



Bend Metro Park & Recreation District

May 7, 2024

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

May 7, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



AGENDA

4:15 pm EXECUTIVE SESSION

The board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions and ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

The board will meet in person at 5:30 pm with virtual links to the work session and 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

Clare Gordon

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

Katy Aceto

- Erika Pereda

WORK SESSION

1. BPRD 50th Anniversary Proclamation and Celebration Plan– *Julie Brown (10 min)*
2. ORPA Leadership Academy Presentation – *Joanna Edwards (45 min)*
3. Strategic Plan Update – *Rachel Colton, Kelsey Schwartz, Kristin Toney (60 min)*

CONSENT

1. Minutes: 4/16/2024
2. Adopt Annual Resolution No. 2024-04 for SDC Annual Index Increase and Tiers

BUSINESS SESSION

1. Approve Sponsorship Policy – *Julie Brown (20 min)*

EXECUTIVE DIRECTOR’S REPORT

REPORTS – Admin Quarterly Report, Recreation Quarterly Report and Planning and Development Project Update

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 or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 7, 2024
SUBJECT:	50 th Anniversary Proclamation
STAFF RESOURCE:	Julie Brown, community engagement director
PREVIOUS BOARD ACTION:	N/A
ACTION PROPOSED:	Read Proclamation
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	Exceptional customer and community experiences
Strategy:	Provide exceptional experiences during each facet of the customer's interaction with the district

BACKGROUND

Bend Park and Recreation District is turning 50 this month and staff seek the board's involvement to kick off a campaign with a proclamation. While the history of parks and recreation goes back more than 100 years, the City of Bend created a recreation department in 1949. Prior to establishing the department and hiring a director, the city had operated summer youth recreation activities jointly with the school district.

As Bend and the surrounding area grew, about one-third of those participating in park and recreation programs now non-residents of Bend by the early 1970s, yet city taxpayers were the sole support of the department. A proposal from a citizens' group led to a feasibility study, followed by community meetings, and finally the City of Bend Commission resolved to form a special district with boundaries that included the nearby, rapidly developing, unincorporated areas.

The petition appeared on the ballot in May 1974, and the Bend Metro Park and Recreation (BMPRD) District was established by a vote of 983 yes to 541 no votes.

The first Board of Directors elected to the park district was Dr. Albert Moody, Connie Miller, Mary Jane Newton, Robert L. Coats and Leonard Gray.

BUDGETARY IMPACT

Budget resources of \$15,000 were allocated to the Community Relations department to celebrate the 50th anniversary with communications, activities and events for staff and community members.

ATTACHMENT

50th Anniversary Proclamation



Celebrating 50 Years of Excellence in Recreation and Community Enhancement

WHEREAS, for half a century, the Bend Park and Recreation District has been a cornerstone of our community, dedicated to enhancing the lives of its residents through exceptional park and recreation services; and

WHEREAS, guided by its visionary mission and unwavering commitment to excellence, the Bend Park and Recreation District has played a pivotal role in fostering healthy, enriched lifestyles and strengthening community vitality; and

WHEREAS, the District has worked towards its vision of being a leader in building a community connected to nature, active lifestyles, and one another, setting the standard for quality programs, parks, and services through leadership, vision, innovation, and dedication; and

WHEREAS, the Bend Park and Recreation District has been steadfast in its pursuit of environmental sustainability, actively contributing to the protection, maintenance, and preservation of our natural and developed resources for the benefit of current and future generations; and

WHEREAS, the District has demonstrated fiscal accountability by responsibly and efficiently managing its financial health, ensuring the sustainability of its services for years to come; and

WHEREAS, the Bend Park and Recreation District has championed inclusiveness by reducing physical, social, and financial barriers to its programs, facilities, and services, striving to create an environment where all members of our community can thrive; and

WHEREAS, the District has forged meaningful partnerships, fostering an atmosphere of cooperation, trust, and resourcefulness with patrons, coworkers, and other organizations, thereby providing more enriching opportunities in our community; and

WHEREAS, the Bend Park and Recreation District has prioritized the safety and well-being of all who work and play in our parks, facilities, and programs, promoting a culture of safety and ensuring a healthy environment for all; and

WHEREAS, the District recognizes and honors the diverse contributions of its staff and volunteers, acknowledging them as essential to the accomplishment of its mission;

NOW, THEREFORE, be it proclaimed that the Bend Park and Recreation Board of Directors hereby celebrates the 50th anniversary of the Bend Park and Recreation District and expresses its profound gratitude to all those who have contributed to its success over the past five decades.

ADOPTED by the Bend Park and Recreation District Board of Directors this 7th day of May, 2024.

Nathan Hovekamp, Board Chair

ATTEST: _____
Don Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 7, 2024
SUBJECT:	ORPA Leadership Academy
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director JoAnna Edwards, Information Specialist
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Employees & Workplace Culture
Outcome:	All employees have an opportunity to learn and grow
Strategy:	Enhance professional development program for interested employees

BACKGROUND

The Oregon Recreation and Park Association (ORPA) just completed the second session of the Leadership Academy in April 2024. The ORPA Leadership Academy is a seven-month program designed to provide competencies in leadership skills for park and recreation professionals. In partnership with Portland State University, the Leadership Academy combines education with practical project development and the benefit of an expanding professional network across Oregon. More specific information about the program is attached.

Supporting staff is a value of the district and providing opportunities for “all employees [to] have an opportunity to learn and grow” is one of the desired outcomes of the district’s 2019 strategic plan. One district team member, JoAnna Edwards - Information Specialist at Park Services, completed the program this past April. JoAnna will share information about her experience in the program and summarize her capstone projects during the board meeting.

BUDGETARY IMPACT

The leadership program registration cost \$1,100 per person, plus travel costs for two in-person cohort events in Portland. Funding to cover these costs were included in the travel and training budgets in the park services department this fiscal year.

STAFF RECOMMENDATION

None

MOTION

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 7, 2024
SUBJECT:	2024 Strategic Plan Development Approach
STAFF RESOURCE:	Rachel Colton, Park Planner Kristin Toney, Administrative Services Director Kelsey Schwartz, Planning and Property Specialist
PREVIOUS BOARD ACTION:	June 18, 2019 – Adopted Strategic Plan January 1, 2024 – New Strategic Plan Update February 2, 2024 – Strategic Plan Workshop
ACTION PROPOSED:	None
STRATEGIC PLAN:	N/A

BACKGROUND

The 2019-2023 Strategic Plan will sunset at the end of this fiscal year, and a new Strategic Plan will be necessary to establish the framework for how the district will serve the community and its staff through internal operations in the coming years. The new plan will be completed in-house and staff anticipates the 2024 Strategic Plan will be ready for board action in October 2024. The plan will be developed in five phases:

1. **Data Review:** Including, but not limited to the current Strategic Plan, 2018 Comprehensive Plan, 2022 Perception Survey, 2022 Employee Survey, 2022/2023 Recreation Annual Report, 2023 Community Needs Assessment Survey, applicable district policies, Diversity Equity and Inclusion Action Plan, and the district’s mission, vision and values.
2. **Staff and Board Feedback:** This is the most time intensive phase and includes a staff survey, staff focus groups and board work sessions.
3. **Annotated Outline:** This outline will provide the framework for the 2024 Strategic Plan.
4. **Draft 2024 Strategic Plan:** The plan will be informed by data review, and staff and board feedback. Board review of draft plan is targeted to occur in September.
5. **Finalize and Adopt 2024 Strategic Plan:** The plan will be updated to reflect staff and board feedback, with board action on the plan targeted to occur in October.

Staff is currently in phase 2 of the plan development - staff and board feedback. To gather this feedback, the Strategic Plan development team distributed a district-wide survey that had over 200 staff members participate, hosted two focus groups with the BPRD leadership team, two focus groups with the BPRD executive team and one focus group with the board. A summary of feedback that was received from the staff survey and first round of staff focus groups is included as Attachment A to this report. This feedback focused on the district’s strengths, weaknesses, opportunities and threats (SWOT). At the board meeting, staff will discuss the details of the staff SWOT feedback received to date, and highlight feedback from the board that was not mentioned by staff.

The second round of staff focus groups was not only an opportunity to review the SWOT feedback, but a chance to review the pillars in the existing strategic plan and their current relevancy, and the district's vision, mission and values. The key take-away from the focus group discussions around the vision, mission and values was that there is the most opportunity for enhancements as it relates to the district's values. At the board meeting, staff will provide a summary of staff feedback on the vision, mission and values, and will welcome feedback from the board on their suggested changes to these foundational elements guiding our work.

BUDGETARY IMPACT

The 2024 Strategic Plan will be developed in-house, with minimal expenditures associated with hosting feedback meetings with district staff and the board. Once approved, the 2024 Strategic Plan will guide the district's future investments in a variety of key focus areas.

STAFF RECOMMENDATION

None, for informational purposes only.

MOTION

None

ATTACHMENTS

Attachment A - Round 1 Staff Data Summary

Thank you for taking the time to provide feedback on the district's strengths, weaknesses, opportunities and threats (SWOT) to help inform the 2024 Strategic Plan update. We received a total of 217 responses to the survey, and hosted focus groups with the executive and leadership teams - who brought forward information from their staff.

We got a wealth of great data, and did our best to summarize it. For a quick snapshot, check out the top five items identified as strengths, weaknesses, opportunities and threats below, followed by word clouds for each SWOT element.

We strongly encourage additional feedback and/or questions! You can respond to the Paylocity post and share your ideas/thoughts/questions, or we've also launched an anonymous survey on Paylocity to provide another format for feedback.

Thank you for your support and engagement – your feedback is invaluable!! Rachel, Kristin and Kelsey

Strengths

- Assets – well maintained parks, trails and facilities
- Community Support – positive reputation, strong support for the district
- Funding – dedicated funding and fiscally responsible
- Programming – diverse and high-quality offerings to address community needs
- Staff – talented, dedicated, passionate and knowledgeable staff

Weaknesses

- Communication – opportunity for improvements both internally and externally
- Facility/Program Capacity – high demand/use
- Staff Capacity – high workloads
- Staffing and Staff Turnover
- Wages/Benefits – need to be competitive and recognize Bend cost of living

Opportunities

- Changing community/workforce demographics
- Funding options – explore more grants and alternative funding sources
- Maintaining - Take care of what we have and protect natural resources
- Partnerships – expand and enhance partnerships
- Program and asset focused expansion – expand programs and assets in key areas informed by community needs

Threats

- Affordability – for the district, it's employees and the community
- Climate – ice storms, high heat, poor air quality, fires
- Competition for district funding & staff
- Crime and misbehavior
- Rapid population growth and development

Strengths



Weaknesses



Opportunities



Threats





Board of Directors

April 16, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



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

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

BOARD PRESENT

- Nathan Hovekamp
- Donna Owens
- Deb Schoen
- Jodie Barram
- Cary Schneider

STAFF PRESENT

- Don Horton, Executive Director
- Michelle Healy, Deputy Executive Director
- Matt Mercer, Director of Recreation
- Kristin Toney, Administrative Services Director
- Julie Brown, Manager of Communications and Community Relations
- Sheila Reed, Assistant to the Executive Director
- Brian Hudspeth, Development Manager
- Kim Johnson, Community Engagement Supervisor
- Sasha Sulia, Superintendent of Park Services

VISITORS

Justin Gottlieb: Mr. Gottlieb shared some of his personal history with the district and said the district has helped him through some very tough times. He advocated for the homeless population in Bend and offered to organize the community to pick up trash along the river.

WORK SESSION

1. Volunteer Update – *Kim Johnson*

Ms. Johnson said the month of April celebrates volunteers. She said she tracks annual volunteer hours for the district, the 2023 data is as follows:

- 1274 volunteers
- 44,949 hours contributed
- 22 FTE
- Total varies annually with current district needs, opportunities offered and reporting by volunteers

She said volunteer engagement supports recreation programs and activities, park and trail maintenance and stewardship, events and special projects and organization oversight and fundraising. She explained that volunteers are made up of adults and teens and highlighted areas of contribution around the district.

