



Bend Metro Park & Recreation District

April 2 2024

# Board of Directors Agenda and Reports

[www.bendparksandrec.org](http://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](http://www.bendparksandrec.org) | (541) 389-7275





# Board of Directors

April 2, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



## **AGENDA**

The board will meet in person at 5:30 pm with virtual links to the regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84132444317>

**Or Telephone:**

**253 215 8782**

**Webinar ID: 841 3244 4317**

## **5:30 pm CONVENE MEETING**

### **ROLL CALL**

### **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 in person or virtually. To provide a public comment in person, please fill out one of the brief cards and submit it to staff in the back of the room. To provide public comment virtually, click on the "Raise Hand" option. You will be called into the meeting in the order received. Virtual visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

## **STAFF INTRODUCTIONS**

Matt Mercer

- Cathi Ellis, Recreation and Inclusion Manager

Jeff Hagler – Park Stewardship Manager

- Andre Dickey – Park Steward

Zara Hickman – Natural Resources and Trails Manager

- Scott Schmidt – Park Maintenance II-Trails Division
- Steve Truelson – Trails Coordinator

Mike Duarte – Landscape Manager

- Jim Stinger – Park Maintenance II
- Sean Ansberry – Park Maintenance II

## **WORK SESSION**

1. Central Oregon Sportsplex Alliance – Derek Berry (20 min)

**CONSENT**

1. Minutes: 03/19/2024
2. Board Policy - Archive Policy
3. Board Policy - Definitions Policy
4. Accept Collier Property Dedication

**BUSINESS SESSION**

1. Needs-based Assistance Annual Report and Approve Needs-based Assistance Plan for 2024-2025 – *Matt Mercer (30 min)*
2. Determine Board Member Appointment Finalists (30 min)

**EXECUTIVE DIRECTOR’S REPORT**

**REPORTS**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

**ADJOURN**



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 2, 2024
<b>SUBJECT:</b>	Central Oregon SportsPlex Alliance Presentation
<b>STAFF RESOURCE:</b>	Michelle Healy, Deputy Executive Director Don Horton, Executive Director
<b>GUEST PRESENTER:</b>	Derek Berry, President Central Oregon Sportsplex Alliance
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	The district is strategic about partnerships
<b>Strategy:</b>	Partner when there is shared mission and broad community benefit

**BACKGROUND**

The Central Oregon SportsPlex Alliance (Alliance) is a coalition of community members, businesses, sports teams and partners that are committed to bringing top-tier sports facilities to Central Oregon. More information about the Alliance is available at <https://www.cosportsplex.org/> .

The Alliance envisions building a multi-sport, multi-phase facility on public owned land. The facility would include outdoor sports fields for a variety of uses, indoor multiuse fields, training and ice facilities, and potentially other sporting venues, a hotel and RV park.

The vision was introduced to community leaders and sports enthusiasts earlier this month. The Alliance is in the early stages of identifying the need and financial impact that a large complex could bring to Central Oregon. Critical details such as ownership, funding strategies, phasing plans, operations, and which facilities might be built have yet to be determined. It is expected that a feasibility study and development strategy will help answer some of these questions.

Derek Berry, President of Central Oregon SportsPlex Alliance will be present to share the vision with the board and discuss how this project could benefit residents of the district.

**BUDGETARY IMPACT**

The Alliance is in the process of raising funds to help pay for the feasibility study and have asked the district for support. Once the Alliance secures support from other entities, we can determine what level of support makes sense for the district to contribute, if any.

**STAFF RECOMMENDATION**

For information only

**MOTION**

None

**ATTACHMENT: CONCEPT PLAN – Central Oregon SportsPlex**





**Aaron Henson** - Mr. Henson would like to echo Mr. Trapnell regarding the expansion of sand volleyball at Pine Nursery with upcoming project. Six courts were supposed to be built originally, but only five were built due to funding. In the future, he would also like to see volleyball added on westside if it is possible. Pine nursery is wonderful and all it offers, but it's a longer commute for residents.

**John Heylin** - Mr. Heylin is here to support the MUPTE project before the board tonight and hopes to see it approved. Affordable housing is needed in our community.

**Jenny O'Brien** - Ms. O'Brien moved to Bend for the volleyball opportunities; it is not just a sport but a supportive community. Players would be grateful if BPRD recognized how fast it is growing and the need for more sand volleyball courts. People are waiting to play as courts are regularly full and cannot support the demand.

**Kendra Gulley** - Ms. Gulley would like to echo Ms. O'Brien's words. She is a new resident to Bend after coming here for many years. The volleyball community has helped her meet many people and receive support. Space is less available now for recreation play due to high court use by club teams and NPJ. More courts would be great and there is a community of players willing and dedicated to taking care of them.

**Kristin Cooper** - Ms. Cooper uses the courts in the mornings with high school players. She shared that with the few courts Bend offers, the teams are forced to go out of state to do competitions. We are missing an opportunity in this community to host tournaments and bring people in here. More courts, including stands for viewing, would be very helpful for the girls and boys who are playing. She emphasized how two of her students went on to play in college on scholarships, but they had to go to Eugene to practice and play because of the limited opportunities here.

**Deb Flagan** - Ms. Flagan works for Hayden Homes and is speaking in support of the Hiatus Homes/Penn MUPTE request. This development will bring needed middle housing to Bend with the units planned. Since her first interactions with the developer, she has seen how they are committed to creative solutions to provide housing. She requests the board to please support this project.

**Maitreya (no last name given)** - Maitreya lives very close to Rimrock Trail and can only afford to live down there now with the increased cost of housing in Bend. There are a lack of amenities and options for recreation in that area. Residents can see everything available on the other side of the river but they cannot access it. He asked the board to please consider the recreation activities residents could access if a footbridge was built.

## **WORK SESSION**

### 1. Comprehensive Plan – Project Prioritization Results – *Sara Anselment*

Ms. Anselment explained the review scoring criteria for how staff prioritized projects and how the current draft list was determined. She reminded the board that the priorities are not a strict prescription, nor do they dictate the CIP. Next, she explained changes that have been made to the maps; some trail crossings have been updated with a circle to note the specific location. Black circles are at grade, and purple are grade separated. District staff also met with city and county staff members to review the maps and no comments have been received at this time.



Ms. Anselment asked the board members if they had any questions about the prioritized project list:

- Director Barram asked that if a fortuitous option comes along, will that opportunity shift the item regardless of status? Ms. Anselment said yes, that the district would take advantage.
- Director Owens asked if we were still waiting on the city for the Mirror Pond dredge commitment. Mrs. Healy discussed that the district and the City have a signed resolution and agreement for this work. The project is carried over each year in the CIP as an acknowledgement of that commitment and the project is pending further conversations.
- Director Owens noted that there are mostly high-level projects. Ms. Anselment said that overall, in comparison to the original Comp Plan, that there are similar quantities of all project types, and that many of the high priority projects were originally high priority. There can be various reasons they haven't been completed yet, such as not being able to obtain land.
- Director Hovekamp noted his surprise to see that the DRT/South UBG was a medium priority with such high public interest for so long. Ms. Anselment noted that its medium rating is strictly based on the current scoring criteria and public interest isn't part of the scoring. Ms. Healy reminded the board that the Comprehensive Plan is not a strict prescription and there are other point staff considers. This is one tool and many factors contribute to what projects are pursued and completed.
- Director Borja asked about partnerships and how that affects scoring. Ms. Anselment said that yes, that is considered as funding increases the priority scoring.
- Director Barram asked for clarification about why some projects can be related, but have two different ratings, like the Lava Butte trail and crossing as an example. Ms. Anselment explained that the ratings are strictly related to the scoring criteria and the differing ratings could be due to funding available for one aspect of the project and not be done at the same time.

Ms. Anselment reviewed the next steps which are drafting the plan for late spring to early summer and then adoption by the board. Ms. Healy also discussed the SDC project list which is a companion to the Comp Plan.

Lastly, Director Hovekamp asked Ms. Anselment if she was satisfied with the project list based on the current process. Ms. Anselment said that she felt it worked well and she explained that when she adjusted certain factors in the scoring, to didn't change ratings much at all, even for those projects near the cut off line between levels. She felt the quantity of low rated projects is about right.

#### **CONSENT**

1. Minutes: 03/05/2024

***Director Barram made a motion to approve the minutes from March 5<sup>th</sup>, 2024. Director Borja seconded. The motion was approved unanimously, 5-0.***

#### **BUSINESS SESSION**

1. 445 Penn Avenue MUPTE review – *Rachel Colton*

Ms. Colton provided an overview of the new resolution criteria to the board, and how this project would be impacted by each of the criteria items. Allison Platt and Kerry Bell from City then shared how this project meets the City's MUPTE program criteria. The project is outside the TIF area, but within a high-density residential zone. It is three stories, mixed use, with 59 residential units, and includes EV parking and stormwater. Ms. Bell provided the board an infographic on affordability and explained that 57% of Bend's population fall into middle income. Ms. Platt discussed the independent financial analysis for the project and that it would not be feasible without MUPTE. The exemption is estimated at \$1.28 million. Currently BPRD receives \$300 per year from taxes

on the land. The exemption will not affect the land taxes, and the district will still receive those after the land is developed, which will be higher once developed.

Director Hovekamp asked how this project was different from all the other apartment buildings being built around the city? Ms. Platt explained there has been a dramatic shift recently in ability to construct residential projects.

Jesse Russell and Ryan Andrews from Hiatus Homes provided an overview of their company. This waiver will guarantee ability to provide the affordable housing units. The building will offer common area of each floor for community living. Mr. Andrews further explained why the waiver is needed to make the project happen which includes rapid inflation for construction costs, increased interest rates/ expensive loans, and modest returns causing reluctance for new construction.

Board members took time to ask questions to Hiatus Homes and City staff:

- Director Schoen asked for a reminder regarding the public benefit changes from last time. Hiatus says there were not changes to the public benefits, but there are more units, in both market and affordable rates.
- Director Owens asked staff to clarify how making the total project larger, makes it more possible to work financially. Mr. Andrews explained that after completing value engineering, the cost per unit went down by changing the building plans, amenities, and reducing construction costs.
- Director Hovekamp asked if the same independent reviewer was used for the Performa. Staff confirmed that is correct.
- Director Barram asked about the numbers on non-rent assumptions since they aren't included in the new Performa. Mr. Andrews said that when they reduced parking and added more bike racks, it was decided to not charge for those items. For other added fees, the affordable units will not be charged.
- Director Owens asked about the wording that says 27 units will "likely" meet middle income rate. Staff clarified that some units have lower costs due to removed amenities, and to account that units meet middle income qualifications now, but may not in the future.
- Director Hovekamp asked if the deed restriction on the units go beyond the 10 years. Staff said they would not and would have to be renegotiated.

Public comment:

- **David Welton** - Mr. Welton shared about his friend who is an essential worker in Bend, but lives in Prineville after being priced out. His friend has to commute daily and sometimes in dangerous winter conditions. He discussed the amount of carbon emissions from all cars of people commuting to and from Bend because they can't live here. Mr. Welton reminded the board that BPRD has helped with housing in past and hopes it will again.
- **James Teeter** - Mr. Teeter shared that he normally advocates for dense urban spaces that feel like parks and not parking lots. While this development doesn't have much green space, this development prioritizes people and housing over parking cars. He noted that BPRD has a mission for providing parks and spaces for people, and doesn't believe that this mission must be bound to our property lines. BPRD can support spaces in other ways, and this development promotes biking and reduce cars on the road.
- **Brian Hauer** - Mr. Hauer shared that he is an investor in Hiatus Homes because he supports high density housing, and Bend needs more of it. He and his wife bought one of the first houses built by Hiatus, and the sense of community in these developments is fantastic. Mr. Hauer says he supports this project because he wants more of these developments built; he doesn't care about profit. Any profits can be rolled into future projects. The investors in this company are locals, and so is this builder.

- **Ian Karasz** - Mr. Karasz lives in the neighborhood on Penn Avenue. He supports the project because he knows how a walkable and bikeable neighborhood. He believes these homes are important for Bend as people have trouble finding housing. People that live here in Bend do and create what they love, and the community supports them. When people can't stay here, we lose that aspect of Bend.

Ms. Colton offer the board final options for questions and comments:

- Director Barram asked City staff to clarify the Performa comment regarding rents in 2026 and the projection for the rent going up, and how that funds the project. Ms. Bell said the numbers come directly from HUD and are calculated for 1.5 persons. Mr. Andrews shared that did their best to get an average estimate for the fluctuation of income coming in.
- Director Hovekamp and Director Borja thanked everyone for being here tonight to share. Director Schoen specifically thanked Mr. Welton for his passion for this issue and advocating for his friend.
- Director Schoen noted how she previously voted in favor of this project and appreciates what was done to improve the project. She asked the City about their decision to discontinue MUPTE after approving Jackstraw. Mayor Kebler shared that before Jackstraw, the City was already discussing internally putting a pause on MUPTE and considering what they are incentivizing, and there was always the intent to do a one-year look back. The focused was using the program to get developments in the Core Area.
- Director Borja expressed his support since it is the last project that will come before BPRD. He has worked as a Kids Inc staff member and has felt the strain to pay rent. He would like to pursue this opportunity to help the community. Director Owens understands that MUPTE is intended to be an incentive for development, but the changes to this project still don't still the impacts to BPRD. However, she has sympathy for those struggling to find housing and believes she can support this project.
- Director Barram thanked staff for answering her questions directly. For her, this project did not meet the qualifications the first time, but this second time, her concerns have been alleviated and she appreciated hearing from neighbors; that went a long way. It makes it easier to say yes this time.
- Director Hovekamp shared that this project has clear merit in response to a community need, but he considers what are the impacts to park and recreation, as well as the interaction of affordability and quality of life. Next, he shared that based on BPRD's recent community needs results, only 12% of respondents said it was of high important to support encourage tax exemptions for housing, which indicates it is not a priority to our patrons. After asking how much the lost money would affect our scholarship fund over a 10-year period and Ms. Colton sharing those numbers, Director Hovekamp is personally uncomfortable subsidizing this project, and asks for respect to his opinion.
- Director Schoen noted that the impact of this financial loss is fairly modest and nothing will be built on this property in the next four years, and since BPRD approved Jackstraw which had a much larger financial impact, so she doesn't feel right not voting for this one. Director Barram echoes those thoughts and notes we have a foundation that can receive donations for help fund scholarships.

***Director Schoen made the motion to approve the applicant's request for a ten-year tax abatement for a 59-unit residential development at 445 Penn Avenue as part of the City of Bend's MUPTE program. Director Borja seconded. The motion was approved 4-1, Director Hovekamp voted against.***

2. Approve Pine Nursery Phase 5 concept plan – *Bronwen Mastro (30 min)*

Ms. Mastro provided an overview of the park property, its project history, and the current project timeline to date. Staff now have a preferred design ready for the board after multiple review and edits.

She then shared the project scope, additive alternates (budget dependent), and design diagrams to show amenities in each area of the park. The sports amenities will be clustered leaving space for future growth if needed. The entries have been changed for the OLA, including a new entry near Deschutes Market Road for residents east of the park. The pathway behind the pickleball courts would be paved for accessibility and the trail from the pickleball area to the pond will be relocated away from irrigation lines.

Director Barram asked if the current parking lots can support all this new need. Ms. Mastro says yes, as the parking was sized were planned for future growth during original design. She discussed working with recreation staff to figure out other ways to deal with high numbers of parking times with things like scheduling and shuttles. Ms. Healy noted there will always peak times the lots are used but there are also times when they are almost empty. The highest use is during tournaments and prime times on weekends. Mr. Mercer discussed that habits have to change over time and staff are requiring parking plans with large events.

Ms. Mastro then discussed the changes to the ballfield designs that were previously approved. New fields would be really expensive, and it was determined that if all the current ball fields were converted to artificial infields with lighting, it would be less expensive and allow for more hours of play. Five soccer fields can also still be accommodated. Other new items include creating a space and shed for Oregon Adaptive Sports and improvements to the maintenance areas for Park Service staff. Additive alternates include perimeter path trail lighting, a concrete base for the pickleball courts, and one full basketball court.

With the design changes, the total project budget is now 7.5 million which is down from over 10 million. The new CIP will reflect the increased funding to cover the increased expenses.

Director Owens commented that she would like to see less lights, is concerned about the plastic artificial turf, and asked if any aspects of the project could be deferred due to the funding. Ms. Mastro said there is plastic and rubber, but there are other materials and explained the design team is looking into environmental impacts of the turf and companies that recycle the turf. As for the budget, Ms. Healy explained that the team looked at it carefully and is confident the project can be funded at this higher need. Finally, for the lighting, Ms. Healy said that there a lot of considerations; if we use less lighting, then more grass fields must be built to accommodate the needs, and they will require more care, water, and maintenance. Community parks are also the spaces where the district focuses sports amenities and helps consolidate lights from being used in other parks throughout the district. The lights won't be on at all times, and Bronwen noted the increased technology that has significantly improved lighting, like new bulbs functionality and app-controlled features.

**Director Schoen moved to approve the Pine Nursery Park Phase 5 Preferred Concept Design. Director Borja seconded. The motion was approved unanimously 5-0.**

### 3. Approve River Concessions Contract – *Michael Egging and Justin Sweet*

Mr. Egging provided background regarding the river concessions program; operated by Tumalo creek since 2018. He shared numbers of floaters, rentals by Tumalo Creek, and the Ride the River shuttle by CET, and lastly shared about information sessions provided by the district and the public awareness campaign. Mr. Sweet reviewed the RFP process and that only one proposal was received from Tumalo Creek. There was a unanimous recommendation for award. Mr. Egging shared information about Tumalo Creek, and their proposed services including the CET shuttle plan, community initiatives, and 25% commission to the district.



