



Board of Directors

Agenda & Reports

July 5, 2011



## **CONSENT AGENDA**

- ◆ Approve minutes: May 7 & 21, 2011, Work Sessions & Regular Meetings
- ◆ Ratify 2011-12 Budget Committee minutes

## **BUSINESS SESSION**

- ◆ Administer Oath of Office: Dallas Brown and Scott Wallace
- 1. Elect new Chair and Vice-chair
- 2. Appoint Don Horton Executive Secretary of the Board of Directors
- 3. Set Board meeting dates and times 2011-12

## **EXECUTIVE DIRECTOR'S REPORT**

## **BOARD MEETINGS CALENDAR REVIEW**

## **GOOD OF THE ORDER**

## **ADJOURN**

## **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:** July 5, 2011

**SUBJECT:** Bend UGB Remand Issue Update

**STAFF RESOURCE:** Bruce Ronning, Planning and Development  
Director  
Steve Jorgensen, Planning Manager

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** None

### **BACKGROUND**

The Bend Park and Recreation District the city of Bend have worked cooperatively for many years to proactively plan for and provide new park and recreation facilities to meet growing community needs. This cooperation is formally acknowledged by policies in the city's Bend Area General Plan recognizing the BMRPD Parks, Recreation and Green Spaces Comprehensive Plan as the umbrella document that identifies target levels of service and future needs for park, trail and indoor recreation facilities in Bend. The city and the district have entered into an Urban Services Provider Agreement to share pertinent information and to collaborate in planning, land acquisition, development, and the provision of parks, public open space, trails, and recreation facilities.

This long term partnership between agencies was manifest in the City's January 5, 2009 UGB Amendment proposal. Representatives from the district participated on the city's Technical Advisory Committees (TAC) leading up to the UGB expansion proposal. During the TAC process and subsequent public hearings before the Urban Planning Commission and the City Council, the district provided the city with formal comments regarding future park land needs that were incorporated into the UGB expansion proposal. Based on the district's testimony, the city included 474 net acres for future park and trail lands in the adopted UGB Amendment.

Upon formal review of the Bend UGB amendment proposal, the Land Conservation and Development Commission (LCDC) and Department of Land Conservation and Development (DLCD) staff questioned the city's factual basis for overall land need estimates. In addition, both DLCD staff and the some local objectors to the proposal questioned if some or all of the future park need could be met on land already owned by the district and/or on as yet undeveloped lands within the current UGB. During hearings before LCDC in the winter and spring of 2010, the Commission agreed that the factual basis was adequate to justify the "overall amount" of land needed for parks. None the less, LCDC included two sub-issues related to park land need in the 2010 UGB Remand Order. Specifically, the remand calls for the city to address: Sub-issue 4.2 requiring additional findings explaining the land need for future parks, and Sub-issue 4.3 requiring the city to demonstrate the extent the need might be met by lands already owned by the district and/or located inside the current UGB.

With continued input from the district, the city has developed a response memo to DLCD staff with detailed findings related to the various sub-issues. The city believes that adopting the draft

materials contained in the findings will be supported by DLCD staff as satisfactorily addressing the concerns expressed under the sub-issues. The city's new findings also explain the relationship between the factual information relied upon and the district's comments and analyses in the record. The memo provides the city's Remand Task Force (RTF) with several options on the sub-issues including the following:

1. Use the existing factual basis and land need estimates for park and school land needs "as is," add no new factual evidence to the record, and revise the findings to clarify how the city arrived at the estimate. In the case of park land need, the district submitted two park land need estimates: one for 362 acres based on BMRD Comprehensive Plan Level of Service Standards; and a separate estimate of 474 acres additionally based on the city's UGB expansion proposal (map). The RTF could recommend using either estimate.
2. Use some other land need estimate and analysis resulting in a possibly larger or smaller estimate based on a combination of existing information in the record and new information.

The evidence and factual basis relied upon resulting in the land need estimates has not been challenged and is not the subject of the sub-issue analysis. City staff recommends using the 362-acre need estimate rather than the higher 474-acre park land need estimate for reasons discussed below and in their proposed findings.

The 474-acre estimate is based on the UGB Amendment proposal submitted to LCDC, i.e. the map of the proposed expansion areas. It is therefore location sensitive and may not accurately represent the future land need for community and neighborhood parks and trails associated with any new UGB expansion proposal. Given that the location-dependent 474-acre land need estimate for park land would likely change with a new map, the lower 362-acre land need estimate, based wholly on forecast population increases and the BMRD Comprehensive Plan combined target levels of service for neighborhood and community parks and for trail right-of-way, is more practical at this point in the UGB Amendment process.

### **STAFF RECOMMENDATION**

District staff concurs with the city recommendation of Option 1, above, using the 362-acre park land need estimate. This option does not require additional evidence given that LCDC has already concluded the existing factual basis supports this option. In addition, the factual basis would not be the subject of further appeals. The Board is asked to receive this information as an update on the city's UGB remand process. There is no decision point for the district at this time.

### **BUDGETARY IMPACT**

None

### **MOTION**

None

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** July 5, 2011

**SUBJECT:** Ice Rink Partnership Discussions

**STAFF RESOURCE:** Don Horton, Executive Director  
Matt Mercer, Director of Recreation Services

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** General Direction on how to proceed

**COMMITTEE ACTION:** None

**BACKGROUND**

District staff was approached this spring by a group of citizens called Bend Ice to discuss the potential for creating a public/private partnership with the district to develop and operate a seasonal ice facility. Don Horton and Matt Mercer have since met twice with the group to consider alternative concepts, locations, and partnerships opportunities. Staff and a representative from Bend Ice will share the progress of these preliminary discussions and seek input and direction from the board on how to move forward with the concept.

**STAFF RECOMMENDATION**

Staff recommends that we conduct a preliminary feasibility study in partnership with Bend Ice to determine the likely financial resources required, develop a preliminary site plan and recommend potential partnership and funding strategy.

**BUDGETARY IMPACT**

None ó preliminary work on project feasibility and planning will be done by district staff and members of Bend Ice.

**MOTION**

*None*

**ATTACHMENT**

None

**Bend Metro Park & Recreation District  
Board of Directors  
Executive Session & Regular Meeting  
June 7, 2011**

**BOARD PRESENT:** George Thayer, Scott Asla, Scott Wallace and Ted Schoenborn.

**STAFF PRESENT:** Don Horton, Bruce Ronning, Matt Mercer, Jan Taylor, Lindsey Lombard, Norm Ziesmer,

**LEGAL COUNSEL:** Neil Bryant.

**MEDIA:** Nick Grube, The Bulletin.

**VISITORS:** See attached list.

**EXECUTIVE SESSION**

The board met in executive session at 6:30 pm pursuant to ORS 192.660(2)(i) for the purpose of conducting the performance evaluation of the executive director.

**REGULAR MEETING**

Chair George Thayer called the regular meeting to order at 7:15 pm.

**VISITORS**

Chair George Thayer noted that a number of visitors wished to speak about the goose management plan and explained that the board and staff are interested in receiving new ideas and information to consider.

Judy Petullo addressed the board regarding the goose management program. She stated she did not have any new ideas and didn't feel the old ideas have been allowed to be implemented long enough. She requested that the killing issue be removed from the table. She stated it seems barbaric to her that we would kill these beautiful animals when they have done nothing evil, they just love the same place that we do. She stated we are not trying to make your jobs hard, we just feel so strongly that the geese don't deserve to die. She stated they appreciate what the district is doing with the hazing and egg oiling and urged the board to continue those efforts.

Craig Miller addressed the board regarding the goose management program. He stated that non-lethal management methods are noncontroversial and have recently shown great effectiveness, and they are acceptable to the public. He stated that lethal control methods are highly controversial, costly, unethical, and non-effective in the long term. He referred to the budgeted amount for wildlife services and stated it is \$28,000 whereas the goose poop cleanup budget is only \$2,000 per year. He asked the board to place a moratorium on killing geese and give non-lethal methods a chance to work.

Barbara Troyer addressed the board regarding the goose management program. She stated that hundreds, if not thousands of people in Bend agree that lethal methods of goose population control are not the answer. She stated that many more people would choose to support nonlethal methods if they knew

they existed. She stated they want to know when kill permits are applied for and when they are received. She stated they want to know if another killing is planned and if it will be done again in secrecy and only announced to the public after the fact. She stated they would like a moratorium on killing more geese so that nonlethal methods have a chance to work like they have in so many other communities. She stated we would like well publicized and accessible public hearings before any more geese are killed.