2. SDC Annual Index – Kristin Toney

Ms. Toney said staff is looking at making some changes to the district system development charges (SDC) fees. She gave a background on the SDC schedule explaining that an adjustment becomes effective on July 1 of each year. She reminded the board that the SDC methodology adopted in 2019 allows the district to charge SDC fees for single-family and multi-family by tiers and the city collects these fees for the district.

Ms. Toney reviewed the city's plans to update their SDC methodology with a tiered approach. She recommended that the district align the single-family tiers to the city's to aid in billing and consistency. She also recommended the district remove the multi-family tiers and use the average to align with feedback from the city's engagement efforts and align with the new city methodology.

She reviewed the next steps and asked the board for feedback. The board asked questions about the current methodology and why the district would choose to change. Ms. Healy explained that changing the way the district collects SDC fees to align more with the city creates more consistency for developers to understand the tiered fees. She added that there is not a big impact to the district and it is easier for the city to charge a flat rate. She said the city did a lot of outreach in the community and developed their tiers based on the feedback.

Director Hovekamp inquired about the city's current charge to the district for collecting SDC fees. Ms. Toney clarified that the fee stands at 1.6%, and the city plans to review and potentially revise this fee. Additionally, Director Hovekamp suggested that the city examine the fee with the alignment of the tiers and the fee structure to help facilitate the district's participation in the waiver program.

CONSENT

1. Minutes: 4/2/2024
2. Approve Health Insurance Contract

Director Schoen made a motion to approve the consent agenda. Director Owens seconded. The motion was approved unanimously, 4-0. Director Schneider abstained from the vote since he was not part of the last meeting for the minutes.

BUSINESS SESSION

1. Appoint Budget Committee Member

Director Hovekamp said that a small number of applications were received for the budget committee and asked the board how they would like to proceed. The board decided to elect the top candidate for the vacant budget committee seat.

Director Schoen made a motion to appoint Abigail Schneider to the budget committee for the Bend Park and Recreation District. Director Schneider seconded. The motion was approved unanimously, 5-0.

2. Approve Boyd Acres Shop project design consultant – *Bronwen Mastro*

Executive Director Horton gave a brief overview of the shop project and said he is excited about this project. Ms. Mastro said this project is below the monetary level of the executive director’s signing authority, but wanted to bring to the board as a smaller piece to a larger project. Ms. Mastro gave the background of this facility that is being purchased from the city and said the district is assuming property ownership at the end of 2025. She reviewed the project timeline and explained the work that staff has already completed.

Ms. Mastro showed pictures of the existing conditions of the building and the conceptual program for modifications to accommodate the district use best. She shared the project budget and explained that the property value was assessed at the start of this project and there is a 10% collar on the price, explaining that the final sale price can only go up or down by 10% depending on market conditions.

Ms. Mastro explained that the district is planning to keep the current shop as well to make travel to parks more efficient by maintaining an east and west shop location.

Director Owens made a motion to authorize the executive director to negotiate and execute a professional services agreement for the Boyd Acres Park Services Complex Professional Design Services contract with Stemach Design + Architecture with a cost not to exceed \$34,900, and to approve a 10% design contingency of \$3,490 for a total phase one design budget not to exceed \$38,390. Director Schoen seconded. The motion was approved unanimously, 5-0.

3. Approve Fiscal Policies – *Kristin Toney*

Ms. Toney explained the background of the fiscal policies that set the basic framework for overall financial management of the district, stating that the board is responsible for adopting all new and revised district financial policies.

She said staff has completed the task of reviewing and updating the policies, related procedures and definitions. The revisions combine board and administrative policies, updates acronyms, updates fund balance and reserve policies. She showed a slide of the revised policies for approval.

Director Schneider made a motion to adopt the Board Financial Policies Sections 1 through 15. Director Owens seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTOR’S REPORT

- Executive Director Horton said Joanna Edwards completed the ORPA Leadership program and did a capstone project on electric equipment that will be brought to the board at a future meeting. He said she was asked to team up with Portland Parks to do a presentation at the ORPA conference.
- He shared that staff will host an outreach session on Thursday for the Riverfront design project at 5:15 pm.
- He said the next fiscal year budget is looking good and will be presented to the budget committee next month.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Schneider thanked the board for the opportunity to serve on the board. He said he played a small part at the marathon on Sunday and shared that district staff was working nearby and helped some runners get back on track that were going the wrong direction
- Director Owens noticed in the Source neighborhood issue that every neighborhood except for one mentioned parks as an asset to their neighborhood.
- Director Schoen said she saw Julie on TV explaining the importance to going on the waitlist for district programs and expressed her appreciation for her efforts.
- Director Hovekamp welcomed Director Schneider to the board and shared some encouraging words.

ADJOURN: 7:22 pm



Prepared by,

Sheila Reed
Assistant to the Executive Director

Nathan Hovekamp, Chair

Jodie Barram, Vice-Chair

Donna Owens

Deb Schoen

Cary Schneider

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 7, 2024
SUBJECT:	Resolution No. 2024-04, adopting a Revised System Development Charge (SDC) Fee Schedule effective July 1, 2024
STAFF RESOURCE:	Kristin Donald, Administrative Services Director Michelle Healy, Deputy Executive Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	Work Session held April 16, 2024 proposing change in tiers. The SDC Fee Schedule was last set with Resolution No. 2023-03 on May 2, 2023, effective July 1, 2023.
ACTION PROPOSED:	Adopt Resolution No. 2024-04, providing for a revised SDC Fee Schedule effective July 1, 2024 that includes a 3.81% 2024-25 annual index adjustment and aligning the single-family tiers and multi-family with City's SDC tiers.
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The district's annual SDC fee schedule adjustment becomes effective on July 1 of each year. The timing of the decision regarding the fee adjustment is sequenced to correspond with the district's annual budget process and to inform the city of Bend and Deschutes County of SDC fee changes in a timely manner. The current SDC fee schedule went into effect on July 1, 2023, pursuant to Resolution No. 2023-03 adopted on May 2, 2023.

The Methodology Report: Parks System Development Charges, Section 3.4.1 Inflationary Adjustments, outlines the formula for calculating and adjusting fees on an annual basis. The adjustments are proportionately indexed to:

- the Engineers News Record (ENR) US 20–City Average Construction Cost Index; and
- Bend land values as determined by changes in Real Market Value (RMV) as reported by the Deschutes County Assessor's Office

The recommended 2024-25 fee adjustment is based on the proportional rates of change in the two cost factors between December 2022 and December 2023 (see attachment 1). This year the indices call for a total fee adjustment increase of 3.81% for fiscal year 2024-25 due to the combined effect of:

- an increase in Bend land values (7.93%) combined with
- an increase in the ENR 20-city construction cost index (2.58%)

During the April 16, 2024 board meeting staff shared information about the potential to align the district's SDC tiers with the tiers being proposed by the city of Bend for their new SDC fees (see link in attachment 2). Based on the board's discussion and feedback, staff prepared the attached Resolution No. 2024-04 with a new tier structure that aligns with the city's tiers, and includes the 3.81% inflationary index for this year.

BUDGETARY IMPACT

The SDC Fee Schedule has impacts on future SDC fee revenues and the funding available for SDC eligible projects in the district's adopted Capital Improvement Plan. Inflationary-adjusted fees help the district's SDC revenues adjust to the rising costs of acquiring and developing parks, trails and recreation facilities. However, it is important to recognize that there is a time lag between the dates of the indices used and the date the new fees are effective, so in a time of significant cost inflation as we are currently seeing, the annual fee adjustment cannot keep pace.

STAFF RECOMMENDATION

Staff recommends adoption of the SDC Fee Schedule, including both average and tiered fees, contained in Resolution No. 2024-04 which provides for a 3.81% inflationary adjustment and adjustment of tiers as determined with the cost indices included in the 2019 adopted SDC Methodology, and outlined above.

MOTION

I make a motion to adopt Resolution No. 2024-04, Adopting a Fee Schedule for System Development Charges effective July 1, 2024.

ATTACHMENT

- A. SDC Calculations and Tier adjustment Summary, Fiscal Year 2024-25
- B. April 16, Board Meeting materials on SDCs (page 7) - <https://www.bendparksandrec.org/wp-content/uploads/2024/04/Board-Report-4.16.2024.pdf>
- C. Resolution No. 2024-04, Adopting a Revised Fee Schedule for System Development Charges

**Bend Park and Recreation District
Park SDC Fee Schedule
Effective Fiscal Year July 1, 2024 - June 30, 2025**

Attachment A

Fee Type	Fee Amount
Single Family Dwelling - Non-tiered Average Fee (\$11,266)	
Single Family Dwelling - (< 600 square feet)	\$ 8,066
Single Family Dwelling - (601 - 1,200 square feet)	\$ 9,058
Single Family Dwelling - (1,201 - 1,600 square feet)	\$ 10,004
Single Family Dwelling - (1,601 - 2,200 square feet)	\$ 10,680
Single Family Dwelling - (2,201 - 3,000 square feet)	\$ 11,311
Single Family Dwelling - (> 3,000 square feet)	\$ 12,348
Multi-Family Dwelling	\$ 7,661
Accessory Dwelling Unit	\$ 4,867
Overnight Visitor Accommodation/Hotel/Motel/RV Park Site (Per Unit)	\$ 7,776
Manufactured/Mobile Home Placement Permit (in a Park)	\$ 10,184
Dormitory (per person)	\$ 4,506

Descriptions of Housing Categories

Single family dwelling means a building containing only one dwelling unit and includes:

Single family home, tiny home, and a manufactured home when placed on its own parcel of land.

Multi-family dwelling means a building containing two or more dwelling units with shared walls and includes:

Duplex, triplex, apartment, condominium, townhome, row house, senior independent living, and assisted living residences.

Accessory dwelling unit (ADU) means a small dwelling unit on a parcel of land that contains a Single Family Dwelling Unit as the primary use. It may be attached to or detached from the Single Family Dwelling Unit.

Overnight Visitor Accommodation/Hotel/Motel/RV Park site means a building/site, group of buildings/sites designed or used for temporary occupancy by individuals who are lodged. This fee is assessed on a per unit/room/site basis (not on bedrooms) and includes: hotels, motels, hostels, RV parks or similar designations.

Manufactured/Mobile Home Placement Permit means a mobile home if placed in a mobile home park.

Exemptions and Waivers

The following are **Exempt** from a Park SDC fee: hospice care, memory care, and end of life residential care facilities.

BPRD RESOLUTION NO. 2024-04**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING A REVISED FEE SCHEDULE FOR SYSTEM DEVELOPMENT CHARGES.**

WHEREAS, June 4, 2019, the Board of Directors (the “Board”) for the Bend Park and Recreation District (the “District”) adopted Ordinance No. 12 – System Development Charges, authorizing the assessment and collection of System Development Charges (“SDCs”) and Resolution No. 422 – Adopt a Methodology for Calculating System Development Charges; and

WHEREAS, Ordinance No. 12 allows the District to establish SDC fees necessary to serve future public park needs of the residents of the District; and

WHEREAS, the terms “Single-family Dwelling,” “Multi-family Dwelling,” “Mobile Home,” “Accessory Dwelling Unit,” “Dormitory,” and “Hotel/Motel” are defined in Ordinance No. 12, and

WHEREAS, the District incurs costs associated with administering the SDC program, including internal administration as well as payments to the City of Bend and Deschutes County to collect the park SDCs on behalf of the District (the “Administrative Costs”); and

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The District’s SDCs and Administrative Costs for the period July 1, 2024 through June 30, 2025 shall be imposed at the full amount allowed under the adopted Methodology, and shall be:

Fee Type	Fee Amount
Single Family Dwelling - Non-tiered Average Fee (\$11,266)	
Single Family Dwelling - (< 600 square feet)	\$ 8,066
Single Family Dwelling - (601 - 1,200 square feet)	\$ 9,058
Single Family Dwelling - (1,201 - 1,600 square feet)	\$ 10,004
Single Family Dwelling - (1,601 - 2,200 square feet)	\$ 10,680
Single Family Dwelling - (2,201 - 3,000 square feet)	\$ 11,311
Single Family Dwelling - (> 3,000 square feet)	\$ 12,348
Multi-Family Dwelling	\$ 7,661
Accessory Dwelling Unit	\$ 4,867
Overnight Visitor Accommodation/Hotel/Motel/RV Park Site (Per Unit)	\$ 7,776
Manufactured/Mobile Home Placement Permit (in a Park)	\$ 10,184
Dormitory (per person)	\$ 4,506

2. This Resolution shall take effect July 1, 2024.

3. Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 7th day of May 2024.

