



Bend Metro Park & Recreation District

August 17, 2021

Board of Directors

Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.



District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

August 17, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

4:00 p.m. EXECUTIVE SESSION –The Board will meet in Executive Session prior to the regular meeting 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. To attend the virtual executive session, please contact Sheila Reed at sheilar@bendparksandrec.org.

The board will meet virtually via Zoom.

To join the meeting virtually, please use this link:

<https://us02web.zoom.us/j/82865152389?pwd=K2NNTjFBcVpDNmZPaThGcTJxbXV4Zz09>

Passcode: 006102

Join by phone, toll-charges may apply:

1 253 215 8782

Webinar ID: 828 6515 2389

Passcode: 006102

5:30 p.m. CONVENE MEETING

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Members of the community who wish to make public comment may attend the meeting virtually. To provide a public comment, click on the "Raise Hand" option. You will be called into the meeting in the order received. Visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less and relevant to a topic on the agenda. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

WORK SESSION

1. Park Naming Recruitment – Rachel Colton (20 min)

CONSENT AGENDA

1. Minutes: 08/03/2021

BUSINESS SESSION

1. Approve gift of public art piece in Discovery West – Henry Stroud and Valerie Yost (20 min)
2. Front-line Staffing Strategies Proposal – Matt Mercer and Michelle Healy (30 min)

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

BOARD AGENDA COMMUNICATION

AGENDA DATE:	August 17, 2021
SUBJECT:	Naming Committee Selection Process
STAFF RESOURCE:	Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	Adopted Park, Facility and Trail Naming Policy, July 6, 2021
ACTION PROPOSED:	Discuss Naming Committee Selection Process
STRATEGIC PLAN:	N/A

BACKGROUND

On July 6, 2021 the board adopted the new Park, Facility and Trail Naming Policy. This policy includes the formation of a five-member Naming Committee that will make recommendations to the board regarding the naming of district assists. Per the policy, committee members shall be “from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building.” In addition, committee members shall also:

- Reside within district boundaries
- Serve a four-year term
- Attend Naming Committee meetings as scheduled – generally no more than four times/year
- Volunteer time

Advertisement to fill these committee positions was initiated on August 17, with the application period spanning until September 13. Staff anticipates providing the applications to the board for review on September 14, with the board acting to appoint committee members at the October 5 board meeting.

Given the similarities between the Naming and Budget Committees, staff is recommending that the board follow a similar review and selection process for Naming Committee members. Specifically, this process would include:

- Board members receive all eligible applications and read, review and rate the candidates on their own time.
- The rating system to be used: five points for each board member’s first candidate, four points for the second, three points for the third, two points for the fourth and one point for the fifth.

- All individual ratings will be provided to staff by the end of day September 30.
- Staff will summarize the data and will provide to the board at the October 5 board meeting.
- The board will consider those candidates for appointment.

When reviewing the applications, board members can take into consideration a variety of criteria informed by the applications submitted by potential committee members. The criteria could include the candidates' skills, experiences, background, demographics, and prior experience with the district or within the community.

BUDGETARY IMPACT

Advertising and outreach to the community to solicit new naming committee members will generate some minor costs to the district. However, those costs are expected to be insignificant, and can be covered through existing operating funds included in the district's adopted budget.

STAFF RECOMMENDATION

Staff recommends that the board review and provide feedback on the proposed Naming Committee review and selection process.

MOTION

None, for information purposes only.

ATTACHMENTS

Attachment A - Park, Facility and Trail Naming Policy

Attachment B - Naming Committee Applicant Questionnaire



Ariel Méndez, Chair

Purpose

This policy provides guidance in the naming of Bend Park and Recreation District (BPRD) assets inclusive of parks, facilities and trails. This policy does not apply to asset naming resulting from sponsorship of parks, facilities, or trails, which is discussed in the Sponsorship Policy. Nor does it apply to asset naming resulting from gifts, which is discussed in the Gift Policy.

Definitions

Asset: As used in this policy, a district asset can include a park, facility or trail.

Business: A for-profit organization that exists to provide services or goods to the community.

Facility: Structure that houses parks and recreational programs or events.

Gift: A charitable donation from an individual or organization in the form of financial or in-kind support for a specific district asset. The BPRD Gift Policy defines parameters for gifts to BPRD from individuals, organizations and businesses. In accordance with the gift policy and any associated gift agreement, gifts/donations are provided with no expectation for additional donor benefits or conditions.

Major Feature: Significant permanent component of park and recreational facilities such as a picnic shelter or playground.

Naming Rights Sponsorship: A mutually beneficial business/commercial arrangement between the district and external entity, wherein the external entity provides goods, services, or financial support to the district in return for exclusive, limited duration naming of a facility and/or commercial/marketing/branding affiliation with district assets including district programs, events or services. Such arrangements are defined in an agreement, and further discussed in the Sponsorship Policy.

Organization: A non-profit or civic organization that exists to offer services or goods to the community.

Parks: All outdoor traditional designed parks, natural open spaces, historic sites, and specialized parks under the district's jurisdiction or management.

