



Board of Directors

Agenda & Reports

November 15, 2011

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

AGENDA

November 15, 2011

5:30 PM Work Session

Executive Session pursuant to ORS 192.660(2)(e)

**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. Bend Ice update and discussion
2. Recreation Needs Assessment update

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

BOARD AGENDA COMMUNICATION

AGENDA DATE: November 15, 2011

SUBJECT: Bend Ice Partnership Discussions

STAFF RESOURCE: Don Horton, Executive Director
Matt Mercer, Recreation Director
Russ Holliday, Sports Program Manager

PREVIOUS BOARD ACTION: Discussion

ACTION PROPOSED: Board Direction

BACKGROUND

Staff and members of Bend Ice presented preliminary project and partnership concepts for a proposed seasonal ice rink at the July 5, 2011 Board Meeting. Since then, district staff has revisited the initial proposal, reconsidered potential sites, researched similar projects in the northwest, and reviewed preliminary project and operating costs. Staff will brief the board on preliminary findings, identify key decision points, and seek board direction before committing additional staff resources to the planning process.

RECOMMENDATION

Staff will be seeking board direction on if and how to proceed with the planning process and partnership discussions for a potential ice rink.

BUDGETARY IMPACT

No budget impact is expected in the current fiscal year as planning work will be conducted by district staff and Bend Ice members.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE: November 15, 2011

SUBJECT: Recreation Needs Assessment Project Update

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

ACTION PROPOSED: Receive an update on the progress and preliminary findings of the Recreation Programs and Indoor Facilities Needs Assessment project

BACKGROUND

As part of revising and updating elements of the BMPRD Parks, Recreation and Green Spaces Comprehensive Plan adopted in September 2005, the district has contracted with Heller and Heller Inc. to assist with determining current and future needs for recreation programming and indoor recreation facilities. The "Recreation Program and Indoor Facilities Needs Assessment" project is intended to build upon and further refine the recreation services analysis and findings contained in the 2005 Plan. Information produced in the study will also be used to help district staff make more informed decisions about recreation program planning and service delivery in the future.

Phase I of the needs assessment project is now nearing completion. To date Heller and Heller and Sub-consultant, Jamie Sabach, have completed the following tasks called for in the contract:

- Stakeholder and focus group meetings to determine community issues that can be tested in a community survey;
- A community survey focusing specifically on recreation programming and indoor facility needs;
- Interviews with key recreation and administrative personnel;
- A recreation "Service Analysis and Financial Strategies Process" designed to help identify those recreation services and programs that the district should be in the business of providing and how to best provide those services effectively and efficiently;
- Delivery of preliminary findings that will lead to final recommendations for service delivery and indoor facility standards.

The second phase of the contract calls for the Consultant's assistance in examining core business functions and rewriting the district's Strategic Plan which was last updated in 2007. In Phase II, the Consultant will lead staff and the board through the process of developing a new five-year strategic plan. The strategic plan will support the district mission and core values and include goals, objectives and actions steps that will guide all areas of the district's work for the next five years. It will incorporate the Phase I findings and recommendations and will also develop a business strategy for moving forward during times of financial stress. The second phase of the project is scheduled to commence the week of December 5 with a specially called board work session and community stakeholder meetings.

STAFF RECOMMENDATION

Jamie Sabach will provide the board with a project update and lead a discussion of preliminary Phase I findings of the Recreation Programs and Indoor Facilities Needs Assessment project.

BUDGETARY IMPACT

The adopted 2011-12 budget provides Planning and Development Department with general funds for completion of the project.

MOTION

None

Board Calendar 2011-12

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

December 6

- ◆ **Strategic Plan Board Workshop – week of December 5 – 4 hour session needed**

Work Session

- ◆ Sports field use update
- ◆ Colorado Dam Paddle Trail Study update
- ◆ Miller's Landing: progress review

Business Session

- ◆ Public Recognition – volunteer, Kaitlyn McFadden
- ◆ Kiwanis Park Plan contract approval – consent agenda
- ◆ Board Operations & Procedures Manual update – consent agenda
- ◆ Encroachment Policy - board approval
- ◆ SDC – Resolution 312 – board approval

December 20

- ◆ UIC/Storm water report

January 3 & 17

- ◆ Scholarship Policy
- ◆ Financial Forecast
- ◆ SDC Fund Forecast
- ◆ Financial Statement Audit
- ◆ Marketing communications plan update
- ◆ Concept review: Davis Master Plan
- ◆ Noxious weed report
- ◆ Energy Audit update
- ◆ Access Plan review priorities
- ◆ CAPRA update
- ◆ Foundation update
- ◆ Trash collection & recycling program
- ◆ Comp Plan
- ◆ Codify administration policies
- ◆ Budget Committee applications
- ◆ Budget calendar review
- ◆ Contract approval: Ponderosa Park construction
- ◆ 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**
- ◆ Financial policies
- ◆ 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
- ◆ Design approval: Butler Market Neighborhood Park
- ◆ 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