



Board of Directors

Agenda & Reports

September 6, 2011

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

AGENDA

September 6, 2011

5:30 PM Work Session

7:00 PM Regular Meeting

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



VISITORS

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

5:30 PM WORK SESSION

1. Recreation program review
2. SDC discussion
3. Miller's Landing progress review



7:00 PM REGULAR MEETING

VISITORS

This is the time provided for individuals wishing to address the Board regarding items **not** listed in the business session. The Board may elect to ask for comment on business session items at the appropriate time. The visitor's section is not designed for a lengthy presentation. If you have a proposal for Board consideration, briefly introduce the subject, and request that the Board consider adding discussion to a future Board meeting agenda. Visitors who wish to speak are asked to sign up on the public comment card provided. Please state your name and address at the time you address the Board. Please limit your remarks to three minutes.

CONSENT AGENDA

- ◆ Approve minutes: August 2, 2011 Work Session & Regular Meeting & August 16, 2011 Work Session
- ◆ Contract approval: Pine Nursery off-leash area trail

BUSINESS SESSION

1. Codify personnel policies

STAFF REPORTS

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

Important Dates

- ◆ Gopher Broke – September 16 – Bend Golf & Country Club
- ◆ 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 – 5:00 pm
- ◆ Day of Play – September 24

GOOD OF THE ORDER

ADJOURN

BOARD AGENDA COMMUNICATION

AGENDA DATE: September 6, 2011

SUBJECT: Summer 2011 Recreation Report

STAFF RESOURCE: Matt Mercer, Recreation Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None ó Information Only

BACKGROUND

Summer is the busiest season for the recreation department due to the number of programs offered for youth and families when school is not in session. The board will receive a staff report on the performance, trends and selected highlights from the summer 2011 recreation program. Staff will also seek input from the board on what information would be most helpful to include in future updates and quarterly reports.

RECOMMENDATION

None

BUDGETARY IMPACT

None

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE: September 6, 2011

SUBJECT: Accessory dwelling unit SDC fee

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

PREVIOUS BOARD ACTION: On March 3, 2009 the board adopted BMPRD Ordinance No. 8 ó Systems Development Charges and accompanying Resolution No. 311, A Methodology for Calculating Systems Development Charges.

ACTION PROPOSED: Board to discuss and give direction to staff regarding the need to add an SDC fee category for òAccessory Dwelling Unitö

BACKGROUND

The district adopted its first systems development charge (òSDCö) methodology and set fees in October 1997 and followed with an Ordinance Establishing a Parks and Recreation Systems Development Charge (BMPRD Ordinance No.1) in June 1999. In March 2009, following a year-long public process, the district board adopted BMPRD Ordinance No. 8 ó Systems Development Charges and accompanying Resolution No. 311, A Methodology for Calculating Systems Development Charges revising the procedures and method for calculating, imposing and expending park SDC fees.

Since 1999 the district has expended over \$30,475,000 on SDC funded park system improvements. Twenty-two new neighborhood parks have been acquired and/or developed with SDC funds. Six community park improvement projects have been funded with SDCs and seven community park land acquisitions have also been partially or fully funded with SDCs since 1997. In addition, several significant primary trail improvements have been partially or fully funded with SDCs, including the 2005 South Canyon Trail Bridge and the recent river trail improvements at Pioneer Park.

SDC Ordinance

Pursuant to ORS 223.297 ó 223.314, BMPRD Ordinance No. 8 lays out a framework for the collection and expenditure of park SDC funds. It defines various categories of residential development on which SDC fees may be imposed and provides other procedures and implementing measures.

SDC Methodology

The purpose of the BMRPD SDC methodology is to identify the impacts of future population growth on the levels of park and trail service and to calculate the costs of capital improvements necessary to maintain levels of service as growth occurs. The 2009 methodology revision included adjustments to the district's SDC fee calculation resultant of updated land and construction cost factors and the application of decreased household occupancy rates. It updated facility inventories and reset levels of service measured in acres of park land per 1000 population. It also provided the findings and framework for the imposition of SDC fees on various types of residential housing, including single family residential units, multi-family residential units and hotel/motel rooms.

Accessory Dwelling Units

Along with defining the other types of residential development upon which the fee is imposed, Ordinance No. 8 provides a definition for "accessory dwelling unit" (ADU):

"Accessory dwelling unit" shall mean a second dwelling unit created on a lot with a single-family dwelling unit, whether created at the same time as or subsequent to construction of the single family dwelling. The second unit is created auxiliary to and is always smaller than the primary single family dwelling unit.

However, the accompanying methodology does not calculate a separate fee for ADUs.

To date the limited number of building permits issued for ADUs have been assessed the multi-family unit (MFU) fee as calculated in the methodology. For example, the 2010-11 MFU park SDC fee (\$3,672.00) was imposed with four ADU permits. Overall since 2005, 32 ADUs have been permitted by the city of Bend.

The recent revision of the city's transportation SDC methodology has brought to light the oversight in the identification of fees specifically related to accessory dwelling units. The city has proposed an adjustment in the Transportation SDC fee schedule related to ADUs and has suggested that the district consider doing the same with park SDCs. For the district to do so is a relatively simple calculation, however it will require a set of findings regarding the average occupancy rate of ADUs. On the advice of legal counsel, it will also require the 90-day notice period and hearing procedure outlined in the state statute.

STAFF RECOMMENDATION

The board is asked to review and discuss a potential SDC methodology revision and the necessary fee calculation required to include "accessory dwelling unit" as an additional category in the district's SDC fee schedule. In addition, staff asks the board for direction on whether to proceed in preparing the necessary amendment in order to schedule a hearing and adoption in time to impose the revised fee by January 1, 2012.

BUDGETARY IMPACT

It is anticipated that the establishment of a separate accessory dwelling unit fee category will result in a reduction in the fee as it is currently applied to ADUs. However, because of the limited number of ADU building permits issued, the effect on the SDC revenue stream is likely to be negligible.

MOTION

None at this time.

BOARD AGENDA COMMUNICATION

- AGENDA DATE:** September 6, 2011
- SUBJECT:** Miller's Landing Master Planning Update
- STAFF RESOURCE:** Bruce Ronning, Director of Planning and Development
Robin Laughlin, Design Manager
- PREVIOUS BOARD ACTION:** The board reviewed and approved the final Miller's Landing Park site purchase on January 4, 2011.
- ACTION PROPOSED:** Board review and comment on public process and information gathering to date

BACKGROUND

In 2010, the Trust for Public Land (TPL), on behalf of the district, coordinated the purchase of the 4.6-acre Miller's Landing property from the Millbrook partners for the purpose of providing a new Community River Park. The property had been in the Miller family for over 85 years and among other past uses had hosted stables for Miller Lumber's dray horses during Bend's early days.