Trail: For the purposes of this policy, trails shall include new trails only and shall not include additions to existing trails, connector trails, or sections with easement agreements.

Reviewer: Planning and Development

Last Review Date: July 6, 2021

Next Review Date: July 2026

Review Schedule: 5 Years

Guidance

Guiding principals

Naming provides the opportunity to provide an identity for a park, facility or trail that should engender positive emotion and goodwill. As such, naming should be done with careful consideration and with the following principals in mind:

- Positive – Names will elicit a strong positive image for all residents and visitors and have a symbolic value that enhances the character of the park, facility or trail.
- Relevant – Names shall be relevant to the district’s mission and community character.
- Welcoming – Names shall be approachable and welcoming to all district residents and visitors.
- Fact Based – Research and evidence shall be used to demonstrate suitability of proposed names.
- Privilege – No special privilege shall be given to any named entity of a park, facility or trail.

Park, facility and trail names **shall not**:

- Violate or promote the violation of federal, state or local laws.
- Infringe on copyright or intellectual property rights.
- Use graphic, obscene, explicit, violent, threatening, sexist, racist, or other offensive language or imagery.
- Promote or perpetuate discrimination in any form on the basis of race, sexual orientation, religious beliefs, color, age, gender identity, marital status, national origin, physical ability, or other protected status or class.
- Compromise public safety or security.
- Violate the privacy of individuals or groups in images or via information.
- Provide false, defamatory information.

Naming Categories

Asset names shall be selected from one of the following categories and shall not be duplicative of another asset in the community:

- Geographic – Place-based names (street, subdivision, area of the City, etc.) can help improve ease of locating district amenities and can help establish a sense of place.
- Indigenous, Cultural or Historic reference – References to the past can help educate the community about historical context and preserve memories of key cultural or historic elements, events or peoples within the district.
- Native Flora or Natural Feature – Naming a park after native flora or a natural feature helps illustrate the value the community places upon nature and the natural environment.
- People - Parks, facilities and trails may be named in recognition of a living or deceased individual or family. This naming approach shall only be considered a minimum of 12

months after separation of service from BPRD, or a minimum of 12 months after the date of the death of that person, if applicable. This naming approach requires compliance with the following criterion:

- When 50% or more of the value of the parkland is donated, or
- When 50% or more of the value of the development costs are donated, or
- When an individual/family has made a significant and sustained contribution to the community and/or the district over the course of many years
- **Community Organizations** – Parks, facilities and trails may be named after an outstanding civic group or non-profit organization in recognition of significant or sustained contribution to the community and/or the district over the course of many years.
- **Businesses** – Pursuant to the Sponsorship Policy, a business may have a park, facility or trail named after it for a defined period of time as established in a Naming Rights Sponsorship agreement.

Procedures

The Planning and Development Department shall be responsible for managing the naming process for any park, facility or trail. They shall designate a primary contact to manage this process to ensure consistency in the naming approach. What follows are the applicable procedures for interim naming, feature naming, parks, facilities and trails naming, and renaming.

Interim Naming – As land is acquired, a temporary name shall be assigned by planning staff for the sake of internal and external communications until such time that the formal naming process can be completed. In general, the naming convention shall be as follows:

- **Parcels acquired adjoining to another that are intended to expand the site shall be named for the original site.**
- **New, free standing parcels acquired with the intention of future development shall be temporarily named based upon proximate street intersections, significant landmark or subdivision names.**
- **Natural area acquisition shall be temporarily named for prominent or significant geographic features, if present.**

The permanent park naming process may commence simultaneously with the interim naming process in cases where development of the park, facility or trail is imminent. Otherwise, the formal naming process may occur concurrently with the commencement of the planning process for the new park, facility or trail.

Major Feature Naming – Features within parks may be named in recognition of significant involvement or investment by organizations, individuals or businesses in supporting the community's park and recreation system. The process and requirements for feature naming are discussed in the Gift Policy.

Park, Facility and Trails Naming - BPRD shall establish a Naming Committee for the purposes of naming parks, facilities and trails. The Executive Director or their designee(s) shall manage the naming committee process in its entirety. The BPRD Board of Directors will direct staff to create a

process for selection of Naming Committee members for a four-year term. The Board will be responsible for appointing an ad hoc Naming Committee to consider and recommend a name to the full Board of Directors. The Board Chair will appoint Naming Committee members as follows:

- Five appointed representatives of the broader community who are from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building.

Subsequent to formation of the committee, the following process shall be followed for all naming and renaming of district assets covered by this policy.

- Name recommendations – Staff shall use research methods to develop and analyze a list of potential names for applicable district facilities. The community shall also have the opportunity to contribute ideas for asset names as follows:
 - Neighborhood parks – requests for potential names shall be solicited from the applicable Neighborhood Association and its membership, and as part of the planning and design process.
 - Community and Regional Parks, Facilities and Trails – media and social media channels will be used to communicate an upcoming naming process and solicit name suggestions from interested community members.

Planning staff shall review all names suggested by the community and do additional research and analysis as necessary. Upon completion of research and analysis, staff shall send a list of a minimum of three potential names to the Naming Committee for review.

