



Board of Directors

Agenda & Reports

August 9, 2011

CONSENT AGENDA

- ◆ Approve minutes: July 19, 2011, Work Session & Regular Meeting
- ◆ Contract approval: Coyner Trail

BUSINESS SESSION

1. Public Information Policy

STAFF REPORTS

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)(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 real property transactions shall not be disclosed by the news media.

BOARD AGENDA COMMUNICATION

AGENDA DATE: August 9, 2011

SUBJECT: Adopt a Park or Trail

STAFF RESOURCE: Kim Johnson, Volunteer Coordinator
Mike Duarte, Landscape Manager

PREVIOUS BOARD ACTION: none

ACTION PROPOSED: For discussion only.

COMMITTEE ACTION: none

BACKGROUND

The Adopt a Park or Trail volunteer program continues to be a popular volunteer opportunity. Adopt-a park or trail program volunteers are individuals, families and businesses that commit to helping with the care of a park or trail section for at least one year. The volunteers are asked to visit their area regularly and help with litter control. They also provide a great service in alerting park staff of concerns such as vandalism, graffiti and weather damage. Some volunteers help with seasonal projects such as planting or spreading bark. Volunteers self-report their activity each month to the district.

The district currently has 20 parks adopted and 15 sections of trails adopted.

Kim and Mike will provide the board with an update of the program.

STAFF RECOMMENDATION

NA

BUDGETARY IMPACT

NA

MOTION

NA

BOARD AGENDA COMMUNICATION

AGENDA DATE: August 9, 2011

SUBJECT: Recreation Needs Assessment Survey Questionnaire

STAFF RESOURCE: Bruce Ronning, Director of Planning and Development
Matt Mercer, Recreation Director

ACTION PROPOSED: Review survey questionnaire final draft

BACKGROUND

In May 2011 the district entered into contract with Heller and Heller Consulting Inc. to provide the assessment and service analysis necessary to determine current and future needs for recreation programming and indoor recreation facilities. Information produced in the Recreation Needs Assessment will be used to make informed decisions about recreation program planning and service delivery in the future. The project will also lead to an examination of the district's core business functions and rewriting of the 2006 to 2010 Strategic Plan. Subsequently, it will provide information and findings necessary for the review and revision of the recreation service delivery and indoor recreation facility needs elements of the district's *Parks, Recreation and Green Spaces Comprehensive Plan*.

Included in the consultant's scope of work is a series of focus groups and a scientific, community-wide survey, both designed to examine recreation programming and indoor facility needs. The focus group work was conducted by Heller and Heller in June. The survey will be conducted in late August and early September by Leisure Vision, the same provider that developed and administered the district's 2004 and 2008 Comprehensive Plan surveys. Ron Vine of Leisure Vision will attend a special work session scheduled on September 21, 2011 to report the survey findings and discuss them with the board. Staff has worked with Mr. Vine to design a survey questionnaire that will inform the Recreation Needs Assessment project, examine community issues identified in the earlier focus groups and benchmark some of the findings from the 2004 and 2008 surveys.

STAFF RECOMMENDATION

Staff will provide the draft community survey questionnaire for board review when it becomes available.

BUDGETARY IMPACT

Funding for the Recreation Needs Assessment project, including the community survey, was approved with the 2011-12 Planning and Development Department budget.

MOTION

None

ATTACHMENT

The draft survey questionnaire will be provided to the board via email.

**Bend Metro Park & Recreation District
Board of Directors
Work Session & Regular Meeting
July 19, 2011**

BOARD PRESENT: Ted Schoenborn, Scott Wallace, Scott Asla, Dallas Brown, and Ruth Williamson.

STAFF PRESENT: Don Horton, Matt Mercer, Ed Moore, Jan Taylor, Paul Stell, Audrey Robeson, Donna Shewey, Norm Ziesmer, Dave Crowther and Paula Lowery.

LEGAL COUNSEL: None.

MEDIA: Nick Grube, The Bulletin.

VISITORS: Bob Woodward, Michael Graham, Mike Lovely, Barb Campbell and Foster Fell.

WORK SESSION

Chair Ted Schoenborn convened the work session at 5:35 pm.

VISITORS

Bob Woodward addressed the board regarding the Bend Senior Center. He stated that he had served on the citizens visioning and planning committee. He stated it was a wonderful process and he was very happy to be involved. He stated the sessions were productive and while there were a lot of differences of opinion people came to a consensus. He noted the committee was made up of a diverse group and he feels they came up with a well thought-out plan.

Senior Center Vision & Planning

Matt Mercer presented the recommendations of the Bend Senior Center Visioning and Planning Committee. He conducted a PowerPoint presentation identifying the committee's goals and key issues. Matt noted that the primary challenge is how to balance the needs and interests of the multiple generations of people who are considered "seniors". He stated the committee had been very sensitive to current users and the importance of making them feel comfortable in the center. He stated the current building is undersized and does not optimize program space. He shared information regarding the demographics by age of the center's user groups. He also provided information regarding the age of those currently being served by the center's programs. Matt reviewed a breakdown of how activity spaces are currently used and shared facility space recommendations of the committee as well as future facility considerations including design elements, and branding and marketing of the facility and programs. He identified the next steps related to the committee's recommendations including incorporating the findings into the district's recreation and facilities needs assessment, completion of an architectural study to develop remodel options, forming a naming committee to evaluate a potential name change, develop new branding and marketing strategies and consider using the tenth anniversary celebration of the center as a springboard into the future. He noted it is important to understand how much of building's space is not programmable