Foster Fell addressed the board regarding the goose management program. He delivered a new petition to the board that he stated contained 193 signatures and requested a moratorium of two years be placed on killing geese to allow for sufficient time for a humane program to begin showing results. He also asked that the board hold a public hearing before deciding to kill any more geese. He stated there have been some new developments with a revised agreement between Wildlife Services and Oregon Department of Fish & Wildlife and he believes an open hearing is advisable.

Marilyn Miller addressed the board regarding the goose management program. She reviewed previous comments submitted to the board outlining nonlethal methodology to deal with the goose problem. She requested that lethal methods be taken off the table permanently. She requested a meeting where the whole evening is devoted to geese to explain her proposal. She cited the numbers of comments submitted to the district and letters to the editor against and in favor of removal. She stated the permit to kill another 100 geese is unjustified and requested non-lethal methods be used in perpetuity.

Justin Gottlieb addressed the board regarding his campaign, employment opportunities with the district, the completion of Columbia Park, the use of volunteers, and management of the geese. He urged the board and budget committee to take proactive and progressive steps to enhance all aspects of our community.

George Thayer urged those who spoke regarding the goose management plan to volunteer to locate nests and oil eggs, and help with other methods that are part of the program.

Scott Wallace noted that a lot has transpired in the last year in terms of implementation of the management plan and he would like an update on what has been brought forward constructively and how much labor has been put into the efforts we have undertaken as a district to use non-lethal methods. He stated there is new information to be had and we need to be brought up to speed.

## **CONSENT AGENDA**

**Minutes: May 3, 2011, Regular Meeting**

**Contract award: Old Bend Gym maintenance and rehabilitation projects**

Scott Asla moved to accept the consent agenda. Ted Schoenborn seconded the motion. Scott Asla, Ted Schoenborn, Scott Wallace and George Thayer all voted aye. Motion passed.

## **Public Hearing – 2011-12 Budget**

Chair George Thayer opened a public hearing to receive comment regarding the district's 2011-12 budget. As there were no comments offered, the public hearing was closed.

## **Adopt FY 201-12 Budget – Resolution No. 334 & Resolution No. 335 – Imposing and Categorizing Taxes**

Lindsey Lombard stated the district's proposed budget was approved by the Budget Committee on May 11, 2011. She explained the board has the option to adopt the budget as it was approved by the committee, as it will be presented by staff tonight with a few changes or make changes based upon public comment or other reasons. She stated in accordance with Oregon statutes no increases to expenditures may be greater than 10% of the total approved expenditures in any fund without the budget requiring referral back to the full budget committee. She reviewed recommended staff changes that are the result of timing

construction components for the Pine Nurse Off-Leash Area project, in the amount of \$70,000, and the Old Bend Athletic Club roofing project, in the amount of \$25,000. Lindsey explained that staff has determined these funds will not be spent on these projects in 2010-11 as the projects will carry over into 2011-12, and that it will be necessary to move those funds forward into the new year. She stated that staff recommends board adoption of Resolution No. 334 which will adopt the budget and make appropriations for fiscal year 2011-12 with those changes. She added that staff also recommends the board adopt Resolution No. 335 which would impose and categorize taxes for fiscal year 2011-12. Ted Schoenborn moved to adopt Resolution No. 334, adopting the budget and making appropriations for fiscal year 2011-12 with proposed changes. Scott Wallace seconded the motion. Ted Schoenborn, Scott Wallace, Scott Asla and George Thayer all voted aye. Motion passed. Scott Asla moved to adopt Resolution No. 335, imposing and categorizing taxes for fiscal year 2011-12. Ted Schoenborn seconded the motion. Scott Asla, Ted Schoenborn, Scott Wallace and George Thayer all voted aye. Motion passed.

### **2011-2016 Capital Improvement Plan**

Lindsey Lombard explained that at the time the 2011-12 budget was approved by the Budget Committee, the 2011-16 Capital Improvement Plan was also approved. She stated there have been no changes and it is required to be adopted annually in accordance with Oregon statutes regarding System Development Charges. She noted the district also uses the plan as a guidance tool. Scott Asla moved to adopt Resolution No 336, adopting the 2011-2016 Capital Improvement Plan and Exhibit A: the 2011-2016 Capital Improvement Plan. Scott Wallace seconded the motion. Scott Asla, Scott Wallace, Ted Schoenborn and George Thayer all voted aye. Motion passed.

### **Adopt Resolution No. 337 – GASB 54 & Adopt Fund Balance Policy**

Lindsey Lombard explained that staff is asking for board adoption of Resolution No. 337, Creating Financial Reporting Funds, Committing Revenues and Committing and Delegating Authority to Assign Ending Fund Balance, in compliance with the Governmental Accounting Standards Board (GASB) statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. She stated that the district's annual financial statements are prepared in conformity with generally accepted accounting principles as applied to governmental units and GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting standards. She stated that GASB 54 provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. She also noted that the board is being asked to approve a Fund Balance Policy to better define and document the district's financial practices and to ensure that the district is in compliance with the new reporting standard. Lindsey reviewed the three basic topics of reporting, classifying and spending of ending fund balances addressed by the policy, and explained the board's authority over those funds. She stated the district is required to implement this standard in fiscal year 2010-11 which is carried out through the adoption of the resolution and policy. Ted Schoenborn moved to adopt Resolution No. 337 Creating Financial Reporting Funds, Committing Revenues and Committing and Delegating Authority to Assign Ending Fund Balances. Scott Asla seconded the motion. Ted Schoenborn, Scott Asla, Scott Wallace and George Thayer all voted aye. Motion passed. Scott Asla moved to adopt the Fund Balance Policy. Scott Wallace seconded the motion. Scott Asla, Scott Wallace, Ted Schoenborn and George Thayer all voted aye. Motion passed.

### **Pine Nursery Off-Leash Area – Final Design**

Norm Ziesmer presented the final design of the Pine Nursery Off-Leash Area. He noted the board's previous review of the Pine Nursery Master Plan in October at which time the off-leash area was introduced. He stated 14 acres have been designated for the off-leash area and explained staff had worked with some of the Pine Nursery volunteers to receive input as well as residents of the neighborhood and other interested parties who have attended public meetings. He reviewed the amenities that were identified as the most important including a seasonal pond, soft surface trails, scattered benches and

tables, and water access further into the site. He stated that accessible trails or paved trails were desirable along with an agility course, small shade shelters, path lighting and flood lighting. He explained the lighting would probably be addressed at the time the lighting is installed on the sports fields. He noted the condition of the access road and stated paving this road would provide access to the off-leash area. He explained changes to the entrance of the off-leash area to alleviate congestion. He noted the location of a soft surface trail loop and the connection to the longer loop around the site providing more than one mile of trail. He stated if the budget allows a turf grass meadow is being evaluated giving consideration to how to facilitate maintenance of the turf. Norm reviewed projected costs for the project and noted additional parking and improvements will occur in Phase 2 of the park development. Scott Asla asked about the pond's use for irrigation. Bruce explained that staff researched the use of ponds in off-leash areas and determined it would not be feasible due to maintenance costs, screening the pumps, circulating the water, etc. He stated there is adequate capacity for irrigation of the park from the existing pond. He clarified a second pond that could be fed from the existing pond had been considered, but it is not critical to irrigating the fields as there is adequate capacity for irrigation. Scott Asla clarified that his understanding was that the planning and development of the dog park was moved ahead in the schedule related to the need for the pond for irrigation of the park. He stated he is not comfortable building the off-leash area when we don't have the money for a skate park. Don Horton stated he had hoped the installation of the pond at the Pine Nursery would take the place of the water access at the Riverbend off-leash area when the district loses the use of that site, but it is not feasible. Scott stated that he is not questioning the pond decision, and that he had misunderstood the CIP discussion. Bruce Ronning clarified that staff had initially considered using irrigation water for the dog pond, but the irrigation water has to be used only for irrigation which would require pumping the irrigation water through the dog pond to provide that amenity, and return it to the irrigation pond to water the park. George Thayer suggested the use of kiddie pools in place of the dog pond, and shared his experience in Florida where the pools are used. Scott Wallace moved to approve the June 7, 2011, Pine Nursery Off-Leash Area Site Plan. Ted Schoenborn seconded the motion. Scott Wallace, Ted Schoenborn, Scott Asla and George Thayer all voted aye. Motion passed.

