



Board of Directors

Agenda & Reports

February 7, 2012

Bend Park and Recreation District  
Board of Directors

AGENDA

February 7, 2012

7:00 PM Regular Meeting

District Office Building  
799 SW Columbia  
Bend, Oregon



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

1. Minutes: January 13, 2012 Workshop & January 17, 2012 – Work Session & Regular Meeting

BUSINESS SESSION

1. Bend 2030 Request
2. Budget Committee applications
3. 2011 Volunteer Report

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

**Bend Metro Park & Recreation District  
Board of Directors  
Workshop  
January 13, 2012**

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

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

**VISITORS:** Bob Almquist, Sarah Olson and Dave Stensland.

Chair Ted Schoenborn convened the workshop at 3:45 pm.

**2011-12 ANNUAL WORK PLAN REVIEW**

Don Horton explained staff would report on the status the 2011-12 Annual Work Plan projects and speak to some significant issues within each department. He stated the update also serves as the beginning of staff preparation of the upcoming budget and asked for board input about projects or programs they wish to see considered for the new fiscal year.

Jan Taylor reported on the staff's progress toward achieving national accreditation with the Commission for Accreditation of Park and Recreation Agencies (CAPRA). She noted the staff deadline is July 1, with submission to NRPA to occur in late August.

**Finance Department**

Lindsey Lombard reviewed completed projects including the updated financial forecast, upgraded finance software and associated staff training, presentation of a sustainability session for the ORPA annual conference and serving on the Environmental Center's Sustainability Awards Committee. She noted that projects underway include working with a consultant to complete and implement a comprehensive risk management plan and procedures, and creating new internal report templates for improved financial analysis.

**Human Resources Department**

Theresa Albert reviewed projects underway including a compensation and classification study and implementation of a new online employment application system. She noted that ongoing projects include the development and updating of employee policies and providing training for supervisors and leads. Theresa also reviewed her work on CAPRA noting that she has completed 17 out of 24 standards.

**Community Relations Department**

Jan Taylor reviewed completed projects including the recruitment and hiring of new Marketing Manager, Colleen McNally, orchestrating special events, facilitating park rentals with 44 event organizers, installation of new volunteer program software to improve record keeping and communications, and improved production efficiencies of the Recreation Program Guide. She noted that projects underway including serving as president of the ORPA, updating the urban trails map and development of a district-wide communications plan.

### **Park Services Department**

Ed Moore reported on projects completed including the Old Bend Gym roof replacement, implementation of the energy audit findings, reconstruction of the tack shed at Hollinshead Park, reorganization of the department due to budget and staff reductions, and renovations at Taylor Field. He identified projects underway such as documentation of maintenance standards for CAPRA, integration of a district-wide sign program and access plan into the asset management plan, working with the city of Bend to evaluate management of right-of-ways, and working on an expanded MOU with Oregon State Parks for the maintenance of Pilot Butte Park. He noted that on-going projects include work with OSU Extension and Oregon Master Gardeners to improve the Hollinshead Community Garden and identify new sites. The board discussed working with members of the community to expand the community garden program and encouraged staff to pursue options to address this need.

### **Recreation Department**

Matt Mercer reviewed completed projects including the Recreation Needs Assessment, Senior Center Needs Assessment, an athletic field use report, reorganization of district customer service staff to enhance service, support and consistency, and outdoor initiatives including the Children's Forest Strategic Plan and Outdoor Seekers. He noted that projects underway include review and renewal of the joint use agreement with the school district, development of an ice rink partnership proposal and operational plan, partnership discussions with the skate board community and implementation of the Recreation Needs Assessment. The board briefly discussed the status of the ice rink and skate park partnerships. Matt identified on-going projects including the implementation of an improved program development and evaluation process to include cost recovery and pricing guidelines, and support for the Rx 2 Thrive and outdoor initiatives programs to get kids outdoors.

### **Planning & Development Department**

Bruce Ronning identified long range planning projects underway including the department's involvement in the recreation needs assessment, a revision of the strategic plan, the comprehensive plan update and revisions to the IGA with the city of Bend for coordinated planning. He reviewed projects underway in planning including Miller's Landing, Davis Park and Butler Market neighborhood park master plans, identification and acquisition of a new neighborhood park site, completed designs for renovation of Kiwanis Neighborhood Park and rehabilitation of Ponderosa Park; and designs underway for 1<sup>st</sup> Street Rapids Bridge, Colorado Dam Paddle Trail and the trails sign program. He also reviewed completed construction projects such as the Columbia Neighborhood Park renovation, Pine Nursery off-leash area, Coyner Trail and Larkspur Trail. Bruce noted construction projects yet to begin include Ponderosa Park Phase I, Kiwanis Neighborhood Park renovation, Miller's Landing Phase I, Butler Market Neighborhood Park and 1<sup>st</sup> Street Rapids Bridge.