- Naming Committee review of name recommendations – The Naming Committee shall review the potential asset names and may suggest additional names for consideration by the committee and staff. If additional names are suggested, a second Naming Committee meeting may be required to allow for research and analysis by staff. The Naming Committee will make a recommendation to the board for consideration and approval.
- Board review and approval of an asset name – The board shall review the full list of potential asset names considered by the committee, along with the Naming Committee's recommendation at a publicly noticed meeting. The board at its full discretion may select the asset name after taking comments from any interested parties.
- Recognition and Signage – subsequent to board approval of the asset name, development of applicable signage shall commence at the appropriate time. Said signage shall comply with all district design standards in force at the time.

Renaming – BPRD recognizes that names become well known and that changing names can be challenging from a wayfinding perspective for residents and costly for the district. Therefore, renaming a park, facility or trail is not encouraged. Names that have been widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community to do so. Historically or commonly used place names will be preserved wherever possible.

BPRD reserves the right to rename any park, facility or trail if the name is found to be inconsistent with the guiding principles in this policy or the person for whom it is named demonstrates disrespectful behavior, or subsequently acts in a disruptive or dishonorable manner.

The process for renaming parks, facilities or trails shall follow the process for naming defined above, with the exception that a request for renaming shall be initiated by either a community member, the board of directors or staff. The request shall be reviewed for merit and a determination shall be made with regard to whether the renaming process shall proceed during a publicly noticed board of directors meeting. Community requests for renaming should be submitted in writing to the executive director or their designee.

Policy Exemptions

For naming requests not otherwise covered in policy, a proposal may be submitted for review by the Executive Director and final approval by the Board of Directors.

Bend Park & Recreation District Naming Committee Applicant Questionnaire

The Naming Committee is responsible for making asset naming recommendations to the Bend Park and Recreation District (BPRD) Board of Directors. Applicable BPRD assets that are subject to Naming Committee review include parks, facilities and trails. Naming Committee members shall be appointed by the BPRD Board of Directors for a four-year term and shall be representatives of the broader community who are from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building.

Please provide your:

Name:

Years you have been a Bend resident:

Address of residence:

Contact email address:

Contact phone number:

1. Please provide a brief overview of your background that you see as applicable to this position.
2. What is the primary reason or reasons that you are interested in the district's naming committee position?

3. What do you believe are the key considerations that should inform district asset naming?
4. The Naming Policy specifies that representatives of the Naming Committee will be “from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building,” How do you believe you align with this requirement?
5. What are some of your other skills and/or experiences that you believe the district can benefit from?

August 3, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

BOARD PRESENT

BOARD ABSENT

STAFF PRESENT

5:30 p.m. MEETING CONVENED

VISITORS

Allison Eilerman: Ms. Eilerman shared her concerns with the board about homeless camps in parks.

WORK SESSION

1. Park Stewardship Division Update – *Jeff Hagler*

Mr. Hagler gave an update on the district model of the park safety pyramid that includes the level of contacts: park stewards, private security and the police department. He discussed the goals of park stewardship including education, safety and enforcement. Mr. Hagler reviewed the homeless outreach in parks, Harmon Park leash pilot project and explained the roles of the private security and the police.

2. River Access and Habitat Restoration Plan Update – *Rachel Colton and Sarah Bodo*

Ms. Colton and Ms. Bodo gave an update of the draft river plan. They shared the plan goals and project list highlights and changes. They spoke about the outreach to the community, the feedback to date and the next steps.

CONSENT AGENDA

1. Minutes: 07/06/2021

Director Kropf made a motion to approve the consent agenda. Director Borja seconded. The motion passed unanimously, 4-0.

BUSINESS SESSION

1. IGA for Trail Maintenance and Coordinated Planning – *Henry Stroud*

Janet Hruby, city of Bend, joined Mr. Stroud for the presentation for the intergovernmental agreement (IGA). Mr. Stroud reviewed the project timeline, background and agreement.

The agreement:

- Assigns maintenance category to each existing trail and clearly delineates responsibility.
- Establishes a standard process for dedication of easements or property to the district.
- Promotes coordinated trail planning.
- Effective for five years with annual renewals.
- Amendments can be made as new trails are added.

Director Kropf made a motion to authorize the executive director to finalize and execute an Intergovernmental Agreement for Trail Maintenance and Coordinated Planning with the city of Bend. Director Schoen seconded. The motion passed unanimously (4-0).

2. Award Construction Contract for Northpointe Park - *Brian Hudspeth*

Mr. Hudspeth explained where Northpointe Park is located and provided some background and design features of the project. He reviewed the timeline of the park and explained that all of the bids came in higher than planned and asked the board to approve the additional contingency funds to complete the project.

Director Schoen made a motion to authorize the executive director to award a construction contract to Deschutes Construction Corp. for the construction of Northpointe Park, including the base bid in the amount of \$1,370,245 and to approve an additional 10% construction contingency of \$137,025, for a total construction budget not to exceed \$1,507,270. Director Borja seconded. The motion passed unanimously (4-0).

