



Bend Metro Park & Recreation District

November 02, 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.

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

November 2, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

4:30 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. News media is asked to contact Sheila Reed to attend 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 Services Report – Trail counters: *Sasha Sulia and Robin Thompson (20 min)*
2. Service Level Updates – *Matt Mercer (20 min)*

CONSENT AGENDA

1. Minutes: 09/07/2021
2. Adopt River Habitat Restoration and Access Plan
3. Codify Personnel Policies

BUSINESS SESSION

1. Ratify Full-Time Position for Human Resources – *Theresa Albert (10 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT – In Board Packet

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 2, 2021
SUBJECT:	Trail Counter Program Update
STAFF RESOURCE:	Robin Thompson, Park Maintenance Worker Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	Prior updates - 11/1/2016 and 11/7/2017
ACTION PROPOSED:	N/A
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Work with the board to determine the district's role in providing transportation options within the urban trail system in collaboration with the City of Bend

BACKGROUND

Bend Park and Recreation District began a formal trail counter program in 2014 using infrared counters to tally trail users along numerous trails around the district. The objectives of the trail counter program are to:

- identify trail use patterns (e.g. weekday vs. weekend; peak usage times-commuters, school, etc.);
- evaluate the effects of weather and season;
- identify maintenance priorities and potential investment strategies;
- share data with the City of Bend;
- provide data for district planning and research; and
- evaluate long term trail use trends.

The district currently owns 22 trail counters, 20 that are installed along trail locations around the community (Attachment A). Two counters are roamers, available for temporary installation in locations the district is interested in collecting user counts. Data is retrieved regularly and entered into a web-based program where reports can be generated using various charts, graphs, and tables.

Staff will provide an overview of the program and additional data during the board meeting.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None – for information purposes only.

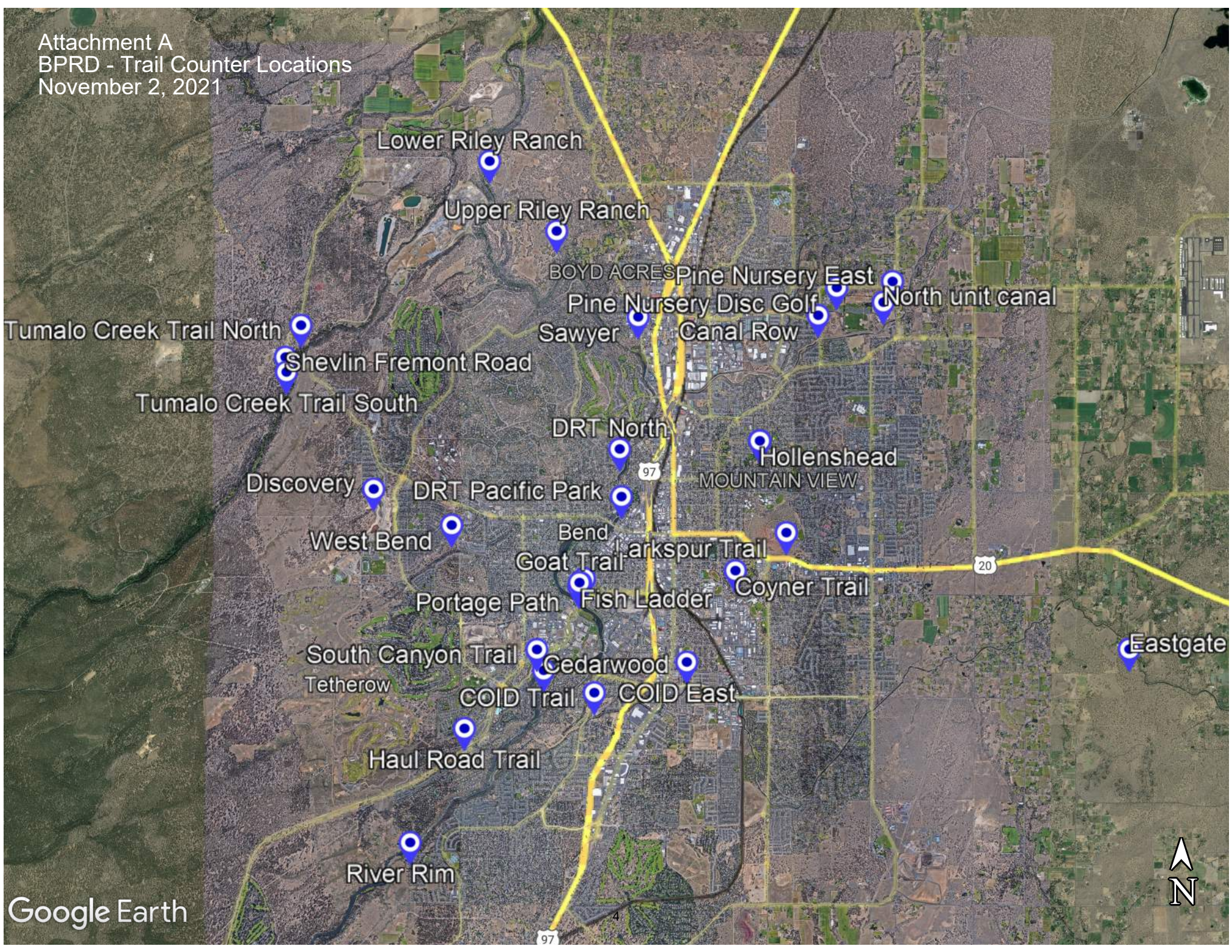
MOTION

None

ATTACHMENTS

Attachment A: Trail counter locations

Attachment A
BPRD - Trail Counter Locations
November 2, 2021





Board of Directors

October 5, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

A video of the entire board meeting can be viewed on the website:

<https://www.bendparksandrec.org/about/board-meeting-videos/>

BOARD PRESENT

- Ariel Méndez
- Deb Schoen
- Zavier Borja
- Jason Kropf
- Nathan Hovekamp

STAFF PRESENT

- Don Horton, Executive Director
- Michelle Healy, Deputy Executive Director
- Julie Brown, Manager of Communications and Community Relations
- Lindsey Lombard, Administrative Services Director
- Matt Mercer, Director of Recreation
- Sheila Reed, Executive Assistant
- Brian Hudspeth, Development Manager
- Rachel Colton, Park Planner
- Sasha Sulia, Superintendent of Park Operations
- Mike Duarte, Park Services Manager
- Jason Powell, Construction Manager

5:30 p.m. MEETING CONVENED

VISITORS

Allegra Briggs: Ms. Briggs offered public comment on the CIP regarding Mirror Pond and dredging. She asked if the current board approved it and asked the board to remove it from the CIP.