### **SURVEY DISCUSSION**

Don Horton identified surveys the district has conducted since 2008 and noted that the most important results from the 2008 survey and recently completed Recreation Needs Assessment survey were displayed to aid in the board's discussion of the Capital Improvement Plan (CIP). Bruce Ronning also reviewed the results with the aid of a PowerPoint presentation. He stated that the surveys are only one of the tools used in the capital planning process and explained how the information regarding expressed need and willingness to pay for different types of facilities is important to consider in the CIP prioritization discussion.

## **CAPITAL IMPROVEMENT PLAN DISCUSSION**

Lindsey Lombard presented copies of the adopted SDC Fund Forecast and adopted CIP. She noted the information included a list of unfunded projects that has not been updated for two years. She reviewed the categories of funding sources for current year projects. Don Horton reviewed the priority process previously used by the board in consideration of categories defined as: current facility rehabilitation and upgrades (take care of what we have), primary trail system improvements, neighborhood park acquisition and development, community park acquisition and development, regional park acquisition and development, indoor recreation facility development, Colorado Dam improvements and Mirror Pond improvements. He recommended that in light of the upcoming poll that could change the prioritization of projects, the board not include budget consideration in this discussion. The board agreed to consider the prioritization of the identified categories in the adopted CIP. Dallas Brown asked for clarification of what improvements are made in the renovation of older parks. Bruce stated the renovations would be similar to what has just been completed at Columbia Park, although perhaps not quite as extensive. Dallas asked why the extensive renovation was needed at Columbia Park and why renovation is necessary for Kiwanis and Hillside parks. Ed Moore explained that the playground equipment and fall surface do not meet code at Kiwanis Park, and the irrigation system needs to be brought up to date. Bruce Ronning stated there are also access issues to be addressed at Kiwanis and this project will not be nearly as extensive as Columbia. He explained the older neighborhood parks do not compare to those built in the last 10 years in terms of amenities. He stated that we do know generally what people want in terms of the top rated amenities in a neighborhood park including a playground, open turf play area and picnic facilities. He stated we also listen to the neighborhoods the park will serve. Don added that with regard to Columbia Park, there was an element of crime and issues with homeless people that concerned the neighborhood, and by changing the use of the park we have been able to resolve those issues. Dallas stated that he is of the opinion that we should not be overly aggressive and just do something because a park hasn't had anything done for 10 years. He asked about the amount of money budgeted for trails in the current 5-year CIP compared to the amount budgeted in the second five years. Bruce Ronning explained that if we are able to follow through with the aggressive program in place for the next five years, we may need less money in the following five years. He explained the current CIP is to address opportunities that arise over the course of the five years. He stated if the money isn't spent in a given budget year, it carries over to the next year. Lindsey added that trails have been one of the highest priorities of the board and community, and it has been a fairly low cost amenity. Bruce stated that trail right-of-way acquisitions are not included in the SDC formula whereas the general fund allows for flexibility for the purchase of those easements or property to provide for trails acquisition and development. Dallas asked where some of the access plan improvements are most necessary. Don explained the board adopted an Access Plan that was required to be in place by ADA law. He stated staff is now prioritizing projects within that plan to determine what year they can be done and an amount was allotted within the CIP to be spread out over time to address some of those improvements. He stated we have until March to get the list organized by year. Bruce stated the plan addresses barrier removal and we have inventoried all of the outdoor facilities to develop a list of those items that need to be done. Ted Schoenborn stated the Access Plan is very comprehensive and designed to ensure that we are out of ahead of coming requirements, and philosophically appropriate for our commitment to inclusion. He stated we follow through with our capital plan to make sure it is not just programming for recreation that we focus on, but that we also develop and provide equipment and facilities that the largest group of people can use. Scott Wallace stated that taking care of what we have is a fundamental part of our philosophy and he thinks this needs to remain a high priority that we fund every year. The board discussed neighborhood and community park acquisition and development. Scott Wallace stated that he feels the acquisition for neighborhood parks remains in an opportunistic type category and the development is in a medium to lower category. Ted Schoenborn agreed and noted that acquisition and development of neighborhood parks is

funded through SDCs. He referred to a map previously reviewed by the board identifying those lots throughout the district that had paid SDCs and asked to have it brought back to the board to aid in their discussion prior to their budget discussions. Following further discussion the board determined that community park acquisition and development would be considered to be a medium priority and regional park acquisition and development would be a low priority. Don reviewed the lower categories adding the ice rink project to the list along with an indoor recreation facility, Colorado Dam improvements, and Mirror Pond improvements. The board determined the ice rink to be a high priority depending upon strong partnership commitment. The board ranked the indoor recreation facility and Colorado Dam improvements as a high priority, and the Mirror Pond improvements a medium priority. The board and staff added a skate park and nature center to the CIP. Don explained that staff would take the information collected from the board discussion and make adjustments to the CIP as well as examine the next five years and develop recommendations for board consideration.