- Executive Director Horton reminded the board about some upcoming DEI outreach opportunities and thanked them for volunteering.
- Irrigation is going to be shut off early this year. Some parks have already lost water and more will lose water soon. Riverbend Park may be most impacted due to the high use of the area. The district will make some adjustments in the care of the parks to bring the grass back to health.
- Staffing levels are at a critical condition. The level of service may have to be reduced with less open hours to the community and lower capacity in childcare. The district has been recruiting all summer to fill positions and coming up with incentives to attract staff.
- A group of developers have put together a master plan to put in front of the city. As of now, there is not a park in the masterplan.

- Director Borja commented about the high quality of the staff presentations.
- Director Schoen thanked everyone for the technology to make this meeting happen. She said she attended Leadership Alliance meeting for Bend 2030. They reviewed the community vision plan that was designed with the help of a consultant. She also mentioned meeting with a couple of members of the district foundation board and they expressed a strong desire to have better relations with the board.
- Director Méndez recognized that the meetings may be moving back to virtual meetings due to the rise in COVID cases. He shared his enthusiasm for the completion of the construction of the Juniper pool.

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Prepared by,
Sheila Reed
Executive Assistant

Ariel Méndez, Chair

Deb Schoen, Vice-Chair

Jason Kropf

Nathan Hovekamp

Zavier Borja

BOARD AGENDA COMMUNICATION

AGENDA DATE:	August 17, 2021
SUBJECT:	Approve Gift of Public Art
STAFF RESOURCE:	Henry Stroud, Planner
GUEST PRESENTER:	Valerie Yost, Director of Marketing, Brooks Resources Corporation
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Approve Gift of Public Art
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	Strategic Partnerships
Strategy:	Be viewed as a collaborative organization in the community

BACKGROUND

In early 2021, the district acquired a 0.81-acre parcel located in phase 1 of Discovery West shown on the attached map. NWX2 LLC would like to install and donate an art piece (see attached concept drawing) within the parcel that honors Annie Londonderry a female explorer and the namesake of the adjacent street.

This piece is intended to compliment the “Women of Discovery” mural installed nearby on the Outback Trail. The artwork will be a rusted steel, inverted pyramid, with decorative bicycle cogs, ship windows, an illuminated image of Annie Londonderry, and a descriptive plaque. The bicycle cogs and ship windows represent Annie's travels. The image of Annie with her bicycle and the plaque tells the story of her remarkable achievement of circumnavigating the globe by bike and steamship.

The district’s gift policy requires Board consideration and approval of gifts valued over \$5,000. This piece is valued at \$10,000. Additionally, the district has an agreement with Art in Public Places (AIPP) for the placement and acceptance of public art on district properties, however, this gift is a public art donation directly from NWX2, and is not part of the AIPP agreement.

If the board approves acceptance of this gift, the executive director will enter into a memorandum of understanding with NWX2 LLC that stipulates that the art work will be paid for and installed by the developer at no cost to the district. The district will agree to maintain the art work for a minimum of seven years unless damaged beyond reasonable repair.

BUDGETARY IMPACT

Minimal - the district will be responsible for maintaining the art piece which is expected to consist of occasional cleaning of the glass portal and vegetation management around the structure.

STAFF RECOMMENDATION

Staff recommends the board accept the Londonderry public art donation from NWX2.

