

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-718-2487

COMMUNITY EVENTS FUNDING REQUEST

Due: February 13, 2014

Event Name: Tualatin Riverkeepers' Nature Recreation Events
Address: 11675 SW Hazelbrook Drive
City, State, Zip: Tualatin, OR 97062
Contact Name: Mike Skuja
Telephone Number: 503-218-2580
E-mail address: mike@tualatinriverkeepers.org

1. **Request** (express in whole dollar amounts only)

Cash	\$2,500
In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$1,000
Total Request	\$3,500

2. **Purpose of Funding Request:**

Nature Recreation: Connecting Tigard Residents to the River in Their Community

Goal : Tualatin Riverkeepers (TRK) will provide canoe and kayak experiences on the Tualatin River for 800 participants at Cook Park in Tigard. Each spring TRK recruits and trains a new corps of volunteer Paddle Trip Leaders. Guides lead 1,000 people on paddle trips annually to promote the beauty and recreation opportunities of the Tualatin River. With fleets of canoes and kayaks, donated by the Washington County Visitors Association, TRK is able to serve residents of Tigard, neighboring cities and visitors as well.

Nature Day Camp, Cook Park, 80 participants.

Campers participating in Summer Nature Day Camps at the Dirksen Nature Park will participate in a one-day river adventure paddle trips. Their float trip will both start and end at Cook Park.

Cook Park Summer Boat Rentals, Friday – Sunday, 9am – 7pm, July – September, 800 participants.

Cook Park Boat Rentals will continue to expand opportunities to experience the Tualatin River through paddle recreation by making boats and gear available to the public for rent seasonally. Nearly 2000 paddlers have been served through Cook Park Boat Rentals since the operation began in 2011.

Public Tours, Two Paddle Trips, 50 participants. TRK will coordinate a minimum of two public tours on the Tualatin launching from Cook Park. Paddlers will have the opportunity to experience the Tualatin led by TRK's experienced guides. Perfect for first-time paddlers, families with children or anyone who would like a little extra help, TRK provides volunteer support to

make the recreation experience fun and accessible for all abilities. TRK handles all event registration through its web site at tualatinriverkeepers.org.

Guided Kayak Tours, Four Summer Dates TBD at Cook Park, 100 participants.

TRK coordinates with corporate and private groups to provide guided group experiences on the river.

3. How will this event benefit the Tigard Community?

TRK will provide canoe and kayak experiences on the Tualatin River for over 800 people at Cook Park in Tigard. Of those, 400 will be residents of Tigard.

Program participants learn skills to increase their awareness and enjoyment of the natural world for a life time. First time paddlers who participate in guided canoe and kayak trips gain the skills and confidence needed to then venture out and repeat these experiences on their own. Additionally, recreation programs encourage physical activity and promote a healthful lifestyle.

Free and low cost nature recreation experiences are designed to maximize participation to achieve TRK's goal to foster long term stewardship for the Tualatin River and broader watershed. This City of Tigard Community Grant enables TRK to provide Nature Recreation opportunities in Tigard.

4. How many Tigard residents do you anticipate participating in this event (or these events)?

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5. Please submit the following information with this request:

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)

TRK requests storage of canoes and kayaks, including a gate provided by the City of Tigard, for seasonal use at the Cook Park dock area. TRK estimates storage space from July – September at Cook Park at \$1,000. TRK recognizes that receipt of grant funds does not guarantee use of storage space. TRK will acquire all permits needed to provide services described in this application.