### **Executive Director Contract Amendment and Bonus**

Ted Schoenborn moved to approve Amendment #2, "Employment Agreement Executive Director" between Bend Metro Park and Recreation District and Don P. Horton amending the annual performance evaluation review date from February 1 of each year to July 1 of each year. Scott Asla seconded the motion. Ted Schoenborn, Scott Asla, Scott Wallace and George Thayer all voted aye. Motion passed. Ted Schoenborn moved to award a bonus of 1.4% of the Executive Director's annual salary to the Executive Director in response to his performance for the 2010 fiscal year. Scott Wallace seconded the motion. Ted Schoenborn, Scott Wallace, Scott Asla and George Thayer all voted aye. Motion passed.

### **EXECUTIVE DIRECTOR'S REPORT**

Don Horton reported an update of the Goose Management Plan would be presented to the board in August. He also clarified the amount of money spent on goose cleanup was not stated correctly by the visitors tonight. He explained the staff time and equipment costs are not included in the Wildlife Services line item. He added that staff has discussed hosting an annual meeting to allow anyone interested in the Goose Management Plan to discuss the previous year and help craft changes to the plan for the upcoming year. Ed Moore also reviewed the extensive efforts of staff to inform the group of concerned citizens about the district's use of various methods to address the goose problem. Don noted the district will set a benchmark with a goose count in June this year to be used in comparison to next June to determine if the hazing and egg oiling efforts are successful.

Don Horton announced a retirement party open to the community for Wayne Smith for June 29 in the Community Room

As there was no further business the meeting was adjourned at 8:10 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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George Thayer, Chair

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Scott Asla, Vice-Chair

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Ted Schoenborn

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Ruth Williamson

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Scott Wallace

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session & Executive Session  
June 21, 2011**

**BOARD PRESENT:** George Thayer, Scott Asla and Ted Schoenborn.

**STAFF PRESENT:** Don Horton, Matt Mercer, Theresa Albert, Donna Shewey, Jan Taylor, Bruce Ronning, Ed Moore, Lindsey Lombard, Dave Crowther, Steve Jorgensen and Paula Lowery.

**LEGAL COUNSEL:** Paul Taylor.

**MEDIA:** None.

**VISITORS:** Mike Lovely, Michael Graham and Justin Gottlieb.

**WORK SESSION**

Chair George Thayer convened the work session at 5:35 pm.

**Senior Center Partnerships**

Matt Mercer reviewed the programs provided by current partners and explained how those have evolved with the changing needs of the community. He stated that in early August staff will present recommendations of the senior center vision planning committee. He explained the upcoming changes with partnerships and the planning committee efforts are two processes, independent of each other that have been occurring simultaneously. Donna Shewey stated the changes in partnerships are a very positive move toward expanding services for all older adults to meet their needs and allow each agency to do what it does well within our missions. She stated the partnership with Deschutes Public Library in a much broader way with workshops, special events, and lunch and learn programs and joint fund raising projects. She stated the partnership with COCC is going to continue as it is to provide computer services, the computer lab and some educational computer classes. She stated that the partnership with Central Oregon Council on Aging (COCA) will involve the biggest change with their move to a new facility on Greenwood Avenue that will house the agency's counselors. She stated COCA receives federal and state funding and manage a number grant opportunities. Donna explained the COCA meal program rented space from the senior center to provide the noon meal program with the food being prepared in Redmond. She noted the number of participants in the congregate meal program has seen a reduction in recent years which is a national trend, while the numbers of recipients for the Meals on Wheels program has seen increases. She stated the meal program will move to the Bend Community Center where the meals will be offered from 11:00 am to 1:00 pm, be prepared on-site, provide more food choices and allow for more opportunity to socialize. She stated the United Senior Citizens of Bend (USCB) wants to support the meal program and will move back to the Bend Community Center. Donna stated the district will be able to expand recreation services at the senior center for our growing population of older adults and help each agency meet their mission. Ted Schoenborn asked about the kitchen equipment that was purchased by USCB. Donna explained district staff is waiting to receive an inventory from USCB and their determination as to what they are able to move. Ted also asked about the AARP tax program and how that will be addressed. Donna stated that AARP is the agency that chooses where they want to provide their service and the senior center has the space for their program. Matt stated that even though USCB and COCA are

relocating the district will continue some form of partnership with those agencies and the physical separation may help each agency collaborate better and help the community understand the different functions of each agency.

### **Annual Work Plan**

The 2011-12 Annual Work Plan was provided as an attachment to the board report and reviewed by department. Bruce Ronning and Ed Moore provided brief PowerPoint presentations highlighting specific projects planned for the year.

### **2011-12 Board Calendar Review**

The 2011-12 Board Calendar was provided in the board report. Don Horton noted that important dates for conferences and special events had been included in the calendar and invited the board to make additions or changes.

### **VISITORS**

Barb Troyer thanked the board for not killing the geese this year and expressed the hope that this approach would continue.

Scot Becksted, representing the Humane Society, thanked the board for the decision to proceed with non-lethal means of managing the geese. He stated the Humane Society stands ready to assist the district with this program.

As there was no further business the work session was concluded at 8:05 pm.

### **EXECUTIVE SESSION**

The board convened an executive session at 8:08 pursuant to ORS 192.660(2)(h) for the purpose of consulting with legal counsel concerning legal rights and duties regarding litigation or litigation likely to be filed, and ORS 192 660(2)(e) for the purpose of discussing real property transactions. The executive session was concluded at 8:48 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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George Thayer, Chair

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Scott Asla, Vice-Chair

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Ted Schoenborn

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Ruth Williamson

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Scott Wallace

**Bend Metro Park and Recreation District  
2011-12 Budget Committee  
May 9, 2011  
District Administration Office  
799 SW Columbia  
Bend, Oregon**

**Minutes**

BUDGET COMMITTEE PRESENT: Bob Almquist, Larry Katz, Scott Wallace, Scott Asla, Michael Graham, Ruth Williamson, Sarah Olson, Dave Stensland, George Thayer and Ted Schoenborn.

STAFF PRESENT: Don Horton, Lindsey Lombard, Bruce Ronning, Wayne Smith, Matt Mercer, Dave Crowther, Theresa Albert, Jan Taylor, Ed Moore, Russ Holliday, Sue Jorgenson, Paul Stell, Donna Shewey, Becky Curfew, Nancy Reeder, Mike Duarte, Debbie Bruck and Paula Lowery.

VISITORS: Justin Gottlieb.

MEDIA: Nick Grube, The Bulletin.

Board chair George Thayer convened the meeting at 5:30 pm, welcomed the committee and introductions were conducted.

Board chair George Thayer appointed Paula Lowery to serve as recording secretary for the Budget Committee.

Scott Asla nominated Bob Almquist as chair of the Budget Committee. Scott Wallace seconded the nomination. Bob Almquist was elected chair by a unanimous vote of the committee.

**BUDGET MESSAGE**

Don Horton presented the budget message for fiscal year 2011-12. He announced the district will be operating under a new normal as a result of reduced tax revenue, higher public scrutiny and demand for services. He noted this is the first time since the district was formed in 1974 that there has been a reduction in tax revenue, and staff is projecting that trend to continue for at least the next two years. He explained this reduction with a series of graphs identifying the connection of home fair market value, historic trends, maximum assessed value and tax assessed value. He stated that as a result of this downward trend, he has begun a process of right sizing the district in terms of staff reductions beginning in 2008-09, and identified those positions that have been or will be eliminated, and the reassignment of staff duties. Don reviewed the budget preparation process with the application of several planning tools including the comprehensive plan, strategic plan, five-year capital improvement plan (CIP), five-year financial forecast and annual work plans. He explained the district has weathered the recession well due to conservative revenue estimates, the number of part time staff employed by the district, increased contingencies, increased reserves in the general fund, and reprioritization of the CIP. He also reviewed changes to the district's medical insurance beginning in 2003 resulting in significant savings. He stated that in years past he has directed staff to implement a five to ten percent reduction plan early in the year to address potential reductions in revenue. Don stated that no merit increases were awarded to employees in fiscal years 2008-09 and 2009-10, but merit increases are being recommended this year. He added that the district is the only governmental agency in central Oregon that has not given a merit increase over those two years.

Scott Asla complimented Don and staff for being proactive and taking these steps. He stated he appreciates this high level approach and thanked the staff for their efforts in this regard.