Nathan Hovekamp, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	May 7, 2024
SUBJECT:	Sponsorships Policy
STAFF RESOURCE:	Julie Brown, community engagement director
PREVIOUS BOARD ACTION:	N/A
ACTION PROPOSED:	Approve Sponsorship Policy
STRATEGIC PLAN:	
Pillar:	Community Relationships Operations & Management Practices
Outcome:	Exceptional customer and community experiences; Financial well-being supported by strong business practices
Strategy:	Provide exceptional experiences during each facet of the customer's interaction with the district; Plan for long-term financial health.

BACKGROUND

In March 2011, district staff adopted a Sponsorships Program Policy. The policy defined guidelines and a process by which the district manages sponsorships with businesses for district programs, events and services. During a periodic review of the policy, updates have been proposed and it is requested to include board consideration for adoption as a board policy.

The updated policy draft establishes guidelines and criteria to be used in evaluating and agreeing to a sponsorship relationship. This policy is intended to help ensure that the district and community is better served as a result of the collaboration.

The policy addresses opportunities to sponsor with the district as well as when the district will sponsor events or activities by outside organizations. It also addresses requests for donation of services, prohibited sponsorship agreements, and budgeting and reporting.

BUDGETARY IMPACT

The new policy is not expected to have a significant impact on overall revenue from sponsorships. For efficiency, centralized budgeting will occur in Community Engagement beginning with fiscal year 2024-25.

STAFF RECOMMENDATION

Staff recommends the board approve the draft of the Sponsorships Policy to replace the 2011 administrative policy.

MOTION

I make a motion to adopt the Sponsorships Policy as presented to replace the 2011 administrative policy.

ATTACHMENTS

- A. Proposed 2024 Sponsorships Policy
- B. Adopted 2011 Sponsorship Program Policy



Sponsorship Program

General Information

This sponsorship policy is intended to define guidelines and a process by which the district manages sponsorships with businesses for district programs, events and services. This policy is intended to help ensure that there is equity in both the value and benefits associated with sponsorships throughout the organization, and that the district's interests are represented in a consistent manner.

Philosophy

Bend Park and Recreation District (BPRD) recognizes that sponsorships with other agencies, non-profit organizations and businesses augment district resources and generate support for park and recreation services. Sponsorships are a form of partnership and designed to build positive relations and mutually beneficial outcomes.

Definitions

Partnerships are a cooperative venture between two or more parties with a common goal, who combine complementary resources to benefit a particular project, program or outcome.

Sponsorships are cash or in-kind products and services offered by sponsors (businesses or individuals, private or public) with the clear expectation that an obligation is created. The recipient (BPRD) is obliged to return something of value to the sponsor, typically in the form of marketing objectives such as public recognition, publicity or advertising highlighting the contribution of the sponsor and/or the sponsor's name, logo, message, products or services.

Donations come with no expected benefits for the donor.

Sponsorship Development

BPRD's product

BPRD has a unique and desirable "product" to offer sponsors in exchange for their financial support. The district enjoys a very favorable reputation in the community built upon years of quality recreation programs, a beautiful park system, sound management practices and a commitment to quality customer service. By associating with BPRD, sponsors are aligned with BPRD's reputation to promote their business and realize their marketing objectives. Sponsorship can also help a business be associated with important causes.

Acceptable Sponsorships

Sponsors may be businesses, non-profit groups or individuals that support or compliment the district's mission, values and goals.

Sponsorships which will NOT be considered are those which:

- Promote work or other practices that constitute violations of law such as, dumping hazardous waste, promote drugs, alcohol, or tobacco.
- Duplicate or mimic the identity or programs of the district.
- Exploit participants or staff members of the district.
- Offer benefits which may violate other accepted policies or ordinances.

Sponsorship Plans

Consistency and equity in the costs and benefits provided by the district to sponsors, and provided by the sponsors to the district, is critically important to the district's credibility. In an effort to communicate district sponsorship relationships, all sponsorship need to be written into a sponsorship plan that defines the levels, values and benefits of the sponsorship relationship. Sponsorship plans will be reviewed for consistency and continual improvement during the annual program evaluation. Plans are also an effective tool be used to negotiate, present or define a sponsorship agreement.

Non-commercial Forums Not Permitted

While non-commercial organizations or individuals may wish to sponsor district activities or facilities, non-commercial speech (messages) is not permitted as an element of sponsorship benefit.

Advertisements/promotions associated with commercial sponsorships must primarily propose a commercial transaction, either directly through text, or indirectly through association with the sponsor's name.

The reasons for this portion of the policy include:

1. The district's interest in avoiding non-commercial attempts to convert, recruit or proselytize a "captive audience" of event spectators and participants;
2. The desire of the district to maximize income from sponsorships, weighed against the likelihood that commercial sponsors would be dissuaded from using the same forum commonly used by persons wishing to communicate non-commercial messages, some of which could be offensive to the public;
3. The desire of the district to maintain a position of neutrality on political and religious issues.
4. In the case of religious advertising and political advertising, specific concerns about the danger of "excessive entanglement" with religion (and resultant constitutional violations) and the danger of election campaign law violations, respectively.

Sponsorship Approvals

Prior to negotiation with sponsors, a program’s sponsorship plan must be approved by the Department Manager. Based upon the level of sponsorship, final approval of sponsorship agreements are outlined below.

Approval Levels	Approval Designee
Under \$1000	Sponsorships at this level may be approved by the program or project staff, with review by their dept. manager.
\$1,001 - \$10,000	Department/division Director.
\$10,001 - \$25,000	Executive Team
Over \$25,000	Executive Director and may recommend a Board of Directors review.

Sponsorship Committee

A committee consisting of staff who solicit sponsors and other management team designees shall meet at least twice a year to review the sponsorship program, exchange information, ideas for improvements, and make adjustments to ensure consistency in value and benefits throughout the district.

Addendum:

Sponsorship Tiers and Benefits

Described below is a sample of a sponsorship program's tier levels.

Hierarchy of Sponsorship Levels (highest to lowest)

District-wide sponsor:

Sponsor the organization
Bend Broadband: Value:

Facility Sponsor:

Sponsors one facility or park (such as sponsor of the Senior Center)

Title Event or full Program Sponsor:

Example: US Bank PPP -- on the bottom of collateral materials it says the event is a fundraiser for MBSEF, but MBSEF does not share the title of the event.

Presenting Event Sponsor:

Example- BPRD's Pet Parade Presented by Dog Bone Company

Event feature sponsor/smaller program Sponsor:

Media Sponsor:

This level can vary based on the value of the donation;
It is generally measured at ½ of retail value

Team sponsor/smaller program sponsor

In-kind sponsor

Official Supplier

Factors Determining Sponsor Cost/Benefits

Generally, sponsors seek benefits that are equal to or a better value than other marketing opportunities, and that sponsorship with BPRD creates a better return on investment than other marketing opportunities available to them.

Some considerations in determining pricing:

- How much exposure can you give to a business name/logo? (game shirts, parent fliers, table signs at registration, program guide, etc. and quantity of each)
- Is the audience that the district has access to “their” audience in terms of who they sell to/do business with?
- Once you estimate the number of exposures, be sure to compare this to other advertising/promotion options (compare cost with an ad in the paper, for example)
- Is there competition or exclusivity associated with the sponsorship?
- Is there added or unique value that isn’t available with other marketing opportunities, such as association with BPRD’s brand/reputation?
- Be sure to consider district costs for preparing the sponsorship package, soliciting the sponsors and managing the sponsorship into the district’s costs.



Board Policy
Policy Name: Sponsorships
Approved Date: May 7, 2024

Nathan Hovekamp, Chair

Page 1 of 4

Sponsorships Policy

General information

Bend Park and Recreation District has earned a favorable reputation in the community and other organizations and businesses may wish to affiliate themselves with the district or seek support for their projects and events.

This policy establishes guidelines and criteria to be used in evaluating and agreeing to a sponsorship relationship. This policy is intended to help ensure that the district and community are better served as a result of the collaboration.

Policy

All sponsorship relationships will serve the district's intent to address one or more of the following:

- Expand district resources to serve community members;
- Enhance projects and programs in achieving the district's mission and goals; and/or
- Increase public support and involvement in the delivery of park and recreation services.

The establishment of a sponsorship agreement does not constitute an endorsement by the district of the sponsor's organization, products or services.

Definitions

Sponsorship: A transaction that may include financial or other resource support to associate the sponsor's name, products and services with an organization's programs, events, services and reputation for negotiated benefits.

A sponsorship differs from a partnership because it does not include equitable stake in each other's success or equitable resources invested into the program or event. One organization is doing the majority of the effort with support from the other.

Reviewer: Community Engagement Director
Last Review Date: May 2024
Next Review Date: May 2029
Review Schedule: 5 years

A sponsorship differs from a gift, which usually take the form of monetary donation, material, supplies, art or real property without expectation of an exchange of service. See Gifts and Donations Policy.

Donation of service: A contribution of goods and/or services not involving an exchange of money. This is most commonly associated with fee waivers for the use of a facility space. It may also be in the form of a voucher for use of a BPRD program or recreation facility use.

Sponsorship criteria

Potential sponsorships will be considered with the following:

- Is the proposed sponsorship consistent with district mission, values and current priorities?
- Does the proposed sponsorship provide public benefit by increasing access to parks, trails and recreation facilities or programs?
- Does the proposed sponsor have the necessary competency, resources and license to engage in the proposed activity?
- Does the proposed sponsor have the ability to meet an established program delivery goal and timeline?
- Does the proposed sponsor have the ability to meet insurance coverage requirements as determined by the district?
- Does the proposed sponsorship add value that is complementary to district programs or facility offerings?
- Does the proposed sponsorship require the district to commit resources or create expectations of district commitments in the future?
- Does the proposed sponsorship adversely impact or alter public access to district parks, trails or recreation facilities?

Donation of services consideration

If/when a community organization requests a fee waivers or donation of services from the district, the following criteria are considered by BPRD staff in addition to the above:

- Is the event and/or program organizer a Central Oregon-based non-profit 501 (c) (3) organization?
- Is the service/event open to the community and free to attend?
- Does the service/event celebrate, help serve new or underserved or diverse community members?

Donation of services – in-kind support or vouchers

Requests must be in writing to address sponsorship criteria above and directed to the director of community engagement. If a request is granted, additional service fees may still apply. The district reserves the right to establish quantity limits or value on approved requests annually.

Use of the Riverbend Community Room at the District Office is available to non-profit 501 (c) (3) or public agencies without charge during regular office hours when not being used by the district. Additional service fees apply outside of regular office hours, for use of audio/video technology and when food and beverage is served. This space is not intended for regular, recurring

reservations due to high demand and is not typically available during the summer due to parking limitations.

The district may upon request donate a limited number of program vouchers and recreation facility passes to local non-profit organizations and schools whose primary purpose is to serve local youth or district mission, goals and outreach efforts. Requests must be submitted in writing and meet the criteria in the donation application form. The district may donate program vouchers and facility passes annually to the school district and other partner organizations in lieu of individual requests.

Prohibited sponsorship agreements

The following industries and products are not eligible for sponsorship with the district and the district will not sponsor third-party organizations that are associated with:

- Companies whose business is substantially derived from the sale of tobacco, cannabis, firearms/weapons or pornography. See below for alcohol.
- Religious and political organizations unless the intended event or program meets criteria for broad general public participation.
- Organizations or individuals that discriminate against protected classes per state and federal laws.

In addition, the following content areas are prohibited from sponsorship:

- Promotion of the use or sale of firearms, explosives or other weapons or the depiction, suggestion or glorification of violence or acts of a violent nature.
- Depiction in any form of nudity, profanity, hate speech, obscenity or lewdness or sexually oriented products, activities or materials.
- Promotion of the use or sale of illegal products, activities, paraphernalia or material.
- Use of language or descriptive material which when taken in form and context is deemed to be unsuitable for or contrary to community standards of appropriateness for governmental use for family publication.