such as the kitchen, bathrooms, storage spaces, lobby and office space as they are support facilities. He stated that in terms of the Bend Senior Center, of the 14,000 square feet, only 56% of that is actual program space and that includes the kitchen. Scott Wallace asked how much space is available to expand the center. Matt explained the existing site would accommodate a small expansion of an estimated 10,000 square feet depending upon an architectural analysis. He stated if the district acquires the property between the senior center site and Southeast 15th Street, a 25,000 square feet expansion with parking could be accommodated and leave a good amount of open space. Scott Asla encouraged staff to look at including outdoor gathering spaces on the site in association with a building expansion. Ted Schoenborn referred to USCB's decision to move to the Bend Community Center along with meal program. He asked if that is all that is changing at the senior center and if the programming will remain the same. Donna Shewey stated that USCB and Central Oregon Council on Aging (COCOA) are two primary partners of the district at the center along with COCC and Deschutes Public Library that are managed by agreements that are reviewed annually with each organization. She stated that COCOA has been looking for a site for two years to move their meal site program and decided to move this year. She explained COCOA had been housed in Redmond and recently purchased a building in Bend to house all of their administrative space and counselors that had space previously at the Bend Senior Center and other outlying locations. She explained how COCOA has self-contracted the meal program to themselves with meals being prepared in Redmond and transported to Bend. Donna also explained how the use of the meal program has changed with the influx of younger seniors who do not participate and the increase in numbers of Meals on Wheels, due to the numbers of much older seniors who need that service. She explained how the Meals on Wheels program will still be provided for from the Bend Senior Center. She stated that USCB was given the opportunity to remain in the Bend Senior Center with the understanding that as a result of the Recreation Needs Assessment, their space may change. She stated that USCB made the decision to move their administration office to the Bend Community Center to support the meal program, and to operate their bingo program along with other services. She explained that USCB feels they have lost their identity over the years due to the growth of programs at the Bend Senior Center and USCB's membership has dwindled over the years. She added they feel the move to the Bend Community Center will help them to revitalize their organization. Donna stated that these changes constitute an increase in the number of partnerships as the Bend Community Center becomes a focal point partner with all partners being able to better serve the older population more efficiently. Ted asked what services the district will be partnering with USCB for. Donna explained that educational programs and fitness programs will be the primary focus of partnered services. She noted that nothing will change at the Bend Senior Center except for the ability to expand existing programs. She also stressed that USCB wants to focus on rebuilding their membership. Matt added that providing social services has been a focus of the USCB in areas of the meal program and transportation, whereas those services are not a typical function of parks and recreation. He stated he views these changes as an opportunity for future partnership options with all these organizations which is not defined by sharing space. Ted encouraged staff to concentrate on the expansion of services and programs for the seniors.

Bill Reiter addressed the board regarding changes at the senior center. He stated he was involved with the Rotary Club and their efforts to build the center. He stated the old building should have been demolished. He stated that he believes the changes are a political move and none of the seniors want to move from the center. He referred to COCOA and their purchase of a building in Bend and stated he does not see this as a park district problem. He stated that most of us in the community thought the new senior center was a replacement for USCB. He referred to the meals provided by Meals on Wheels that he has noticed are not of good quality. He stated he thinks what the district is doing is good, but from his perspective we are letting a small minority of seniors down. He stated this is a real step backwards.

Ruth Williamson asked if the homeless will still be served from the Bend Community Center and if that arrangement would be communal with the seniors. Donna explained the homeless are usually served only on Sundays and the seniors will be served Monday through Friday, and they are welcome to receive a meal on Sunday as well. Ruth expressed her support for staff's efforts to expand programs and broadening our breadth of services. She stated that she is also concerned about cutting out this segment of seniors. Scott Wallace stated that if they can't get into the building as they contend, that is a big problem. Donna explained that the Bend Community Center has been remodeled and less programming occurs there than at the senior center.

Michael Graham stated that there is additional parking and an entrance at the rear of the building that provides access.

Mike Lovely addressed the board regarding the senior center. He stated he was alarmed when he heard about the meals program moving to the Bend Community Center. He stated the Bend Community Center is completely accessible, but there is no parking and they are making arrangements to provide for parking across the street. He stated he has recently become a member of the Public Transportation Advisory Committee and they are working out a program to shuttle seniors to the community center, however, he still doesn't like the idea of moving them. He stated he has concerns that the kitchen in the senior center will be removed if the meals program is moved to the community center. Donna reassured him that the kitchen is not going to be removed from the senior center. Mike again expressed his concern for moving people across town or having them drive in the middle of the day and not having a place for them to park. He also expressed concern regarding additional programming and expansion of the senior center.

Dallas Brown asked about the options for shuttling people between the senior center and community center. Matt stated that he wished to clarify that the district provided space for the meal program that is run by COCOA and the meals have not been prepared at the senior center. He stated the decision regarding the best location for providing the meals rests with COCOA and those who have concerns regarding the meal program need to direct them to COCOA. He stated with the decision made to move the program the district is going to do everything we can to facilitate it and make it the best move as we can. Donna stated at this point there are no funds through Dial-A-Ride or COCOA to provide a shuttle service between the two organizations. She explained the Cascades East Transit organization has been asked to prepare a cost estimate for providing a daily shuttle service between the senior center and community center. She stated there may be some opportunities for the district, USCB and the Bend Community Center to tap into some grant resources and do some fundraising to provide this service. She added that there will be a program to provide information on how to use the Dial-A-Ride and public transportation. She stated that staff has also determined the number of people that are coming to the center for meals that would need transportation is ten. Donna stated that in order to maintain this type of program for seniors we really need to work on growing this program to assure it is in operation for those of us who may not be using the program today, but may need it tomorrow. Dallas asked what COCOA's reasons are for moving the meal program. Donna explained this is something COCOA has been looking at for two years as they have been self-providers and realizing they need to bring in a different provider and not self-contract. She stated COCOA pays the district approximately \$13,000 per year for their use of space at the senior center. Dallas asked about the proposed remodel of the building. Donna explained that an architectural study will address how to use the existing space more efficiently to address current and future need for programs and services. Scott Asla urged staff to incorporate changes to the senior center building with any future development of Larkspur Park. Ruth Williamson asked that the district remain a very active and strong partner in this relationship as

we have an opportunity to do it well. She expressed her support for expanding services and reconfiguring how we deliver those programs in partnership with the Bend Community Center.