Tualatin Riverkeepers 2014 Budget vs 2013 Actuals

	2014 Budget	2013 Actuals
Revenue		
New Revenue		
Contributions	20,000	13,452
Memberships	50,000	45,698
Grant Income / Pending	113,500	102,610
ESOR	5,000	4,928
Special Events	65,000	53,353
Program Service Fees	33,000	30,299
Interest	100	130
Merchandise Sales	600	2,051
Total Revenue	<u>287,200</u>	<u>252,521</u>
Released from Restriction		
Foundation Grants	7,000	85288
Government Grants/Contracts	106,000	15000
	<u>113,000</u>	<u>100,288</u>
Total Revenue	<u>400,200</u>	<u>352,809</u>
Expenses		
Personnel		
Salaries (2FT, 2PT, Seasonal Staff)	161,500	118,596
Payroll Taxes	17,361	13,433
Health Care	7,896	5,479
Retirement	21,100	20,300
Payroll fees & charges	1,475	1,476
Total Personnel Expenses	<u>209,332</u>	<u>159,284</u>
Operating		
Contract Services	36,500	69,768
Events Expense	17,000	16,632
Occupancy	4,200	4,120
Postage & Printing	12,000	5,737
Audit/Review	8,000	7,416
Office Costs	6,950	5,057
Insurance	9,130	9,124
Staff Development	4,500	3,548
Travel	2,900	2,899
Equipment Expenses	7,340	11,839
Advertising	2,000	2,329
Misc (CC & Bank Fees)	3,300	3,290
Meetings/Food & Beverages	1,200	1,241
Membership/Volunteer	750	960
Board Development	200	175
Professional Dues & Membership	1,150	925
Business Licenses & Fees	300	300
Subscriptions / Publications	1,130	1,697
Total Operating Expenses	<u>118,550</u>	<u>147,057</u>
Total Expenses	<u>327,882</u>	<u>306,341</u>
Increase/(Decrease) in Net Assets	<u>72,318</u>	<u>46,468</u>

Tualatin Riverkeepers
Balance Sheet
As of December 31, 2013

ASSETS

Current Assets

Checking/Savings

1010 · CCB - Checking	55.83
1025 · BofA - Checking	175.07
1050 · M Bank - Gotter	6,774.58
1075 · M Bank - Munger	5.00
1110 · CCB - Money Market	67,816.36
1200 · Petty Cash	3.00

Total Checking/Savings 74,829.84

Other Current Assets

Prepaid Insurance 2,776.50

Total Other Current Assets 2,776.50

Total Current Assets 77,606.34

Fixed Assets

1600 · Fixed Assets

1620 · Computer Hardware	17,731.32
1640 · Canoes, Trailers, and Equipment	32,873.01
1670 · Accumulated Depreciation	-41,460.75

Total 1600 · Fixed Assets 9,143.58

Total Fixed Assets 9,143.58

TOTAL ASSETS 86,749.92

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2060 · Insurance Payable	1,582.37
2200 · Vacation Accrual	1,712.00

Total Other Current Liabilities 3,294.37

Total Current Liabilities 3,294.37

Total Liabilities 3,294.37

Equity

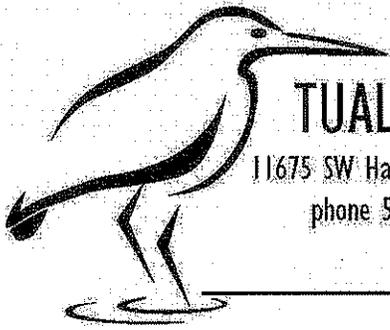
3825 · Unrestricted Net Assets 29,106.00

3900 · Retained Earnings 7,880.69

Net Income 46,468.86

Total Equity 83,455.55

TOTAL LIABILITIES & EQUITY 86,749.92



TUALATIN RIVERKEEPERS

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phone 503-218-2580 • fax 503-218-2583

www.tualatinriverkeepers.org

February 6, 2014

Toby LaFrance
Finance and Information Services Director
City of Tigard
13125 SW Hall Blvd.
Tigard, OR 97223

Dear Mr. LaFrance,

Enclosed please find Tualatin Riverkeepers' community events funding application for 2014. We respectfully request a grant of \$2,500 to support our 2013 Trips and Tours recreation program.

This year we are excited to build upon the success of our Cook Park Boat Rentals. So many Tigard residents were easily able to enjoy a peaceful paddle on the Tualatin River.

Please know that we are indeed grateful for the generous support the City of Tigard has provided over a number of years. Your support has been very important allowing us to build an effective low cost recreational program.

Again, thank you very much for the support to connect the community to the beautiful Tualatin River.

Best regards,

Margot Fervia-Neamtzu
Tualatin Riverkeepers