Alcohol

Sponsorships for entities whose business are derived in part from the sale of alcohol (such as a restaurant) may be considered for sponsorship subject to approval by the executive director.

Sponsorship affiliations with companies associated with alcohol are subject to the following limitations:

- Sponsorships may not be directed at people or programs that primarily serve participants under 21 years of age
- Sponsorships may be for specific events or activities but not district-wide
- The district logo may not appear on alcoholic products/packaging or gear
- Sponsorships for specific alcoholic beverages will not be allowed

District sponsorship for outside organizations

The district will evaluate requests to sponsor outside organization programs or events on a case-by-case basis. If/when sponsorship opportunities meet the sponsorship criteria outlined in this policy and are within budget resources for sponsorship activities, an agreement will be developed that documents details including fee, timeline, scope and benefits of the sponsorship.

Any sponsorship at or above \$5,000 in monetary or in-kind value must be approved by the executive director or designee. If less than \$5,000, the director of community engagement is authorized to approve or decline sponsorship opportunities within the budgeted limits annually.

A sponsorship at or above \$25,000 in monetary or in-kind value shall be considered by the district's board of directors for approval.

Outside organizations as sponsors for BPRD programs, events and services

- The district offers a limited number of sponsorship opportunities for outside organizations. These may include registration programs, space in district facilities and/or as support for district events.
- The sponsorship fee structure covers direct costs associated with the recognition (such as logo on jerseys) and a donation to support the district's needs-based scholarship program. In limited instances, funds may be used to support a specific program, event or purpose.
- In some cases, a trade for media advertising may be exchanged with in-kind value detailed in an agreement.
- The district may collaborate with a third-party facility use agreement renter on sponsorship opportunities, with approval by the executive director or a designee.
- Agreements must be in writing and include term of service details.
- Sponsor agreements and interest lists are maintained by the Community Engagement and Recreation departments.

Budgeting and reporting

Budgeting for sponsorship commitments for BPRD in relation to outside organizations will be centralized in Community Engagement as part of the annual budgeting process.

An annual report summary and list of sponsorships and partnerships will be available to the board of directors and to the public upon request.

The executive director is authorized to update the policy if changes are not substantial to the content of the policy.

FY2023-2024

Quarterly Administrative Update

**3rd Quarter
July 2023 - March 2024**

**Prepared For:
BOARD OF DIRECTORS**



3rd Quarter of FY2023-2024

The district looks good for three quarters through the year, with projects on the horizon. Administrative projects have kicked off with replacing the aging and unsupported phone system to Teams phones. The district capital projects are starting to progress with the change to nicer weather and summer programming is getting ready to go.

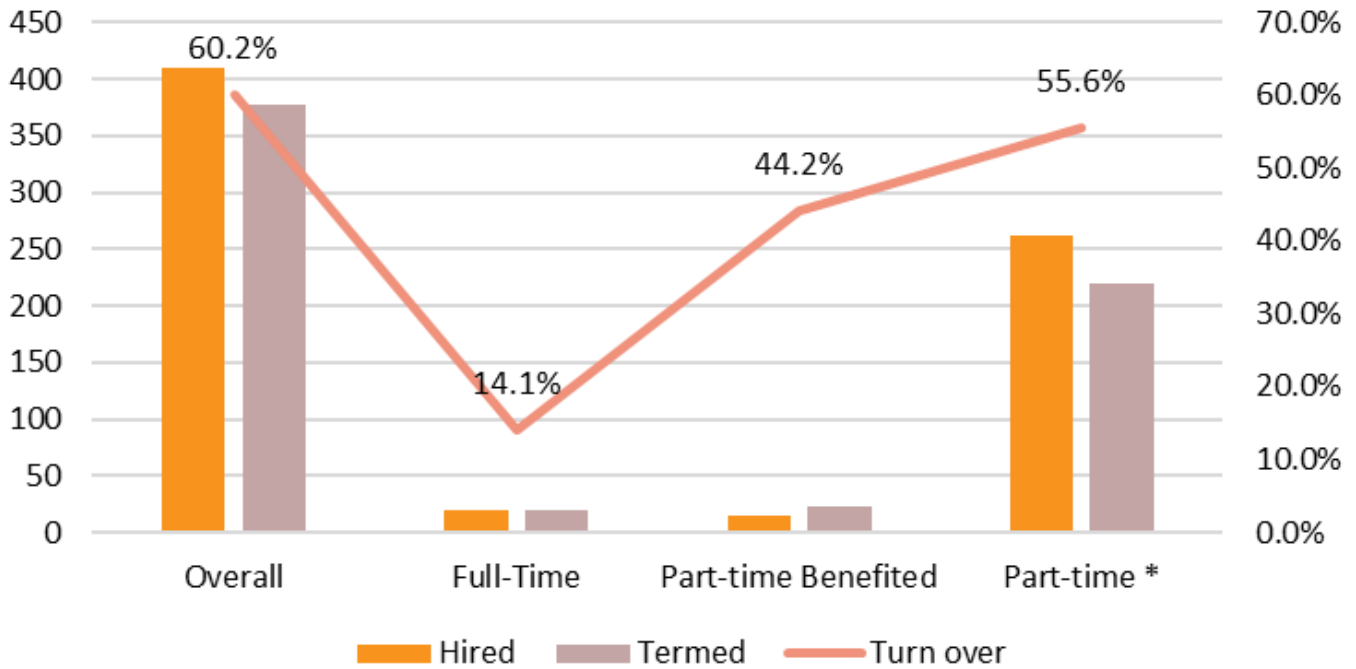
This Quarter in the numbers

- Expended 62.2% of budgeted dollars
 - 68.1% of the personnel budget
 - 65.8% of Materials and Services
 - 59.7% of capital
- Received 86.9% of Estimated Revenues
 - Majority of our tax revenue has been collected

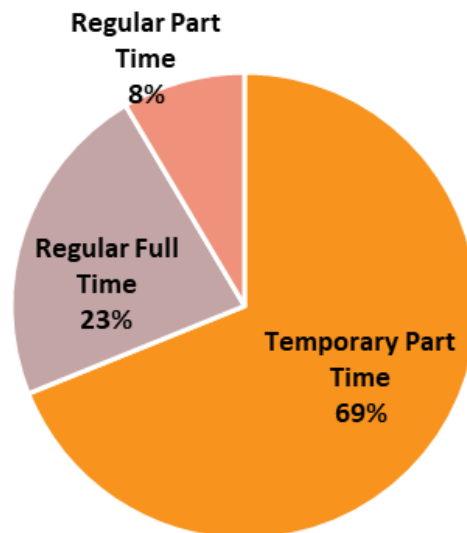
Staff in the Numbers for the 3rd Quarter



Y-T-D Turnover by Employee Type



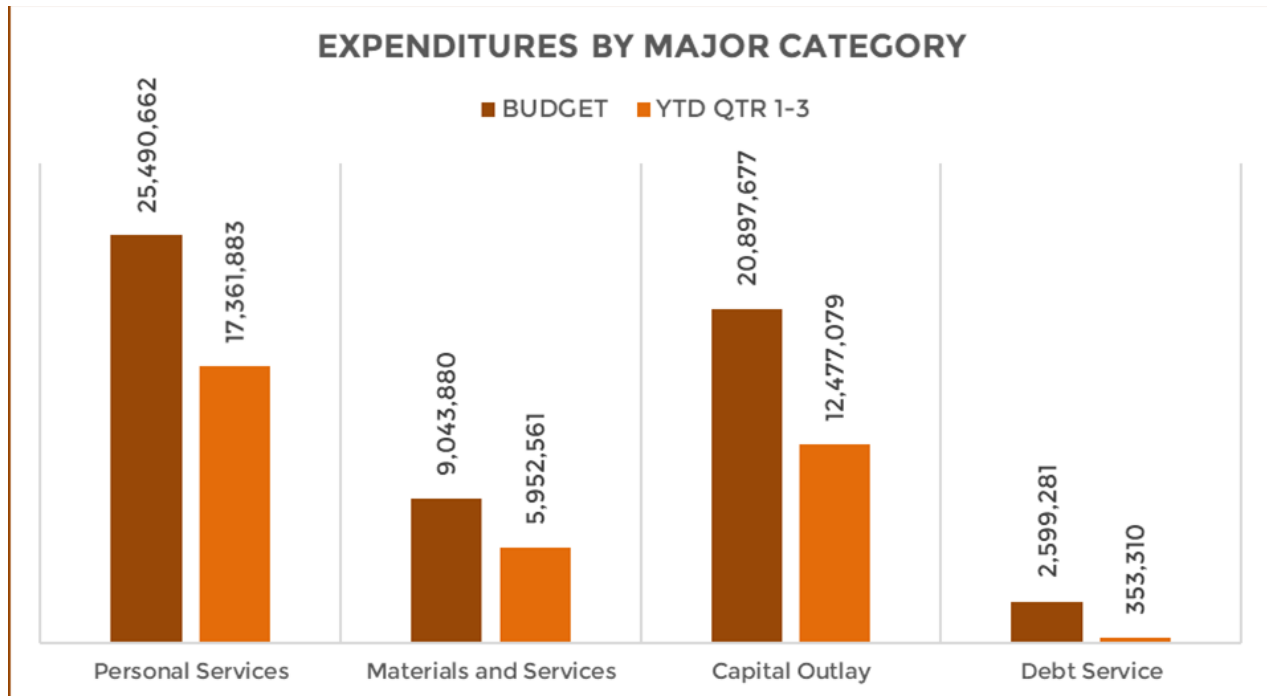
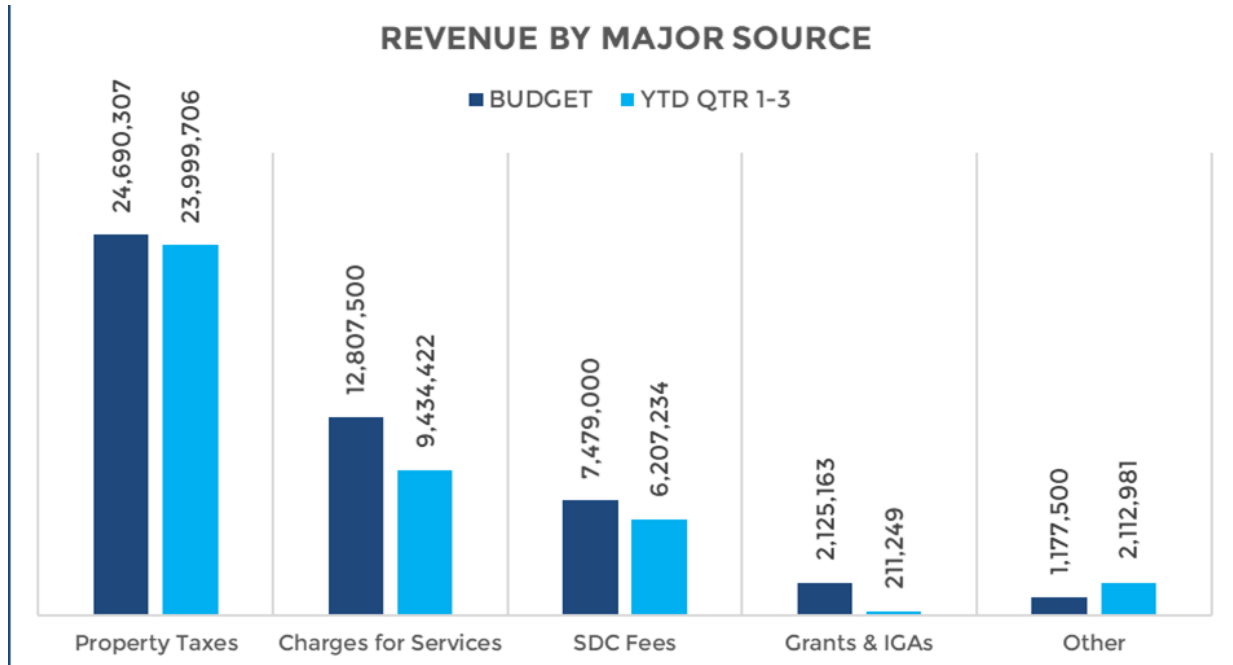
Employee Type