## **PUBLIC COMMENT**

There were no requests to address the Budget Committee

## **RECREATION DEPARTMENT**

Wayne Smith, Director of Recreation Services, conducted a PowerPoint presentation of the recreation department's budget for fiscal year 2011-12. He noted this will be his last presentation of the budget as he will retire from the district June 30. He reviewed the department's accomplishments for 2010-11, noting increases in revenue and achievement of the second highest cost recovery in the history of the district. Wayne noted that Matt Mercer has been hired for the Recreation Director position, and Donna Shewey was hired as the new manager of the senior center. He stressed that staff concentrated on core programs and maintained them to a high standard that the community has come to expect. He stated the response from the community this year has made for an exceptional year given the economic climate. He cited the completion of a full year's experience with the new registration software allowing staff to be more efficient in their operations, and stated the positive response from customers was substantial. Wayne reviewed the 2011-12 goals and objectives of the department including the completion of a recreation needs assessment; continued collaborative efforts with community initiatives directed toward addressing obesity issues in children, and help families and children get out of doors; and concentrated efforts toward achieving accreditation through the Commission for Accreditation of Park & Recreation Agencies (CAPRA).

Jan Taylor, Community Relations Manager, explained the process for achieving accreditation through CAPRA. She stated it is a process that involves 104 standards and typically requires two years to complete. She stated the district's primary interest in going through this process is our ongoing goal to continually improve our organization.

Wayne identified budget impacts including an increase in the recreation contingency and projected revenue and expense increases. He also reviewed the performance measures of the department in the areas of cost recovery and program opportunities.

Scott Wallace asked if staff has a sense of whether Juniper Swim & Fitness Center (JSFC) is at capacity. Matt Mercer stated there are peak times where we are at capacity, and he observed the same probably goes for the senior center. He stated program growth and development will have to occur at non-peak times. He noted the senior center has recently extended hours on the weekends and added more use of evening hours which provide for potential growth. He noted the opportunities are available during non-peak times and when patrons move to those times, that increases the capacity of the facility. He added that he believes we are approaching capacity at JSFC. Larry Katz asked if staff had ever considered fees on a sliding scale to spread out the capacity of the facility. Matt stated that has been considered in the past and it is possible that we may be able to address that with the increased use of scholarships, but more likely it will be managed with programming as JSFC is such a multi-use center with activities occurring over so many different times, it would be difficult to institute a true sliding scale or reduced cost hours. Sarah Olson asked if the peak hours at JSFC are fairly close to being the same peak hours at the senior center. She asked if Juniper is full, is there space at the senior center, and could some programs move over there. Matt stated the peak hours are very similar, and staff is already increasing programming at the senior center. He said a number of the same staff teach fitness classes at JSFC that are teaching the same or very similar classes at the senior center providing overflow opportunities and an increased capacity. He stated this has been fairly successful early on and is a strategy that will be pursued. Scott Wallace asked about the projection for a reduction in the usage of scholarships. Wayne stated that staff is in the process of evaluating the scholarship program and this year a decision was made to offer scholarships only to

youth. He stated scholarships are still allowed for family passes, and if this decision is continued, we would anticipate the scholarship usage would be reduced. Bob Almquist asked if information is available in terms of numbers served by scholarships and in what programs. Lindsey Lombard stated that staff would be able to provide that information at the next budget meeting. Ted Schoenborn asked if the increased revenue had to do with the pricing pyramid. He stated he was surprised the pricing pyramid was not included in the goals and objectives as noted in previous budget years. He stated this seemed to be a significant idea that we were trying to implement. Matt explained staff has held several philosophical discussions over the past two years with regard to pricing programs appropriately, and a lot of progress was made this year. He stated a number of the concepts have been employed by staff, but we also realized that since we are going through the extensive recreation needs assessment, pricing is a very significant part of how we deliver services, and we wanted to finalize the pricing pyramid process in terms of the results of the needs assessment.

## **PARK SERVICES**

Ed Moore, Director of Park Services, presented a PowerPoint program of the Park Services 2011-12 budget. He reviewed 2010-11 accomplishments citing completion of an energy audit with Energy Trust of Oregon, sports field renovation, fire fuel reduction at Shevlin Park, and energy cost savings at Pine Nursery and Skyline Sports Complex. He reviewed goals and objectives for 2011-12 including implementing high priority recommendations from the energy audit and restoration of the Hollinshead Tack Shed. Ed also reviewed a number of major budget savings in 2010-11 such as reduced dumpster costs, reduced security costs and a cost-saving revision to the district's composting program. He also noted that staff reductions will result in savings in the amount of \$229,563 for fiscal year 2011-12. He reviewed the department's performance measures in terms of park maintenance cost per 1,000 population and park services costs by park classification.

Scott Wallace asked if any large capital outlays are planned for equipment. Ed explained this information will be included in Lindsey's presentation, and includes replacement of a 14' mower that is used in the premier parks. He added a lawn mower blade sharpening machine is included in the 2011-12 budget. He noted that due to the excellent work of the district's mechanics in taking care of equipment we have been able to extend the life of vehicles. Ruth Williamson complimented the park services staff for their efforts in keeping the district parks pristine. She also thanked Ed for his efforts with the management of the geese and developing partners to help with that work. Ruth asked about the efforts to enlarge the community garden program with the help of partnerships to include other parks. Ed reported that staff has talked with OSU regarding the possibility of another garden at Larkspur Park. He noted that the addition of community garden space in other parks would also be addressed with planning and development of new parks.

## **COMMUNITY RELATIONS**

Jan Taylor, Community Relations Manager, conducted a PowerPoint presentation of the Community Relations Department budget for fiscal year 2011-12. She reviewed the achievements of the department for 2010-11 including conducting a public perceptions survey, use of the new RecTrac system to market recreation programs through email, redesign of the district's website, and management of special events including the first, highly successful Day of Play. She reviewed goals and objectives for fiscal year 2011-12 such as an update to the district's branding message based on the result of the public perception survey, management of the CAPRA process, exploring new advertising opportunities for recreation programs, continuing to build the use of Facebook and using YouTube videos to market the district. Jan explained major budget impacts of the community relations department will include the purchase and implementation of a volunteer management software system to provide easier access for potential volunteers and improved staff support. She also noted that a pilot program will use district vehicles as travelling billboards to advertise district programs. She shared information regarding the use of volunteers contributing 59,635 hours in 2010 that equates to 28.67 full-time positions. Jan also reported on the efforts of the Bend Park

and Recreation Foundation over the past year and noted the board has expanded to twelve members and contributed \$44,000 to the district's scholarship fund. She reviewed the goals of the Foundation for the coming year and noted it will be hosting a fundraising event in late May to raise funds for scholarships.

### **RESERVE FUNDS & ENTERPRISE FUND**

Lindsey Lombard, Finance Director, presented the overview of the reserve funds and Enterprise Fund. She explained how the funds are established and their purpose. She stated revenues received from renting district properties are shown in the Enterprise Fund. She explained the goal of the Enterprise Fund is to receive enough revenue to cover the costs incurred to provide those services, and this fund has never received property tax subsidies. Lindsey stated that over the next fiscal year staff will evaluate these facilities as our revenues have seen a significant decrease due to the economy and competition from similar facilities. She stated that based on the budget we are hoping to carry forward \$218,000 in the Enterprise Fund, comparable to the current year, but less than prior years. She then referred to the Equipment Reserve Fund and Facility Reserve Fund and explained that local budget law allows reserve funds for the legal purposes of accumulating money for specific purposes. She stated the Facility Reserve Fund is used for acquiring or constructing real property and facilities. She reviewed the projects planned for 2011-12 including the renovation of Ponderosa Community Park, completing Columbia Community Park, and renovation of Kiwanis Neighborhood Park. She noted that \$450,000 has been budgeted for improvements at Miller's Landing, as well as funds for the engineering of the Colorado Street Bridge improvements, First Street Bridge construction, changes to the senior center building, \$100,000 for the Mirror Pond study, and anticipated accessibility improvements. She stated \$1.1 million has been included for facility or land acquisition or development based upon opportunity. She noted that these funds can be carried forward into the future to acquire land or develop other projects if it is not spent in 2011-12. She referred to the Old Bend Athletic Club and explained the building is owned by the district and leased to the Boys & Girls Club and that it is in need of repairs. She explained how the building had been restored and funds left from that project were restricted in the district's reserve fund to be used for major repairs. She explained how those funds will now be used to re-roof the building and repair some of the exterior brickwork. Lindsey then reviewed the Equipment Reserve Fund and explained that in the coming year staff will be thoroughly evaluating the fund and the equipment replacement schedule. She noted that the replacement of fitness equipment for Juniper Swim & Fitness Center is now included in this fund, and through the evaluation process, the application of this fund may be broadened to include equipment for the senior center and possibly outdoor program equipment and major technology equipment. She added that staff has determined not to transfer additional funds into this fund this year as we have not replaced any equipment and based upon staff evaluation the transfer of additional funds may be proposed for fiscal year 2012-13. She noted staff is proposing spending \$52,000 from this fund in 2011-12 for replacement of a mower, \$16,000 for a mower blade grinder, \$42,000 for replacing treadmill equipment at JSFC, and \$19,000 to replace pool blankets at JSFC. She noted an additional \$50,000 was budgeted for unanticipated replacement of equipment.