WORK SESSION

1. Park Services Update: Water Management – *Mike Duarte and Sasha Sulia*

Mr. Duarte reviewed the district property water use and explained that most sites are managed using smart controllers. He said the district receives water form seven different agencies/sources and shared the water management tasks.

Mr. Duarte spoke about how the district conserves water with design of properties with water retention areas, the use of good soil, native plants and use drought tolerant turf. He shared the

cultural practices that play an important role in water management: mulching, aeration, thatching, topdressing, slow release fertilizers (organic) and soil testing. He further explained the use of:

- Smart Controllers
- Weather Underground App
- Site weather stations
- Mapping (GPS)

Mr. Duarte addressed how the district handled the drought conditions by reducing consumption by 10%, prioritized areas and used back up sources (the Old Mill) when water was lost.

Ms. Sulia explained the Energy Cap utility tracking program that allows for the tracking of usage by park type and park features. She said the program helps to find leaks and allows staff to have an accurate picture of water use to ensure efficiency. She spoke about the water rights that the district has and the number of parks and acres with the rights.

2. River Plan – Summary of public input and recommended plan changes – *Rachel Colton*

Ms. Colton reviewed the public outreach, public comment summary and recommendations for the draft river plan. She explained the next steps of finalizing the plan and bringing it back to the board in November.

The board commended staff on the community outreach to the public.

3. Recreation Service Level Updates and ARPA Funding Request – *Matt Mercer*

Mr. Mercer updated the board on the receipt of a \$20,000 grant for scholarships from the Roundhouse Foundation. He said the district has also made the following requests:

- ARPA funds from the county for staffing
- City of Bend to enhance scholarships for childcare

Mr. Mercer gave an update on the staffing status for part-time and full-time staff. He shared that the district has added more full-time staff and is still struggling with hiring part-time staff particularly for Kids Inc. He said he has been able to move staff to add more kids to the program from the waiting list. He said he met with the new Bend LaPine Schools superintendent and he is interested in helping with some of the challenges with Kids INC and is supportive of future collaborations. He said there are a few ideas that are being explored.

Mr. Mercer spoke about outreach efforts for lifeguards through COCC and OSU which is helping with recruitment for daytime staff and the district has hired 2 full-time lifeguards. He said the district is still in need of instructors for various recreation positions and currently operating at 75% capacity at Juniper and looking to reopen additional hours at Larkspur.

CONSENT AGENDA

1. Minutes: 09/07/2021

Director Hovekamp made a motion to approve the consent agenda. Director Borja seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Approve Amendments to the 2022 – 2026 Capital Improvement Plan – *Michelle Healy and Brian Hudspeth*

Ms. Healy explained that there are some items on the Capital Improvement Plan that are large enough that staff wanted to bring to the board. Ms. Healy reviewed the following requested changes:

- Northpointe Park
- Big Sky Park Expansion: A grant was received from Visit Bend for Big Sky that would allow staff to develop parts of the bike park sooner than currently planned.
- River Plan: Staff would like to put out a request for proposal for Columbia Park, Millers Landing and McKay Parks to get a better understanding of costs to implement plans.

Ms. Healy also explained reimbursement SDCs, that allows the district to use additional funds that are more flexible and build more capacity.

Director Hovekamp made a motion to approve the amended 2022-2026 Capital Improvement Plan. Director Schoen seconded. The motion passed unanimously, 5-0.

2. Award Construction Contract – Big Sky Park Infrastructure – *Jason Powell*

Mr. Powell described the Big Sky Park and gave a history of the projects that are planned and that have been delayed due to the pandemic. He explained the grant funding that was secured and the bids that were solicited in August for the improvements that are currently planned: parking, pump track, skills and trials area, single track area and numerous elements for cyclocross. Two bids were received, the low bid was selected and a grant of \$350,000 was awarded. Mr. Powell proposed to move \$1,250,000 appropriated, but undesignated SDC funds from FY 2023-24 to FY 2021-22, remove \$350,000 in property tax funds from FY 2021-22, and add \$350,000 in grant funding to the FY 2021-22 CIP. With these changes the updated funding allocation is \$2,955,225.80.

Director Kropf made a motion to authorize the executive director to award a construction contract to Deschutes Construction Corp. for the construction of the Big Sky Park Improvements for a total amount of \$2,504,827, and to approve an additional 13% construction contingency of \$325,628, for a total construction budget not to exceed \$2,830,455. Director Schoen seconded. The motion passed unanimously, 5-0.

3. Naming Committee Selection – *Rachel Colton*

Ms. Colton said seven applications were received, six were eligible and five have been selected by a scoring of the board. Director Méndez said based on the policy five members have been selected from a high-quality pool of applicants. Ms. Colton presented the results as the following:

- Rebekah Averette
- Mike Berry
- Jane Dunham
- Thomas Fisher
- Carrie Ramos

Director Hovekamp made a motion to appoint Rebecca Averette, Mike Berry, Jane Dunham, Thomas Fisher and Carrie Ramos to serve on the Bend Park and Recreation District’s naming committee for a term of four years, commencing October 2021 through October 2025. Director Borja seconded. The motion passed unanimously, 5-0.

4. Approve Design Consultant Contract – Golf and Country Club Site Project 155 (neighborhood park) – *Brian Hudspeth*

Mr. Hudspeth described the neighborhood park site, funding source, budget and timeline with a planned opening of spring of 2024. He explained that a formal request for proposal (RFP) process was followed and a small committee chose the design consultant. He said a small parking lot will be included and staff is working with the city on a safe crossing across Parrell Road.

Director Borja moved to authorize the executive director to negotiate and execute a professional services contract for Project #155 to Harper Houf Peterson Righellis Inc. with a cost not to exceed \$169,925.00, and to approve an additional 10% contingency of \$16,992.50, for a total design budget not to exceed \$186,917.50. Director Schoen seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Horton asked the board for two volunteers to serve on the personnel policy review committee. Directors Borja and Hovekamp volunteered.