Our Q3 Financial Highlights

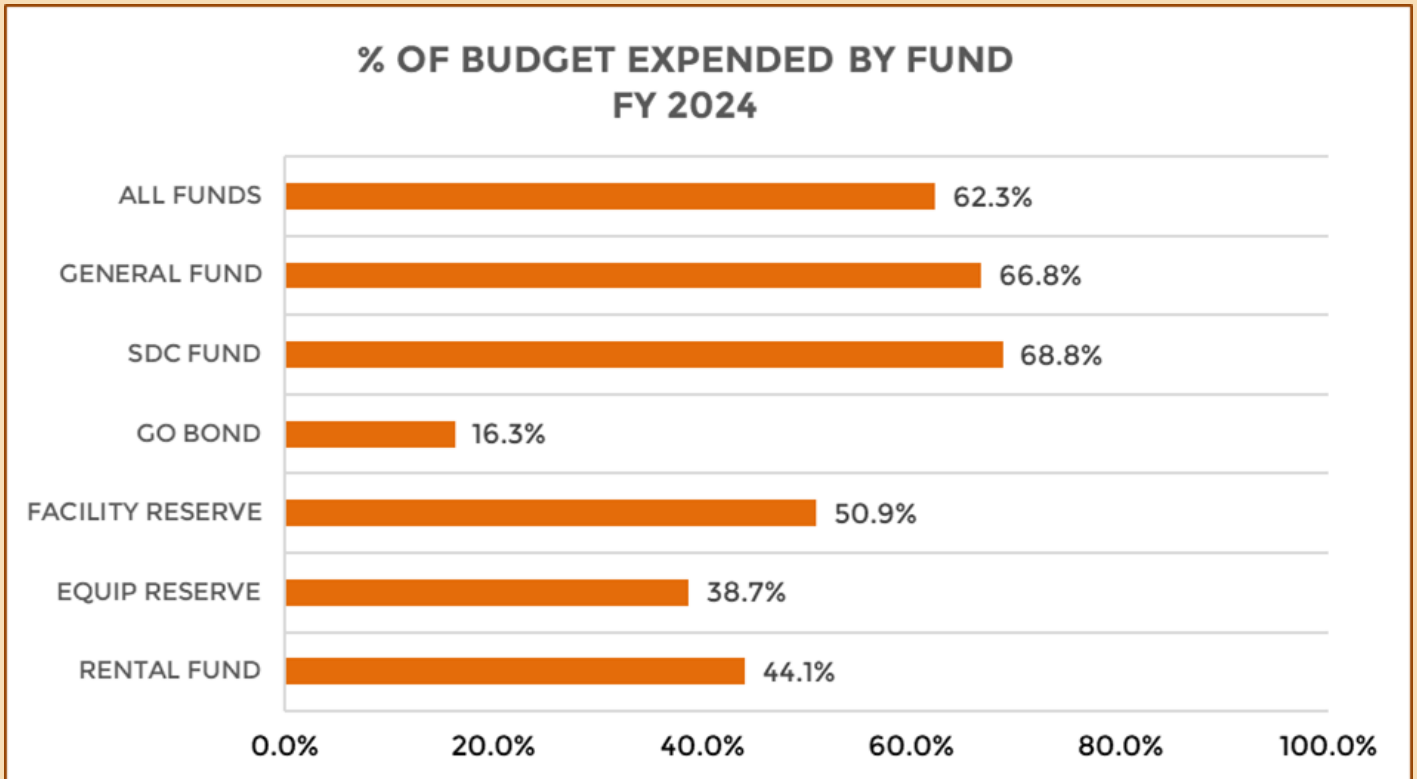
We have normal and expected spending for this point in the year.

Revenues are as predicted with the majority of the property taxes collected in the 2nd quarter.



** Unaudited information and just a snapshot of the Quarter activity booked 7/1- 3/31 as of 4/12

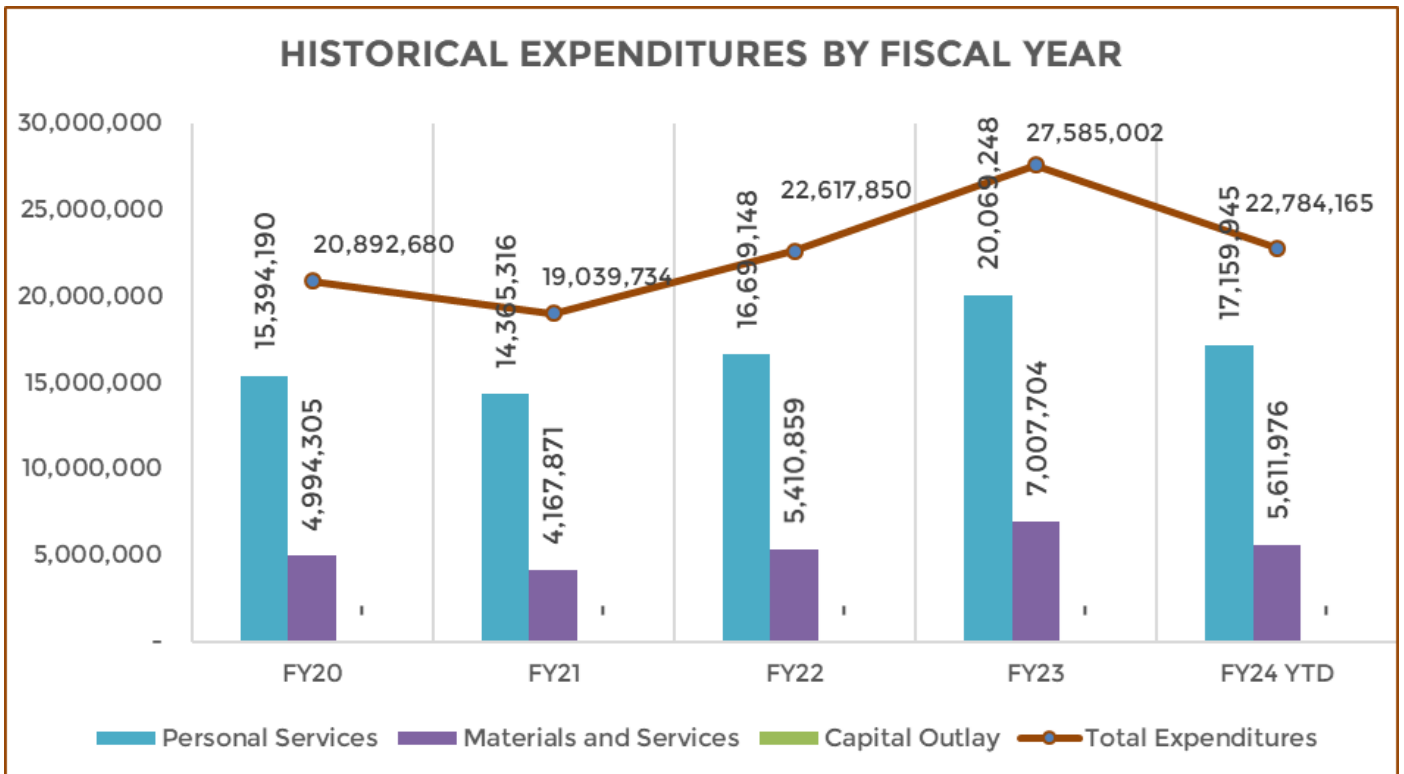
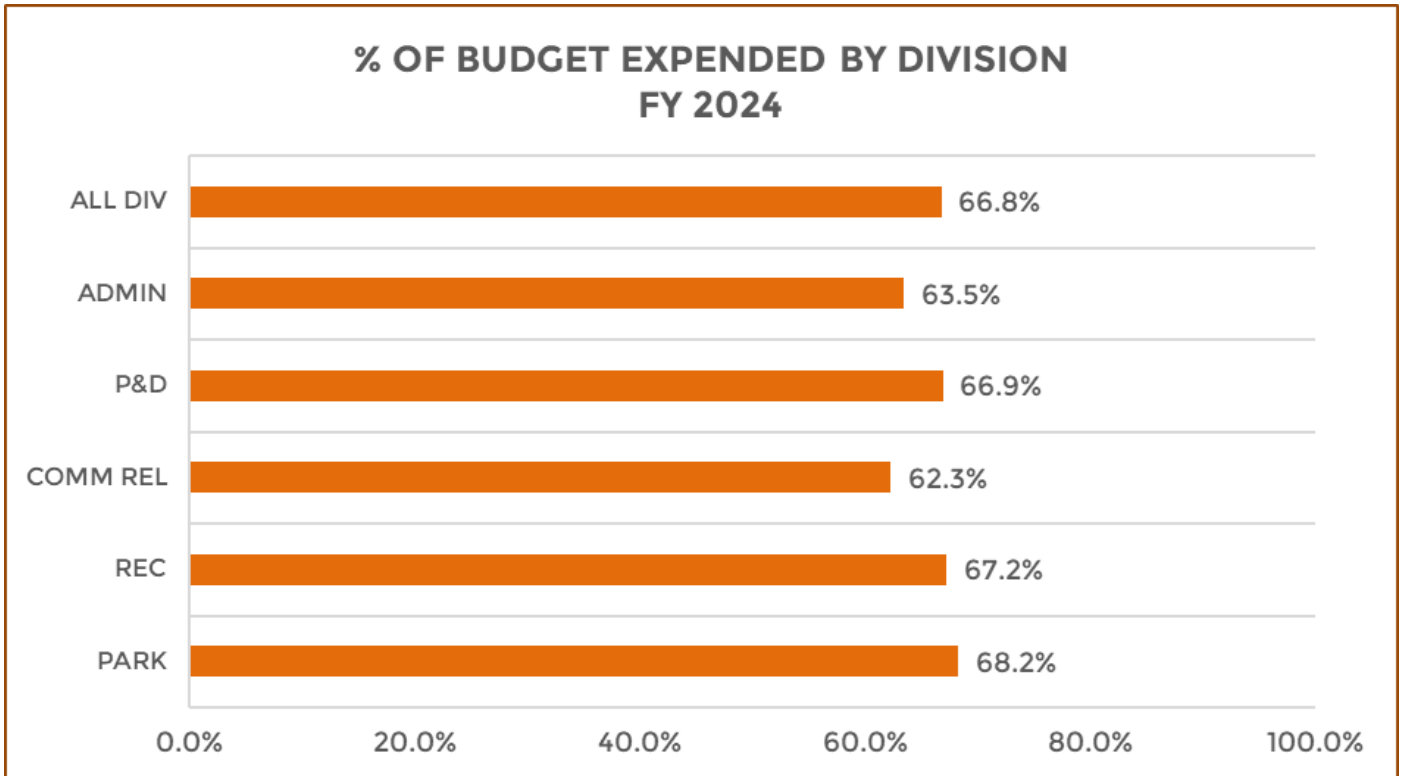
Q3 Breakdown



- **General fund-** Expenditures are in line with planned personnel and materials and revenues are at 89.6% of what was estimated in the budget.
- **SDC Fund-** Land has been purchased and projects planned will ramp up spending has started with projects. We have also received 89.4% of estimated fees.
- **Debt Service Fund-** The half-year interest payment was made in the second quarter with the principle payment will be occurring in the fourth quarter.
- **Facility fund-** The purchase of the Rose property occurred in July expending \$3.9 million of the \$8.6 million budgeted, and projects have started.
- **Equipment Fund-** Purchasing of new and replacement equipment has begun but we are expecting to receive several vehicles that were planned for this fiscal year to not arrive until next fiscal year.
- **Rental Fund-** Expenditures are in line with planned personnel and materials revenue is looking to be higher overall with 93.3% of the estimated budget already received by the third quarter

Q3 Breakdown

General Fund



Helpful Links



- The FY2023-2024 Budget can be found at:
 - <https://www.bendparksandrec.org/about/finance/>

BEND METRO PARK & RECREATION DISTRICT

District Wide Financial Statements

**Fiscal Year 2024
through Period 09 ended March 31, 2024**



REPORTS

**Fund Financial Statements
District Wide Financial Graphs**

**Report Prepared by the Finance Department
(GL data as of 04/15/2024 - Soft Close)**

FUND FINANCIAL STATEMENTS

District Wide (All Funds)
General Fund
SDC Fund
GO Bond Fund
Facility Reserve Fund
Equipment Reserve Fund
Rental Fund