Goose Management Plan

Ed Moore introduced Jeff Amaral with USDA Wildlife Services and explained that he is the contract administrator for local services provided to the district. Ed presented a report of the types of tools used in the management of the Canada goose population since 2007. He explained that a count is conducted in May to determine the effectiveness of these methods. Jeff presented a PowerPoint program that tracked the timeline for hazing, oiling eggs, and potential capture of geese. He also reported on the number of eggs oiled between 2009 and 2011, and presented a record of year long goose counts. He stated there are fewer geese now than four years ago and more importantly less damage to parks. He stated that during the molt four years ago we were seeing 500 geese in the parks for a period of approximately one month. He stated that has been reduced to approximately 200 geese during the molt period due to the integrated goose management plan with the most significant components being egg oiling, signage and hazing. He stated the district is on the cutting edge of goose management and he and staff continue to search for new management techniques. He reviewed steps to be taken to continue the program to May 2012, when an intense hazing effort to trigger a molt migration will be conducted prior to a count during the molt in June. He explained the molt migration is intended to activate an actual migration that the resident birds have not been doing. Scott Wallace asked how far afield the nest searching and egg oiling efforts were conducted. Jeff stated he concentrated on district parks and the numbers reported are from nests found within the parks, mostly located close to the river. Scott stated the board has received some very vocal testimony for a lot of people in the community about non-lethal means and methods and he was curious to hear this report and how much participation we have seen from those people and other groups in helping with this effort. Jeff explained the egg oiling program is supported by the Humane Society and the Audubon Society, and there are no large organized groups that oppose egg oiling. He stated that some people had participated in early meetings about organizing for nest searching, but none of those people participated this year. Dallas Brown asked if there is a target population for the geese. Jeff stated it is difficult to state an exact number if the numbers are spread out through the park system and not concentrated in one area which results in significant damage. He stated the number targeted at this time is approximately 150, however, anytime you are dealing with wildlife it is a very dynamic situation. Ed stated that ODFW would like to see the number at 150, and based on the last count we are at 200 which is manageable for this year. He added that our parks are much cleaner with the lower numbers. Scott Asla asked if a count is conducted at Pine Nursery. Jeff stated he has recently started surveying Pine Nursery as new construction is completed. He stated he typically sees geese at Pine Nursery when there is an intense hazing effort at the riverfront parks. Jeff reported that no geese were lethally removed and 56 juveniles were relocated in June to the Summer Lake Wildlife Area. Ed explained the geese are tagged and released for tracking purposes. Ruth Williamson complimented staffs approach and efforts for dealing with the geese in a humane way. She stated it demonstrates responsiveness of the park district, and in working with volunteers. Scott Wallace asked about the efforts to clean the parks. Ed stated that work is being scheduled a lot less and that is expected to continue with the stepped up hazing program.

The work session was concluded at 7:10 pm.

REGULAR MEETING

Ted Schoenborn called the regular meeting to order at 7:12 pm.

VISITORS

Barb Campbell addressed the board regarding future development at Miller's Landing. She described the difficulty for dogs to access the river in the Riverbend Dog Park and urged the board to consider including an off leash dog beach at Miller's Landing to provide access for dogs to the river. She also commended the district for the humane efforts used to manage the goose population.

BUSINESS SESSION

CONSENT AGENDA

Minutes: July 5, 2011, Work Session & Regular Meeting

Contract approval: Larkspur Trail

Scott Wallace moved to approve the consent agenda. Scott Asla seconded the motion. Scott Wallace, Scott Asla, Ruth Williamson, Dallas Brown, and Ted Schoenborn all voted aye. Motion passed.

Design Review and Approval – Ponderosa Park Phase 1

Norm Ziesmer noted the board's adoption of the Ponderosa Park Master Plan in 2008, and inclusion of the plan in the 2012-2016 Capital Improvement Plan identifying funding in the amount of \$1,380,000 for renovation and improvements. He described the location of the park and explained it works well for a community park with different types of active areas that will have minimal impact on immediate neighbors. He stated that an extensive public process was conducted to complete the master plan as well as input specific to the proposed phase one of the development plan. Norm described the elements of the initial phase of development including a new parking lot, sewer, water, power, access routes, landscaping and a group picnic area, playground, basketball court and restrooms. He noted the relocation and replacement of the existing skateboard park is addressed by the CIP through future alternative funding. Norm referred to the existing 3-acre off leash area and stated that the type of surfacing to be provided in the future is being evaluated, however, that area will remain essentially the same as part of the phase one proposal. He added that eventually the Hal Puddy Field will be renovated along with associated parking area. Norm referred to the skateboard park and stated that we would like to provide a family friendly facility which is supported by the older skaters who would like to skate with their kids in a safe, peaceful atmosphere that is better supervised by the skaters themselves. He explained the proposed location for the skateboard park is off of Wilson Avenue and visible from the street as well as the entrance road. Norm provided further extensive description of the proposed phase one amenities and explained the next steps for land use approvals and permitting. The board briefly discussed the skateboard park project proposed for the Division Street underpass by a group of local skaters and whether their efforts could be combined with the relocation of the Ponderosa skateboard facility. Scott Asla asked about accommodating the bike groups. Norm stated provisions for this group are not included in the master plan; however, staff will look at whether that type of use can be accommodated as part of the skateboard park development process. Ruth Williamson moved to approve the Ponderosa Community Park Phase One Development Plan and to authorize staff to proceed with final design and the construction project. Scott Wallace seconded the motion. Ruth Williamson, Scott Wallace, Dallas Brown, Scott Asla and Ted Schoenborn all voted aye. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

Jan Taylor report the sustainability interpretive signs have been installed in the district administration building.

Jan Taylor shared a copy of children's book about experiences children might have on the Deschutes River Trail that was written and self-published by a local woman.

