



Board of Directors

Agenda & Reports

February 15, 2011

**Bend Park and Recreation District
Board of Directors**

AGENDA

February 15, 2011

5:30 PM Work Session

**District Office Building
799 SW Columbia
Bend, Oregon**



5:30 PM WORK SESSION

1. Volunteer Program update
2. Sustainability update
3. Capital Improvement Plan (CIP) discussion

VISITORS

Work sessions are scheduled for the board to receive and discuss information regarding district operations, projects, and planning to aid in their decision-making process. The board can choose to accept comment on work session agenda items at the end of their discussion. The chair may ask for comment from visitors at the appropriate time. Please state your name and address and limit your comments to three minutes in the interest of allowing the board to complete their work session agenda.

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

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BOARD AGENDA COMMUNICATION

AGENDA DATE: February 15, 2011

SUBJECT: 2010 Volunteer Program Update

STAFF RESOURCE: Kim Johnson, Volunteer Coordinator

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: For discussion only.

COMMITTEE ACTION: None

BACKGROUND

Prior to 2006, volunteers were recruited primarily for recreation services. In 2006, the coordinator's responsibilities were expanded to encompass district-wide volunteer opportunities. Today, volunteers are involved in most all aspects of our organization. They create meaningful opportunities for people to give of their time and talents, and they enrich district programs and patron experiences.

Kim Johnson will share with you the 2010 volunteer statistics, and a report on the status of volunteer involvement in our organization.

MOTION

None - for discussion only.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE: February 15, 2011

SUBJECT: Sustainability update

STAFF RESOURCE: Lindsey Lombard, Finance Director
Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None - for information purposes only

BACKGROUND

The district's Sustainability Team, a team of nine staff representing all areas and levels of the district, began a sustainability workshop series just over one year ago. The Natural Step was the conceptual framework for the workshop series, and we partnered with The Environmental Center and the Bend La Pine School District to bring this opportunity to Bend. The Natural Step is a science-based set of principles that has been used successfully by businesses and communities, large and small, to organize and guide their sustainability efforts.

Beginning with this program our organization continues to move forward in our sustainability efforts. We have learned a process of analyzing the sustainability of our organization, and we also learned that sustainability requires a genuinely transformative way of thinking— seeing the world through a sustainability lens. We have developed a sustainability baseline assessment of our organization, and continue to track and update measurements included in the assessment. We are also striving to incorporate sustainability into our culture and our operations — this is an area that we hope will always be ongoing for our organization as we move into the future.

Two examples of how we are incorporating sustainability into our overall operations are our part-time sustainability intern and our partnering with the sustainability class at OSU-Cascades. Steven Beyer, our sustainability intern, has been working an average of 20 hours per month this fiscal year, and has been a very valuable resource for us. His cross-departmental and external research, communications, data gathering and passion continue to provide us with the information required to understand and document our progression towards sustainability.

We have recently entered into a partnership with Matt Shinderman's sustainability class at OSU-Cascades. His current class will be working on multiple projects for us this term, and we hope to build an on-going relationship that will benefit us, our community, and the students.

Staff will provide more details regarding sustainability during the work session.

STAFF RECOMMENDATION

None. This presentation is meant to provide the board an update on the district-wide sustainability initiative.

BUDGETARY IMPACT

It is anticipated that our partnership with the OSU-Cascades sustainability class will result in future long-term benefits for the district, and currently costs only a small amount of staff time. Our sustainability intern is estimated to cost approximately \$3,000 in wages and payroll taxes for the current fiscal year. The net financial benefit or cost of implementing specific sustainability actions is unknown at this time. The district will perform a financial analysis of each action prior to implementation to ensure fiscal responsibility and long-term financial sustainability.

MOTION

None ó for discussion purposes only.

ATTACHMENT

None.

BOARD AGENDA COMMUNICATION

AGENDA DATE: February 15, 2011

SUBJECT: Capital Improvement Plan (CIP)

STAFF RESOURCE: Don Horton, Executive Director
Bruce Ronning, Director of Planning and Development
Lindsey Lombard, Finance Director

PREVIOUS BOARD ACTION: The BPRD Five-Year Capital Improvement Plan was last revised and adopted on June 1, 2010. On January 14, 2011 the board reviewed and discussed CIP priorities.

ACTION PROPOSED: Additional board discussion of Five-Year CIP priorities

BACKGROUND

During FY 2009-10 the board worked with staff to sort the district's capital improvement plan (CIP) into five and ten year periods. The current Five-Year CIP (adopted by the board in June 2010) ranks facility categories as "highest, high, medium and low community priorities" as determined through the 2008 Community Interest and Opinion Survey, an Advisory Group process and subsequent board priority setting discussions. The CIP process was also informed by identified future neighborhood and community park and trail needs, a gap analysis based upon the district's adopted level of service standards, and GIS data. At the January 14, 2011 board workshop, staff reviewed the adopted CIP in light of a revised SDC Fund Forecast and updated financial forecast and the board discussed priorities for the upcoming fiscal year.

STAFF RECOMMENDATION

Staff will present a first draft 2011-12 CIP based upon the January 14 board discussion and other inputs. Following the February 15 board discussion, staff will return on April 5 with a revised draft CIP and associated financial forecast.

BUDGETARY IMPACT

None at this time; however it is clear given current revenue projections that the full set of proposed improvements listed on the draft 10-year capital improvement plan cannot be reasonably funded or accomplished within the projected time period. The board's revision and subsequent adoption of a 2011-12 CIP will have substantial impacts on capital improvement

spending, future levels of service and on subsequent General Fund maintenance and operational budgets.

MOTION

For discussion purposes only.

ATTACHMENT

None.

BMPRD Board of Directors

Calendar

2010-11

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

March 1 (1 meeting)

- ◆ Competitive Sports Programs
- ◆ Annual Work Plan 2011-12 - draft
- ◆ Pricing & Cost Recovery Guide with update on recreation program development process
- ◆ Adopt Resolution No. 331 – District Procurement Policy

April 5 & 19

- ◆ Outdoor Summit update
- ◆ Recreation partnerships update
- ◆ Review and adopt District Sign Master Plan
- ◆ Contract award: RFP – Recreation Indoor Facility Needs Assessment
- ◆ Budget Committee tour – Executive Director Report

May 3 (1meeting)

- ◆ Budget meetings
- ◆ Adopt 2011-12 SDC Fee Schedule
- ◆ Board elections
- ◆ Emergency Management Plan
- ◆ Contract award: New Neighborhood Park

June 7 & 21

- ◆ CAPRA update
- ◆ Adopt 2011-12 Budget
- ◆ Review draft Davis Park Master Plan