

**CROOK COUNTY PARKS & RECREATION DISTRICT
296 S. MAIN STREET
PRINEVILLE, OREGON 97754**

The budget meeting of the Crook County Parks & Recreation District, Crook County Oregon held at Juniper Art Guild at 1635 SE Mountain View Drive; Prineville, Oregon on April 24, 2024, was called to order by Ms. Henderson at 6:00 p.m.

BOARD MEMBERS: Darlene Henderson, Ruthie McKenzie, Scott Davis, Rob Gray via Zoom

STAFF: Steve Waring, Donna DeHaan, Dawn Brinson

BUDGET COMMITTEE MEMBERS: Liz Schuette, Darryl Storey, Janet Hutchison, Cheryl Seely via Zoom

BUDGET MESSAGE: Mr. Waring presented the budget message stating the proposed budget is balanced and continues to maintain prudent and adequate fiscal reserves to keep the district in a healthy position into the future. This year Mr. Waring also served in the role of the Budget Officer preparing the budget and has met with each department head and taken into consideration their input as well as the goals that were established by the Board of Directors. The budget was created with best-knowledge estimates and historical data from previous years.

SELECTION OF COMMITTEE CHAIRPERSON: Mr. Davis nominated Ms. Henderson to be the committee chair; Ms. Hutchison seconded; all in favor.

ADOPTION OF ROBERT'S RULES OF ORDER: Ms. McKenzie made a motion to adopt Robert's Rules of Order; Mr. Davis seconded; motion passed.

PRESENTATION & DISCUSSION OF PROPOSED 2024-2025 BUDGET:

Mr. Waring gave an overview of the structure of the funds within the District budget. The proposed budgets are healthy but will be continually monitored as the fiscal year progresses and are prepared to make necessary adjustments throughout the fiscal year if substantial changes occur.

General Fund:

Mr. Waring explained the general fund is the District's operating fund. Property tax revenue accounts for 65% of the District's revenue. A 5% increase in property tax revenue and a 96% expected collection of property taxes was budgeted for. For payroll, a 9.28% increase in year-round employees' salaries will take place July 1, 2024. Health insurance premiums will increase by 7%. Personnel services will increase 7.64% over the prior fiscal year and account for 62% of the general funds proposed budget.

Mr. Waring explained the proposed materials and services appropriation is slightly higher than the prior fiscal year by 9.73% due to building repair and maintenance, parks and ground improvements, recreation supplies and training, increased insurance costs, bank charges and elevated electricity costs. Mr. Waring explained any significant increases or decreases of revenue and expenditures line items of the proposed budget, answering questions accordingly.

Property tax revenue accounts for 65% of the District's revenue. This does not include cash carryover. The rest of the revenue is derived from year-end transfers, administrative transfers from the campground operating funds, the pool, recreation classes, sporting activities and parks and facilities usage fees.

Proposed expenses:

Personnel 62%

Materials and Services 31%

Capital Outlay 4%

Debt Service Outlay less than 0%

Operating Contingency 0%

Transfers 3%

- Ms. Schuette asked how the pool is holding up. Mr. Waring stated that there was \$90,000 in repairs done to the pool installing a new heater that went out last year. The new heater can be moved to a new facility when the time comes.
- Ms. Schuette asked what will change with the 2027 budget. Mr. Waring stated that in 2027 the district will begin receiving taxes from Facebook.
- Ms. McKenzie asked what the interest income pool account was for. Mr. Waring stated that it is a money market account and money sweeps are done as the district needs to use the money.

Ms. Schuette made a motion to approve the General Fund budget as presented with the taxes to be approved for the 2024-2025 fiscal year at the rate of 0.7569 per \$1,000 of assessed value for operating purposes for the General Fund; Mr. Davis seconded; motion passed.

RV Park Operating Fund:

Mr. Waring explained that the RV Park is an enterprise fund that serves the purpose of offsetting expenses of the District. At the end of the fiscal year, the net profits (or losses) are shared with Crook County. There is no cash carryover, due to fewer monthly guests in the RV Park throughout the year. Mr. Waring explained any significant increases or decreases of revenue and expenditures line items of the proposed budget, answering questions accordingly.

