



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
November 14, 2023

Redmond Area Park and Recreation District
465 SW Rimrock Dr
PO BOX 843
Redmond, OR 97756
Administrative office phone – 541-548-7275

BOARD OF DIRECTORS

Lena Berry, Director
Mercedes Bostick-Cook, Director
Matt Gilman, Director
David Rouse, Director
Kevin Scoggin, Director

RAPRD STAFF LEADERSHIP TEAM

Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager

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Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

November 14, 2023

7:30am

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:

<https://meet.goto.com/647496005>

You can also dial in using your phone.

Toll Free: 877-309-2073

Access Code: 647496005

AGENDA

1. Call to Order

Adjustments to the Agenda

2. Communications (Comments by Citizens are Limited to 3 Minutes)

3. Consent Agenda

Approval of the General Board Meeting Minutes from October 10, 2023

Approval of the Special Board Meeting Minutes from October 17, 2023

Acknowledgement of Receipt of October Financial Summary

4. Discussion Items

Review Final Naming Rights and Sponsorship Policies

Community Recreation Center Update

5. Action Agenda Items

Approval of Revised Leave of Absence Policy

Approval of Revised Community Center Construction Budget

Award Contract for Commissioning

6. Public Comments

7. Board/Staff Comments

8. Adjournment

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 or by email at vicki.osbon@raprd.org at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of General Meeting**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, October 10, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Lena Berry
Mercedes Bostick-Cook (left meeting at 8:59am)
David Rouse
Kevin Scoggin

Directors Absent: None

Staff: Katie Hammer, Executive Director, Jessica Rowan, Aquatic Director,
Vicki Osbon, Administrative Services Manager, Mike Elam,
Recreation Manager

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks Planner/Project Manager,
Shannon Wedding, Redmond City Council, Chad Franke, HMK
Carmen Arriaga-Bucher, BRS, Keith Hayes, BRS, Jason Terry, Kirby
Nagelhout Construction, Ryan Nachreiner, Water Technology Inc

GENERAL MEETING MINUTES

- 1. Call to Order:** Matt Gilman called the meeting to order at 7:33am
Adjustments to the Agenda: None
- 2. Communications:** None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from September 12, 2023,

Acknowledgement of Receipt of September Financial Summary:

Lena Berry made a motion to approve the general board meeting minutes of September 12, 2023 and acknowledge receipt of September financial summary as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Appoint Bond Oversight Committee Members

Katie said that 3 people were appointed to the committee at the September meeting and that we still had four positions open. The district received six applications for these four positions. Applications were received from Louie Arazoza, Karen Danielson, Mitch Elenich, Greg Schweizer, Janet Schweizer and Melanie Rogers. Matt Gilman asked that we schedule a special meeting to appoint the applicants. Tabled until special meeting scheduled for October 17, 2023.

Award Contract for Building Envelope Consultants:

Chad Franke said we had one proposal for the building envelope consultant. The building envelope consultants look at the building to make sure everything is in line. He spoke about the service fees and two optional services available to us. David Rouse inquired if more than one proposal had been received and Chad responded they reached out directly out to CERTA as there are not a lot of building envelope consultants out there. Kevin Scoggin made a motion to award the contract for building envelope consultants as recommended by HMK for a not to exceed amount of \$78,200. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Award Contract for Commissioning:

Chad Franke said that because of the expected value, they reached out to three firms and received three proposals. He gave an overview of what the commissioning agent does including looking at the electricals, mechanical and plumbing systems of the pool. He explained each firms' proposals. Chad also spoke about enhanced commissioning includes a system manual that lays out how the pool systems should work. Matt Gilman asked with the potential changes for the building if the bids will change. Chad responded that it is possible they can change. The board members decided to table this discussion until the special meeting is held next week or until revised bids can be received because the scope of the building has changed so much.

Approval of Naming Rights Policy & Approval of Sponsorship Policy: Approval of naming rights policy and approval of the sponsorship policy are tabled until the special meeting. The board will meet next Tuesday, October 17th at 7:30am.

Discussion Items:

Community Recreation Center Presentation:

Chad Franke spoke about cost estimate for the project after completing the schematic design phase of design. Construction costs have increased significantly since the conceptual plan was developed in 2021 due to hyperinflation. He said that although the

size of the building is reduced, we will have room for the programs that were promised to the community.

Carmen Arriaga-Bucher, BRS spoke about the changes made to the building to address the construction cost estimate, including, removing the second-floor and reducing the overall size of the building. Discussion among the board included reduction of the competition pool and saving dollars keeping use of the current pool in mind. Jessica Rowan, Aquatic Director spoke about an underestimate about the pool usage, and trying to replicate what the current facility is in the new facility will be problematic. Katie also spoke about the community survey that indicated the most important amenities and the results of that survey with the lap pool and leisure pool being high on list of what the community wanted. Carmen also added that they are changing the exterior materials, window types, removing the teaching kitchen but possibly combining a multipurpose room with the kitchen. Katie Hammer mentioned that there will be public meeting scheduled in early December to speak about design changes.

