



Bend Park &
Recreation
DISTRICT

Board of Directors

Agenda & Reports

June 21, 2011

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

**AGENDA
June 21, 2011**

5:30 PM Work Session

**Executive Session
Pursuant to
ORS 192.660(2)(h) & ORS 192.660(2)(e)**

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



5:30 PM WORK SESSION

1. Senior Center partnerships
2. Annual Work Plan
3. 2011-12 Board Calendar review

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

GOOD OF THE ORDER

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EXECUTIVE SESSION

The Board of Directors will meet in an executive session pursuant to ORS 192.660(2)(h) for the purpose of consulting with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed, and ORS 192.660(2)(e) for the purpose of discussing real property transactions.

This session is closed to all members of the public except for representatives of the news media. Matters discussed in executive session that relate to consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed or real property transactions shall not be disclosed by the news media.

BOARD AGENDA COMMUNICATION

AGENDA DATE: June 21, 2011

SUBJECT: Bend Senior Center Partnerships

STAFF RESOURCE: Matt Mercer, Director of Recreation Services
Donna Shewey, Bend Senior Center Manager

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None ó Information only

COMMITTEE ACTION: None

BACKGROUND

The Bend Senior Center has operated with four original partnerships since it opened nearly 10 years ago. These partnerships included United Senior Citizens of Bend (USCB), Central Oregon Council on Aging (COCOA), Central Oregon Community College, and Deschutes Public Library. Over the past few months, a number of developments have taken place that will redefine these partnerships and result in changes in how some services are being delivered in the community. Staff will share these developments and how they can result in expanded services to seniors in the community.

STAFF RECOMMENDATION

None

BUDGETARY IMPACT

A total of \$16,272 in partnership revenue is budgeted in the 2011-12 fiscal year. Most of this revenue will not be collected as a result of the changes. The district will be able to offer additional activities and programs in space that will be vacated resulting in additional program revenue.

MOTION.

None

ATTACHMENT

FAQ Sheet

**Frequently Asked Questions about the
United Senior Citizens of Bend (USCB) move to Bend Community Center (BCC) and
Central Oregon Council On Aging (COCOA) meal site relocation from Bend Senior Center (BSC)**

How was the decision made to move USCB and the meal program?

USCB, through a vote of their board, decided to relocate their organizational operations and social activities to the Bend Community Center to allow for expansion. USCB asked COCOA to consider moving the meal site also so that the BCC can offer that service and meet the funding obligations for COCOA. By relocating the program to the Bend Community Center it will strengthen both USCB's and BCC mission to serve the population and ensure the continued success of the COCOA meal program to feed seniors. USCB has traditionally supported the meal program and wants to assure its continuity.

It is anticipated that the Bend Community Center, because of their ability to provide quality meals in large quantity, will offer seniors great variety and options for the senior meal program.

Will the Bend Senior Center still exist in the future?

Yes. All the current recreational programs and activities will continue. The Bend Senior Center recently completed a series of eight meetings with a citizen committee to discover what seniors utilizing the center want in the future. The need for more recreation and fitness was identified. They also analyzed the current and future space needs of the center.

When will the transition occur?

The USCB will begin transitioning programs in July, while the meal site will transition mid to late August.

How are the organizations working together?

COCOA will be contracting with the Bend Community Center to provide the meals for seniors and Bend Community Center will make and coordinate senior meals in the Bend area. Both organizations are very excited about this new partnership and anticipate a wonderful meal for seniors. The partnership will ensure federal guidelines are met for meals.

Will COCOA's Meals On Wheels program for Bend change?

Meals On Wheels is a separate program from congregate dining and will continue to be coordinated independently by COCOA for the full tri-county region.

What about the building at the BCC? Are there enough bathrooms? I heard there was asbestos before?

The bathrooms at the BCC have all been remodeled and meet ADA requirements. The primary women's bathroom now has 5 stalls. The entire building has been remodeled and all asbestos professionally removed. There is currently a grant in the works to replace all the doors with ADA

doors and there will be handrails to the steps out front. There is a level entrance in the back by the parking lot. While all ADA issues will be addressed promptly, it will take about 3 to 6 months to coordinate the new changes.

Is there enough parking at the BCC?

There are 39 parking spaces at BCC, street parking for another 30 and we are working out a deal with Cash Connection across the street to allow seniors to park there as well. Car pooling and utilizing Dial a Ride or the bus system is encouraged. We are also working with Bend Park & Recreation and other area agencies to potentially coordinate new transportation options.

Is there enough seating for meals?

The BCC has enough room in the main hall to set up tables for 200 people to eat all at once. Currently there are about 50 – 60 attendees on a regular basis at the senior meals. It is expected this number will increase!

What will the food be at BCC?

BCC staff will be looking for feedback from the seniors as to what foods they like or don't like and will do our best to provide the type of meals they like within the Federal guidelines for nutrition. We are open to suggestions anytime and are looking for volunteers to help in the kitchen every day.

How would I volunteer?

BCC is looking for volunteers to help with all of the senior activities, kitchen, janitorial, landscaping, office, etc. Any senior who wants to volunteer is welcome. However seniors are NOT required to volunteer.

When will lunch be served and how will it work?

The lunch time will be two hours, 11am – 1pm. It will be an all you can eat buffet every day with a complete salad bar, breads, butter, soups, two meat dishes, two carb dishes, two hot vegetables, beverages, fresh fruit salad and an assortment of desserts to choose from.

On Sundays BCC feeds the homeless and low-income all day for free. All Seniors are welcome for any or all of the Sunday meals. Breakfast: cold foods available 7:30 am till 11am. Hot breakfast 8:30am – 11am. Lunch/dinner available noon – 4pm. Sack lunches and to-go containers are available for take-out at no charge from noon - 4pm.

What about BCC's activities/programs?

Music and dancing will continue at BCC. The pool room and library will be open Mon – Sat. 9am – 5pm and closed on Sunday.

BCC will work with the USCB board to place appropriate signage throughout the building inside and out so seniors know what activities are taking place. Meal sites will indicate funding from COCOA as the local Area Agency on Aging meal site.

USCB will have an office at BCC which will be staffed as it has been in the past. Central Oregon Council On Aging's office is two blocks away and case managers will have a presence at the BCC as well as throughout the community wherever they are needed by seniors.

BCC's goal is to make the seniors happy in their new surroundings with the partnership with USCB for social activities and COCOA for the meal site. We will have a suggestion box out and encourage feedback and suggestions. The staff at BCC will do our best to solve all challenges in a timely manner and to assist the seniors to enjoy increased activities and socialization. Central Oregon Council On Aging's mission of providing social services in order to keep seniors independent and safe in their homes will continue throughout the area.

Does BSC, USCB, COCOA and BCC view this as a positive thing for seniors?