General Fund Statements



**BEND METRO PARKS AND RECREATION DISTRICT
DISTRICT WIDE SUMMARY**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 09 ended March 31, 2024

	BUDGET	ALL FUNDS ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ 24,690,307	\$ 23,999,706	\$ (690,601)	97.2%
Charges for services	12,807,500	9,434,422	(3,373,078)	73.7%
System development fees	7,479,000	6,207,234	(1,271,766)	83.0%
Grants, contributions, and sponsorships	2,063,663	105,048	(1,958,615)	5.1%
Intergovernmental	61,500	106,201	44,701	172.7%
Investment earnings	388,500	1,939,922	1,551,422	499.3%
Reimbursement for interfund services	170,000	-	(170,000)	0.0%
Miscellaneous	619,000	173,059	(445,941)	28.0%
Total revenues	<u>48,279,470</u>	<u>41,965,592</u>	<u>(6,313,878)</u>	<u>86.9%</u>
Expenditures				
Personal Services	25,490,662	17,361,883	8,128,779	68.1%
Materials and Services	9,043,880	5,952,561	3,091,319	65.8%
Capital outlay	20,897,677	12,477,079	8,420,598	59.7%
Debt service	2,599,281	353,310	2,245,971	13.6%
Total expenditures	<u>58,031,500</u>	<u>36,144,833</u>	<u>21,886,667</u>	<u>62.3%</u>
Excess (deficiency) of revenues over expenditures	<u>(9,752,030)</u>	<u>5,820,759</u>	<u>15,572,789</u>	<u>-59.7%</u>
Other Financing Sources and uses				
Transfers in	6,865,000	-	(6,865,000)	0.0%
Transfers out	(6,865,000)	-	6,865,000	0.0%
Operating contingency	(9,850,982)	-	9,850,982	0.0%
Reserves	(20,622,582)	-	20,622,582	0.0%
Total other financing sources and uses	<u>(30,473,564)</u>	<u>-</u>	<u>30,473,564</u>	<u>0.0%</u>
Net change in fund balance	(40,225,594)	5,820,759	46,046,353	
Fund balances, July 1, 2023	<u>41,755,027</u>	<u>51,938,158</u>	<u>10,183,131</u>	
Fund balances, June 30, 2024	<u>\$ 1,529,433</u>	<u>\$ 57,758,917</u>	<u>\$ 56,229,484</u>	
% of Budget		62.3%		
Appropriation by Function/Program				
Director's office and administrative services	\$ 4,610,406	\$ 3,174,796	\$ 1,435,610	68.9%
Planning and design	20,392,109	13,394,887	6,997,222	65.7%
Community relations	1,096,848	682,883	413,965	62.3%
Rental program	570,171	251,252	318,919	44.1%
Park services	10,037,297	6,566,048	3,471,249	65.4%
Recreation services	18,725,388	11,721,656	7,003,732	62.6%
Debt service	2,599,281	353,310	2,245,971	13.6%
Appropriation Total	<u>\$ 58,031,500</u>	<u>\$ 36,144,832</u>	<u>\$ 21,886,668</u>	<u>62.3%</u>

**BEND METRO PARKS AND RECREATION DISTRICT
DISTRICT WIDE BY FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 09 ended March 31, 2024

	01 GENERAL FUND	09 SDC FUND	13 GO BOND FUND	02 FACILITY RESERVE	03 EQUIPMENT RESERVE	15 RENTAL FUND	TOTAL ALL FUNDS	VARIANCE TO BUDGET	% OF BUDGET	
Revenues	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
Property taxes	\$ 24,690,307	\$ 22,025,902	\$ -	\$ 1,973,803	\$ -	\$ -	\$ 23,999,705	\$ (690,602)	97.2%	
Charges for services	12,807,500	9,015,583	-	-	-	418,839	9,434,422	(3,373,078)	73.7%	
System development fees	7,479,000	-	6,207,234	-	-	-	6,207,234	(1,271,766)	83.0%	
Grants, contributions, and sponsorships	2,063,663	104,548	-	-	500	-	105,048	(1,958,615)	5.1%	
Intergovernmental	61,500	106,201	-	-	-	-	106,201	44,701	172.7%	
Investment earnings	388,500	652,249	660,294	36,011	502,519	15,120	1,939,924	1,551,424	499.3%	
Reimbursement for interfund services	170,000	-	-	-	-	-	-	(170,000)	0.0%	
Miscellaneous	619,000	125,283	128	-	-	47,648	173,059	(445,941)	28.0%	
Total revenues	48,279,470	32,029,766	6,867,656	2,009,814	503,019	62,768	41,965,593	(6,313,877)	86.9%	
Expenditures										
Personal Services	25,490,662	17,159,946	-	-	-	201,938	17,361,884	8,128,778	68.1%	
Salaries & Wages	17,973,737	12,026,395	-	-	-	133,690	12,160,085	5,813,652	67.7%	
Benefits	5,171,271	3,556,459	-	-	-	50,710	3,607,169	1,564,102	69.8%	
Taxes	2,345,654	1,577,092	-	-	-	17,538	1,594,630	751,024	68.0%	
Materials and Services	9,043,880	5,611,976	39,571	-	184,584	67,114	5,952,560	3,091,320	65.8%	
Capital outlay	20,897,677	-	7,935,882	-	4,236,572	304,624	12,477,078	8,420,599	59.7%	
Debt service	2,599,281	12,244	-	341,066	-	-	353,310	2,245,971	13.6%	
Principal	1,892,661	-	-	-	-	-	-	1,892,661	0.0%	
Interest	706,620	12,244	-	341,066	-	-	353,310	353,310	50.0%	
Total expenditures	58,031,500	22,784,166	7,975,453	341,066	4,421,156	371,738	36,144,832	24,132,639	62.3%	
Excess (deficiency) of revenues over expenditures	(9,752,030)	9,245,600	(1,107,797)	1,668,748	(3,918,137)	(308,970)	5,820,761	15,572,791	-59.7%	
Other Financing Sources and uses										
Transfers in	6,865,000	-	-	-	-	-	-	(6,865,000)	0.0%	
Transfers out	(6,865,000)	-	-	-	-	-	-	6,865,000	0.0%	
Operating contingency	(9,850,982)	-	-	-	-	-	-	9,850,982	0.0%	
Reserves	(20,622,582)	-	-	-	-	-	-	20,622,582	0.0%	
Total other financing sources and uses	(30,473,564)	-	-	-	-	-	-	30,473,564	0.0%	
Net change in fund balance	(40,225,594)	9,245,600	(1,107,797)	1,668,748	(3,918,137)	(308,970)	5,820,761	46,046,355		
Fund balances, July 1, 2023	41,755,027	11,264,129	20,122,789	111,959	18,106,907	606,294	1,726,080	51,938,158	10,183,131	
Fund balances, June 30, 2024	\$ 1,529,433	\$ 20,509,729	\$ 19,014,992	\$ 1,780,707	\$ 14,188,770	\$ 297,324	\$ 1,967,397	\$ 57,758,919	\$ 56,229,486	
% of Budget		66.8%	68.8%	16.3%	50.9%	38.7%	44.1%	62.3%		
Appropriation by Function/Program	BUDGET	GENERAL FUND	SDC FUND	GO BOND FUND	FACILITY RESERVE	EQUIPMENT RESERVE	RENTAL FUND	TOTAL ALL FUNDS	VARIANCE TO BUDGET	% OF BUDGET
Director's office and administrative services	\$ 4,610,406	\$ 3,093,635	\$ -	\$ -	\$ -	\$ 81,161	\$ -	\$ 3,174,796	\$ 1,435,610	68.9%
Planning and design	20,392,109	1,269,131	7,975,453	-	4,150,302	-	-	13,394,886	6,997,223	65.7%
Community relations	1,096,848	682,883	-	-	-	-	-	682,883	413,965	62.3%
Rental program	570,171	-	-	-	-	-	251,252	251,252	318,919	44.1%
Park services	10,037,297	6,332,806	-	-	9,779	223,463	-	6,566,048	3,471,249	65.4%
Recreation services	18,725,388	11,393,467	-	-	261,075	67,114	-	11,721,656	7,003,732	62.6%
Debt service	2,599,281	12,244	-	341,066	-	-	-	353,310	2,245,971	13.6%
Appropriation Total	\$ 58,031,500	\$ 22,784,166	\$ 7,975,453	\$ 341,066	\$ 4,421,156	\$ 371,738	\$ 251,252	\$ 36,144,831	\$ 21,886,669	62.3%

**GENERAL FUND
SUMMARY**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 09 ended March 31, 2024

	BUDGET	GF ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ 22,626,576	\$ 22,025,902	\$ (600,674)	97.3%
Charges for services	12,291,600	9,015,583	(3,276,017)	73.3%
System development fees	-	-	-	-
Grants, contributions, and sponsorships	93,000	104,548	11,548	112.4%
Intergovernmental	61,500	106,201	44,701	172.7%
Investment earnings	90,000	652,249	562,249	724.7%
Reimbursement for interfund services	170,000	-	(170,000)	0.0%
Miscellaneous	409,000	125,283	(283,717)	30.6%
Total revenues	<u>35,741,676</u>	<u>32,029,766</u>	<u>(3,711,910)</u>	<u>89.6%</u>
Expenditures				
Personal Services	25,157,191	17,159,946	7,997,245	68.2%
Salaries & Wages	17,740,519	12,026,395	5,714,124	67.8%
Benefits	5,102,879	3,556,459	1,546,420	69.7%
Taxes	2,313,793	1,577,092	736,701	68.2%
Materials and Services	8,466,780	5,611,976	2,854,804	66.3%
Capital outlay	-	-	-	-
Debt service	507,150	12,244	494,906	2.4%
Principal	482,661	-	482,661	0.0%
Interest	24,489	12,244	12,245	50.0%
Total expenditures	<u>34,131,121</u>	<u>22,784,166</u>	<u>11,346,955</u>	<u>66.8%</u>
Excess (deficiency) of revenues over expenditures	<u>1,610,555</u>	<u>9,245,600</u>	<u>7,635,045</u>	<u>574.1%</u>
Other Financing Sources and uses				
Transfers in	615,000	-	(615,000)	0.0%
Transfers out	(5,750,000)	-	5,750,000	0.0%
Operating contingency	(5,550,982)	-	5,550,982	0.0%
Reserves	-	-	-	-
Total other financing sources and uses	<u>(10,685,982)</u>	<u>-</u>	<u>10,685,982</u>	<u>0.0%</u>
Net change in fund balance	(9,075,427)	9,245,600	18,321,027	
Fund balances, July 1, 2023	<u>10,604,860</u>	<u>11,264,129</u>	<u>659,269</u>	
Fund balances, June 30, 2024	<u>\$ 1,529,433</u>	<u>\$ 20,509,729</u>	<u>\$ 18,980,296</u>	
% of Budget		66.8%		
Appropriation by Function/Program				
	BUDGET	ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Director's office and administrative services	\$ 4,386,806	\$ 3,093,635	\$ 1,293,171	70.5%
Planning and design	1,897,032	1,269,131	627,901	66.9%
Community relations	1,096,848	682,883	413,965	62.3%
Rental program	-	-	-	-
Park services	9,286,797	6,332,806	2,953,991	68.2%
Recreation services	16,956,488	11,393,467	5,563,021	67.2%
Debt service	507,150	12,244	494,906	2.4%
Appropriation Total	<u>\$ 34,131,121</u>	<u>\$ 22,784,166</u>	<u>\$ 11,346,955</u>	<u>66.8%</u>