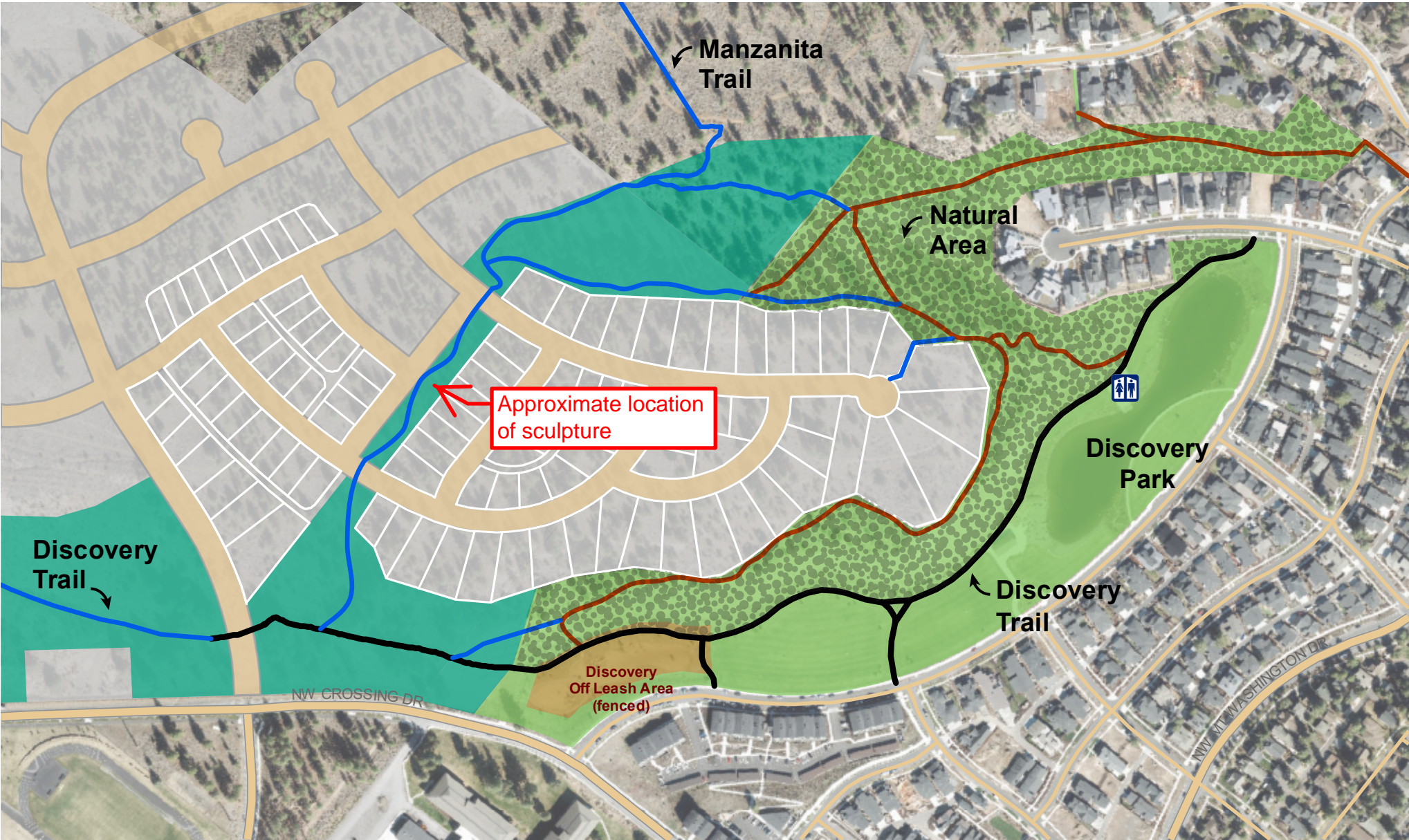
MOTION

I make a motion to approve the Londonderry public art gift from NWX2 LLC to the Bend Park and Recreation District.