5. Public Comments:

None

6. Board & Staff Comments:

None

7. Adjournment

Matt Gilman adjourned the meeting at 9:20am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of Special Meeting**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, October 17, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Lena Berry (attended virtually)
Mercedes Bostick-Cook
David Rouse
Kevin Scoggin

Directors Absent: None

Staff: Katie Hammer, Executive Director, Vicki Osbon, Administrative Services Manager, Mike Elam, Recreation Manager

Media: Joe Siess, Redmond Spokesman

Public Attending: None

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:31am
Adjustments to the Agenda: None

2. Communications: None

3. Action Agenda Items:

Appoint Bond Oversight Committee Members:

Katie Hammer, Executive Director, said that three people were appointed to the bond oversight committee at the September board meeting. There are currently four positions

still open, and she has received 6 applications. The applications are from Louie Arazoza, Karen Danielson, Mitchel Elenich, Greg Schweizer, Janet Schweizer and Melanie Rogers. The board discussed the candidate applications received. Staff recommendations to assist the board in making their decision were to appoint Louie Arazoza, Mitchel Elenich, Karen Danielson and Janet Schweizer. David Rouse moved to approve staff recommendations. Kevin Scoggin seconded the motion. Motion passed with four directors in favor and one who abstained (Matt Gilman). Katie added she would work out a meeting schedule with a tentative plan of meeting on Mondays.

Approval of Naming Rights Policy and Approval of Sponsorship Policy:

Katie Hammer said that the naming rights policy is an update to an old naming rights policy the district adopted in 2008. This new policy outlines specific parameters about why we would choose a name for part of the building, a room in the building, the whole building or a park based on donation levels.

The sponsorship policy establishes guidelines for us to enter into sponsorship agreements. This will allow us to increase our sponsorship opportunities. She mentioned there is a reference to the sponsorship policy in the naming rights policy and vice versa in the sponsorship policy because they could potentially be tied together because of the opportunity of a monetary donation for naming a park, facility or part of a facility. Katie said she and Margaret Maffai, Development Director, used a variety of samples from other agencies to draft this policy and Margaret did extensive research for best practices. Katie talked about the percentage in the policy draft for capital construction is a minimum of 25%, and the maintenance and operations that would potentially give naming rights is set at 50%. Discussion regarding length of time of 20 years which is lengthy, but it could change to a 10-year period with a recommended 50% donation. Matt Gilman said he appreciated that these documents were done and timely with the construction of the new recreation center. Katie said that we currently have team sports, the golf tournament, the swim team, and signs at the High Desert Sports Complex. She said we have not dived into sponsors for operations and maintenance of facilities. She said these guidelines would fit with the existing sponsors we have and allow us to expand on those. She added she will work on an updated proforma for the recreation center once the updated floor plan has been completed and will break down each space by square footage and estimate the utility and maintenance costs so the district could begin looking for sponsors for individual spaces.

Katie clarified that in March of each year staff will determine what our needs are for the next fiscal year, just before budget, and what the goal will be for soliciting sponsorships. The board asked about memorial donations. Katie responded that we should do an addendum adding a memorial policy for trees, benches, bricks, or a donor wall. The board discussed revising language in the policy regarding corporate sponsorships. Katie said she could add additional language that would not exclude sponsorship requests that could fall outside our guidelines. Kevin Scoggin made a motion to approve the naming rights and sponsorship policies as amended. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

Kevin Scoggin asked that they be able to revisit the final documents at the next board meeting. Katie responded that she would email out the documents to the board before the next meeting.

Kevin Scoggin asked what the process was for soliciting sponsorships. Katie responded that they are determining who has specific contacts with businesses that have been identified. Matt asked that a monthly spreadsheet be shared so that they can see who has been speaking to whom so that everyone is accountable. Katie also said that their immediate focus is going to be working on the exterior amenities.

4. Public Comments:

Joe Siess, Redmond Spokesman asked about the recreation center being over budget and what the estimate was. Matt Gilman clarified that we do have a budget and it is the same, but that the facility construction costs came in over budget, but we will not be spending overbudget. Lena Berry, added that while budget projections did come in over, they are confident that everything promised in the building will be there and our BRS architects are working hard to give us a solid structure. Katie responded that she would be happy to sit down with Joe and discuss the process and explain where the overage is.