**GENERAL FUND
BY DEPARTMENT**

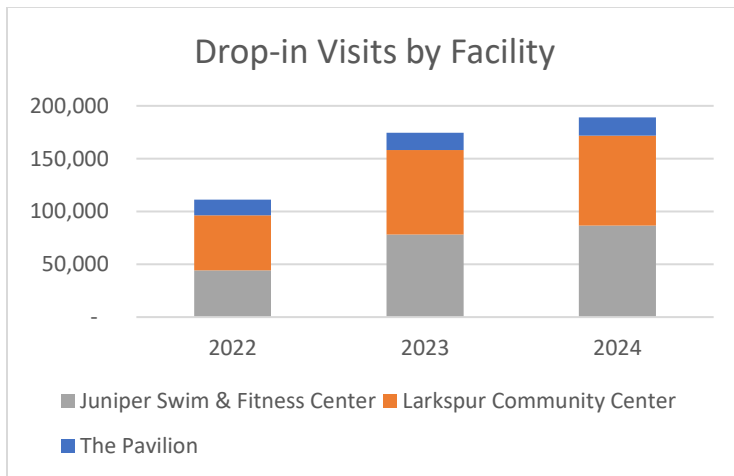
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 09 ended March 31, 2024

	BUDGET	01-01 ADMIN	01-02 PLANNING & DESIGN	01-10 COMMUNITY RELATIONS	20-** RECREATION SERVICES	30-** PARK SERVICES	TOTAL GENERAL FUND	VARIANCE TO BUDGET	% OF BUDGET
Revenues									
Property taxes	\$ 22,626,576	\$ 22,025,902	\$ -	\$ -	\$ -	\$ -	\$ 22,025,902	\$ (600,674)	97.3%
Charges for services	12,291,600	-	-	-	9,015,583	-	9,015,583	(3,276,017)	73.3%
System development fees	-	-	-	-	-	-	-	-	-
Grants, contributions, and sponsorships	93,000	-	-	-	104,548	-	104,548	11,548	112.4%
Intergovernmental	61,500	-	-	-	106,201	-	106,201	44,701	172.7%
Investment earnings	90,000	652,249	-	-	-	-	652,249	562,249	724.7%
Reimbursement for interfund services	170,000	-	-	-	-	-	-	(170,000)	0.0%
Miscellaneous	409,000	36,275	2,143	-	78,775	8,090	125,283	(283,717)	30.6%
Total revenues	35,741,676	22,714,426	2,143	-	9,305,107	8,090	32,029,766	(3,711,910)	89.6%
Expenditures									
Personal Services	25,157,191	1,952,265	1,218,506	580,292	8,834,237	4,574,646	17,159,946	7,997,245	68.2%
Salaries & Wages	17,740,519	1,310,016	817,580	396,851	6,440,398	3,061,550	12,026,395	5,714,124	67.8%
Benefits	5,102,879	480,517	295,037	131,701	1,540,521	1,108,683	3,556,459	1,546,420	69.7%
Taxes	2,313,793	161,732	105,889	51,740	853,318	404,413	1,577,092	736,701	68.2%
Materials and Services	8,466,780	1,141,371	50,625	102,590	2,559,231	1,758,159	5,611,976	2,854,804	66.3%
Capital outlay	-	-	-	-	-	-	-	-	-
Debt service	507,150	12,244	-	-	-	-	12,244	494,906	2.4%
Principal	482,661	-	-	-	-	-	-	482,661	0.0%
Interest	24,489	12,244	-	-	-	-	12,244	12,245	50.0%
Total expenditures	34,131,121	3,105,880	1,269,131	682,882	11,393,468	6,332,805	22,784,166	11,346,955	66.8%
Excess (deficiency) of revenues over expenditures	1,610,555	19,608,546	(1,266,988)	(682,882)	(2,088,361)	(6,324,715)	9,245,600	7,635,045	574.1%
Other Financing Sources and uses									
Transfers in	615,000	-	-	-	-	-	-	(615,000)	0.0%
Transfers out	(5,750,000)	-	-	-	-	-	-	5,750,000	0.0%
Operating contingency	(5,550,982)	-	-	-	-	-	-	5,550,982	0.0%
Reserves	-	-	-	-	-	-	-	-	-
Total other financing sources and uses	(10,685,982)	-	-	-	-	-	-	10,685,982	0.0%
Net change in fund balance	(9,075,427)	19,608,546	(1,266,988)	(682,882)	(2,088,361)	(6,324,715)	9,245,600	18,321,027	
Fund balances, July 1, 2023	10,604,860	11,264,129	-	-	-	-	11,264,129	659,269	
Fund balances, June 30, 2024	\$ 1,529,433	\$ 30,872,675	\$ (1,266,988)	\$ (682,882)	\$ (2,088,361)	\$ (6,324,715)	\$ 20,509,729	\$ 18,980,296	
% of Budget		63.5%	115.7%	36.0%	67.2%	68.2%	66.8%		
Appropriation by Function/Program									
Director's office and administrative services	\$ 4,386,806	\$ 3,093,635	\$ -	\$ -	\$ -	\$ -	\$ 3,093,635	\$ 1,293,171	70.5%
Planning and design	1,897,032	-	1,269,131	-	-	-	1,269,131	(1,269,131)	66.9%
Community relations	1,096,848	-	-	682,883	-	-	682,883	(682,883)	62.3%
Rental program	-	-	-	-	-	-	-	-	-
Park services	9,286,797	-	-	-	-	6,332,806	6,332,806	(6,332,806)	68.2%
Recreation services	16,956,488	-	-	-	11,393,467	-	11,393,467	(11,393,467)	67.2%
Debt service	507,150	12,244	-	-	-	-	12,244	(12,244)	2.4%
Appropriation Total	\$ 34,131,121	\$ 3,105,879	\$ 1,269,131	\$ 682,883	\$ 11,393,467	\$ 6,332,806	\$ 22,784,166	\$ (18,397,360)	66.8%

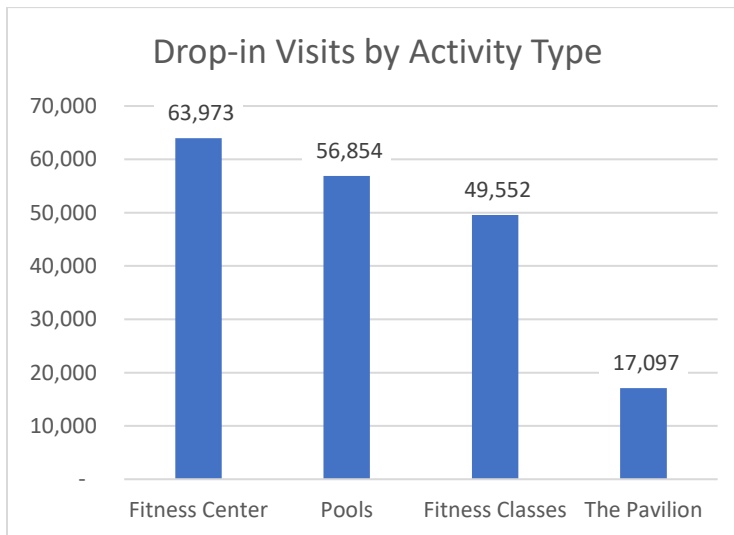
Recreation Seasonal Report – Winter 2024

The Recreation Seasonal Reports are intended to provide a high-level summary of recreation services offerings and performance. The Winter Season report covers programs and services offered from January 1 through March 31, 2023 and in most cases include data for prior years for comparison purposes and to identify trends. Each graph includes a brief interpretation of the data followed by an explanation of the data (in italics).

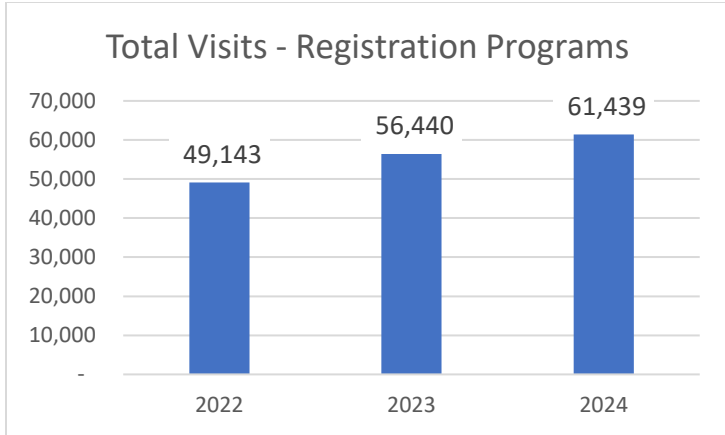
Overall visitation to recreation facilities and participation in recreation programs continues to show strong growth. As anticipated, the growth is beginning to slow as facilities and programs begin to reach capacity after rapid expansion and growth related to the strong rebound from the pandemic, the opening of Larkspur Community Center and expanded capacity in many program areas.



Total drop-in visits to facilities increased, but at a slower pace than previous seasons. The overall increase of 8% over last winter, includes growth at all three facilities; with JSFC increasing 11%, Larkspur 7% and The Pavilion 5%.
Drop-in visits include passholder and single-visit users at recreation facilities. It does not show visits for registered programs (such as swim and skate lessons), facility rentals and competitive user groups.

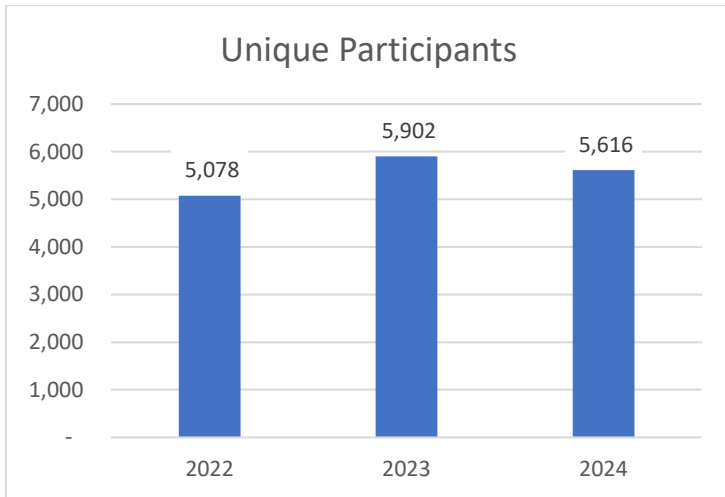


Fitness Centers continue to generate the most drop-in visits during the non-summer months with all major drop-in activities experiencing similar increases over last winter.
The primary purpose for a visit is selected by the user at time of entry. While some people participate in more than one activity in a single visit, they are only counted under their primary purpose. Water exercise classes are shown under Fitness Classes and not Pools. Pool visits also do not include swim lessons and competitive team use.



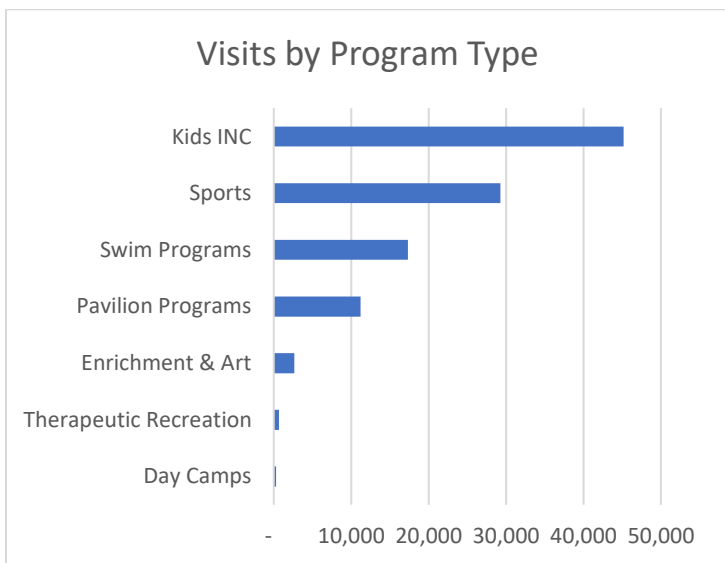
Program visits to registered recreation programs increased 9% over last winter and 25% over 2022. Program visit increases are beginning to level off as we approach capacity in many areas.

Program visits show the number of visits generated by registered programs by multiplying the number of people enrolled in programs by the number of times the program meets.