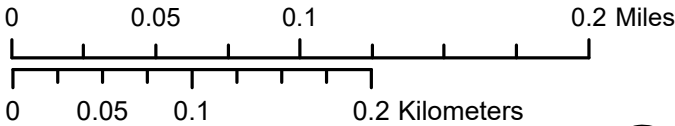
ATTACHMENT

1. Project map
2. Concept drawing

Discovery West Phases 1-3: Existing & Planned Trails

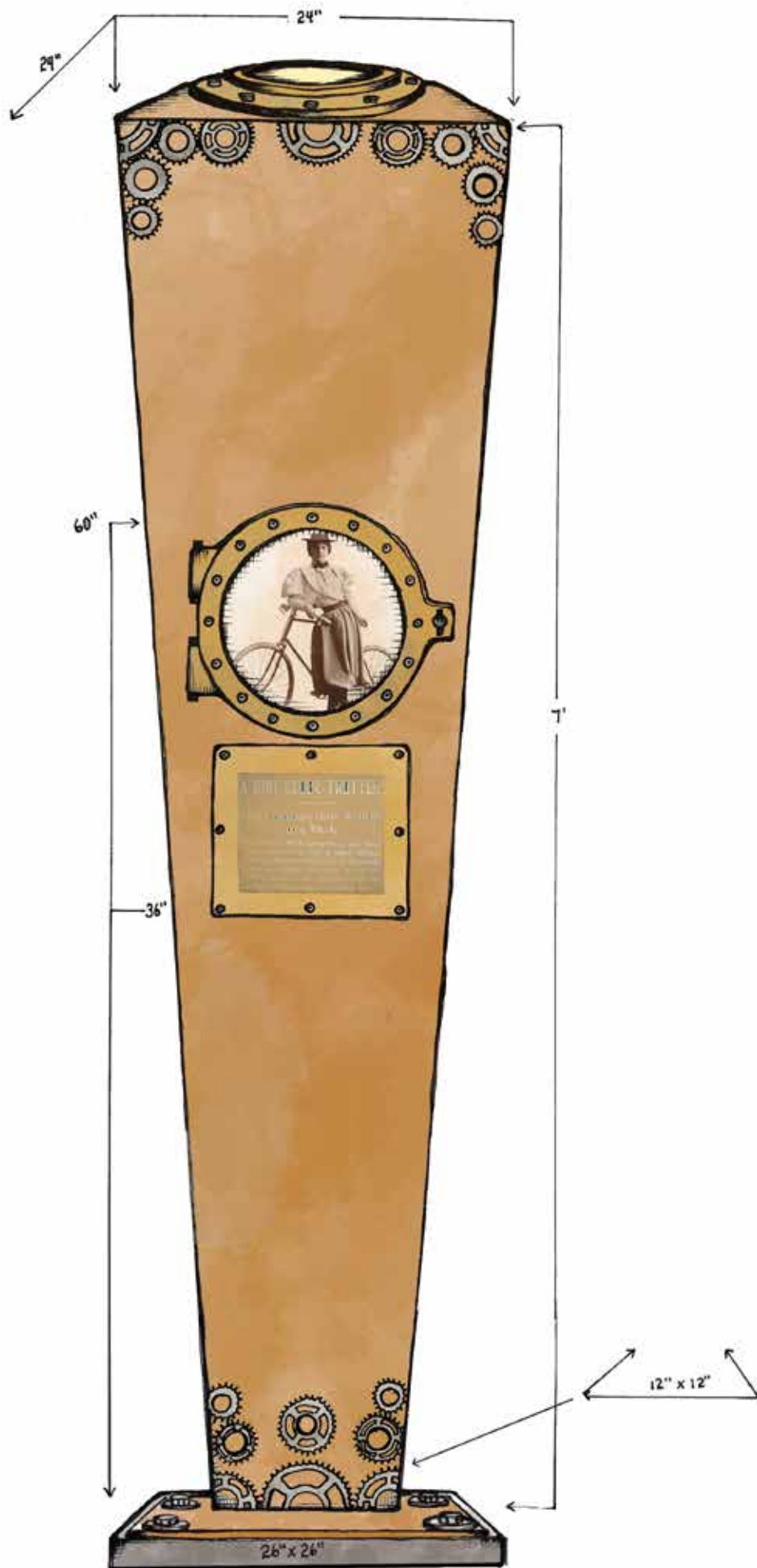


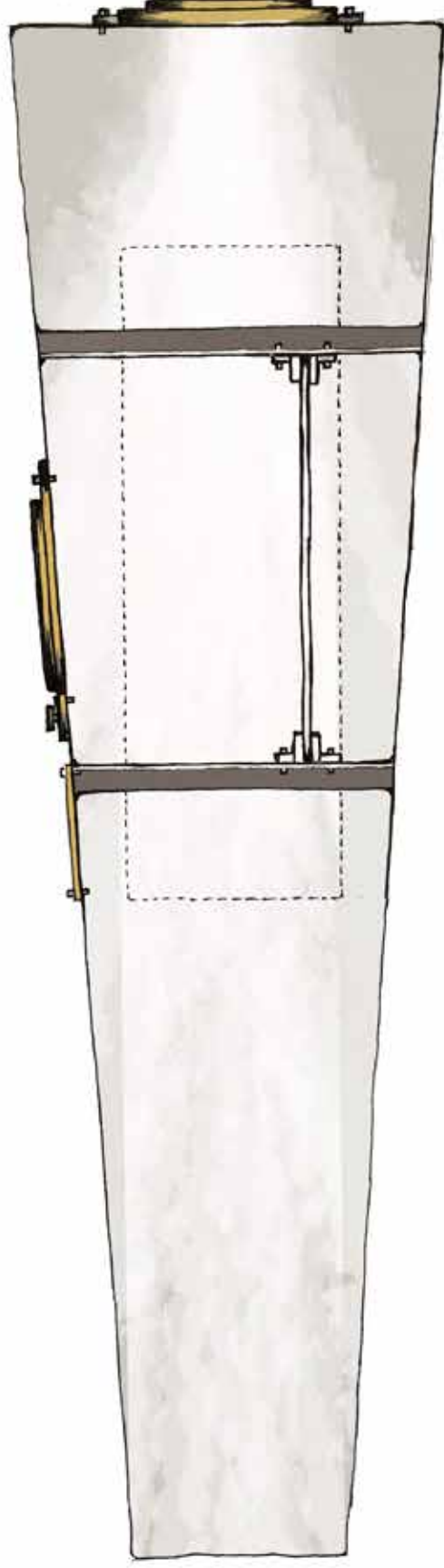
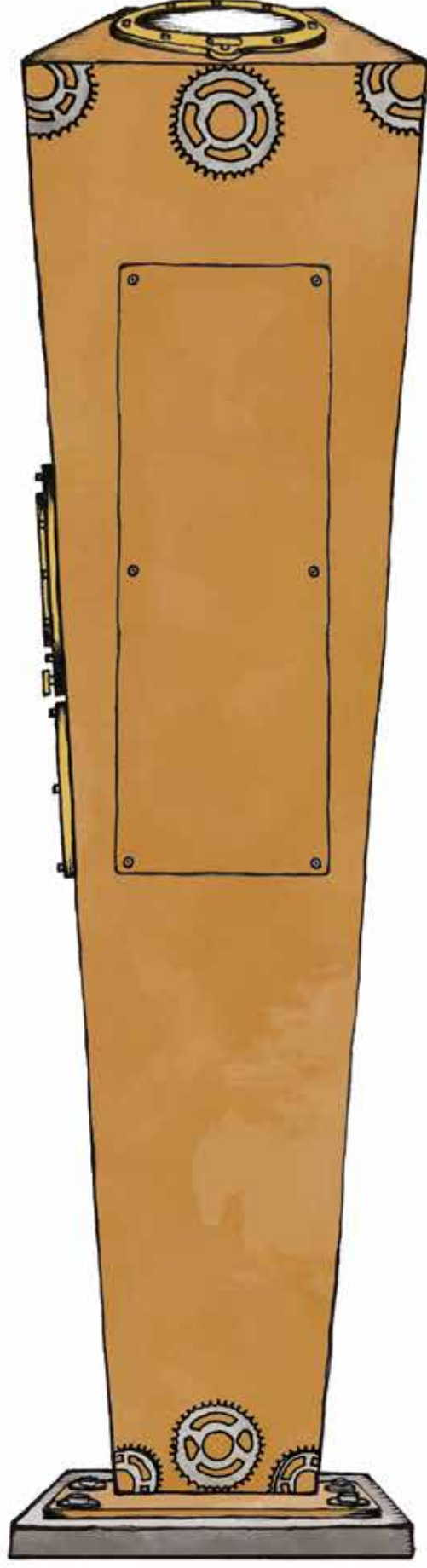
- Planned Trail*
- Paved Trail
- Gravel Trail
- Natural Surface Trail
- Road/Sidewalk Connection
- Future BPRD Park
- Future BPRD Open Space
- Discovery West
- Dog Off Leash Area
- BPRD Park