The Miller property has been targeted in the district's Comprehensive Plan as a high priority river park acquisition since 1998 and several earlier attempts were made by the district to acquire the property as public park space. In 2005 - 2006, the Millbrook partners proposed townhome development on the site and the district and park neighbors participated extensively in land use hearings conducted by the city of Bend regarding the proposal. After considerable discussion and modification to accommodate the Deschutes River Trail and public access along the riverfront, the townhome development project was approved by the city in June 2006. However, the decline of the local real estate market beginning in 2007 led to the lapse of the Millbrook development approval and a reduction in the land value putting the acquisition within the district's financial reach.

The Miller's Landing site was acquired by the district from the Trust for Public Land on March 30, 2011 for \$1,190,000. The district's Facilities Reserve Fund contributed \$940,000 to the purchase and the remaining \$250,000 came from Oregon lottery proceeds administered by the Oregon Parks and Recreation Department through the Local Government Grant fund. TPL made up the difference between the district's purchase and their December 2010, \$1,810,000 acquisition of the site from the Millbrook partners through their community fund raising effort.

The Miller's Landing site is classified in the district's 2005 *Parks, Recreation and Green Spaces Comprehensive Plan* (Comprehensive Plan) as a Community River Park and as such will be

designed to serve the entire community. The Comprehensive Plan sets out the purposes of Community River Parks in part as:

- providing public access for the enjoyment of the river and for support of the Deschutes River water trail;
- supporting community values for unique natural assets;
- providing for informal passive recreation needs for the community and its visitors; and
- providing a greenway of trail-linked park spaces along the course of the river.

Development considerations in the Comprehensive Plan call for protection and enhancement of the riverfront and its environment, and place an emphasis on passive open space. Some of the listed activities appropriate for riverfront parks include walking, canoeing, kayaking, picnicking, special events and open lawn play.

The Millerø Landing master planning process began in the spring with a topographic site survey. Following the survey, a community questionnaire was developed based on the Comprehensive Plan guidelines for Community River Parks. In late June, the questionnaire was mailed to home owners in the project area and to project donors. Two hundred sixty nine of the mail-out questionnaires were returned. An additional ninety eight questionnaires were completed on line.

The questionnaire responses reveal strongly held opinions about how the park should be developed. Among the top desired park features were riparian protection, wildlife habitat areas, open lawn areas and public restrooms. Top desired activities included walking, bird watching, accessing the river, and picnicking. One of the most frequently made comments was an expression of gratitude for the space becoming a park.

A well attended project open house was held on July 21st. Attendees had the opportunity to review and react to five preliminary park diagrams that were developed based on the site survey, the district's Comprehensive Plan, and the feedback received from the community questionnaire. The district's design process methodology and the questionnaire results were also available for review at the meeting.

Key design programming elements that came from the community questionnaire and the open house include:

- Parking - there were strong opinions centered around providing or not providing off-street parking at the site;
- Skate boards - an organized group of skateboarders are in favor of including a skate park or plaza in the park design, otherø attending the meeting opposed the idea;
- Degree of "naturalness" - strong opinions ranged from a very natural native landscape to more developed space typical of other riverfront parks;
- Ownership - neighboring residents have used the Miller site over the years and there is a strong sense of ownership and with some, a resistance to major changes. At the same

time, others strongly feel the site should be developed to provide for a broader range of uses;

- Off-leash dogs - there are strong opinions on both sides regarding an off-leash area at the site.

Following the July 21st open house and ensuing media coverage, staff has received numerous emails and enquires both in favor and opposed to the suggestion of a skate park at Miller's Landing.

The next steps in the design process are to distill the community response to the preliminary diagrams together with the questionnaire responses, the community meeting feedback and other public input received to date. Staff will use this information to create three conceptual plans that balance community needs and desires, Comprehensive Plan standards, site constraints, city code requirements and basic design principles. These concept plans will be taken to a second open house meeting in late September or early October for further public review and comment before a final design proposal is developed and brought to the board for approval.

STAFF RECOMMENDATION

Staff asks for board review and discussion of the Miller's Landing public process to date. The work session is not intended to be a public meeting for the design of Miller's Landing Park.

BUDGETARY IMPACT

The 2011-12 adopted budget appropriates \$450,000 for master planning and phase one improvements at the new Miller's Landing Community River Park site.

MOTION

None

**Bend Metro Park & Recreation District
Board of Directors
Work Session & Regular Meeting
August 9, 2011**

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

STAFF PRESENT: Don Horton, Lindsey Lombard, Ed Moore, Matt Mercer, Bruce Ronning, Norm Ziesmer, Kim Johnson, Mike Duarte, Jan Taylor, Theresa Albert, Dave Crowther and Paula Lowery.

LEGAL COUNSEL: Neil Bryant and Sharon Smith.

MEDIA: None.

VISITORS: See attached list.

WORK SESSION

Chair Ted Schoenborn, convened a work session at 5:30 pm.

Public Recognition

Ed Moore introduced five-year old Jack Clark and his mother Julie to the board. He explained that Julie had notified him of Jack's volunteer efforts to clean up Orchard Park. He stated that they are frequent users of the park and found it in need of cleaning on one of their visits. Ed shared two photographs of the condition of the playground. He presented certificates to Jack for ice cream, a volunteer appreciation certificate, Frisbee and water bottle. Ed stated that Jack made a difference and the district appreciates his efforts in taking care of Orchard Park. Ted Schoenborn thanked Jack for taking responsibility for the park and stated this is the kind of thing that makes our park system great.

