

**Bend Park and Recreation District  
Board of Directors**

**January 5, 2010**

**5:30 PM Work Session**

**7:00 PM Regular Meeting**

**District Office Building  
799 SW Columbia  
Bend, Oregon**

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A light dinner will be served for the board at 5:00 PM.

**5:30 PM WORK SESSION**

1. Discuss 2010-11 System Development Charges (SDC) fee schedule
2. Discuss Capital Improvement Plan (CIP) prioritization

**VISITORS**

Work sessions are scheduled for the board to receive and discuss information regarding district operations, projects, and planning to aid in their decision-making process. The board can choose to accept comment on work session agenda items at the end of their discussion. The chair may ask for comment from visitors at the appropriate time. Please state your name and address and limit your comments to three minutes in the interest of allowing the board to complete their work session agenda.

**7:00 PM Regular Meeting**

**VISITORS**

This is the time provided for individuals wishing to address the Board regarding items **not** listed in the business session. The Board may elect to ask for comment on business session items at the appropriate time. The visitor's section is not designed for a lengthy presentation. If you have a proposal for Board consideration, briefly introduce the subject and request that the Board consider adding discussion to a future Board meeting agenda. Visitors who wish to speak are asked to sign up on the public comment card provided. Please state your name and address at the time you address the Board. Please limit your remarks to three minutes.

**CONSENT AGENDA**

3. Minutes –December 1, 2009– work session & regular meeting & December 15, 2009, work session
4. Award Pine Nursery parking electrical contract
5. Award Pine Nursery ball field soil removal and replacement contract

**BUSINESS SESSION**

6. Accept Financial Audit
7. Colorado Street Dam report – accept preliminary design
8. Approve Pioneer Park to Revere Trail – contract cost revision

**STAFF REPORTS**

9. Community Relations
10. Park Services
11. Planning & Development
12. Recreation Services

**EXECUTIVE DIRECTOR'S REPORT**

- ♦ Joint meeting with City Council, School Board & County Commission – January 21, 2010 – 5:30 pm

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

**ADJOURN**

**EXECUTIVE SESSION**

The Board of Directors will meet in an executive session pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property transactions, and ORS 192.660 (2) (h) for the purpose of consulting with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

This session is closed to all members of the public except for representatives of the news media. Matters discussed in executive session that relate to real property transactions or consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed shall not be disclosed by the news media.

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 5, 2010

**SUBJECT:** 2010-11 SDC Fee

**STAFF RESOURCE:** Don Horton, Executive Director  
Bruce Ronning Director of Planning and  
Development  
Lindsey Lombard, Finance Director

**PREVIOUS BOARD ACTION:** December 15, 2009 discussion of a revised SDC  
Fund forecast and Resolution No. 312

**ACTION PROPOSED:** Additional discussion of a potential SDC fee  
schedule revision for FY 2010-11

### **BACKGROUND**

After a year long deliberative process and public discussion, the board adopted BMPRD Ordinance No. 8 ó System Development Charges and Resolution 311 including Exhibit A, A Methodology for Calculating Park System Development Charges on March 3, 2009. Under the SDC ordinance, the annual fee schedule is set in a separate board resolution and can be revised at any time. A decision to impose the entire SDC fee resultant of the revised methodology or any lesser amount is taken up subsequent to adoption of the ordinance and methodology. The annual fee schedule is then adopted pursuant to board resolution.

Following adoption of Ordinance No. 8 and the related SDC Methodology included within Resolution 311, the board adopted Resolution 312, finding that imposing the SDC fee at the full 100% level allowed in the methodology was not practical at the time due to the economic recession and the existing housing market. Instead, Resolution 312 reset the FY 2009-10 SDC fees at FY 2008-09 levels and further resolved to step the fees up on annual basis until such time as they reach the full 100% level. The resultant 2009-10 fee is approximately 56% of the fully calculated amount. The resolution also includes the requirement that the SDC fee schedule be reviewed as of January 1 of each year based upon population growth in Bend and other factors in order to determine if the fee should be immediately imposed at 100%.