Robin Laughlin reminded the board of the Miller's Landing public meeting scheduled for Thursday, July 21, in the community room. She stated she has prepared some preliminary concepts for review and discussion.

BOARD MEETINGS CALENDAR REVIEW

It was determined there would not be a quorum of the board on Tuesday, August 2, and the meeting was rescheduled for Tuesday, August 9.

As there was no further business, the meeting was adjourned at 8:03 pm.

Prepared by,

Paula Lowery
Executive Assistant

Ted Schoenborn, Chair

Scott Asla, Vice-Chair

Scott Wallace

Ruth Williamson

Dallas Brown

BOARD AGENDA COMMUNICATION

AGENDA DATE: July 19, 2011

SUBJECT: Coyner Trail Construction Project

STAFF RESOURCE: David Crowther, Business Manager
Pat Erwert, Construction Project Manager
Norm Ziesmer, Development Manager
Steve Jorgensen, Planning Manager

PREVIOUS BOARD ACTION:

ACTION PROPOSED: Award Construction Contract

BACKGROUND

This construction project is for the extension of the Coyner Trail from Ponderosa Park to Eighth Street and includes a new accessible trail surface. The following bids were received on the project:

Alex Hodge Construction	\$116,232.00
Jack Robinson & Sons, Inc.	\$135,600.00
Staghorn Construction Services, LLC	\$145,315.00
Richard Bartels, LLC	\$148,484.00
Taylor Northwest	\$171,874.10
Latham Excavation	\$198,500.00

STAFF RECOMMENDATION

Staff recommends awarding the Coyner Trail construction project to the low bidder, Alex Hodge Construction, in the amount of \$116,232.00.

BUDGETARY IMPACT

Monies available for this project are in the SDC fund and budgeted for FY 2011/12.

MOTION

I move to accept the bid from Alex Hodge Construction in the amount of \$116,232.00 and to approve a total project amount not to exceed \$127,855.00.

BOARD AGENDA COMMUNICATION

AGENDA DATE: August 9, 2011

SUBJECT: Public Records Request Policy

STAFF RESOURCE: Don Horton, Executive Director
Jan Taylor, Community Relations Manager

PREVIOUS BOARD ACTION: Adopted in conjunction with district policy and procedure manual prior to 2000

ACTION PROPOSED: Adoption of updated policy

BACKGROUND

Full disclosure and transparency is core to the mission and values of the Bend Park and Recreation District. Oregon Public Records Law is defined in Oregon Revised Statute (ORS) 192.410- 192.505. The Park and Recreation District's administration of the law is defined in district policy.

Attached is both the current and proposed district policy. The latter is an update to the process and procedures for providing public records to citizens and the media. The new policy asserts the district's commitment to the provision of records within a reasonable timeframe and without undue diversion from conducting the district's business.

Requests are presented in three tiers, each with applicable fees (or lack thereof) and procedures designed to give the requestor as well as the district clear direction.

The proposed policy was reviewed by legal counsel. Once the policy is adopted it will become a part of the *Board of Directors Operations, Procedures, Training and Orientation Manual*.

STAFF RECOMMENDATION

Adoption of Public Records Policy.

BUDGETARY IMPACT

NA

MOTION

I move to adopt the Bend Park & Recreation District Public Records Policy as proposed and incorporate the policy in the Board of Directors Operations, Procedures, Training and Orientation Manual.

ATTACHMENT

Existing Policy ó prior to 2000

Proposed Policy

Public Records Request Form

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POLICY 2.1: PUBLIC RECORDS

A. COMPLIANCE

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

1. Specificity of Request: In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
2. Access: The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).
3. Certified Copies: Certified copies of non-exempt public records shall be furnished upon request, and receipt of payment therefore.

B. FEEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the District adopts the following fee schedule:

1. Copies of Public Records; Certified Copies: Copies of public records shall be .50 cents per copy for standard, letter size copies. Copies shall be certified for an additional charge of \$5.00.
2. Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$15.00 per copy.
3. Copies of Maps and Other Non-standard Documents: Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the District.
4. Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or

release for copying, the minimum fee shall be \$19.00 per hour with a minimum charge for one quarter hour. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

5. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
6. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Executive Director may so authorize. ORS 192.440(4).

C. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors of the District.

D. ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with paragraph B.4, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

E. UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

Purpose

Full disclosure and transparency is core to the mission and values of Bend Park and Recreation District. The purpose of this policy is to define process and procedures for providing accurate records to the public in a reasonable time.

Definition of Public Record:

Public record includes any written document containing information relating to the conduct of the district's business. Written is defined as: handwritten, typewritten, printed, photographed, and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and papers, maps, files, facsimiles, electronic recording and e-mail including deleted e-mail on backup. Public record does not include messages on voice mail or on other telephone message storage and retrieval systems.

Exempt Public Records:

Certain records are exempt from public disclosure pursuant to ORS 192.445 and ORS 192.503(3). Examples of exempt public records include employee and volunteer addresses, electronic addresses, social security numbers, dates of birth, and telephone numbers contained in personal records. Such information may be released only upon the written request of the employee or volunteer, or as otherwise provided by law.

Access:

The district shall permit inspection and examination of its non-exempt public records during regular business hours in the district's offices at 799 SW Columbia, or other locations as the executive director may reasonably designate. Copies of non-exempt public records maintained in machine readable, or electronic form shall be furnished, if available, in the form requested and according to the procedures described in this policy. Records not available in the form requested shall be made available in the form in which they are maintained. ORS 192.440(2).

Authorization required for removal of original records:

At no time shall an original record of the district be removed from the district's files or the place at which the record is regularly maintained, except upon authorization of the district's executive director.

On-site review of original records:

If a request to review original records is made, the district shall permit such a review provided a district representative is present at any time during which original records are reviewed. The charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized alteration, removal or destruction of originals:

If any person attempts to alter, remove or destroy any district record, the district representative shall immediately terminate such person's review, and notify the executive director and the district attorney. Any person who attempts to alter, remove, modify, or destroy a District record may be subject to prosecution.