**Director Borja moved to authorize the Executive Director to negotiate and execute an agreement with Central Oregon Canoe & Kayak Supply, Inc. for a period of five-years through June 30, 2029 and authorize the Executive Director to approve up to five annual renewal options. Director Owens seconded. The motion was approved unanimously 5-0.**

4. Approve Audit Services Contract Award – *Justin Sweet and Kristin Toney*

Ms. Toney explained the audit process and the district uses an external auditor. Mr. Sweet shared the RFP process and that only one proposal was received by Aldrich; our current auditor did not submit a proposal. Aldrich was unanimously recommended by the review team; they have high recommendations and work here in Oregon. They have audited cities and counties more complicated than our budget, and have the credentials to audit governments.

Director Hovekamp asked about the \$136,000 rate, and Mr. Sweet explained the rate covers the first three year's audits, but does cover additional special services or if the district is subject to federal single audit. Their rate is typical for the market and was expected by the review team; the previous auditor has been significantly below market rate.

**Director Borja moved to authorize the Executive Director to negotiate and execute an agreement with Aldrich CPAs + Advisors LLP for an amount not-to-exceed \$136,095 for a period of three-years through January 31, 2027 and authorize the Executive Director to approve up to two annual renewal options. Director Schoen seconded. The motion was approved unanimously 5-0.**

**EXECUTIVE DIRECTOR'S REPORT**

1. Director Hovekamp shared that one item was covered in executive session to discuss. The board has selected Ms. Healy to be the next executive director.

**Director Hovekamp made the motion to approve the contact for Michelle Healy. Director Borja seconded. The motion was approved, 4-0. Director Borja abstained.**

Director Hovekamp thanked his colleagues for their involvement in this search and recruitment process. Hiring an executive director is one the board's most important duties. He thanked Ms. Healy for her efforts with the application, interview, and for accepting the offer. Ms. Healy thanked everyone for their kind words and for her new role at the district.

2. Ms. Healy shared three items:

- As of that morning, the district has received five applications for the board member position.
- The district entered into contract with Recreation Engineering and Planning for the White Water Park assessment for functionality based on how it was designed.
- Today is the 2<sup>nd</sup> day of summer registration and everything ran smoothly from the efforts of many district staff. Registration is down a bit, but this is due to the change in summer weeks from extra school days, as well as from a change in swim lesson structure.

**BOARD MEETINGS CALENDAR REVIEW**

Director Barram will be virtual on the 16<sup>th</sup>

**GOOD OF THE ORDER**

- Director Borja shared that this is his last meeting and that it has been a true honor to serve the community and for the voter’s trust. He will be around and serve the Central Oregon region in a different capacity.
- Director Owens, Director Barram, and Director Hovekamp thanked Director Borja for his service and offered their congratulations to Ms. Healy.
- Director Schoen thanked Director Borja for his work, and also shared how nice it was to see the progress on Little Fawn Park and what a great park it will be when complete.
- Director Hovekamp also thanked everyone for their patience for the long evening.

**ADJOURN: 9:40 pm**



Prepared by,

Kelsey Schwartz  
Planning and Property Specialist

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Nathan Hovekamp, Chair

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Jodie Barram, Vice-Chair

\_\_\_\_\_  
Donna Owens

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Zavier Borja

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Deb Schoen



P.O. Box 8023, Bend, Oregon 97708-8023

March 19, 2024

Board of Directors  
Bend Park and Recreation District  
799 SW Columbia Street, Bend, OR 97702

Dear Board of Directors,

Bend Pickleball Club was organized in 2010 to promote pickleball and provide playing opportunities in Central Oregon. Since 2012, we have proudly partnered with Bend Park and Recreation District in the creation and maintenance of the 16 pickleball courts at Pine Nursery Park. For 14 years the Club has provided organized play opportunities in Bend. Together, we have made Bend the envy of the pickleball world with our beautiful state-of-the-art facilities.

Bend Pickleball Club now has over 1,300 active members and continues to grow. We are excited at the prospect of additional courts at Pine Nursery Park and are happy to once again partner with Bend Park and Recreation District in funding this expansion.

We thank the Bend Park and Recreation District Board for all that you do to make Bend a beautiful and fun place to live and visit. We sincerely appreciate your foresight and guidance!

Respectfully yours,

A handwritten signature in black ink, appearing to read "Kirk N. Foster", is written over a white background.

Kirk N. Foster, President  
Bend Pickleball Club

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 2, 2024
<b>SUBJECT:</b>	Archive Policy and Policy Definitions Update
<b>STAFF RESOURCE:</b>	Don Horton, Executive Director Sheila Reed, Executive Assistant
<b>PREVIOUS BOARD ACTION:</b>	Adopted Updated Archive Policy – April 16, 2013 Adopted Definition of Policy Types and Board Actions - Feb. 2, 2011
<b>ACTION PROPOSED:</b>	Adopt updated policies
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Business – Operational Excellence
<b>Objective:</b>	Improve Business Practices
<b>Initiative:</b>	Obtain and maintain accreditation through the Commission for Accreditation of Park and Recreation Agencies

**BACKGROUND**

The Archive Policy and Definition of Policy Types were last updated and approved in 2011 and 2013, respectively. As part of the district's accreditation with Commission for Accreditation of Park and Recreation Agencies (CAPRA), district policies must be reviewed on a regular basis and updated as necessary to maintain best practices.

The Archive Policy has undergone revisions to align with current state statutes and has been reformatted for enhanced usability, featuring a direct link to the updated retention schedule.

The Definitions of Policy Types and Board Actions Policy has been expanded to encompass a broader range of definitions relevant to board decision-making processes, offering greater clarity on when specific actions and votes are mandated.

Both policies are subject to a review every five years, although they may undergo earlier revisions in response to any alterations in state laws or board direction.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

Staff recommends approval of the new Archive Policy and Definitions of Policy Types and Board Actions.



**MOTION**

*I make a motion to approve the Archive Policy.*

*I make a motion to approve the Definitions of Policy Types and Board Actions.*

**ATTACHMENTS**

Attachment A – Updated Archive Policy

Attachment B – Previous Archive Policy

Attachment C – Updated Definitions of Policy Types and Board Actions

Attachment D – Previous Definition of Policy



Board Policy  
Policy Name: Archive Policy  
Approved Date: April 2, 2024

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Nathan Hovekamp, Chair

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**Archive Policy**

**Purpose:**

This policy establishes a framework for records and information management (RIM) within the Bend Park & Recreation District.

**Policy:**

Consistent with Oregon Revised Statutes (ORS) 192.005 to 192.170 and Oregon Administrative Rule (OAR) Chapter 166, Divisions 30 and 150, the district is required to retain or destroy a variety of public records, documents and materials.

This policy addresses all public records created or received by the district necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district. It applies to all the district officials, permanent and temporary employees, volunteers, contractors and consultants.

**Procedure:**

**Definitions**

Electronic message                      Any type of electronic communication data structure. Examples include electronic mail, chat messages, text messages, social media, blogs and other user-generated content.

Record    “Public record” is any information prepared, owned, used or retained by the district relating to its activities, transactions or functions and is necessary to satisfy the district’s fiscal, legal, administrative or historical policies, requirements, or needs. It DOES NOT include:

- Extra copies of a document, preserved for convenience of reference.
- A stock of publications.

Reviewer: District Public Records Officer  
Last Review Date: April 2024  
Next Review Date: April 2029  
Review Schedule: 5 years

- Messages on voice mail or on other telephone message storage and retrieval systems unless it is in existence at the time the public record is requested.
- Spoken communication that is not recorded.

**Record, Inactive** A record in any format or medium accessed, referred to, and used infrequently, but retained consistent with retention schedules to meet operating needs or legal requirements. Example: files with retention periods longer than four years.

**Record, Transitory** A record of temporary usefulness in any format or medium having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. Examples: reference copy, previous versions of a final record, emails where recipient is a cc:, all staff emails, meeting notifications, routine requests for information or publications.

**Record, Vital** A record fundamental to the functioning of the district. Vital records contain information necessary to recreate the district's legal and financial status and preserve the rights and obligations of stakeholders, including elected officials, employees, patrons and residents. Examples: articles of incorporation, insurance policies, accounts payable files.

**Record Series** A basic unit for organizing and controlling files. Series are those file units or documents kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, maintenance or use.

**Records Retention Schedule** A complete listing of all record series for which the district is responsible. A records retention schedule provides the following information about each record series: description of the records, the minimum length of time the record must be maintained (e.g., destroy after six years).

### Roles & Responsibilities

- All district officials, permanent and temporary employees, volunteers, contractors and consultants are required to manage the district's information assets and exercise responsible stewardship of public records.
- The public records officer shall oversee the records management program and

delegate program responsibility for records and information management to appropriate individuals.

- The Records Management Review Committee, led by the public records officer, shall provide high-level management and oversight of the program and ensure the RIM program is maintained and adhered to and updated by recommending/approving staff and system resources.

### Records Retention Schedule

- All district officials, permanent and temporary employees, volunteers, contractors and consultants will refer to the records retention schedule ([Exhibit A](#)) to determine if the information they have is a “record” and if so, determine its retention requirements.
- The Records Management Review Committee will review the record retention schedule every two years unless a change warrants otherwise (e.g., laws change, organizational changes). Any changes to the schedule will require approval by the Archives Division of the Secretary of State’s office.
  - The Committee will address the following topics for each record series:
    - How long should a record be active?
    - When can a record be considered inactive?
    - When can a record be destroyed or archived?
    - How to document actions taken when records are destroyed?

- Permanent Records

Permanent records will be stored in paper form and organized so that it is easily accessible when needed. These records should be stored in an appropriate building/room that ensures safeguarding of the document for historical records.

- Electronic Messages

- Oregon’s Public Records Law (ORS 192.410 to 192.505) applies to electronic messages treating them in the same manner as other types of “public records” without regard to their electronic form.
- The retention of electronic messages is based on content. Reference should be made to Operational Procedure – RIM Electronic Messages (1.04.08A) to determine if an electronic message is a record subject to retention.
- The responsibility to identify and manage electronic messages belongs to the author (if internal) or the first-named or only the district recipient (if external).

- Social Networking Sites

- If posts are made or received in connection with the transaction of the district business, they are public records for records retention purposes and must be retained for their retention periods based on their content. The district is retaining these records through Archive Social accounts with the Community Relations team.
- If the posts are simply copies of records the district is already retaining (such as links to publications) then the posts may be considered transitory



records and retained accordingly.

- Legal Holds
  - Records on hold because of an active or anticipated lawsuit, audit or regulatory inquiry must be retained even if its retention period has expired.
  - Once the legal hold has been released, held records would follow the regular document retention policies and procedures. For example, if a record is usually destroyed after five years and the record under the hold is five years old or older, that record can be destroyed immediately.

### Storage

- On-site
  - All active district records may be stored in the district facilities. No district records may be stored with non-district entities unless specific approval has been granted by the Records Management Review Committee.
- Off-site
  - The district shall store security copies of vital electronic records systems off the premises where the system is used, along with any system documentation necessary to enable recovery of the system in the event of an emergency.
  - The district records may be stored with RIM-approved vendors.
  - Individual departments cannot enter into contractual relationships with storage vendors.
  - The district records stored in third-party systems shall comply with all district policies and standards for electronic records including but not limited to: security, access, the ability to properly destroy records, and the ability to export the data while maintaining record integrity and authenticity.
- Electronic
  - All records must remain usable to meet retention requirements even if an information system is upgraded or terminated.
  - Hard drives
    - Local hard drives (computer desktop) are not to be used for the storage of district records as it is not a viable preservation strategy since records could be wiped out in the event of virus, exposure to moisture or temperature extremes or disk defect. This type of information must be stored in a repository accessible by employees with appropriate authorization. Employees must maintain the content they save to hard drives and file shares.
  - Private devices and/or accounts
    - If records relate to the work of the district, then it does not matter if the device or account involved is the district-owned or personally owned; the records are public records. The district records created or received on private devices (personal computers, phones and tablets) should be moved to a district -owned system or network within 10

- business days and removed from personal devices.
- Personal accounts should only be used in emergency circumstances.
- The user must realize that these private accounts and devices may be subject to discovery in the event of litigation, disclosure in a public records request, and retention requirements.
- Portable devices (such as Flash Drives, portable hard drives)
  - Portable devices are not appropriate storage containers and not to be used for records storage as portable media deteriorates and becomes obsolete.
  - Portable devices may be used to transport electronic records from one system to another when they cannot be moved electronically.
  - Any records received on a portable device should be moved to a district-owned system or network within 10 days.
- Public Clouds
  - Individual departments cannot enter into contractual relationships with public cloud storage vendors.
  - The IT Manager will determine an appropriate public cloud storage system through the standard procurement process.
  - The district will use vendors who deliver solutions that meet the following requirements:
    - Both the district and the cloud-computing vendor must declare the type of data that they might transfer back and forth because of their relationship. A contract must have clear terms that define the data owned by each party. The parties also must clearly define data that must be protected.
    - The contract must specifically state what data the district owns.
    - The contract must specify how the cloud-computing vendor can use district data. Vendors cannot use district data in any way that violates the law or district policies.
    - The contract should specify an exit strategy for disengaging from the vendor or service and integrating the service into business continuity and disaster recovery plans. The district must determine how data would be recovered from the vendor.

### Destruction

- Active or Inactive Records
  - In keeping with records management standards, district active and inactive records should be maintained within the minimally established retention periods.
  - Under no circumstance should duplicates or drafts be retained longer than the final versions of the records. When records are approved for destruction, all copies in all media and formats should also be destroyed.
  - The public records officer will store a final destruction list report for paper and electronic records listing what records were destroyed, type and

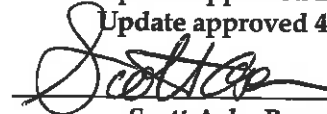
quantity of media being destroyed, destruction dates and who authorized the records destruction. These lists will be provided by the individuals that are destroying the records.

- **Transitory Records**
  - Transitory records may be disposed of when no longer of value. Timely disposal of transitory records facilitates efficient use of resources as storage and management requirements for these records is thereby minimized.
  - Disposing of transitory records does not require authorization; if in doubt, discuss with your supervisor or the Public Records Officer.
- **Methods for Destruction**
  - Records shall only be disposed of through means which render them unreadable, including secure shredding or secure electronic erasure.
  - Records not containing either confidential or personally identifiable information may be recycled.

#### Departing Employees

- Supervisors have custodial responsibility for the records and district resources under the control of their subordinates. Supervisors will work with departing employees (if available) to review their records to determine what records need to be reassigned or destroyed per the records retention schedule.



  
Scott Asla, Board Chair

## **GENERAL INFORMATION**

In accordance with state law, ORS 166-030-0027, the district is required to retain and archive a variety of public records, documents and materials. Additionally, the district is required to have an Archive Policy in place to direct the management and storage of public records which is administered by a records manager.

As defined by ORS 192.005(5) "Public record" (a) means any information that:

- A. Is prepared, owned, used or retained by a state agency or political subdivision;
- B. Relates to an activity, transaction or function of a state agency or political subdivision; and
- C. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

## **POLICY**

The Archive Policy defines a retention and disposition schedule and identifies the specific public records and materials to be retained by category. The categories are set out by the Oregon State Secretary of State, Archives Division. While the district's Archive Policy generally follows the state definitions of public records, there are types of documents and materials referenced by the state that do not pertain to the district's business or function, and therefore, the district's policy has been adjusted accordingly.

## **DOCUMENT MANAGEMENT**

The management of the district's public records, documents and materials is administered by the Executive Assistant. Staff is provided with categorical information drawn from the Archive Policy that is specific to their area of responsibility. Each department is responsible for retaining documents they have created or obtained in the course of their work that are deemed public records. When documents are archived, they are labeled at the time they are placed in storage to identify the type of document, and potential disposition date. The Executive Assistant reviews the stored documents annually, arranges for disposition and maintains records of the date stored, type of document, and date the documents are destroyed. The documents are sent out to a local company for shredding.



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**Public Records Retention and Disposition Authorization (Local Agencies)  
166-030-0027**

Authorization for destruction of public records by local agencies must be obtained as follows:

1. No authorization is required to destroy materials which are excluded or exempt by statute from the definition of public records. (ORS 192.005(5), 192.170)
2. An applicable General Schedule published in OAR Chapter 166, or a Special Schedule approved by the State Archivist, establishes the appropriate retention and disposition for local District records. A local District may destroy public records which have met the terms and conditions of their scheduled retention period, subject to the prior audit requirements of OAR 166-030-0041 and any suspension ordered under the provisions of OAR 166-030-0045. Unless otherwise stated, a retention period shall be calculated from the date the public record was created.
3. Notwithstanding any retention period listed in a General Schedule, no public record created in or prior to 1920 shall be destroyed without the express written permission of the State Archivist.
4. Specific approval from the State Archivist by means of a Special Schedule is required to dispose of public records which are not listed in an applicable General Schedule found in these rules. Instructions on creating Special Schedules are available from the State Archivist.
5. A Special Schedule approved for an individual local District shall supersede an applicable General Schedule, insofar as it applies to the same public record.
6. Special Schedules approved after January 1, 1987, shall have an expiration date set by the State Archivist.
7. Notwithstanding any retention period listed in a General Schedule or Special Schedule, no public records listed on the Oregon Historical Records Inventory shall be destroyed. Copies of lists of records on the Oregon Historical Records Inventory are available from the State Archivist.

