

June 15, 2020

Dear Bozeman Property Owners' Associations and Property Managers,

On May 5, 2020, the electors of the City of Bozeman approved a referendum to create the Bozeman Parks and Trails Special District (the "District"). One of the key components of the District is authorization for the City to annually levy assessments to provide for maintenance of all City-owned or managed parks and trails. With that directive, the Parks Division of the Parks and Recreation Department seeks to coordinate with you on implementation of the District.

This is our first communication to collect appropriate contact information and details about your individual park needs. Over the next few months, the City plans to hire a contract coordinator position to assist with the transition and we've set up the following webpage to provide information and resources going forward:

<https://www.bozeman.net/departments/parks-and-recreation/parks/parks-and-trails-district>

**Year One:**

To facilitate a smooth transition, the Parks Division requests that **POAs and/or Property Management Companies continue their current maintenance measures through the 2020 season**. The District will provide reimbursement for maintenance services occurring on City parkland and for trails associated with such parkland incurred by you after July 1, 2020. The reimbursement will be for maintenance activity meeting but not exceeding the City's current maintenance standard. POAs may choose without reimbursement from the City to operate at a higher standard as the City's services are increased to the "Silver" level of service over a 5-year period.

Upon receipt of this letter, I request that you initiate the following process:

- 1) Review the Frequently Asked Questions on the webpage above.
- 2) Email me with the name of the park(s) or subdivision(s) for which you provide maintenance (ajadin@bozeman.net). If you are a property management company working on behalf of a POA, please list each subdivision or park that you manage and the POA associated with each park.
- 3) We will reply with the following:
  - a. A map differentiating between qualifying park and trail parcels and non-qualifying open space parcels that will remain under POA management;

- b. Guidance on documentation requested (summary of annual expenses and details about known complications such as irrigation systems that are connected across qualifying and non-qualifying parcels);
  - c. A link and directions to upload documentation and invoices for reimbursement;
  - d. A list of the current level of service standards for items; and
  - e. Other information pertinent to your specific park(s).
- 4) Starting July 1, 2020 you may upload documentation of expenses incurred within qualifying parkland. Staff will review against the year one maintenance standard and issue corresponding reimbursement.

### **Year Two and Beyond:**

Over a period of five years, the Parks Division will establish maintenance contracts directly with contractors or assume the duty of maintenance, operations, capital and deferred maintenance throughout all City Parks. Over this period, the Parks Division will gradually increase the level of service standards for all City Parks to “Silver”.

Please visit the webpage above for Frequently Asked Questions and other information related to the implementation of the District. We will be adding documents and other information over the next few weeks to put all the information together.

We look forward to working with you and continued partnership to ensure the best care of our Parks and Trails!

Sincerely,



**Addi Jadin | Parks Planning and Development Manager**

City of Bozeman | Recreation and Parks Department

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