All four agencies see this as very positive for seniors. By consolidating and expanding social activities and services the Bend Community Center, USCB and COCOA can offer more to seniors. At the same time the recreation needs of seniors can be expanded at the Bend Senior Center. This will improve all services for Bend's growing senior population and helps all involved organizations meet their missions.

BOARD AGENDA COMMUNICATION

AGENDA DATE: June 21, 2011

SUBJECT: 2011-12 Annual Work Plan

STAFF RESOURCE: Don Horton, Executive Director

ACTION PROPOSED: For Review and Discussion Only

BACKGROUND

The annual work plans are developed as part of the overall budget process. Once the budget is approved staff consolidates the plans into one document that can be updated throughout the year.

A complete copy of the district's Annual Work Plan for 2011-12 is attached. The presentation of the work plan by department will be narrowed down this year with staff review of those projects within their specific departments they feel the board may wish to discuss.

This time is provided for the Board to provide additional input or direction with respect to those projects contained in the 2011-12 Annual Work Plan.

BUDGETARY IMPACT

NA

MOTION

No motion necessary

ATTACHMENT

Annual Work Plans by Department 6 2011-12

**BPRD Annual Work Plan 2011-12
Community Relations**

July 2011

Initiative I: To provide, care for and preserve parks, trails, natural areas and recreation facilities for current and future district residents

Goal 1: Ensure existing facilities are well taken care of and offer appeal to users.	
Task: Evaluate public event reservation program; monitor administrative costs to ensure pricing is appropriate in light of new processes	
Task: Evaluate practices and provide support to park and facility reservation staff to ensure exceptional customer service; develop or update policies and procedures as needed	
Task: Seek opportunities to educate event attendees on proper recycling methods	
Goal 2: Encourage stewardship and involvement in parks, trails and open spaces.	
Task: Expand the Adopt a Park and Trail program	
Task: Develop short term community volunteer project(s) in partnership with Park Services and Planning and Development	
Task: Foster relationship with DogPAC to help build positive relations with dog owners and encourage dog park advocacy and involvement	

Initiative III. To ensure sound and sustainable financial planning and management deserving of the public's trust.

Goal 1: Provide sustainable funding and responsible financial planning, and management to support the district's existing and future levels of service.	
Task: Develop annual financial report; incorporate financial planning/fiscal strategies in communications (newsletters) and presentations	
Task: Work with peers to develop district-wide fees and charges policy	
Task: Evaluate special event management options to ensure most cost effective delivery on BPRD objectives	

Task: Support the Bend Park and Recreation Foundation in their efforts to raise funds for recreation scholarships.	
Task: Support foundation's expansion of the Dedication Program as a fundraiser for the Recreation Scholarship Fund	
Task: Seek new database system to better track gifts, donations and communications with foundation donors; fund and implement if cost effective	
Goal 2: Pursue a consistent and effective approach to partnerships and community involvement.	
Task: Work in partnership with Recreation Dept. to expand and grow the Sponsorship Program	
Task: Perform annual evaluation of sponsorship program to ensure sponsorship revenues reflect current market trends and adherence to policy	
Task: Work with community groups as needed/available to raise money for district projects.	Support BPTA in their pursuit of funds
Task: Seek and support partnerships with media organizations to reduce costs for both organizations while realizing marketing objectives	

Initiative IV. To achieve excellence in all areas of district operations.

Goal 1: Strive for operational excellence in the delivery of park and recreation services.	
Task: Update and evaluate administrative policies as needed	
Task: Manage district-wide CAPRA process	
Task: Develop communication matrix illustrating internal and external communications (3.3)	
Task: Define integrated role of public information, community relations and marketing (3.4)	
Task: Define and document media relations (3.4.1)	
Task: Define and document the community relations plan (3.4.2)	
Task: Update, define and document marketing plan (3.4.3)	
Task: Update and document volunteer manual (4.7)	
Task: Define volunteer experiences in organization (4.7.1)	
Task: Define volunteer recruitment procedures (4.7.2)	
Task: Define volunteer recognition strategies (4.7.4)	
Task: Oversee definition of fees and charges policy and practices (5.1.1)	

Task: Define how the district educates the community on the benefits of park and recreation (6.7)	
Task: Define and document traffic control, parking plans and crowd control for large events (8.4.4)	
Goal 2: Attract, develop and retain a high caliber work force	
Task: Explore strategies for professional growth opportunities for staff from staff.	
Goal 4: Maintain a Volunteer Program that meets the interests of volunteers, expands organizational capacity, and connects citizens to the district.	
Task: Develop strategies to help each division to implement best practices in volunteer management	
Task: Develop a variety of strategies to recognize and communicate with volunteers	
Task: Seek new database system to improved documentation, streamline processes, retrieval and communications with volunteers	
Goal 5: Support the sustainability and advancement of the park and recreation profession in Oregon	
Task: Take an active role in the Oregon Recreation and Parks Association (ORPA)	Jan - 2011-12 ó serve as ORPA President Andie ó serve on ORPA's Oregon Outdoor Bill of Rights committee, producing Outdoor Seekers ó a statewide marketing initiative to inspire outdoor play

Initiative V. To use and be recognized for environmentally sound practices

Goal 2: Develop and maintain an internal sustainability education program.	
Task: Participate on sustainable staff team	Marketing Manager serves on committee.
Task: Create single-topic interpretive signs for display throughout the building	
Task: Develop a presentation on the district's on-going work, results and benefits of sustainable and best environmental practices for delivery by staff.	
Task: Develop stories and communications highlighting BPRD's environmental practices, efficiencies and cost savings	
Task: Partner with OSU Cascades to communicate and further sustainable goals.	

Initiative VII. Be recognized as a community leader in providing and nurturing what makes Bend an outstanding place to live, work and play

Goal 1: Develop and implement communications, marketing and branding plans that strengthen understanding of and appreciation for the benefits the district provides individuals and the community.	
Strategy: Market recreation programs	
Task: Target email communications to specific recreation groups	
Task: Produce 3 Recreation Program Guides	
Task: Evaluate customer service, efficiencies and cost saving opportunities of the Recreation Program Guide	
Task: Review and edit external fliers, newsletters, press releases, announcements, etc. to ensure consistency in style and delivery of messages	
Task: Meet with recreation staff regularly to strategize marketing needs, initiatives and trends.	
Task: Update the district's brand	
Task: Develop performance standards and/or benchmarks on communication objectives using the 2010 survey and other tools.	
Task: Produce both print and email newsletters	
Task: Communicate district message through dissemination of facts, stories in print and social media platforms such as Facebook.	
Task: Link BPRD Facebook and video to other sites to expand touch points and audience	
Task: Strategically place television commercials	
Task: Produce community events/programs that meet branding objectives (building community, celebrating local history and branding the district). Day of Play, Pet Parade, July 4 th Festival, Talk in the Park	
Task: Develop themed communications based upon current issues such as: goose management strategies, river safety, sustainable practices, new recreation registration timeline, etc.	
Task: Track, monitor and report district related stories on other social media platforms	
Task: Evaluate effectiveness of printed materials; update as needed or communicate in other, more effective manner	
Task: Enhance trail map features on district website	
Task: Update website with current events, programs, activities, projects and general information.	