Stat. Auth.: ORS 192 & ORS 357

Stats. Implemented: ORS 192, 357.855, 357.895

Hist.: OSA 3-1988, f. & cert. ef. 10-20-88; OSA 3-1992, f. 4-3-92, cert. ef. 4-6-92; OSA 6-1994, f. & cert. ef. 8-29-94; OSA 1-1995, f. & cert. ef. 5-31-95; OSA 3-1996, f. 4-9-96, cert. ef. 4-15-96



## Bend Metro Park & Recreation District Archive Policy

**Specific to Parks and Recreation  
(OAR 166-150)  
(Stat. Auth.: ORS 192 & ORS 357)**

This General Schedule is applicable to the parks and recreation records of special districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027\* before disposing of records:

1. **Chemical Application Records:** Documenting the application of chemicals such as pesticides, herbicides, and fertilizers to parks and other property. Information usually includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate. (Retention: 3 years after application)
2. **Credit Slips:** Issued to citizens who have withdrawn from District sponsored classes or activities and are due credit for all or part of fees paid. Information usually includes name of class or activity, date, expiration date, name and address of citizen, and related data. (Retention: 3 years after credit expired or redeemed).
3. **Park and Facility Inspection Records:** Documenting periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance. Includes inspections of play equipment, lighting, sidewalks, restrooms, storage areas, picnic tables, swimming pools, and other property and equipment. Records often include inspection worksheets or checklists, reports, and related documents. Information includes property or equipment location and description, type of inspection, recommended repair, dates of inspection, and other data. (Retention: 2 years).
4. **Park and Facility Use Permits:** Issued to individuals or organizations for special uses of parks and facilities. Examples include fun runs, bicycle races, events with more than a specified number of participants, events including amplified sound, and those at which alcoholic beverages will be served. May also include other special use permits such as for the use of metal detectors and other equipment on park property. (Retention: 2 years after denial, revocation, or expiration of permit).
5. **Parks and Recreation Board Meeting Records:** Official records of the boards, commissions, or advisory councils that oversee or advise parks and recreation as well as senior service functions of the District. May include minutes, agendas, exhibits, resolutions, staff reports, indexes, tape recordings, and significant correspondence and memoranda. Subjects often include projects, land acquisition, grant funding, costs, maintenance, staff, and others. (Retention: Minutes, exhibits, resolutions, and indexes, Permanent; Tape recordings of meetings, 1 year).
6. **Participant Registration and Attendance Records:** Documenting registration and attendance of participants in various District sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, and related documents. Information usually includes name, dates, and times of class or activity, fee paid, and name, address, phone number, and

signature of participant. Further information may include pertinent medical data, date of birth, signature of parent or guardian, and more. (Retention: 3 years).

7. **Rental and Loan Records:** Documenting the rental or loan of District owned facilities or equipment. Examples include short term rental of facilities and structures as well as rental or loan of sports equipment, tools, gardening implements, and other items. Records often include applications, calendars, lists, receipts, and related documents. Information usually includes name, address, and phone number of renter or borrower, description of facility or equipment, date and time rental or loan expires, signature, and other data. (Retention: 3 years).
  
8. **Swimming Pool Operation & Maintenance Records:** Documenting the operation and maintenance of District swimming pools. Information includes results of pool water quality tests described in OAR 333-060-0200(3), date and time of filter backwash, dates during which the pool was emptied and/or cleaned, and periods of recirculation equipment operation and/or malfunction and repair. May also include records documenting inspection and maintenance of safety equipment. (Retention: 2 years after facility closes).

**Administrative  
(OAR 166-150-0005)**

This General Schedule is applicable to the administrative records of special Districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Activity and Room Scheduling Records:** Records documenting scheduling and reservations related to public participation and use of various District activities, events, classes and facilities. Includes schedules, logs, lists, requests, and similar records. (Minimum retention: 1 year)
2. **Activity Reports:** General daily, weekly, monthly, or similar reports documenting the activities of employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (Minimum retention: 2 years)
3. **Annual Reports:** Documenting the program or primary functional activities and accomplishments of the District for the previous year. These are often compiled from monthly, quarterly, or other subsidiary activity reports. Usually includes statistics, narratives, graphs, diagrams, and similar information. (Minimum retention: Permanent)
4. **Audit Records, Internal:** Reports documenting the program or primary functional activities and accomplishments of the District for the previous year. These are often compiled from monthly, quarterly or other subsidiary activity reports. Usually includes statistics, narratives, graphs, diagrams, and similar information. (Minimum retention: 10 years)
5. **Calendars and Scheduling Records:** Documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. This applies to records that contain significant information that is not summarized or otherwise included in reports or similar documents. *Calendar and Scheduling information written in personal day planners or recorded on handheld electronic organizers (i.e. Palm Pilots) may be public records under ORS Chapter 192. Information contained in electronic organizers is subject to the same retention as the paper record unless the information is kept in another format for the duration of the retention period.* (Minimum retention: 1 year)
6. **Citizens Awards:** Awards presented by the District to honor volunteers for civic contributions. May include award nominations, award certificates, presentation or ceremony records and photographs, lists of past recipients, and related records. Some records in this series may have historic value. *For appraisal assistance contact the Oregon State Archives.* (Minimum retention: 6 years)

7. **Contracts, Leases, and Agreements:** Documents the duly executed and binding contractual agreements between the District and other parties. May include contracts, exhibits, bid documents, change orders, proposals, and significant related correspondence. Types of contracts include purchase of equipment and supplies, interDistrict, personal service, capital construction (documenting building construction, alterations, or repair), grant funding, and others. Information in contracts usually includes contract number, certificate of required insurance, dates, terms, parties involved, period covered, and signatures. (Minimum retention: (a) Construction contract records: 10 years after substantial completion, as defined by ORS 12.135(3); (b) Collective bargaining contract records: Permanent (c) Other contracts, leases and agreements: 6 years after expiration) *Caution: Agencies who enter into contracts with the federal government must ensure that their contracts and agreements meet federal requirements specified in the Code of Federal Regulations.*
8. **Correspondence General:** Records that: 1. Document communications created or received by the district AND 2. Directly relate to the district's programs or administration and 3. Are not otherwise specified in the district Archive Policy (OAR 166-150) or in ORS 192.170. Records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directors for action, and information about contracts, purchases, grants, personnel and particular projects or programs. File with the associated program or administrative records. (Minimum retention: 1 year. (Communications not meeting the above criteria do not need to be filed and may be retained as needed).)
9. **Correspondence, Policy and Historical:** Correspondence, memoranda, and similar records that state or form the basis of policy, set important precedents, or record historic events related to the District. Includes letters sent and received, memoranda, notes, reports, studies, and other records. SEE ALSO other correspondence series for records that do not document policy or historical events. (Minimum retention: Permanent)
10. **Correspondence, Program:** Correspondence, memoranda, and similar records that document and add significant information to the program or primary functional responsibility of the District. Includes letters sent and received, memoranda, notes, and other records related to specific programs or primary functions. SEE ALSO Correspondence, General for correspondence and similar records that do not add significant information to a program or primary function of the office. (Minimum retention: Retain for the same period as the program or functional record series to which it relates (e.g., Civil Case Files, Insurance Policy Records, etc.)
11. **Drafts and Worksheets:** Records of a preliminary or working nature that do not represent significant steps in the preparation of final copy documents. Includes informal notes, preliminary drafts of letters, memoranda, reports, worksheets, and related records. Worksheets or similar records prepared solely for the purpose of facilitating the input of information into a computer may be considered part of this record series, if not subject to audit requirements. Also includes computer outputs used only to verify information entered into a computer and not considered final copy documents after this use. (Minimum retention: Retain as needed)

12. **Intergovernmental Agreements:** agreements entered into by the District with the state, school districts, service districts, city, or other governmental units. Often refers to jointly providing services and sharing facilities or equipment. Major agreements usually set funding responsibilities, fee apportionment, duration of agreement, rights to terminate agreement, and transfers of property, personnel, and employment benefits. Also includes intergovernmental agreements for common services equipment maintenance, etc. (Minimum retention: (a) Significant and historic agreements: Permanent (b) Other agreements: 6 years after expiration.
13. **Legislative Tracking Records:** Series used to monitor legislation that may have an impact on the District's current operations or policies. Records include concept statements, proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, committee reports, agendas, and correspondence. (Minimum retention: 2 years)
14. **Lobbyist Records:** Records document lobbyist and lobbyist employer activities and are used to report to report those activities to the Government Standards and Practices Commission. Records may include but are not limited to expenditure reports, registration statements, termination records, guidelines and correspondence. (Minimum retention: (a) retain expenditure reports 4 years (b) retain all other records 5 years after last activity)
15. **Mailing Lists:** Compiled to facilitate billing, community outreach, and other functions of the District. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data. (Minimum retention: Until superseded or obsolete)
16. **Meeting Records, Governing Body:** Records documenting the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710), that is under District jurisdiction. These typically consist of boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, tape recordings, and related documentation and correspondence. SEE ALSO Meeting Records, Staff and Meeting Records, Board, Commission, and Committee in this section. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in District records): Permanent; Executive Session minutes: 10 years; (b) Audio or visual recordings: 1 year after minutes prepared; (c) Other records not pertinent to minutes: 5 years)
17. **Meeting Records, Staff:** Records documenting meetings within government that are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer retention periods if the subject matter of the meeting adds significant information to that series. (Minimum retention: 2 years)
18. **Mitigation Program Records:** Records document the establishment and maintenance of the District mitigation programs, plans, and procedures. Records may include mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of District facilities, project reports, hazard mitigation grant records, and related documentation, which may include capital improvement records. SEE ALSO the Emergency Management section. (Minimum retention: (a) Adopted plans: Permanent (b) Other records: for the life of the structure)

19. **News/Press Releases:** Prepared statements, announcements, news conference transcripts, and similar records issued to the news media. Subjects include the adoption of new programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Also may include news releases announcing routine events or actions carried out within the scope of existing policies. (Minimum retention: (a) policy and historic news/press releases: Permanent; (b) Routine news/press releases: 2 years)
20. **Notary Public Log Books:** Records documenting notarial transactions completed by a notary public and employed by the District. Agencies may retain logbooks by agreement with the notary after their separation from employment. *Agencies retaining notary public log books without notary agreements should consult their legal counsel and/or the Secretary of State, Corporation Division for retention instruction.* (Minimum retention: 7 years after the date of commission expiration.)
21. **Oaths of Office:** signed oaths taken by various elected and appointed officials before discharging duties of office. Information typically includes date, name, office held, text, and signatures. (Minimum retention: 6 years after most recent oath)
22. **Ordinances:** Legislative action of the District to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. Ordinances typically include a title, preamble, ordaining clause, subject clause, penalty for violation (when applicable), effective date, authorizing signature and seal. May also include indexes, calendars, and documentation presented to support action. SEE ALSO Meeting Records, Governing Body. (Minimum retention: Permanent)
23. **Organizational Records:** Documenting the arrangement and administrative structure of the District. Includes charts, statements, studies, and similar records. May also include studies to determine the merit and feasibility of reorganization plans, as well as other major studies related to the administrative hierarchy. (Minimum retention: 2 years after superseded)
24. **Permit and License Record:** District issued records documenting District review, background investigations, recommendations and other actions related to permits and licenses issued for various activities not specified elsewhere in this general schedule. (Minimum retention: 3 years after expiration, revocation, or denial)
25. **Planning Records:** Series documents long-range plans and the development of the District's mission statement and work objectives. Records include strategic plans, mission statements, preliminary drafts, work notes, and related correspondence. (Minimum retention: (a) Mission statements and plans: 20 years; (b) Other records: 5 years)
26. **Policy and Procedure Guidelines and Manuals:** Written instructions, rules and guidelines in manual form documenting current and past authorized District policies and procedures. Used for new employee orientation and for ongoing reference. Also useful in establishing past policies or procedures in liability cases, personnel disputes and other instances. Manuals for other sources should be retained as needed or as mandated by a specific regulating body (federal or state, District, etc.) Minimum retention: Permanent

27. **Policy Statements and Directives:** Series documents review, assessment, development, and authorization of the District's policies and procedures. Records may include authorizing bulletins and advisories, mission and goal statements, manuals, and final policy statements and directives. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. (Minimum retention: 20 years after superseded)
28. **Postal Records:** Documenting transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items. (Minimum retention: 3 years)
29. **Professional Membership Records:** Records documenting institutional or District-paid individual memberships and activities in professional organizations. (Minimum retention: 3 years)
30. **Program Accreditation Records:** Records document the evaluation, certification, and accreditation of an agency by program by a nationally or getionally recognized accrediting organization AND are not otherwise specified in this general records retention schedule (OAR 166 Division 150). Records may include but are not limited to self-evaluation reports; reports sent to accrediting organization; statistical data; evaluation reports; final accreditation reports and certifications; and related documentation and correspondence. Some records in this series may have historic value. SEE ALSO Professional Membership Records in this section. Minimum retention: Retain current and one previous accreditation cycle.
31. **Public Notice Records:** Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. (Minimum retention: 3 years)
32. **Publications:** Published records produced by or for the District or any of its departments or programs and made available to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records. (Minimum retention: (a)Policy and historic publications: permanent; (b) All others: until superseded or obsolete)
33. **Reports and Studies:** Records document special reports or studies conducted on non-fiscal aspects of District's programs, services, or projects, compiled by District personnel, or by consultants under contract *that are not noted elsewhere in this schedule.* Includes final report distributed either internally or to the other entities and the work papers used to compile the report or study. (Minimum retention: 5 years)
34. **Requests and Complaints Records:** Documenting complaints or requests concerning a variety of District responsibilities not specified elsewhere in this general schedule. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. *(If a specific request or complaint is listed in another records series under a functional area in this general schedule, the retention period specified in that functional area supersedes the retention period listed in this series.)* (Minimum retention: 2 years after last action)



35. **Resolutions:** formal statements of decisions or expressions of opinions adopted by the District. Information includes date, number, and text. SEE ALSO Meeting Records, Governing Body. (Minimum retention: Permanent)
36. **Scheduling Records:** Records documenting scheduling and reservations related to public participation in and use of various activities, events, classes, and meeting rooms. Includes schedules, logs, lists, requests, and similar records. (Minimum retention: 1 year)
37. **Scrapbooks:** Documenting a chronological or similar record of the District. May contain photographs, newspaper or magazine clippings, commentaries, and other items pertaining to the activities, actions, and reactions of District officials, personnel, and citizens. (Minimum retention: (a) Scrapbooks that record historic events related to the organization or operation of the District: Permanent; (b) Other scrapbooks: retain as needed)
38. **Security Records:** Series documents security provided for District buildings and grounds. Records include security logs, sign-in sheets, security reports, incident reports, and related records. SEE ALSO Computer System Security Records in the Information and Records Management Section. (Minimum retention: 2 years)
39. **Seminar and Conference Records District Sponsored:** District-sponsored records documenting the design and implementation of District sponsored seminars, conferences, workshops, conventions, and similar gatherings. Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records. For records documenting registration billings and related fiscal actions, see Financial section. (Minimum retention: (a) Significant program records: 5 years; (b) Class enrollment and attendance records: 2 years; (c) Other records: 1 year)
40. **Seminar and Conference Records Non-District Sponsored:** Records documenting non-District sponsored activities of seminars, conferences, workshops, conventions, and similar gatherings not sponsored by the District but attended by District officials or personnel. May include staff reports, instructional materials, recommendations, related correspondence and memoranda, and similar records. (Minimum retention: 2 years)
41. **Signature Authorizations:** Records documenting the authorization of designated employees to sign fiscal and contractual documents. Useful as an aid for management control over expenditures. Information usually includes authorization date, name, sample signature, position, remarks, conditions, and related data. (Minimum retention: 6 years after authorization superseded or expired)
42. **Special District Charters:** Constitution, bylaws and all amendments to District charters approved by voters or the State Legislature. Generally includes original charter, amendments, and related significant records. (Minimum retention: Permanent)
43. **Special Event and Celebration Records:** Documenting District-sponsored celebrations of special and historic occasions such as centennials, pioneer days, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other significant aspects of the celebration. These significant records may include studies, publications, photographs, attendance summaries, final reports, and other significant documents. This

series also includes routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, memoranda, volunteer information, and related records. (Minimum retention: (a) Records documenting significant aspects of the event: permanent; (b) Other records: 2 years after event)

44. **Surveys, Polls, and Questionnaires:** Records documenting the measurement of public opinion by or for the District related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and significant related records. Examples of summaries include studies which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for District service, and other records which distill survey data into summary form. (Minimum retention: (a) Summary reports and abstracts: 3 years; (b) Other records: until summary report is completed or 3 years, whichever is sooner)
  
45. **Work Orders:** records documenting requests and authorizations, according to existing contracts or agreements, for needed services and repairs to District property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records. (Minimum retention (a) Retain work completed by District personnel: 1 year (b) Retain work completed by outside vendors: 3 years)
  
46. **Work Schedules and Assignments:** Records documenting the scheduling and assigning of shifts, tasks, projects, or other work to District employees. Useful for budget and personnel planning and review, assessing employee work performance, and other purposes. May include calendars, schedules, lists, charts, rosters, and related records. (Minimum retention: 5 years)

**Assessment and Taxation Records**  
**166-150-0015**

This General Schedule is applicable to the administrative records of special Districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Appraisal Records:** Record of land and building appraisals including all elements used to determine the value of the property. May include property identification number and legal description, owner name and address, diagram cards, appraisal activity log, current value, remarks, sales and building permit history, roll value history, sketch notes, appeal history, construction detail, improvement valuation, land valuation, and special use valuation. Also may include records documenting valuation by year. (Minimum retention: 12 years)
2. **Taxing District Records:** Notification to the Assessor from the District to levy taxes. Includes records received from Districts such as notifications to levy taxes, categorizations of levies, resolutions from governing body to levy taxes, detail budgets, and public notices. Also may include tax rate computation sheets and other records used or created by the Assessor in calculating the tax rates. (Minimum retention: (a) Notice of property tax levy and certification of categorization: 6 years (b) All other records: 2 years)