At the December 15, 2009 work session, the board received a report from staff regarding the population threshold and other factors to be considered pursuant to Resolution 312. The Portland State University (PSU) Population Research Center revised statewide population estimates were published in November. PSU estimates the Bend population as of July 1, 2009 at 82,280. This indicates a growth rate of 1.6% from July 1, 2008 to July 1, 2009. The Deschutes County Coordinated Population Forecast (DCCPF) for Bend predicts an annual growth rate of 3.52% for the same period. Therefore the growth rate threshold, based upon the PSU and DCCPF estimates and included with Resolution 312, is not met at this time. However, staff also

pointed out that the decision to impose SDC fees at less than the fully calculated amount for any appreciable period of time will result in a decline of the existing levels of park and trail service of those system elements currently funded with SDCs unless alternative funding sources can be identified. Determining the level of future SDC fee setting is linked to the discussion of the priority of district capital projects and funding sources for the capital improvement plan (CIP). A realistic draft CIP requires using revenue assumptions for future SDCs. Knowing what the future fees may be is a significant factor in making accurate revenue forecast.

### **STAFF RECOMMENDATION**

Staff recommends that the board further consider and discuss the extent to which the district can reasonably rely on SDC funding to complete those future projects identified in the CIP as requisite of population growth. Staff further recommends that the board provide direction regarding the future SDC fee schedule; i.e. should the four-step fee ramping called for Resolution 312 continue to be relied upon in forecasting future SDC revenue, or will the board choose a different fee increase strategy?

### **BUDGETARY IMPACT**

SDC fees have been a substantial source of capital funding for the district since the 2003 ordinance and methodology were adopted. The 2009 SDC methodology and fee calculation will have similar impacts on available funding for needed future capital facility improvements. The SDC revenue over the last seven fiscal years (2003-04 through estimates for 2009-10) was \$27,688,509. The revised 2009-10 SDC Fund Forecast pursuant to the existing fee structure and ramping scheme outlined in Resolution 312 projects a total of \$7,709,000 in SDC revenues for the upcoming five fiscal years. (A \$2,000,000 beginning fund balance in FY 2010 is also anticipated.) The adopted BMPRD Five-Year Capital Improvement Plan calls for \$14,649,910 in SDC funded expenditure in fiscal years 2010 ó 2014.

### **MOTION**

*None*

### **ATTACHMENT**

BMPRD Resolution No. 312 is posted on the district website with the December 15, 2009 agenda report.

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 5, 2010

**SUBJECT:** Capital Improvement Plan priorities

**STAFF RESOURCE:** Don Horton, Executive Director  
Bruce Ronning, Director of Planning and Development  
Lindsey Lombard, Finance Director

**PREVIOUS BOARD ACTION:** The Board adopted the 2009-10 BPRD Five-Year Capital Improvement Plan on June 2, 2009 and has since discussed priorities

**ACTION PROPOSED:** Board discussion of CIP priorities

### **BACKGROUND**

In March the board organized potential capital improvement plan (CIP) projects into three tiers of priorities. Based upon those priorities, a 5-year CIP was drafted and adopted with the budget in June. During the December 15<sup>th</sup> work session, staff presented a draft 5-year financial forecast and a 5-year SDC Fund forecast, based upon new revenue and cost assumptions.

The district is now half way through the fiscal year and beginning preparations for the next budget cycle of which the CIP is a vital part. This work session is an opportunity for the board to more fully evaluate and revise the tiered CIP as necessary to ensure that the district's top priorities receive the greatest chance of funding. The board has not yet had the opportunity to fully consider the estimated cost of each of the projects which may influence the prioritization. Staff is providing a list of CIP projects broken into three tiers, based upon the board's prior work. The list also includes estimated costs when available and/or applicable.

### **STAFF RECOMMENDATION**

Staff asks the board to provide staff with direction as to board priorities in order to come back with a draft 5-year CIP.