Congratulations were expressed to Director Borja on his employment with the city of Bend and Director Méndez for his work on the trail connection through Coyner Trail to Bear Creek Elementary, the project has been approved by the school district in partnership with district staff.

PROJECT REPORT – In Board Packet

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Méndez announced that he and Director Schoen met with Executive Director Horton, and Councilor Kebler in effort to keep important projects going, they discussed homelessness and housing affordability. There are further plans to continue these meetings. He also commented on the death of Barry Washington and said things like this should not happen. He said as a board they are not set up well to make comments as a board and encouraged the

board to make personal statements. He made comments about his personal values that include inclusivity and non-violence.

- Director Borja said he has accepted a position with the city of Bend as a Community Relations Manager and looks forward to the work. He also commented on the tragic death of Barry Washington and agreed that putting out a statement as a board in a timely manner is difficult.
- Director Kropf said that Bend should be safe for all and the loss of Barry Washington’s life is a tragedy. He said this is reminder of how much work is still ahead of us to be an inclusive community.
- Director Hovekamp thanked the board for their comments. He commended staff on the amount of grants that are coming through and congratulated staff on their efforts.
- Director Schoen thanked Matt and his staff for all the creativity in trying to hire staff. She said recreation staff is exhausted, yet are still working to be creative to hire. She commented about the diversity, equity and inclusions sessions that she attended at the NRPA conference and said the park district needs to be open and welcoming to all.

ADJOURN 8:35 pm



Prepared by,

Sheila Reed
Executive Assistant

Ariel Méndez, Chair

Deb Schoen, Vice-Chair

Jason Kropf

Nathan Hovekamp

Zavier Borja

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 2, 2021
SUBJECT:	River Access and Habitat Restoration Plan Adoption
STAFF RESOURCE:	Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	February 16, 2016 Project Introduction; September 6, 2017 Project Update; April 3, 2018 MOU with Upper Deschutes Watershed Council; June 12, 2019 Application for technical assistance from National Park Service, Rivers and Trails Conservation Assistance Program; July 16, 2019 Riverbend Park South project update; September 3, 2019 Deschutes River Use Report; December 17, 2019 Project Update; October 20, 2020 Project Update; January 19, 2021 Draft Project List; April 6, 2021 Public Comment; August 3, 2021 Draft Plan, October 5, 2021 Draft Plan Comments
ACTION PROPOSED:	Adopt the River Access and Habitat Restoration Plan
STRATEGIC PLAN:	
Pillar:	Operations and Management practices
Outcome:	Be a local leader in environmental stewardship
Strategy:	Improve efforts to be responsible stewards of the natural environment

BACKGROUND

As a result of a two-year planning process, the district has developed the Deschutes River Access and Habitat Restoration Plan (plan). The development of the plan was both data and community driven and included over 4,700 touchpoints with the community including meetings, correspondence and survey participation. The plan recommends 28 access and habitat restoration projects. These projects include systemwide recommendations, as well as location specific projects at ten of the riverfront parks. Overall, the projects balance the need for enhanced access and habitat improvement, and will facilitate completing the plan's goals. The plan is supported by an extensive appendix, which includes much of the data that was used to inform the plan.

Projects are anticipated to be implemented over approximately the next decade. While projects will be funded through the district's operating budget, most projects will require support from outside sources such as grants or community partnerships. Projects in the plan are described at a conceptual level and the feasibility of individual projects will be studied further during project implementation. The plan is intended to be a living document, and the project list within the plan can be updated in response to changing community preferences or project feasibility. When appropriate, the district will seek input from the community as it designs and implements specific projects.

The board reviewed public comments on the draft plan and staff recommended plan changes at the October 5, 2021 board meeting. The board was supportive of all staff recommended changes. These changes have been incorporated into the final plan in addition to a few minor graphic and non-substantive changes.

BUDGETARY IMPACT

Plan implementation will be largely funded by property tax monies, grants and partnerships over an approximate ten-year implementation timeframe. The district's approved 2022-2026 Capital Improvement Plan (CIP) identifies \$501,000 for Natural Resource River Stewardship over the next five years. This current fiscal year, the CIP allocates \$181,000 to assist with the planning process and to begin feasibility planning and conceptual design for three river access projects.

STAFF RECOMMENDATION

Staff recommends that the Board adopt the 2021 Deschutes River Access and Habitat Restoration Plan.

MOTION

I move to adopt the 2021 Deschutes River Access and Habitat Restoration Plan

ATTACHMENTS

The final draft of the 2021 Deschutes River Access and Habitat Restoration Plan and associated appendices are available on the district's website:

<https://www.bendparksandrec.org/project/deschutes-river-access-and-habitat-restoration-plan/>

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 2, 2021
SUBJECT:	Codify Amended Personnel Policies
STAFF RESOURCE:	Theresa Albert, Human Resources Manager
GUEST PRESENTER:	None
PREVIOUS BOARD ACTION:	June 3, 2008 – Amended policy to allow the Executive Director to approve or amend board policies
ACTION PROPOSED:	Codify Personnel Policies
STRATEGIC PLAN:	
Pillar:	Employees and workforce culture
Outcome:	A workforce that is heard, informed, involved and valued

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 policies are to be brought before the Board for final approval.

Over the last year, the Executive Director has amended Board approved policies. A committee was convened that included two board members, Nathan Hovekamp and Zavier Borja, the Executive Director and Human Resources Manager to review the amended policies. The committee agreed with the Executive Director's actions. The amendments included changes for compliance with employment law, housekeeping, new compensation practice to address OR-OSHA regulations, and changes in practices to improve business practices.

The attached exhibits provide the details on all changes. Exhibit A: Summary of Policy Amendments provides a summary of all changes made to each personnel policy, and Exhibit B: Amended Personnel Policies provides all changed personnel policies in track changes.

BUDGETARY IMPACT

The amendment of the personnel policies has no significant budget impact.

STAFF RECOMMENDATION

Staff recommends the Board codify the amended personnel policies:

MOTION

I make a motion to codify the amended policies as presented in Exhibit B – Amended Personnel Policies.

ATTACHMENT

Exhibit A – Summary of policy amendments

Exhibit B – Amended personnel policies: Compensation Practices, Employee Referral Bonus, and Interview/Relocation Expenses for Applicants.