**Building**  
**166-150-002**

This General Schedule is applicable to the administrative records of special Districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Building Records:** Documents building configuration and may also document real property equipment installed, hazardous chemicals used, radiation hazards housed in the building, and emergency response procedures. Records may include as-builts, remodeling, major repair, and engineering blueprints, chemical identification data, and safety materials such as copies of Material Safety Data Sheets (MSDS). (Minimum retention: life of structure)
2. **Building Plans, Publicly-Owned Structures:** Blueprints and specifications submitted by building contractors or government agencies applying for a permit to construct government buildings. Used for enforcement of building codes and reference for later modifications. Includes Specifications of type, grade, and brand of materials used as well as details related to temporary facilities, job cleanup, deadlines, and other conditions. May also include change orders or plan modifications submitted after permit approved. (Minimum retention: (a) If permit issued and structure completed: for the life of the structure (b) If no permit issued: 180 days (c) If permit issued, but structure not started, completed or permit expired: 180 days after expiration date)
3. **Certificate of Occupancy Certificates:** Recognizing compliance with the minimum standards set by state and local laws for structures. Usually includes building name and location, city or District, occupancy, classification, load limit, date issued, and fee. Minimum retention: For the life of the structure)

## Emergency Management Records 166-103-0015

This General Schedule is applicable to the records of special districts relating to emergency preparedness and actions during an emergency. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Alert and Notification Records:** Documenting any written emergency warnings/notifications issued by the District, the Oregon Emergency Management Division, National Oceanic and Atmospheric District (NOAA), or the Federal Emergency Management District (FEMA). Subjects may include landslides, earthquakes, windstorms, floods, fires, and other hazards. (Minimum retention: 30 days)
2. **Civil Preparedness Guidance (CPG) and State and Local Guide (SLG) Records:** Issued by the Federal Emergency Management District (FEMA) to provide guidance to state and local agencies on appropriate elements of emergency management programs. These guidelines (known as CPGs or SLGs) provide mandatory policies and procedures for federally funded emergency management programs. (Minimum retention: Until superseded or obsolete)
3. **Disaster Preparedness Planning and Recovery Records:** Documenting plans and procedures for the continuity of government in case of a major disaster which has destroyed or compromised the operations of the District. Components of the recovery plan include, but are not limited to, physical plant repair and restoration; equipment restoration; electronic data restoration including steps to reload data, recover data, and reconnect networks; reestablish telephone connections; essential records protection; and related procedures and needs dealing with risk management, public relations, and financial issues. (Minimum retention: Until superseded)
4. **Emergency Exercise Records:** Documenting emergency training exercises performed on a regular basis, as required by the State and Local Assistance and Emergency Management Assistance Programs. Documentation usually includes statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up actions reports, lists of players, and names of controllers and evaluators. (Minimum retention: 4 years after annual or final expenditure report submitted)
5. **Emergency and Disaster Incident Records:** Documenting actions taken with respect to emergency planning and response activities during and after emergency incidents. Used for planning, analysis, and reference. Types of incidents may include floods, storms, hazardous material releases, fires, public utility failures, earthquakes, and others. Records often include photographs, damage reports, response reports, incident action plans, resource ordering and tracking records, financial documentation, logs, messages, notes, and related documents. (Minimum retention: (a) Designated or declared emergencies: Permanent; (b) Non-designated emergencies: 5 years)
6. **Emergency Management Assistance Activity Reports:** reports documenting the District's emergency management work plan. These are created on a quarterly basis as required by the Federal Emergency Management District (FEMA). The reports provide a narrative of emergency management program elements that were accomplished annually, along with supporting documentation (samples of

completed work). Subjects include personnel, equipment, current projects, progress reports, training, and others. (Minimum retention: 3 years after annual or final expenditure report submitted)

7. **Emergency Management Assistance Expense Records:** Documenting a breakdown of the District's emergency management program expenses that are eligible for federal matching funds under the Emergency Management Assistance (EMA) program. Summaries are submitted to the Oregon Emergency Management Division annually. They identify the broad categories of emergency management program expenditure as "Personnel, Travel, and Other." Records include appropriate Federal Emergency Management District (FEMA) forms, copies of EMA checks issued by the state to the District as part of the pass-through funding procedure, and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted)
8. **Emergency Management Assistance Fiscal Reports:** Records documenting fiscal reports submitted to Oregon Emergency Management Division, to receive federal matching funds under the Emergency Management Assistance (EMA) program. Reports document all funds spent by the District on emergency management functions. Records include appropriate federal forms and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted)
9. **Emergency Management Assistance Staff Pattern Records:** Documenting the District's personnel involved in the emergency management program. It is submitted annually to the Oregon Emergency Management Division and is the basis for determining eligibility for funded staffing support for Emergency Management Assistance jurisdictions. Records include appropriate Federal Emergency Management District (FEMA) forms and related documents. (Minimum retention: 3 years after annual or final expenditure report submitted)
10. **Emergency Management Board Meeting Records:** Records documenting the proceedings of the boards, commissions, or advisory councils that oversee or advise emergency management functions in the District, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). May include minutes, agendas, exhibits, resolutions, staff reports, indexes, tape recordings, and related documentation and correspondence. Subjects often include training, emergency assistance requests, systems development, policies and procedures, technical advances, and others. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in District records): permanent; (b) Audio or visual recordings: 1 year after minutes prepared; (c) Other records: 5 years)
11. **Emergency Operations and Management Plans Records:** Documenting the development, implementation, and updating of emergency operations and management plans. The plans are required by the federal government as part of a Comprehensive Cooperative Agreement (CCA) and must be reevaluated and updated at least every four years. Records often include adopted plans, notes, outlines, drafts, correspondence, and related documents. SEE ALSO Disaster Preparedness Planning and Recovery Records in this section. (Minimum retention: (a) Adopted plans: permanent; (b) Other records: 3 years after annual or final expenditure report submitted)
12. **Hazard Analysis Records:** Documenting potential natural and man-made hazards in an area. The Federal Emergency Management District (FEMA) requires documentation for federally funded Emergency Management Assistance jurisdictions. Types of hazards include earthquakes, droughts, fires, floods, nuclear incidents, and others. Records include government forms and related documents.

Information includes geographic descriptions of locations, definitions of hazards, vulnerability identifications, hazard histories, potential maximum threats, probabilities, and related data. (Minimum retention: 30 years)

13. **Hazard Shelter Records:** Documenting the condition of buildings designated to be used as hazard shelters in case of emergency. Used for emergency planning and reference. Records may include documents issued by federal and state emergency management agencies, as well as related materials such as sketches and photographs. Information usually includes address, building name, structural dimensions, building composition, potential occupancy, inspection results, and related data. (Minimum retention: Until superseded or obsolete)
14. **Resource Lists:** Documenting emergency resources such as manpower, equipment, supplies, and services. Includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names. (Minimum retention: Until superseded or obsolete)



## Equipment and Property Records 166-150-0105

This General Schedule is applicable to the equipment and property records of the District. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule before disposing of records.

1. **Annexation Records:** Documenting the annexation of areas into boundaries. Used to fulfill legal requirements and document the acquisition process. May include staff reports, petitions, service District withdrawal records, surveys, boundary commission recommendations and judgments, census reports, franchise notices, maps, and important related correspondence and memoranda. (Minimum retention: Permanent)
2. **Building Records:** Documents building configuration and may also document real property equipment installed, hazardous chemicals used, radiation hazards housed in the building, and emergency response procedures. Records may include as-builts, remodeling, major repair, and engineering blueprints, chemical identification data, and safety materials such as copies of Material Safety Data Sheets (MSDS). (Minimum retention: Life of structure)
3. **Damaged/Stolen Property Records:** Used to prepare reports relating to damaged or stolen property. Records may include yearly risk report, restoration fund inventory report, policy manual, property transfer report, self-insurance manual, real property report, money and negotiable securities report and a general risk survey. (Minimum retention: 4 years)
4. **Deeds to District-Owned Land:** Recorded evidence of District ownership of public lands and right-of-ways. Exhibits may include maps and legal descriptions, title transfers, and significant related correspondence. Information typically includes a description of property, signatures of previous owner and District representative, and date of transfer. (Minimum retention: Permanent)
5. **Easements:** Recorded grants by property owners to the District for the use of private property for public uses. Examples consist of street, utility, bikeway, sewer, storm drain, and landscaping easements. May include maps or other exhibits. Information includes property owner's name and signature, location of property, type of easement, terms, and date of signing. (Minimum retention: (a) Retain easements recorded as part of County Clerk's Public Recordings: Until property no longer owned by the district (b) Retain easements not recorded with the county clerk: Permanently)
6. **Equipment Maintenance Records:** may include purchase orders, lease agreements, warranties, vendor statements, service contracts, charge call bills, fax activity reports, property disposition requests, invoices for equipment repair, purchase request forms, and memoranda. SEE ALSO Vehicle Maintenance Records in this section. (Minimum retention: 1 year after equipment disposed of)
7. **Equipment/Property Disposition Records:** series documents the location, use, and transfer of District-owned property and equipment. Records may include expendable property inventory listings, property disposition requests and notices, equipment transfer memoranda or forms, warranties, and correspondence. (Minimum retention: 4 years)

8. **Fuel Records:** records documenting the amount of gasoline, diesel, and oil used by agency owned vehicles. Often includes logs, reports and related documents. (minimum retention: 2 years)
9. **Inventory Records:** records of expendable and non-expendable District property or assets. Examples include but are not limited to buildings, real estate, vehicles, equipment, furniture, and supplies. Information often contains asset number, description, purchase order number, location of asset, date received, purchase price, replacement cost, depreciation, and related data. This record series applies to routine property control inventories. See Grant Records series for inventories of property purchased with grant funds. (Minimum retention: (a) Non-expendable property: 3 years after superseded; (b) Expendable property: 3 years or until superseded, whichever is longer)
10. **Property Dedication Records:** dedication of private property for public uses such as transportation facilities (streets, sidewalks, bikeways) and parks. May include dedication agreements, maps, correspondence, and important related materials. (Minimum retention: Permanent)
11. **Property Disposition Records:** Records documenting disposition of District-owned non-real property, usually through public auction, competitive bidding, or destruction. Information often includes date, department, description of item, value, disposition, reason for disposition, condition, and authorization. SEE ALSO Real Property Transaction Records in this section and Grant Records in the Financial Records section for documents related to the disposition of real property. (Minimum retention: 3 years after disposition of property)
12. **Property Vacation Records:** Property vacations, including streets, alleys, easements, public utilities, subdivisions, and right-of-ways. May include petitions to vacate, maps, descriptions of property, staff reports, approval orders, and related significant correspondence. (Minimum retention: Permanent)
13. **Real Property Transaction Records:** Records documenting acquisitions, disposition, and reallocations of real property and right-of ways by the district for urban renewal projects, parks, sewers, streets, water lines, traffic signals, and other reasons. Records may include offer letters, options, agreements of short duration, staff reports, appraisal reports and reviews, inspection reports, letters of transmittal, summaries, and related records. SEE ALSO Deeds to District-Owned Land. Minimum retention: 10 years after substantial completion)
14. **Technical Manuals, Specifications, and Warranties:** Owners manuals and warranties for District-owned vehicles and equipment. Manuals often include specifications, operating instructions, and safety information. Warranties include terms of coverage for repair or replacement of equipment. (Minimum retention: (s) Manuals: Until disposition of vehicle or equipment (b) Warranties: Until expiration)
15. **Vehicle Maintenance Records:** Series documents District's fleet maintenance. Records may include maintenance and repair logs, maintenance requests and work orders, gas slips, repair notices and authorizations, and related correspondence. (Minimum retention: 2 years after vehicle disposed of)
16. **Vehicle Title and Registration Records:** Records documenting ownership and registration of all District vehicles with the Oregon Division of Motor Vehicles. (Minimum retention: (a) Retain titles until vehicle is sold or disposed of (b) Retain registration records until superseded or disposition of vehicle)

17. **Vehicle Usage and Expense Records:** Records documenting usage and expenses associated with District-owned vehicles. Used for maintenance, budgeting and planning. Information may include vehicle number, make, and model, beginning and ending mileage, driver's name and signature, fuel used, repairs needed, and other data. (Minimum retention: 3 years)
  
18. **Waivers of Remonstrance Agreements:** made by private citizens/property owners to forego their rights to remonstrate (oppose/protest) against certain District actions in exchange for other considerations. Waivers usually include name and signature of grantor, location of property, purpose of document, date, and signature of District representative. (Minimum retention: 6 years after expiration)

## Financial Records 166-150-0110

This General Schedule is applicable to the financial records of special districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-30-027 before disposing of records.

**Note:** Inclusion of a record series in this schedule does not require the series to be created. If a record is created electronically, it can be retained in electronic format only as long as the retention period is 99 years or less.

1. **Accounts Payable Records:** Records documenting payment of District bills for general accounts excluding grants. Includes reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and similar records. SEE ALSO Grant Records in this section for records documenting expenditure of grant funds. (Minimum retention: 3 years)
2. **Accounts Receivable Records:** Documenting revenues owed to the District by vendors, citizens, organizations, governments, and others to be credited to general accounts excluding grants. Also documents billing and collection of moneys. May include reports, receipts, invoices, awards, logs, lists, summaries, statements, and similar records. Information often includes, receipt amount, date, invoice number, name, account number, account balance, adjustments, and similar data. (Minimum retention: 3 years after collected or deemed uncollectable)
3. **Appraisal Records:** Records of land and building appraisals including all elements used to determine the value of the property. May include property identification number and legal description, owner name and address, diagram cards, appraisal activity log, current value, remarks, sales and building permit history, roll value history, sketch notes, appeal history, construction detail, improvement valuation, land valuation, and special use valuation. Also may include records documenting valuation by year. (Minimum retention: 12 years)
4. **Audit Reports:** Records documenting annual audits of the financial position of the District conducted by external auditors in accordance with statutory requirements described in ORS 297.405 through 297.555. Subjects include accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations of other public bodies pertaining to the financial condition or operation of the District. Information includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data. (Minimum retention: Permanent)
5. **Balance Status and Projection Reports:** Reports created for internal use documenting the status of funds, bank accounts, investments, and other accountings of District funds. Includes budget allotment and fund reconciliation reports. Also includes projection records related to future receipts and disbursements. Reports are generated on a daily, weekly, monthly, quarterly or similar basis. Information includes date, account balances, type and summary of activity, and related data. (Minimum retention: 3 years)

6. **Bank Transaction Records:** Documenting the current status and transaction activity of District funds held at banks. May include account statements, deposit and withdrawal slips, checks, and related records. Information includes bank and account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and related data. (Minimum retention: 2 years)
7. **Bond Authorization Records:** Documenting the authorization to finance improvements through bonded indebtedness. Includes authorizations, supporting financial documents, bond ratings, sample copies of bonds issued, and related records. (Minimum retention: 2 years after final payment)
8. **Bonds Issued Registers:** Or similar records documenting all District bond issues and related information. Useful for ensuring accurate information about the overall indebtedness of the District. Information often includes bond number, date paid, place of payment, maturity date, date registered, and related data. (Minimum retention: 2 years)
9. **Budget (Adopted):** Records documenting the final annual financial plan approved by a governing body for all District expenditures. Information may include budget message, financial summaries, revenues and expenditures, operating programs, debt service, position and wage analysis, overhead allocations, organization charts, previous actual and budgeted amounts, and related data. (Minimum retention: Permanent)
10. **Budget Committee Meeting Records:** Documenting the proceedings of the committee responsible for reviewing the annual budget proposals of District departments prior to governing body review, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records often include minutes, agendas, exhibits, staff reports, tape recordings, and related documents. (Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in District records): Permanent; (b) Tape recordings of meetings: 1 year; (c) Other records: 5 years)
11. **Budget Preparation Records:** Documenting the preparation of department budget requests presented to the specified governing body. May include staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and similar records. (Minimum retention: 2 years)
12. **Competitive Bid Records:** Documenting the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations. Records may include RFP's and RFI's and provides recorded evidence of accepted and rejected bids. May include bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, requests for proposal, bid advertising records, tally sheets, bid specifications, correspondence, and related records. (Minimum retention: (a) Retain accepted bids: 10 years after substantial completion, as defined by ORS 12.135(3); (b) Retain other accepted bids: 6 years after bid awarded or canceled; (c) Rejected bids and bid exemptions: 2 years)
13. **Correspondence, Financial:** Memoranda, and similar records which add significant information about the financial status of the District. May be useful for audits or for recovering money owed to the District. Includes letters sent and received, memoranda, notes, and related records. (Minimum retention: (a) Accounts receivable correspondence: 2 years after collected or deemed uncollectable; (b) Other correspondence: 2 years)

14. **Financial Impact Analysis Records:** Documenting the financial analysis of various District practices. Useful for planning future budget proposals. Records include reports, studies, worksheets, and similar records. Subjects may include the impact of specific ballot measures, proposals to increase permit fees, sick leave use analysis, and the District's relationship with various utilities. (Minimum retention: 3 years)
  
15. **Financial Reports:** Documenting the general financial condition and operation of the District. Includes information on the value of all District owned property and an accounting of all income and expenditures in relation to the final budget. Records may include monthly, quarterly, annual and similar reports. (Minimum retention: (a) Annual reports: Permanent; (b) Other reports: 3 years)
  
16. **General Ledgers:** Records documenting the summary of accounts reflecting the financial position of the District. Information often includes debit, credit, and balance amounts per account, budget, fund, and department numbers, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, and accounts payable, as well as other data. (Minimum retention: (a) Year end ledgers: 10 years; (b) Other general ledgers: 3 years)
  