### **BUDGETARY IMPACT**

None at this time; however, the results of the re-structuring of the district's capital projects list and adoption of the resultant capital improvement plan will have substantial impacts on future capital improvement spending as well as General Fund maintenance and operational budgets.

### **MOTION**

*None.*

**ATTACHMENTS**

Board CIP Priorities: Tier 1 through Tier 3

<b>Tier 1 Priority</b>				
<b><u>Project Description</u></b>	<b><u>Board Priority</u></b>	<b><u>Committee Priority</u></b>	<b><u>Survey Priority</u></b>	<b><u>Cost Estimate *</u></b>
JSFC indoor pool repair (within 5 years)		1	1	500,000
Rehabilitation/remodel to current district parks and facilities		1	1	2,500,000
Deschutes River Trail improvements		2	2	
1st Street Rapids trail crossing - bridge				500,000
Mirror Pond to Pioneer Park				*
South UGB trail crossing - bridge				750,000
Other trail system improvements		2	2	500,000
Neighborhood park acquisition (estimated per acre cost)		3	2	158,584
Neighborhood park development (estimated per acre cost)		3	2	279,436
5 parks based upon gap analysis				
Community park acquisition (estimated per acre cost)		4	5	158,584
SE Quadrant - 25+ acres				
NW Quadrant - 25+ acres				
NW Crossing/Discovery Park - 10 acres				
Old Mill District site acquisition				
Community park development		4	5	245,532
Ponderosa Park master plan improvements				3,000,000
Pine Nursery Phase II improvements				9,000,000
Indoor recreation space		4	5	*
Community recreation center				*
Indoor programmable space				*
Colorado dam safe passage improvements		7	7	850,000
* Cost estimates are not currently available for some proposed projects, without further clarification.				

<b>Tier 2 Priority</b>				
<b><u>Project Description</u></b>	<b><u>Board Priority</u></b>	<b><u>Committee Priority</u></b>	<b><u>Survey Priority</u></b>	<b><u>Cost Estimate *</u></b>
Community recreation center	1	4	5	*
Pine Nursery Phase I completion	1	4	5	6,250,000
27th & Empire trail crossing	2	2	2	*
Davis-Lilleoren development	2	4	5	500,000
Dedicated school program spaces	2	4	5	*
Pine Nursery full build-out	2	4	5	8,835,000
Farewell Bend bridge replacement	3	1	1	*
River Rim Park & trail access improvements	3	2	2	200,000
Larkspur Park additional property acquisition	3	4	5	3,000,000
Pacific Park office building renovation	3	4	5	*
Paddle trail development	3	7	7	*
Discovery Park acquisition	4	4	5	2,870,047
Pacific Park master plan improvements	4	4	5	*
Skyline ballfield improvements	4	4	5	100,000
Access Plan improvements	4	N/A	N/A	*
Regional park acquisition	5	6	2	1,000,000
Big Sky firehall renovation/eastside shop facility	5	4	5	*
Drake Park's Mirror Pond Park improvements	5	4	5	500,000
Hollinshead park development	5	4	5	500,000
Miller river property acquisition	5	4	5	*
Current shop renovation	6	4	5	30,000
Juniper Park additional property acquisitions	6	4	5	1,100,000
Larkspur Park master plan improvements	6	4	5	100,000
Orchard Park additional property acquisitions	6	4	5	*
* Cost estimates are not currently available for some proposed projects, without further clarification.				

### Tier 3 Priority

<u>Project Description</u>	<u>Board Priority</u>	<u>Committee Priority</u>	<u>Survey Priority</u>	<u>Cost Estimate *</u>
Tillicum Ranch development (Partnership)	7	6	2	*
Additional off-leash areas	7	6	5	500,000
Big Sky phase III	7	4	5	1,000,000
Discovery Park development	7	4	5	*
Senior center expansion	7	4	5	675,000
Ice arena (Partnership)	7	7	7	*
Mirror Pond siltation	7	N/A	N/A	*
Riverbend boathouse (Partnership)	7	N/A	N/A	*

\* Cost estimates are not currently available for some proposed projects, without further clarification.