Task: Produce and incorporate (very) short film spots in social media platforms	
Goal 2: Encourage positive media coverage of park and recreation issues and stories through development of positive relationships with media through accurate, timely and well considered offerings of news	
Task: Work pro-actively with media to encourage accurate coverage on issues and messages	
Task: Coach staff to work effectively with the media and to most effectively communicate the district's message	
Goal 3: Foster positive relations with our internal and external community	
Task: Serve on local agency communicators network	Meet monthly to learn from each other, communicate work of all agencies (AL)
Task: Seek out and coordinate speaking engagements with service clubs; develop presentations as needed	
Task: Participate in community events and activities to promote the district (health fairs, neighborhood association events, etc.)	
Task: Network with Neighborhood Associations to keep them informed on district operations, projects and initiatives	
Task: Continue considering best applicability of director's advisory group as needs arise	
Task: Expand use of short, single focus surveys to gauge public perceptions on key issues	
Task: Facilitate focus groups as needed to gain insights on customer service, community issues and district initiatives to inform communications and operations	
Task: Provide regular updates to staff on the board's work and decisions; proactively inform staff on board topics of particular interest	
Task: Seek new opportunities to represent BPRD in public forums	(Examples might include: Green drinks, chamber, Ignite Bend, city club, í)

BPRD Annual Work Plan 2011-12
Finance

July 2011

Initiative III: To ensure sound and sustainable financial planning and management deserving of the public's trust:

Goal 1: Provide sustainable funding and responsible financial planning, and management to support the district's existing and future levels of service.	
Strategy a: Employ financial forecasting tools to prepare long term financial management plans.	
Task: Upgrade Springbrook finance software to newest version ó improving reporting capabilities and functionality. Be trained and train other users on new version.	
Task: Regularly update the financial forecasting tool with new assumptions and data as they become available ó and provide information for decision making.	
Strategy b: Evaluate the impacts of population growth as part of the district's annual budget process.	
Task: Ensure that preparation of the district budget, CIP and financial forecast provides for future potential reduced property tax revenues and the "new normal".	
Strategy c: Coordinate park planning and development with available maintenance resources.	
Strategy d: Coordinate financial decisions regarding sport field development with the district's SDC methodology, SDC Fund Forecast, Financial Forecast, Capital Improvement Plan, and input from community interest assessments.	
Task: Continue to communicate accurate and current financial information to staff and the board to assist with prioritization and planning.	
Strategy i: Continue to develop and ensure compliance with district policies, procedures and internal controls to safeguard assets, adhere to state law, and reflect the goals of the district.	
Task: Draft, adopt and implement various policies during the accreditation process, and train staff as necessary.	
Task: Prepare annual financial statements and work with financial statement auditors to ensure accurate financial reporting and compliance.	
Task: Work with staff and the budget committee to prepare, approve, adopt and follow the district's annual budget.	

Strategy j: Continually improve the district's financial communication and transparency, with the goal of improving citizen knowledge of district budget and finances.	
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Initiative IV: Achieve excellence in all areas of district operations:

Goal 1: Strive for operational excellence in the delivery of park and recreation services.	
Task: Define and implement best practices that are informed through the NRPA accreditation process, as they relate to the finance department.	
Strategy a: Conduct an annual Board and staff review of the Strategic Plan and develop annual action/work plans from the goals and strategies listed therein. Utilize these to prioritize budget decisions.	
Task: Work with rest of staff to make improvements to Strategic Plan as deemed necessary.	
Strategy d: Review contractual and outsourced services on a regular basis.	
Task: Review existing contracts and put out for bid when necessary.	
Goal 3: Utilize the best program registration system in order to better accommodate the district's and program users' needs.	
Strategy b: Maintain the best option for registration software and online registration. Implement new solutions and train staff accordingly.	
Task: Implement Vermont Systems online facility reservation request system. Train all applicable staff.	
Task: Upgrade Vermont Systems RecTrac to newest version 10.3.	
Goal 5: Continue to improve and expand the district use of Web technology, networking capabilities, GIS, and other technologies.	

Initiative V: Use and be recognized for environmentally sound practices.

Goal 1: Ensure most efficient and effective overall district operations.	
Strategy a: Continue to refine the definition of the term "sustainability" as it applies to the district's operations and the provision of park and recreation services.	
Strategy b: Evaluate operational procedures to assure the district is using sustainable practices.	
Task: Continue moving the organization forward in its sustainability initiative. Continue implementation of practices as financially able.	
Goal 2: Maintain an internal sustainability education program.	

Strategy a: Encourage best business practices by staff.	
Strategy a: Facilitate the effort through other agencies, contractors, and local knowledgeable persons to train staff in the skills needed.	
Strategy c: Create opportunities for staff to help develop model programs for the district and for other agencies.	
Strategy d: Provide focus and staff training in sustainable practices, natural resource management and environmental stewardship. Provide information about available resources.	
Task: Continue the sustainability team efforts, to include staff training, support, and input.	
Task: Create and implement a sustainability element to district purchasing procedures.	

Initiative VI: Provide effective planning and facility development to address the existing and future park and recreation needs identified in the comprehensive planning process.

Goal 2: Incorporate the action items of the Comprehensive Plan into the district's Strategic Plan and Capital Improvement Plan (CIP) annually in order to achieve the recommendations of this Plan and to enhance effectiveness of staff effort.	
Strategy a: Review and revise the district's Strategic Plan, CIP and SDC Fund Forecast on an annual basis.	
Task: Work with staff and board on updating CIP and SDC Fund Forecast throughout the year based on new information.	
Strategy c: Create annual work plans for each district department that assign responsibility and time frame, and allocate the resources necessary to complete the action items identified in the Strategic Plan, CIP and annual budget.	
Task: Regularly update annual work plan to follow board and district priorities.	
Goal 6: Plan for and identify maintenance costs associated with new facilities.	
Strategy a: Evaluate impact of any proposed facilities on maintenance programs as part of the approval and funding process.	
Task: Use 5-year forecasting model to determine financial feasibility of constructing and maintaining new facilities.	
Goal 8: Plan for those future facility needs identified in the Comprehensive Plan and as necessary to the provision of more effective service to the community.	
Strategy a: Develop and maintain a long term funding plan for needed sports field development and improvements identified in Community Parks.	

