



Proposed Budget
Fiscal Year 2019-20

Budget Committee

Citizen Appointments

Hendy Appleton

Sue Gee

Pamela Lucht

Geri Monroe

Nancy Kylo

Board of Directors

Neal Lucht, President

Paula Beck

Marilyn Bloch

Claire Ferlan

Teresa Steinbock

Aquatic Center Staff

Melissa Georgesen, Director

Jennifer Swink, Recording Secretary

Budget Schedule

Appoint Budget Officer	January 22, 2019
Prepare Budget	April 2019
Publish First Hearing	April 30, 2019
Budget Committee Meeting #1	May 14, 2019
Budget Committee Meeting #2	May 28, 2019
Publish Notice of Budget and LB Forms	June 4, 2019
Budget Hearing before Board of Directors	June 25, 2019
Submit tax certification document to County Assessor	July 15, 2019

Memorandum

To: Budget Committee
From: Melissa Georgesen, Director & Budget Officer
Re: 2019-20 Budget Message
May 2, 2019

Honorable Budget Committee Members

It is with great pleasure that I am once again bringing this committee a budget for consideration for the 2019-20 Fiscal Year. We have completed one full year of operation at the Molalla Aquatic Center and are optimistic about what the future holds.

The Molalla Aquatic District is the soon-to-be owner of the Molalla Aquatic Center. The Aquatic District Board and the Molalla River School District Board have been working together for the last couple years in anticipation of this transition. The Molalla River School District has been a highly valued partner in the re-opening of our pool and the ongoing operations.

The Aquatic Center was reopened in April of 2018, just a few months ahead of the fiscal year transition. Last year's budget was formulated with many educated guesses and not much practical data. This year you will see a more accurately formulated budget based from real numbers.

Staff has taken a conservative approach to the budget, making sure to account for every current expense, those unexpected and to create a reserve fund for future expenditures. This is all done with the intention of being transparent to our aquatic district tax payers. Staff take fiscal responsibility with the upmost respect and diligence.

Grant Programs

The Aquatic Center staff have done many amazing things in our first year open. One of the ongoing programs was a grant through Clackamas County to provide free showers to our homeless population. While the grant was incredible, it was not sustainable. Staff worked with Foothills Resource Center to have towels laundered for the program. Staff requested items such as soap, shampoo, basic hygiene kits and towels be donated so the money used would cover base costs. This program is now sustainable and a success.

Staff worked with our insurance agency to apply for a safety and security grant, receiving the full amount. New cameras were installed in the parking lot and outside the front door, along with new lighting in the parking lot. This added a new layer of protection for staff and our customers.

Friends of the Molalla Pool worked with Molalla Communications to donate a new reader board for the facility. The addition of the sign has brought in new customers who were unaware the facility existed. To have such wonderful partners in our community has been an incredible asset.

Learn to Swim Programs

In the fall, staff came together to pilot Special Olympics. The instructors and volunteers worked with a wonderful group of varied abilities to get them ready for their swim meet- which was donated by the Aquatic District Board. We hosted teams from around the metro area and received many compliments.

Staff implemented American Red Cross swimming lessons, adult lessons and private lessons. Both have been successful, serving swimmers from 6 months to 70 years young.

When the Oregon City Swimming pool was closed for maintenance, we contracted with the team to rent space here. When they went back to their home pool, we started a satellite team here with some of their coaches. We now have a successful swim team and an ongoing partnership with a reputable swim team.

Over Spring Break, the Molalla Aquatic District donated swimming lessons to those who reserved a spot. We had 150 participants sign up for the week of class.

As of May, Rural Dell, Clarkes, and Molalla Elementary schools have brought classes to swimming lessons. Colton Preschool came for a week of lessons. The high school had record numbers for the swim team this season.

Honored Guests

In order to better serve our active and aging population, our staff implemented Silver Sneakers, Silver & Fit and ReNew Active programs. These programs directly reimburse the Molalla Aquatic Center and make accessibility easier on the participants.

Preventative Maintenance

Staff have been diligent in preserving equipment and keeping the building in tip top shape. The facility is cleaned daily. Larger jobs such as window washing and outsourced, but there has been a plan in place to keep the center looking brand new. The pool heater, boiler and HVAC system have a preventative maintenance contract. As the committee is aware, these intricate systems have to be closely monitored to ensure they are running at full capacity and 100% efficiency.

When you see the reserve fund, it is created with the intention to replace the equipment necessary to operate the aquatic center. We have many high price items that keep the pool up and running. To lose one unexpectedly is what staff try to avoid. You will see intention to replace units before it becomes an emergent situation. The Aquatic District Board is working ahead of such a situation by allocating money to this project.

This past year has been a wonderful opportunity to serve as the Director and I look forward to the years to come. The staff and board of directors truly care about running a top-notch aquatic center and taking care of our swimmers. Thank you for a wonderful first fiscal year!

