



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
October 10, 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

October 10, 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 September 12, 2023

Acknowledgement of Receipt of September Financial Summary

4. Action Agenda Items

Appoint Bond Oversight Committee Members

Award Contract for Building Envelope Consultants

Award Contract for Commissioning

Approval of Naming Rights Policy

Approval of Sponsorship Policy

5. Discussion Items

Community Recreation Center Presentation

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, September 12, 2023 at 7:30am.

Attendance:

Directors Present: Matt Gilman
Lena Berry
Mercedes Bostick-Cook
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

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:32am

Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from August 8, 2023; Lena Berry made a motion to approve the general board meeting minutes as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

Acknowledgement of Receipt of August Financial Summary.

Katie Hammer explained that the revenue numbers would change for aquatics and programs once the audit is final. Kevin Scoggin made a motion to approve the consent agenda as presented. Mercedes Bostick Cook seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Appoint Bond Oversight Committee Members

Katie Hammer explained that the bond oversight committee charter requires that there are a minimum of five members. We have three applicants and she recommended that the meetings get started with those three. The applicants are Sam Bernhisel, Joanne Fletcher, and Piper Muoio. Katie said that the term is for two years and meetings will be every other month. Kevin Scoggin asked about an ex officio member and Katie recommended that it be someone not currently on the design committee. Staff and board members will continue to recruit members for this committee. Kevin Scoggin made a motion to appoint Sam Bernhisel, Joanne Fletcher and Piper Muoio to the bond oversight committee. David Rouse seconded the motion. Motion passed unanimously.

Discussion Items:

Community Recreation Center Update:

Chad Franke said he wanted to introduce the directors to the end of month report for August and explained what the contents of the report would contain, including a general program (bond) update, a financial packet, project administration, local vendors and contractors that are working on our project, analytics, and a scheduled snapshot of what the whole project looks like. He also spoke about several RFP's out including a building envelope consultant, and commissioning. Chad mentioned the need for a traffic impact analysis for the annexation of the property. Katie said that they did sign a contract for the traffic analysis so they could move forward with the annexation and get that completed. had also said that they are speaking with the city regarding sewer load capacity.

Katie said that she and Chad are working on the security consultant contract. Katie said they will probably sign for that within the next few days. She said the commissioning contract will come to the board in October. Katie said she met with the police and fire department to discuss security needs and access.

Naming Rights/Sponsorship Discussion:

Katie said the current naming rights policy was adopted in 2008. She said we do not have a formal sponsorship policy and she has been working with Margaret Maffai, Development Director, on updating the naming rights policy and drafting a sponsorship policy. She is asking the board for feedback to make sure they are on the right track, with

those drafts. She spoke about naming rights for the facility and depending on donations whether the building would be named, or specific spaces would be named for the donor. She said that the sponsorship policy indicates why we are asking for sponsors and what we are asking for sponsors for.

RACE Dues:

Katie Hammers said that the; dues for the Copper group will be moved up to match the Bronze group because they have the same amount of swim time. She said we are also increasing the sur charge for meet fees per swimmer to help cover the coaches' fees. The charge is currently \$5.00 per swimmer per event. Jessica added that that fee has not kept up with USA Swimming. The amount of the increase has not been decided yet. She really wants to be fair with the increase as well. The board discussed having two fees for the meet surcharge, one for local meets and one for meets that are further away. Katie also added the parent group is working on a sponsorship plan as well.

5. **Public Comments:** None

6. **Board & Staff Comments:**

David Rouse, board member, asked if we start different programming in the fall. Katie Hammer responded that fall soccer and swim lessons, water polo and school programs are running and the high school swim season begins in November. Jessica Rowan, Aquatic Director explained that because of these special programs the pool schedule is shifted around a bit.

Kevin Scoggin, board member, thanked Chad Franke for the briefing.

Lena Berry, board member, asked to see a copy of our model rules and Katie said we follow the state rules. She also asked about a capital improvement plan and possibilities of SDC's. David Rouse responded that when things calm down a bit and Katie receives some help, we could look at that. Lena also asked how hiring for the accounting position is going. Katie responded that the first round of applicants was not qualified. She said she has three interviews this week and if they are not qualified then she will investigate partnering with a bookkeeping firm until we can fill the position.

Vicki Osbon, Administrative Services Manager said that she is hiring for customer service support staff. She said that we are currently understaffed, and Jessica has modified the pool schedule so that we are closing at 7:00pm to accommodate the under staffing.