Task: Annually update the CIP to reflect changes in the community, economy, and board priorities. Identify funding sources for future planned projects.

Initiative VII: Be recognized as a community leader in providing and nurturing what makes Bend an outstanding place to live, work and play.

Goal 1: Develop a comprehensive marketing plan that creates recognition and identification of the district as the primary community recreation provider and strengthens community understanding and appreciation of the benefits the district provides.

Strategy e: Annually report information to the public about parks and recreation funding, stewardship of tax dollars, and fees and charges and the overall state of the district.

Task: Work with community relations department to continue providing current and accurate financial information that is important and of interest to the community.

**BMPRD Annual Work Plan 2011-12
Human Resources**

July 2011

Initiative IV: To achieve excellence in all areas of district operations.

Goal 2: Attract, develop and retain a high caliber work force.	
Strategy a: Provide ongoing professional development and training opportunities to ensure that District staff is well prepared to deliver high quality services.	
Task: Deliver Coaching and Documentation Training	
Task: Deliver Discrimination, Sexual Harassment, and retaliation training	
Task: Develop and deliver Americans with Disabilities Act ó Employment Title	
Strategy b: Deliver a comprehensive district-wide orientation to assist the transition of all new employees to understand the culture, expectations and policies of the district.	
Task: Create New Supervisor Training Schedule/modules Need to develop: Performance Management, Injured Worker, and Positive Discipline	
Strategy c: Evaluate and update Human Resources policies and procedures on an annual basis.	
Task: Print and distribute new and updated policies	On-going
Strategy d: Evaluate and implement recruiting methods and materials to increase the number of qualified candidates.	
Task: Update hard copy employment application.	
Strategy e: Evaluate benefits package to increase attraction of qualified candidates and to maintain retention of employees.	Work in progress
Strategy f: Monitor salary schedule benchmarks with external markets to maintain the position of ðemployer of choiceö.	
Task: Comp and class study ó Conduct external market survey and internal job evaluation to maintain the position of ðemployer of choiceö.	
Strategy g: Ensure Human Resources CAPRA chapter is developed and finalized.	
Task: Develop 24 standards for the Human Resources chapter	Work in progress
Task: Develop and/or update policies	Work in progress

**BPRD Annual Work Plan 2011-12
Park Services**

July 2011

Initiative I: To provide, care for and preserve parks, trails, natural areas and recreation facilities for current and future district residents.

Goal 1: Ensure existing facilities are well taken care of and offer appeal to the users.	
Strategy b: Develop park maintenance standards by type of park or facility and evaluate annually.	
Task: Write detail descriptions of maintenance practices used for trails, community parks, river parks, sports fields, urban forestry and buildings.	To be completed as preparation for CAPRA
Strategy e: Manage the resource and social impacts of special events in parks.	
Strategy f: Manage a coordinated, district-wide sign program.	
Task: Update Special Event Guidelines and Protocols	Complete
Task: Coordinate special events with master maintenance calendar	Complete
Task: Convert the Park Ranger program to Park Resource Officer Program	Complete
Task: Develop a district emergency plan	February 2012
Task: Complete the stormwater program with the City of Bend and the UIC program with the State of Oregon	Complete by September 2011
Task: Resolve insurance requirements for vendors and caterers	Complete by January 2011
Task: Discuss Eagle Eye neighborhood watch program	September 2011
Task: Coordinate with P&D. Develop a coordinated, district-wide sign program ensuring consistent message and formats for all district signs.	September 2011
Task: Identify location of noxious weeds throughout the district and develop a plan for removal.	On Going.
Goal 2: Encourage stewardship and involvement in the parks, trails and open spaces.	
Strategy b: Incorporate interpretive signs in parks and along sections of trail to educate patrons on native plants, habitat and local history.	

Task: Natural Resources group will work with Native Plant Society, Audubon and others in overall District wide interpretive master sign program.	COMPLETE
Strategy c: Encourage compliance from dog owners to implement methods influencing positive interactions between dogs and humans, and adherence to Park system rules and regulations.	
Task: Natural Resources to lead volunteers in organized effort for community education.	With new funding continue to work with DogPac to improve 7 off leash dog sites - COMPLETE Develop IGA with US Forest Service to improve off leash play on US Forest land. TBD
Strategy d: Involve citizens in dog management goals	
Task: Continue work with USDA Wildlife Services and United States Humane Society to expand our goose management program	August 2011
Task: Partner with Deschutes County Sheriff to provide police services at Shevlin, Big Sky and Pine Nursery	Complete
Task: Work with Riverø Edge HOA to resolve trail conflicts at the golf course holes #3 and #8.	On Going

Initiative II: Provide diverse, high quality, safe and accessible recreation opportunities that will enrich people's lives.

Goal 3: Ensure adequate, well maintained fields/spaces/facilities are available to meet programming needs.	
Strategy b: Continue annual evaluation of field capacity and field use demand based on the work done in the comprehensive planning project, to forecast the need for renovation and new field space.	
Task: Work with P&D and sports programs to analyze growth of programs and forecast new field needs.	Create maintenance standards for the Pine Nursery. Research cost and feasibility of renovation of the Taylor field at Skyline to correct settling issues for 2011. To be completed Spring 2011
Strategy g: Coordinate policy decisions regarding scheduling and use of sport fields with the district's field development goals and strategies.	
Task: Work closely with sports field scheduling coordinator and AFO group.	On-going program.
Task: Complete renovations to Skyline Park, Taylor field	June 2011
Task: Renovations for the Hollinshead park tack shed	October 2011
Task: Develop master plan for the custodial program	Complete

Task: Assess trash collection and park recycling operation	November 2011
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Initiative III: Ensure sound and sustainable financial planning and management deserving of the public's trust.

Goal 1: Provide sustainable funding and responsible financial planning, and management to support the district's existing and future levels of service.	
Strategy c: Coordinate park planning and development with available maintenance resources.	
Task: Annually review park staff, equipment and budgets to plan for new maintenance needs.	Maintenance needs are addressed annually as New Programs in each year's budget ó on-going On-going evaluation program done at the end of each summer season. Assume maintenance of new sites at Harvest, Pine Ridge and Riverbend - COMPLETE Purchase equipment, materials and supplies for Pine Nursery and Neighborhood parks maintenance - COMPLETE
Strategy e: Maintain a facilities renovation and major maintenance forecast to be utilized during the annual budgeting process.	
Task: Continue 15 year repair and renovation plan for all district buildings and assets.	January 2011
Task: Complete the re-roof of the Old Bend Gym	November 2011
Task: Include Access Plan improvements to Asset Plan	November 2011
Goal 2: Pursue a consistent and effective approach to partnerships and community involvement.	
Strategy d: Seek supplemental funding support to offset the costs of the development and upkeep of parks, trails, natural areas, and historic and cultural facilities enjoyed by out of town visitors.	
Task: Pursue grants from Oregon Department of Forestry for fire fuel reduction in Shevlin Park	Complete. On Going.
Task: Write Shevlin Park forestry and recreation use plan.	Recreation management plan will require funding by 2011. Coordinate with Central Oregon Fly Fishers for Aspen Hall pond dredging - COMPLETE Coordinate with ODFW for Tumalo Creek renovation and fish habitat project - COMPLETE Complete forestry work in Shevlin Park management units 6 and 11 - COMPLETE Complete old growth protection project in units 9, 14 and 18 - COMPLETE

Task: Pursue relationships with neighborhood associations.	Continue to work with CR to develop relationships with neighborhood associations.
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Initiative IV: Achieve excellence in all areas of district operations.