5. Board & Staff Comments:

Katie Hammer, Executive Director said she should be finalizing the hire of a finance employee this afternoon. They will start as an accounting specialist and not a finance manager. Katie also said that she has received a request about working with the city to improve the partnership with them. She met with city staff this week and is in the process trying to sit down with city staff, a city councilor and a board representative. Katie said we work very well with city staff, but this is an opportunity to reevaluate that partnership and see if there is anything we can do better. Katie also clarified that any board member who wishes to add items to the board meeting agendas, needs to contact her.

Mike Elam, Recreation Manager, said that there is two weeks of soccer left. He said that everyone got to experience the eclipse. He said after soccer ends basketball will start. He is still working on getting referees for adult basketball. He said they may have to continue on with drop-in basketball if they are not able to get referees.

David Rouse, board member, said that his wife has been participating in our fitness classes at the senior center and she is very impressed with them.

Mercedes Bostick-Cook, board member said she attended Teresa Browns Silver Sneakers party and it was an amazing turnout and how people said she has changed their life. It was great to see the support for her.

Matt Gilman, board chair, said that it was hard last week to digest the information from BRS. Matt talked about his volunteer hours for RAPRD. He spoke about previous meetings leading up to the last meeting with BRS and the breakdown in communication. He spoke about the changes to the building and his disappointment with the new plans,

the difficulty in asking for an operating levy and the changes that are reflected on us as an organization. He is still trying to do the best he can but at the end of the day we need people to be healthier, happier and better fitness and better mentally.

Mercedes Bostick-Cook, board member, added that she did not feel they were not given enough time to process the changes to the building. She spoke about the wants and needs of the community and including those things in the building. She spoke about being elected to the board and being the voice for those that elected her.

David Rouse, board member, said he agreed that as a board they should have known sooner about the changes not being workable. He said the guideline going forward should be the community survey and that is what will be delivered on. At this time we will deliver a facility that will meet that criteria. He said this will be a huge asset to the community.

Lena Berry, board member, said that our development director is putting together STEM nature explorer family kits for the community that encourage kids to go out and explore nature. She spoke about the importance of partnerships within the community. She added she was also in the design meetings and was disappointed with the new plans but is optimistic that we will deliver a building that delivers all the things that the community was hoping for. She thanked everyone for their efforts and time.

6. Adjournment

Matt Gilman adjourned the meeting at 8:28am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District

Balance Sheet

	<u>October 2023</u>	<u>August 2023</u>	<u>\$ Variance</u>	<u>% Variance</u>
ASSETS				
Current Assets				
PAYROLL POSTING ERROR	2.00	2.00	0.00	0.0%
First Interstate Bank - Checking	18,474.71	23,356.11	(4,881.40)	-20.9%
Petty Cash Fund	110.00	110.00	0.00	0.0%
Cash Fund - Cash Drawer	75.00	75.00	0.00	0.0%
Cash - LGIP	1,580,768.02	1,578,027.68	2,740.34	0.2%
First Interstate Bank - MM - General	161,803.12	456,803.12	(295,000.00)	-64.6%
Property Taxes Receivable	34,193.09	34,193.09	0.00	0.0%
Employee Advances- (Draws)	1,213.38	1,213.38	0.00	0.0%
First Interstate Bank - Bond MM	4,602,386.93	5,009,848.01	(407,461.08)	-8.1%
LGIP Bond Project Fund	49,679,294.93	49,679,294.93	0.00	0.0%
Accounts Receivable	14,934.69	1,245.47	13,689.22	1099.1%
TOTAL Current Assets	<u>56,093,255.87</u>	<u>56,784,168.79</u>	<u>(690,912.92)</u>	<u>-1.2%</u>
TOTAL ASSETS	<u>56,093,255.87</u>	<u>56,784,168.79</u>	<u>(690,912.92)</u>	<u>-1.2%</u>
LIABILITIES				
Current Liabilities				
Accounts Payable	115,061.24	36,669.29	78,391.95	213.8%
FICA & FWT Payable	(53.75)	(53.75)	0.00	0.0%
SWT Payable	(1,568.02)	(1,568.02)	0.00	0.0%
SUI Payable	1,678.77	1,678.77	0.00	0.0%
OR ER PFML	(1.90)	(1.90)	0.00	0.0%
TOTAL Current Liabilities	<u>115,116.34</u>	<u>36,724.39</u>	<u>78,391.95</u>	<u>213.5%</u>
Long-Term Liabilities				
Payroll Taxes Payable	16,899.00	16,899.00	0.00	0.0%
Accrued Compensated Absenses	39,912.00	39,912.00	0.00	0.0%
Deferred Revenue - Property Tax	24,199.76	24,199.76	0.00	0.0%
Deferred Revenue - Program Fund	5,652.26	5,652.26	0.00	0.0%
TOTAL Long-Term Liabilities	<u>86,663.02</u>	<u>86,663.02</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL LIABILITIES	<u>201,779.36</u>	<u>123,387.41</u>	<u>78,391.95</u>	<u>63.5%</u>
FUND BALANCE				
Designated	834,476.00	834,476.00	0.00	0.0%
Designated	17,067.00	17,067.00	0.00	0.0%
Undesignated - General	434,426.00	434,426.00	0.00	0.0%
Reserve for Debt Service - General	129,807.00	129,807.00	0.00	0.0%
Excess Rev. Over (under) Expen	55,317,940.65	55,317,940.65	0.00	0.0%
Year-to-Date Earnings	(842,240.14)	(72,935.27)	(769,304.87)	-1054.8%
TOTAL FUND BALANCE	<u>55,891,476.51</u>	<u>56,660,781.38</u>	<u>(769,304.87)</u>	<u>-1.4%</u>