Proposed revenues are primarily from space rent at 72%. The remaining sources of revenue are the dump station, water fill, laundry facility, vending machines, sales of firewood, ice and RV parts, showers, rent of the house on site and RV licensing fees.

Proposed expenses:

Personnel 25%
Materials and Services 44%
Capital Outlay 12%
Debt Service Outlay 0%
Transfers 19%

- Ms. Hutchison asked about the RV Park revenue for monthly guests. Ms. DeHaan stated that the RV Park has about 20 year-round sites for monthly guests.
- Ms. Seely asked why there is a 50% split in the RV Park profits. Mr. Waring stated that this is the agreement between Crook County who owns the park and the District. Each shares the losses and surpluses evenly.

Ochoco Lake Operating Fund:

Mr. Waring explained that Ochoco Lake is also an enterprise fund that serves the purpose of offsetting expenses of the District; however, all profits are the Districts. Mr. Waring explained any significant increases or decreases of revenue and expenditures line items of the proposed budget, answering questions accordingly.

The proposed revenue is primarily from camp site fees at 43% and RV licensing fees at 31%. Other sources of revenue include the selling of firewood and ice, vending machine sales and possible grants from the State Marine Board.

Proposed expenses are as follows:

Personnel 35%
Materials and Services 48%
Capital Outlay 2.4%
Transfers 14.5%

- Ms. Hutchison asked if Ochoco Lake had camp hosts. Ms. DeHaan stated that there are hosts at the campground.
- Mr. Davis asked what the uniform cost was. Ms. DeHaan stated that the camp hosts wear shirts, hoodies and jackets with the District logo.

Haystack Reservoir Operating Fund:

Mr. Waring stated the District began managing Haystack in 2019. All revenue from Haystack Reservoir goes to the District.

The proposed revenue of 56% comes from campsite and day use fees for Haystack Reservoir. Other sources of revenue are sales of firewood, ice and worms, surcharges from online reservations, room taxes and potential grant funds from Bureau of Reclamation of approximately \$36,000.

Proposed expenses are as follows:

Personnel 41%

Materials and Services 48%

Capital Outlay 0%

Transfers 11%

- Ms. Hutchison asked if guests must reserve online or if they can also walk in. Ms. DeHaan stated that guests can do either.

Capital Improvements/Reserve Fund:

Mr. Waring explained the Capital Improvement budget, the proposed revenues, and expenditures, answering questions accordingly.

Grant funds and SDC fees are received into the capital improvement fund. There will be a substantial cash carryover of approximately \$304,267.

Equipment Reserve Fund:

Mr. Waring explained the purpose of the Equipment Reserve Fund was to set up a reserve fund to the General Fund for the purchase of equipment or to make major equipment repairs.

RV Park Reserve Fund:

Mr. Waring stated the purpose of the RV Park Reserve Fund. This fund is currently below the contract cap of \$250,000 at the end of fiscal year 22-23 and \$10,000 will be transferred at the end of fiscal year 23-24. The District is hopeful to negotiate with Crook County to increase the RV Park reserve fund cap amount.

Campground Reserve Fund:

Mr. Waring stated the intent of this fund was to act as a reserve for Ochoco Lake and Haystack Reservoir for capital improvement and replacement projects or unexpected expenditures that the campground operating funds cannot handle. The intent is to have funds available for the campgrounds to utilize so that the District's operating or reserve funds do not have to supplement the campgrounds. It is anticipated that funds will be transferred again in FY24-25.

Mr. Davis made a motion to approve the RV Park Operating Fund, Ochoco Lake Operating Fund, Haystack Reservoir Operating Fund, Capital Improvements/Reserve Fund, Equipment Reserve Fund, RV Park Reserve Fund, and Campground Reserve Fund as presented; Mr. Gray seconded; motion passed.

ADJOURNMENT: Ms. Henderson adjourned the budget meeting at 7:51 p.m.