Goal 1: Strive for operational excellence in the delivery of park and recreations services.	
Strategy b: Maintain the district facilities in a manner that will be convenient and accessible to the public.	
Task: Perform daily maintenance to established standards and project long term maintenance needs.	Maintenance is on going with established standards; long term care is addressed in annual budgets. Complete a work order request protocol for all district employees. Complete Train new staff on operation of thermal imaging camera ó COMPLETE
Task: Develop a computerized preventive maintenance program (PM) for all building operating systems.	Complete
Task: Work with Master Gardeners and OSU Extension to add 18 garden plots	Complete
Task: Complete clean up at Shevlin Park after wind storm damage	Complete
Goal 5: Continue to improve and expand the district use of Web technology, networking capabilities, GIS, and other technologies.	
Strategy a: Maintain a GIS mapping and data management system, and provide ongoing training for staff.	
Task: Continue to use GIS to track assets, and MMS labor and material costs.	On Going. Complete parks, facilities and trail data for Emergency Access Plan for police, fire and 911 dispatch - COMPLETE
Strategy c: Plan and design for new technologies in new or renovated district facilities, in order to better serve district users.	
Task: Use bench marks from 2008 to assess utility use in all building	Continue to monitor and document data collected to improve district buildings and reduce operating costs; Updates to be completed fiscal budget 10/11. Complete

Initiative V: Use and be recognized for environmentally sound practices.

Goal 1: Ensure the most efficient and effective overall district operations.	
Strategy a: Continue to refine the definition of the term "sustainability" as it applies to operations and the provision of park and recreation services.	
Task: Continue to look for new programs to improve our operations.	Participate in district wide team.
Strategy b: Evaluate operational procedures to assure the district is using sustainable practices.	
Task: Continue vegetation management at Shevlin Park	On Going. Continue to pursue funding grants
Strategy d: Investigate the use of alternative energy sources and non-potable irrigation water where they may be appropriate.	
Task: Complete the work with Energy Trust of Oregon to audit district facilities	January 2012
Task: Complete the work with the City of Bend to develop a best practice water use plan	Complete
Task: Research installation of central irrigation programs for all parks	On-going
Goal 2: Maintain an internal sustainability education program.	
Strategy a: Encourage best business practices by staff.	
Task: Annually review use of pesticides.	Staff annually update MSDS data and look for better application practices. On Going.
Strategy d: Provide focus and staff training in sustainable practices, natural resource management and environmental stewardship. Provide information about available resources.	
Task: Continue to offer all venues for training staff.	Staff training needs are addressed annually in the budget process. On Going. Train Facility Specialist in Excel so he can work on 15 Year Asset Plan
Goal 3: Be a leader in the provision of environmentally friendly parks, natural areas, trails and recreation facilities.	
Strategy c: Maintain effective and efficient recycling bins in all district facilities.	
Task: Evaluate recycling bins to facilities and events where appropriate.	Park Services will purchase recycle containers to be permanently placed in parks beginning in 2009 and continuing until completed given budget constraints - COMPLETE Continue installation of recycle containers and track cost savings ó on-going

Initiative VI: Provide effective planning and facility development to address the existing and future park and recreation needs identified in the comprehensive planning process.

Goal 6: Plan for and identify maintenance costs associated with new facilities.	
Strategy a: Evaluate impact of any proposed facilities on maintenance programs as part of the approval funding process.	
Task: Develop and review costs for maintaining new sites.	Annual budget process addressing new sites and programs ó on-going Complete update of the district's rules and regulations with City of Bend codes. Complete Develop guidelines and fee structure for vendors and concessionaires using parks. Assume maintenance of the new district office ó COMPLETE
Task: Develop construction protocol flowchart	July 2011
Goal 8: Plan for those future facility needs identified in the Comprehensive Plan and as necessary to the provision of more effective service to the community.	
Strategy c: Plan for the future need, and locations of additional Park Service facilities.	
Task: Evaluate requirements to convert Hamby Road Fire Hall into a maintenance and storage facility.	In progress; use of old fire station depending on UGB updates by City of Bend.
Strategy d: Plan for future events park need, to displace some or all of the current use in Drake and McKay parks.	
Task: Meet with event organizers to learn more about their needs and to discuss district requirements.	Complete

**BMPRD Annual Work Plan 2010-11
Planning & Development**

July 2011

Initiative I: To provide, care for and preserve parks, trails, natural areas and recreation facilities for current and future district residents:

Goal 1: Assure existing facilities are well taken care of and offer appeal to the users.	
Strategy: Take Care of what we have (added with 2010-11 Plan)	
Task: Assist Park Services with design of Asset Plan improvements	TBD
Task: Assist Park Services with design of Access Plan improvements	TBD
Task: Columbia Park rehabilitation project construction	To be complete in August
Task: 2011 Kiwanis Park rehabilitation project	Design approval August; contract approval Sept.
Task: Hillside Park rehabilitation design	Design Review March
Task: District sign program revision	Sign Master Plan adopted April 2011; Phase I implementation 2011-12
Strategy: Work with city of Bend and other stakeholders to develop a community-wide response to the Mirror Pond siltation issue.	
Task: Select Mirror Pond Study consultant	Review proposals and select consultant in July
Task: Participate on Technical Advisory Committee	TAC meetings TBD

Initiative VI. A. To provide effective planning and facility development to address the existing and future park and recreation needs of our growing community.

Goal 1: Provide park and facility planning, acquisition, and development to meet the needs and expectations of district residents, goals and policies in the Bend Urban Area General Plan and standards in the BMPRD Park, Recreation and Open Space Comprehensive Plan (Plan).	
Strategy: Recognize the BMPRD Comp Plan as the guiding document for all park and recreation services planning within the Bend Urban Growth Boundary (UGB) and the Bend Urban Area Reserve (UAR).	