17. **Gift and Contribution Records:** Records documenting gifts and contributions given to the District by sources outside of government. Records may include memorial donation records related to money to be used by the District in the name of the individual. Often contains donor and acknowledgment letters, acquisition lists itemizing purchases with contributed money (books, art, equipment, etc.) checks, receipts and related records. Minimum retention: (a) For retention of conditional gift, contribution and donation records: see Contracts and Agreements in the Administrative Records section (b) Retain other records: 3 years)
  
18. **Grant Records:** Document the application, evaluation, awarding, administration, monitoring, and status of grants in which the District is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundation and other private funding sources. Records may include but are not limited to applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; contracts; records monitoring project plans and measuring achievement; equipment inventories; financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation. (Minimum retention: (a) Retain final reports from significant grants to the district: permanent; (b) Records documenting the purchase and/or disposal of real property: 10 years after substantial completion, as defined by ORS 12.135(3), Or 3 years after final disposition, or as specified in agreement, whichever is longer; (c) Retain other grant records: 3 years after annual or final expenditure report submitted and approved or, as specified in the agreement, whichever is longer (d) Retain unsuccessful grant applications: 1 year after rejection or withdrawal)
  
19. **Improvement Records, Administrative and Financial:** Records documenting the non-technical and financial administration of assessable and non-assessable District improvements including local improvement Districts and economic improvement Districts. Records often include affidavits of posting, notices of proposed assessment, certificates of mailing, interested party letters, bid quotes, reports,

and awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related administrative and financial records not located elsewhere in this schedule. (Minimum retention: (a) Assessable improvements: 10 years after substantial completion or 3 years after final payment of assessment by property owner, whichever is longer; (b) Non-assessable improvements: 10 years after substantial completion

20. **Inventory Records:** Inventory records documenting the capitalized assets and expendable property of the District. Examples of capitalized assets may include but are not limited to buildings, real estate, infrastructure assets, vehicles, equipment, and furniture. Examples of expendable assets include office supplies and other small office purchases. Information often contains asset number, description, purchase order number, location of asset, date received, purchase price, replacement cost, depreciation, and related data. This record series applies to routine control inventories. SEE ALSO Grant records for inventories of property purchased with grant funds. For inventories documenting other special uses, see Historic Structure Inventory Records in the Planning and Development Section. (Minimum retention: (a) Retain records of capitalized assets: 3 years after disposal or replacement of asset (b) Retain records of expendable property: 3 years or until superseded, whichever is longer)
21. **Investment Records:** Documenting and tracking various investments made by the District. Often contains bank statements documenting investment information, journal entries, confirmations of purchase of U.S. Treasury Bills, confirmations of deposit in local investment pool, and deposit slips, correspondence, and memoranda related to specific investments. (Minimum retention: 2 years.)
22. **Petty Cash Fund Records:** Records document petty cash activity for the District. Records include requests and authorizations to establish petty cash funds, ledgers, statements, requests for disbursements, copies of receipts and invoices. (Minimum retention: 3 years)
23. **Purchasing Records:** Documenting orders, authorizations, and evidence of receipt of the purchase of goods and services by the District. Includes purchase orders and requests, purchase authorizations, requisitions, contract release orders, material and cost specifications, central stores or printing orders, telephone service orders, and similar records. (Minimum retention: 3 years)
24. **Signature Authorization Records:** Records documenting the authorization of designated employees to sign fiscal and contractual documents. Useful as an aid for management control over expenditures. Information usually includes authorization date, name, sample signature, position, remarks, conditions, and related data. (Minimum retention: 6 years after authorization superseded or expired)
25. **Subsidiary Ledgers, Journals, And Registers:** Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, daybooks, and other account books that provide backup documentation to the general ledger. May include details of revenues, expenditures, encumbrances, cash receipts, warrants, and others. Information often includes date, payee, purpose, fund credited or debited, check number, and similar or related data. (Minimum retention: (a) Year end payroll register: 75 years; (b) Trust fund ledgers: 3 years after trust fund closed; (c) Other subsidiary ledgers, journals, and registers: 3 years)
26. **Travel Records (Employee):** Records documenting requests, authorizations, reimbursements, and other actions related to employee travel. Includes expense reports and receipts, vouchers, requests,



authorizations, and related documents. Retention applies to private vehicle usage as well. Information often includes estimated costs, prepayments, final costs, destination, method of transportation, travel dates, approval signatures, and related data. (Minimum retention: 3 years)

27. **Trust Fund Records:** Records documenting bequests to the District or funds held in trust by the District for specific parties. Used to determine trust fund spending for reporting to trustees. May include wills, other legal documents, expenditure records, chronologies, resolutions establishing trust funds by the District, records documenting subject matter approved for purchase, acquisition lists, and related records. Some records may have historic value. (Minimum retention: 2 years after trust fund closed)
28. **Vendor Lists:** Documenting vendors providing goods and services to the District. Information usually includes vendor name of person or company, address, and phone number, name of contact person, as well as a description of goods or services provided. (Minimum retention: Until superseded or obsolete)

## Information and Records Management Records 166-150-0125

This General Schedule is applicable to the information and records management records of special districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Computer System Maintenance Records:** Document the maintenance of computer systems and are used to ensure compliance with any warranties or service contracts; schedule regular maintenance and diagnose system or component problems; and document systems backups. Records may include but are not limited to computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and procedures, and backup tape inventories, and related documentation. (Minimum retention: (a) records related to system or component repair or service: life of the system or component; (b) records related to regular or essential records backups: 1 year after superseded or obsolete)
2. **Computer System Program Documentation Records:** Document the addition, modification, or removal of software from a computer system. Records usually fall into six categories: 1) records that document operating systems; 2) records that document the in-house creation and modification of application programs; 3) records that document the structure and form of data sets; 4) records that document the use of commercial software packages; 5) records that document the structure of the system; and 6) records that document system-to-system communication. Records may include, but are not limited to: system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation. SEE ALSO Software Management Records in this section. (Minimum retention: (a) Migration plans: until superseded; (b) System structure records: life of system; (c) Other records: 1 year after system superseded)
3. **Computer System Security Records:** Documenting the security of the computer systems. Includes employee access requests, passwords, access authorizations, encryption keys, and related documentation. (Minimum retention: 3 years after superseded)
4. **Computer System Wiring Records:** Documenting the wiring of the computer network system. Includes blueprints or drawings of building computer system wiring, cables, computer equipment connections, and related documentation. (Minimum retention: current plus previous version)
5. **Filing System Records:** Document the establishment, maintenance, alteration, or abolition of filing systems. Records may include but are not limited to include master file lists, organizational charts, program descriptions, and correspondence. (Minimum retention: 3 years after superseded or abolished)

6. **Forms Development Records:** Document the development of new or revised forms. Records may include but are not limited to sample forms, drafts, revisions, form logs/listings, proposals, authorizations and illustrations. (Minimum retention: Until superseded or obsolete)
7. **Information System Planning and Development Records:** Document the planning and development of information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. The records are used to insure that planned systems will help the District fulfill its mission, is cost-effective, conforms to adopted information standards, and integrates with existing institution information systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, District studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and correspondence. (Minimum retention: (a) Implemented systems: life of the system; (b) Unimplemented systems: 3 years)
8. **Public Records Disclosure Request Records:** Document requests for disclosure of public records and provide a record of responses. Records may include but are not limited to requests for disclosure, types of records requested, request logs, notation of transfer to another District, approvals, denials, copies of petitions to the District Attorney for review of denials of disclosure, District Attorney Orders to grant or deny disclosure, correspondence, and related documentation. (Minimum retention: (a) Approved requests: 2 years; (b) Denied requests: 2 years after last action)
9. **Records Management Records:** Document the authorized retention, scheduling, inventory, and disposition of public records. Records may include but are not limited to records retention schedules, inventory worksheets, schedule authorizations, procedure guidelines, transmittals, destruction authorizations, reports, and correspondence. (Minimum retention: (a) Destruction records: Permanent; (b) record retention schedules: 5 years after superseded; (c) Other records: 5 years)
10. **Software Management Records:** Document the use of software in information systems to insure that District software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software purchase records, software inventories, software licenses, site licenses, and correspondence. (Minimum retention: 2 years after software disposed of or upgraded)
11. **Telecommunications System Management Records:** Document the creation, modification, or disposition of telecommunications systems. Records may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts, telecommunications service orders, and correspondence. (Minimum retention: (a) repair and service orders: 4 years; (b) other records: 1 year after system superseded)
12. **User Support Records:** Documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems (computer, telecommunications, etc.) Records may include assistance requests, resolution records, and related documentation. Information may include name of requester, date, time, location, and description of problem and resolution. (Minimum retention: 1 year)

## **Payroll Records (166-150-0155)**

This General Schedule is applicable to the payroll records of special districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Deduction Authorization Records:** Documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other District or vendor. Records may include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records. **(Minimum retention: 3 years after superseded, terminated, or employee separates)**
2. **Deduction Registers:** Records serving the same function of documenting voluntary and/or required deductions from the gross pay of District employees. Types of deductions include federal income and social security taxes, state tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, prewritten checks, garnishments, levies, charitable contributions, and others. Information may include employee name and number, pay period, social security number, total deductions, net pay, check number, and related data. **(Minimum retention: (a) Registers documenting state and federal taxes: 5 years; (b) Other registers: 3 years)**
3. **Employee Time Records:** Documenting hours worked, leave hours accrued, and leave hours taken by District employees. Information usually includes employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates, and related data. **(Minimum retention: 4 years)**
4. **Federal and State Tax Records:** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. **(Minimum retention: 5 years)**
5. **Garnishment Records:** Documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold for the Oregon Department of Human Resources, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes employee name and number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data. **(Minimum retention: 3 years after resolution)**
6. **Leave Applications:** Applications or requests submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes employee name, department, date, leave dates requested, type of leave requested, and related data. SEE ALSO Employee Time Records in this section. **(Minimum retention: 3 years)**

7. **Leave Balance Reports:** Documenting individual employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes employee name and number, social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. SEE ALSO Employee Benefits Records in the Personnel section. (Minimum retention: (a) Year-end leave balance reports: 75 years after date of hire; (b) Other reports: 4 years)
8. **Payroll Administrative Reports:** Statistical studies and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others. (Minimum retention: 3 years)
9. **Payroll Registers:** Records serving the same function of documenting the earnings, deductions, and withholdings of District employees. Information usually includes employee name and number, social security number, hours worked, rate, overtime, vacation value, leave taken or accrued, various allowances, gross pay, federal and state withholding, voluntary deductions, net pay, and related data. (Minimum retention: (a) year-end payroll registers or month end if no year-end payroll registers: 75 years; (b) other payroll registers: 3 years)
10. **Unemployment Compensation Claim Records:** Documenting claims submitted by former District employees for unemployment compensation. Usually includes claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations. (Minimum retention: 3 years)
11. **Unemployment Reports:** Documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes employee name, social security number, quarterly earnings, days worked, totals, and other data. (Minimum retention: 3 years)
12. **Wage and Tax Statements:** Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax. Also known as federal tax form W-2. Information includes District name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. (Minimum retention: 5 years)
13. **Withholding Allowance Certificates:** Documenting the exemption status of individual District employees. Also described as W-4 forms. Information includes employee name and address, social security number, designation of exemption status, and signature. (Minimum retention: 5 years after superseded or employee separates)

## Personnel Records (166-150-0160)

This General Schedule is applicable to the personnel records of special districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Affirmative Action Records:** Documenting District compliance with the statutes and regulatory requirements of the U.S. Equal Employment Opportunity Commission. May include plans, updates, policy statements, reports, and supporting information. (Minimum retention: (a) Plans, updates, and policy statements: permanent; (b) other records: 3 years)
2. **Benefits Continuation Records:** Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. The records typically consist of notices sent and correspondence. Records may be filed with the Employee Benefits Records or Employee Personnel Records. (Minimum retention: 3 years after employee separation of eligibility expired)
3. **Collective Bargaining Records:** Documenting negotiations between the District and employee representatives. May include contracts, reports, negotiation notes, arbitration findings, cost analyses, minutes, tape recordings, and related significant records. (Minimum retention: (a) contracts and minutes: 75 years after contract expires; (b) other records: 6 years after contract expired)
4. **Comparable Worth Study Records:** documenting the analysis, study, and resolution of pay equity, alleged job discrimination, and related issues involving the District and its employees. May include job content questionnaire summaries, position allocation reports, personnel reclassification studies, job category listings, study outlines, graphs, tables, and significant related records. (Minimum retention: (a) Final study or report: permanent; (b) other records: 5 years)
5. **Criminal Background Check Records:** Records document the pre-employment or periodic criminal records checks performed on prospective or current staff, faculty, and volunteers. Records may include, but are not limited to, a log recording when background checks are done and whom they are done on, and a fingerprinted based criminal history verification form documenting the result of a criminal history background check coordinated by the Oregon Law Enforcement Data System (LEDS). The form includes name and other personally identifiable information, indication of existence or absence of criminal record, and related documentation. (Minimum retention: (a) Retain background check log: until superseded or obsolete (b) Retain all other records: 90 days)
6. **Disciplinary Action Records:** Records documenting termination, suspension, progressive disciplinary measures, and other actions against employees. May include statements, investigative records, interview and hearing records, findings, and related records. May be filed with Employee Personnel Records. (Minimum retention: (a) Retain investigations resulting in termination: 10 years after employee separation (b) Retain investigations resulting in disciplinary action or exoneration: 3 years after resolution (c) Retain unfounded investigations: 3 years)

7. **Drug Testing Records:** Records document the testing of current and prospective employees for controlled substances prohibited by policy, procedure or statute. Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. Minimum retention: (a) Retain positive test results: 5 years (b) Retain negative test results: 1 year)
8. **Employee Benefits Records:** Document an individual District's employee's benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. Records may include but are not limited to plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, and related documentation. Records may be filed with the Employee Personnel Record. SEE ALSO Payroll Section. (Minimum retention: (a) year-end leave balance reports and official copy of retirement enrollment records: 75 years after date of hire; (b) other records: 3 years after employee separation or eligibility expired)
9. **Employee Medical Records:** Document an individual employee's work related medical history. These records are not personnel records and must be kept physically separate from employee personnel records--in a separate location, as required by the Americans with Disabilities Act. Records may include but are not limited to: medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, drug testing records, first-aid incident records, physician statements, release consent forms, and related correspondence. SEE ALSO Hazard Exposure Records in this section. (Minimum retention: (a) Hazard exposure records: 30 years after separation (29 CFR 1910.1020); (b) Other records: 6 years after separation)
10. **Employee Personnel Records:** Records document an individual employee's work history. Records may include, but are not limited to, applications; notices of appointment; employment applications; training and certification records; records of health limitations; salary schedules; tuition reimbursement records; personnel actions; performance appraisal evaluations; letters of commendation and recommendation; letters of reprimand; notices of disciplinary action; notices of layoff; letters of resignation; home address and telephone disclosures; emergency notification forms; grievance and complaint records; and related correspondence and documentation. SEE ALSO Disciplinary Action Records; Employee Benefits Records; Employee Medical Records; Grievance and Complaint Records; Recruitment and Selection Records; and Volunteer Worker Records in this session. (Minimum retention: (a) Retain letters of reprimand and notices of disciplinary action 3 years (b) Retain all other records 6 years after separation)
11. **Employee Recognition Records:** Recognition of employees for special service to the District. May include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. Some records in this series may have historic value. For appraisal assistance contact the Oregon State Archives. SEE ALSO Employee Suggestion Award Records in this section. (Minimum retention: 6 years)
12. **Employee Suggestion Award Records:** Documenting an employee suggestion program where employees may submit suggestions that improve effectiveness, efficiency, and economy in District operations. Employees may receive awards for adopted suggestions. Records may include suggestion

forms and evaluations, award information, and related documentation. SEE ALSO Employee Recognition Records in this section. (Minimum retention: (a) adopted suggestions: 2 years; (b) suggestions not adopted: 1 year)

13. **Employment Eligibility Verification Forms:** Records document the filing of U.S. Immigration and Naturalization Service Form I-9 form which verifies that an applicant or employee is eligible to work in the United States. Information includes employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents which establish identity and eligibility, and employer's signature certifying that documents have been checked. (Minimum retention: 3 years or 1 year after employee separation, whichever is longer (8 CFR 274a.2))
14. **Equal Employment Opportunity Commission Compliance Records:** Series documents District compliance with U.S. Equal Employment Opportunity Commission regulations. Records may include EE0-4 reports, anti-discrimination committee meeting records and reports, workplace analyses, discrimination complaint policies and procedures, complaints, reports, exhibits, withdrawal notices, copies of decisions, hearings and meetings records, related correspondence, and other records described in 29 CFR 1613.222. (Minimum retention: (a) Plans, updates, and policy statements: 50 years; (b) Complaint records and documentation: 3 years after final decision issued; (c) Other records: 3 years)
15. **Equal Employment Opportunity Complaint Records:** Case files maintained in relation to discrimination complaints made against the District. Records may include complaints, reports, exhibits, withdrawal notices, copies of decisions, hearings and meetings records, and related documentation and correspondence. (Minimum retention: 3 years after final decision issued)
16. **Equal Employment Opportunity Policy Development:** Records documenting the adoption and administration of District programs to set personnel policies and procedures within the scope of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. May contain anti-discrimination committee meeting records and reports, workplace analyses, discrimination complaint policies and procedures, and related records. (Minimum retention: (a) Plans, updates, and policy statements: Permanent; (b) Other records: 3 years)
17. **Grievance and Complaint Records:** Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. Often relates to interpretations and alleged violations of employment contracts. Records often include complaints, investigation records, interview and hearing reports, arbitrator's findings and decisions, tape recordings, and related records. (Minimum retention: 3 years)
18. **Hazard Exposure Records:** Document a District employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. These records are not personnel records and should be maintained in an Employee Medical File. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. SEE ALSO Employee Medical Records in this section. (Minimum retention: 30 years after separation (29 CFR 1910.1020)