Board Meeting and Records

Board of Directors meetings and records are matters of public information subject to such restrictions as is set by federal law or regulation, by state statute or by pertinent court

rulings. The board's official minutes, its written policies and its financial records will be available for inspection at the Park and Recreation District office, 799 SW Columbia during business hours.

Record Requests:

In order to facilitate the public's access to Bend Park and Recreation District records, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection, copying or disbursement or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable district personnel to readily locate the records sought. All level 2 and 3 requests are to be written and addressed to the executive director.

No records will be released for inspection if such disclosure would be contrary to the public interest, as described in state law.

Levels of Requests

Level 1:

Requested documents include records that are current and readily available, require no duplication, and no additional staff time or resources to be available. These types of records are intended for public distribution, such as informational brochures, adopted district plans, agendas, permit applications, job applications, or election-related petitions. A Level 1 request does not require a written request or payment of a fee, and can be provided by any staff member.

Level 2:

Requested documents are not immediately available, but can be made available within 30 minutes of staff time. Requested records must be located in a single department, may not contain sensitive, confidential, or privileged information, and must not require attorney review prior to release. Requests may be in writing and submitted to the executive director. There is no fee for this level of request.

*Level 3:

Requested documents are complex and involve multiple staff and/or departments and/or require more than 30 minutes of staff time to compile. It may involve extensive research or compilation of records, and require legal review. Full reimbursement of labor, materials and out of pocket charges will be reimbursed to the district according to the district Fee Schedule defined in this policy. Requests must be made in writing and submitted to the executive director.

Procedures:

Upon receipt of a request, the district will respond to the requestor within 10 working days. The response shall acknowledge receipt of the request and one of the following:

1. A statement that the district does not possess or is not the custodian of the public record.
2. Copies of all requested public records for which the district does not claim an exemption from disclosure under ORS 192.410 to 192.505 that are Level 1 or Level 2 requests.
3. A statement that the district is the custodian of at least some of the requested public records, an estimate of the time the district requires before the public records may be inspected and/or copies of the records will be provided, and an estimate of the

fees that the requester must pay as a condition of receiving the public records, if the request is deemed to be a Level 3 request.

4. A statement that the district is the custodian of at least some of the requested public records, and that the district will provide an estimate, within a reasonable time, of the time and fees needed for disclosure of the public records.
5. A statement that the district is uncertain whether the district possesses the public record requested, and that the district will search for the record and respond to the request when determination is made.
6. A statement that state or federal law prohibits the district from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions. A statement under this paragraph will cite the state or federal law that applies.

The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request.

Request Procedures:

1. Upon receipt of a Level 2 or Level 3 public records request, the executive director will review the request and if appropriate, assign staff to estimate time and resources involved in generating the records.
2. Should the executive director believe that the requested information could contain privileged information the request will be forwarded to the district's legal counsel for review and recommendation.
3. The estimate will be provided to the requestor in written form (mail or email).
4. If the requestor agrees to proceed with the request, the requestor will pay the estimated fee.
5. Upon receipt of the fee, the district will generate the requested records. Should the estimated time and resources to generate the records be different than estimated, either a secondary bill or refund will be made.

***Public Records Fee Schedule**

If a request is a Level 3 request, the district will impose charges to reimburse the District for costs producing the records, including, but not limited to, the costs for summarizing, compiling, or tailoring records, either in organization or media, to comply with the request.

1. Research Requests:
General records search: \$23 - \$40 per hour based upon staff assigned by the executive director to conduct the records request.
Plus costs for copying, shipping, and handling
2. Paper copies
The district will provide up to a total of 30 standard, letter size, two -sided document copies of public records for citizens at no cost. Copies beyond 30 sheets will be charge \$.05 per copy for black/white copies or \$.10 per copy for color copies.
3. Electronic copies:
There is no fee for emailed copies
4. Other costs:
Copies of recordings, maps and non-standard documents will be charged actual costs.

5. Internal Review Monitor:
Cost of employee assigned

6. Legal Counsel Review:
Regular billing rate of the legal firm

Reduced Fee or Waivers: The district will accept requests for fee waivers or reductions. Requests must be in writing and addressed to the executive director. Waivers may be accepted that justify that the records request is in the public's interest as defined in ORS 192.440(5).

References

ORS Chapter 192

Oregon Dept. of Justice, Oregon Attorney General's Model Contract Rules Manual



Bend Park & Recreation DISTRICT

Public Records Request Form

Please send completed form to Don Horton, Executive Director, at Don@bendparksandrec.org
or fax to 541-330-1019

Section A - Requestor Information

NAME OF REQUESTING INDIVIDUAL		
PHONE	FAX	EMAIL
FIRM OR TRADE NAME		
BUSINESS ADDRESS		
CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT)		
CITY	STATE	ZIP

Section B . Record(s) Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist the district's staff in locating the record(s). For multiple records, attach additional pages.

DESCRIPTION OF RECORDS REQUESTED

Section C . Receiving Record(s)

Per ORS 192.440, for public records request with an estimated cost of more than \$25 Bend Park & Recreation District is required to provide the requestor with a written notification of the estimated amount of the fee. The fee is due in advance if the requestor wants the district to proceed with making the records available.

The district estimate of job cost: \$ _____

Requestor confirmation of receipt of job estimate and authorization to proceed with making records available. Requestor has enclosed pre-payment of estimated job costs, and agrees to pay for any additional costs after job completion.