*All planned trails are conceptual and subject to change.







NWX2 LLC Discovery West - Londonderry Park Concept Drawing D3

Chris Cole (541)350-2147 chriscoledesigns@gmail.com 6/29/2021

The artwork will be a rusted steel, inverted pyramid, with decorative bicycle cogs, ship windows, an illuminated image of Annie Londonderry, and a descriptive plaque. The overall shape represents triumph over improbability. The bicycle cogs and ship windows represent Annie's travels. The image of Annie with her bicycle and the plaque tell the story of her remarkable achievement of circumnavigating the globe by bike and steamship.

- The piece will be 7 feet tall by 1 foot square at the bottom and 2 feet square at the top.
- The outer layer of the sculpture will be made of 3/16" steel with welded seams. The openings for ship portals and access panel will be sealed with gaskets.
- The sculpture will be secured to a concrete pad that is 26 inches square and 8 inches deep.
- The glass in the ship portals is marine grade - designed to handle rough elements.
- The bicycle cogs will be welded to the top and bottom corners.
- The patina of the rusted steel will improve with age and does not need maintenance.
- The ship portal on the top of the piece will allow daylight to illuminate the image of Annie from above without the complications of electricity, bulbs, etc. Because light will still come in from the front, surrounding ambient light, street lights, etc. will mean the image is still visible at night, but it will not be as pronounced.
- The ship portal will be 12 inches in diameter and the sign is 12 x 12 inches. The portal is placed above the plaque, keeping the story and her image connected.
- There will be one access panel on the side that will allow me to install the piece. It will also be an access point if you want to change the image with very little effort. This panel will be sealed using security fixings (Resytork Barrel Nuts) that are specially designed and commonly used in public spaces.
- ADA Accessibility:
 - The piece will be accessible by everyone regardless of age/size/physical ability.
 - Both the plaque and the ship portal on the front of the piece will be positioned between the heights recommended for ADA signage.
 - The plaque will include text (tbd) in both English and Braille.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	August 17, 2021
SUBJECT:	Front-line Recruitment and Retention Strategies
STAFF RESOURCE:	Matt Mercer, Recreation Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Approve conversion of up to 20 part-time and seasonal FTE to 20 full-time positions.
STRATEGIC PLAN:	
Pillar:	Employees & Workplace Culture
Outcome:	Sufficiently staffed with well qualified employees in all positions
Strategy:	Be an employer of choice through recruitment and retention practices that reflect needs and work experiences desired by a modern workforce.

BACKGROUND

The district is experiencing substantial challenges in recruiting and retaining employees to meet the needs for front-line, traditionally part-time and seasonal staff. The district has invested substantial staff and financial resources into promoting job opportunities including paid advertising, media interviews, job fairs, social media, networking, tabling at facilities and events and more. Despite these efforts, the district continues to experience severe shortages in qualified applicants. Positions most affected include youth recreation leaders, lifeguards, swim instructors, custodians and park services seasonal landscape workers although nearly all front-line positions are proving difficult to fill. These positions are necessary to provide the level of service the community expects and is accustomed to, especially for recreation programs and facilities. Currently, the district estimates that at least 60 positions will need to be filled to meet staffing needs this fall, not including over a dozen seasonal landscape positions that have gone unfilled this summer. If staffing needs go unmet, the district will need to both limit program capacity and reduce recreation facility operations. Landscape maintenance standards will also need to be reduced if we are unable to fill seasonal landscape positions.

In order to avoid impacts on services, district staff has been working urgently on additional strategies to improve both recruitment and retention of critical front-line positions. These strategies include:

- **Increasing salary ranges for many part-time recreation positions.** The current pay ranges have fallen behind both local market conditions and comparative agencies state-wide. The district plans to move these positions to higher pay ranges within the existing pay plan effective August 21. The Recreation 1 position is moving two pay ranges with the minimum

pay increasing from \$12.91 to \$14.43. The Recreation 2 position is moving one pay range with the minimum pay increasing from \$14.43 to \$15.66. The Recreation 3 position is also moving one pay range with minimum pay increasing from \$16.91 to \$18.26. These changes are necessary to remain competitive in recruitment and to help retain staff. The estimated cost of these changes for the current fiscal year is \$228,000 if all budgeted hours are filled.

