recreation, and/or another related field is required. Master's degree in public or business administration is preferred.
- At least five years of progressively responsible management experience.

Working Conditions:

Position requires a flexible work schedule to accommodate representing the district at evening and weekend meetings/events. Position requires meeting multiple project deadlines, balancing the needs of citizens, staff, and the board of directors, and working with a wide variety of citizen interests and partner organizations.

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Meeting date: July 23, 2024

Subject: Sisters Cold Weather Shelter

Presenter: Jennifer Holland, executive director

Recommended board action: Discuss request from Sisters Cold Weather Shelter (SCWS)

Background: Last week, I had the opportunity to meet with Sharlene Weed, the Coordinator for the Sisters Cold Weather Shelter, to discuss the pressing need for emergency overnight shelter for the unhoused population during instances of poor Air Quality Index (AQI), extreme heat, and severe cold conditions. Our discussion encompassed the potential utilization of space at the new community center, the envisioned framework for such a shelter, potential challenges, and prospective solutions.

In preparation for the upcoming board meeting, please review the proposal in advance. The goal of our discussion will be to explore opportunities, identify potential challenges, consider viable solutions, and outline next steps.

As a reminder, we are officially designated with the county as a respite location for these adverse conditions, allowing any individual to access our community room during business hours. We intend to maintain this service at our new location.

Attachment(s):

- SCWS request
- SCWS code of conduct



7/17/24

Dear Jennifer and SPRD Board of Directors,

Thank you for the opportunity to provide more information about our projects and explore ways that SPRD might help us provide essential and lifesaving supports to our most vulnerable neighbors.

The Sisters Cold Weather Shelter's (SCWS) mission is to provide shelter, resources and advocacy for our neighbors who reside in the forest surrounding Sisters. Currently we are working to secure a permanent location for our office, resource center and emergency shelter. At the same time, we are diligent with our forest outreach efforts, providing essential, lifesaving supplies and caring community connections. In addition to forest outreach we partner with the Sisters Community Church for weekly showers and meet at the laundromat to assist with laundry.

Our hopeful requests to SPRD are both short and long term. Short-term we need a space to operate an emergency clean-air shelter if needed this season. This is potentially urgent as the smoke season is upon us. Long term as mentioned above we need a space for our administrative office, supply storage and distribution and a place to meet with clients regarding available resources.

Below are brief overviews of the emergency shelter and office projects. Our board is available to meet with you to further discuss our requests and fill in any details that may be missing.

Emergency Shelter Overview:

We hope that SPRD will provide space for an emergency clean-air shelter to operate if needed August – October 2024. We are flexible and can be accommodated in any space that has access to bathroom facilities.

Our idea is to open when the air quality index (AQI) is “unhealthy” 150 or greater. We understand that this may be difficult to predict and hope to be practical and flexible in relation to the AQI threshold.

We would open at 5:00 pm and close at 10:00am when the clean-air day shelters open at SPRD and the Library. We would like to consider opening during the day on Sunday when both day shelter locations are closed.

We foresee 5-12 people utilizing the shelter each night. SCWS would provide all the supplies needed for the emergency shelter. This includes sleeping mats and bedding.

The shelter would be staffed with trained, experienced volunteers and possibly paid overnight monitors.

Dinner would be provided each night and light breakfast items in the morning.

As in the past, all shelter guests would be required to sign the attached code of conduct. We have not had any major behavior issues in the past years of operation, but we see the code as a standard that all guests are aware of.

We understand that in order to operate the shelter, the city would need to declare an emergency. Also, the fire department would need to inspect and approve the location. The city has indicated that they will consider the emergency declaration once a site is secured. SCWS would work with the city and fire department to ensure that all requirements are met.

SCWS has insurance and would add SPRD as additional insured for the shelter operations.

We hope that SPRD would be able to offer the space for the short-term, emergency shelter free of charge.

Office, Resource Space Overview:

A more long-term need is for an office and resource space. Our vision is a location where we could conduct administrative tasks, meet with clients and make resources available. Ideally the space would have access to bathrooms, showers and laundry facilities.