Requestor Signature

Date

OFFICE USE ONLY

ESTIMATE	REQUEST STATUS	PAYMENT STATUS
An estimate of \$ _____ was provided on _____ by _____	<input type="checkbox"/> Authorization to Proceed <input type="checkbox"/> Request Withdrawn <input type="checkbox"/> Information provided and request completed	Amount Received: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check

Community Relations Department July 2011

Volunteer Program

Coordinated volunteers for district events:

Pet Parade

- 37 volunteers helped with: set up and handing out balloons, decorations and popsicles, placing water for pets along the parade route, cleaning up sidewalks after the parade & reminding people to clean up after their pets
- 21 volunteers manned road closure barricades along the parade route

July 4th Festival

- 32 volunteers manned road closure barricades in the park area and supported Airlink's arrival and departure at Harmon Field.

Miller's Landing Celebration

- 2 volunteers helped staff with community feedback activities
- Follow up for events – thank you's to volunteers, post-event notes

Program Volunteers

- Recruitment, follow up, orientation and coordination
 - JSFC fitness and aquatic programs, youth recreation and enrichment programs, TR programs
- Promotion for Dog Pac clean-up project at Pine Nursery OLA
 - about 12 community and DogPac volunteers pulled cheat-grass and picked up dog waste
- Criminal history checks for youth sports volunteers
- Met with Senior Center staff to discuss changes in volunteer opportunities as a result of the changes that have taken place at that facility.
- Monthly communication with adopt a park & trail volunteers, and OLA volunteers

Foundation

- Coordinated and staffed Foundation booth at the Sagebrush event
- Accounting and thank you's for Heroes Memorial brick dedications
- Administered Foundation finances, including deposits, payments and transfers and thank you receipts.
- Reviewed year-end financials and compiled annual allocation to BPRD
- Developed fixed expense summary for 2011-12
- Planned July Foundation Board meeting – July 28th.
- Worked with facilitator to plan fund development portion of meeting

Community Outreach

Events

- July 4th Festival in the Drake Park and Pet Parade
 - Coordinated Pet Parade
 - Conducted post event evaluation, sent staff and sponsor thank you's, finalized bookkeeping,

- And all the sorting, cleaning, repacking etc. of event supplies; performed event critique and evaluation of seasonal event coordinator (for Festival in the Park)
- Began Day of Play promotion

Public Event Park Reservations: July Events: 6 total, 12 event days

- Drake- Farmers Market X 4
- Drake- July 4th
- Riverbend – Spark Your Heart
- Drake- Munch and Music x 4
- Riverbend- Balloons Over Bend Children’s Festival
- Compass- Twilight Tunes

Other outreach:

- Deschutes Dash kids activity and display
- Children’s Festivals activity and display
- Talk in the Park

Community Relations and Administration (and Marketing and Communications)

- July 4th events day-of
- Interviewed staff to inform job description and priorities for the marketing manager position; updated position description; wrote supplemental questions and interview questions; distributed position announcement
- Conducted evaluation of ORPA executive director
- Oriented park services lead staff on policies related to rental and uses of parks (concessions and sales in parks)
- Conducted interview with KBND on history of district
- Worked the district/foundation booth at the Sagebrush event
- Met to discuss changes in supervision of customer service staff and role of park and facility rentals
- Reviewed advertising buys for year
- Responded to several public inquiries, most about concessions in parks
- Participated on Sign Committee
- Worked on an interpretive sign for Columbia Park; contracted with designer
- Conducted staff reviews and annual goal setting
- Prepared for Miller’s Landing event
- Coordinated bench dedication for Barney Duberow at Pioneer Park
- Worked on CAPRA organization and dept. requirements
- Advised customer service staff on multiple topics related to park reservations and rentals
- Worked with Andie who is fulfilling duties of marketing manager on a contract until the position is filled; Andie worked on the Recreation Program Guide, press releases, advertising adaptations, July 4th video editing, social media, editing, website management

Park Services

July 2011

Administration

- Participated in John Crompton session.
- Met with Greg Congelton to site the new horse sculpture in Farewell Bend.
- Arranged through Bend LaPine Schools for additional storage for the Boys & Girls Club at the Old Bend Gym.
- Met with Sue Bethens, Pilot Butte State Park Manager, to update site improvements.
- Completed and processed all staff performance evaluations.

Facilities Staff

- Constructed vendor BBQ parking space at Hollinshead Barn.
- Installed upright power pedestals at Riverbend Park.
- Constructed an ADA ramp into the playground area of Sun Meadow Park.
- District Office: installed plaques, two work stations and new parking lot signage. Repainted directional arrows and cleaned carpets.
- Installed electrical circuit for shop machinery at Park Services.
- Installed carbon monoxide detectors per new code in caretaker residences.
- Repaired Mountain View Park playground equipment.
- Hauled 300 yards of trail surfacing material for Natural Resources.
- Completed thermal imaging of all electrical panels throughout the district.
- Removed wall mounted TV monitors at the Senior Center and completed contracts/arrangements for August exterior painting project.
- JSFC: Researched and replaced electrical fuse/connections in panels. Investigated /corrected damaged electrical conduit in concrete for light pole. Installed sidewalk/ parking lot light pole and fixture.
- Provided electrical consultation/assistance and removed tree for art installation in Farewell Bend Park.
- Installed new light pole in Drake Park.
- District wide fire extinguisher annual inspections/alarm tests are complete.

Landscape Management

Sports Field Staff

- Fertilized new seeded area of Taylor Field in Skyline Sports Complex.
- Core aerated fields at Big Sky Sports Complex and Pine Nursery.
- Completed mid-season fertilizer applications on all sites.
- Completed weed spraying at Big Sky Sports Complex, Stover Park and Pine Nursery.
- All tree wells district wide received new bark.
- Pressure washed the shelters at Big Sky Sports Complex.

Neighborhood Parks Staff

- Spraying broadleaf and Roundup on neighborhood sites as needed.
- On-going troubleshooting, repairing and programming irrigation as needed.

Premier Parks Staff

- Completed spot aeration on all event sites.