- **Converting some part-time hours/positions to full-time positions.** District staff is recommending that 41,600 budgeted part-time hours (approximately 30 positions) be converted into 20 full-time positions. Staff believes that full-time positions will attract more interest than the part-time positions and result in stronger employee commitment and retention. Positions proposed for full-time include: 8 lifeguard/aquatic, 5 custodial, 3 landscape, and 4 customer service. This will not result in an increase in budgeted hours or wages as no additional FTE will be incurred. It will, however, result in an increase in benefit costs since full-time benefits are more costly than part-time benefits. All of the positions being proposed are already budgeted as part-time benefited positions with the exception of the 3 landscape positions and 1 custodial position which are taking the place of 8 non-benefited seasonal positions. The estimated annual cost of this change is \$215,000 (\$136,000 in Recreation and \$79,000 in Park Services); however, the cost for this fiscal year will be approximately \$170,000 as the positions will begin 2-3 months into the fiscal year.
- **Recruitment and retention bonuses.** District staff also developed a potential recruitment and retention bonus program but decided that the other two strategies were likely to have a stronger impact on filling the necessary positions. The program would provide \$250 quarterly bonuses (up to \$1,000 annually) to employees who fulfill work commitments in identified hard-to-fill positions. The estimated cost of this program is \$100,000-\$120,000 for one calendar year. The recruitment and retention bonus program may be considered in the future if the initial strategies are not successful in meeting staffing needs.

The change in salary ranges and potential bonus program are within the authority of the Executive Director to approve provided they do not require a supplemental budget. Full-time positions, however, are approved by the board of directors. As a result, staff is requesting that the board approve the proposal to convert up to 20 part-time FTE to 20 new full-time positions.

BUDGETARY IMPACT

The combined cost of implementing the increase in part-time salary ranges and the part-time to full-time conversion proposal is estimated at \$398,000 for fiscal year 2021-22. The adopted budget includes \$250,000 in payroll contingency within the Recreation Services Budget. This was included in anticipation that additional measures may be needed to meet part-time, front-line staffing needs. The current budget also includes \$566,000 for unemployment taxes based on the initial estimate we received from the state. Our actual unemployment taxes are now anticipated to cost \$138,000, which is a savings of \$428,000 in the current fiscal year. As a result, the proposal does not result in additional budget requirements for this fiscal year.

STAFF RECOMMENDATION

Staff recommends that the board of directors approve the conversion of up to 20 FTE of currently budgeted part-time and seasonal hours to create 20 new full-time positions. The recommendation

does not result in an increase in budgeted hours or wages, but does result in an increase in benefit costs.

MOTION

I make a motion to approve the conversion of up to 20 FTE of currently budgeted part-time and seasonal hours to create 20 new full-time positions as identified in the board report.

ATTACHMENT

None

Board Calendar 2021

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

September 7

Work Session

- ◆ Trails Action Plan – *Henry Stroud (60 min)*
- ◆ Strategic Plan Update – *Rachel Colton and Michelle Healy (30 min)*

Business Session

- Naming Committee Selection – *Rachel Colton (30 min)*

September 21 (NRPA)

Work Session

Business Session

October 5

Work Session

River Plan – *Rachel Colton and Sarah Bodo (45 minutes)*

DEI update – *Sarah Bodo, Natalie Broadus Beard and Talitha Consultants (45 min)*

Business Session

- *Award Construction Contract - Big Sky Park Infrastructure – Jason Powell (15 min)*

October 19

Work Session

Business Session

- *Approve Design Consultant Contract – Bend Golf and Country Club Site – Ian Isaacson (15 min)*

November 2

Work Session

Business Session

November 16

Work Session

Business Session

December 7

Work Session

Consent Agenda

- ◆ Codify Policies

Business Session

December 21

Work Session

- ◆ Receive Budget Committee Applications and Review Process – *Betsy Tucker (10 min)*

Business Session

Award Construction Contract – *Hollygrape Park ADA Jason Powell (15 Min)*

Trails IGA with City – *Henry Stroud*

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*

Recreation Programming Plan – *Matt Mercer and Michael Egging*

IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*

Refund Policy – *Matt Mercer*

Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*

Recreation Report: Next Steps Program – *Monica McClain-Smith and Carolyn Creedican (15 min)*

Agreement for Riverbend South project with UDWC – *Ian Isaacson (20 min)*

Park Services Report: Fleet and Equipment Program – *Roy Radcliff (15 min)*

Park Services Report: Prescribed Fire – *Jeff Amaral (30 min)*

Park Services Report: Hardsurface Program – *Alan Adams and Jason Monaghan (15 min)*

Update on Bi-lingual Communications – *Julie Brown and Kathya Avila Choquez (20 min)*

Approval for Design Consultant for BGCC site – *Ian Isaacson*

Sustainability Plan

Foundation Board/Thank you to Paul