Jessica Rowan, Aquatic Director said she is hiring for maintenance and needs someone solid. She said fall proگرامing is happening. We are shut down for maintenance currently. She has had the flooring torn out and the company that is doing the job will not be in until October but everything else is going smoothly. Matt Gilman asked if the fan will be fixed over the pool, and Jessica responded that the lift is here, and lights were moved, and she will check on the status of the fan.

Mike Elam, Recreation Manager, said that fall soccer began last weekend. Registration for season one of youth basketball deadline is approaching. He said he is trying to work with the school district for adult basketball and also trying to obtain certified referees. He said that last year teams were refereeing each other's games. Fitness is going well at the senior center and enrichment programs are going well. Lena Berry asked what our policy for air quality is. Katie said if the AQI is at 150 youth programs are moved inside and at 200 all outdoor programs are cancelled.

Katie Hammer, Executive Director, said that our audit is in-house next week. She added she will need a check signer on Thursday as well.

Matt Gilman, board chair, said that they are finishing up the Redmond Rock Chuck Pickleball first season with a potluck and tournament on the 23rd of this month. Masters swimming is on a break, and they are looking at changing their meeting time during the week.

8. Adjournment

Matt Gilman adjourned the meeting at 8:54am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park & Recreation District

Balance Sheet

	<u>September 2023</u>	<u>August 2023</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
ASSETS				
Current Assets				
PAYROLL POSTING ERROR	2.00	2.00	0.00	0.0%
First Interstate Bank - Checking	16,567.61	23,356.11	(6,788.50)	-29.1%
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	311,803.12	456,803.12	(145,000.00)	-31.7%
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	4,617,231.58	5,009,848.01	(392,616.43)	-7.8%
LGIP Bond Project Fund	49,679,294.93	49,679,294.93	0.00	0.0%
Accounts Receivable	1,311.34	1,245.47	65.87	5.3%
TOTAL Current Assets	56,242,570.07	56,784,168.79	(541,598.72)	-1.0%
TOTAL ASSETS	56,242,570.07	56,784,168.79	(541,598.72)	-1.0%
LIABILITIES				
Current Liabilities				
Accounts Payable	(543.42)	33,982.61	(34,526.03)	-101.6%
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	(488.32)	34,037.71	(34,526.03)	-101.4%
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	86,663.02	86,663.02	0.00	0.0%
TOTAL LIABILITIES	86,174.70	120,700.73	(34,526.03)	-28.6%
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	(577,321.28)	(70,248.59)	(507,072.69)	-721.8%
TOTAL FUND BALANCE	56,156,395.37	56,663,468.06	(507,072.69)	-0.9%

	<u>September 2023</u>	<u>August 2023</u>	<u>\$ Variance</u>	<u>% Variance</u>
TOTAL LIABILITIES & FUND BALANCE	56,242,570.07	56,784,168.79	(541,598.72)	-1.0%

Redmond Area Park and Recreation District
 Financial Summary
September 30, 2023

Summary

September 30, 2023 is 36% of the 2023/2024 Fiscal year.

Financial Performance By Fund

General			
Resources (% of 23/24 Budget)	2%	Resources change from FY 22/23	-13%
Expenditures (% of 23/24 Budget)	13%	Expenses change from FY 22/23	-34%

	YTD FY Sept 22/23	YTD FY Sept 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 45,513	\$ 39,703	\$ 1,922,000	2%	5.0%
Personnel Services	\$ 102,925	\$ 89,408	\$ 500,500	18%	25.0%
Materials & Services	\$ 58,965	\$ 16,755	\$ 225,500	7%	16.0%
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)	30%	Resources change from FY 22/23	-23%
Expenditures (% of 23/24 Budget)	22%	Expenses change from FY 22/23	8%

	YTD FY Sept 22/23	YTD FY Sept 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 101,116	\$ 77,683	\$ 257,000	30%	40.0%
Personnel Services	\$ 154,460	\$ 183,522	\$ 808,000	23%	25.0%
Materials & Services	\$ 51,744	\$ 39,493	\$ 221,000	18%	23.0%
Debt Service	\$ 17,899	\$ 17,899	\$ 35,800	50%	50.0%
Capital Outlay		\$ 5,825	\$ 50,000	12%	15.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 23/24 Budget)	23%	Resources change from FY 22/23	37%
Expenditures (% of 23/24 Budget)	22%	Expenses change from FY 22/23	38%

	YTD FY Sept 22/23	YTD FY Sept 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 14,184	\$ 19,380	\$ 85,500	23%	25.0%
Personnel Services	\$ 13,500	\$ 20,837	\$ 79,200	26%	25.0%
Materials & Services	\$ 7,458	\$ 8,189	\$ 50,700	16%	15.0%

Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	22%	Resources change from FY 22/23	-52%
Expenditures (% of 23/24 Budget)	25%	Expenses change from FY 22/23	8%

	YTD FY Sept 22/23	YTD FY Sept 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 146,091	\$ 69,679	\$ 322,200	22%	45.0%
Personnel Services	\$ 60,745	\$ 69,298	\$ 427,500	16%	20.0%
Materials & Services	\$ 92,201	\$ 95,482	\$ 234,000	41%	35.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	22%	Resources change from FY 22/23	217%
Expenditures (% of 23/24 Budget)	14%	Expenses change from FY 22/23	-16%

	YTD FY Sept 22/23	YTD FY Sept 23/24	2023/2024 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 413	\$ 1,306	\$ 6,000	22%	23.0%
Personnel Services	\$ 36,515	\$ 36,171	\$ 147,500	25%	25.0%
Materials & Services	\$ 16,075	\$ 7,937	\$ 61,900	13%	25.0%
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)	28,578
FY 23/24 (Budget, current yr)	105,000
FY 22/23	48,713
FY 21/22	46,009
FY 20/21	14,234

Pool Activities Expenses

FY 23/24 (Current)	786
FY 23/24 (Budget, current yr)	14,000
FY 22/23	1,926
FY 21/22	4,992
FY 20/21	1,512

Youth Sport Leagues

Youth Sports League Resources

FY 23/24 (Current)	58,412
FY 23/24 (Budget, current yr)	137,500
FY 22/23	79,674
FY 21/22	60,624
FY 20/21	7,868

Youth Sports League Expenses

FY 23/24 (Current)	25,453
FY 23/24 (Budget, current yr)	89,000
FY 22/23	26,039
FY 21/22	16,326
FY 20/21	1,762

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

Enrichment Resources

Enrichment Resources

FY 23/24 (Current)	(1,038)
FY 23/24 (Budget, current yr)	40,500
FY 22/23	23,532
FY 21/22	12,521
FY 20/21	5,539

Enrichment Expenses

FY 23/24 (Current)	19,725
FY 23/24 (Budget, current yr)	25,300
FY 22/23	23,402
FY 21/22	12,350
FY 20/21	7,670

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. The negative number in resources is due to program refunds that occurred in this FY.

Fitness

Fitness Resources

FY 23/24 (Current)	3,409
FY 23/24 (Budget, current yr)	15,000
FY 22/23	2,427
FY 21/22	2,874
FY 20/21	4,024

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 23/24 (Current)	3,949
FY 23/24 (Budget, current yr)	7,500
FY 22/23	2,208
FY 21/22	578
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	0
FY 20/21	0

Adult Sport League Expenses

FY 23/24 (Current)	296
FY 23/24 (Budget, current yr)	9,400
FY 22/23	625
FY 21/22	426
FY 20/21	210

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

10/4/2023

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: October 10, 2023

SUBJECT: Bond Oversight Committee Applications

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Appoint Members to the Bond Oversight Committee

BACKGROUND:

The RAPRD Board of Directors approved the charter for a Bond Oversight Committee for the 2022 General Obligation Bond. The District has received three applications for the committee. These applications with addresses, phone number, email address and signature redacted are included in the meeting packet.

The committee shall be comprised of five to seven members and an ex-officio representative from the RAPRD Board of Directors. The Board of Directors appointed three members to the Bond Oversight Committee on September 12, 2023, leaving four open positions. Five applications have been received for the committee.

These applications are included in this packet.



**Application for Appointment
Citizens Bond Oversight Committee**

Please Print or Type

Name: Louie Arzaga

Address: [REDACTED]

City: Redmond Zip Code: 97756

Home Phone: [REDACTED] Cell Phone: [REDACTED]

Email: [REDACTED]

Why do you want to serve on the Measure 9-150 Bond Oversight Committee?

As a father of two physically active boys, with many friends who would benefit greatly from the recreation center and the programs that will be available there, I want to help all the citizens of Redmond, young and old, to get the highest return on investment for their taxpayer money and have the most people have healthy and happy lives by being physically and socially active.

Do you have any special area of expertise you think would be helpful to the committee?

Having an extensive background in Real Estate Construction and Development from a Project Management and Economic Development perspective, along with Commercial Real Estate experience from a Marketing and Finance point of view, in addition to being a homeowner in Redmond, I believe I have much to contribute from a caring, competent and comprehensive vantage point.

