

WIARD MEMORIAL PARK DISTRICT



PROPOSED BUDGET FOR FISCAL YEAR - 2022-2023



WIARD MEMORIAL PARK DISTRICT 2022-2023

ACCOUNTING SUMMARY

The enclosed proposed budget document for 2022-2023 is for your information and review at the Budget Committee Meeting on May 9, 2022. The historical data on the proposed budget documents includes the adopted budget for fiscal year 2021-2022 and the actual revenues and expenditures for the first and second preceding years.

RESOURCES

Resources shown have a Cash Basis **Beginning Fund Balance** of \$635,000 which is an estimate based on projecting revenues and expenditures for the remainder of the current fiscal year.

The formula for determining **Taxes Necessary to Balance** is as follows:

FORMULA TO CALCULATE TAXES NECESSARY TO BALANCE 2022-2023

2021-22 Assessed Valuation of District	1,178,982,517
x 3% growth factor	35,369,476
Equals	1,214,351,993
x permanent rate .2161	262,421
Less estimated Measure 5 loss (compression)	-12
less 8% uncollected (or 92% to be received)	-20,994
Additions and rounding to nearest hundred	+85
taxes necessary to balance	241,500

Total Resources proposed for 2022-2023 is **\$895,500** – the same as total expenditures and unappropriated ending fund balance showing we have a balanced budget.

The prior year's expenditures are available in the Financial Statements for the fiscal year ending June 30, 2021. Copies of this Year End Financial Statement will be available for your review at the Budget Committee Meeting. The Park District moved to a Modified Cash Basis of Accounting in fiscal year 2018-2019.

EXPENDITURES

Material and Services line items for general operation of the Wiard Memorial Park District show an increase in the proposed budget numbers from the previous fiscal year for specific line items. These increases are discussed in the following narrative. Management recommends these proposed amounts. Staff will be working on general and capital maintenance projects with no major construction projects planned for fiscal year 2022-2023.

Personal Services

Personal Services reflects the salaries and wages paid by the District for administrative duties to conduct park business, oversight of secretarial and bookkeeping services and supervisory and seasonal maintenance staff wages.

Supervisory Personnel and **Secretary** have been combined at \$25,000. Contracted bookkeeping services are included in the Accounting line item.

General Maintenance Personnel will increase by \$2,000 from the FY2022-23 budget. The Park District hires seasonal staff. Several seasonal employees are high school and college students who are typically available June through August. The maintenance staff will continue work on general and capital maintenance projects. The Oregon minimum wage is set to increase July 1, 2022 to \$12.50 per hour. The starting wage for the District's new hires in the maintenance category will be \$13.00 to 15.00 per hour. The District also employs a Maintenance Supervisor to oversee the seasonal maintenance staff. Lawn mowing and grounds maintenance for small parks is budgeted under Contract Labor in Materials and Services.

Personnel Services Other is projected at \$250,000 for an anticipated one-time payment to the Oregon Public Employees Retirement System (PERS) program and Senate Bill 1049 requirements.

Payroll Taxes and Workers Compensation are estimated to be \$13,200.

Total Personal Services = \$348,200.

Materials and Services

Fuel is proposed to increase by \$2,000 to \$4,000. Fuel costs are projected to be \$2,000 for the current fiscal year. In addition to rising fuel costs, the District is doing more monitoring of the parks throughout the season.

Vehicle/Mower Repair is proposed to increase by \$1,000 to \$5,000. All equipment is well maintained and is in good working order.

Park Repair & Maintenance is proposed to increase by \$20,000 to \$50,000. The District has been focused on completing smaller projects the last three years. The repairs and crack sealing of all parking lots and asphalt was the last major maintenance project completed in FY 2019-20.

Splash Pad Maintenance is proposed to increase by \$15,000 to \$20,000. The District is working on repairs to the water cannon fixtures this fiscal year. This increase will allow for the replacement of the water cannons if they are unable to be repaired.

Small Tool Replacement is proposed to increase by \$500 to \$2,000. The District is equipping each vehicle with a set of basic tools and updating the tools housed at the two larger parks.

Park Supplies is proposed to remain the same at \$6,000.

Office Supplies is proposed to remain the same at \$2,500.

Banking Fees is proposed to decrease by \$100.

Election Fees/Legal Publications is proposed to remain the same at \$5,000. Expenses from this line item include County election fees and legal publications required to provide public notice for special meetings and the budget process. These fees fluctuate with the election years.

Insurance/General Liability & Operations is proposed to increase by \$2,500 to \$10,000. Insurance premiums have increased due to an insurance review of replacement values and the purchase of additional park equipment and fixtures.

Utilities are proposed to increase by \$4,400 to \$34,000. Utilities include the following services: Water, Power, Phone/Internet, Garbage, Sewer, Irrigation and Drainage. This increase should cover general rate increases for utility services and increases in City water usage for Wiard Park.

Legal Services is proposed to remain the same at \$30,000. Legal Services include an attorney monthly retainer and outside PERS representation.

Accounting is proposed to remain the same at \$14,000. This includes bookkeeping services, outside financial statement review and preparation and State of Oregon filing fees.

Rental of Equipment is proposed to remain the same at \$3,000 for potential rental of equipment.

Organization Business Expense is proposed to remain the same at \$3,000. Expenditures from this line item include Board expenses and Board member and staff training and travel.

Contract Labor is proposed to remain the same at \$20,000. The District is contracting with Mike's Landscaping and Maintenance this year for maintenance of three neighborhood parks with the departure of Mentor Oregon. Klamath Works continues to provide maintenance of two neighborhood parks for the third year. This contracted labor provides seasonal landscape maintenance and mowing.

Total Materials and Services = \$208,800.

Capital Expenditures

The **Capital Expenditures** category includes three components: 1) Funds for **Park Development**, such as playground equipment, picnic shelters and improvements; 2) Funds for the purchase of maintenance-related **Equipment** such as vehicles and tractors; and 3) **Capital Lease** payments for the shop/office building. The capital lease payments ended in 2015. The proposed budget has allocated \$60,000 for Park Development to continue Park Renovation projects. Equipment costs are proposed to remain the same at \$25,000 for the purchase of necessary equipment replacements. The District has not identified any specific equipment for replacement for this fiscal year. The District currently has no Capital Lease payments.

The combined total of all Capital Expenditures = **\$85,000.**

Contingencies

Operating Contingency will increase by \$9,000 to \$53,500 to allow for any unforeseen expenses. Operating contingency is approximately 15% of the general operating budget, excluding the one-time expenditure in Personnel Services Other.

Total Expenditures proposed for fiscal year 2022-2023 are \$695,500 plus the **Unappropriated Ending Fund Balance** of \$200,000 for a balanced total budget of **\$895,500.**