19. **Hearing Test Records:** Documenting employee participation in the State Hearing Conservation Program as required by the Oregon Workers' Compensation Division. The program applies to employees exposed to working conditions that may impair hearing. Contains measurement records that include audiogram number, employee's name and department, technician's name, date tested, and remarks. Also contains hearing test results which include employee's name, department, job classification, length of service, phone number, date of birth, previous hearing condition, exposure to sound levels, results of noise exposure and audiometer tests, comments, and related information. (Minimum retention: Until employee separation (29 CFR 1910.95))
20. **Individual Employee Pension and Retirement Records:** Documenting the status of individual employees participating in pension, retirement, and disability plans. Records often include enrollment cards, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and other related records. (Minimum retention: 75 years after original date of hire)
21. **Layoff Record:** Documents procedures and computations used in laying off District employees. May include service credit computations, service credit lists, layoff ranking lists, layoff notice letters, and related correspondence. Related records may be filed in Individual Employee Personnel Files. (Minimum retention: 3 years)
22. **Photo Identification Records:** Photographs and other records used to identify District employees, private security personnel, contract workers, and others. May include photographs taken for District identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. (Minimum retention: until superseded or obsolete)
23. **Position Description and Classification Records:** Describing and classifying District jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, job analyses, interview data, selection criteria, authorizations, agreements, and significant related records. (Minimum retention: 3 years after superseded or obsolete)
24. **Position Reclassification Records:** Series documents studies and evaluations of positions to determine if reclassification is appropriate. Records may include old and new position descriptions, organizational charts, classification specifications, desk audits, classification review reports, and related correspondence. (Minimum retention: 3 years)
25. **Recruitment and Selection Records:** Records document the recruitment and selection of District employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certification of eligibility, recruitment summary records, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. SEE ALSO:

Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section. (Minimum retention: (a) Retain announcement records, position description, and records documenting creation of test and rating scale 10 years (b) Retain unsolicited applications and resumes 3 months if not returned to solicitor (c) Retain unsuccessful applications and other records 3 years after position filled or recruitment cancelled)

26. **Training Program Records:** Related to the design and implementation of training programs provided to employees by the District. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related significant records. (Minimum retention: (a) Significant program records: 5 years; (b) Class enrollment and attendance records: 2 years; (c) Other records: 1 year)
27. **Volunteer Program Records:** Documenting the activities and administration of volunteer programs and volunteers in the District. May include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records. May also include individual volunteer records such as agreements, applications, skills test results, and training documentation. (Minimum retention: (a) Volunteer program records: 5 years; (b) Individual volunteer worker records: 2 years after separation)

**Planning**  
**166-150-0165**

This General Schedule is applicable to the financial records of special districts. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-30-027 before disposing of records.

1. **Comprehensive Plan Records:** Records indicating the types of uses and activities allowed in particular land designations. Used to guide long term growth and development and to comply with state and federal laws. Usually contains public hearings records, plans, amendments, staff reports, periodic review records, maps, photographs and other significant records. (Minimum retention: Permanent)
2. **Conditional Use Records:** Applications and decisions related to requests for certain land uses within a zone that require special review and approval. May include applications, site plans, zoning maps, staff reports, administrative action reports, and related significant records. (Minimum retention: 10 years after expiration, revocation, or discontinuance of use.)
3. **Design and Development Review Records:** Architectural reviews of exterior renovations or new construction within particular geographical areas. Used to ensure integration of visual architectural standards. May include design review board or commission records such as minutes, agendas, and exhibits. Records may also include applications, site plans, staff reports, maps, review and appeal records, tape recordings, and related significant documents. *Three dimensional exhibits such as sample boards of brick, tile and other building materials are not public records.* (Minimum retention: a) Retain minutes, agendas, resolutions, indexes and exhibits (not retained permanently elsewhere in agency records): Permanent (b) Retain audio or visual recordings: 1 year after minutes prepared and approved (c) Retain exhibits not pertinent to minutes: 5 years (d) Retain all other records if permit issued and structure completed: 2 years after substantial completion (as defined by ORS 12.135(3) ) (e) Retain if no permit issued: 180 days (f) Retain if permit issued, but structure not started or completed: 2 years)
4. **Historic Structures Inventory Records:** Records documenting the results of inventory projects to designate historic properties within a particular geographic area. Inventory is in conjunction with Oregon Land Conservation and Development Commission Goal 5 procedures. Information usually includes street address, legal description, neighborhood, owner's name and address, date constructed, historic and architectural significance, and references used. (Minimum retention: Until superseded or obsolete)
5. **Historic Structures Rehabilitation Project Reviews:** Routine review of proposals for rehabilitation of structures that have been designated historically significant or are 50 years old. Used to meet grant funding conditions and to protect the historical integrity of structures. Reviews often include address of structure, legal description, owner's name and address, proposed work, rehabilitation specialist's evaluation, violations noted, photographs, and related information. May also contain significant related correspondence. (Minimum retention: 3 years after project closed)

6. **Land Use Comment to City/County Officials:** Comment solicited from city/county planning departments regarding potential impact of proposed partitions and developments within the district and/or adjacent to park and recreation facilities/properties. Such comment may identify trail connections or a recommendation to extract trail easement and identify the need for a park site within the neighborhood park service area within the proposed development. Comments are prepared by planning and development staff. Minimum retention: 10 years)

## Risk Management Records 166-150-0200

This General Schedule is applicable to the records of special districts relating to emergency preparedness, safety, and risk management. They apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above-specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0027 before disposing of records.

1. **Bond Records (Employee)**: Documenting the posting of fidelity, performance, or position bonds to guarantee the honest and faithful performance of elected officials, individual employees, or groups of employees. Details of bonds vary, however information usually includes name and position(s) of individual or group, amount of coverage, effective and expired dates, and related data. (Minimum retention: 6 years after expiration)
2. **Contractor Liability Insurance Verification Records**: Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Information usually includes insurance company name and address, issue date, expiration date, amount of coverage, type of coverage, special provisions, signature of insurance company representative, and related data. (Minimum retention: (a) If related to District or special District improvement project: 10 years after substantial completion, as defined by ORS 12.135(3); (b) Other records: 6 years after expiration)
3. **Contractor Performance Bond Records**: Documenting the posting of performance guarantees or surety bonds by contractors performing work for the District. May include letters, certificates, copies of bonds, and similar records. Information usually includes name of individual or company covered, amount of coverage, effective and expires dates, name of bonding agent, authorized signatures, and related data. (Minimum retention: (a) If related to District or special District improvement project: 10 years after substantial completion, as defined by ORS 12.135(3); (b) Other bond records: 6 years after expiration)
4. **Hazard Communications Program Records**: Documenting participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data. (Minimum retention: 75 years after superseded)
5. **Hazardous Substance Employer Survey Records**: Series documents the locations, quantities, and individuals responsible for specific hazardous chemicals housed by the District. This record is sent to the State Fire Marshal. Records include hazardous chemical compositions, lot numbers, and emergency disposition instructions. (Minimum retention: until superseded or obsolete)



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Nathan Hovekamp, Chair

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## **Definitions of Policy Types, Agreements and Board Actions**

### **Purpose**

The Bend Park and Recreation District operates under two distinct policy categories: board policies and administrative policies. This policy serves to clarify the distinction between these categories for the district's executive director, Board of Directors, staff and the district's patrons. Additionally, this policy outlines the formal agreements used by the district and those that necessitate board consideration.

### **Policies**

#### **Administrative Policies**

Administrative policies refer to a set of rules, procedures or guidelines implemented by the executive director to regulate internal operations, processes and practices. These policies are typically developed and enforced by administrative personnel or management within the organization. Administrative policies provide detailed instructions and protocols for various aspects of the organization, including human resources, information technology, finance, procurement, security and other operational areas.

While administrative policies may be derived from board policies or legal requirements, they focus on the specific implementation and day-to-day operational management of the organization.

The purpose of Administrative Policies:

- To establish parameters for staff to work within in carrying out operational responsibilities.
- To create a climate that allows district personnel to use their talents and skills fully in the performance of their job responsibilities and to maximize productivity.
- To serve as an orientation tool for new staff.
- To provide further direction to staff when implementing board policy.

#### **Board Policies**

Board policies are statements that prescribe in general terms the organization and operation of the park and recreation district. Policy statements constitute a guide in making decisions and indicate the manner in which the district's business should be conducted. All policies that commit the district to material financial impact will be board policies such as employee benefits, compensation, staffing levels, purchasing, and grants. Only where necessary should board policies establish rules for operation of the district. Board policies often cover areas such as governance, finance, human resources, and budget. The purpose of Board Policies:

- To define the responsibilities of the executive director.
- To clarify board, executive director and staff relationships.
- To give authority and responsibility to district personnel in the operation of the district.
- To provide a framework within which district employees shall perform their assigned duties.
- Long-term planning documents that guide the development of the district.

Reviewer: Executive Director

Last Review Date: April 2024

Next Review Date: April 2029

Review Schedule: 5 years

- To sustain the line of communication to staff and to the community.
- To serve as an orientation tool for new board members.

## **Agreements**

### **Memorandum of Understanding (MOU)**

A Memorandum of Understanding (MOU) refers to a legally non-binding agreement between two or more parties, typically organizations or government entities, that outlines the broad terms and conditions of cooperation, collaboration or mutual understanding. An MOU serves as a preliminary document that establishes the intentions and objectives of the involved parties, outlining their shared goals, responsibilities and expectations.

Although not legally binding, an MOU may serve as a framework for future legal agreements or provide a basis for further negotiations. An MOU is signed by the executive director and does not require board approval.

### **Intergovernmental Agreement (IGA)**

An IGA is a formal agreement between agencies that defines roles and responsibilities in order to serve a common mission. An Intergovernmental Agreement (IGA) is a legally binding contract or agreement between two or more government entities, such as local, regional or national governments. IGAs are typically established to address matters of mutual interest, facilitate coordination, and to define the rights, obligations and responsibilities of each participating government entity. These agreements often cover areas like joint projects, resource sharing, policy implementation or the provision of public services.

IGAs are enforceable by law and serve as a means to formalize intergovernmental relationships and collaborations. An IGA is signed by the executive director and may require board approval depending on the dollar amount in the IGA. IGA renewals and amendments without substantial change or value may be signed at the discretion of the executive director.

### **Other Agreements**

From time to time the district may use different types of agreements that bind the district in some fashion, the commitment level within the agreement will determine if board approval is required. Facility Use Agreement and Independent Contractor, are examples.

## **Other Board Actions**

### **Resolution**

A resolution is a formal decision and document or action taken by a governing body, such as a legislative body, board or council to express a position, establish a policy, or to decide on a specific matter. Resolutions are typically adopted through a formal voting process during a public meeting or session. They are binding within the jurisdiction of the governing body that passed them and may have legal implications. Resolutions can address a wide range of issues, including policy changes, budgetary matters, declarations or the expression of support or opposition to a particular cause. A motion passed in a board meeting is also a resolution, without a formal document, but carry the same weight.

A resolution is voted on by the board and must receive a majority vote for approval, and is signed by the board chair and executive director.

**Proclamation**

A proclamation is a formal public announcement or declaration made by a person or authority figure, typically issued for a specific purpose or to convey an important message to a wide audience.

Proclamations may be issued by government officials, leaders, or organizations to address matters of significance such as declaring holidays, commemorating events, announcing policies, or making official statements. They often carry the weight of authority and may have legal implications depending on the context in which they are issued.

**Ordinance/Local Law**

An ordinance is a law or regulation enacted by a local government. It is typically used to address matters that are within the jurisdiction of the local government and are not covered by state or federal laws. An ordinance must be read at two public board meetings (by title only) at least six days apart, passed by a majority of the board and take effect on the 30th day after it is adopted, unless a later date is prescribed. An emergency ordinance may take effect upon adoption.

BPRD can only approve an ordinance for SDCs and Park Rules. An ordinance is signed by the board chair and recording secretary (executive director).





Approval Date: 2-1-11

Signature of Authority: *George Thayer*

Updated: \_\_\_\_\_ Date: \_\_\_\_\_

## **Definition of Policy Types**

### **Purpose**

The Bend Park and Recreation District operates under two forms of policies: board policies and administrative policies. The purpose of this policy is to inform the district's executive director, Board of Directors, staff and the citizens of the district of the difference between the two.

### **Board Policies**

Board policies are statements that prescribe in general terms the organization and operation of the park and recreation district. Policy statements constitute a guide in making decisions and indicate the manner in which the district's business should be conducted. All policies that commit the district to material financial impact will be board policies. Only where necessary should board policies establish rules for operation of the district.

The purpose of Board Policies

- To limit the duties of the executive director.
- To clarify board, executive director, and staff relationships.
- To give authority and responsibility to district personnel in the operation of the district.
- To provide a framework within which district employees shall perform their assigned duties.
- To sustain the line of communication to staff and to the community.
- To serve as an orientation tool for new board members.

### **Administrative Policies**

Administrative policies are instituted by the executive director and outline the duties and responsibilities of the staff by establishing parameters for staff to work within. They may specify required actions that are necessary in order to interpret and carry out the intentions of the board of directors as expressed in its policies and rules.

The purpose of Administrative Policies:

- To establish parameters for staff to work within in carrying out the operational responsibilities.
- To create a climate that allows district personnel to use their talents and skills fully in the performance of their job responsibilities, maximizing productivity.
- To serve as an orientation tool for new staff.

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 2, 2024
<b>SUBJECT:</b>	Accept Dedication of Property from Pahlisch Homes LLC
<b>STAFF RESOURCE:</b>	Henry Stroud, Planner
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Authorize Executive Director to Finalize and Execute Deed
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Ensure the district is maintaining its adopted level of service targets

**BACKGROUND**

For the last several years, the district has been acquiring lands adjacent to Discovery Park to expand the park area and facilitate development of the Manzanita Trail, a planned trail between Discovery Park and Shevlin Park.

Pahlisch Homes is currently developing a residential neighborhood, the Collier subdivision, adjacent to Discovery Park. The land use approval for the Collier project requires that Pahlisch Homes grant the district easements or dedicate property to support the development of the Manzanita Trail. To satisfy this requirement, Pahlisch has agreed to grant the district 3.44 acres of natural area property identified as Tract H in the Collier subdivision (attachment A) at no cost. The property increases the size of Discovery Park, provides for passive recreation and allows for the development of a portion of the Manzanita Trail (attachment B).

The phase 1 environmental site assessment and title review are complete, satisfying the district's due diligence requirements.

**BUDGETARY IMPACT**

There are no direct budget impacts to acquire this property, other than minor costs related to legal review and finalization of the deed. However, ongoing costs for managing the property as a natural space and maintaining approximately 1,000 feet of natural surface trail are expected to be covered in the park services budget.

**STAFF RECOMMENDATION**

Staff recommends authorizing the executive director to finalize and execute the deed with Pahlisch Homes LLC for Tract H in the Collier subdivision.