	<i>October 2023</i>	<i>August 2023</i>	<i>\$ Variance</i>	<i>% Variance</i>
TOTAL LIABILITIES & FUND BALANCE	56,093,255.87	56,784,168.79	(690,912.92)	-1.2%

Redmond Area Park and Recreation District
 Financial Summary
 October 31, 2023

Summary

October 31, 2023 is 34% of the 2023/2024 Fiscal year.

Financial Performance By Fund

General			
Resources (% of 23/24 Budget)	2%	Resources change from FY 22/23	-11%
Expenditures (% of 23/24 Budget)	17%	Expenses change from FY 22/23	-36%

	YTD FY Oct 22/23	YTD FY Oct 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 50,482	\$ 45,157	\$ 1,922,000	2%	5.0%
Personnel Services	\$ 134,386	\$ 117,618	\$ 500,500	24%	31.0%
Materials & Services	\$ 85,843	\$ 23,682	\$ 225,500	11%	21.0%
Debt Service			\$ 99,000	0%	0.0%
Capital Outlay				0%	0.0%
Transfers & Contingency			\$ 1,305,000	0%	0.0%

Aquatic			
Resources (% of 23/24 Budget)	36%	Resources change from FY 22/23	-18%
Expenditures (% of 23/24 Budget)	28%	Expenses change from FY 22/23	13%

	YTD FY Oct 22/23	YTD FY Oct 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 111,052	\$ 91,501	\$ 257,000	36%	46.0%
Personnel Services	\$ 196,914	\$ 236,276	\$ 808,000	29%	31.0%
Materials & Services	\$ 65,107	\$ 63,201	\$ 221,000	29%	28.0%
Debt Service	\$ 17,899	\$ 17,899	\$ 35,800	50%	50.0%
Capital Outlay	\$ 5,825		\$ 50,000	0%	15.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 23/24 Budget)	26%	Resources change from FY 22/23	-20%
Expenditures (% of 23/24 Budget)	34%	Expenses change from FY 22/23	53%

	YTD FY Oct 22/23	YTD FY Oct 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 27,447	\$ 22,064	\$ 85,500	26%	31.0%
Personnel Services	\$ 18,138	\$ 28,179	\$ 79,200	36%	31.0%
Materials & Services	\$ 10,383	\$ 15,429	\$ 50,700	30%	22.0%

Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	28%	Resources change from FY 22/23	-42%
Expenditures (% of 23/24 Budget)	31%	Expenses change from FY 22/23	12%

	YTD FY Oct 22/23	YTD FY Oct 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 154,090	\$ 89,416	\$ 322,200	28%	50.0%
Personnel Services	\$ 81,195	\$ 93,511	\$ 427,500	22%	26.0%
Materials & Services	\$ 103,579	\$ 114,171	\$ 234,000	49%	41.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	22%	Resources change from FY 22/23	123%
Expenditures (% of 23/24 Budget)	19%	Expenses change from FY 22/23	-19%

	YTD FY Oct 22/23	YTD FY Oct 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 585	\$ 1,306	\$ 6,000	22%	30.0%
Personnel Services	\$ 49,748	\$ 46,214	\$ 147,500	31%	29.0%
Materials & Services	\$ 21,194	\$ 11,416	\$ 61,900	18%	34.0%
Capital Outlay	\$ -		\$ 95,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 23/24 (Current)	-
FY 23/24 (Budget, current yr)	1,835,000
FY 22/23	-
FY 21/22	-
FY 20/21	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 23/24 (Current)	35,526
FY 23/24 (Budget, current yr)	105,000
FY 22/23	51,467
FY 21/22	50,528
FY 20/21	18,046

Pool Activities Expenses

FY 23/24 (Current)	3,461
FY 23/24 (Budget, current yr)	14,000
FY 22/23	2,110
FY 21/22	5,454
FY 20/21	1,768

Youth Sport Leagues

Youth Sports League Resources

FY 23/24 (Current)	65,722
FY 23/24 (Budget, current yr)	137,500
FY 22/23	59,168
FY 21/22	68,714
FY 20/21	7,984