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session, Executive Session & Regular Meeting  
December 1, 2009**

**BOARD PRESENT:** Scott Wallace, George Thayer, Ted Schoenborn, Ruth Williamson and Scott Asla.

**STAFF PRESENT:** Don Horton, Lindsey Lombard, Dave Crowther, Bruce Ronning, Paul Stell, Steve Jorgensen, Audrey Robeson and Paula Lowery.

**LEGAL COUNSEL:** Paul Taylor.

**MEDIA:** None.

**VISITORS:** See attached list.

## **WORK SESSION**

### **Board Technology Training**

Audrey Robeson conducted training on the use of the new computer notebooks the board will use to view board reports and attachments in place of paper copies of those documents.

## **REGULAR MEETING**

Chair Scott Wallace called the regular meeting to order at 6:45 pm.

## **STAFF INTRODUCTIONS**

Don Horton explained the Excellence Awards Program. He stated this is an opportunity for staff to recognize their fellow employees and introduced the excellence award winners for 2009: Kim Johnson, Pat Erwert, Steve Walz, Jason Powell, Vickie Dawley, Katie Burns, Mike Cranmer, Sandra Conaway, Vicki DeGaetano, Renee Wells, Patty Campbell and Wyndee Phillips.

## **BUSINESS SESSION**

### **District Insurance Update**

Jeff Griffin, Wilson-Heirgood Associates, presented information on the district's past year regarding insurance issues and services provided by Wilson-Heirgood Associates. He also reviewed issues the district may be facing in the coming year. He explained the OSHA inspection process and potential for citations resulting in fines. He stated the district is in a three-year rate freeze due to its loss history and noted the district received a longevity check in the amount of \$26,282 last year.

### **Peace Bridges, Inc. Proposal**

Don Horton explained that John Schwechten, representing Peace Bridges has met with Ruth Williamson and himself regarding the idea of a peace park concept for Pacific Park including a peace pole. John Schwechten presented background about the Peace Bridges organization. He noted that the Bend City Council designated the Portland Avenue Bridge as the "Peace Bridge of Bend" in December of last year. He explained a peace pole is either four or six sided with the words "May Peace Prevail on Earth" written in

several languages down the side of each pole. John also explained the concept of creating a naturalized peace garden to complement the peace pole, and the organization's desire to further discuss the proposal with the board and staff. He explained the organization seeks to create peaceful spaces because so many others in our world cannot as they are trapped by circumstances beyond their control. He stated that in this context we speak of the world's innocent victims, so often the women and children, who become the collateral damage of our failures to peacefully resolve our conflicts. He stated the purpose of the peace garden and peace pole is to remind us that peace is our most precious and fragile commodity, and something we cannot afford to take for granted, but all too often do. John introduced Bob Brookover who gave a brief description of the proposal for a peace pole to be placed in Pacific Park. He explained the poles can be made of aluminum, fiberglass or wood, and they are embedded in concrete. Emilie Marlinghaus shared concepts for a peace garden in Pacific Park, including the potential removal of the rock walls and restoration of a naturalized riparian habitat, along with the removal of lawn area and most non-native species currently growing there. She stated the organization envisions the use of native plant materials used informally within a more formal framework to create a beautiful, peaceful, welcoming, nurturing and ultimately sustainable space. George Thayer stated he thinks it is an exciting idea and he looks forward to the group refining their plans for future board consideration. Don stated that staff has discussed the need to redevelop Pacific Park at some point in the future. He noted that an in house concept has been very similar in terms of removing the hardscape along the river to reestablish the riparian habitat to enhance the Deschutes River Trail that is slated to go through the park along the river eventually including the Pacific Power property where the existing switch station is located. He clarified the proposal from Peace Bridges at this time is centered on the pole which will be the first phase of what might develop into a stronger partnership in the future. Scott Wallace noted the success the district has experienced with other organizations citing the recent Veterans' Memorial, and the board generally supports that type of community involvement and partnering. Ruth Williamson moved to allow the Peace Bridges, Inc., to erect a "Peace Pole" in Pacific Park. Ted Schoenborn seconded the motion. Ruth Williamson, Ted Schoenborn, George Thayer, Scott Asla and Scott Wallace all voted aye. Motion passed.