Adopt-a-Park & Trail

Kim Johnson, Volunteer Coordinator, presented an update on the district's Adopt-a-Park and Trail program. She stated this program has been in existence for ten years with 20 parks currently adopted. She stated that adoptees include individuals, families, businesses, schools and community groups. Kim stated that in 2010 park adoptees contributed over 9,000 hours of volunteer time. She reported that 19 trail sections or natural areas are currently adopted by the same types of volunteers who contributed over 800 hours in 2010. Kim reviewed the program guidelines including the process for becoming a volunteer and reported on the types of duties the volunteers perform including litter control, reporting vandalism, graffiti, weather damage and hazards, alerting staff about issues in their adopted area, planting, spreading bark, weeding and seasonal projects. Kim noted that several adoptees also volunteer with other district programs and events. Mike Duarte explained that the volunteers are set up with park maintenance crew leaders on projects. He stated they have helped tremendously with big projects such as tree plantings, spreading bark, flower plantings and they are another set of eyes for park maintenance staff demonstrating ownership in their parks. Dallas Brown asked how the public is made aware that the parks and trails are available for adoption. Kim stated that information can be found on the district's web site, informational brochures are made available at strategic locations throughout the district, and there are signs in the parks identifying the

program. Ruth Williamson stated that this program could be an outreach tool to find additional businesses or individuals and the ownership that engenders would serve us well on a lot of different levels.

Recreation Needs Assessment Community Survey

Bruce Ronning shared a draft of the Recreation Needs Assessment Community Survey. He noted the last survey of this type was conducted in 2008. He explained the benefits of conducting these types of surveys and how they are applied to planning efforts. Matt Mercer explained this survey is going beyond a typical needs assessment in terms of focusing on what the community believes the district should be doing, not just in terms of individual needs, but in terms of organizational purpose and recreation purpose and how we address some of those larger issues. Bruce explained the survey process and reviewed the content of the survey. He requested the board email their recommendations to him for changes or additions.

Kiwanis Park Renovation Plan

Norm Ziesmer presented the proposed renovation plan for Kiwanis Park. He shared the results of the public process and reviewed elements of the renovation including modernized playground equipment and safety surface, a shade structure, improvements to the half-court basketball court, and addition of a fitness trail. He noted the neighborhood's concern for screening the train noise and the need to slow street traffic and explained that trees will be planted to buffer the noise and attract birds. He also stated that a marked crosswalk and sidewalk bulb-outs could be installed to address traffic issues. Norm referred to the baseball field and current use that will allow for additional use for youth soccer and noted that some ADA improvements will be required. Bruce Ronning noted the concept design approval is a consent agenda item, and the next step is to prepare a final design followed by site plan application. Dallas asked about the projected cost for the project. Norm stated that \$142,000 is budgeted for the highest priority improvements, and the ADA access problems will be evaluated to determine if that should be addressed with a different source of funding. Ruth Williamson stated that she liked the design and that with the redevelopment of Ponderosa Park and the work done on Jaycee Park in recent years, there is a nice trio of quality parks with a complement of amenities and the work being done on the Coyner Trail, she is happy the district is spending some dollars in this important area of the community.

The work session was concluded at 6:55 pm.

REGULAR MEETING

Chair Ted Schoenborn called the regular meeting to order at 7:10 pm.

VISITORS

Bob Wenger addressed the board regarding expanding the volunteer program to include Adopt an Off Leash Area. He stated DogPac would be happy to work with the district to identify organizations, businesses and individuals that would participate in that type of program. He referred to the district's use of canal trails and stated that as those opportunities are examined he encouraged including off leash use of those trails as well. He referred to Miller's Landing and stated he hopes the board will seriously consider providing an off leash area with access to the river to provide a more permanent site in lieu of the temporary site at Riverbend Park. He suggested adding questions to the survey regarding the off leash program.

Douglass Werme addressed the board regarding the development of Miller's Landing. He stated he is pleased to have Miller's Landing in our inventory of parkland. He noted the difficulty of raising money for the acquisition due to the economic times and with the Trust for Public Lands initiative his whole

neighborhood donated to the cause. He stated that in light of the tight budget they were surprised by the scale of improvements done at Columbia Park in the amount of \$400,000 for a park we already own and use. He asked if we can really afford such first class capital improvements and noted he had shown the park to a friend who is a founder of a large architectural firm in Cambridge, Massachusetts, who has done parks all over the world, and observed the Columbia Park project was done with no cost containment. He stated if the only way to acquire a key piece of land like Miller's Landing is through private donations and the district has that kind of money for other things, perhaps the budget needs some redistribution. He referred to the public presentation for Miller's Landing that he attended and stated that while some of the options suggested are quite nice, perhaps we can't afford them. He stated not one of the options had a cost estimate either for initial development or maintenance. He stated it is one thing to ask the public what they would like to see, but another thing to ask what they are willing to pay for and what they are willing to sacrifice to get those nice things. He stated that he is worried that in the wake of the expenditures at Columbia Park, the park district has lost some credibility and that many of us who have donated in the past will be harder to convince that donations or new bonds are really necessary. He asked the board to develop this park in a manner compatible with current economic conditions and by doing so the district will gain trust and credibility, and in the long run that public trust will guarantee funding for future projects.

Anne Jackson addressed the board regarding development at Miller's Landing. She stated she owns Side Effects Snowboard Shop and introduced Katy Patterson, owner of Aspects. She stated that they are coming before the board to show that businesses in town can unite and work well and hopefully get some things going for the park. She stated the bottom line is that this community doesn't have a lot of money and she was excited to learn about a water park going in that will bring outside revenue that will help everyone. She stated she doesn't see that happening with a walk park or dog park as people won't be coming in and spending money and increasing jobs. She stated we need to continue along those lines with parks and recreation and think about how we can make more money for this community so people can get back on their feet. She stated there aren't a lot of jobs and people want to work, and if we can get that skate park going more families would want to come here on vacation and spend their money in local businesses, and it would increase the value of Bend. She stated that people want to spend time here so let's put in some features that make some money.

Gabriel Triplette addressed the board regarding a skate park feature at Miller's Landing. He stated that he teaches skate boarding and he thinks it would be a good idea to have a better skate park. He stated he has students that come from other countries and he takes them to Madras or Redmond to skate. He stated that the atmosphere at Ponderosa does not offer a good vibe or good energy. He stated he is in favor of a skate park feature at Miller's Landing to help a lot of our youth who want to do non-traditional recreation activities. He stated the Redmond Park is really good and if he has the option of going to Ponderosa or Redmond, he is going to take kids to Redmond.

Zachary Koepke addressed the board regarding a skate park at Miller's Landing. He stated he has been a skateboarder his entire life growing up in Bend. He stated he has never been one for team sports as there is something about skateboarding that pushes the individual and is a positive activity. He stated that skateboarding is the second most popular sport in the world and Oregon happens to be the number one destination for skateboarding in a lot of people's minds. He stated a lot of central Oregon has fallen behind and we are really lacking skate parks. He stated Ponderosa Park is packed every day, so much so, that he knows there are times he can't go there because he won't be able to ride. He stated it is time to get a new skate park built in Bend and he thinks Miller's Landing is the right place to do it.

