



PLAYEAST!

East County Recreation

BOARD AGENDA

Tuesday, March 1, 2022

6:00-7:30 PM

<https://us06web.zoom.us/j/81466330931>

Board Expected to Attend:

Darren Riordan (Chair), Mike Abbaté, Patricia Smith, Scott Harden, Tom Miles, Stephanie Field, Jenni Weber

Staff Expected to Attend:

Nolan Young, Greg Dirks, Jairo Rios-Campos

Time	Topic	Person	Notes
6:00	Welcome Call to Order Roll Call	Chair	
6:05	Adopt February Minutes	Chair	HANDOUT 1
6:10	Spring/Summer Forecast	Rios-Campos	HANDOUT 2
6:20	Fundraising Committee Update	Rios-Campos	HANDOUT 3
6:50	FY 2022-23 Budget	Rios-Campos	HANDOUT 4
7:00	Adjourn	Chair	

Next Meeting: Tuesday, April 5th, 2022 6pm, Fairview City Hall or Zoom



PLAY EAST!
East County Recreation

Board Handout

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**Tuesday, February 1, 2022
6-7:30 PM
Zoom**

BOARD PRESENT:

Darren Riordan, Chair Fairview City Councilor
Mike Abbaté, Vice Chair Fairview Resident
Scott Harden, Wood Village City Councilor
Tom Miles, Wood Village Resident
Stephanie Field, Reynolds School District

BOARD ABSENT:

Patricia Smith, Wood Village Resident
Jenni Weber, Fairview Resident

STAFF PRESENT:

Nolan Young, Fairview City Administrator
Greg Dirks, Wood Village City Manager

STAFF ABSENT:

Jairo Rios-Campos, Program Manager

- 1. Call to order:** Chair Riordan called the meeting to order at 6:05pm.
- 2. Minutes for January 2022:** Harden states on page 2 of 5 his name is misspelled. Abbate moves to accept the minutes with correction, Harden seconds. Minutes pass.
- 3. Fundraising Update:**
Riordan share board members should have received link to master sponsor list. Encouraged members to identify sponsors on the list they would make the “ask” too. If board members did not see potential sponsor name to include it with contact information.

Discussion on sharing the workload of contacting elective officials and others as potential sponsors. Harden mentions he has more available at this point.

Riordan shares the committee recommends a \$30,000.00 goal for this year’s fundraiser. Last years event generated over \$32,000.00. Abbate added most of the funds we generated before the virtual event.

The board agreed with the goal for the fundraisers.

Riordan mentions the committee discussing date of the event. Wanted to bring this item to the board and hear thoughts of moving date from the Thursday April 28th to Thursday May 12th.

The consent of the board was to move the event to Thursday May 12th.



Riordan reminded the board of the Friends and Family Night fundraiser at McMenamins PowerStation on Tuesday February 8th from 5pm to close.

Miles shares the committee also discuss potentially looking at contracting someone to help with the technical aspects of the event. Potential cost for services \$1,000 - \$1,200 for the event.

Abbate asked if Jessi was still involved with the fundraising committee. Miles mentions there was expectation he would but has not at this current moment.

Rios-Campos joins the meeting 6:18pm

Rios-Campos reminds the board to look over the master sponsor list and identify who on the list they are committing to contact and if anyone is missing to add them and their information on the list. He also shares that Weber will be drafting this year's letter to send to potential donors.

Rios-Campos mention he has sent an appreciation letter to all of PlayEast big sponsons and donors, recapping what PlayEast has done since the fundraiser event and plans for the future.

4. Budget FY 2022-23

Rios-Campos shares staff proposed budget for upcoming fiscal year 2022-23. He states that staff calculate off current fiscal year activity through December 31st, 2021.

Rios-Campos mentions in the PlayEast current budget the annual fundraiser has not take place and a big increase in registration revenue has occurred, staff is projecting to end with doubled what they had budgeted for.

Rios-Campos shares PlayEast will end with a grant line item of \$15,000.00 for FY 2021-22. Abbate asked if the increase in the grants is due to the ARPA grant staff has submitted. Rios-Campos confirms that it is and are waiting the states approval of funds. Rios-Campos mentions the grant is a three-year grant with the first year including for the purchase of a vehicle. This line item also includes a Metro grant staff will also be pursuing.

Rios-Campos mentions registration revenue has increased to \$25,000.00. this is due to a variety of factor. As minimum wage increase contractor fees do as well as do cost for materials.