## **CONSENT AGENDA**

**Minutes – November 3 & November 17, 2009**

**Award Pioneer Park to Revere Phase I Deschutes Trail construction contract**

**Award Pine Nursery plaza contract**

**Approve Resolution No. 318 – in support of Deschutes County Noxious Weed Ordinance**

Scott Wallace asked for clarification regarding the matching grant from Oregon State Parks for the Pioneer Park trail project, and if that is based on the amount actually spent. Bruce Ronning explained it is a 50-50 match and the project was estimated to cost \$130,000 for the purposes of the grant. He stated that as a result of the engineering and final bidding process the cost of the project was reduced substantially; however, the district will receive 50% of what is spent on the project and the amount of the grant will be reduced proportionately by the cost of the project. Scott Asla moved to approve the consent agenda. Ruth Williamson seconded the motion. Scott Asla, Ruth Williamson, Ted Schoenborn, George Thayer and Scott Wallace all voted aye. Motion passed.

## **GOOD OF THE ORDER**

Ruth Williamson stated it is an honor to work with people who are as broad thinking as the board and district staff with regard to the idea of a peace park. She stated she appreciates the openness to their suggestion and she thinks it will be a beautiful addition to our community. She thanked the board and staff for considering the proposal.

As there was no further business the meeting was adjourned at 7:45 pm.

**EXECUTIVE SESSION**

The board convened an executive session at 7:50 pm pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property transactions.

Prepared by,

Paula Lowery  
Executive Assistant

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Scott Wallace, Chair

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George Thayer, Vice-Chair

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Ted Schoenborn

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Ruth Williamson

\_\_\_\_\_  
Scott Asla

**Bend Metro Park & Recreation District  
Board of Directors  
Work Session  
December 15, 2009**

- BOARD PRESENT:** Scott Wallace, George Thayer, Ted Schoenborn and Ruth Williamson/
- STAFF PRESENT:** Don Horton, Bruce Ronning, Lindsey Lombard, Dave Crowther, Steve Jorgensen, Jan Taylor, Wayne Smith, Ed Moore and Paula Lowery.
- LEGAL COUNSEL:** Neil Bryant.
- MEDIA:** None.
- VISITORS:** Mike Lovely, Michael Graham, Bob Almquist, Sue Vordenberg, and Bill Robie.

**WORK SESSION**

**Financial Forecast**

Lindsey Lombard presented a five-year financial forecast and explained it was developed using the forecasting tool designed and created through the CIP prioritization and SDC methodology process. She stated this forecast includes current economic assumptions. She reviewed revenue projections for both SDCs and for the district. She stated the assumptions related to revenues are housing starts, population growth rate, percentage of growth in assessed value, user fee increases and investment rate of return. She explained expenditures are driven by the CIP, maintenance and operations of facilities, personnel and materials and services. She stated the forecast demonstrates that the district's expenditures increase at a higher rate than revenues. Scott Wallace asked how this year's numbers compare to the budget adopted in June. Lindsey stated that overall the district is doing fairly well as property taxes are coming in higher than estimates. She stated recreation revenue is being monitored and recreation staff is doing a good job of keeping costs down. She stated the project work is coming in significantly less than budgeted. Don Horton stated that this information confirms that the cost of doing business is rising faster than the revenue and there may be some things the district can do now to postpone reaching the crossroad where expenditures exceed revenue. He noted that the district has spent less in materials and services over the past two years than what was budgeted, and as we learn more about the assumptions, we can adjust those numbers and over time this forecast will become more accurate. He noted that the board will discuss the CIP in more detail in upcoming meetings to determine what projects the board determines to be a priority and that information, including cost of construction and maintenance, will be added to the forecast which will clearly define the impact of those decisions and how that will affect the district long term.