Justin Gottlieb addressed the board regarding a skate park at Miller's Landing. He provided copies of his remarks to the board. He referred to the public input process regarding the development of Miller's Landing and stated he was amazed at the activism and engagement of his friends, neighbors and community. He referred to his efforts with regard to a grassroots community petition and shared the language of the petition urging the district board of directors and staff to include skate/snow play features and other non-traditional recreation activities in all design proposals related to the Miller's Landing planning and development process. He stated that to date 636 members of the community have signed the document in an effort to create a world class park. He shared a copy of the petition and asked the district board of directors, staff and community leaders to join in this effort.

Dallas Brown asked if Justin believes a skate park design should be included in all five design proposals for Miller's Landing. Justin stated he would settle for a majority. Dallas asked if Justin is aware that the district plans a major overhaul of the Ponderosa Skate Park and there are plans for an additional skate park near Division Street. Justin stated he is, but he is looking at this site along the Deschutes River and what he sees based on the neighborhood he lives in and the skate shop owners that have testified is that we can create a space here in which we can bring in snow play features for video production, tourism, and other activities that create an iconic symbol for this community to promote Bend to very specific types of organizations.

Staff Introduction

Matt Mercer, Recreation Services Director, introduced Bob Smith, Manager of the Juniper Swim & Fitness Center. Bob shared his background and experience including commercial real estate, many years in the club fitness and hospitality business including over 10 years as the general manager of the Athletic Club of Bend. He thanked the district for the opportunity to return to that type of work at Juniper. He stated he is very impressed with the organization and infrastructure and he is pleased to see the level of professionalism at the facility. The board welcomed Bob to the position.

CONSENT AGENDA

Minutes: July 19, 2011, Work Session & Regular Meeting

Contract approval: Coyner Trail

Approval: Kiwanis Park Renovation Plan

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

Public Records Policy

Jan Taylor provided an updated Public Records Policy for board consideration. She explained public records policy is governed by ORS 192.410 – 192.505, and the district's administration of the law is defined in district policy. She stated that updates to the policy address the process and procedures for providing public records to citizens and the media. She added the 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. She also noted the policy allows for different levels of fees based upon the involvement of staff time to provide the information requested. She stated that the executive director is also provided the discretion of waiving or adjusting fees for the information requested. She explained the board is being asked to adopt the policy. Scott Wallace asked if there is a provision for updating and modifying fees to stay in line with current costs. Don Horton explained that because the policy includes fees, it would require an update to the policy which is something he can administer through codification. Ted Schoenborn stated he feels the fees should be reviewed annually. Don stated the policy will become part of the board's

policies and procedures manual that is reviewed annually which would allow an opportunity for making changes. Ted stated he believes it would be appropriate to include a statement in the policy regarding annual review of the fee structure. Scott Wallace moved 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. Ruth Williamson seconded the motion. Scott Wallace, Ruth Williamson, Dallas Brown, and Ted Schoenborn all voted aye. Motion passed.

Emergency Contract for Old Bend Gym

Don Horton referred to a board agenda communication provided for the board and explained that severe water damage had occurred during the roof replacement project as a result of an unexpected storm. He stated that Spectrum Building & Restoration was contacted immediately to remove the water from the building. He reviewed the damage to the walls, insulation, counter tops and gym floor and shared a PowerPoint of photographs of the facility. He also explained the process for drying the floors and walls. Don explained how the repairs will be covered initially by the district's insurance and subsequently be settled with the contractor's insurance. He requested authorization of the board to enter into emergency contracts as needed to stabilize any further damage to the building, make needed repairs and minimize the impact to the Boys and Girls Club programs. Ruth Williamson moved to declare an emergency situation exists due to the damage caused by a thunder storm and resulting water damage to the Old Bend Gym and authorize the Executive Director to enter into necessary contracts to complete the restoration work pursuant to OAR 137-049-015 and district policy. Dallas Brown seconded the motion. Ruth Williamson, Dallas Brown, Scott Wallace and Ted Schoenborn all voted aye. Motion passed.

EXECUTIVE DIRECTOR'S REPORT

Don Horton shared a copy of an In My View written for publication in The Bulletin regarding the recent changes at the senior center and the misinformation surrounding those changes. The board discussed other methods of informing the public. Dallas Brown asked about holding an open house or special meeting to allow people to express their concerns. He stated there is not a lot of understanding of the issues and the blame is being placed on the district. Scott Wallace agreed and recommended looking at ways to clarify some of the misunderstandings about what the district's role was with the seniors themselves. Don stated that the current users are in support of what has taken place, and those who are most vocal about the changes aren't regular users of the facility or programs. He added the board could decide to host a community meeting if they feel it would be beneficial. He stated that staff has been meeting with the groups of users at the senior center to answer their questions and address their concerns. He stated a fact sheet was developed to explain each partner's role and that is posted at the senior center and has been shared with the facility's users. He stated that the district's failure to communicate the roles of the partners over the last ten years has been a contributing factor to the community's misunderstanding of how the senior center is operated. He stated the same group of seniors will continue to be served alongside younger seniors. Ted Schoenborn stated that he has concerns for being in a position of trailing the message rather than being out front and added that this has occurred with issues in the past. He stated he hopes that we can find a way to be more alert to the potential of missing out on the opportunity to control the discussion in the future. Scott Wallace shared his concern regarding transportation and access at the Bend Community Center. Don stated that there are some things the district can help with, but access in the building is not something we can address. He stated there are two bus routes that pass the building and if they will work with BAT, they may be able to establish a stop at the community center.

Don Horton requested board participation on a staff committee to review personnel policies for upcoming codification by the board at the September 6 meeting. Scott Wallace and Ruth Williamson volunteered to participate on this committee.

As there was no further business the regular meeting was adjourned at 8:25 pm.

EXECUTIVE SESSION

Chair Ted Schoenborn convened an executive session at 8:30 pm pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions.

