

**Bend Metro Park and Recreation District  
2008-09 Budget Committee  
May 13, 2008  
Hollinshead Barn  
1237 NE Jones Road  
Bend, Oregon**

**Minutes**

BUDGET COMMITTEE PRESENT: Ruth Williamson, Bob Woodward, Kevin Abel, Keith Dodge, Bill Martin, Phil Dubina, Daniel Fishkin, Scott Wallace and George Thayer.

STAFF PRESENT: Don Horton, Lindsey Lombard, Bruce Ronning, Wayne Smith, Jan Taylor, Theresa Albert, Dave Crowther, Ed Moore, Matt Mercer, Erin Bennett, Debbie Bruck, Nancy Reeder, Roy Radcliff, Greg Barker, Mike Duarte and Paula Lowery.

Board Chair Ruth Williamson convened the Budget Committee meeting at 5:35 pm.

Introductions were made and no visitors were in attendance to address the committee.

Bill Martin volunteered to chair the committee.

Paula Lowery was appointed as the recording secretary.

The committee reviewed the agenda and determined to recess the meeting at 8:00 pm to be continued on Monday, May 19, beginning at 5:30 pm

**BUDGET MESSAGE**

Executive Director Don Horton presented the 2008-09 budget message and reviewed the district's planning process for preparing the budget.

**DEPARTMENT OVERVIEWS**

The Administration and Finance Department, Human Resources Department, Community Relations Department, and Park Services Department presented an overview of their respective department purpose, 2007-08 accomplishments, 2008-09 goals, new or expanded programs and performance measures. Copies of PowerPoint slides attached.

Phil Dubina asked how the district would use the information collected from the 100 Best Companies Survey that resulted in the district placing 35<sup>th</sup> in the competition. Theresa explained the results of the survey will be used by the district's Employee Relations Committee to make recommendations to address employee concerns.

Ruth Williamson asked about why the district is waiting until 2009 to add a second park ranger. Don Horton explained that staff is working to determine exactly how the park ranger program is defined and to ensure it is working effectively before filling the position. He explained a procedure manual needs to be developed, and the rules and regulations revisions need to be adopted by the district as well as the city.

Bill Martin asked if a cushion or contingency has been included to address rising fuel prices. Ed Moore explained that his staff monitors fuel costs and we give it our best guess based on their data. Don Horton stated this is an item we may want to revisit and we have implemented cost saving measures with new vehicle purchases such as crew cabs to transport more staff each trip.

Daniel Fishkin asked what will be needed to address the replacement and renovation of district bridges. He asked if any of the issues are a safety concern. Ed stated staff had not examined the bridges until this year and a structural engineer examined the eight bridges owned by the district. He stated the bridge at Farewell Bend was used by the former mill operation and the arched bridge in Shevlin Park was donated to the district. He stated the bridge in Shevlin Park required tightening of virtually every bolt. Ed stated the blocks on either end of the Farewell Bend Bridge are sturdy, but some of the modern technology needs to be put in place. He added that there will be no vehicle use of the bridge and it is safe for pedestrian use.

George Thayer suggested obtaining sponsors for each of the "doggie rest stops" to support paying for the doggie bags. Ed stated that staff is evaluating a process for sponsorships and working with the city to meet code for the signage.

Scott Wallace asked about the volunteer efforts with regard to trail maintenance. Jan Taylor stated the volunteer hours for Adopt-A-Trail and Adopt-A-Park are tracked annually. Scott asked if the Trails Master Plan will include a maintenance component. Ed explained his staff has been reviewing the plan in terms of where the greatest needs are and what district staff can provide. He added that there are now four staff assigned to trail maintenance; two full-time and two seasonal.

Kevin Abel asked about the \$25,000 budgeted for reimbursement for services for park services. Lindsey Lombard explained the transfer-in from SDCs is dedicated to covering salaries for planning and development staff and park construction crews for SDC projects. *She then explained that the reimbursement for services in the park services budget is intended to reimburse that department for the fuel and vehicle maintenance costs incurred by the SDC park construction crew vehicles.*

The meeting was recessed until 5:30 pm, Monday, May 19, 2008, at the Park Services Complex at 1675 NW Simpson Road.

Prepared by,

Paula Lowery  
Executive Assistant

**Bend Metro Park and Recreation District  
2008-09 Budget Committee  
May 19, 2008  
Park Services Complex  
1675 NW Simpson  
Bend, Oregon**

**Minutes**

BUDGET COMMITTEE PRESENT: Ruth Williamson, Bob Woodward, Kevin Abel, Keith Dodge, Bill Martin, Daniel Fishkin, Scott Wallace and George Thayer.