**SDC Fund Forecast**

Bruce Ronning explained that this discussion would primarily address SDC revenues and no changes were made to the forecast in expenditures. Lindsey identified assumptions used in the forecast including the board's adoption of the SDC fees, Resolution No. 312, with the 25% increase per year phase in component over the next four years, and the annual inflationary or deflationary change. She noted that for this year there is a 3½ % decrease in the fee based on land values and construction costs. She referred to the

assumption of building permits that is based upon the state forecast for housing starts and explained that staff has determined to postpone the state forecast for one year as it is anticipated that Bend will have a slower increase in building than the rest of the state. Bruce reviewed the classifications of facilities for which the district collects an SDC fee including neighborhood parks, community parks, regional parks and trails. He also clarified the type of collection for each category as to whether the collection is limited to only acquisition, construction or development. Steve Jorgensen shared a map of the district that depicted the distribution of SDC fees collected and park projects funded since the inception of the 2003 methodology and fee schedule. Bruce noted that there are still four or five areas of town where neighborhood park service needs to be addressed in order to maintain the existing level of service. Bruce explained the lag time between collection of the SDC fees and the spending of those funds on projects. He stated that over the last couple of years the district has been spending down the SDC ending fund balance on acquisition and development. He referred to the spreadsheet provided that demonstrated the projects scheduled over the next five years and associated estimated costs as well as the forecasted reduction in revenue. He pointed out that if the project list is not adjusted or funding sources other than SDCs are not identified by year 2011-12, the ending fund balance of the SDC program goes into the red. Scott Wallace observed that if the district is not growing much, the neighborhood park acquisition plan may be an area to evaluate for adjustment. Bruce explained that homebuyers who pay SDC fees have the expectation that a neighborhood park will be built with those fees which is something the board will need to consider. George Thayer stated he would advocate for acquisition now considering current land prices. Bruce also explained the GAP analysis that has been developed that will be an important tool in helping the board and staff to address these concerns.

### **SDC Resolution #312**

Bruce Ronning reviewed the background of the SDC fee setting Resolution No. 312. He explained the components of the resolution including the component to phase in 25% increases depending upon the annual population growth rate. He stated the fee is currently set at 56% of the fully calculated amount. He reported that the Deschutes County coordinated forecast predicted a population growth rate from July 1, 2008 through June 30, 2009 of 3.52% where as the actual was 1.6%. He stated that is only one factor for consideration as defined in Resolution No. 312. He noted that as of July 1, 2010, the fee will be adjusted by one quarter of the difference between the existing fee and total level, amounting to approximately \$500. Don Horton stated the resolution also calls for the board to conduct a review every January. He stated the board will also be reviewing the CIP in January, and in order to develop the CIP, it will be necessary to know how much revenue will be available. He stated this will require a decision from the board as to whether the existing fee is adequate or an increase is in order. Don added that with the current fee imposed at 56%, the 44% left on the table is equivalent to approximately \$671,000 in real dollars or one neighborhood park over the upcoming five years. He stated that unless the gap can be filled with some other funding source, the level of service will drop in the community by at least one neighborhood park in five years. Don explained the CIP review process to be conducted in January and the expected outcome of crafting a new CIP based on the anticipated revenue over the next five years. Ted Schoenborn requested scenarios of what revenue might be if the fee were to increase more quickly than is directed in Resolution No. 312 to assist the board in their discussions.