Youth Sports League Expenses

FY 23/24 (Current)	35,036
FY 23/24 (Budget, current yr)	89,000
FY 22/23	30,400
FY 21/22	19,767
FY 20/21	1,951

Note: Youth Sports League include: Youth Basketball, Soccer and Lacrosse

Enrichment Resources

Enrichment Resources

FY 23/24 (Current)	6,098
FY 23/24 (Budget, current yr)	40,500
FY 22/23	24,165
FY 21/22	13,371
FY 20/21	5,719

Enrichment Expenses

FY 23/24 (Current)	20,961
FY 23/24 (Budget, current yr)	25,300
FY 22/23	24,997
FY 21/22	12,939
FY 20/21	15,948

Note: Many enrichment programs revenue was received before July 1 and after the audit occurs will be removed from last FY and put into the current year.

Fitness

Fitness Resources

FY 23/24 (Current)	4,438
FY 23/24 (Budget, current yr)	15,000
FY 22/23	3,130
FY 21/22	3,700
FY 20/21	5,204

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 23/24 (Current)	4,757
FY 23/24 (Budget, current yr)	7,500
FY 22/23	2,902
FY 21/22	675
FY 20/21	171

Adult Sport Leagues

Adult Sport League Resources

FY 23/24 (Current)	0
FY 23/24 (Budget, current yr)	15,500
FY 22/23	0
FY 21/22	84.00
FY 20/21	0

Adult Sport League Expenses

FY 23/24 (Current)	296
FY 23/24 (Budget, current yr)	9,400
FY 22/23	775
FY 21/22	426
FY 20/21	210

Note: Adult Sport Leagues include, Adult Softball and Adult Basketball.

11/6/2023

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: November 14, 2023

SUBJECT: Review of Naming Rights and Sponsorship Policies

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: None

BACKGROUND:

District staff presented drafts of Naming Rights and Sponsorship Policies to the board during the September 12, 2023 board meeting. These drafts were revised and the RAPRD Board of Directors voted to adopt the policies with further revisions that were decided on during their meeting on October 17, 2023. The board requested that the policies were reviewed during the November meeting to confirm the changes discussed are included in the policies. Staff emailed the policies to the board on October 17 and didn't receive any feedback that further changes were required. These are included as a discussion item on the November board meeting agenda as requested.

**Redmond Area Park and Recreation District
Facility Naming Policy
Adopted: October 17, 2023**

Purpose:

The purpose of the policy is to establish uniform guidelines for naming or renaming RAPRD parks and facilities.

This policy outlines the criteria, conditions and procedures that govern naming and renaming of RAPRD parks and facilities in order to maintain their integrity, to encourage philanthropic giving while acknowledging public investments, and to safeguard against unwanted commercialization of RAPRD properties.

This policy does not apply to:

1. Sponsorship Partnerships except as regards to Guiding Principles, Section 2 (Funding Acceptance Criteria) .

POLICY:

The policy of RAPRD is to reserve naming or renaming of RAPRD properties for circumstances that will best serve the District's interests and ensure a worthy and enduring legacy for the community. The District may consider naming or renaming requests within the following broad categories:

1. Location. A name should assist the public with identifying its location. The District should consider the name of the community area, the names of nearby geographic features and the names of adjacent streets and schools when considering a naming/renaming request.
2. Significant Events, People, and Places: The history of a major event, place or person may play a role to preserve and honor our community's history. When considering a naming/renaming request for a major event, place or person of social, cultural or historical significance to the local area, the relationship of the event, place or person to the specific RAPRD property must be demonstrated through research and documentation.
3. Outstanding Individuals: This category is designed to acknowledge individuals who have made substantial contributions to benefit RAPRD or the local community. If it is not appropriate to name the entire RAPRD property after an individual, then naming or renaming an area or portion of the RAPRD park or facility after the individual should be considered, including but not limited to a meeting room, classroom, structure, etc.
4. Major Donations: Funding of particular size or significance may warrant acknowledging the source through naming or renaming.
 - a. The threshold for naming or renaming a RAPRD park or facility, or portion thereof, for an individual, organization or business when funding is involved should include a donation agreement and one or more of the following:

- i. A significant contribution towards the capital construction costs of the structure or property. (Minimum of 25%)
 - ii. A deed to RAPRD of land for the park or facility.
 - iii. An endowment/donation for the continued maintenance and operation of the park or facility or portion thereof. (Recommended amount of 50% of estimated operating costs over a 10 year period, but this will be evaluated on a case by case basis).
- b. Donors seeking naming or renaming rights for major donations with respect to an individual should use the guidelines for outstanding individuals above.