EXHIBIT A: SUMMARY OF POLICY AMENDMENTS

The policies were amended as follows:

Compensation Practices – amended to continue the district’s practice to provide for a minimum of a 5% increase when an employee promotes. Additionally, a new compensation practice was added to the Facility Closure and Emergency Cancellation paragraphs. The district now provides up to five paid shifts (full or partial) in the event of closures due to smoke, lightening or other reasons and the district is unable to provide other work for the employee.

Employee Referral Bonus – amended to decrease the waiting period for the referring employee to receive the bonus from six months to three months and to increase the bonus from \$100.00 to \$250.00.

Interview/Relocation Expenses for Applicants – amended to create a process to ensure consistency in the amount the district will provide in relocation expenses when an exception to pay relocation expenses is approved. In addition, the district changed the process for payment of relocation expenses. Relocation expenses were previously paid through accounts payable, which required the new employee to retain receipts and submit a reimbursement. The district’s new process is to process the relocation expenses as supplemental wages, which will be taxed but does not require the tracking of receipts. The interview travel expenses will remain as an accounts payable reimbursement.



COMPENSATION PRACTICES

General Information

This policy establishes standards for the equitable and consistent administration of pay.

Pay Administration

1) Initial Hire

Wages offered to initial hires to the District should be commensurate with the candidate's qualifications. Hiring supervisors shall use the district's Wage Rate Guidelines to determine the offered wage.

Exceptions: Request for salary exception to assign a higher rate than specified by the district's Wage Rate Guidelines must be made in writing from the Department Director and submitted to the Human Resources Manager. Human Resources' review will be based on the candidate's qualifications and impacts to pay equity. Human Resources will forward the exception request to the Executive Director with a recommendation for approval or denial.

2) Reemployment

When an employee is re-hired after leaving the district, the hiring supervisor shall apply the district's Wage Rate Guidelines to determine the re-hire rate.

a) Establishes the merit increase date as follows:

- (i) If reemployed at a higher rate in the same classification, the anniversary/merit increase date will be adjusted to one year.
- (ii) If reemployed at the same rate in the same classification within one year of separation, the anniversary/merit increase date will be established based on a total of 12 months worked from the last merit increase the employee received.
- (iii) If reemployed at the same rate in the same classification with one to three years of separation, the anniversary/merit increase shall be established as one year from the beginning of the first full pay period the employee works.
- (iv) If reemployed in a different classification, the employee will serve an orientation period. The anniversary/merit increase date will be established one year from the beginning of the orientation period.

3) Annual or Biannual Merit Increase

The district merit pay system allows for the progression of an employee's pay from the established minimum to the maximum of a salary range based on successful job performance.

Merit increases are based upon an employee's individual performance. The prime objective is to match an employee's compensation to his/her performance.

Based on the district's financial condition and the current economic environment, a proposed merit increase rate is submitted annually to the Benefits Committee for consideration and recommendations. Once the Budget Committee approves the budget, which includes the merit increase rate, it is forwarded to the Board of Directors for adoption.

Annual or biannual merit increases in years approved by the board shall be scheduled as follows:

- a) Following initial employment, reclassification or promotion, full-time employees who successfully perform their job receive annual merit increases after working 12 full pay periods, which then establishes the anniversary date for future annual evaluations and merit increases.
- b) Following initial employment, reclassification or promotion, part-time and regular part-time employees who successfully perform their job receive an annual merit increase after working 12 full pay periods provided the employee worked at least 120 hours during the evaluation period (12 full pay periods). If an employee does not work 120 hours in the evaluation period, the employee will receive the performance evaluation and corresponding increase on the employee's following anniversary date (after working a total of two years regardless of the number of hours worked).

Denial of Merit Increase

The regularly scheduled merit increase may be withheld for deficient performance. In order to deny a merit increase, the employee must have received timely notice of performance deficiency and had an opportunity to correct the problem prior to the merit increase eligibility date.

Employees receiving formal disciplinary action during the evaluation period shall be denied a merit increase. Exceptions are to be approved by the Executive Director.

4) Promotion

Upon promotion, the district's Wage Rate Guidelines and internal equity will be applied. If the wage calculator results in a promotion rate of less than 5%, the promotion rate will be 5% above the employee's base wage. Department directors may request an exception for a greater increase due to recruitment or retention challenges, exceptional qualifications of the promoted employee, or other appropriate circumstances. Exception requests must be in writing and approved by the Executive Director.

5) Transfer

A lateral transfer occurs when an employee applies for and accepts a job in which the new job classification has the same salary range.

In most situations, an employee's wage rate stays the same upon transfer.

6) Demotion (voluntary or involuntary)

Upon demotion, the district's Wage Rate Guidelines and internal equity will determine the appropriate rate of pay.

Merit increase eligibility date shall remain the same as the previous position held.

7) Orientation Period Removal

In the event an employee does not successfully complete the orientation period and returns to the former classification, the employee shall be restored to the wage in the salary range the employee would have reached taking into account annual merit increases had the employee not left the previous classification. The employee's former merit increase eligibility date shall be restored.

8) Position Classification Changes

Through a position evaluation process, an employee and position may be reclassified. If reclassification results in the position to be placed in a higher salary range, the position will be placed in the new pay range. If the position has an incumbent, the employee's pay shall be adjusted using the district's Wage Rate Guidelines and internal equity or a 5% increase, whichever is greater. **Exceptions for salary placement are to be approved by the Executive Director.**

If the re-evaluation results in the position being placed in a lower salary range, the position will be placed in the new pay range. If the position has an incumbent, the district's Wage Rate calculator and internal equity will determine appropriate rate of pay. **Exceptions for salary placement are to be approved by the Executive Director.**

If the reclassification is to a classification at the same salary range, in most situations, there is no impact on the employee's salary.

9) Pay Range Adjustments

The results of a compensation study may result in adjusting the pay range of a classification(s). In the event the pay range for a classification is adjusted to a higher pay range, the implementation shall be least cost. Affected employees are retained at the existing wage with no increase unless the employee's current wage rate is below the entry rate of the new pay range. In this case, the employee's wage rate will be at the entry rate of the new pay range. Pay range adjustments do not result in the employee serving a new orientation period.

10) Cost of Living Adjustment (COLA)

The district may grant a COLA in any given year that is determined appropriate based on the financial condition of the district. The COLA will be based on the published consumer price index for the U.S. City Average, West Region, West-Size Class B/C for January immediately prior to the fiscal year.