### **Board Workshop Review**

Don Horton referred to a summary of the board workshop provided in the report. He explained his ideas of how to move forward and stated he feels the board should meet again in three to four months, based upon the upcoming work on the Strategic Plan and Comprehensive Plan. Scott Wallace stated that it might be good to put a time frame on the work items to help frame priorities, and the indoor needs assessment

should be on the front burner. Ruth Williamson stated she believes the board cracked the surface with the workshop, but there is a lot of room to explore values and direction for the district. She stated the whole landscape is different and she feels this is going to be a difficult time for the district as we are working with a completely different set of variables: limited funding, limited revenue, a level of expectation of service that may or may not be sustainable and the bigger questions are what role does the district play; how fundamental are parks and the services we provide to our community. She stated she felt the workshop was an excellent exercise. Ted Schoenborn stated he thought the retreat was useful and important to help build consensus on overall assumptions and core values of what we as a board think what the district is and where it should be going. He stated he thinks the board needs to go through some other exercises before conducting a second workshop. George Thayer stated he appreciated the broad discussion and feels the board needs to conduct a more in depth discussion about the CIP and prioritization of projects. Scott Wallace stated that staff is looking to the board to provide clarity because the decisions are not going to be easy and they are not going to satisfy everyone. He stated he was pleased with the interaction and input given in the workshop.

The work session was concluded at 7:30 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Scott Wallace, Chair

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George Thayer, Vice-Chair

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Ted Schoenborn

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Ruth Williamson

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Scott Asla

**BOARD AGENDA COMMUNICATION**

**AGENDA DATE:** January 5, 2010

**SUBJECT:** Pine Nursery Electrical Project

**STAFF RESOURCE:** Norm Ziesmer, Development Manager  
Jeff Newman, Construction Project Manager  
David Crowther, Business Manager

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Award Contract

**COMMITTEE ACTION:** None

**BACKGROUND**

This project is for Bend Pine Nursery, phase I, and includes the materials for and installation of panel boards, circuit breakers, light poles, light fixtures, pole bases, cables, outlet boxes, switches, receptacles, timers, transformers, grounding and other miscellaneous materials and installation of materials for the road, parking lot and pathway lighting.

The bid received from Chetø Electric was determined to be non-responsive because they failed to submit the first tier subcontractor form as required by the Oregon Bureau of Labor and Industry, therefore Tomco was selected as the low bidder.

The estimate for the project was \$208,000. The following were the bids received for the project:

1. Chetø Electric, Inc.	\$206,411.96	Non-responsive Bid
2. Tomco Electric	\$206,970.00	Lowest Responsive Bid
3. Kronsberg Electric	\$207,869.00	
4. Aspen Ridge Electric	\$214,500.00	
5. Bend Electric Inc.	\$224,810.00	
6. Cascade Pump & Irrigation Services, Inc.	\$263,957.00	
7. DGS General Construction, Inc.	\$304,000.00	

**STAFF RECOMMENDATION**

Staff makes the recommendation to award this project to the lowest responsive bidder Tomco Electric in the amount of \$206,970.00.

**BUDGETARY IMPACT**

Monies available for this project are from the General Fund budgeted for Pine Nursery and Local Government Grant 20% matching money.

**MOTION**

*I make a motion to accept the bid from Tomco Electric in the amount of \$206,970.00 and a total project amount not to exceed \$248,364.00.*

**ATTACHMENT**

None

**BOARD AGENDA COMMUNICATION**

**AGENDA DATE:** January 5, 2010

**SUBJECT:** Pine Nursery Ball Field Soil Removal and Replacement Project

**STAFF RESOURCE:** Norm Ziesmer, Development Manager  
Jeff Newman, Construction Project Manager  
David Crowther, Business Manager

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Award Contract

**COMMITTEE ACTION:** None

**BACKGROUND**

This project is for Pine Nursery Park, phase I, and involves the removal of the top eight inches of soil on the four infields of the ball fields. The reason for the soil removal is due to the introduction of small crushed rock during the excavation of the irrigation and other amenities at the fields. The sharp rock would present a safety hazard to the players who might slide into a base or fall on the dirt infields.