**MOTION**

*I move to authorize the executive director to finalize and execute the deed with Pahlisch Homes LLC accepting the dedication of Tract H of the Collier subdivision to the district at not cost.*

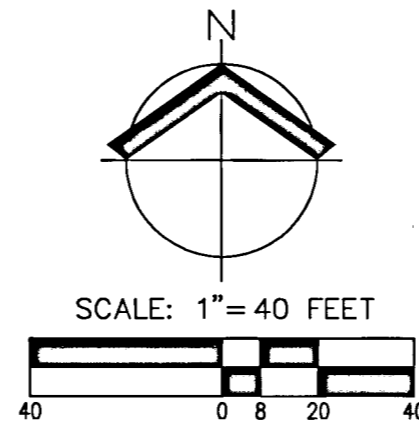
**ATTACHMENT**

Attachment A - Tract H

Attachment B – Planned trail alignment

# COLLIER

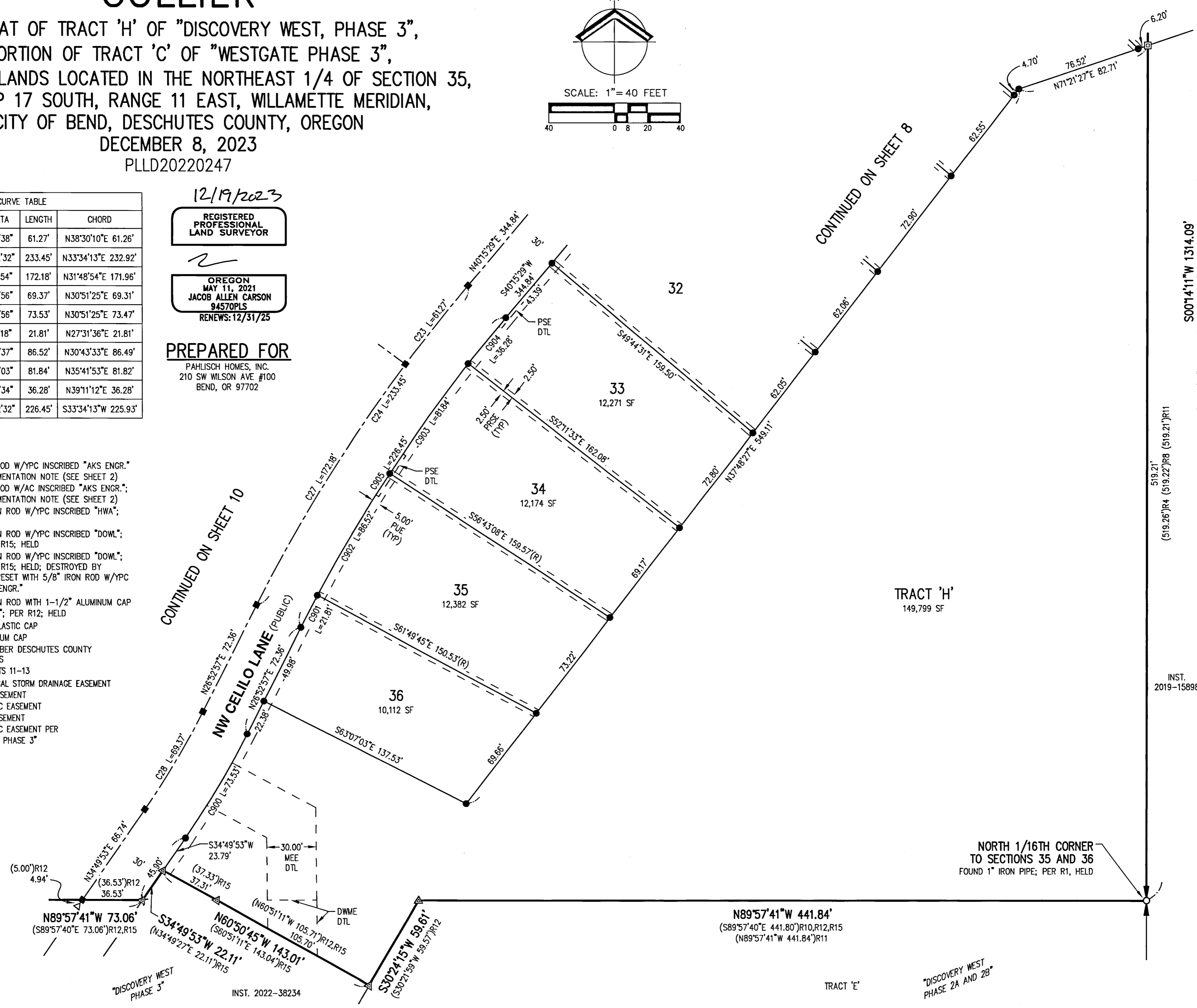
A REPLAT OF TRACT 'H' OF "DISCOVERY WEST, PHASE 3",  
 A PORTION OF TRACT 'C' OF "WESTGATE PHASE 3",  
 AND OTHER LANDS LOCATED IN THE NORTHEAST 1/4 OF SECTION 35,  
 TOWNSHIP 17 SOUTH, RANGE 11 EAST, WILLAMETTE MERIDIAN,  
 CITY OF BEND, DESCHUTES COUNTY, OREGON  
 DECEMBER 8, 2023  
 PLLD20220247



CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C23	1000.00'	3°30'38"	61.27'	N38°30'10"E 61.26'
C24	1000.00'	13°22'32"	233.45'	N33°34'13"E 232.92'
C27	1000.00'	9°51'54"	172.18'	N31°48'54"E 171.96'
C28	500.00'	7°56'56"	69.37'	N30°51'25"E 69.31'
C900	530.00'	7°56'56"	73.53'	N30°51'25"E 73.47'
C901	970.00'	1°17'18"	21.81'	N27°31'36"E 21.81'
C902	970.00'	5°06'37"	86.52'	N30°43'33"E 86.49'
C903	970.00'	4°50'03"	81.84'	N35°41'53"E 81.82'
C904	970.00'	2°08'34"	36.28'	N39°11'12"E 36.28'
C905	970.00'	13°22'32"	226.45'	S33°34'13"W 225.93'

12/19/2023  
**REGISTERED PROFESSIONAL LAND SURVEYOR**  
  
**OREGON**  
 MAY 11, 2021  
**JACOB ALLEN CARSON**  
 94570PLS  
 RENEWS: 12/31/25  
**PREPARED FOR**  
 PAHLISCH HOMES, INC.  
 210 SW WILSON AVE #100  
 BEND, OR 97702

- LEGEND**
- SET 5/8" IRON ROD W/YPC INSCRIBED "AKS ENGR." PER POST MONUMENTATION NOTE (SEE SHEET 2)
  - SET 5/8" IRON ROD W/AC INSCRIBED "AKS ENGR.;" PER POST MONUMENTATION NOTE (SEE SHEET 2)
  - ⊠ FOUND 5/8" IRON ROD W/YPC INSCRIBED "HWA"; PER R4; HELD
  - ▲ FOUND 5/8" IRON ROD W/YPC INSCRIBED "DOWL"; PER R7, R12 OR R15; HELD
  - ✱ FOUND 5/8" IRON ROD W/YPC INSCRIBED "DOWL"; PER R7, R12 OR R15; HELD; DESTROYED BY CONSTRUCTION, RESET WITH 5/8" IRON ROD W/YPC INSCRIBED "AKS ENGR."
  - △ FOUND 5/8" IRON ROD WITH 1-1/2" ALUMINUM CAP INSCRIBED "DOWL"; PER R12; HELD
  - W/YPC WITH A YELLOW PLASTIC CAP
  - W/AC WITH A 2" ALUMINUM CAP
  - INST. INSTRUMENT NUMBER DESCHUTES COUNTY OFFICIAL RECORDS
  - DTL DETAIL, SEE SHEETS 11-13
  - PRSE PRIVATE RECIPROCAL STORM DRAINAGE EASEMENT
  - PUE PUBLIC UTILITY EASEMENT
  - MEE MIDSTATE ELECTRIC EASEMENT
  - PSE PUBLIC STORM EASEMENT
  - DWME MIDSTATE ELECTRIC EASEMENT PER "DISCOVERY WEST, PHASE 3"
  - (TYP) TYPICAL
  - (R) RADIAL BEARING
  - SF SQUARE FEET



CONTINUED ON SHEET 8

CONTINUED ON SHEET 10

INST. 2019-15898

TRACT 'H'  
149,799 SF

NORTH 1/16TH CORNER TO SECTIONS 35 AND 36  
 FOUND 1" IRON PIPE; PER R1, HELD

JOB NAME:	COLLIER
JOB NUMBER:	7084-01
DRAWN BY:	JBS
CHECKED BY:	JAC
DRAWING NO.:	7084-01 PLAT

**AKS**  
 AKS ENGINEERING & FORESTRY, LLC  
 2777 NW LOLO DR., STE 150  
 BEND, OR 97703  
 541.317.8429  
 WWW.AKS-ENG.COM

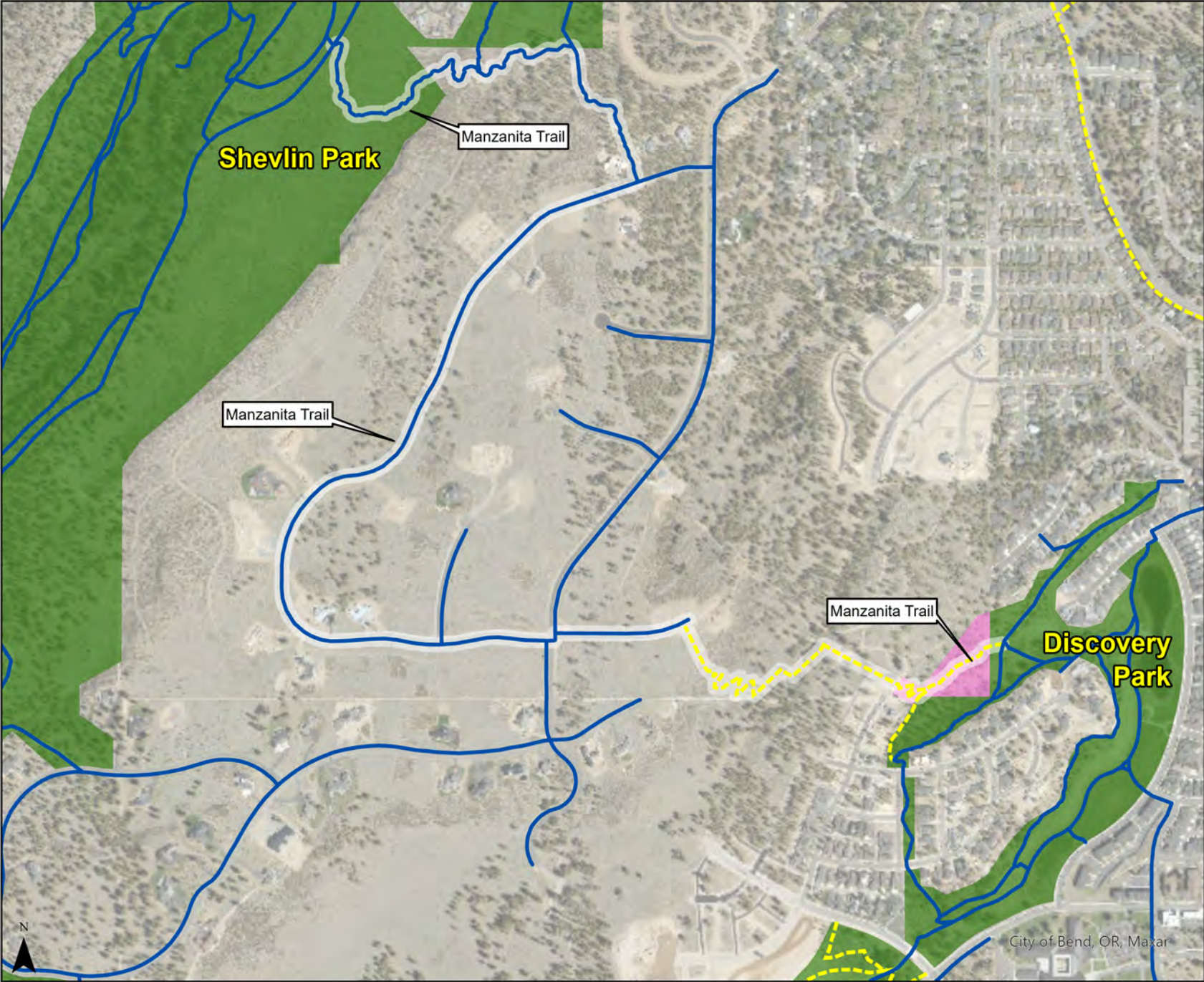
ENGINEERING · SURVEYING · NATURAL RESOURCES  
 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE



# Manzanita Trail - Discovery Park to Shevlin Park



- Existing Trail
- Planned Trail
- Proposed Land Acquisition
- BPRD Property



**All planned trail alignments subject to change.**

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 2, 2024
<b>SUBJECT:</b>	Needs-Based Assistance Report for FY23-24 and Plan for FY24-25
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	April 4, 2023 - Approved Needs-Based Assistance Plan for Fiscal Year 2023-24 February 19, 2019 – Approved Revised User Fees and Charges Policy
<b>ACTION PROPOSED:</b>	Approve FY 24-25 Needs-Based Assistance Plan
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	District services that are accessible to all
<b>Strategy:</b>	Develop solutions and required resources to mitigate identified barriers to participation and involvement.

**BACKGROUND**

The Needs-Based Assistance Program (NBA), including the Recreation Scholarship Program, is the primary way in which the District facilitates access and participation in recreation programs for those with limited financial resources. The board approved a revised User Fees and Charges Policy on February 19, 2019, which incorporated the previous stand-alone NBA Policy. The policy establishes the program goals, priorities and basic guidelines and is implemented through an annual Board-approved Needs-Based Assistance Plan which is then funded through the budget process.

Staff will provide a report on current state of the NBA program including how funds are being used, funding sources and trends over prior years. Staff will then share the recommended Needs-Based Assistance Plan for Fiscal Year 24-25 for board consideration and approval.

The district has experienced rapid growth in use of scholarship funds over the past three years with scholarship use this year triple pre-pandemic levels. During this same period, poverty rates, the number of households qualifying for food assistance programs and other low-income indicators have decreased in Bend. This demonstrates the success of the district's outreach efforts which have increasingly targeted low-income residents. Other factors likely contributing to the increase include: streamlining the application process; increasing scholarship percentage of the fee for some programs, improving the awareness and visibility of the scholarship program in the community; and, the number of new families that were introduced to the scholarship program during the pandemic.

The increase in scholarship use has resulted in an increased reliance on general fund support as alternative funding sources have remained relatively flat during the same period (with the exception of two large State grants the district received in the summer of 2021 and 2022). This fiscal year the general fund will provide an estimated \$545,000 or 75% of the overall funds to support recreation scholarships. This compares to \$130,000 or 62% in the fiscal year prior to the pandemic. This rate of increase is not sustainable so the district is working on strategies to both slow the increase in scholarship awards and develop additional alternate funding resources.

The district has seen scholarship use level-off the past six months and believes this trend will likely continue into next year. However, if scholarship use is trending above budget, the district intends to use strategies outlined in the Fees and Charges Policy to keep overall costs within budget unlike previous years where scholarship spending was allowed to exceed budget. The district is also working other agencies and non-profits to fund a portion of the scholarship assistance for their clients, especially highly vulnerable youth and families who may not even be able to pay the non-scholarship portion of the fees. Finally, the district will be exploring using the State's EDRC program as an alternative to the scholarship program for Kids INC as the program currently uses nearly 50% of all scholarship assistance provided.

There are several strategies underway to generate more alternative funding. One of these is the formation of the new Food & Beverage Division with 100% of the net profits being dedicated to the scholarship fund. While this is not expected to provide a significant contribution in the first year of operations, we are forecasting that contributions will exceed \$100,000 in future years. The district also plans to pursue more grants and explore additional sponsorships opportunities. Finally, district staff continues to work closely with the Park and Recreation Foundation on increasing donations to the Foundation's scholarship fund which makes annual contributions to the district scholarship program.

### **BUDGETARY IMPACT**

The funding resources required to support the program are included in the Needs-Based Assistance Plan for Fiscal Year 2024-25. Staff is proposing that scholarship use be capped at \$725,000. The general fund portion is \$500,000 (69%) with the remainder coming from non-tax resources including: proceeds for cell tower leases, sponsorships, profits from food and beverage operations, grants and donation from the Bend Park & Recreation Foundation. These budget numbers are consistent with the ones included in the Financial Forecast provided to the Board at the February 1, 2024 Annual Board Workshop.

### **STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for Fiscal Year 2024-25.

### **MOTION**

***I move to approve the Needs-Based Assistance Plan for Fiscal Year 2024-25 and include funding resources to support the plan in the 2024-25 Budget Proposal.***

### **ATTACHMENTS**

- A. Needs-Based Assistance Plan for Fiscal Year 2024-25
- B. Fees and Charges Policy section addressing Needs-Based Assistance



## Needs-Based Assistance Plan – FY 2024-2025

### Purpose

This Needs-Based Assistance Plan details how the Needs-Based Assistance policy and goals will be implemented in Fiscal Year 2024-25, including the budget resources required to support the Recreation Scholarship Program.

### Eligibility Standards

1. High Need: Households whose incomes are at or below 130% of the current Federal Poverty Guidelines are eligible for High Needs assistance levels.
2. Moderate Need: Households whose incomes are at or below 185% but above 130% of the current Federal Poverty Guidelines are eligible for Moderate Needs assistance levels.

### Recreation Scholarship Assistance Amounts

The following charts summarize the level of assistance provided to individuals through the Recreation Scholarship Program for most programs in Fiscal Year 2024-25 Fiscal Year.

**Table 1: Recreation Program Assistance Levels**

Program Classification	Core Programs		Complementary Programs	
	High	Moderate	High	Moderate
Disability	75%	50%	50%	50%
Youth (18 & Under)	75%	50%	50%	50%
Senior (65+)	75%	50%	50%	50%
General Adults	n/a	n/a	n/a	n/a

**Table 2: Recreation Facility Pass Assistance Levels**

Need Level	Facility Passes	
	High	Moderate
Disability	50%	25%
Youth (18 & Under)	50%	25%
Senior (65+)	50%	25%
General Adults	50%	25%



## **Definitions/Explanations**

1. The percentages shown in the charts represent the portion of the regular fee that is provided through the Recreation Scholarship Program.
2. Disabled is defined as individuals with permanent physical or developmental disabilities, including those qualifying for long-term disability assistance. Documentation may be required in some cases (i.e., long-term disability award letter or SSI).
3. Core and Complementary program classifications are identified through the Recreation Department's Program Assessment Tool.
4. Some programs and services are not eligible for recreation scholarship assistance. This includes programs identified as specialized programs in the Program Assessment Tool (ex. personal training, advanced instruction), private services (ex. facility rentals, concessions) and low-cost programs already heavily subsidized.
5. The Recreation Scholarship Program does not apply to the out-of-district portion of the fees. Non-district residents must pay the full out-of-district fee; however, they are eligible for scholarship assistance on the In-District fee.
6. There are currently no limitations on the number of programs that people may register for or the amount of assistance received; however, limitations may be put in place should requests exceed available funds.

## **Application and Qualification Process**

1. Households must complete an application and provide documentation to determine eligibility annually. Applications may be submitted at any time online, by mail or hand-delivered. If circumstances change within the year, households may submit more current documentation for review.
2. The following documentation will be accepted to demonstrate eligibility:
  - a. Eligibility for State and Federal assistance programs that correspond with district income guidelines (currently SNAP, TANF and Oregon Health Plan) as demonstrated by eligibility letter; or,
  - b. Copy of most recent Federal income tax returns (1040), or if unavailable other proof of income such as SSA/SSI Benefit Statements or paycheck stubs.
3. Designated staff will review applications, determine eligibility and contact the applicant within five business days of receiving the application to inform them if they are eligible for assistance.
4. The Program Administrator will consider special circumstances (i.e., lack of income documentation, homelessness, excessive medical expenses, recently changed employment status, etc.) when determining eligibility and may make exceptions to extend Recreation Scholarship eligibility to those who otherwise may not qualify. The Recreation Director will have final approval authority for the Recreation Scholarship assistance eligibility.