Abbate asked why sponsorships and contribution had an increase of 50% from this fiscal year. Young explains staff uses the sponsorship and contributions to balance out the budget. Young states as Rios-Campos shared the program is design to be self-sustained and cover all expenses not included Recreation Manager cost. Young also states COVID impacted both revenue and expenditures last fiscal year.



Rios-Campos shares staff expenditure have not yet been full calculated due to current negotiations. He states that staff currently use a place holder. Once the finance director has disclosed figures budget could increase or decrease.

Miles asks if staff has considered add additional staff support to help Recreation Manager. Rios-Campos mention that staff has not.

Harden asks if temporary help budget line is staff fees or additional staff support. Rios-Campos state that line item is for additional staff support and the program currently has two addition staff that help cover programs.

Harden stated if the City of Fairview had the capacity to add additional staff that would help in multiple departments. Young state not at the current moment. He also states that the program has not, yet evet use all the budgeted funds for the temporary help.

Board discussed with an increase in budget for programs the need for additional staff support.

Dirks mentions in the ARPA grant staff has included funds for additional staff support.

Abbate asks if additional staff is included in the grant why is it not reflected in the temporary help budget line. Rios-Campos mentions staff has created a Recreation Grant expenditure line item. This will serve where staff will indicate all one-time grant expenses.

Harden asked if staff would be looking into hiring a temporary help with those funds. Young replied yes.

Young mentions after final budget is presented the finance director might change where some of the grant funds appear. Young mentions staff created this budget to give the board an idea of next years budget.

Abbate states staff has done a great job presenting the information and answering questions. He mentions as the program continues to grow so does the need for additional staff support. Abbate asks how the grant dollars could be leveraged to expand program offerings.

Dirk mentions appropriate time for the board to have this discussion as the program is entering its last year of the current IGA.

Fields ask if Rios-Campos was the one staff for PlayEast. Young states Rios-Campos manages the program while administrative and financial cost are covered by the City of Fairview. In addition, the program does have temporary help to assist in covering some classes to allow Rios-Campos time to develop and grow the program. Young also states as the fundraiser continues to grow removing more of those responsibilities form Rios-Campos to allow him to focus on other areas as this is an area the board can assist in.



Discussion amongst the board on what is allowed with the ARPA grant and if staff can leverage some funds to create a part time assistant for the program. Harden mention identifying ways to use leftover grant dollars and propose a half time assistant during new negotiations for the program, aiming for a more permanent solution.

Rios-Campos states that even though in the PlayEast budget the grant funds might seem to have some flexibility the budget staff submitted for the ARPA funds will come with some restrictions on what they can be spent on.

Young mentions the program was design to develop partners that would help provide programs and PlayEast would support. Young mentions he will ensure Rios-Campos is has the adequate time dedicated to grow the program.

Young mentions missing Rios-Campos evaluation. He states need to create a process for that evaluation to happen.

Staff mentions they will analyze program needs with a focus in the summer and work on developing a strategy to present to the board at the next meeting.

Rios-Campos shared a few additional budget items. Increase in IT Upgrade covering new registration software, the other Marketing/Community Outreach. This will allow PlayEast to participate in community and city events.

5. Adjournment:

Chair Riordan adjourned the meeting at 7:20.

Darren Riordan, Chair

Date

Jairo Rios-Campos, Recreation Manager

Date



PLAY EAST!
East County Recreation

Board Handout

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Spring/Summer Program Forecast

Class/Camp/Activity	Term	Provider	Max Capacity
Soccer: <ul style="list-style-type: none"> Ages 2-3 Ages 4-6 Ages 7-12 	Spring	Just 4 Kicks	16-20 each
Basketball: <ul style="list-style-type: none"> Ages 3-5 Ages 6-12 	Spring	Skyhawks	10-16 each
Piano: <ul style="list-style-type: none"> Ages 6-14 	Spring	Traci	10
Art: <ul style="list-style-type: none"> Ages 5-8 Ages 9-14 	Spring	Free Arts NW	10 each
Soccer Camp: <ul style="list-style-type: none"> Ages 4-7 half day Ages 8-12 full day 	Summer	Just for Kicks	16-20 each
Basketball: <ul style="list-style-type: none"> Ages 7-12 half day 	Summer	Skyhawks	20
Multi-Sport: <ul style="list-style-type: none"> Ages 7-12 half day Ages 4-7 half day 	Summer	Skyhawks	16 each
Flag Football: <ul style="list-style-type: none"> Ages 6-12 half day 	Summer	Skyhawks	20
Tennis (2 camps) <ul style="list-style-type: none"> Ages 5-10 half day 	Summer	Skyhawks	16 each
Mini-Star Nature Camp (2 camps): <ul style="list-style-type: none"> Ages 4-7 half day 	Summer	Shooting Stars Adventures	12 each
Nature Art & Craft: <ul style="list-style-type: none"> Ages 8-12 full day 	Summer	Shooting Stars Adventures	16
Art Camp: <ul style="list-style-type: none"> Ages 5-8 half day 	Summer	Free Arts NW	12
Chess (2 camps): <ul style="list-style-type: none"> Ages 5-14 	Summer	Chess for Success	20 each