Prepared by,

Paula Lowery
Executive Assistant

Ted Schoenborn, Chair

Scott Asla, Vice-Chair

Ruth Williamson

Scott Wallace

Dallas Brown

**Bend Metro Park & Recreation District
Board of Directors
Work Session
August 16, 2011**

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

STAFF PRESENT: Don Horton, Bruce Ronning, Lindsey Lombard, Dave Crowther, Matt Mercer, Theresa Albert, Ed Moore, and Paula Lowery.

GUESTS: Jeff Campbell, Mike Morgan, Anne Heath and Justin Cutler.

LEGAL COUNSEL: None.

MEDIA: None.

CONSULTANT: George Dunkel, SDAO.

VISITORS: Mike Lovely.

WORK SESSION

Chair Ted Schoenborn convened the work session at 5:45 pm.

BOARD TRAINING

George Dunkel, Consulting Services Administrator for Special District's Association of Oregon (SDAO) conducted a training session for the board of directors, guests and staff.

Coalition of Central Oregon Park & Recreation Agencies

Ted Schoenborn shared information from the National Recreation & Park Association (NRPA) regarding federally funded programs and an article identifying the essential public services provided by parks and recreation. He suggested forming a coalition of central Oregon park and recreation agencies to work together to address and support local and national initiatives that affect park and recreation services.

The work session was concluded at 7:25 pm.

Prepared by,

Paula Lowery
Executive Assistant

Ted Schoenborn, Chair

Scott Asla, Vice-Chair

Ruth Williamson

Scott Wallace

Dallas Brown

BOARD AGENDA COMMUNICATION

AGENDA DATE: September 6, 2011

SUBJECT: Pine Nursery Park Dog Off-Leash Area, Irrigation, Fencing and Path Construction Project

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

PREVIOUS BOARD ACTION: The board adopted a Pine Nursery Master Plan revision including off-leash area improvements on December 7, 2010.

ACTION PROPOSED: Award Construction Contract

BACKGROUND

This project is for the construction of paved pathway, fencing, irrigation and potable water piping to the Pine Nursery Park dog off-leash area. The project was estimate to cost \$60,000. The following bids were received on the project:

Dan Thompson Excavation, Inc	\$37,391.60
Alex Hodge Construction	\$40,213.00
Collins & Sons Inc.	\$50,847.46
Jack Robinson & Sons, Inc	\$52,530.00
Richard Bartels Construction, LLC	\$61,564.20
Staghorn Construction Services, LLC	\$71,717.00

STAFF RECOMMENDATION

Staff recommends awarding the Pine Nursery Park Dog Off-Leash Irrigation, Fencing and Path Construction Project to the low bidder, Dan Thompson Excavation, Inc., in the amount of \$37,391.60.

BUDGETARY IMPACT

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

MOTION

I move to accept the bid for 2011-12 Pine Nursery Park off-leash area improvements from Dan Thompson Excavation, Inc in the amount of \$37,391.60 and to approve a total project amount not to exceed \$41,131.00.

BOARD AGENDA COMMUNICATION

AGENDA DATE: September 6, 2011

SUBJECT: Recommendation to Codify Policies

STAFF RESOURCE: Theresa Albert, Human Resources Manager

PREVIOUS BOARD ACTION: June 3, 2008 ó Amended policy to allow the Executive Director to approve or amend board policies

ACTION PROPOSED: Codify Amended Policies

BACKGROUND

On June 3, 2008, the Board of Directors adopted the administrative policy Employee Manual. This policy allows the Executive Director to temporarily approve additions or amendments to board policies. Once a year all new and amended board policies are to be brought before the board for final approval.

DISCUSSION

Over the last year, the Executive Director has adopted and amended Board approved policies. A committee was convened that included two board members, Scott Wallace and Ruth Williamson, the Executive Director and Human Resources Manager to review the amended policies. The committee agreed with the Executive Director's actions outlined as follows:

Amended policies:

Over the last year through various reviews, policies were amended. The amendments included housekeeping issues such as date changes and clarifying language, which resulted in consistent application, ease of understanding and compliance. In addition, amendments included changes in practice that provide a benefit no additional cost to the district.

STAFF RECOMMENDATION

Codify the amended policies: Excellence Award, Recreation Benefits, Leave Without Pay, Vacation Leave, and Hardship Leave Donations.

BUDGETARY IMPACT

No significant impact.

MOTION

I make a motion to codify the amended policies as presented in Exhibit A.

ATTACHMENTS

Exhibit B ó Amended policies: Excellence Award, Recreation Benefits, Leave Without Pay, Vacation Leave, and Hardship Leave Donations.



EXCELLENCE AWARD

General Information

The Excellence Award is a district-wide annual program that recognizes and rewards exceptional individual and team contributions, as well as demonstration of the district's values. The award period runs from October 1 to September 30.

Eligibility

Year round district employees in good standing are eligible to receive the Excellence Award (including past winners).

Seasonal and temporary employees are not eligible.

Awards

Winners will receive a ~~\$100~~ gift certificate or a savings bond ~~purchased for \$100~~ which will be taxed as income. Winners will also receive a token gift ~~that values below \$25.00~~ bearing the Excellence Award name.

Nominations

Employees and supervisors may submit two nominationonse two employees. The nomination form shall include the employee's name and the reasons for the nomination. Nomination forms must be signed by the nominator.

Completed nomination forms are submitted to any member of the Employee Relations Committee.

Selection

1. Nominations from the entire district are submitted to the Employee Relations Committee.
2. Human Resources reviews each nomination form with the supervisor to ensure each nominated employee is in good standing.
3. The Employee Relations Committee reviews each nomination form and based on the nomination narrative, selects ~~six full-time employee winners and six part-time employees~~the winners.

4. The Employee Relations Committee will notify winners and purchase Excellence Award gifts. ~~certificates or savings bonds and token gifts.~~

Presentation of Awards

The Excellence Awards are presented at the last All Staff Luncheon each year.

Forms

Excellence Award Nomination



Chapter 6 . Benefits
Section 7 . Recreation Benefits
Approved By: Board of Directors
Approved Date: February 6, 2007
Updated: 5/1/2007, 6/3/2008 and 7/1/2009
Updated: Don Horton 1/12/2010
Codified: 9/7/2010
Reviewed: 8/13/2010
1 of 2

RECREATION BENEFITS

General Information

All district employees and board members may utilize district facilities and programs as follows:

Recreation Programs

All district employees and board members may enroll in recreation programs during their term of office/employment with the district, based on space available. A schedule of employee fees for recreation programs will be maintained by the recreation office. Registration for programs require a registration form. Board members and employees must check with program registration staff to determine availability and fees for specific programs.