The budget meeting was recessed at 8:15 pm.

Prepared by,

Paula Lowery  
Executive Assistant

**Bend Metro Park and Recreation District  
2011-12 Budget Committee  
May 11, 2011  
District Administration Office  
799 SW Columbia  
Bend, Oregon**

**Minutes**

BUDGET COMMITTEE PRESENT: Bob Almquist, Larry Katz, Scott Wallace, Scott Asla, Michael Graham, Ruth Williamson, Sarah Olson, Dave Stensland, George Thayer and Ted Schoenborn.

STAFF PRESENT: Don Horton, Lindsey Lombard, Bruce Ronning, Wayne Smith, Matt Mercer, Dave Crowther, Theresa Albert, Jan Taylor, Ed Moore, Becky Curfew, Nancy Reeder, Robin Laughlin, Steve Jorgensen, Audrey Robeson and Paula Lowery.

VISITORS: Justin Gottlieb and Foster Fell.

MEDIA: Nick Grube, The Bulletin.

Chair Bob Almquist reconvened the meeting of the 2011-12 Budget Committee at 5:30 pm.

**PUBLIC COMMENT**

Foster Fell asked about the discrepancy in figures for cleaning up goose feces reported in the press. He stated in earlier reports the amount was reported as \$22,000 and recent reports use the amount of \$10,000. He stated he is wondering what the true annual figure is for goose feces cleanup in the parks. Don Horton stated the budget contains a line item for wildlife management in the amount of \$30,500 for FY 2011-12, which is the same amount as last year. He stated the goose management program is a part of the whole wildlife management program. He clarified that \$22,000 is what has been spent in the past for the goose management component of the total program. Foster asked if the \$30,500 includes the wildlife services contract and asked if he could have a breakdown of the information line by line. Don asked Foster to contact Ed Moore to schedule a time to review that expenditure.

Justin Gottlieb addressed the board and presented a letter, a copy of which is provided in the record. He stated his concerns regarding the creation of a general fund allocation for goose poop management, completion of Columbia Park within 60 days, inclusion of an action item for reviewing the district's RFP process, a monetary set-aside for non-traditional activities, a comprehensive communication plan targeting citizens aged 18 to 40, a detailed examination of the fees/ cost structure of the district in relation to resident's out of pocket expenses, and a comprehensive review of the district's wages, hiring and benefit system.

As there was no further comment, Chair Almquist declared the public comment time closed.

Chair Almquist cited the presentations received on May 9 and noted the committee's request for statistical information regarding users of the district's scholarship program. Matt Mercer presented two charts providing data for one year. He reviewed the information that demonstrated scholarship use by age with 63% of scholarships awarded to youth. He stated that the total scholarship use of \$228,330 provided programs or passes for 853 individuals. Matt also included information regarding the average dollar amount per registration, average programs per individual and average dollars per individual.

## **ADMINISTRATION & FINANCE**

Lindsey Lombard, Director of Finance, presented a PowerPoint program of the Administration and Finance Department budget. She reviewed the accomplishments of 2010-11 including implementation of the facility reservations module in RecTrac, replacement of a server and upgrade to MainTrac for park services, conversion and training of staff on Office 2007 Suite, updating of district purchasing policies and partnering with OSU-Cascades on a district sustainability initiative. Lindsey identified goals and objectives for FY 2011-12 including an upgrade of the Springbook finance software including staff training, an upgrade of RecTrac to the newest version, implementation of an online reservation request system, and efforts toward the achievement of CAPRA accreditation. She noted budget impacts such as \$35,500 for the replacement of a server and to implement the upgrade of Springbook, \$15,375 for a copier at JSFC, a plotter and district-wide server backup system. She stated that the part-time sustainability intern position was eliminated and 25% of a full-time recreation assistant position was redistributed to a human resources assistant position.

Scott Wallace asked if the server replaced last year was for the operation of RecTrac and the proposed replacement in 2011-12 is dedicated to finance software. Lindsey explained the finance software system has always operated on a separate server to maintain security and internal controls. Larry Katz asked if there are any problems collecting property taxes on those properties that are owned by banks. Lindsey explained that locally in Deschutes County banks are paying property taxes upon foreclosure resulting in a better collection rate than she had anticipated. Bob Almquist asked about the higher family leave personnel payments. Lindsey explained when employees leave the district, their bank of vacation hours belongs to them and is paid out at their current rate of pay. She stated this figure is an estimate of the potential bank of hours of a number of employees who are anticipating retiring in 2011-12. She also explained this fund includes family leave in the event an employee needs to be replaced for a time, or when a new employee comes on for training when an employee retires.

## **PLANNING & DEVELOPMENT**

Bruce Ronning, Director of Planning & Development, conducted a PowerPoint presentation of the Planning & Development Department 2011-12 budget. He reviewed the 2010-11 accomplishments of the park and facility planning and design section of the department including adoption of the district's Sign Master Plan and Park Accessibility Guidelines. Bruce also reported the Colorado Street Dam engineering/environmental design; Shevlin Park Master Plan and Recreation Needs Assessment are all underway. He identified the accomplishments of the park and facility development including completion of the landscaping, amenities and water line at Pine Nursery Park, completion of the East Pilot Butte Neighborhood Park, completion of the South Canyon Boardwalk, and the Columbia Park rehabilitation and Pine Nursery off leash area projects underway. Bruce then identified the planning and design goals and objectives for 2011-12 including the completion of the recreation needs assessment, rewriting the strategic plan, an update of the comprehensive plan, completion of two park master plans and acquisition of a new neighborhood park property. He identified those projects slated for design in 2011-12 including Miller's Landing, Butler Market and the new neighborhood parks, and Kiwanis and Hillside parks renovation. Bruce noted that the First Street Rapids Bridge and Gopher Gulch Deschutes River trails will be included in the new fiscal year's design schedule. He reviewed the 2011-12 development goals and objectives to include phase one of Ponderosa and Miller's Landing, renovation of Kiwanis Park, construction of the Butler Market Neighborhood and completion of the Columbia Neighborhood Park and Pine Nursery off leash area projects. He added that construction is planned for Coyner, Larkspur and First Street Rapids trails. Bruce identified major budget impacts for fiscal year 2011-12 including reduction of the seasonal park construction crew position from six to four months resulting in a savings of \$4,100, long range and master planning projects in the amount of \$159,000, and General Fund capital improvements in the amount of \$154,000. He explained that most of the funding for major capital projects is covered by the SDC Fund or

the Facilities Reserve Fund. Bruce reviewed the park and trail level of service based on existing population and estimated growth for 2011.

George Thayer stated he would like to see a level of service for indoor facilities. Bruce explained that one of the deliverables of the recreation needs assessment is to provide a meaningful level of service measurement for indoor facilities. Michael Graham referred to the level of service for neighborhood parks and noted it has been reduced rather drastically from the 2003 benchmark to the current level of service. He asked if that is due to the rapid population growth. Bruce stated in 2003 the level of service was at 1.9 acres per 1,000 and this year is up slightly over last year, largely due to the change in population. He stated this is largely due to the skyrocketing of land values between 2003 and 2008. He stated that even though we built 22 neighborhood parks during that time the size of the parks became smaller subsequently affecting the level of service. He also stated that we are now proposing acquiring and developing one neighborhood park per year whereas in past years we have done as many as two and three per year. Scott Wallace asked about the current inventory of undeveloped sites. Bruce stated there are currently five neighborhood park sites and identified them as Alpine adjacent to Tetherow on the west side, the new Butler Market, Mirada and Pine Nursery sites in the northeast, the Hansen site on the very east of the UGB off 27<sup>th</sup> Street, and community park sites at Rockridge adjacent to Skyview Middle School, and High Desert. He explained the prioritization of where we are going to be developing neighborhood parks is dependent upon where the greatest need is.