*We could potentially have 2 more classes for spring, we are waiting on confirmation.

**This do not include summer lunch program or summer events.



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East County Recreation

Board Handout

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Dear Friend:

It was another unique year with Covid-19 and the continued effect on recreational opportunities for our kids. We witness what an impact COVID continues to have in our community, and the necessity recreation opportunity are to our youth. We also have seen flexibility and resiliency in our community, and it's even more imperative that we continue to find fun and creative ways for kids to engage in recreation, connect with their peers, and find healthy outlets to manage their feelings. We have learning and adapting as we slowly started transitioning back into offering in-person classes and what a year it was. PlayEast has been hard at work serving more than 300 youth this last year and providing scholarships for more than 40% of them. This summer PlayEast offered seven camps and distributed more than 1000 meals to students and families. PlayEast also offered a free summer program for families.

PlayEast continue to establish itself as a community resource joining our cities and local organizations to provide other resources and events. In this effort we have been able to provide over 1500 resource bags containing much needed Personal Protective Equipment, also providing more than 3500 free sport gear and arts and crafts kits for the youth to enjoy.

PlayEast funds quality recreation classes to meet the needs of our local youth because of our funding mix between Wood Village and Fairview, activity registration fees, and the generous donations from people and organizations like you. PlayEast has served over 3000 participants with year-round recreation and has provided more than 200 classes, camps, and activities.

Our goal is to raise \$30,000 by the end of May 2021. Our premier sponsor, First Community Credit Union, has stepped up and offered to MATCH every donation up to a total of \$10,000. We are so grateful for FCCU's generosity, and this means that every dollar you donate to PlayEast! WILL BE DOUBLED!

In view of this, we would like to invite you to our PlayEast! Annual Fundraising Event. Please consider supporting families in East County by making a significant donation. We have included several sponsorship options on the reverse side of this letter.

To make a donation today, please visit fundraiser.playeast.org or click **here**. To discuss the sponsorship options outlined on the next page, please contact the PlayEast Manager, Jairo Rios Campos at 503-674-6202 or rioscamposj@ci.fairview.or.us.

Thank you for considering this opportunity!



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Board Handout

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PlayEast Staff hours

total of 576 hours for additional help

	hours	rate	total	Roles
Employee 1	150	\$ 15.30	\$ 2,295.00	Assist with year round programming
Employee 2	106	\$ 15.30	\$ 1,621.80	Runs drop-in soccer and assist with tournaments
Employee 3	115	\$ 15.30	\$ 1,759.50	Assist with summer lunch activities/program and summer city events
Employee 4	205	\$ 20.00	\$ 4,100.00	Admin Assistant helps manage summer lunch activities/program and assist with summer city events

Total	576	\$	9,776.30
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Note: Non-time associated with ARPA grant