The office would be open daily (M-F) and we would expect 1-5 clients to access our services per day. Services would include providing supplies like clothes, camping gear, propane and food. Most of these items are donated and are now being stored in a shed outside the Habitat ReStore.

Several times per week we distribute food items through outreach. Food is donated by individuals, local restaurants and grocery stores. Sometimes the quantity is such that it is difficult to get out to camps or store in our volunteer's refrigerator or freezers. We hope to have a large refrigerator / freezer in our office space.

We envision meeting with clients in the office to discuss resources that may be available to them through government agencies such as health care, addiction services, mental health services, social security and affordable housing.

The office would be staffed for at least 4 hours per day by our paid Coordinator. Volunteers may also provide staffing as needed. Meetings of the Board of Directors and Outreach Committee would be held there.

Depending on the space, it could also be used as a cold weather and clean-air emergency overnight shelter when needed. We could also consider opening as an additional day-shelter during extreme weather or smoke events.

We have grant funding for a long-term lease of the space and expect that to continue at least for the next few years.

Having an office and resource space would help us build organizational capacity to serve our community's most vulnerable and provide essential services that are otherwise absent in our town.

Thank you for considering our requests. As mentioned, at your convenience, we are available to meet to flesh out additional details of these projects.

As you might imagine, we are anxious to hear back from you, especially about the clean-air emergency shelter.

Warm Regards,

Sharlene Weed
Coordinator, SCWS

On behalf of the SCWS Board of Directors:

Lou Blanchard - President, Frank Shirley – Vice President, Tyler Davis – Treasurer, Blake Blancett – Secretary; Members – Diane Prichard, Jim Prichard and Rosemary Vasquez

Emergency Shelter Code of Conduct

At this emergency shelter we are committed to providing a safe environment for all individuals seeking assistance. To achieve this, we expect everyone using this facility to adhere to the following Code of Conduct:

1. **Respect for All Individuals:** Treat all shelter guests, staff, volunteers, and visitors with dignity and respect, regardless of their background, ethnicity, gender, age, religion, sexual orientation, or any other characteristic.
2. **Non-Discrimination Policy:** We do not tolerate any form of discrimination, harassment, or violence towards anyone within our premises. Everyone is entitled to equal access to our services and resources.
3. **Maintaining Safety and Security:** Follow the instructions of the shelter staff and volunteers to ensure the safety and security of everyone present. Avoid engaging in any behavior that may put others at risk.
4. **No Smoking, Drug or Alcohol Use:** The use of drugs or alcohol on the premises or on surrounding public property is strictly prohibited. We are committed to maintaining a drug and alcohol-free environment to safeguard the well-being of all guests.
5. **Compliance with Rules and Guidelines:** Abide by all the rules and guidelines established by the shelter, including curfew times, registration procedures, and use of facilities.
6. **Responsible Use of Resources:** Use shelter resources and supplies responsibly and avoid wastage. Do not damage or misuse any property belonging to the shelter or other guests.
7. **Conflict Resolution:** If conflicts arise, approach shelter staff or volunteers to mediate and resolve the issues peacefully and constructively.
8. **Personal Belongings:** Keep personal belongings in designated areas and avoid leaving valuables unattended. The shelter will not be responsible for lost or stolen items.
9. **Hygiene and Cleanliness:** Maintain personal hygiene and cleanliness standards. Utilize the provided restroom and bathing facilities to ensure a healthy living environment for everyone.
10. **Quiet Hours:** Respect quiet hours from 10:00 pm – 6:00 am to allow others to rest and sleep peacefully. Minimize noise and disturbances during these designated times.
11. **Cooperation with Staff and Volunteers:** Cooperate with shelter staff and volunteers during intake, and other interactions.
12. **No Weapons:** Possession of weapons or any dangerous objects within the shelter is strictly prohibited.
13. **Pets and Animals:** We cannot accommodate pets or animals within the shelter premises for the safety and well-being of all guests. Exceptions may be made for service animals in compliance with applicable laws.
14. **Confidentiality and Privacy:** Respect the privacy of other shelter guests and refrain from sharing their personal information outside of the shelter.