Have you served on any other committee for RAPRD, City, School District, or community group? If yes, please list and briefly describe your role:

Currently a member of Redmond Leadership Class of 2024.

Please provide any additional information you feel should be considered as part of your application.

Business Systems Engineering experience with hardware, software and peopleware processes & procedures may be helpful when considering the pedestrian traffic flow & workstations to maximize helping Redmond citizens.

Do you know of any reasons, such as an actual or potential conflict of interest that could adversely affect your ability to serve on the Bond Oversight Committee?

Yes No

Employees, vendors, contractors, and consultants of Redmond Area Park and Recreation District are prohibited from serving on the committee. Employment which could result in becoming a contractor or subcontractor would be a potential conflict.

All answers and statements in this document are true and complete to the best of my knowledge.

Signature: _____ Date: 9/17/23

Please return completed application to Katie Hammer, RAPRD Executive Director,
katie.hammer@raprd.org
Applications may also be mailed to: PO BOX 843, Redmond, OR 97756 or dropped off
at Cascade Swim Center, 465 SW Rimrock Way, Redmond, OR.



**Application for Appointment
Citizens Bond Oversight Committee**

Please Print or Type

Name: Karen L Danielson

Address: [REDACTED]

City: Redmond Zip Code: 97756

Home Phone: [REDACTED] Cell Phone: 5 [REDACTED]

Email: [REDACTED]

Why do you want to serve on the Measure 9-150 Bond Oversight Committee?

Been interested as Ed Danielson has been involved for the past 8 years in supporting RAPRD

Do you have any special area of expertise you think would be helpful to the committee?
Can make calls, do writing of things to support the work, like to encourage others and keep things organized.

Have you served on any other committee for RAPRD, City, School District, or community group? If yes, please list and briefly describe your role:

I have worked as a volunteer with Hospice of Redmond for over 6 years in administrative support

Please provide any additional information you feel should be considered as part of your application.

Do you know of any reasons, such as an actual or potential conflict of interest that could adversely affect your ability to serve on the Bond Oversight Committee?

Yes No

Employees, vendors, contractors, and consultants of Redmond Area Park and Recreation District are prohibited from serving on the committee. Employment which could result in becoming a contractor or subcontractor would be a potential conflict.

All answers and statements in this document are true and complete to the best of my knowledge.

Signature: _____ Date: 9/14/2023

Please return completed application to Katie Hammer, RAPRD Executive Director,
katie.hammer@raprd.org
Applications may also be mailed to: PO BOX 843, Redmond, OR 97756 or dropped off
at Cascade Swim Center, 465 SW Rimrock Way, Redmond, OR.



**Application for Appointment
Citizens Bond Oversight Committee**

Please Print or Type

Name: Mitchel Elenich

Address: [Redacted]

City: Redmond Zip Code: 97756

Home Phone: [Redacted] Cell Phone: Same as home

Email: [Redacted]

Why do you want to serve on the Measure 9-150 Bond Oversight Committee?

Some of the strongest resitants for approval of this bond came from citizens living where I do, Eagle Crest. I believe this was because we have an older population and our own small park and recreation accomidations. I feel it is important to have a represnetative on the oversight committee, to be a leasiona not to so much over see expenditures and types of projects,

Do you have any special area of expertise you think would be helpful to the committce?

Some of the strongest resistance for approval of this bond came from citizens living where I do, Eagle Crest. I believe this was because we have an older population and our own small park and recreation accommodations. I feel it is important to have a representative on the oversight committee, to be a liaison with a responsibility to keep Eagle Crest residents informed and supporters of the project rather than uninformed as to the benefits that a project and its programs brings to our entire community including Eagle Crest.

Have you served on any other committee for RAPRD, City, School District, or community group? If yes, please list and briefly describe your role:

I led the interpretation, planning, and implementation of Senate Bill 762 in my Eagle Crest community. I worked with Oregon Department of Forestry's (ODF), The Grant Office in Salem, Eagle Crest management and our individual homeowners. This senate bill supported creating wildfire defensible space around individual homes and propertys. As part of these efforts our committee was awarded a \$75,000 grant which was used to reimburse home owners for improvements they made to create defensible space. ODF and senate bill 762 assisted homeowners during their education and implementation of wildfire protection improvements.

Please provide any additional information you feel should be considered as part of your application.

I was a Boeing Company manager for over 30 years. I managed crews engaged in aircraft production, customer service, research and development, government contracts and facilities maintenance

Do you know of any reasons, such as an actual or potential conflict of interest that could adversely affect your ability to serve on the Bond Oversight Committee?