#### **CAPITAL IMPROVEMENT PLAN (CIP) AND SDC FUND**

Bruce Ronning identified the funding sources for the Capital Improvement Fund as the General Fund, SDC Fund and alternative funding. He explained how the five-year CIP and annual revision is prioritized including the use of community-wide surveys, the assistance of an advisory group, ongoing outreach to neighborhood associations, user group input, the district's neighborhood park and trail plans, park master planning efforts and other community planning efforts. He explained the plan is sequenced based upon the district's fund forecasting and available revenue. Bruce identified the 2012-2016 CIP priorities including maintaining what we have, primary trail system improvements, neighborhood park acquisition and development, community park acquisition and development, regional park acquisition and development the Colorado Dam improvements and Mirror Pond improvements. He stated the total proposed 2012-16 CIP is \$23,221,029, approximately the same as adopted with the 2010-11 budget. He stated that last year the General Fund provided 43% of the total five-year CIP and SDCs provided 34% of the total CIP. He stated this year the percentages have shifted to 49% SDC Fund and 34% General Fund. He explained that SDC funds can only be used to fund an identified future need and the change in proportionality is largely driven by the sequence of funding projects, not by available funding or a predicted downturn in tax revenue. He noted that alternative funding is a significant source providing \$3.9 million in this CIP with grants, donations and land sales contributing to alternative funding.

Lindsey Lombard presented the SDC Fund five-year forecast noting a conservative upward trend forecasted during the planning period. She stated that no community park projects are funded in 2011-12 with the Pine Nursery and Discovery Park scheduled for years four and five. She stated that one neighborhood park acquisition and one development project is funded in each of the five years, a 61 acre regional park acquisition reimbursement is planned for Gopher Gulch Ranch and several primary trail design and development projects are funded in whole or in part during the five-year period. Lindsey reviewed the 2011-12 non- SDC funded projects including land/facility acquisitions and development, Ponderosa Park improvements, Miller's Landing improvements, trail projects, facility renovations and access plan, neighborhood park renovations, Old Bend Athletic Club renovations, Colorado paddle trail engineering, the Mirror Pond feasibility study and Pine Nursery off-leash area, totaling \$4,068,386. She then reviewed the 2011-12 SDC funded projects as the Butler Market neighborhood park development,

neighborhood park acquisition, trail development projects, First Street Rapids pedestrian bridge, Gopher Gulch regional park planning, and capitalized construction staff costs, totaling \$1,827,372.

Bob Almquist asked about the history of the funding of the SDC, how the fee was determined this past year and if it is levied at the maximum amount. Don Horton provided a spreadsheet depicting the history of the district's SDC funding beginning in 2003 to the present. He noted that the SDC methodology was reviewed in 2005 that would have resulted in a significant increase had the board chosen to impose the fee at 100%. He explained that due to the economy at that time and what has resulted in a fairly severe recession, the board elected to raise the fee incrementally over a five-year period. He stated the fee was kept the same in the first year of the five year plan as it had been the previous year and it is being raised 25% per year until it reaches 100%. He noted the fee is also affected by inflation or deflation factors annually and set by resolution of the board each year. Don identified information provided on the spreadsheet regarding how much in SDC fees would not be collected as a result of increasing the fee in 25% increments, amounting to just over \$1 million through fiscal year 2011-12. Bob Almquist asked about the basis for the fee being implemented in this manner. Scott Asla explained that the board determined to adopt this method based on the economic times and the impact of the full fee on new families to Bend who were seeking to purchase a home. Scott Wallace stated that clearly our community is heavily leveraged in construction and development and the board was sensitive to the conditions that were affecting a lot of those people who were employed in those industries. He added the board received a lot of public input at the time we were revising the SDC methodology to match the costs that were more appropriate for developing parks and facilities, and also to try to be in step with the economic conditions in the community. George Thayer stated that even though it would probably not prohibit someone from building a house, we were anticipating less for land. Ted Schoenborn stated the cost of land is included in the new formula and that was one of the big changes in the proportionality between construction costs and land costs. He stated while he has never agreed with this decision, the idea was that in terms of Bend's economy at the time, raising the fee in the first year, would be a step that would further inhibit construction even more, and that is what we are living with. Bob asked if the \$750,000 through April 2011 is a surprise. Ruth Williamson stated that a decision was made as we felt was appropriate, and we have forgone \$680,000 and we are potentially leaving on the table another \$373,000 based on assumptions, but this was based on assumptions that are yet to be borne out. She stated that if the Budget Committee wants to recommend that the board reconsider this in light of the times and reduced property tax revenues, perhaps we should. Bob stated that he understands, but that in light of the information presented regarding the reduced property tax revenues, and things will never be the same in terms of funding, it seems to him that it was a feel good project without any understanding of the financial implications. He suggested that the district hire an economist. Ruth stated that the general feeling of the board at the time was, just because we could raise the fee, it didn't mean we should. Scott Asla stated that the board made the best decisions we could at that time in response to the economy. He stated it was the right thing to do for the community. Bob stated at the time there weren't many permits being pulled, and he appreciates the board's position, but in light of the issue now with reduced property tax revenues and other issues, maybe it is something the board might reconsider. Scott Wallace stated that the dynamics are changing with what the district has been able to do and now we are seeing a decline in the funding. He stated the alternative funding represents our looking to other members of the district to support other forms of funding such as a bond in order for the district to continue to provide the things our residents want. He stated that being in step with the community was very much a consideration when the board made the decision to implement the SDC fee and it is still part of what we are considering. He stated we may have forgone \$1 million, but in terms of the CIP we are looking at a lot more than that in terms of needing to get support from the community in order to do it. Don Horton stated there are a lot of desires of the community, and some of the larger projects the board has considered are not on the alternative funding list, such as an indoor community recreation center, and being able to demonstrate to the community that we were conservative when we thought we could be it is to the advantage of the district.

## **HUMAN RESOURCES**

Theresa Albert, Human Resources Manager, conducted a PowerPoint presentation of the Human Resources Department Budget. She reported the 2010-11 accomplishments included a new employee video, policies, training and implementation of an online employment application. Theresa identified 2011-12 goals and objectives including completion of the Compensation and Classification Study, continued training on documentation, ADA, and labor laws, and participating in the CAPRA process. She reviewed changes in full-time and part-time staffing for 2011-12 and proposed merit and COLA increases. She noted the proposed increases are supported by the Benefits Committee comprised of two board members, one member of the budget committee, the executive director, human resources manager and finance director. She explained an external market study of other public agencies had been conducted and noted that these agencies are bound by the terms of their union contracts, whereas the district staff are non-union which allows for more flexibility. She explained that district staff has received no merit increases for the past two years and a 3% merit is being recommended for all employees for 2011-12. She added that part-time employees only will receive a 1.6% COLA in addition to a merit increase and noted merit increases for all employees are awarded based on the employee's performance. Theresa reviewed employee benefits and noted increases to PERS and health insurance premiums and coverage. She also reviewed performance measures for the department for 2010-11. Larry Katz stated that it appears the PERS benefits are adequate enough and suggested the board look into whether the district should opt out of social security. He stated he is not sure that it is fair to taxpayers for district employees to receive PERS and social security. Don Horton stated that it would need to be determined if the Oregon statutes allow the district to opt out of social security.

## **BUDGET SUMMARY**

Lindsey Lombard summarized the overall budget including financial sources and uses, a comparison with the prior year financial sources and uses, 2011-12 budgeted revenues, 2011-12 budgeted expenditures, the total beginning fund balance without SDC funds, and the district's financial sustainability. She stated that in 2012 property tax revenues are estimated to decrease while user fees and charges are anticipated to increase by approximately 6.3%. She noted the SDC fees have seen significant decreases each year since 2005-06 and for 2011-12 a 13.2% increase from current year's estimated revenue has been budgeted which is due to a fee increase, not a projected increase in building permits.

As there were no further comments or questions, Sarah Olson moved that the Bend Park and Recreation District Budget Committee approve the proposed budget for the fiscal year 2011-12 for the General Fund, Recreation Services Special Revenue Fund, Systems Development Charges Special Revenue Fund, the Enterprise Fund, the Facility Reserve Fund and the Equipment Reserve Fund. Larry Katz seconded the motion. The motion was passed by a unanimous vote of the Budget Committee.