As there was no further discussion the work session was concluded at 8:00 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Ted Schoenborn, Chair

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Scott Asla, Vice-Chair

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Ruth Williamson

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Scott Wallace

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Dallas Brown

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session, Regular Meeting, Strategic Plan Work Session  
January 17, 2012**

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

**STAFF PRESENT:** Don Horton, Bruce Ronning, Lindsey Lombard, Matt Mercer, Jan Taylor, Ed Moore, Theresa Albert, Kim Johnson, Colleen McNally, Steve Jorgensen, Sue Jorgensen, Russ Holliday, Bob Smith, Becky Curfew and Paula Lower.

**LEGAL COUNSEL:** Paul Taylor.

**MEDIA:** None.

**VISITORS:** Justin Gottlieb, Ron Bozell and Kurt Petrich.

**WORK SESSION**

Chair Ted Schoenborn convened a work session at 4:08 pm.

**VISITORS**

Justin Gottlieb presented and read a formal letter of support for Dallas Brown's minority opinion and vote on the 1<sup>st</sup> Street Rapids Bridge location.

Ron Bozell addressed the board regarding the district's purchase of the former Mt. Bachelor Park & Ride property. He stated he does not think it is fair to create unfair competition with other athletic clubs and businesses and he would like to see some form of community center and community garden on the site.

**Budget Calendar Review**

Lindsey Lombard presented the proposed budget meeting calendar for the 2012-13 budget process. She proposed a tour date of April 25, and meeting dates of May 14, 16 and 22. She asked the board to let her know of any conflicts with those dates in order to confirm the scheduling of the meetings.

The work session was concluded at 4:17 pm.

**REGULAR MEETING**

Chair Ted Schoenborn called the regular meeting to order at 4:17 pm.

**CONSENT AGENDA**

**Minutes: January 3, 2012 – Work Session & Regular Meeting**

**OSU-Cascades MOU**

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.

The regular meeting was adjourned at 4:19 pm.

**STRATEGIC PLAN WORK SESSION**

Bruce Ronning introduced Barbara Heller, Heller and Heller, Inc., and reviewed the work done to date on the Recreation Needs Assessment. He explained how this process is associated with the strategic planning process and noted Barbara’s extensive experience and background in parks and recreation and as a strategic plan consultant. Barbara conducted a PowerPoint presentation identifying the components of strategic planning. The board reviewed and discussed the district’s mission statement, organizational strengths, weaknesses, opportunities and threats (SWOT), identified core services, major focus areas, key steps in strategy development, and development of strategic themes. The board also participated in a series of exercises to identify core service criteria, and define strategic themes. At the conclusion of the discussion, Barbara explained how she would compile the information that would be presented to the board for further discussion and refinement.

The strategic plan work session was concluded at 7:45 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Ted Schoenborn, Chair

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Scott Asla, Vice-Chair

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Ruth Williamson

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Scott Wallace

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Dallas Brown

## **BOARD AGENDA COMMUNICATION**

**AGENDA DATE:** February 7, 2012

**SUBJECT:** Bend 2030 Funding for ÷Accelerate BendøInitiative

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

**PREVIOUS BOARD ACTION:** Board approved funding support in the amount of \$10,000 for Bend 2030 administrative costs in 2008

**ACTION PROPOSED:** Consider approval of support in the amount of \$3,000 for the Bend 2030 ÷Accelerate Bendø Initiative

### **BACKGROUND**

The district is one of the primary lead partners for Bend 2030. In November 2008 the board approved \$10,000 to help support the administrative costs of running the organization.

In anticipation of the five-year re-adoption of the Bend 2030 Plan, the collection of actins that comprise the overall Vision for Bend, the organization is preparing to launch a community-wide re-engagement over several months to assess current values and identify high-priority directives from citizens and community leaders.

Robin Gyorgyfalvy, representing the Bend 2030 board of directors, will make a brief presentation to the board to explain the ÷Accelerate BendøInitiative and request financial support from the district in the amount of \$3,000.

### **STAFF RECOMMENDATION**

Staff recommends that the board review and consider approval of the request.

### **BUDGETARY IMPACT**

The cost to the district will be \$3,000 to be paid to Bend 2030.

### **MOTION**

*I make a motion to support Bend 2030 in the amount of \$3,000 to be paid to Bend 2030 for the 'Accelerate Bend' Initiative.*

### **ATTACHMENT**

None.