<p>Task: Update/amend various components of the Bmprd Comp Plan to incorporate changing community needs as reflected in the district's 2008 Community Interest and Opinion Survey, the 2011 Recreation and Indoor Facility Needs Assessment, The 2010 Outdoor Facilities Access Study and Survey, the 2009 Bend Area General Plan amendments and the final Bend UGB Amendment, and in the 2008 Neighborhood Parks and Trails Master Plans as well as other district long range and master planning projects.</p>	<p>Updated Com Plan elements to be reviewed and accepted by board during 2011-12. Final Comp Plan Amendments to be adopted by board in June 2012.</p>
<p>Strategy: Incorporate the Comprehensive Plan and findings by reference in the Bend Urban Area General Plan (BUAGP) and in relevant sections of city ordinance.</p>	<p style="background-color: #cccccc;"></p>
<p>Task: Work with city of Bend to amend Chapters 2 and 3 of the BUAGP to include the Bmprd Comp Plan by reference.</p>	<p>The District's proposed Chapter 2 and 3 General Plan amendments and Development Code changes were approved by the city council in January 2009 as part of the UGB Amendment package.</p>
<p>Task: Work with city staff on UGB Amendment and additional code tune-ups.</p>	<p>Code Tune Up Package 5 scheduled for hearing in summer 2011.</p>
<p>Strategy: Work with Deschutes County to incorporate the Bmprd Comprehensive Plan in planning for Bend UAR.</p>	<p style="background-color: #cccccc;"></p>
<p>Task: Work with Deschutes County on UAR park and open space planning</p>	<p>Work on UAR will resume pending DCLD remand and approval of UGB Amendment.</p>
<p>Task: Work with Trust for Public Lands, Deschutes Land Trust and other entities including Deschutes County to create a county-wide Green Print Plan</p>	<p>Green Print Plan complete December 2010. Implementation underway.</p>
<p>Goal 2: Incorporate the action items of the Comprehensive Plan into the district's Strategic Plan and Capital Improvement Plan (CIP) annually in order to achieve the recommendations of this plan and to enhance effectiveness of staff effort.</p>	<p style="background-color: #cccccc;"></p>
<p>Strategy: Periodically review and revise the Strategic Plan, CIP and SDC Methodology</p>	<p style="background-color: #cccccc;"></p>
<p>Task: Strategic Plan review and revision.</p>	<p>Strategic Plan revision to begin in September; adoption scheduled in February 2012.</p>
<p>Task: Long term Capital Improvement Plan revision.</p>	<p>Five-year CIP revision adopted in June 2011; update during 2012-13 budget process</p>
<p>Task: Conduct five-year review of SDC Methodology and annual review of Resolution 312 fee setting requirements</p>	<p>SDC Ordinance and Methodology revisions adopted on March 3, 2009. Resolution 312 fee step program underway; annual review scheduled in December.</p>
<p>Strategy: Annual revision of district's CIP and SDC Fund Forecast</p>	<p style="background-color: #cccccc;"></p>

Task: Work with Finance on annual revision of CIP.	Annual board review of CIP in January; revision during 2012-13 budget process
Task: Work with Finance on annual revision of SDC Fund Forecast.	Board update in January; review and revision to continue during 2010-13 budget process
Goal 4: Plan for adequate response to growth of the community for parks and recreation facilities and services.	
Strategy: (none identified)	
Task: Revise IGA on Coordinated Planning, Urban Services and Urban Reserve Areas	Underway; final draft at city for review
Task: Revise Irrigation District Canal Trails Use Agreements	Discussion underway with COID and North Unit (BOR) spring 2011
Task: Monitor and comment upon city and county development process to identify new park and trail opportunities.	Ongoing review and comment upon development applications and site plan submittals. Volume has diminished significantly due to recession and slow housing market.
Strategy: Periodically review and revise the Neighborhood Park Plan, Trails Master Plan and other planning documents in order to ensure that planning for future park and recreation facilities aligns with community growth patterns and future need.	
Task: Review and revise Neighborhood Parks Plan and map to include new UGB areas	Further revision awaits final outcome of Bend UGB Amendment.
Task: Revise Park Atlas as new sites and facilities are acquired and developed	Ongoing revision as new sites are added
Task: Revise Trails Atlas as new facilities are acquired and developed	Trails Atlas reviewed by board on 1-18-11; ongoing revision as new segments are added
Strategy: Monitor and participate in city of Bend UGB amendment process.	
Task: Complete park and trail framework planning for UGB expansion lands.	Work with city staff continues. DLCD has requested refinements of the park and trail framework plans with the remand of the Bend UGB Amendment.
Task: Assist city in response to DLCD Remand Sub items 4.2 and 4.3	Draft findings complete; UGB Remand Task Force review of park and trail need scheduled in July
Strategy: Work with the city of Bend to assure that the district boundaries are expanded as urban growth boundaries are extended and the orderly extension of parks and recreation services is accomplished within the newly annexed areas.	
Task: Work with the city on UGB expansion and annexation	Process to be determined following final approval of the Bend UGB Amendment
Goal 5: Provide adequate park space and amenities to serve residents of the district.	

Strategy: Community Park Development	
Task: Ponderosa Park Phase I improvements	Engineering and final design near completion June; board review scheduled in July development to proceed in fall 2011
Task: Pine Nursery dog off-leash area design and site improvements	Board design approval in June; improvements scheduled in summer
Task: Millerø Landing Phase I design and development	Underway in July; Board design review in Sept. & Nov.; construction spring 2012
Task: Architectural design for Pine Nursery Phase IC restroom and picnic shelter ,	Pending funding
Strategy: Neighborhood Park Development	
Task: Butler Market NP design and development	Design and development of Butler Market pending further acquisition along canal. Design tentatively schedule in fall 2011, development in spring 2012
Task: New NP design	Pending acquisition

Initiative VI. B. Future facility needs and improvements identified in the comprehensive planning process:

Goal 1: Acquire new sites to provide for future parks, natural areas, and recreation facility development.	
Strategy: Future Facility Acquisition	
Task: Future community park acquisition	Larkspur addition anticipated in 2011-12 Budget; Discovery Park identified in 5-Year CIP
Task: Future neighborhood park acquisition	Neighborhood park acquisition priorities identified in 2011-12 budget and in 5-Year CIP
Task: Future regional park acquisition	60 acres additional need identified in SDC Methodology and 6-10 year CIP
Goal 2: Plan for those future facility needs identified in the Comprehensive Plan and as necessary to the provision of more effective service to the community.	
Strategy: Plan for future facility needs.	
Task: Community and Regional Park Master Plans Davis Shevlin Park Recreation/Preservation Plan Larkspur addition Sawyer Juniper Tillicum	Underway; coordinated with ODOT trail/bridge design project, board review in October Underway; board review in January & March (Pending acquisition) 2012-13 2012-13 (Pending additional discussion)