This benefit is extended to immediate family (defined as spouse, same-sex domestic partner, and dependent children) of Board members and full time employees at the beginning of office/employment.

This benefit will be extended to immediate family of part-time employees after working six consecutive months of at least 50 hours per month and for seasonal employees who have successfully completed their first season and return for two or more seasons of employment.

Kids Inc.

Employees working in the Kids Inc. program may take their child(ren) to the program as long as the child(ren) is age appropriate and does not take away from the parent's ability to perform their duties to the program.

Juniper Swim and Fitness Center

All district employees and board members will receive a general (non-instructed) activity use pass for their personal use during their employment with the district. For drop-in fitness classes, employees/board members may purchase a fitness pass or pay the drop-in fees which will include an employee discount as defined by the fee schedule.

The facility pass is extended to immediate family (defined as spouse, civil union same-sex domestic partner, and dependent children) of board members and full time employees at the beginning of office/employment.

The facility pass will be extended to immediate family of regular part-time, and part-time employees upon successful completion of orientation period, and to seasonal employees who have successfully completed their first season and return for two or more seasons of employment. Contact Human Resources to obtain a family pass.

Employees, during their work shift at the Juniper Swim and Fitness Center, may use child care services for up to two (2) hours per work day at no charge. Any other use of child care services will be based on current fees. Employees may pre-register for child care services not to exceed 20% of the maximum capacity at any time. Once the 20% rate is reached, employees may drop-in based on available space.

Retired Employees

Retiring full-time employees who have at least fifteen (15) years of full time service shall receive a lifetime Facility Pass+for themselves and their spouse.

Retiring part-time employees who have at least ten (10) years of part-time service and worked at least 50 hours per month at the time of retirement shall receive a one-year facility pass for themselves.

Cancellation of Privileges

Employee privileges are subject to cancellation for reason of improper conduct, or failure to comply with adopted rules. Upon termination of employment, all privileges will discontinue.



LEAVE WITHOUT PAY

General Information

Legitimate reasons will arise from time to time for granting an employee leave without pay. The decision to grant leave for any other reasons should only be made by the supervisor or manager after consultation with Human Resources and where the work of the unit or section will not be seriously adversely impacted by the employee's absence.

General Considerations

- A. Generally, leave without pay shall not be granted to an employee who is accepting work outside of the district, unless such employment is related to or benefits the district.
- B. Leave without pay shall not be granted until all appropriate accrued leave is exhausted unless an exception is approved.
- C. See Family and Medical Leave with regard to granting leave without pay for family and medical leave.
- D. Generally, leave without pay shall be limited to three months. Extensions may be requested.
- E. If employees work less than 80 hours in the month, paid time off shall not be accrued.

Qualifying Reasons for Granting Leave

- Illness or disability
- Court Appearance
- Military and National Guard Service
- Family Emergencies
- Outside employment that is related to or benefits the district.

Procedures

- A. Employee submits written request with reasons for leave, and expected start and ending dates.
- B. Supervisor reviews request and, if it is questionable or does not clearly fall under any of the purposes cited above, consults with Human Resources.
- C. Supervisor approves or denies requested based upon business needs.
- D. Extensions to be reviewed and approved by Department Director and Executive Director.
- E. Employees may request an exception to Paragraph B. The exception request must be in writing and include the reason for the exception. Full-time employee exception requests must be approved by the Executive Director. Part-time employee exception requests must be approved by the Department Director.



VACATION LEAVE

General Information

Vacation leave is an accrued benefit that is granted to eligible employees to provide approved paid time off away from work for employee determined reasons.

Requirements

A. Vacation Leave Accrual

1. Management and Mid-Management

- a. **Management and mid-management employees** shall be credited with six (6) days vacation leave upon successful completion of orientation period (six full continuous calendar months of service) with the District. Thereafter, vacation shall be accrued monthly at the following rates:

Years of Service	Vacation Days per Year	Monthly Accrual
UPON COMPLETION OF ORIENTATION PERIOD	Issued 6 Days	--
6 months-1 yr	6	8 hours
1 yr -5 yrs	15	10 hours
6 yrs -10 yrs	18	12 hours
11 yrs -15 yrs	20	13 1/2 hours
16 yrs -20 yrs	22	14 2/3 hours
20 yrs - up	25	16 2/3 hours

2. General Category

- a. **Full Time Employees** in the **General Category** shall be credited with five (5) days vacation leave upon successful completion of (six full continuous calendar months of service) with the District. Thereafter, vacation shall be accrued monthly at the following rate:

Years of Service	Vacation Days per Year	Monthly Accrual
UPON COMPLETION OF ORIENTATION PERIOD	Issued 5 Days	--
6 months . 1 yr	5	6 2/3
1-5	12	8 hours
6-10	15	10 hours
11-16	18	12 hours
17	19	12 2/3 hours
18	20	13 1/3 hours
19	21	14 hours
20	22	14 2/3 hours
21	23	15 1/3 hours
22-up	24	16 hours

Full-time employees on leave without pay will accrue vacation leave on a pro rata basis, providing the employee works 80 hours or more during the month.

- b. **Regular Part-Time Employees** who regularly work a minimum of eighty (80) hours per month shall accrue vacation leave on a pro rata basis for actual hours worked **and leave with pay** up to a maximum of eight (8) hours per month, provided the employee works a minimum of 80 hours per month. Vacation leave will begin to accrue upon the successful completion of probation to employees with an average of 80 hours per month for six full continuous months of service.

- c. **Part-Time Seasonal and Temporary Employees** shall not earn vacation leave.

B. **Accumulation of Vacation Leave**

1. **Full-time employees** may accrue a maximum of 240 hours of vacation.
2. **Regular part-time employees** may accrue a maximum of 120 hours of vacation.

Accruals in excess of these limits will not be posted to increase any employees' vacation balance and will be forfeited.

C. **Continuous Service**

Continuous service shall be service unbroken by separation from the district. Time spent by an employee on military reserve (National Guard, Army Reserve, etc.) leave, vacation leave, sick leave, state or federal family medical leave (with or without pay), or other authorized leave with pay is considered continuous service. Time spent on other types of authorized leave without pay will not count as continuous service. Employees returning from such unpaid leave or employees who were laid off, shall be entitled to credit for service prior to the leave.