Respectfully,



Melissa Georgesen, Director & Budget Officer

**FORM
LB-20**

**RESOURCES
General Fund**
(name of fund)

MOLALLA AQUATIC DISTRICT
(Name of Municipal Corporation)

	Historical Data			Adopted Budget This Year 2018-2019	RESOURCE DESCRIPTION	B.djget For Next Year 2019-20			
	Actual	First Preceding Year 2017-18	Second Preceding Year 2016-17			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	0	-	217,340	1	Available Cash on Hand* (Cash Basis) or	250 000			1
2	0	-	17,647	2	Previously Levied Taxes Estimated To Be Received	18 527			2
3	0	478,000	510,723	3	Taxes Estimated To Be Received	510 431			3
4	0	1,299	34,640	4	Admission Fees	54 000			4
5	0	3,897	5,196	5	Party Room Rental	2 400			5
6	0	3,370	15,588	6	Private Facility Rental	7 300			6
7	0	11,250	6,660	7	Red Cross Training Courses	1 000			7
8	0	5,350	45,000	8	Learn to Swim Program	40 000			8
9	0	4,250	9,600	9	Private Lesson Program	11 000			9
10	0	3,750	7,000	10	Concessions	6 000			10
11	0	50,000	-	11	Donations / Grants / Awards	5 000			11
12	0		7,200	12	Local Government Investment Pool Dividend	11 100			12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	0	561,166	876,594	27	TOTAL RESOURCES	916,759	-	-	-

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

MOLALLA AQUATIC DISTRICT
(Name of Municipal Corporation)

Line Item	Historical Data			REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2019-20		
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19				
1				PERSONNEL SERVICES			1
2	0	27,084	65,000	Aquatic Director Salary	65,000		2
3	0	1,200	4,800	Retirement - MAD Contribution	4,800		3
4	0	1,200	4,800	Health Insurance	4,800		4
5	0	2,600	7,800	Payroll Taxes (FICA, WC, etc)	0		5
6	0	10,345	39,658	6 PT Receptionists / Admins	46,932		6
7	0	12,441	50,661	3 PT Shift Supervisors	52,376		7
8	0	11,586	40,702	6 PT Water Safety Instructors	38,814		8
9	0	17,116	72,614	10 PT Lifeguards	91,502		9
10	0	1,624	6,495	Water Fitness Instructors	2,806		10
10	0	6,178	24,436	Payroll Taxes (FICA, WC, etc)	60,000		10
11							11
12	0	91,373	316,967	TOTAL PERSONNEL SERVICES	367,030		12
13			9.31	Total Full Time Equivalent (FTE)	10.46		13
14				MATERIALS AND SERVICES			14
15	0	750	1,500	Professional Services / IT	1,500		15
16	0	0	2,400	Accounting & Legal	1,200		16
17	0	5,250	16,000	Bookkeeping / Payroll Services	13,500		17
18	0	130,000	90,000	Pool Equip Repair / Maintenance	45,000		18
19	0	3,350	6,970	Grounds / Landscaping	6,000		19
20							20
21	0	1,480	900	Security System	900		21
22	0	1,673	4,200	Phone / Internet	2,100		22
23	0	12,625	47,700	Natural Gas Fees	50,000		23
24	0	11,804	30,000	Electricity	42,000		24
25	0	1,938	9,600	Water / Sewer	8,500		25
26	0	187	1,200	Garbage / Recycle	900		26

	Historical Data			Adopted Budget This Year 2018-19	REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2019-20			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
27									27
28	0	8	24		Land Building Lease	-			28
29	0	6,000	24,000		Pool Chemicals	4,800			29
30	0	1,300	1,800		Small Tools / Equipment	360			30
31	0	7,400	4,800		Office & Computer Supplies	3,000			31
32	0	1,600	4,800		Office Equipment Lease - Copier	2,000			32
33	0	5,750	6,000		Janitorial & Safety Supplies	10,000			33
34	0	2,000	1,200		Meals & Events	1,000			34
35	0	380	5,400		Travel / Training	4,400			35
36	0	1,000	3,000		Advertising / Marketing	1,200			36
37	0	-	-		Special Events	1,000			37
38	0	700	1,200		Uniforms	500			38
39	0	9,200	9,600		Liability Insurance (Auto, Fire, etc)	8,000			39
40	0	0	500		Licenses, Titles, Registrations	500			40
41	0	3,000	9,600		Software Licenses & Support	9,600			41
42	0	0	1,000		Dues, Fees, Registrations	1,000			42
43	0	100	300		Bank Charges	96			43
44	0	480	5,400		Credit Card Usage Fees	72			44
45	0	0	0		Interest & Finance Charges	-			45
46									46
47									47
48	0	207,975	289,094		TOTAL MATERIALS AND SERVICES	219,128			48
49					CAPITAL OUTLAY				49
50	0	0	35,000		Replace Perimeter Natatorium Lighting	-			50
51					UV Upgrades	60,000			51
52						-			52
53	0	0	35,000		TOTAL CAPITAL OUTLAY	60,000			53
54					CONTINGENCY				54
55	0	41,040	133,058		Contingency	90,000			55
56									56
57									57
56	0	41,040	133,058		TOTAL CONTINGENCY	90,000			56
57					UNAPPROPRIATED ENDING FUND BALANCE				57

	Historical Data			REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2019-20		
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18	This Year 2018-19				
58	0	220,778	102,466	100,601			58
59				-			59
60				-			60
59	0	220,778	102,466	100,601	-	-	59
60							60
61	0	0	0	80,000			61
62				-			62
63				-			63
62	0	0	0	80,000	-	-	62
63							63
64	0	561,166	876,594	916,759	-	-	64