- Completed first round of weed spraying and mid-season fertilizer applications on all sites.
- Completed planting replacement trees at Drake, Brooks, Riverbend and Hollinshead parks.
- Completed irrigation locates for the Munch N Music, Farmer's Market, Balloons Over Bend and the Children's Festival.
- Staff have been training and working with United Pipe on the Maxicom system renovation at Juniper Park.

Shop Staff

- Repaired barricades for event use.
- Coordinated 4th of July celebration.
- Set up Pet Parade for July 4th.
- Received new mower and prepared for use.
- Completed staff evaluations.
- Modified mower trailer with tie downs.
- Delivered donated office furniture to Cascade School of Music.

Natural Resources Staff

- Resurfaced over two miles of the Deschutes River Trail between Mt. Washington Drive and Awbrey Glenn.
- Applied noxious weed controls at Shevlin, Pine Nursery, Lava Ridges, Sawyer, Cinder Cone, East Gate, Alpine, Hanson, River Rim, Overturf Off Leash Area, Awbrey Off Leash Area, Ponderosa, Big Sky, Davis, Deschutes River Trail, Haul Road Trail, West Bend Trail, Pilot Butte Canal Trail, Central Oregon Canal Trail, Pilot Butte Canal Trail and Canal Row Trail.
- Set up and take down for the July 4th celebration.
- Refurbished 35 trash cans.
- Addressed flooding issues with Tumalo Creek Trail in Shevlin Park by diverting water off the trail and placed temporary steps across a new channel.
- Continued fire fuel reduction (tall grasses and some brush) at Pine Nursery, Tillicum, Pilot Butte Canal Trail, Canal Row Trail, Hanson, Davis, First Street, Larkspur Trail and Ponderosa.

Planning and Development Project Summary - July 2011

NEW CONSTRUCTION

Columbia Park Renovation: The playground is open for use including the embankment slide from the plaza to the river path. The irrigation system is complete and plants and trees are installed. Sod installation in the upper turf area is underway. Site furnishings (picnic tables, benches, trash receptacles, drinking fountain) installation is underway. Park shade shelters have been ordered for installation in the fall.

Coyner Trail: Construction of the 10-ft. wide accessible asphalt trail through Ponderosa Park from the corner of Wilson and 15th Streets to the Bear Creek School boundary is complete. Following bid approval on August 9, construction of the remainder of the trail across the school grounds and on to 8th street will be underway in August.

Larkspur Trail - Pilot Butte to Neff: Bid was approved by the board on July 19; construction is underway.

Al Moody Park: Construction of the Dagget Lane pedestrian crossing is underway. District staff is coordinating with the city's contractor as needed.

PROJECT PLANNING AND DESIGN

Pine Nursery Community Park: Design of off-leash area improvements is complete, construction bidding is underway. New features include additional trails, potable water, improved access and revised fencing. Construction is to proceed in September-October. Staff is reviewing the feasibility of adding turf features next spring.

District Sign Program: The sign committee has begun regular monthly meetings. Work continues on design of standard rules and regulations sign.

Columbia Park Renovation: Design work continues on park and interpretive signs.

Kiwanis Park Renovation: The design process continues with public meetings completed in July. Design drawings for board review and right-of-way permitting are underway.

Ponderosa Community Park Phase 1: The engineering and infrastructure design and permitting necessary to begin construction are underway. Improvements include new access from Wilson Street and utility extensions, expanded parking, a new playground, picnic shelter and restroom, and preparation for relocation of the skateboard park.

Colorado Dam Paddle Trail Improvements: Phase II work has begun with hydraulic analysis. Project partner meetings with William Smith Properties and Bend Paddle Trail Alliance were held July 15. The consultant team presented current project findings and solicited feedback and heard concerns from project stakeholders. Due to scheduling issues, the Upper Deschutes Watershed Council will be updated separately.

Miller's Landing: The site survey is complete and preliminary archaeological investigation is underway. A community questionnaire was mailed to surrounding property owners and made available on the district's website in July; 263 mail-in responses and 98 on-line responses were received. Staff assisted with a July 16 TPL community celebration. A district sponsored open house meeting on July 21 was well attended. Next steps are to synthesize the comments received and developed three draft concepts for presentation at a second open house meeting in September.

1st Street Rapids Bridge 2010 ODOT Project Readiness Initiative: The bridge design project is underway with preliminary site investigation work and stakeholder meetings. A public meeting is scheduled in late August.

Davis Park Master Plan: Coordination with 1st Street Rapids bridge design and public process is underway.

Shevlin Park Master Plan: Project goal setting and public process planning continues.

LONG RANGE PLANNING

Recreation Program and Indoor Facilities Needs Assessment: Community focus groups were conducted June 28 and 29. The community survey questionnaire is in final draft and will be sent to 400 Bend households in August. Board review of survey results is scheduled on September 21.

Mirror Pond Sedimentation and Enhancement Project: Staff participated in the review and scoring of the two submitted proposals. A Mirror Pond Stakeholder Group meeting for consultant evaluation and selection was held July 26th.

Bend UGB Amendment Remand: District staff and legal counsel assisted the city of Bend with a recommended response to remand sub issues 4.2 and 4.3 regarding future park and trail land needs which the board reviewed on July 5. The city staff recommendations were reported to and approved by the Remand Task Force (RTF) on July 28. The staff report and findings are available on the COB website at:

http://www.ci.bend.or.us/depts/community_development/ugb_expansion_information.html

DISTRICT COMMITTEES AND COMMUNITY INVOLVEMENT

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 the Getting Kids Outside Committee.

Community Involvement and Professional Associations: Norm Ziesmer attends COCA meetings. Steve Jorgensen attends BPAC meetings. Robin Laughlin serves as District representative on the Deschutes National Forest Children's Forest Strategic Planning Committee and as Oregon ASLA Treasurer. Bruce Ronning serves on the OPRD Local Government Grant Advisory Committee and the ORPA Legislative Committee.