I understand that failure to comply with this Code of Conduct will result in appropriate actions, including temporary suspension of services or assistance.

Name _____ Phone number _____

Signature _____ Date _____

Meeting date: July 23, 2024

Subject: District committee update

Presenter: Jennifer Holland, executive director

Recommended board action: Consider dissolution of Outlaw Basketball Committee and approval of transfer of assets to new Outlaw Basketball Organization

Background: Earlier this fiscal year, the board approved staff working with district committees to transition away from the current structure due to a variety of challenges. Staff met with committees in February to discuss options. Listed below are the current committees, the actions that they are working toward, and associated timeline. Committees have been told that they have till the end of the calendar year to finalize new structure.

Outlaw Basketball Committee decided to start a new 501(c)(3) entity. The new agency, Outlaw Basketball, is formed as a domestic nonprofit corporation with the State of Oregon, however, the federal government approval process could take anywhere from 2 weeks to 6 months. They are in the final stages of getting a business bank account set up and are hoping that the board will approval their dissolution and transfer of assets so they can start out this programming year under their new entity. Staff recommend signing an agreement with the new entity that stated if any new invoices are received for items relating to Outlaw Basketball Committee, that the new entity is responsible for them. While this is not anticipated to occur, having a plan in place will help address any unknown incurred expenses.

Sample board motion: Move to approve dissolution of Outlaw Basketball Committee and approval of transfer of assets to new Outlaw Basketball Organization

Date of this notice: 06-19-2024

Employer Identification Number:
99-3605648

Form: SS-4

Number of this notice: CP 575 E

OUTLAW BASKETBALL
% JUSTIN DURHAM
PO BOX 16
SISTERS, OR 97759

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-3605648. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

ARTICLES OF INCORPORATION



Corporation Division
sos.oregon.gov/business

E-FILED

Jul 05, 2024

OREGON SECRETARY OF STATE

REGISTRY NUMBER

227961190

TYPE

DOMESTIC NONPROFIT CORPORATION

1. ENTITY NAME

OUTLAW BASKETBALL

2. MAILING ADDRESS

PO BOX 16
SISTERS OR 97759 USA

3. NAME & ADDRESS OF REGISTERED AGENT

JUSTIN DURHAM

[REDACTED]
[REDACTED]

4. INCORPORATORS

JUSTIN DURHAM

[REDACTED]
[REDACTED]

5. INITIAL PRESIDENT

JUSTIN DURHAM

[REDACTED]
[REDACTED]

6. INITIAL SECRETARY

RYAN MOFFAT

[REDACTED]
[REDACTED]

7. TYPE OF NONPROFIT CORPORATION

Public Benefit

8. MEMBERS?

Yes

9. DISTRIBUTION OF ASSETS

Sisters High School



8. OPTIONAL PROVISIONS

The corporation elects to indemnify its directors, officers, employees, agents for liability and related expenses under ORS 65.387 to 65.414.

I declare, under penalty of perjury, that this document does not fraudulently conceal, fraudulently obscure, fraudulently alter or otherwise misrepresent the identity of the person or any officers, directors, employees or agents of the corporation on behalf of which the person signs. This filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

ELECTRONIC SIGNATURE

NAME

JUSTIN DURHAM

TITLE

PRESIDENT

DATE

07-03-2024

July 2024

ADMINISTRATION DEPARTMENT

Finances

Despite significant expenditures this year related to the development of the new community center and park, the district has concluded the fiscal year in a more favorable financial position than initially anticipated. As we transition into the new fiscal year and embark on major capital projects, we will continue to exercise prudence and careful management in all financial matters.

Community Center

Following recent discussions with the county and the clarification of facility use requirements, the county has reinstated our permit process. Although the permit has not yet been finalized, we anticipate its issuance by early next month. This process necessitated additional work from our architect, resulting in a fee adjustment. Given that the increase fell within the 25% authority limit stipulated by our policy for adjustments over the previously approved expense, I authorized these additional services to avoid delays in the project timeline.

The project was put out to bid on July 16, and a mandatory pre-bid walk-through for potential bidders is scheduled for next week. It is planned that proposals will be presented to the board of directors at the August meeting for review and the awarding of the contract.