When a COLA is granted, the COLA shall first be applied to the salary schedule. After the COLA has been applied to the salary schedule, individual wages will then be increased.

The salary schedule and wages will be adjusted in the July paycheck, unless otherwise stipulated.

11) General Wage Adjustment

Human Resources conducts district-wide compensation/classification plan studies and, based on requests, individual classification or family classification studies. Implementation of the studies shall be in a manner to continue pay equity. If the study results in employees' current wage rates falling short of pay equity, the employee's wages will be adjusted according to the district's pay equity plan. If the study results in employees' current wage rates are more than the maximum of the pay range or exceeds internal equity, the employees' wages shall be frozen until the pay range "catches up" with the employees' rate or internal equity is achieved based on the district's plan. District-wide studies may result in unique circumstances in which Human Resources may recommend exceptions to the Executive Director.

12) Lump Sum Payments

- a) The district may give a lump sum payment to an employee at the time of hiring, promotion, or lateral transfer in difficult recruitment situations. Department directors must obtain approval of a lump sum payment from the Executive Director through a written request.

Normally, lump sum payments are appropriate for management level or specialized positions where recruitment difficulties are:

- (i) Due to a significantly below-market salary range for a specific classification, where changing the salary range on a timely basis is difficult; or
 - (ii) Due to a position in a generic classification being extremely sensitive to market pay fluctuations; or
 - (iii) Due to the nature of the assignment (e.g., added expectations and workload for a short to medium period) that makes the position especially unattractive to potential candidates.
- b) Exceptional Performance bonus may be granted to employees who exceed performance expectations. The one-time bonus payment is part of the annual performance evaluation process. The performance evaluation must clearly demonstrate the specific competencies, goals, and job expectations that have been consistently performed in an outstanding manner. Pre-approval by the Executive Director is required using the Exceptional Performance Bonus Request form.

13) Work Out-of-Class (WOC)

Work out of classification is defined as a temporary assignment of an employee to perform essentially all the duties, authority and responsibilities of a position classified at a higher salary range.

- a) Rate of Pay
 - (i) The WOC rate of pay for temporary duties at a higher classification is either five (5) percent of the employee's base rate of pay; or the entry rate of the higher WOC pay range, whichever is greater. Exceptions are to be approved by the Executive Director.
 - (ii) An employee performing a work-out-of-class assignment, who is eligible for overtime in the regular position, continues to be eligible for overtime while performing the work-out-of-class assignment.
- b) Criteria:
 - (i) An employee assigned to perform duties at a higher-level classification for more than 14 consecutive calendar days.
 - (ii) An employee must meet the minimum qualifications of the higher-level position in order to receive WOC compensation. Employees who do not meet the minimum qualifications may be assigned the work as a professional development opportunity. A Human Resources representative must affirm that assigned duties are of a higher classification prior to authorizing WOC pay.
 - (iii) Standards for WOC duration are 12 months or less. If a WOC assignment exceeds this standard, written documentation must be submitted.

14) Holiday Compensation

Compensation for a holiday is based on an eight (8) hour day. When employees work on a holiday, employees shall be compensated as follows:

- a) Full-time non-exempt employees required to work on an observed holiday will be paid for hours worked. In addition, the employee will also receive one of two options: 1) the employee will be paid for the 8 hours of holiday in addition to being paid for the hours worked, or 2) the employee will take an alternate date off with pay by December 20. If the employee does not take the alternate day off by December 20, the employee forfeits the holiday. The employee may request the option he/she prefers; however, based on business needs, the supervisor is responsible for making the final decision prior to the observed holiday.
- b) Full-time exempt employees that work on a holiday shall not record hours worked as holiday leave. Holiday hours that are not taken on the holiday will be scheduled and taken by December 20. If the employee does not take the alternate date off by December 20, the employee forfeits the holiday.
- c) Regular part-time employees required to work on an observed holiday will be paid for hours worked and receive holiday pay on a pro-rata basis. For example: an employee who worked 100 hours for the month will accrue 100 hours divided

by 173.33 or 57.69% of the eight our maximum accrual rate.

15) Return from Layoff

When an employee returns from layoff to the classification held prior to the layoff, the employee returns to the same wage paid at the time of layoff. Upon return from layoff to a different classification, the district's Wage Range Guidelines and internal equity will determine appropriate rate of pay.

16) Equity Adjustment

An equity adjustment is a wage adjustment to correct a salary disparity. Human Resources will determine the need for an equity adjustment and write a request for Executive Director approval that includes the issue, affected employee(s), recommended adjustment, and effective date. Upon approval, a personnel action will be processed for the adjustment.

17) Facility Closure and Emergency Cancellation

In the event of a facility closure or emergency cancellation of programs, compensation shall be as follows:

Exempt full-time employees – A partial or full closure will not impact an employee's monthly compensation; however, the expectation is that work responsibilities will be taken care of at an alternative time, day, or location. In the event of a prolonged closure, employees may be required to take paid leave.

Non-exempt full-time employees – During a partial or full-closure, employees are paid for the hours worked; for any missed time, employees will be required to either 1) make up the missed time within the same pay period (supervisor must approve) or [use up to five shifts of district-paid special Emergency Closure Leave \(full or partial shifts\) from December 21 through December 20, or 23](#)) use accrued vacation or comp time. If option 1 is agreed upon and the employee is unable to make up the time with the same work week, the supervisor shall adjust hours so that the make-up hours do not result in an employee's compensation exceeding what would have been paid. (This may result in an employee working less than an 8-hour shift to adjust for overtime incurred during the week that they are making up a shift. For example, an 8-hour shift made up in a subsequent week would result in an employee working 5.33 hours at 1.5 overtime pay to equal 8 hours of missed pay). [If option 2 is used, supervisors must review and approve time and ensure employee does not exceed five full or partial shifts in the year.](#)

Note: Full-time employees must use applicable leave balances before leave without pay may be authorized (see [Leave Without Pay policy](#)).

Part-time and seasonal employees – Employees are paid for the hours worked; [for any missed time, employees will be required to either 1\)](#) –If business needs allow, employees may be scheduled for make-up hours [for the missed time, or 2\)](#) ~~If make-up hours are not available, employees may use~~ [2\) use up to five shifts of district-paid special Emergency Closure Leave \(full or partial shifts\) from December 21 through](#)

December 20 or 3) use accrued vacation leave if available. If option 2 is used, supervisors must review and approve time and ensure employee does not exceed five full or partial shifts in the year.