Goal 3: Provide adequate indoor facility space to meet the needs for drop-in use and recreation programming space.	
Strategy: Identify future indoor facility needs and funding	
Task: Recreation Program and Indoor Facilities Needs Assessment	Facility Needs Assessment underway; to be complete November
Goal 4: Provide a district-wide trail system that will serve a variety of uses, is accessible to all, easy to navigate and connects parks, schools, civic spaces and regional trails.	
Strategy: Provide district-wide trail system.	
Task: Incorporate 2008 Trails Master Plan in 2009 Comprehensive Plan revision	Comprehensive Plan revision underway.
Task: Work with city of Bend to implement the Accessway Plan and Primary Trail System improvements called for in the TSP through developer exactions.	On-going as development process unfolds and partnership opportunities arise.
Task: Colorado Dam Paddle Trail Improvements	First phase of Otak contract complete; Phase II underway in summer 2011.
Task: Complete Deschutes River Trail projects Pacific Park to Davis Park trail connection First Street Rapids bridge and trail design Mirror Pond to Pacific Park planning and design	Phases I and II complete, Phase III design underway with ODOT project Bridge and trail design underway with ODOT funding support (Pending additional ROW/easement discussion with property holders)
Task: Work collaboratively on planning and design of Tumalo SP river trail connections	Working on Gopher Gulch Ranch connections Working with OPRD to acquire ðGislerö property Working with Deschutes County on northerly extension to unincorporated Tumalo
Task: Complete selected Primary and Connector Trail projects Coyner Trail - Wilson Ave. to 9th St. Larkspur/N. Pilot Butte Trail N. Parkway Trail link Lemhi Drive trail undercrossing Other small design and build projects as opportunities arise	Ponderosa Park section underway; Buckingham School to 9th Street summer 2011 To be underway summer 2011 (Phase II pending further discussion with ODOT and funding) Design discussion with city and NW Crossing underway

2010-11 Initiative: Ensure Excellence in District Policies, Programs and Practice

Goal 1: Attain NRPA Agency Accreditation for District	
Task: Participate in preparing 2012 CAPRA application	P & D sections underway
Goal 2: Adopt District-wide sustainability measures and procedures	
Task: Provide support for the Natural Steps process	Ongoing

**BPRD Annual Work Plan 2011-12
Recreation Services**

July 2011

Initiative II: To provide diverse, high quality, safe and accessible recreation opportunities that will enrich people’s lives.

Goal 1: Provide quality recreation services and well managed facilities that are financially sustainable, provide excellent customer service, and meet the needs of district residents.	
Strategy a: Maintain core recreation services, programs and facilities	
Task: Support P&D with Rec. Indoor Facility needs assessment	
Task: Utilize pricing/cost recovery model with Program Development guide in establishing fees for programs and services	
Task: Utilize Program Development Guide in the evaluation of programs and services	
Task: Review and expand all existing letters of agreement, contracts	
Task: Revise sport camp offerings to meet market needs and program objectives	
Task: Complete comprehensive preventive maintenance for the Bend Senior Center, and JSFC	
Task: Provide more customer service training for all registration staff	
Task: Maintain JSFC and Senior Center to a high level of care	
Task: Complete Senior Center Facility Needs Assessment	
Task: Develop adaptive recreation programs for persons with physical disabilities	
Task: Complete recreation programming requirements for CAPRA	
Task: Utilize registration software system to provide a consistent fee structure and improves customer service for park reservations.	
Strategy b: Nurture and sustain community partnerships in the delivery of programs.	
Task: Review the Joint facility use agreement with school district administration, make revisions for approval.	
Task: Review contracts with community partners and identify new opportunities	
Task: Continue to secure additional program sponsorships	
Strategy e: Expand on the use of on-going data collection that will	

assist in determining the need for and development of programs.	
Task: Continue registration software training for staff	
Task: Support P&D in the revision of Chapter 5, Recreation Services section of the comp plan	
Task: Evaluate Senior Center partnerships, reassessment/changes	
Task: Support Rx2Thrive pilot program	
Task: Increase contractual opportunities for expanding programming	
Task: Support Outdoor Initiative ó Play Out of Doors	
Task: Utilize new registration software to produce benchmark data and facility usage	
Strategy f: Determine the need for additional indoor recreation program space including aquatics, enrichment, pre-school, and activities for active older adults.	
Task: Senior Center Needs Assessment	
Task: Support P& D with the Rec. Indoor Facility Needs Assessment	
Strategy: All	
Task: Implement new/expanded marketing strategies for all program divisions.	
Task:	
Task: Provide on-going customer service training to registration staff.	
Strategies:	
Task:: Utilize PDP in the elimination of programs that are showing marginal interest or are not meeting cost recovery goals	
Task: Support P & D in revising the Chapter 5, Recreation Services section of the comp plan	
Goal 2:Pursuant to the identification and analysis of Core Business Functions, develop recreation services that will help address important community and social issues	
Task: Collaborate with the òRx 2thriveö program development	
Task: Identify long term funding for ADA assistance required to some participants in programs	
Task: Provide active programming to assist in combating child obesity issues, Outdoor and Rx 2Thrive programs	
Task: Complete annual sports facility use report	
Strategy: Identify and reduce barriers that prevent participation in recreation programs	
Task: Conduct staff inclusion training workshops to improve front-line staff skill levels to accommodate persons with disabilities in programs	

Task: Continue to review, evaluate and adjust scholarship program to insure sustainability	
Strategy: Collaborate with other community agencies to develop programs/policies that address obesity	
Task: Review practices in programs to ensure the district is modeling, teaching and encouraging healthy lifestyles(nutrition, fitness, getting outdoors)	
Task: Steering committee member for Kids @ Heart, child obesity reduction program	
Task: Working with Healthy Communities coordinator of Deschutes Co. on obesity issues	
Task:	
Task: Development of the "Rx 2Thrive" program concept.	
Strategy c: Address the recreation and facility needs of low-income households	
Task: Identify and secure program sponsorship for low or no fee programs.	
Task: Utilize PDG process, continue to provide scholarships, Identify scholarship usage	
Strategy : Identify ways to engage underserved populations in recreation programs	
Task: Provide alternative forms of printed material, partner with neighborhood association groups, provide sign language interpreters	
Task: Utilize support organizations to assist with providing program information needs (Latino)	
Task: Provide free summer playground program in low income neighborhoods (MAGIC in the Parks)	
Goal 4: Maximize current field space available for athletic activities.	
Strategy: Continue annual evaluation of field capacity and field use demand based on the work done with this comprehensive planning project to forecast the need for renovation and new field development.	
Task: Complete annual athletic field use ratio report of district and community use.	
Task: Complete athletic field use report for 2011	
Strategy: Pursue an enhanced partnership with the school district to maximize use of turf space at elementary, middle and high schools through joint development and use agreements that provide amenity improvements in exchange for guaranteed use of space for community	

programs outside of school hours.	
Task: Review Bend/La Pine facility use agreement and schedule summit with key staff to determine the needs of each agency.	