- D. **Vacation Payment** Employees who have accrued 240 hours of vacation may request payment for up to 120 hours of vacation in which it has been determined by the Department Director that granting leave is not appropriate and has been determined by the Executive Director to be financially feasible. A Vacation Payment form must be submitted to the Department Director and approved by the Executive Director.

Employees who have worked for the district for 20 years or more may have the option of receiving payment for five (5) days of accrued vacation each fiscal year in which it has been determined by the Executive Director to be financially feasible.

Regular part-time employees are not eligible for vacation payment.

E. **Scheduling Vacation Leave**

Subject to operating requirements, vacation leave may be utilized with prior approval of the supervisor, except as provided by the Family and Medical Leave Act.

There will be times when no more than one person from one department/division may be on vacation at the same time. Because of this policy, it is suggested by the district that requests in writing be made far enough in advance to avoid denial of time off.

F. Time Sheet

Vacation hours recorded on the timesheet must reflect hours that are normally scheduled.

F.G. Coordination with Workers Compensation Time Loss Benefits

No employee shall be required to utilize vacation leave while receiving time loss benefits.

G.H. Termination of Employment

An employee who terminates before the initial six (6) months of service shall not be entitled to cash compensation in lieu of vacation leave. If the employee has served six (6) consecutive months and is separated, the employee will receive pro-rated vacation hours if the employee has not worked a full month at separation.

When an employee terminates from the district after six or more months of service, all unused vacation hours shall be paid in cash.

Forms

Request for Vacation Payment

HARDSHIP LEAVE DONATIONS

General Information

Hardship Leave Donations may be available to full time and regular part time employees who, due to a serious illness or injury or the need to care for a family member with a serious illness or injury, ~~has exhausted all accrued paid leave.~~

Requirements

To be eligible for Hardship Leave Donations:

1. An employee must certify a medical need for leave (completed FMLA/OFLA form) and have exhausted all accrued sick leave. Eligibility will follow the guidelines for FMLA/OFLA.
- ~~1.2.~~ Employee must exhaust all accrued sick leave and all but 40 hours of accrued vacation leave.
- ~~2.3.~~ An employee must receive approval for continued use of leave to extend his/her absence from work.
- ~~3.4.~~ Employees may not be eligible if receiving compensation from another source (workers compensation benefits, insurance reimbursement from short or long term disability).

Hardship Leave Donations Processing Procedures

1. The requestor must request a specific number of hours needed, based on the health care provider's certification, not to exceed three months (**480 hours**).
2. Human Resources will email hardship donation requests to district employees, which will contain requestor's name and number of hours requested.
3. Employees may voluntarily donate accrued vacation leave in increments of one hour or more. Vacation hours will be converted to sick leave hours at the recipient's salary rate. Donations will be anonymous.
4. To donate vacation leave, the Hardship Leave Donation Form must be submitted to Human Resources.

5. Only employees who are eligible to take accrued vacation leave may donate vacation leave.
6. If the employee returns to full duty without exhausting all donated leave, the donated leave shall be refunded back to the donating employee(s) on a proportional basis.

Extension Requirements

Extension requests will be reviewed on a case-by-case basis but not to exceed 480 hours from beginning of original leave request. Extensions are subject to the approval of the Department Director.

Forms

Request for Hardship Leave Donations
FMLA/OFLA Packet
Hardship Leave Donation

Community Relations Department August 2011 Update

Volunteer Program

- Recruited volunteers for district projects and programs
 - Noxious weed pull at Shevlin Park – 8/17 – Fleet Feet Sports
 - Noxious weed pull on DRT – 8/22 – J Bar J, Dave Wortman (Adopt-a-Park volunteer)
 - Therapeutic Recreation game night – 8/24 – various adult volunteers
 - Outdoor Recreation sound scavenger hunt event at Shevlin Park ó 8/27 ó Meadowlark Manor
- Recruitment, follow up, orientation for program volunteers
- Promotion for Dog Pac clean-up project at Ponderosa OLA – 8/13
- 3 volunteers (led by Bob Wenger from DogPac) spread wood chips, pulled weeds and cleaned up poop and litter in the OLA
- Criminal history checks for fall youth sports volunteers
- Revised and revised position descriptions for Senior Center volunteer opportunities.
- Monthly communication with adopt a park & trail volunteers, and OLA volunteers
- Hosted Talk in the Park programs
- Prepared and presented Adopt-a-Park & Trail program report to BPRD Board of Directors
- Met with IT Manager to plan implementation of volunteer management system
- Met with On Point Community Credit Union to promote BPRD volunteer opportunities.
- On Point has an employee volunteer program.
- Met with Melissa Robertson, Sisters Park & Recreation District volunteer coordinator
- Participated in interviews for Marketing/Communications Manager
- Gave Bob Smith orientation to district public relations and communications

Foundation

- Administered Foundation finances, including deposits, payments and transfers and thank you receipts.
- Compiled minutes from July meeting
- Directed, reviewed and revised development plan created by Jan McGowan
- Developed plan for Foundation participation in district's Day of Play
- Attended Sagebrush Community Challenge award celebration

Community Outreach

Day of Play

Pre event prep/planning: promo, activities, layout, staffing, work order, vendors, marketing, working with dept leads, etc.

Public Event Park Reservation

Aug events: 10 total, 15 event days

- Drake- Farmers Market x 2
- Drake- Car Show x 2
- Drake – Shakespeare in the Park x2
- Munch & Music x 2
- Riverbend – Race for the River
- Riverbend- DogPac Dog Days
- Compass Park- Twilight Tunes
- Compass Park – Munch and Movies x 2
- McKay Park – Baptism in the Park
- Shevlin Park – Haulin Aspen

July 4th Event: Completed event wrap-up including, bookkeeping, post event meetings with sponsors

Talk in the Park program: Final three presentations were made. Due to low turn-out, this program will not be renewed in 2012

Community Relations and administration (and marketing communications)

- Conducted hiring process for marketing communications manager – final interviews in mid-Sept.
- Attended ORPA board meeting in Lake Oswego
- Wrote press releases
- Reviewed/edited staff press releases
- Addressed many public inquiries on events, projects, concerns, etc.
- Worked with Andie (as a consultant) for district needs – program guide, advertising buys, advertising design, social media submissions, etc.
- Worked on CAPRA standards
- Served on sign committee, reviewing district sign proposals
- Worked with Bend Broadband on partnership
- Logistics for NPRA for staff and board
- Evaluated fund development plan for the foundation
- Evaluated and propose communications for district issues
- Addressed park and shelter reservation process and troubleshoot a busy summer
- Met with Bend Broadband and Combined Communications re: Day of Play
- Planned Congelton art installation celebration
- Put together PowerPoint for Don’s Chamber presentation
- Held sign committee meeting

Park Services

August 2011

Administration

- Met with sculptor, Greg Congleton to review new art piece.
- Met with City of Bend Police and Fire to discuss improvements to water safety at the Colorado Street dam.
- Participated in multiple meetings regarding the Old Bend Gym project.