Show-up pay – In the event an employee reports to work as scheduled and the decision has been made for a closure or cancellation, the employee shall be paid not less than one (1) hour. Minors are to be paid not less than one-half their scheduled shift.

Exceptions – In the event of a business closure, the Human Resources Manager may request exceptions to appropriate policies to avoid employees' loss of benefits for the Executive Director's approval.

Pay Differentials

1. Bilingual Skills

This differential applies to employees who must use bilingual skills to perform assigned duties. "Bilingual skills" means translation to and from English, interpretation of another language or the use of sign language. When the district identifies a need for a bilingual position, the position description for the position requiring bilingual skills must be updated to reflect the translation duties. Candidates and/or employees to be placed in positions that require bilingual skills will be evaluated through a language testing process where the test score of 9 or higher demonstrating language proficiency is required for the bilingual differential.

The differential is five (5) percent of base pay.

2. Lead Work

This differential applies to all employees assigned to perform "lead work" duties for 14 or more consecutive calendar days if:

- a) The class specifications for the employee's position do not include lead work duties; and
- b) The employee's position is not management/supervisory.

Employees assigned lead work duties typically perform a broader scope of work and are assigned additional responsibilities. The supervisor documents the lead work assignment through a Personnel Action form. Lead work occurs when the supervisor assigns an employee all of the following duties:

- a) Prioritize and assign tasks to efficiently complete work;
- b) Give direction to workers concerning work procedures and performance standards;
- c) Review the accuracy, quality and quantity of work; and
- d) Provide informal feedback of employee performance to the supervisor.

The differential is five (5) percent of base salary for the full period of the assignment.

Lead work differential does not apply to developmental assignments mutually agreed to by management and the employee.

3. On-Call Duty

On-call differential applies to all Federal Labor Standards Act (FLSA) non-exempt employees. An employee is eligible for the on-call duty differential when a supervisor requires the employee to be available for work outside of the employee's scheduled shift. Employees may use the on-call time effectively for their own use. The district does not count on-call time as time worked in the computation of overtime hours worked.

On-call shall be one hour's pay at the regular straight time rate.

4. Standby Duty

Standby duty differential applies when a supervisor requires FLSA non-exempt employees to be available for work outside normal working hours, and subject to restrictions consistent with the FLSA, that prevent the employee from using the time while on standby duty effectively for the employee's own purposes. Compensation for standby duty is paid at the employee's straight time rate of pay. Overtime hours on standby are paid at the appropriate overtime pay rate.

5. Work Schedule

Work schedule differential applies to employees assigned to non-traditional work schedules. Employees shall receive the shift differential for shifts where the majority of hours are worked between 10:00pm and 5:00am. Overtime is computed by adding shift differential to the employee's base rate during the pay period when an employee works overtime. Work schedule differential is not paid when an employee requests an alternate work schedule to make up hours not worked during the established workweek.

The differential is five (5) percent of each shift that meet the shift differential definition.

Resource

Wage Rate Guidelines
Leave Without Pay policy, Chapter 5, Section 8

Forms

Exceptional Performance Bonus Request



EMPLOYEE REFERRAL BONUS

General Information

The employee referral program is designed to encourage employees to locate potential candidates for open positions from their existing social and professional networks.

Positions

Positions eligible for this program will be determined by Human Resources as “hard-to-fill” positions. The following criteria will be used to determine “hard-to-fill”:

- how critical the position is to the [dDistrict](#)’s operation and mission,
- the success of recent efforts to recruit applicants and retain employees in same or similar classifications,
- the availability in the labor market of well-qualified applicants for employment,
- recent turnover in same or similar classifications, and
- other unique factors that demonstrate difficulty in filling the position

Bonus

For each person a current employee refers to a position found to be “hard-to-fill” who is subsequently hired and successfully completes ~~the orientation period~~ [three months with the district](#), the current employee shall receive a \$~~100~~[250](#).00 bonus.

The employee referral bonus shall be paid with the regular paycheck and is subject to taxes.

Exclusion

Supervisors and managers are not eligible to receive a bonus when referring candidates to programs they supervise.

Procedure

Hiring Supervisor: Discuss recruitment of “hard-to-fill” position with Human Resources Specialist.

BPRD Employee: Refer a good candidate to the [dDistrict](#) recruitment site to apply for an open position.

- Applicant: Referred candidates must indicate the BPRD employee’s name in the “Referred by” section on the application, at the time of initial application.
- BPRD Employee: When the referred candidate is hired and has successfully completed ~~the orientation period~~three months with the ~~District~~district, will request the one-time bonus from Human Resources.
- Human Resources: Upon receipt of the request, verifies application and length of service of referred candidate/employee, and notifies Finance Division of employee referral bonus.
- Finance Depart: Processes bonus and includes in employee’s regular paycheck.



INTERVIEW /RELOCATION EXPENSES FOR APPLICANTS

General Information

The District generally does not pay interview travel expenses for applicants applying for employment or ~~moving~~ relocation expenses for new hires. Applicants normally travel to interviews and relocate at their own expense. However, there may be occasions when such payment would be appropriate.

Exceptions

When business needs are identified, it may be appropriate to pay for interview travel and/or relocation expenses to fill a position. Payment or reimbursement may be appropriate when such expenditures are necessary for the employment of qualified personnel.

Interview travel or relocation expenses require written justification to and approval by the Executive Director. [Human Resources provides guidance and consistency for the amount the district will provide in relocation expenses.](#)

Payment of Expenses

[Interview travel expenses will be reimbursed through the accounts payable process, with appropriate supporting documentation of the expenses incurred.](#)

[Relocation expenses will be paid as supplemental wages combined with the employee's regular monthly paycheck, and are subject to income tax withholding. No supporting documentation of expenses will be required.](#)

In the Event of Termination

If a new employee voluntarily terminates employment with the District prior to completion of the orientation period, the employee may be required to reimburse the District for relocation expenses.

Procedure

Hiring Manager Prior to offering reimbursement [or payment](#) to applicant, [in coordination with the Human Resources Manager](#), writes justification memo for interview travel and/or relocation expense approval and submits to Executive Director.

Executive Director Reviews and approves or denies request.