Guiding Principles

1. General Provisions

- A. In considering proposals for the naming or renaming of a RAPRD park or Facility, the District will consider whether the proposed name will:
 - i. Have broad public support.
 - ii. Engender a strong positive public image consistent with the District's goals and values.
 - iii. Be appropriate relative to the park or facility's location and/or history.
 - iv. Commemorate places, people, or events that are of continued importance to the District, community, region or state.
 - v. Have historical, cultural or social significance for future generations.
 - vi. Incorporate the assigned historic name if the property is a designated historical resource listed on the local, state or National Register of Historic Places.
- B. The District will not permit corporate logos, insignias or advertising slogans in a permanent naming or renaming of a RAPRD facility.
- C. When considering the naming or renaming of a park or facility that includes a business name, naming or renaming must be for a defined contractual period of time.
- D. All related signage shall comply with the City of Redmond and/or Deschutes County sign ordinances.
- E. The District shall retain full editorial control over all related signage, which must adhere to the below criteria.
 - i. Any physical form of on-site recognition shall not interfere with visitor use or routine operations.
 - ii. The form of any on-site recognition shall:
 - i. Be of appropriate size and color within the design scheme of the facility.
 - ii. Not dominate the sign in terms of scale or color if other district information is on the sign
 - iii. Not detract from surroundings or any interpretive messages

- iv. Be subject to review and approval by the Executive Director and/or the RAPRD Board of Directors.

2. Funding Acceptance Criteria: The District may not accept funding as part of a naming or renaming proposal that would create conflict of interest. The following principles form the basis of the District's consideration of naming or renaming proposals based on funding of a park or facility.

- a. The mission of a funding source must not compete, impair or conflict with the policies, goals or operations of the District.
- b. The funding source must provide a desirable association and positive public image according to the Guiding Principles under this policy.
- c. Naming or renaming rights offered are commensurate with the relative value of the funding.

PROCEDURES

1. Naming or Renaming Application Process

- A. Applicants and proposers (including RAPRD Board Members and staff) shall submit their naming or renaming proposals to the Executive Director
- B. If an applicant's proposal complies with and satisfies the requirements of this policy, the Executive Director shall submit the written proposal for the naming or renaming of a RAPRD Park or Facility to the RAPRD Board of Directors.
- C. Written proposal's must at a minimum, include the following information:
 - i. The proposed name
 - ii. Reasons for the proposed name, including a discussion of the criteria identified in this policy.
 - iii. The amount of the donation or funding provided to the District for the park, facility, or area in a park or facility.
 - iv. Written documentation outlining the community support for the proposed name.
 - v. If proposing to rename a park or facility, justification for changing an established name.

2. Naming and Renaming Review Process

- A. Upon receipt of a naming or renaming proposal for any RAPRD park or facility, the Executive Director shall consider the following items when reviewing the proposal:
 - i. Determine if the property is a designated historical property with an assigned historic name.
 - ii. Ensure that supporting information has been authenticated.
 - iii. Consider the impact of the naming or renaming on and within the community.
 - iv. Consider the cost of implementation and signage and identify the funding to cover these costs.
 - v. Submit the proposals for legal review.

3. The District, in its sole discretion, may:

- A. Reject naming or renaming proposals or remove existing park or facility names that portray or include depictions, words or phrases that the District reasonably deems

to be harmful, controversial or otherwise do not support the Guiding Principles stated in the policy.

- B. Rename any RAPRD property for any reason. For example, if the individual, organization or business for which it is named is revealed to be disreputable, becomes disreputable, or does not otherwise support the Guiding Principles set forth in the policy.

**Redmond Area Park and Recreation District
Sponsorship Partnership Policy
Approved October 17, 2023**

PURPOSE

1. To establish the guidelines and procedures for entering into sponsorship agreements.
2. To recognize that sponsorships provide an effective means of generating additional resources to support Park and Recreation facilities and programs.
3. This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists.

POLICY

1. It is RAPRD's policy to seek sponsorships for its events, services, parks, and facilities from individuals, foundations, corporations, nonprofit organizations, and other entities. The purpose of sponsorships is to increase RAPRD's ability to maintain facilities, deliver services to the community, and/or provide enhanced levels of service.
2. It is the policy of RAPRD to provide sponsors with suitable acknowledgement of their contribution. Sponsors will be recognized in a way that minimizes impacts on the visitor experience and the aesthetic qualities of the site. Sponsor recognition will not create a proprietary interest and all efforts will be made to avoid even the impression of such an interest.
3. Corporate sponsorship agreements will exist in accordance with the guidelines and procedures set forth in this policy.
4. Corporate sponsorships must not detract from the mission and policies of RAPRD.
5. Corporate sponsorship will not result in any loss of RAPRD's jurisdiction or authority.
6. In general, the following industries and products are not eligible for corporate sponsorships with RAPRD: religious and political organizations, and companies whose business is substantially derived from the sale of tobacco, firearms or pornography.
7. The Board of Directors of RAPRD reserves the right to review sponsorship applications even if the application may not initially meet all of the sponsorship policy guidelines.