STAFF PRESENT: Don Horton, Lindsey Lombard, Bruce Ronning, Wayne Smith, Jan Taylor, Theresa Albert, Dave Crowther, Ed Moore, Sue Jorgenson, Steve Jorgensen, Norm Ziesmer, Robin Laughlin, Pat Erwert, Matt Mercer, Deb Craiger, Russ Holliday, Jeff Newman and Paula Lowery.

Chair Bill Martin reconvened the meeting of the budget committee at 5:35 pm.

Lindsey Lombard briefly reviewed information presented at the May 13 meeting.

**DEPARTMENT OVERVIEWS**

Overviews of the Special Funds, Recreation Department, Planning & Development, Capital Improvement Plan, and SDC Fund and budget summary were presented. Copies of PowerPoint slides attached.

Don Horton explained measures to address potential shortfalls in revenue by including funds in each program area not targeted for specific programs or expense that can be eliminated if revenue is not meeting projections, and by budgeting contingency funds. Lindsey Lombard explained the transfer from the general fund to support recreation programs.

Ruth Williamson asked about the purchase of equipment for adaptive recreation. Wayne Smith explained that Amber Blanchard has surveyed the special needs community to determine the need for specific types of equipment and prioritized those needs. He stated the funds raised from the talent show and grant funds will go toward those purchases. Lindsey Lombard noted some of those funds go to the foundation and the foundation will make the purchases.

Scott Wallace asked about the timing of implementing the Pricing Pyramid. Wayne Smith stated that the pricing of next fall's programs will follow the Pricing Pyramid model. Lindsey Lombard explained that a trial implementation will occur over the next year to track cost recovery. She stated the new recreation software will improve our capability of tracking that information per pyramid level. Wayne Smith explained the Pricing Pyramid meshes with our program development processes that have been in place for several years.

Bill Martin referred to the parking issues at Juniper Swim & Fitness Center and the Senior Center and asked where the capacity is exceeded at various times throughout the day. He asked how that could affect the district's revenue stream for the forthcoming year and in future years, and if staff has had an opportunity to consider how that might be addressed. Wayne Smith stated plans are underway for expansion of the parking lot at Juniper. He added there are no plans in the works to expand the parking at the Senior

Center. He stated that evening and weekend use lessens the regular weekday programming and many users of the Senior Center are transported by Dial-A-Ride, the private buses used by assisted living facilities and there is a bus stop at the center.

Keith Dodge asked if a decrease in users is occurring at Juniper and the Senior Center due to the economy. Matt Mercer stated use is leveling off at Juniper which has as much to with capacity as the economy. He stated the summer will be a good indicator of the trend as to how much disposable income people have to spend on their children's recreation as well as their own. Lindsey Lombard stated that aside from the results of the online registration that is not yet available, the registration for summer was consistent with last year.

Daniel Fishkin asked about the new registration software and if one of the goals is to increase participation to offset the cost of the software. Lindsey Lombard explained that the district's focus on customer service has been the main driver. She explained that the current system is through a third party provider that requires an additional fee. She stated the new system will also provide real time registration and improved data base reporting for marketing purposes. Don Horton added one of the goals is to increase on-line registration to reduce the long lines. He explained the budget includes funds to purchase the hardware that will be installed in the new office building so we can go on-line with the software system at the time we move in. He also stated the software will be tested this fall at the Senior Center which is the only location where we have room to host the necessary servers and we will be able to test it with a smaller registration. Lindsey Lombard explained that park facilities reservations will also be available on-line.

Ruth Williamson asked about changes to the scholarship criteria. Lindsey Lombard explained the scholarship program was changed for ease of administration and to try to provide scholarships to as many people as possible who are in need. She stated the eligibility requirements have not been changed, and that they are consistent with the school district's reduced lunch income level. She said that it has become clear that the district will have to limit the amount of scholarships per family and staff will be meeting to determine the limit amount. Lindsey noted that recommendations will be presented to the board for discussion and approval.

Bill Martin asked if assessed values and property taxes are reduced does the district have a contingency or reserves to address a reduction in revenue. Lindsey Lombard explained that assessed value grows 3% annually and it is not anticipated that real market value will decrease below assessed value which would cause a drop in assessed value. Don Horton stated if that ever occurs, it will result in major cuts in the district's level of service.