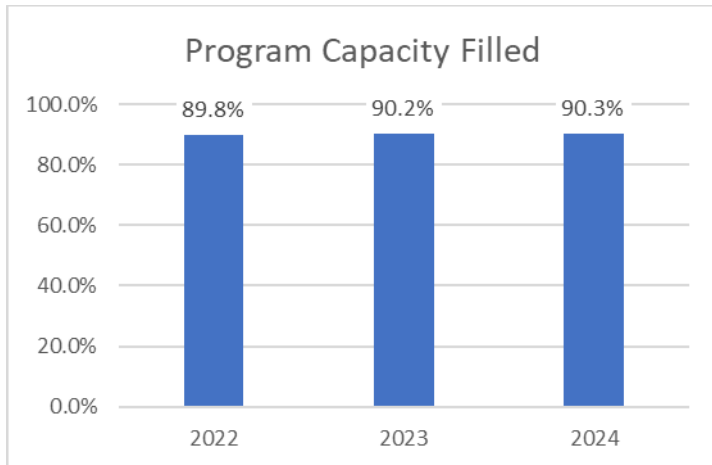
The number of individuals served in all registered recreation programs decreased about 5% even though program visits increased. This is due to change in swim lesson session configuration resulting in one less session being offered during the winter.

Unique individuals served counts a person once regardless of the number of programs they registered for during the period.



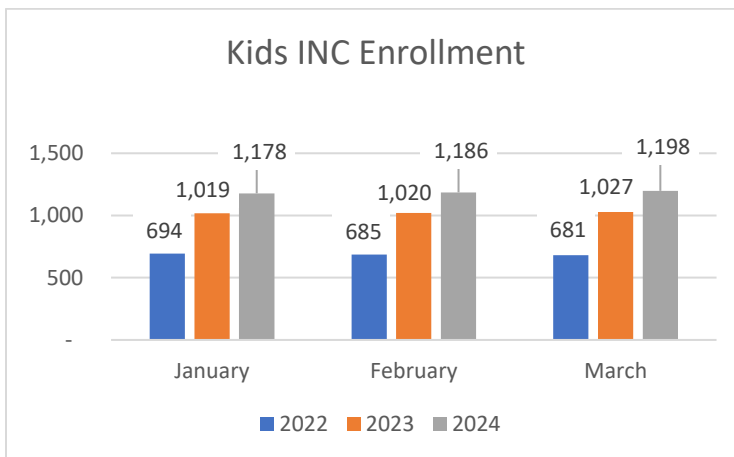
Kids INC accounted for 42% of all visits due to its high enrollment and daily meetings. Sports (27%) was led by high participation numbers in youth basketball leagues. Swim programs (16%) are consistent throughout the school year, while Pavilion programs (11%) are higher during the winter ice season.

Program visits show the number of visits generated by registered programs by multiplying the number of people enrolled in programs by the number of times the program meets.



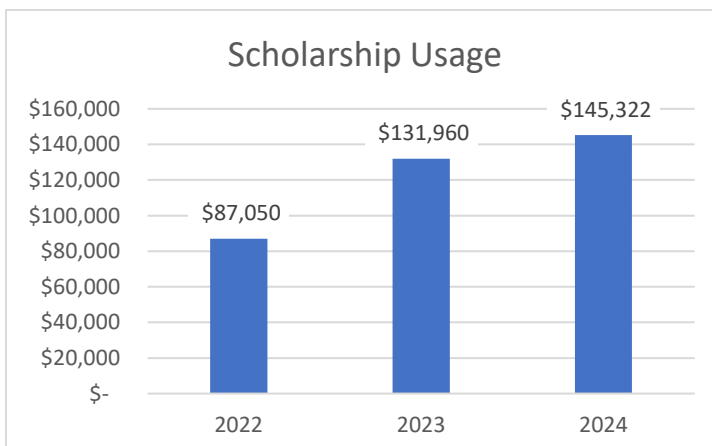
Program capacity continues to hover around 90%, with many programs full with waitlists. This demonstrates strong demand for our programs and the opportunity to expand capacity where staff and facility resources are available.

Program capacity is the % of all available spots filled in registered recreation programs except Kids INC.



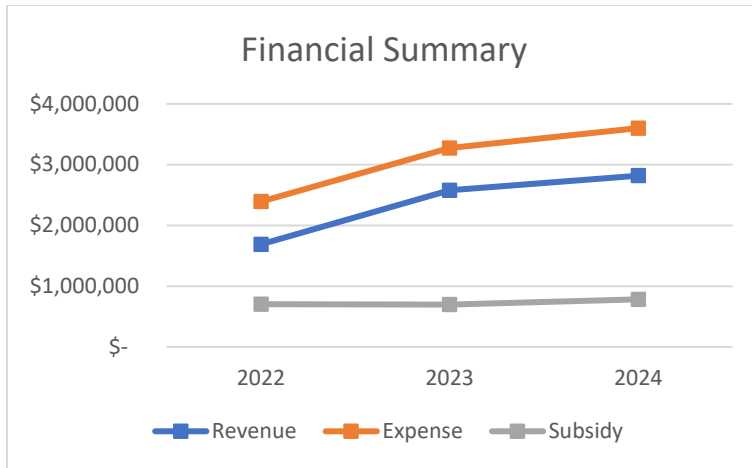
Kids INC enrollment is 16% higher than last year and 73% higher than 2022 as capacity has been fully restored to pre-pandemic levels. The program is currently operating at capacity at 12 school sites, with 2 schools having openings.

Kids INC participants enroll monthly in the afterschool program with the vast majority continuing to re-enroll each month.



Scholarship use this winter increased over last year due to higher scholarships for Kids INC but continues to show signs of leveling off after several years of rapid growth.

Scholarship use shows the amount of scholarship support applied to registration and passes during the period.



Revenue and expenses remain in alignment and while higher than last year are well within budget. We anticipate the tax subsidy will be significantly less than budgeted as expenses are consistently running under budget while revenues are close to budget.

Total revenue and expenses for the Recreation Department for the period with the subsidy being the difference.

Winter Spotlights:

- Community Celebration:** The quarterly event organized by our outreach team was held at The Pavilion on February 10 with a dozen community organizations participating to provide activities, information and resources to traditionally underserved communities while people enjoyed ice skating, foods and more.
- Skate Club at The Pavilion:** This high school aged “club” completed its first winter ice season with an average of 18 high school age kids meeting weekly for ice skating and social activities. Supported by a grant from the Oregon Health Authority, the club is intended to provide a supportive space for marginalized students (including BIPOC, LGBTQIA+) to gather, recreate and create community through ice- and roller-skating activities. As an added benefit, three club participants have applied and been hired for rink monitor positions at The Pavilion.
- Sensory Swim at Larkspur:** Larkspur Community Center hosted the first Sensory Swim to create a welcoming and friendly environment for children with light and noise sensitivity and autism. The district plans to offer regular times and build awareness of this opportunity to serve children and families who might not otherwise be able to enjoy our facilities.
- New Adult Therapeutic Recreation Activities Offered:** Three sports were offered to our adult therapeutic recreation participants to encourage new interests including: Archery at Bend Bowmen’s Club, rock climbing at Bend Rock gym and boxing at 9 Rounds Bend. Each participant stepped out of their comfort zone, gained new skills and knowledge and, for the most part, had a lot of fun! This program was a highlight for our participants, staff and the community organizations who eagerly welcomed and supported our group.
- Senior St Patrick’s Day Dance:** On March 14th, we hosted the annual St. Patrick’s Day Dinner Dance for over 150 people in the Larkspur Community Room. Seniors shared in a festive holiday meal and danced the evening away to live swing band music from two dozen older adult musicians. A group of teenaged girls from Academy at Sisters were our table servers and some even hit the dance floor themselves. In all, it was a heartwarming evening of laughter, community and intergenerational connection.



PLANNING & DEVELOPMENT PROJECT UPDATES May 2024

COMMUNITY AND REGIONAL PARK PROJECTS



Sawyer Park Entrance and Parking Lot Upgrades: The site plan review application has been submitted and is in review. Agency coordination for the streetlight, cultural and historic resources is ongoing. The building permit set is in progress and will be ready for staff review in early June.



Pine Nursery Park Phase 5: Design development for the project is in progress. Additional survey work and geotechnical investigations will be taking place this month.



Bend White Water Park Maintenance and McKay Park River Access Project: The engineering analysis to look at the current functionality of the existing park features is in process. The initial survey work was completed the week of March 11th, and once the rest of the analysis is complete, the results will be presented to staff in May. These results will inform recommendations for potential corrections and needed maintenance. The designs for river access upgrades at McKay park are also complete up to a 90% level, with designs being completed in conjunction with the designs for the WWP.

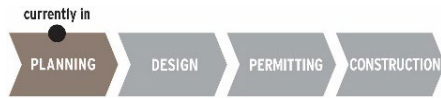
NEIGHBORHOOD PARK PROJECTS



Manzanita Ridge: The split rail fence along the southern and western property boundary was installed in April by Park Service staff. The site plan review application has been submitted and is in review with the City. The 60% construction document set will be reviewed by staff this month.



Little Fawn Park: The construction of Little Fawn Park is underway. Right of Way work is continuing, and site work including the irrigation mainline and some hardscaping is being installed. Park completion is expected this fall of 2024.



Hollinshead Park ADA and Preferred Concept Design: After staff released a survey to the public, approximately 170 surveys have been completed to date. Site survey and data collection are complete and the design team will begin work on the initial designs for each of the project elements. With the completed designs, staff will hold a public open house at the Hollinshead Barn on Monday, May 20th 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. Notification of the open house will go out to neighborhood residents by mail, be emailed directly to members of the community who signed up for the project email list, and on poster boards at the park.

FACILITY PROJECTS



Art Station: The first conceptual design meeting occurred in mid-April, and there will be a follow up the second week of May. Survey and utilities are being assessed to identify opportunities and constraints on the siting of the new Art Station. The project has been posted to the BPRD website to inform the community about the work and submit questions or comments.



Park Services Complex: The design consultant contract is complete and in the process of obtaining final signatures. The project will kick off this month and will begin with additional site investigation and programming.

TRAIL PROJECTS



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: The first public meeting for the Riverfront Street project was held on April 18th at the District Office. We had a good turnout (about 30 people) and received positive initial feedback for the project. The City also hosted a survey on their project website to gather feedback from the public. The City and their consultants will now begin work on the design alternatives for the project.

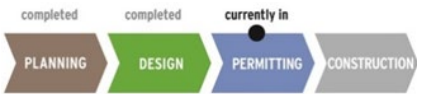


Manzanita Trail: The district is currently negotiating the final easements and land acquisitions necessary to complete the Manzanita Trail between Discovery Park and Shevlin Park. Construction of a portion of the remaining trail will begin this Fall and the trail is planned to be fully constructed by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

RIVER PROJECTS



McKay, Miller's Landing and Columbia Parks River Access Project: Construction level drawings at all access locations have progressed to 90% complete, 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 staff should find out this spring if that grant application is successful. The district was awarded a \$300,000 grant 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.



Miller's Landing Park River Access Project: This project was prioritized from the 2018 Deschutes River Access and Habitat Restoration Plan and the Preferred Concept Design was completed under the McKay, Miller's, and Columbia Park River Access project. The preferred concept design includes improved river access for boaters and river users with mobility restrictions. The plan also includes a hardened access point at the far down stream end of the park for swimming, wading, and slow water recreation.

OTHER PROJECTS AND FUTURE DEVELOPMENT



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. The initial test pit findings were positive in support of a zone change, meaning that the investigation shows insignificant areas of high value soils on the site. Additional soils samples were taken in late March to thoroughly cover the property and a report is expected in mid-May. If less than 50% of the site has high value soil, the district will proceed with a zone change on a portion of the property to a zoning designation that allows for a greater variety of park and recreation uses.



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.



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 15 of the developments, totaling 426 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 is working on a draft of the updated plan with the intention of presenting it to the board in early summer.



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 June of this year.



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

**Board Calendar
2024**

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

May 14

BUDGET COMMITTEE MEETING – 4 pm

May 21 – Canceled

June 4

PHOTOS – 3:30 pm

SAFETY PROCEDURES REVIEW – 5:15 pm

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

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)*

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

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 – *TBD (30 min)*

Comprehensive Plan Draft Review– *Sara Anselment*

Comprehensive Plan Adoption – *Sara Anselment*

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

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