Scott Wallace moved that the Bend Park and Recreation District Budget Committee approve taxes for the 2011-12 fiscal year in the General Fund at the rate of \$1.461 per \$1,000 of assessed value for operating purposes. Sarah Olson seconded the motion. The motion was passed by a unanimous vote of the Budget Committee.

Don Horton thanked the Budget Committee for their participation in the district's budget process. George Thayer thanked the committee on behalf of the board for their service and for being involved in community matters. Lindsey Lombard thanked Michael Graham and Bob Almquist for their three years of service on the Budget Committee.

The Budget Committee meeting was adjourned at 8:30 pm.

Prepared by,

Paula Lowery  
Recording Secretary

Copies of the PowerPoint presentations and audio recordings of the budget meetings are available upon request.

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** July 5, 2011

**SUBJECT:** Election of Chair and Vice Chair

**STAFF RESOURCE:** Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Conduct election of Board officers

**COMMITTEE ACTION:** None

**BACKGROUND**

The Board of Directors annually elects a Chair and Vice Chair at the first meeting in July of the new fiscal year. The Chair and Vice Chair serve a one-year term. Duties and responsibilities of the Chair include presiding at board meetings, appointing committees and signing ordinances, resolutions, proclamations, correspondence, the Executive Director's employment contract, etc., on behalf of the Board of Directors. The Chair may also represent the Board of Directors in meetings with other agency officials, and at public functions requiring a presence of the district. In the event the Chair is absent from a meeting or unavailable for any of the duties mentioned above, the Vice Chair will substitute for the Chair.

**STAFF RECOMMENDATION**

None

**BUDGETARY IMPACT**

None

**MOTION**

I nominate \_\_\_\_\_ to serve as Chair of the Bend Metro Park & Recreation District Board of Directors for Fiscal Year 2011-12.

I nominate \_\_\_\_\_ to serve as Vice Chair of the Bend Metro Park & Recreation District Board of Directors for Fiscal Year 2011-12.

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** July 5, 2011

**SUBJECT:** Appoint Executive Secretary of the Board of Directors

**STAFF RESOURCE:** Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Appoint Don Horton, Executive Director, as Executive Secretary of the Board of Directors

**BACKGROUND**

The Board of Directors is required to appoint an Executive Secretary according to Oregon State Statute 266.370. As a matter of formality the board annually appoints the executive director to serve in this capacity. The Executive Secretary represents the board in business matters and signs ordinances, resolutions, proclamations, correspondence, contracts, deeds, etc., on behalf of the Board of Directors and the district.

**STAFF RECOMMENDATION**

Appoint Don Horton, Executive Director, to serve as the Executive Secretary of the board.

**BUDGETARY IMPACT**

None

**MOTION**

*I move to appoint Don Horton, Executive Director, to serve as Executive Secretary of the Bend Metro Park & Recreation District Board of Directors for fiscal year 2011-12.*

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** July 5, 2011

**SUBJECT:** Board of Directors Meeting Dates and Times

**STAFF RESOURCE:** Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Set Board meeting dates and times for 2011-12

**BACKGROUND**

The Board formally determines the meeting dates and times for the year at the first meeting in July.

**STAFF RECOMMENDATION**

None

**BUDGETARY IMPACT**

None

**MOTION**

*I move to conduct the Bend Metro Park and Recreation District Board of Directors public meetings on the \_\_\_\_\_ and \_\_\_\_\_ (day) at \_\_\_\_\_ (time).*

**ATTACHMENT**

None

## Community Relations Department June 2011 Highlights

### Volunteer Program

- Recruited & trained volunteers for district events:
  - Larkspur Festival: *Meadowlark Manor students and staff helped with this event*
  - Senior Center Patriotic Potluck: *Northstar and After School Buddies are volunteering at this event*
  - Pet Parade: *Meadowlark Manor, Northstar, Bend Rabbit Raisers, Dog Pac and various community volunteers*
  - July 4<sup>th</sup> Festival: *Westside Church and various community volunteers*
  - Miller's Landing Celebration: *3 terrific community volunteers are planning to help with this event*
- Worked with staff to coordinate event details and volunteer needs
- Follow up, orientation and coordinating for program volunteers:
  - Senior Center – 3
  - JSFC – 9 (includes 3 teens helping with Fit Kids)
  - Adult Outdoor – 2
  - Youth Enrichment – 2
- Orientation and training for youth recreation and enrichment teen volunteers
  - 10 teens volunteering with MAGIC in the Parks
  - 3 teens helping with youth enrichment programs
  - 8 teens volunteering with Cougar Camp
- Coordinated details and participants for second Swim Instructor Aid & Junior Lifeguard sessions.
  - 32 teens are participating in the junior lifeguard program
  - 22 teens are participating in the swim instructor aid program
  - 8 teens are participating in the Sitters in Training program
- Communication with adopt a park and trail volunteers, and OLA volunteers.
- Promotion and coordinating for DogPac – clean-up project at Hollinshead OLA
- Presented to Newcomer's Club with Jan

### Foundation

- Accounting, thank you notes and follow-up for Give Play! Breakfast
- Attended Sagebrush meeting for nonprofits participating in the community challenge/street fair
- Accounting and thank you notes for Heroes Memorial brick dedications
- Coordination for bench dedication in Pine Nursery OLA.
- Administered Foundation finances, including deposits, payments and transfers and thank you receipts.
- Communications with Foundation board members
- Recruited board members to participate in district recreation needs assessment focus group.
- Coordinated details for Foundation's booth at Sagebrush event.

### Marketing and Communications

- Promotion of July 4<sup>th</sup> festival included a billboard, print ads, radio ads, PSA, coordinating
- Approached hundreds of people to participate in three different focus groups for the Recreation Needs Assessment and coordinated attendance
- Wrote PSA's on JSFC outdoor pool opening, district office design award, Coyner Trail construction, goose program, July 4<sup>th</sup> celebration and Columbia Park playground.
- Assisted facilitation at the Bend Senior Center Vision and Planning Committee Meeting

- Organized the second local Outdoor Summit meeting
- Created and sent two targeted email marketing messages (summer soccer camps and teen programs)
- Cleaning up files and preparing for departure

### **Public Event Park Reservations**

- June Events: 10 total, 14 event days
  - Drake- Farmers Market ( Every Wed)
  - Pine Nursery- Fly Fishing Event
  - McKay – Steam Stewardship
  - Larkspur- Festival
  - McKay – Bend Pride
  - Drake- Heaven Can Wait
  - Drake – OSU Graduation
  - Riverbend- Stand Up Paddle Challenge
  - Compass- Twilight Tunes
  - Drake –Beer Run

### **July 4<sup>th</sup> Event Coordination**

- All event sponsorship dollars collected -- \$23,700
- Coordination of all event logistics

### **Community Outreach**

- Historic Museum Summer Marble Shootout June 18
- Promo for Talk in the Park/ prep for the program to start
- Coordination of kiosk for the summer outreach dates

### **Community Relations and Administration**

- Hosted models for roundabout art for Pine Nursery in lobby to solicit public input
- Strategized goose management plan communications
- Field press calls
- Addressed public inquires (mostly about renting parks for concessions)
- Prepared PowerPoint and presented to Newcomer's Club
- Populated focus groups for Recreation Needs Assessment
- Work with customer service staff on park and facility reservations
- Revised alcohol use policy and procedures – administrative policy
- Update private park reservations policy – administrative policy
- Update concessions/sales policy – for board codification at a later date
- Prepared contract for marketing services due to Andie's departure
- Reviewed position description and developed plan for filling vacant marketing manager position

## **Park Services**

**June 2011**

### **Facilities Staff**

- Hauled 320 yards of rock material for trail resurfacing.
- Excavated a portion of Coyner Trail through Ponderosa Park.
- Installed air-station for rafting use at Riverbend.
- Installed lighting timers at Hixon, McKay, Larkspur and Shevlin parks.
- Completed monthly and annual fire system inspections and tests district wide.
- Completed safety repair at Quail, Larkspur and Wildflower.
- Poured concrete bases for electrical spider boxes at Riverbend.
- Completed mounting table components at McKay Park.
- Installed snow cleats on the roof at Big Sky Park restroom and the district office.
- Painted main parking lot lines and directional indicators at JSFC.

### **Landscape Management**

#### **Sports Field Staff**

- Top dressed Taylor field with 50 yards of compost produced at the shop and overseeded.
- Provided field prep for softball and lacrosse programs.
- Provided field prep for three weekend tournaments for outside user groups.
- Top dressed Big Sky Field #6 with 100 yards of compost material.
- All sites with the exception of Pine Nursery and Kiwanis are running on Maxicom efficiently.
- Three (3) staff attended Maxicom training.
- Completed weed spraying at Skyline, Harmon, Kiwanis and Pioneer.