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** February 7, 2012

**SUBJECT:** Receive Budget Committee applications and review budget calendar

**STAFF RESOURCE:** Lindsey Lombard, Finance Director  
Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Receive budget committee applications and discuss budget calendar dates

### **BACKGROUND**

There are currently two vacant seats on the district's Budget Committee. Bob Almquist and Michael Graham both completed their terms at the end of the budget process for fiscal year 2011-12. The board has received seven applications for consideration for these positions.

Tonight, the board should discuss and decide upon a preferred process in preparation for appointing the committee members on February 21. Staff will present a recommendation for the appointment process.

The budget committee also has a partial term position open as a result of Larry Katz resigning his position on the committee due to scheduling conflicts this year. This term has two years remaining, and the board has the authority to direct-appoint an individual to fill the remaining term for this position. Outgoing budget committee member Bob Almquist has stated his willingness to stay on the committee for two more years to complete this position's term, if that is the board's wish.

Each year staff develops a budget calendar for the upcoming fiscal year's budget process. We are again planning a tour for the budget committee and board. The tour's purpose is to visit some of the more significant sites of projects that will be in this year's proposals. The tour is scheduled for Tuesday, April 24, from 10:00am to 2:00pm.

We have also scheduled the budget committee meetings for Monday May 14 and Wednesday, May 16, (with Tuesday May 22 scheduled as a tentative third meeting, if necessary) with the budget adoption by the board scheduled for the regular Tuesday, June 5 board meeting.

### **STAFF RECOMMENDATION**

Staff recommends the board review and consider the applications provided in the meeting folders in preparation for appointment on February 21. Staff also recommends that the board note the dates for the budget tour and the budget committee meetings, and inform staff as soon as possible if there is a scheduling conflict.

### **BUDGETARY IMPACT**

The fiscal year 2012-13 proposed budget is scheduled to be presented to the board and budget committee on May 14.

### **MOTION**

None.

### **ATTACHMENT**

None. The applications will be provided during the work session.

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** February 7, 2012

**SUBJECT:** 2011 Volunteer Program Update

**STAFF RESOURCE:** Kim Johnson, Volunteer Coordinator

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** For discussion only.

**COMMITTEE ACTION:** None

**BACKGROUND**

Prior to 2006, volunteers were recruited primarily for recreation services. In 2006, the coordinator's responsibilities were expanded to encompass district-wide volunteer opportunities. Today, volunteers are involved in most all aspects of our organization. They program creates meaningful opportunities for people to give of their time and talents, enriching district programs and patron experiences.

Kim Johnson will share 2011 volunteer statistics with you and a report on the status of volunteer involvement in our organization.

**STAFF RECOMMENDATION**

None ó for discussion only.

**MOTION**

None.

**ATTACHMENT**

None.

## Board Calendar 2011-12

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

### ◆ SDAO Conference – Sunriver – February 10-12

#### **February 21**

##### Work Session

- ◆ Access Plan - review priorities
- ◆ Police Services Report

##### Business Session

- ◆ Appoint Budget Committee members
- ◆ Approve Miller's Landing Master Plan
- ◆ Approve updated Archive Policy – consent agenda
- ◆ Kiwanis Park construction contract approval – consent agenda

#### **March 6**

##### Work Session

- ◆ Results of community poll
- ◆ Review CIP
- ◆ Comprehensive Plan discussion – public process

##### Business Session

#### **March 20**

##### Work Session

- ◆ Communications Plan
- ◆ Foundation Update
- ◆ Strategic Plan follow-up

##### Business Session

### ◆ NRPA Legislative Forum – March 27-29

#### **April 3**

##### Work Session

- ◆ CAPRA
- ◆ Web interface trail map
- ◆ Compensation & Classification Plan

##### Business Session

- ◆ Adopt Strategic Plan
- ◆ Codify administration policies
- ◆ Ponderosa Park construction contract approval - consent agenda
- ◆ Approve Professional Services Agreement for Auditor of Record

#### **April 17**

##### Work Session

- ◆ Scholarship Policy
- ◆ Recreation Fees & Charges Policy
- ◆ Financial policies
- ◆ Emergency Plan
- ◆ Risk Management Plan

◆ **Budget Committee Tour – April 24**

**May 1 (1 meeting)**

Work Session

- ◆ Recreation Program update

Business Session

- ◆ Set SDC fee schedule – Resolution
- ◆ Miller's Landing contract approval
- ◆ Scholarship Policy – consent agenda
- ◆ Recreation Fees & Charges Policy- consent agenda
- ◆ Financial policies – consent agenda
- ◆ Emergency Plan – consent agenda
- ◆ Risk Management Plan – consent agenda

◆ **Budget meetings – May 14, 16 & 22**

**June 5**

Business Session

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

**June 19**

Work Session

- ◆ Shevlin Park Master Plan review

Business Session

- ◆ Second reading & adoption – Comprehensive Plan