GUIDING PRINCIPLES

1. Sponsor Proposals:
 - a. All sponsorships must directly relate to the purpose of the relevant park, facility, program or event.
 - b. The mission of a sponsorship organization should not conflict with the mission of RAPRD.
 - c. Sponsorships should reflect positively on RAPRD and a sponsor should have a good reputation in the community.
 - d. Sponsorship benefits offered should be appropriate to the value of the sponsorship.

2. Recognition of Sponsors:
 - a. RAPRD encourages sponsorships that enable the District to further its mission and provide programs and facilities that benefit the community.
 - b. Recognition of a sponsor will not suggest endorsement of the sponsor's goods or services in any way by RAPRD.
 - c. Any physical form of on-site recognition will be done in such a way it minimizes impacts on the visitor's experience or routine park, facility, program or event operations.
 - d. The form of any on-site recognition will be of an appropriate size and color and will be done in a way that minimizes impacts on the park surroundings or any interpretive message.
 - e. All sponsorship agreements will be for a designated period of time appropriate for the value of the sponsorship and the life of the asset or improvement being sponsored.
 - f. Naming of events and/or facilities within a park or community center in recognition of a sponsor is permitted, providing such names are subordinate to the name of the park or the community center, and the naming is consistent with the RAPRD Naming Policy.
 - g. The Executive Director and/or Board of Directors may impose additional subject-matter restrictions on advertising, sponsorship and naming rights agreements consistent with applicable law and the use of RAPRD facilities by citizens of all ages, in particular young children and families.

3. When naming is to be offered in recognition of a sponsorship, the sponsorship proposal will be reviewed by the RAPRD Board of Directors. If the Board of Directors determines that the proposed request is consistent with existing RAPRD policies and authenticates the supporting information, RAPRD Staff will inform the media and post notices at the park and/or facility, and will coordinate communication with the community. The Board of Directors may accept or reject any proposal.

PROCEDURES & GUIDELINES

These procedures and guidelines are established to ensure all sponsors are treated equitably and appropriately, and to ensure that in recognizing a sponsor's support, the values and purpose of a particular community center and/or park is not diminished. The guidelines and procedures in this policy do not apply to gifts and/or grants for which there is no benefit or recognition.

1. Sponsorship Categories
 - **Events** – Financial or in-kind support for an event organized by RAPRD.
 - **Park/Facility Development** – Financial or in-kind support associated with the design, construction, repair, and/or improvement of a particular park or recreational or cultural facility.
 - **Program Delivery** – Financial or in-kind support that facilitates the ongoing delivery of a specific program.
 - **Community Sports Teams** – Businesses and merchants may sponsor community sports teams (soccer, softball, swim team, etc.) and are not subject to the Sponsorship Policy. The Executive Director must approve any recognition of this sponsorship other than on uniforms.

2. Types of Recognition

Sponsors will be provided with a level of recognition that corresponds with their contribution. Recognition will be jointly agreed upon by the District and sponsor and will be detailing in the Sponsorship agreement.

SPONSORSHIP AGREEMENT

All sponsorship offers will be the subject of a sponsorship agreement.

SPONSORSHIP PROCESS

To facilitate an integrated approach to the establishing and managing of sponsorships, in March of each year, RAPRD's Development Director in consultation with the District's staff leadership team and Executive Director will develop a sponsorship plan that includes a prioritized sponsorship opportunities list for the purpose of soliciting sponsorships for the upcoming year.

This list will be approved by the Executive Director and communicated to the Board of Directors.

TERMINATING SPONSORSHIPS:

RAPRD reserves the right to terminate any sponsorship should conditions arise that result in conflict with this policy or the sponsorship no longer is serving the District's best interests.

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: November 14, 2023

SUBJECT: Revised Leave of Absence Policy

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Approved the revised Leave of Absence Policy

BACKGROUND:

RAPRD offers several different types of leaves of absence for our employees. These are detailed in the leave of absence policy in the employee policy manual. Paid Leave Oregon became a law in Oregon in late 2022. Contributions to Paid leave Oregon began in January 2023 with employees being entitled to access benefit beginning in September 2023. Employers in Oregon are required to have add Paid Leave Oregon not their Leave of Absence Policies. The guidance from the state has changed a few times since contributions began causing a delay in the ability to adopt a policy.

The pages from the policy manual that are impacted by Paid Leave Oregon are included in this packet for consideration of approval. Staff is recommending approval of The leave of absence policy which has been revised to include Paid Leave Oregon as an option for our employees and the new Paid Leave Oregon Policy. All other Leave policies remain the same. The changes are highlighted on the policy pages.