#### **Neighborhood Parks Staff**

- Re-barked the tree wells and beds at Al Moody.
- Applied fertilizer to all Westside Parks.
- Completed spraying broadleaf and Roundup on neighborhood sites and Aspen Hall as needed.

#### **Premier Parks Staff**

- Spraying of Roundup and broadleaf at Drake, Farewell Bend, Juniper and Hollinshead parks.
- Contracted broadleaf and Roundup spraying at Riverbend dog park, district office perimeters, McKay and the Berms.
- Applied additional fertilizer to the middle pod along with the outer turf areas at Riverbend to increase wear tolerance due to high use.
- Replant a tree at Farewell Bend Park for the new piece of art that will be installed near the foot bridge.
- Completed irrigation locates for the OSU Commencement, Stand Up Paddle Race, Heaven Can Wait and Bend Pride large special events in premier parks.
- Farewell Bend, Drake, Riverbend, Pageant and McKay parks are all running on Maxicom.

### **Shop Staff**

- Preparing for the 4<sup>th</sup> of July event.
- Preparing surplus equipment to be sold, PM23-dump truck, weed trimmers and backpack blowers.
- Assisted the senior center with their community event,
- Assisted recreation programs setup.
- Assisted JSFC with equipment support for pool top removal.

### **Natural Resources Staff**

- Resurfaced 1.5 miles of the Deschutes River trail, north.
- Applied noxious weed control at Shevlin Park, Miller's Landing, Pine Nursery, Big Sky Sports Complex, Lava Ridges, Haul Road Trail, Pilot Butte Canal Trail, Larkspur Trail, West Bend Trail, Overturf OLA, Hillside OLA, Deschutes River Trail, Davis, Cinder Cone, River Rim, Hanson property and Hollinshead Park.
- Prepared for July 4<sup>th</sup> celebration.
- Cut tall grasses and weeds per Bend Fire Code requirements at Al Moody Park, Rock Ridge, Hollinshead Park, Larkspur Trail, First Street Rapids, Davis, Pine Nursery, Miller's Landing, Hanson property and Butler Market property.
- Mapped weed control activities with GPS.
- Assisted with Shevlin Park master planning mapping features and issues as well as researching history.
- Hazed geese up until the molt. Achieved the target number for the Mirror Pond area and will continue to monitor parks for damage.

# Planning and Development Project Summary - June 2011

## NEW CONSTRUCTION

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**Pine Nursery Community Park:** Off-leash area improvements scheduled this summer.

**Coyner Trail Construction (Ponderosa Park)** Construction of the 10-ft. wide accessible asphalt trail has been completed from the corner of Wilson and 15<sup>th</sup> Streets to the south end of the off-leash area, approximately 670 lineal feet. Construction is nearing completion of the trail section through the park north to the skate park and Bear Creek School boundary. The remainder of Coyner Trail will be completed during the summer.

### **Columbia Park Renovation**

The main playground structure and swings and fall protection surfacing are complete and the playground is open for use. Hillside slide fall protection work is underway. The irrigation system is 95% complete and 90% of the plants and trees have been installed. The sod installation in the large turf area is complete and the area is open to the public. Site furnishings installation is underway.

## PROJECT PLANNING AND DESIGN

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**Pine Nursery Community Park:** Design of off-leash area improvements is complete, construction drawings underway. New features include additional trails, potable water and improved access.

**District Sign Program:** Work continues on rules and regulations sign design. Draft rules icons have been finalized. The sign committee called for in the plan has been organized.

**Columbia Park Renovation:** Design work continues on picnic shelter and interpretive signs.

**Kiwanis Park Renovation:** The design process has begun with a public meeting and neighborhood questionnaire. A second open house meeting is scheduled for July 14th.

**Ponderosa Community Park Phase 1:** Engineering and infrastructure design and permitting necessary to begin the construction are underway. Anticipated improvements include new access from Wilson Street, parking, utility extensions, right-of-way improvements, preparations needed to relocate the skateboard park, a new playground, paving the Coyner Trail and a plaza area, picnic shelter and restroom.

**Colorado Dam Paddle Trail Improvements:** Phase I draft reports including topographic survey, river cross sections, river monitoring points, geotechnical investigations, riparian and fish habitat assessment, and archaeological investigations are complete. Phase II work has begun with hydraulic analysis. Project partner meetings are scheduled for mid-July.

**Miller's Landing:** Preliminary budgeting and design discussion for Phase I development of the new park is underway. Site survey is underway and preliminary archaeological investigation will soon be underway. Community questionnaire has been developed and mailed and is also available online at the district's website. The first open house meeting is scheduled for July 21, 5:30 to 7:30 in the Community Room at the District office. Staff will also attend the July 16 TPL community celebration.

**1<sup>st</sup> Street Rapids Bridge 2010 ODOT Project Readiness Initiative:** Staff has negotiated a scope of work and price agreement with the top proposer. The draft documents are under review at ODOT. The district is awaiting a formal Notice to Proceed before beginning work.

**Davis Master Plan:** Public process planning underway. Coordination with 1st Street Rapids bridge and trail design underway.

**Shevlin Park Master Plan** - Project goal setting and public process planning continues. Site mapping and background research continues. On-line questionnaire is to be released in July.

**Coyner Trail - Ponderosa Park to Juniper Park:** MOUs with the School District and the city of Bend have been approved and signed. An MOU with the Presbyterian Church is awaiting approval.

**Larkspur Trail - Pilot Butte to Neff:** Final trail alignment and engineering underway. MOU with Bend-La Pine School District has been signed.

**Dagget Lane Pedestrian Crossing:** Cooperative Project Agreement with city signed.

## **LONG RANGE PLANNING**

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**Recreation Program and Indoor Facilities Needs Assessment:** Project underway with consultant staff group interviews held May 23 . 25 and community focus groups conducted June 28 and 29. The design of the community survey questionnaire is to be underway in July.

**Mirror Pond Sedimentation and Enhancement Project:** Staff will participate in the review and scoring of the two submitted proposals. A selection committee meeting to assist with consultant evaluation and selection is scheduled for July 26<sup>th</sup>.

**Planning and Development Annual Plan:** 2011-12 annual plan and project work schedule complete.

**Bend UGB Amendment Remand:** Staff assisted city of Bend with response to remand sub issues 4.2 and 4.3 regarding future park and trail land needs. Board update scheduled on July 5.

## **DISTRICT COMMITTEES AND COMMUNITY INVOLVEMENT**

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**District Committees:** Planning and Development staff continues to serve on the ERC, Safety and Sign Committees as well as the Sustainability Team, Art and Walls Committee, and Getting Kids Outside Committee.

**Community Involvement and Professional Associations:** Norm Ziesmer attends COCA meetings. Steve Jorgensen attends BPAC meetings. Robin Laughlin serves as Oregon ASLA Treasurer and as District representative on the Deschutes National Forest Children's Forest Strategic Planning Committee. Bruce Ronning participated in the OPRD Local Government Grant proposal review process June 7 - 9 in which over \$6 million in lottery funding was distributed to park and trail projects statewide. He also continues to serve on the ORPA Legislative Committee.

## Board Calendar 2011-12

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

### **July 19 (business session)**

- ◆ Senior Center vision & planning
- ◆ Goose Management Plan
- ◆ Design review: Ponderosa Park Phase I
- ◆ Contract approval: First Street Bridge design
- ◆ Contract approval: Larkspur Trail
- ◆ Contract approval: Coyner Trail (business session)

### **August 2**

- ◆ Adopt-A-Park presentation
- ◆ Scholarship Policy
- ◆ Review community survey questionnaire
- ◆ Comprehensive Plan discussion
- ◆ Canal trails discussion

### **August 16**

- ◆ Bend Ice partnership discussion
- ◆ **SDAO board training – August 16 work session**

### **September 6 (1 meeting)**

- ◆ Recreation program review
- ◆ Codify Human Resources policies
- ◆ UIC/Storm water Report
- ◆ Community gardens update
- ◆ Design presentation: Miller's Landing
- ◆ Design review: Kiwanis Park rehabilitation
- ◆ 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**
- ◆ **SDAO Board Training – September 22, 8:00am - 5:00pm**
- ◆ **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 approval: Kiwanis Park renovation
- ◆ 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