Recreation Report August 3, 2011

Overall

- Summer programs overall have been well attended and running smoothly. Program registrations for this summer are currently running 4.5% higher than last summer.
- Fall programs have been planned and the fall program guide nearly complete.
- Recreation program staff participated in workshops and provided detailed program information, data and analysis for the Needs Assessment project.
- A number of recreation staff attended the training presented by John Crompton

Community Outreach

- Recreation staff from all areas assisted with Pet Parade and Old Fashioned 4th of July Celebration.
- JSFC staff hosted activities and provided information at the Happy Girls Run, Deschutes Dash, Balloons Over Bend Children's Festival, Clear One Event and PERS Health Fair.
- Therapeutic Recreation interns hosted a game/booth at the Balloons over Bend Children's Festival
- Staff worked with a new pickle ball club to provide opportunities for pickle ball play in the community. These include: free instructional pickle ball at Larkspur Park, designated drop-in hours at Larkspur Park, and the installation of pickle ball court at the former Quail Park skate site

Sports

- **SoccerTots in the Park, Soccer Skills in the Park and Sportsters** late summer sessions started August 8 and will conclude on September 29.
- A number of **summer Youth Sports Camps** occurred in July including British Soccer, COBO Basketball, Lacrosse and Skyhawks Might Hawk Soccer, Mighty Hawk Hoop, Mini-Hawk and Volleyball.
- **Youth and Adult Summer Tennis Lesson Sessions** continued in July with the last sessions beginning August 8 and concluding on August 18.
- **Collier Cup Tennis Tournament for Juniors** was held July 15, 16, 17 with 72 participants and the **Collier Cup Tennis Tournament for Adults** was held July 29, 30, 31 with 201 participants.
- **Youth Baseball/Softball Program** concluded August 4 with evening jamboree games played the last week at the Pine Nursery – 252 participants, 21 teams.
- Program planning is underway for our fall team sports programs to include **Youth Flag Football, Youth Tackle Football, Youth Fall Soccer, Adult Fall Softball and Adult Flag Football.**
- **Adult Kickball League** concluded August 11 – 10 teams, 150 participants.
- **Adult Summer Rec Soccer** season concluded August 4 – 7 teams, 105 participants.
- Hosted the **Oregon Rush Premier Cup Soccer Tournament** August 5, 6, 7 at Big Sky and Pine Nursery Sports Complexes.

Juniper Swim & Fitness Center

- Completed recruitment and hiring for the Juniper Swim & Fitness Center Manager position
- Recreation and family swim crowds ramping up with the warmer temperatures after a modest start to the summer.
- Juniper Summer Swim League will conclude with the Championship swim meet on August 5. 187 kids ages 6-16 participated in the program this year.

- Summer swim lesson program is in full gear and running well although enrollment is down approximately 5% from last summer.
- Springboard diving has returned under our volunteer instructor and classes are running at capacity.
- New “Guys Get Fit” program for boys ages 11-14 was full for both sessions and received great feedback from participants and parents,
- 67 middle school age kids trained to volunteer as Junior Lifeguards, Swim Instructor Aides, Childcare assistants, and Fit Kids helpers providing additional support to the programs while learning valuable skills.
- Hosted the Oregon State 10 and under Swimming Championships July 16, 17 with over 250 kids competing.
- Hosted the annual Bend Open Swim meet August 5-7 with over 475 competitors ages 6-18 years.
- Provided support for the Cascade Lakes Open Water Swim Series July 29-31
- Planning for fall maintenance underway. The indoor pool will be closed September 5-18 for maintenance.

Youth and Adult Enrichment:

- Summer day camps have been well attended and going well.
- Youth enrichment, KIDS INC. and Operation Recreation enrollment is strong and meeting or exceeding expectations.
- Therapeutic Recreation’s G.R.O and Excel summer programs are full and very successful.
- Therapeutic Recreation worked with Outdoor staff to provide an adult and youth overnight raft trip for participants with special needs,
- Interest in the new Wheel Chair Tennis program is picking up.
- Archery programs are proving popular again this summer and we are adding session to accommodate interest.

Bend Senior Center

- Offered an average of nearly 100 programs a week to seniors of all ages, interests, and abilities
- New “Back to Basics Cycling Program” led by and for seniors has been a huge success.
- AARP Driving Class, Medicare/Medicaid workshop and Social Security workshops were all successful with large participation.
- Offered new senior walking program that included guest speakers before each walk.
- Congregate Meal program moved to Bend’s Community Center effective August 1.
- Working with Cascade East Transit and partners to provide a shuttle service between Bend’s Community Center and the Senior Center.
- The Meals on Wheels program is continuing to operate from the Bend Senior Center.
- Assisted USCB with move and transition to the Bend’s Community Center
- Bend Senior Center gearing up for annual maintenance closure scheduled for August 29-September 11. Major projects include painting of the building exterior and refinishing of the event room floor.

Board Calendar 2011-12

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

August 16

- ◆ **SDAO Board Training – Work Session**

September 6 (1 meeting)

Work Session

- ◆ Recreation program review
- ◆ Scholarship Policy
- ◆ Community gardens update
- ◆ Design presentation: Miller's Landing
- ◆ Colorado Dam Paddle Trail: progress review

Business Session

- ◆ Codify Human Resources policies
- ◆ Design review: Kiwanis Park rehabilitation
- ◆ Contract approval: Pine Nursery off-leash area trail & water

Reminders

- ◆ **ORPA Conference – September 18, 19 & 20**
- ◆ **Special Work Session – September 21 – 5:30 pm**
 - Recreation Needs Assessment survey results
- ◆ **SDAO Board Training – September 22, 8:00am - 5:00pm**
- ◆ **Day of Play – September 24**

October 4 & 18

- ◆ Bend Ice partnership discussion
- ◆ 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)

Reminder

- ◆ **SDAO Board Training – October 18 Work Session**

November 15 (1 meeting)

- ◆ **NRPA – November 1-3**
- ◆ UIC/Storm water report
- ◆ 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