Facilities Staff

- Hauled crusher fines for the Deschutes River Trail.
- Performed key audit at the Senior Center.
- Repaired deck on Drake Park stroll way.
- Replaced stone on columns of the Gardenside Park shelter.
- Assembled office cubicles in the district office and installed new internal interpretive signage.
- Assisted in moving Senior Center equipment.
- Completed monthly fire extinguisher inspections district wide.

Landscape Management

Sports Field Staff

- Provided field prep for BPRD softball and kickball programs and three weekend softball tournaments for outside user groups.
- Provided layouts and field painting at the Pine Nursery for the Rush tournament. All championship games were played at the Pine Nursery.
- Provided field layouts and painting for the upcoming rugby tournament at the Pine Nursery.
- Completed layouts and painting for fall football and soccer programs at the Pine Nursery and Big Sky parks.

Neighborhood Parks Staff

- Contracted broadleaf spraying at Providence, Mt. View and Hollygrape parks.
- Spraying broadleaf and Roundup on neighborhood park sites as needed.
- Pruned trees off the building at the Senior Center in preparation for the building being painted at the end of August.
- Rebuilt irrigation valves that were sticking on at Sylvan and Mt. View parks.
- Removed 3 trees from the front of the Senior Center that were crowding out each other due to over planting.

Premier Parks Staff

- Completed core aeration on all event sites and hot spots throughout premier parks.
- Completed cleanup of all planters adjacent to all the roundabouts on Reed Market at Farewell Bend Park. Also completed placing bark in all the shrub beds in the park.
- Completed installing the new block retaining wall and re-plumbing the irrigation mainline at Mirror Pond in Drake Park.
- Re-wired irrigation valves at Hollinshead Park to assist with pressure problems in the park.
- Completed irrigation locates for Munch n Music, Farmers Market and Run for the River events in Drake and Riverbend Parks.
- Top dressed Riverbend turf areas with 60 yards of composted material.

Shop Staff

- Automatic mower blade grinder has been purchased, staff trained and is operating.
- New mower purchased and put into service for Premier parks.
- Completed archive shredding move for district office.
- Moved recreation program equipment.
- Moved Senior Center equipment.
- Repaired soccer goals.

Natural Resources Staff

- Finished resurfacing the Deschutes River Trail on the north side of Awbrey Butte.
- Repaired washout on the Shevlin Park Creek Trail between Larch Bridge and the covered bridge.
- Completed fire fuel reduction along Haul Road Trail behind the houses.
- Replaced river safety signs from Farewell Bend to Colorado Street.
- Completed noxious weed control at Pine Nursery, Riverbend, Farewell Bend and Shevlin parks, Larkspur Trail and other locations.

Planning and Development Project Summary - August 2011

NEW CONSTRUCTION

Columbia Park Renovation: Sod installation in the upper turf area is complete. Site furnishings (picnic tables, benches, trash receptacles, drinking fountain) installation has been completed. Footings and excavation for shade shelters have been completed; shelter permit application approval is expected by Sept. 1st.

Coyner Trail: Bid was approved on August 9th and construction of the trail across the Bear Creek Elementary School grounds and on to 8th street is underway. Paving of the school grounds section will be completed by Sept. 2nd in time for the first day of classes.

Larkspur Trail - Pilot Butte to Neff: Construction is underway. The trail alignment has been cleared, sub grades set and rock walls constructed.

Al Moody Park: Construction of the Dagget Lane pedestrian crossing has been completed.

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 public design process was completed in July and the board reviewed and approved the park concept design on August 9. Construction drawings 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 is underway with hydraulic analysis and modeling work. Three design alternatives are being developed. One alternative includes adjustable in-stream features, one has fixed features, and the third will show increased riparian habitat improvements. Conceptual design of on-bank improvements is also underway.

Miller's Landing: Staff has responded to numerous emails and phone calls regarding design proposals for the park. Development of three draft park design concepts based upon public input received with the survey response and during an open house meeting held on July 21 is underway. The concepts will be presented at a second open house meeting in late September or early October.

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

open house meeting is scheduled for September 22 from 5-7pm in the BPRD Community Room. (See Davis Park %community questionnaire+below.)

Davis Park Master Plan: Coordination with 1st Street Rapids bridge design and public process is underway. A community questionnaire has been mailed to residents and landowners in the park service area. The questionnaire is also available on the district web site.

Shevlin Park Master Plan: Project goal setting and public process planning is on hold.

LONG RANGE PLANNING

Recreation Program and Indoor Facilities Needs Assessment: A Community Interest and Opinion Survey questionnaire administered by Leisure Vision and focusing on recreation program and indoor facility needs was mailed to 2000 random district households on August 29. A minimum return of 400 questionnaires is required for a scientifically valid sample. Board review of the 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. Consultant interviews are scheduled on September 7th.

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. Planning and development staff are presenting and coordinating several sessions at the annual ORPA conference in Bend, September 19 and 20.

Board Calendar 2011-12

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

Important Dates

- ◆ Art Unveiling at Farewell Bend Park – September 14 – 4:00 pm
- ◆ Gopher Broke – September 16 – Bend Golf & Country Club
- ◆ 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

- ◆ Trust for Public Lands Services – Conservation Finance
- ◆ Financial policies
- ◆ Community gardens update
- ◆ 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)

Important Date

- ◆ SDAO Board Training – October 18 Work Session

November 15 (1 meeting)

NRPA – November 1-3

- ◆ Bend Ice partnership discussion
- ◆ UIC/Storm water report
- ◆ Old Bend Gym renovation update
- ◆ Trash collection & recycling program
- ◆ Miller's Landing: progress review
- ◆ 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

- ◆ Scholarship Policy
- ◆ Financial Forecast
- ◆ SDC Fund Forecast
- ◆ Financial Statement Audit
- ◆ 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

Board Workshop – January 13

- CIP
- Annual Work Plan review
- Goal Setting

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