Daniel Fishkin asked about the \$228,000 budgeted for dog parks. Bruce Ronning explained the funds were budgeted last year for improvements adjacent to Hillside Park on city property to create a dog off leash park, however, it was determined to not be a good location. He stated subsequent staff discussion has developed recommendations for spreading those funds over the development of more sites for off leash use.

Daniel Fishkin asked about the total cost for Riverbend Park development, not including the building and if any of those funds are planned for next year's budget. Bruce Ronning stated the total is \$2.3M, some of which has been spent in this year's budget with \$1.5M in the 2008-09 proposal. He stated that in the event we are unable to complete the project in 2008-09 some of the funds may be carried over to 2009-10.

Kevin Abel asked if the expenditure of funds and carryover in capital outlay is all a matter of timing and whether that was intentional. Bruce Ronning stated that this year has been a difficult one as there has been a lot of delay with a lot of project work taking longer than expected to get planning and design work done, and additional projects were assigned to planning and development that weren't in the original work plan.

Daniel Fishkin asked if the district would ever reach a saturation level with neighborhood parks. Bruce Ronning explained that the district has actually lost ground since 2003 despite the fact that we have acquired and/or developed 18 neighborhood parks. He stated that part of that is due to the size of the neighborhood parks becoming smaller than standard because of the cost of the land. He stated that we have acquired a lot of community park land and committed a lot of SDC funding to the development of community parks and in balance we have probably spent more money on community parks on the front end of the 15-year SDC program, and we will end up spending more money on neighborhood parks toward the end of that. He stated that once Pine Nursery Phase I and Riverbend Park come on line our level of service for community parks will rise above or very near the target of five acres per 1,000.

Keith Dodge asked how much is in reserves and if that number includes the \$200,000 in the recreation contingency. Lindsey Lombard explained that in the past in the general fund we have had \$750,000 in operating contingency and \$750,000 in unappropriated ending fund balance. She explained that using operating contingency requires a supplemental budget with board approval that allows for a transfer from operating contingency into capital outlay or materials and services, etc. She stated the purpose of the unappropriated ending fund balance is to allow governments to carry forward their reserve to operate in the following fiscal year until the property tax revenue is received in November. She added that this year, due to our concerns with the economy, we decided to put \$1,100,000 into operating contingency and only \$400,000 into unappropriated ending fund balance. So we did not increase the total amount, rather changed the structure to add capacity to use the funds, if necessary. She stated there are other reserve funds for defined purposes, but not operations.

Bill Martin asked if the district's cash flow follows the collection of tax receipts. Lindsey Lombard explained the district receives four deposits in November, followed by one on the first of the following months. She also explained how delinquent taxes are received.

At the conclusion of the presentation Bill Martin asked for recommended changes or revisions to the proposed budget. There were no recommendations.

Ruth Williamson complimented and thanked the staff for their efforts in preparing and presenting the budget information.

Daniel Fishkin stated the amount of material presented and the clarity of the presentation was extremely impressive and very much appreciated. He also asked if everyone feels comfortable that there is enough money allocated to finish projects given the potential downturn in the future. Don Horton stated the only one that is questionable is the Pine Nursery which is the reason for building in the potential for borrowing at the end of the year, if necessary.

Keith Dodge moved that the Bend Metro Park and Recreation District Budget Committee approve the proposed budget for the fiscal year 2008-09, for the General Fund, Recreation Services Special Revenue Fund, System Development Charges Special Revenue Fund, Scholarship Special Revenue Fund,

Enterprise Fund, Facility Reserve Fund and Equipment Reserve Fund. He also moved that the Bend Metro Park and Recreation District Budget Committee approve taxes for the 2008-09 fiscal year in the General Fund at the rate of \$1.461 per \$1,000 of assessed value for operating purposes. Bob Woodward seconded the motion. The motion passed by a unanimous vote of the committee.

Ruth Williamson stated that the board will conduct a public hearing and consider the budget for adoption at the June 3, 2008 board meeting.

Lindsey Lombard stated that the terms of service on the budget committee have been completed by Kevin Able and Keith Dodge. She explained they could choose to reapply and the board could reappoint them to the committee. She stated she appreciated their commitment to the committee and thanked them for their service.

The meeting was adjourned at 8:20 pm.

Prepared by,

Paula Lowery  
Executive Assistant