Hiring Manager Receives Executive Director’s decision. Based on decision, engages in negotiations with applicant. [For interview travel expense reimbursement:](#) After expenses incurred, submits reimbursement request with receipts to Finance ~~Department~~[Division](#). [For relocation expense payment: submits signed approval for payment to Finance Division to be included in employee’s regular payroll.](#)

In the event of termination during the orientation period, notify employee that he/she ~~will~~[may](#) be required to reimburse the ~~District~~[district](#) for relocation expenses.

Formatted: Not Highlight

Formatted: Not Highlight

BOARD AGENDA COMMUNICATION

AGENDA DATE: November 2, 2021

SUBJECT: Front-line Recruitment and Retention Strategies

STAFF RESOURCE: Theresa Albert, Human Resources Manager

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Ratify one additional full-time position for Human Resources.

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 nationwide recruiting crisis has been negatively impacting the district's ability to attract and retain staff. Human Resources (HR) has held various on-the-spot hiring job fairs, increased advertising including social media, print, and videos, attended outreach events, and more. The number of recruitment requests across the district is overwhelming HR's sole HR Specialist assigned to recruitment. The increase in requests and recruitment efforts, combined with limited HR staff, has created a significant slow-down in recruitment processes over the past year. This has resulted in supervisors losing new applicants due to the time delays. In order to address the recruiting needs of the district, HR requested an additional HR Specialist to be devoted primarily to recruiting. This additional position will increase the speed of the recruiting and wage calculator workload, reduce the hiring supervisor recruiting burden by centralizing recruiting processes, and devote more time to outreach and creative approaches to attracting qualified applicants that are necessary to provide services to the community.

As the district acknowledges recruiting and staffing is the top issue impacting the district, hiring a new position to perform recruiting duties and implementing recruiting strategies was proposed to and approved by the Executive Director. HR already had a recruitment posted for an HR Specialist at the time the Executive Director approved the additional position due to an employee's resignation as the employee had moved to Eugene. Based on the difficulty in attracting qualified applicants, the HR Division hired for both the soon-to-be-vacated position and the newly Executive Director approved position. Additionally, with the upcoming departure of the district's only recruiting specialist, the need to have both new employees trained before the final resignation date drove the urgency and timing of hiring both positions.

BUDGETARY IMPACT

The cost of the additional HR Specialist position is estimated at \$54,800 for fiscal year 2021-22. The current year General Fund adopted budget includes funding for unemployment insurance and Paid Family Medical Leave Insurance (PFMLI). The State of Oregon reduced our unemployment insurance after the budget was adopted and the state will also not be implementing the PFMLI this fiscal year. A portion of the savings from these two insurances has been earmarked for funding the additional district-wide full-time positions the board approved in September as well as the pay range adjustments for the recreation positions; \$54,800 will also be used for the new HR Specialist position. The district anticipates having \$190,000 remaining from the savings available with the hiring of this new position.

STAFF RECOMMENDATION

Staff recommends that the board of directors ratify the full-time Human Resources Specialist position.

MOTION

I make a motion to ratify the full-time Human Resources Specialist position.

ATTACHMENT

None



PLANNING & DEVELOPMENT PROJECT UPDATES November 2021

COMMUNITY AND REGIONAL PARK PROJECTS



Sawyer Park Entrance and Parking Lot Upgrades: The existing park entrance and parking lot have reached the end of their life span. The pavement is beyond normal maintenance repair and the parking lot is outdated and no longer functions for park users and the capacity required. The first step in upgrading the parking was to understand the demand, both current and what is projected for the future. A consultant study is complete and the report has been issued. The design consultant RFP is being developed. It is anticipated to be advertised before the end of the year.



Big Sky Park Expansion: The contract for the Big Sky Park Improvements project was awarded on October 5th. The base bid, which consists of the infrastructure improvements, was accepted as well as three alternates for bike park elements, pump track, tot zone, skills course and trials area as well as single track trails. The alternates were in part funded through a grant from the Bend Sustainability Fund. Construction will begin this fall and is expected to be complete by summer of 2022.



Drake Park DRT & Bank Improvement Project: Staff is still working with the last three landowners (PP&L, Deschutes Opportunity Development LLC, and Mirror Pond Solutions) to obtain the required right of way easements needed to construct the trail. The Land and Water Conservation grant the district received from State Parks last spring is still being reviewed by the National Parks Service for approval. Staff is working with the General Contractor on a bid for a Phase 1 portion of the project; this will include work that within district owned property and does not require an easement. Once the pricing has been finalized, staff will bring that cost to the Board for approval. This also requires a modification to the land use permit. That process has been started with the City, as well as a new application for building permits, all other agency permits have now been granted.



Alpenglow Community Park: Park construction began this past winter and will continue through 2021, with project completion expected in the spring of 2022. The work currently underway is site grading, irrigation, plantings and sod, paving, pathways, playground equipment installation, bouldering area structures installation, as well as the event stage and restroom. Paving has been completed along 15th Street, the three parking lots, as well

as the majority of the park pathways. The COID bridge is in place and the trail connections are in use. The pedestrian bridge at Alpenglow is in the works and is planned for this fall. Staff will continue to coordinate with adjacent property owners and neighbors during construction, keeping them updated on the progress of the park.

NEIGHBORHOOD PARK PROJECTS



Bend Golf and Country Club Park Site (Project #155): Located in southeast Bend, adding this 3.39-acre neighborhood park fulfills the need of a park within one-half mile of every resident for this underserved area of town. Running between Parrell Road and active golf course, this space offers unique challenges and opportunities to the district for design and park amenities. Staff has executed a design services contract with HHPR and conceptual designs and public outreach are on track to begin later this fall.



Park Search Area 4 - Petrosa Neighborhood Park: BPRD and Pahlisch Homes are coordinating on a park and trails in the UGB northeast edge expansion area. The master plan includes a 5-acre neighborhood park, and a section of the NUID Canal Trail, which will both be managed by the district and called for in the district’s master plan. Other trails and open spaces within the development will be managed by an HOA. Now that the board has approved the developer agreement and park master plan, staff is coordinating with Pahlisch on the design and construction of the park and trails, and conveyance of ownership to BPRD. 90% design on the park is complete and staff and the team are working towards the 100% construction document set. Construction is anticipated to start this fall, with completion in the summer of 2022



Northpointe Park: Work has started on this park. Clearing and grubbing are mostly complete, and the contractor is setting subgrade with scheduled work this month that includes starting on the skate spot feature and hard surface areas. The anticipated completion date is late spring of 2022.