## **Registration Process**

1. Scholarship applications must be approved before program enrollment to receive financial assistance for program fees.
2. Participants are responsible for paying the remainder of the fee at the time of registration. In the event that a household is unable to pay their portion of the fee, designated staff will work with the household to set up a payment plan, access Foundation gap funds or provide other assistance that allows them to participate.

- District staff may register high-need, vulnerable children identified through community partners and district outreach efforts into programs prior to open enrollment to ensure these children have space in classes.

**Recreation Facility Access**

- District may provide free access to drop-in activities at recreation facilities for youth and their mentor from approved non-profit organizations and governmental agencies that serve lower-income and vulnerable youth,
- District may provide a limited number of vouchers allowing free access to recreation facilities to low income households reached through district outreach efforts.

**Outreach and Communication**

- The district will strive to make the Recreation Scholarship Program visible and known to all community members by using all communication channels including, but not limited to: the district website, online playbook, social media, print materials, program-specific information and community partners.
- The district will plan and conduct outreach efforts and events at low-income housing communities prior to opening of registration each season. These efforts will include the ability to assist households with scholarship applications and approval.
- The district will work with a variety of governmental agencies and non-profits to identify families and individuals who would benefit from the Recreation Scholarship Program and assist them in accessing the program.

**Funding**

Recreation Scholarship Program revenues and expenses are included in the General Fund Recreation Department Budget each year, although some funds come from donations, grants and partnerships. The estimated funding requirements and funding sources for the Fiscal Year 2023-24 are shown below. This will be incorporated into the 2023-24 Proposed Budget.

**1. Funding Requirements**

Recreation Scholarship Fund Use	\$725,000
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**2. Funding Sources**

General Fund Tax Support	\$500,000
Cell Tower Leases	\$80,000
Sponsorships	\$60,000
Bend Park and Recreation Foundation Donation	\$25,000
Grants	\$30,000
Food and Beverage Profits	\$30,000
Total Resources	\$650,000

### **Funding Sources continued**

There are several other funding sources that provide assistance to scholarship-eligible participants by paying all or a portion of the non-scholarship fee. These funds show as regular revenue and therefore are not included in the scholarship budget but are critical to supporting some of the highest-need participants.

- Opdycke Fund – Supported by donations from the Opdycke family and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees. \$10,000-\$15,000 in funds are expected to be distributed in Fiscal Year 2024-26.
- Foundation Gap Fund – Supported and managed by the Foundation, this fund provides financial assistance to those who need support above and beyond what the district’s scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs and transportation to and from programs. \$5,000-\$10,000 in funds are expected to be distributed in Fiscal Year 2024-25.
- Third-Party Assistance – The district has several agreements with organizations that pay the participant portion of the fee after scholarship. Third-party payments are expected to be \$15,000-\$20,000 in Fiscal Year 2024-25
- Insurance Assistance – Pacific Source pays the cost of recreation facility passes for some Medicaid insured individuals. While not need-based, several Medicare supplemental insurance plans pay for recreation facility fees seniors.

### **Other Recreation Services Supporting Lower-Income Families**

In addition to the Recreation Scholarship Program, the district provides other programs and services that serve lower-income individuals and families. Funding for these programs is included in the Recreation Services budget and supported by general fund resources at an estimated cost of over \$300,000. Services planned for the Fiscal Year 2023-24 include:

- Outreach Services – our outreach team of two full-time staff is focused on reaching and removing barriers to participation for lower-income families and other underrepresented populations, including the growing Latino community through grassroots efforts, collaboration with other community organizations and special events.
- Discover the Outdoors – this program provides underrepresented youth the opportunity to experience outdoor activities and public lands by removing barriers, including cost, transportation, equipment, language and experience.
- Outreach Events – hosted at a variety of locations, these events include activities for kids and families while introducing people to district opportunities and resources, including the Recreation Scholarship Program. Examples including our seasonal Community Celebrations, Movies in the Parks (in partnership with BendFilm), and Free Family Swim Nights.
- Family Skates at The Pavilion – Low-fee family skate opportunities on most Sundays.
- Senior Social Programs – Free and low-fee social-oriented programs for seniors at the Bend Senior Center, including dances, movies, book clubs, cards, games and more.
- Senior Resource Services – Free education and resource sessions for seniors at the Bend Senior Center offered in partnership with a variety of local agencies

## **SECTION V: NEEDS-BASED ASSISTANCE**

1. **Philosophy:** The District believes that everyone should have the opportunity to benefit from recreation activities. The District provides this opportunity by offering a diverse array of recreation options, from parks and trails to recreation facilities and programs. Many recreation options are available to the public without charge, including: parks, trails, playgrounds, outdoor basketball courts, skate parks, tennis and pickleball courts, etc. Most organized recreation programs and indoor recreation facilities require a fee to participate. The District recognizes that these fees can present a barrier for some. As a result, the District provides assistance to facilitate access to fee-based recreation programs and facilities for those who are unable to pay the regular fee. While the District would like to make all programs available to district residents regardless of ability to pay, services must be prioritized to ensure that the highest and most critical needs are met with available resources.
2. **Types of Needs-Based Assistance:** Financial assistance is provided by the District through two primary methods.
  - A. **Recreation Scholarship Program** uses resources from a specifically budgeted line item to fund a portion of the regular participation fees. The Recreation Scholarship Program is supported through revenue received from cell phone tower leases, Bend Park and Recreation Foundation donations, and General Fund tax resources.
  - B. **Free or Low Fee Programs** includes programs that are offered free to the entire community and/or subsidized services that target low income families and individuals.
3. **Eligibility For Needs-Based Assistance:**
  - A. Eligibility will be based on Federal Poverty Guidelines for household income and family size. The District will have a two-tiered system: high need and moderate need. To the degree possible, the qualifying income levels will be coordinated with other assistance programs including school Free and Reduced Lunch Program, SNAP, TANF and Oregon Health Plan,
  - B. The District will work with the Family Action Network and other local agencies to identify and address extreme cases where assistance programs are not adequate to facilitate participation.
4. **Funding Priorities:** In order to ensure the most critical needs and services are funded, the following priorities have been established:
  - A. Priority will be given to the following **populations** in order:
    1. Individuals with disabilities, including those on long-term disability.
    2. Youth 18 years and younger.
    3. Adults 19 years and older with qualifying health considerations.
    4. General senior population (65-years or older).
    5. General adult population (19-64 years).
  - B. Priority will be given to the following **programs/services** in order:
    1. Issue-focused programs.

2. Core recreation programs.
3. Complementary recreation programs.
4. Needs-based assistance will not be offered for specialized programs, private services, rentals or the out of district portion of fees.

**5. Needs-Based Assistance Plan and Funding:**

- A. An annual Needs-Based Assistance Plan including recommendations regarding service levels and funding requirements will be approved by the District Board of Directors.
- B. The funding required for the Needs-Based Assistance Plan will be approved through the budget process each year.
- C. The following strategies will be considered if the approved funding is not adequate to meet the demand for needs-based assistance.
  1. Suspend funding to lower priority populations.
  2. Suspend funding of complementary recreation programs.
  3. Reduce the percentage of fee covered by needs-based assistance programs.
  4. Implement limits on the amount of funding received per individual/household.

<b>BOARD AGENDA COMMUNICATION</b>
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**AGENDA DATE:** April 2, 2024

**SUBJECT:** Discuss Board Member Applications

**STAFF RESOURCE:** Don Horton

**ACTION PROPOSED:** Narrow the list of applications for the board vacancy

**BACKGROUND**

Director Xavier Borja submitted his resignation to the board of directors effective March 19, 2024. Staff advertised the vacancy and accepted applications for over two weeks. The application deadline closed on March 22, 2024 at 12 pm. Ten applications were submitted to the board for review prior to this meeting. The board will discuss the scores of the applicants and narrow the list of selected finalists for presentations and appointment at the next board meeting on April 16, 2024.

The board received applications from the following:

Abigail Schneider	Angela Kamm
Cary Schneider	Ken Brinich
Morgan Schmidt	Robert Anderson
Robin Vora	Steve Jorgensen
Tomas Ramirez	Will Green

**BUDGETARY IMPACT**

None

**MOTION**

*I make a motion to nominate the following individuals: \_\_\_\_\_ to be named finalists for the board appointment.*

**ATTACHMENT**

None



## PLANNING & DEVELOPMENT PROJECT UPDATES April 2024

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### COMMUNITY AND REGIONAL PARK PROJECTS

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**Sawyer Park Entrance and Parking Lot Upgrades:** The 30% design development set was reviewed by staff in March. Their comments are being addressed by the design team and will be incorporated into the construction documents. The team is also working on preparing the initial permit package for planning review.



**Pine Nursery Park Phase 5:** The preferred concept design was approved by the board of directors at the March 19, 2024 meeting. The project is now moving into the design development phase.



**Bend White Water Park Maintenance:** After completion in 2016, the White Water Park is due for maintenance. Staff issued an RFP for professional design services and has awarded a contract to Recreation Engineering and Planning, Inc, (REP). This project will start with an engineering analyst to look at the current functionality of the existing park features and compare them with the original design intents. The initial survey work was completed the week of March 11<sup>th</sup>. With the results of the analysis, recommendations will be made for potential corrections and needed maintenance.

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### NEIGHBORHOOD PARK PROJECTS

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**Manzanita Ridge:** The 30% design development set was reviewed by staff in March. Comments are being addressed by the design team and will be incorporated into the construction documents. The team is also working on preparing the initial permit package for planning review. BPRD staff is preparing to construct a split rail fence along the south and west property lines of the park this spring. The fence will help protect the existing natural areas on site from additional impact due to adjacent development.



**Little Fawn Park:** The construction of Little Fawn Park is underway. Embankment and stormwater work in the right of way is being installed as well as grading on site. Completion is expected this fall of 2024.



**Hollinshead Park ADA and Preferred Concept Design:** Site survey and data collection is nearly complete. Staff released a survey to the public, seeking input as to what parts of the proposed project they are most excited about. The design team will begin work on the initial designs for each of the project elements. When designs are complete, staff will hold a public open house at the Hollinshead Barn and post the designs on the project website to offer multiple opportunities for the community and neighborhood to review the designs, ask questions, and to provide comment. This outreach is planned for spring/summer 2024, and notification of the open house will go out to the neighborhood, be posted on poster boards at the park, and emailed directly to members of the community who signed up for the project email list.

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## FACILITY PROJECTS

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**Art Station:** Preliminary survey work is completed and information on programming and operations is being collected. Conceptual design will follow soon. The project is posted to the BPRD website to inform the community about the work and submit questions or comments.



**Park Services Complex:** Design consultant proposals were evaluated in March and the two leading teams were selected to advance to a second round by submitting fee proposals. The team with the highest cumulative score will be selected as the winning team. Award of the design consultant contract is expected to be presented at the April 16, 2024 board meeting.

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## TRAIL PROJECTS

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**North Unit Canal Trail:** Flagline Engineering continues to make progress on the design and permitting for Phase 1. 60% design plans are complete and staff has submitted the right of way permit application to the City of Bend for the Brinson Road crossing. Epic Land Solutions completed their initial appraisals and BPRD is working on developing offers to acquire necessary trail easements.



**Riverfront Street Deschutes River Trail Improvements:** An amendment to the 2023 IGA was completed in January and the city has approved a contract with Harper Houf Peterson Righellis (HHPR) for 100% design and engineering plans. HHPR has begun their field survey of the project area and the district is currently working in coordination with the city on a public outreach plan. The first public meeting is tentatively scheduled for April 18.





**Manzanita Trail:** The district is currently negotiating the final easements and land acquisitions necessary to complete the Manzanita Trail between Discovery Park and Shevlin Park. Construction of a portion of the remaining trail will begin this Fall and the trail is planned to be fully constructed by Spring of 2025. The district’s trail crew is constructing the trail.

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## RIVER PROJECTS

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**McKay, Miller’s Landing and Columbia Parks River Access Project:** Construction level drawings at all access locations continues to progress, and land use permit applications for Miller’s Landing have been submitted. At a recent City of Bend Planning Commission meeting, the districts Waterway Overlay Zone application was approved, a big step forward on the permitting front. Staff applied for additional grant funding from the Oregon State Marine Board’s (OSMB) Waterway Access Grant program in December to help fund construction at Miller’s Landing, and we should find out this spring if that grant application is successful. The district was awarded a grant for \$300,000 from the Visit Bend’s Bend Sustainability Fund (BSF) to help fund Miller’s Landing. In addition to the OSMB grant application for Miller’s Landing, staff has also applied to the Local Government Grant Program (LGGP) for Miller’s landing, as well as an application to the Land and Water Conservation Fund (LWCF) for improvements at Columbia Park.

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## OTHER PROJECTS AND FUTURE DEVELOPMENT

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**Discovery Park Art Corridor:** After the district approved the installation of up to four art pieces along the Outback Trail in Discovery Park, Brooks Resources applied for and received a \$100,000 grant from Visit Bend’s Sustainability Fund for the installation of three art pieces. District staff is working with Brooks Resources on planning and design of a labyrinth which will be the first of the art pieces to be installed.



**Rose Property Land Acquisition:** The district has hired a soil scientist to analyze soil types for the zone change application. To support the zone change request, the majority of the site cannot have high-value soil. An initial 55 test pits were dug in March, and the soil samples will now be analyzed to determine the soil type. If the initial findings indicate that the site does contain significant areas of high-value soil (those suitable for agricultural use), additional test pits will be dug and the soils analyzed.



**Park Search Area Planning:** District planners regularly work with local developers or private property owners to acquire property for new parks and trails in district Park Search Areas as defined by the 2018 Comprehensive Plan.

- *Staff continues working with Epic Land Solutions to acquire land in other priority park search areas, not associated with development.*



**SDC Waivers for Affordable Housing:** Park SDC waivers for 578 units have been approved through coordination with the City of Bend’s Affordable Housing Committee at a cost to the district of about \$3.73 million in waived SDC fees. Following the board approval of an additional 75 waivers for 2024, a remaining 31 waivers are available through the end of the year. Staff and legal counsel have completed the necessary deed restriction documents for 11 of the developments, totaling 394 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 32 units.



**Comprehensive Plan Update:** The 2018 Comprehensive Plan requires a mid-term update, which began with a community needs assessment survey in early October. Staff continues to work on the plan and the board was recently updated on the results of the unmet needs analysis and the prioritized project list. Next steps include finalizing the projects list and associated maps.



**Strategic Plan Update:** The 2019 Strategic Plan sunsets this year, so staff kicked off an update of the Strategic Plan in January. Staff is currently in the outreach phase, which includes an all-employee survey, focus groups with the leadership and executive teams, and workshops with the board of directors. This phase will continue through May of this year.



**Diversity, Equity and Inclusion (DEI) Initiative:** The DEI workgroup is working through the steps to formalize into a committee.

**Board Calendar  
2023-2024**

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

**April 16**

WORK SESSION

- Board Member Appointment Finalists Presentations and Interviews (90 min)

CONSENT AGENDA

BUSINESS SESSION

- Appoint Board Member (15 min)
- Approve Boyd Acres Shop project design consultant – *Bronwen Mastro (15 min)*
- Approve Fiscal Policies – *Kristin Toney (15min)*

**April 26**

Budget Committee Tour

**May 7**

STAFF INTRODUCTIONS

Clare Gordon

- Aly Roozee, Recreation Supervisor
- Tim Stumpfing, FSL/Program Assistant

Katy Aceto

- Erica Pereda, Rentals and Events Specialist

WORK SESSION

- BPRD 50<sup>th</sup> Anniversary Proclamation – *Julie Brown (10 min)*
- Strategic Plan Update – *Rachel Colton, Michelle Healy, Kristin Toney (75 min)*

BUSINESS SESSION

- SDC Annual Index – *Kristin Toney (30 min)*

**May 14 and May 16**

BUDGET COMMITTEE MEETING

**May 21**

WORK SESSION

BUSINESS SESSION

**June 4**

EMPLOYEE RECOGNITION

Jeff Hagler, Rich Ekman and Greg Brady

WORK SESSION

BUSINESS SESSION

- ◆ Adopt Resolution No. XXX Adopting the 2025-2029 CIP – *Michelle Healy*

- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2024-25, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2024-25 – *Kristin Toney*
- ◆ (TENTATIVE) Approve Insurance Agent Contract Award – *Justin Sweet (15 min)*

**June 18**

**WORK SESSION**

**BUSINESS SESSION**

**Future Topics**

Approve MUPTe Resolution and IGA – *Michelle Healy and Rachel Colton (20 min)*

SDC Waivers

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

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

City of Bend Tree Code Update – *Sara Anselment*

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

Website Update/Data Sharing – *Julie Brown*

IGA with NUID for canal trail – *Henry Stroud*

Approve SE Neighborhood Park Purchase and Sale Agreement – *Henry Stroud (20 min)*

Drake Park bank and trail improvement CMGC contract review – *Brian Hudspeth*

DEI Update – *Bronwen Mastro*

Approve easement acquisition NUC Trail

Trails count and River Use report

Hold a Public Hearing and Adopt Resolution No. 2024-XX approving the use of alternate contracting method for JSFC Outdoor Pool Cover – *Justin Sweet (30 min)*

Approve Exclusion Policy – *Jeff Hagler (30 min)*

Comprehensive Plan Draft Review– *Sara Anselment*

Comprehensive Plan Adoption – *Sara Anselment*

SDC Project List Update – *Sara Anselment and Michelle Healy*

South UGB Bridge – *Henry Stroud (60 min)*

Art Station Concept review – *Jason Powell (30 min)*