Leave of Absence Policy

We realize that our employees may encounter situations that require a temporary, but extended absence from work. We offer several different types of leaves of absence for the following purposes:

Family and Medical Leave (OFLA/FMLA)		Paid Leave Oregon
Bereavement Leave	Disability Leave (Non-FMLA)	Civic Duty
Military Leave	Leave to Donate Bone Marrow	Personal Leave
Crime Victims' Leave	Domestic Violence Leave	

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Human Resources Department.

A leave of absence is time off without pay.

Upon receipt of a formal written request for leave of absence from full-time or part-time employees, management will determine whether a leave of absence will be granted.

Return to Work Following Leave of Absence

The employee assumes responsibility for keeping the District periodically advised of the need for continuing leave of absence status. He or she should contact the department manager at least two weeks prior to expiration of the leave to discuss return to work. Following leave of absence, the District will make every reasonable effort, consistent with District needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position. However, the District cannot guarantee that the employee will be reinstated to the same or a similar position. If the same or a similar position is not available, the District reserves the right to offer the employee a lower-level position at the appropriate salary for such a position. If this is not acceptable to the employee, the employee will be terminated. Exceptions to this rule are employees who are granted military leave of absence. They are entitled to full re-employment rights subject to the governing federal and state laws. Employees who do not return to work after leave of absence will be terminated effective on the last day of work or leave, whichever is later.

Benefits during Leave of Absence

Holiday pay is not available to employees during leaves of absence. Vacation and sick leave benefits are not accrued during the leave of absence.

Pension plan contributions continue based on actual earnings during the plan period and in accordance with the terms and conditions of the Public Employees Retirement Plan (PERS).

Requests for LOA

Requests for a leave of absence without pay must be in writing and must establish reasonable justification for approval of the request. Requests for a leave of absence over ninety (90) days must be approved by the Board of Directors.

Revised 12/13/2007; effective 1/1/2008; revised December 11, 2018; revised November 14, 2023

Paid Leave Oregon (PLO)

Under PLO, family member is defined as: employee's spouse or domestic partner; employee's child (biological, adopted, stepchild, or foster child), employee's spouse or domestic partner's child, or the child's spouse or domestic partner; employee's parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of employee's spouse or domestic partner, or employee's parent's spouse or domestic partner; employee's sibling or stepsibling or their spouse or domestic partner; employee's grandparent or grandparent's spouse or domestic partner; employee's grandchild or grandchild's spouse or domestic partner; anyone employee is related to by blood; or anyone who is connected to employee and has a family relationship.

The District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Eligibility - Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave - The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day segments. The benefit year begins first day of the leave and lasts for fifty-two (52) weeks going forward.

Reasons for Leave - Benefits may apply to a variety of situations including:

Family Leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption

- When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*

Medical Leave - The employee caring for themselves when the employee has a serious health condition*

Safe Leave - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking
-

* Under PLO, a serious health condition is defined as: an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, *or* involves a period of disability due to pregnancy.

PLO Benefit While on Leave - The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process.

Employees may make up the difference between the PLO benefit amount and their regular rate of pay. The following leave banks may be available for this purpose: Sick Leave, Vacation Leave, Holiday, Comp Time.

Notification of the Need for Leave - An employee is required to provide the employer with notice of the intention to take leave. For planned events, the employee is required to provide thirty (30) days written notice. For unplanned events, the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and unable to meet these obligations, the District asks that the employee notify human resources as soon as possible.

Filing a Claim for Coverage - Human resources will provide claim processing information for the employee to submit their PLO claim directly to the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim with the Oregon Employment Department. The District will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection While on Leave - If an employee has been employed with the District for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees are entitled to a position equal to their previous position before they took leave, with equal employment benefits, pay, and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained. The employee will be required to pay their portion of all elected benefit premiums while on leave.

Benefit accruals, such as vacation leave, sick leave, or holiday benefits, are suspended during the leave and will resume upon return to active employment.

Adopted: November 14, 2023

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: November 14, 2023

SUBJECT: Approval of Revised Community Center Construction Budget

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Approved the revised construction budget for the Community Recreation Center

BACKGROUND:

The Schematic Design (SD) phase of the design of the new Community Recreation Center was completed late September. Once the SD documents were developed, they were sent out for cost estimates. These cost estimates came in higher than the budget for the building allows. Our consulting team of BRS, KNCC and HMK along with district staff have been working on a redesign of the building. This design isn't completed but a preliminary design will be provided to the board during the meeting and ongoing cost estimating is occurring to ensure that the new design will align with our available funding for the project.

HMK will present a revised construction budget to the Board for consideration of approval during the November 14, 2023 Board meeting. This revised budget will include asking the board to approve using a portion of the premium received when the bonds were sold toward the construction of the Community Recreation Center.