Shevlin West Park Land: BPRD has completed the purchase of a 3.5-acre parcel from the developer, Empire Shevlin LLC, that will be used for the development of a neighborhood park. The land sale is complete, and BPRD has allocated \$1.27 million in fiscal years 2022-2024 for design and development of the park.



Hollygrape Park ADA Improvements: Due to only a single bid after the first RFP that far exceeded the project’s budgeted amount, the project will be put out for re-bid this winter.

TRAIL PROJECTS



Haul Road Trail: Construction is complete and the trail is open.



Canal Row Park Trail Connection: This 520-foot trail connection that will fill a gap between an existing multi-use trail adjacent to Butler Market Road and Canal Row Park. The trail will greatly enhance connectivity from the surrounding neighborhoods by creating a trail through a heavily trafficked section of Butler Market that currently has no sidewalks. Construction began October 1st and is expected to be completed in the coming weeks.



Central Oregon Historic Canal Trail Road Crossing Safety Improvements: BPRD has completed design work for safety upgrades to four road crossings on the Central Oregon Historic Canal Trail; Blakely Road, Brosterhouse Road, Ferguson Avenue and 27th Street. BPRD recently obtained the necessary permits from the City and has issued a contract for construction, which is expected to take place this fall. Upgrades to the remaining crossings will occur in subsequent years as additional sections of the trail are improved near those locations.



Trail Maintenance Intergovernmental Agreement: BPRD recently entered into a new agreement that clarifies trail maintenance responsibilities and promotes improved coordination with city on trail construction that occurs through private land development. Now, BPRD staff is working with city staff on a set of revisions to the Bend Development Code to support the agreement. We anticipate that Bend’s City Council will approve the recommended code changes late fall 2021.



North Unit Canal Trail: BPRD is preparing to issue two RFP’s related to development of Phase 1 of the North Unit Canal Trail. One will be for design, engineering, and permitting and the other will be to hire a right of way agent to help with the expected complex easement transactions that are expected with this project.

RIVER PROJECTS



Deschutes River Access and Habitat Restoration Plan: Staff is preparing a final draft of the plan based upon feedback from the board, community, focus group and staff. The board will consider adoption of the plan on November 2nd.



Riverbend South Access and Restoration Project: With full funding for construction secured, staff and UDWC have begun to coordinate on what will likely be a long permitting process, with the goal of breaking ground on this project in the fall of 2022. Staff has also been working on an updated development agreement with UDWC for the construction portion of the project. Once finalized, the agreement will come to the board for approval.

OTHER PROJECTS AND FUTURE DEVELOPMENT



Diversity, Equity and Inclusion (DEI) Initiative: The first draft of the assessment report is complete and has been reviewed by staff. Talitha Consults is updating the report. An update will be presented to the board this month.



Park Search Area 5 (Talline Development): BPRD is coordinating with a consortium of small developers on a preferred conceptual design development on the Shevlin Sand & Gravel property. The proposed development would include a mix of residential and commercial properties as well as a contiguous neighborhood park and natural area. BPRD is currently in preliminary negotiations with the developer group regarding potential acquisition and management of the park & natural area by BPRD.



Murphy Road Development: BPRD and JL Ward Co. are coordinating on provision of a district park and natural area in this development in southeast Bend. The 102-acre development extends both north and south of Murphy Road and east of Country Club Drive. The proposal includes a 2.5-acre neighborhood park adjacent to an 11-acre natural area with almost a mile of natural surface trail. The development is zoned standard density residential and is expected to include 399 single-family homes and 49 townhomes.



Easton Master Plan Development: BPRD and Pahlisch Homes are coordinating on provision of a park and trails in southeast Bend. The district's comprehensive plan calls for a park (search area #28) and a portion of the future High Desert Trail in this area. The Easton development is east of 15th Street and the future Caldera High School. The property is 75 acres and zoned standard density residential. The development will include approximately 428 single family homes and 127 townhomes, a 2.75-acre park, a recreation center and additional trails within the development.



SDC Waivers for Affordable Housing: Park SDC waivers for 388 units have been approved through coordination with the City of Bend's Affordable Housing Committee. Following the board approval of an additional 150 waivers, a remaining 162 waivers are available through the end of 2022. Staff and legal counsel have completed the necessary deed restriction documents for seven of the developments, totaling 328 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 31 units.

Board Calendar 2021-2022

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

November 16

Work Session

- ◆ Foundation Board Update – *Kim Johnson (20 min)*
- ◆ DEI Initiative Update – *Bronwen Mastro and Talitha Consultants (20 min)*
- ◆ Sawyer Park – *Bronwen Mastro (30 min)*
- ◆ Budget Committee Applications and Review Process – *Sheila Reed (10 min)*
- ◆ Service Levels Update – *Matt Mercer (20 min)*

Business Session

- ◆ Authorize pre-work amendment for Drake Park DRT Project Phase 1 – *Brian Hudspeth (30 min)*

December 7 – Board Retreat

December 21

Work Session

Business Session

January 4

Work Session

- ◆ Park Services Report – *Jason Monaghan (20 min)*
- ◆ Service Levels Update – *Matt Mercer (20 min)*

Business Session

- ◆ Accept 2020-21 Comprehensive Annual Financial Report – *Finance Director and Brenda Bartlett (15 min)*
- ◆ Appoint Budget Committee Member– *Finance Director (15 min)*
- ◆ Approval of name for the park in the Petrosa subdivision – *Rachel Colton (30 min)*

January 18

Work Session

- ◆ Service Levels Update – *Matt Mercer (20 min)*

Business Session

- ◆ NUCT ROW and Design Consult Contract Approval – *Henry Stroud (30 min)*
- ◆ DEI Initiative Final Assessment Report Approval – *Bronwen Mastro and Talitha Consultants (45 min)*

February 1 (Board Workshop) – Regular meeting canceled

February 15

Work Session

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

Business Session

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

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

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

Park Services Report: Prescribed Fire – *(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)*

Sustainability Plan

Website Update/Data Sharing

Special/Public event policy – *Matt Mercer and Michael Egging (30min)*

Park Maintenance Shop