Initiative III: To ensure sound and sustainable financial planning and management deserving of the public’s trust:

Goal 1: Provide sustainable funding, and responsible financial planning and management deserving of the public’s trust.	
Strategy: Create a long term funding plan for facility improvements.	
Task: Secure alternative funding through grants, fundraisers, special events	
Task: Identify capital improvement projects for recreation and sports facilities	
Task: Identify long term athletic field improvements and amenities.	
Task: Identify capital improvement projects for the expansion of the senior center	
Task: Implement Sports Facility Rental fees	

BOARD AGENDA COMMUNICATION

AGENDA DATE: June 21, 2011

SUBJECT: Board Calendar

STAFF RESOURCE: Don Horton, Executive Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: For Discussion Only

BACKGROUND

Following the adoption of the annual budget and the beginning of our new fiscal year, it is prudent to draft a board calendar that will help guide us through the next year. In order to help us identify those items that should be on the calendar, staff has provided a list of items derived from each department's annual work plan that will need board attention. This list had been assigned to the attached calendar.

The board should review the calendar to make sure we have captured the priorities, topics and projects that you would like to address over the course of the next year. If we have not adequately captured your expectations, we can discuss those at the board meeting for inclusion in the calendar and the annual work plan.

The calendar will be updated, provided in each board report, and appear on each board meeting agenda for review throughout the year.

BUDGETARY IMPACT

Unknown

MOTION

For information and discussion only.

ATTACHMENT

2011-12 Board Calendar

Board Calendar 2011-12

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

July 4th - Pet Parade & Old Fashioned 4th of July Celebration

July 5

- ◆ Oath of Office – Dallas Brown & Scott Wallace
- ◆ Elect new Chair/Vice-chair
- ◆ Appoint Don Horton – Executive Secretary
- ◆ Set meeting dates & times
- ◆ Discuss scheduling of board orientation & training
- ◆ Goose Management Plan
- ◆ Design review: Ponderosa Park Phase I
- ◆ Contract approval: First Street Bridge design
- ◆ Contract approval: Larkspur Trail

July 19

- ◆ Senior Center vision & planning
- ◆ Contract approval: Coyner Trail (business session)

August 2 & 16

- ◆ Review of UGB Remand
- ◆ Adopt-A-Park presentation
- ◆ Scholarship Policy
- ◆ Review community survey questionnaire
- ◆ Design review: Kiwanis Park rehabilitation
- ◆ Comprehensive Plan discussion
- ◆ Canal trails discussion
- ◆ Community gardens update
- ◆ SDAO board training – **August 16 work session**

September 6 (1 meeting)

- ◆ Recreation program review
- ◆ Codify Human Resources policies
- ◆ UIC/Storm water Report
- ◆ Design presentation: Miller's Landing
- ◆ Contract approval: Kiwanis Park renovation
- ◆ Contract approval: Pine Nursery off-leash area turf & irrigation
- ◆ Colorado Dam Paddle Trail: progress review
- ◆ Recreation Needs Assessment survey results
- ◆ **ORPA Conference – Sept 18, 19 & 20**
- ◆ **Day of Play – September 24**

October 4 & 18

- ◆ Financial policies
- ◆ Hollinshead Tack Shed improvements
- ◆ CAPRA update
- ◆ Codify administration policies

- ◆ Concept review: Davis Master Plan
- ◆ Phase I Report: Recreation Needs Assessment
- ◆ Comprehensive Plan discussion
- ◆ Contract award: Ponderosa Phase IA construction
- ◆ Resolution: RTP grant application
- ◆ Communications Matrix
- ◆ Strategic Plan – facilitated input process – special work session (Oct. 18)
- ◆ **SDAO board training – October 18 work session**

November 15 (1 meeting)

- ◆ **NRPA – November 1-3**
- ◆ Old Bend Gym renovation update
- ◆ Trash collection & recycling program
- ◆ Design approval: Miller's Landing
- ◆ Strategic Plan – second special work session (Nov. 8)

December 6 & 20

- ◆ Sports field use update
- ◆ Volunteer Program update
- ◆ Marketing communications plan update
- ◆ SDC – Resolution 312
- ◆ Review draft Shevlin Park Master Plan
- ◆ Design review: Colorado Dam Paddle Trail
- ◆ Strategic Plan – final presentation

January 3 & 17

- ◆ Financial Forecast
- ◆ SDC Fund Forecast
- ◆ Financial Statement Audit
- ◆ **Board Workshop – January 13**
 - CIP
 - Annual Work Plan review
 - Goal Setting
- ◆ Asset Plan review
- ◆ Energy Audit update
- ◆ Access Plan review priorities
- ◆ CAPRA update
- ◆ Foundation update
- ◆ Comp Plan
- ◆ Design approval: Butler Market Neighborhood Park
- ◆ Budget Committee applications
- ◆ Budget calendar review
- ◆ Resolutions – Local Government Grant & LWCF Grant

February 7 & 21

- ◆ **SDAO Conference – Sunriver – February 10-12**
- ◆ Web interface trail map
- ◆ Appoint 2 Budget Committee members

- ◆ Appoint Benefits Committee members
- ◆ Review CIP
- ◆ Review property tax revenue forecast
- ◆ Recreation program update
- ◆ Recreation Fees & Charges Policy
- ◆ Adopt Strategic Plan
- ◆ Emergency Plan
- ◆ Risk Management Plan
- ◆ Contract Approval: Ponderosa Phase 1B

March 6 (1 meeting)

- ◆ **NRPA Legislative Forum – March 12-16**
- ◆ Sponsorship Program
- ◆ Branding campaign presentation
- ◆ Contract approval: Miller's Landing
- ◆ Design review: Hillside Renovation
- ◆ Comprehensive Plan discussion
- ◆ Benefits Committee meeting
- ◆ Shevlin Park Master Plan review

April 3 & 17

- ◆ CAPRA
- ◆ Compensation & Classification Plan
- ◆ Benefits Committee meeting
- ◆ **Budget Committee Tour – April 25**

May 1 (1 meeting)

- ◆ Recreation Program update
- ◆ Set SDC fee schedule – Resolution
- ◆ **Budget meetings – May 14, 16 & 22**

June 5 & 19

- ◆ Adopt budget & impose taxes
- ◆ Adopt CIP
- ◆ Hearing & first reading – Comprehensive Plan
- ◆ Second reading & adoption – Comprehensive Plan