Additionally, I will be presenting to the Local Government Grant Program Review Board on July 22 for the grant that was submitted for the development of the community park. This presentation will be conducted via Zoom, with a time allocation of 10 minutes for the presentation and 10 minutes for questions. On the call, I will be joined by the city manager and a representative from Pineview Tennis Club, who will provide brief statements of support and highlight the collaboration efforts. David from DLA will also be present to address any technical questions that may arise.

RECREATION DEPARTMENT

Youth Athletics/Recreation

Happy Habits Wild Wellness Camp, 6/20-6/21	Canceled (FY23- not offered)
Happy Habits Fun & Fitness, 7/11-8/1	Canceled (FY24- 8)
Intro to Pump, 7/16-7/17	22 (FY24- not offered)
Outlaw Adventure Trip - Suttle Lake, 6/25	12- FULL (FY23- canceled due to AQI)
Outlaw Adventure Trip - Tumalo Falls, 7/2	11 (FY24- 16)
Outlaw Adventure Trip - Black Butte, 7/9	Canceled (FY24- not offered)
Outlaw Adventure Trip - Rafting #1, 7/16	4 (FY24- 16)
Youth Tennis, 7/16-8/15	38 (FY24- 33)

Specialty Camps

Fun Works Art of Flight, 6/24-6/28	Canceled (FY23- 26)
Intro to Wilderness Survival, 6/24-6/28	14-FULL (FY23- 14)
Advanced Wilderness Survival, 7/8-7/12	14- FULL (FY24- 14)
Seek & Survival Camp	12 – FULL (FY23- not offered)
Fresh Eats Cooking Camp, 7/8-7/12	9 (FY23- not offered)
Tasty Bites Cooking Camp, 7/15-7/19	7 (FY23- not offered)
UK Soccer Camp #1, 7/1-7/3	55 (FY24- 40)

Community Sports Camps



EXECUTIVE DIRECTORS REPORT

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Outlaw Soccer Camp, 6/24-6/28 16 (FY23- 73, grades K-8)

Adult Athletics/Recreation

Cornhole League 6 teams (FY23- cancelled)
Coed Softball League* 7 teams (FY23- 6 teams)
Group Ride - Mountain Bike 18 (FY23- 34)
Group Ride - Gravel Bike 11 (FY23- 45)

**Includes placing 9 "free agent" players on a team.*

Older Adult/Senior Recreation (55+)

Lunch & Learn, June 20

Fitness

Contract Classes - June

Adult Ballet 13 visits; 3 classes
Barre Above 6 visits; 4 classes

District Classes - June

Fitness Punch Pass 235
Free First Class 6
Employee Visits 7
TOTAL 248

Self-Directed/Drop-In Activities

Cribbage/Cards 12
Table Tennis 0
PreK Playtime 0
Ukulele Jam Night 5
Fitness Studio 9
Community Room 27
Miscellaneous 5
TOTAL 58

Fall Youth Athletic Preview: all registration numbers as of 7/15/2024

Flag Football, Gr. 1-4 39 (FY23- 33)
Tackle Football, Gr. 5/6 34 (FY23- 28)
Youth Soccer, Gr. K-5 161 (FY23- 197)
MS Soccer, Gr. 6-8 34 (FY23- 53)

CARE DEPARTMENT: All registration numbers are as of 7/11/2024

Preschool 17
Camp Juniper 168 registrations out of 167 available spots
Camp Ponderosa 109 registrations out of 162 available spots
Playground Program 28 registered

2024/2025 School Year Preschool Program

Preschool Plus 20 FULL/ 4 person on waiting list
Part-Time Preschool 20 FULL/ 1 person on waiting list



EXECUTIVE DIRECTORS REPORT

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2024/2025 Extended Care

4 families to be enrolled

SPECIAL EVENTS

Family Movie Night; 6/26	92 attendees (SOLD OUT)
Family Movie Night; 7/17	92 attendees (SOLD OUT)
Glory Daze Care Show; 9/21	44 registered cars as of 7/18/2024