EAST COUNTY RECREATION BUDGET
24-Feb-22

	Amended Budget	Fiscal Activity	Variance Favorable (Unfavorable)	Projected	FY 2022-23 Budget
Fund: 118 - RECREATION PROGRAM FUND					
Revenue					
Carry Over/ Beginning Balance	55,916	62,806	6,890	46,539	32,221
118-00-4333118 WOOD VILLAGE REC CONTRIBUTION	48,847	24,424	(24,423)	48,847	50,000
118-00-4390300 PARTNERSHIP REVENUE	2,400	-	(2,400)	2,400	5,400
118-00-4391200 TRANS FROM GF	73,270	36,635	(36,635)	73,270	75,000
118-00-4510112 CONTRIBUTIONS AND SPONSORSHI	26,200	300	(25,900)	26,200	43,000
118-00-4333117 Grants	15,000	11,300	(3,700)	15,000	105,540
118-00-4361100 INTEREST - LGIP	200	2	(198)	200	200
118-00-4510113 REGISTRATION FEES	9,870	13,306	3,436	22,000	25,000
118-00-4390100 Miscellenous Revenue	-	1,000	1,000	1,000	-
Total Revenue:	231,703	148,773	(82,930)	235,456	336,361
Expense					
118-00-6110900 STAFF - RECREATION	74,679	38,952	35,727	78,228	85,445
118-00-6120100 TEMPORARY HELP	8,835	972	7,863	2,000	16,005
118-00-6200300 EMP ASSIST PROGRAM	8	7	1	25	25
118-00-6210200 MEDICAL INSURANCE	17,281	8,396	8,885	16,800	17,640
118-00-6210300 LIFE INSURANCE	30	16	14	30	40
118-00-6210400 LONG TERM DISAB. INS	274	144	130	240	210
118-00-6210500 WORKERS COMP INSURANCE	1,085	497	588	496	550
118-00-6220100 SOCIAL SECURITY (FICA)	6,246	2,983	3,263	5,935	7,620
118-00-6220200 TRI-MET TAX	659	306	353	615	810
118-00-6220300 WBF ASSESSMENT	42	12	30	25	35
118-00-6230100 PERS/OPSRP- EMPR. PD	16,235	8,104	8,131	16,250	17,705
118-00-6250100 UNEMP. INSURANCE	82	39	43	80	100
118-00-6290100 VACATION BUY-OUT	380	-	380	-	500
TOTAL PERSONNEL	125,836	60,428	65,408	120,724	146,685
118-00-6300100 CONTRACT SERVICES	5,000	-	5,000	-	-
118-00-6300106 COURSE INSTRUCTION FEES	7,986	12,929	(4,943)	16,500	20,000
118-00-6300108 Partnershp COURSE INSTRUCTION F	4,800	600	4,200	2,000	6,000
118-00-6300107 WOOD VILLAGE BAPTIST PROGRAM	5,000	2,283	2,717	2,283	2,500
SUMMER NUTRITION/ACTIVITIES	-	-	-	-	2,500
118-00-6310100 HR ADMINISTRATION	-	-	-	-	-
118-00-6330200 LEGAL	-	-	-	-	-
118-00-6340100	-	-	-	-	-
118-00-6340101 IT UPGRADES/HARDWARE	4,691	2,765	1,926	9,941	5,000
118-00-6442200	-	-	-	-	-
118-00-6490400 Recreation Grants	-	3,780	-	13,800	58,790
118-00-6500201 GENERAL PROPERTY/LIAB INSURAN	-	-	-	-	750
118-00-6500211 COMMUNITY MOVIE NIGHTS	500	-	500	-	800
118-00-6530200	-	-	-	-	-
118-00-6530400 WIRELESS TECHNOLOGY	800	210	590	800	800
118-00-6550100 PRINTING	8,025	2,220	5,805	8,025	8,025
118-00-6590300 CONVENIENCE FEES/CREDIT CARD	965	1,174	(209)	1,500	1,500
118-00-6610200 OPERATING MATERIALS & SUPPLIES	8,750	6,551	2,199	8,750	8,750
118-00-6610203 FUNDRAISING MATERIALS & SUPPLI	5,000	-	5,000	5,000	5,000
118-00-6610205 MARKETING/COMMUNITY OUTREA	2,000	-	2,000	2,000	8,000
118-00-6630200 CONF- MEALS/LODGING	200	-	200	-	200
118-00-6650200 TRAINING & CONF.	8,905	3,280	5,625	4,280	4,000
118-00-6650203 TRAINING & CONF. - Vol	2,000	-	2,000	2,000	2,000
118-00-6690230 SCHOLARSHIPS	7,500	776	6,724	7,500	7,500
TOTAL Materials and Services	72,122	36,568	39,334	84,379	142,115
EQUIPMENT	-	-	-	-	40,000
TOTAL CAPITAL IMPROVEMENTS	-	-	-	-	40,000

[118-00-6910000](#) CONTINGENCY

	33,745	-	33,745	30,353	7,561
TOTAL EXPENSE	231,703	96,996	138,487	235,456	336,361
Total Fund: 118 - RECREATION PROGRAM FUND:	-	51,777		-	-