Yes No

Employees, vendors, contractors, and consultants of Redmond Area Park and Recreation District are prohibited from serving on the committee. Employment which could result in becoming a contractor or subcontractor would be a potential conflict.

All answers and statements in this document are true and complete to the best of my knowledge.

Signature:

[Redacted Signature]

Date: 9/13/2024

Please return completed application to Katie Hammer, RAPRD Executive Director,
katie.hammer@raprd.org
Applications may also be mailed to: PO BOX 843, Redmond, OR 97756 or dropped off
at Cascade Swim Center, 465 SW Rimrock Way, Redmond, OR.



Application for Appointment
Citizens Bond Oversight Committee

Please Print or Type

Name: Greg Schweizer

Address: [REDACTED]

City: REdmond Zip Code: 97756

Home Phone: [REDACTED] Cell Phone: [REDACTED]

Email: [REDACTED]

Why do you want to serve on the Measure 9-150 Bond Oversight Committee?

Sports and recreation are important to me and I am very much looking forward to the new Rec Center. I would like to help ensure that what the voters want is being carried out.

Do you have any special area of expertise you think would be helpful to the committee?

I have a masters degree which included finance and accounting. I am very involved in the local pickleball community.

Have you served on any other committee for RAPRD, City, School District, or community group? If yes, please list and briefly describe your role:

I briefly served on the promotion committee for the Rec Center prior to the election.

Please provide any additional information you feel should be considered as part of your application.

Do you know of any reasons, such as an actual or potential conflict of interest that could adversely affect your ability to serve on the Bond Oversight Committee?

Yes No

Employees, vendors, contractors, and consultants of Redmond Area Park and Recreation District are prohibited from serving on the committee. Employment which could result in becoming a contractor or subcontractor would be a potential conflict.

All answers and statements in this document are true and complete to the best of my knowledge.

Signature: _____



Date: 9/13/2023

Please return completed application to Katie Hammer, RAPRD Executive Director, katie.hammer@raprd.org
Applications may also be mailed to: PO BOX 843, Redmond, OR 97756 or dropped off at Cascade Swim Center, 465 SW Rimrock Way, Redmond, OR.



**Application for Appointment
Citizens Bond Oversight Committee**

Please Print or Type

Name: **Janet Lee Schweizer**

Address: [Redacted]

City: **Redmond** Zip Code: **97756**

Home Phone: [Redacted] Cell Phone: [Redacted]

Email: [Redacted]

Why do you want to serve on the Measure 9-150 Bond Oversight Committee?
I want to see the vision of a real community recreation center come to fulfillment.

Do you have any special area of expertise you think would be helpful to the committee?
No, but I have the ability to see multiple points of view at once and still remain focused on a larger goal.

Have you served on any other committee for RAPRD, City, School District, or community group? If yes, please list and briefly describe your role:

I was part of the measure 9-150 bond PAC. I participated in outreach events, helped with canvassing and I was secretary.

Please provide any additional information you feel should be considered as part of your application.

Do you know of any reasons, such as an actual or potential conflict of interest that could adversely affect your ability to serve on the Bond Oversight Committee?

Yes No

Employees, vendors, contractors, and consultants of Redmond Area Park and Recreation District are prohibited from serving on the committee. Employment which could result in becoming a contractor or subcontractor would be a potential conflict.

All answers and statements in this document are true and complete to the best of my

Signature: 

Date: 9-18-2023

Please return completed application to Katie Hammer, RAPRD Executive Director,
katie.hammer@raprd.org
Applications may also be mailed to: PO BOX 843, Redmond, OR 97756 or dropped off
at Cascade Swim Center, 465 SW Rimrock Way, Redmond, OR.

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: October 10, 2023

SUBJECT: Naming Rights and Sponsorship Policies

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Approved the Naming Rights and Sponsorship Policies

BACKGROUND:

District staff presented drafts of Naming Rights and Sponsorship Policies to the board during the September 12, 2023 board meeting. These drafts have been revised over the last month and the revised versions are included in the packet for consideration of approval. In addition to edits to clear up some of the language staff has added a minimum donation amount of 25% for capital construction costs and 50% of operating costs for a 20-year period in order for naming rights to be considered that are tied to a donation.

**Redmond Area Park and Recreation District
Sponsorship Partnership Policy – Draft V2
October 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.

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, 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.

DRAFT

**Redmond Area Park and Recreation District
Facility Naming Policy – DraftV2
October 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. A twenty-year endowment for the continued maintenance and operation of the park or facility or portion thereof. (Minimum of 50% of estimated operating costs)
- 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.

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