The estimate for this project was \$50,000. The following bids were received on the project:

Alex Hodge Construction	\$35,040.00
Sunmark Seeds, Inc.	\$39,750.00
Del Barber Excavation, Inc.	\$39,800.00
Knife River	\$40,940.00
Collins & Sons, Inc.	\$49,940.00
Bar Seven A	\$52, 500.00
Robert Beliger Excavation Inc.	\$53,912.00
Richard Bartels Construction	\$54,679.00
Robinson & Owen Heavy Construction	\$57,500.00
Babcock Bros., Inc.	\$57,910.00
Hooker Creek	\$63,700.00
TaylorNW	\$74,350.00

**STAFF RECOMMENDATION**

Staff makes the recommendation to award this project to the low bidder Alex Hodge Construction in the amount of \$35,040.00

**BUDGETARY IMPACT**

Monies available for this project are from the General Fund budgeted for Pine Nursery and Local Government Grant 20% matching money.

**MOTION**

*I make a motion to accept the bid from Alex Hodge Construction in the amount of \$35,040.00 and a total project amount not to exceed \$42,048.00.*

**ATTACHMENT**

None

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 5, 2010

**SUBJECT:** Fiscal year 2008-09 annual audited financial statement

**STAFF RESOURCE:** Lindsey Lombard, Finance Director  
Don Horton, Executive Director

**PREVIOUS BOARD ACTION:** None

**ACTION PROPOSED:** Accept financial statement audit

### **BACKGROUND**

Oregon Revised Statute 297.405 ó 297.555, the Oregon Municipal Audit Law, requires an annual financial statement audit of all municipal corporations. The Secretary of State, Audits Division, in cooperation with the Board of Accountancy, and in consultation with the Oregon Society of CPAs, prescribes the minimum standards for the presentation of the report and the conduct of the audits.

The annual report, presented in the form of financial statements and schedules, is required to be independently audited by CPAs licensed by the Oregon State Board of Accountancy to perform audits of municipal corporations. The annual audit process contributes to the integrity of Oregon local governments by requiring an independent review of fiscal affairs and assuring that local taxpayers are provided a reliable and complete financial report that can be used to evaluate their local governments' performance.

The district has received a clean audit opinion for fiscal year 2008-09 (and for all years prior since the district's first audit for fiscal year 1976-77).

There is one significant change that is recorded in the 2008-09 financial statements ó and that is a new method of accounting for recreation program fees. Historically, the district and all other park and recreation agencies in the state, recorded revenue for recreation program fees at the time of receipt. The correct accounting method is to record revenue for recreation program fees at the time it is earned ó which is essentially when the service is provided. The agencies were all using the receipt method of recording revenue largely due to the lack of having registration software that had the capability of calculating the current method. With our implementation of RecTrac registration software, we will now have this capability going forward.

The auditor will be presenting the financial statements to the board during the business session.

**STAFF RECOMMENDATION**

Staff recommends the board receive the auditor's presentation of the audited financial statements for fiscal year 2008-09 and make a motion to officially accept them.

**BUDGETARY IMPACT**

Our contract with Harrigan Price & Fronk, LLP for the 2008-09 annual financial statement audit is \$12,800. This is the first year of a three-year contract with this auditor. This is budgeted for in the General Fund.

**MOTION**

*I move to accept the 2008-09 audited financial statements.*

**MAILED UNDER SEPARATE COVER**

Audited financial statements for fiscal year 2008-09.

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 5, 2010

**SUBJECT:** Colorado Dam ó Paddle Trail Improvements

**STAFF RESOURCE:** Bruce Ronning, Director of Planning and Development  
Robin Laughlin, Design Manager

**PREVIOUS BOARD ACTION:** June 5, 2007 accepted Paddle Trail Feasibility Report  
April 21, 2009 reviewed draft REP Colorado Avenue Dam recommendations

**ACTION PROPOSED:** Accept final Colorado Avenue Dam report and recommendations from REP

### **BACKGROUND**

Recreation Engineering and Planning (REP) completed a Paddle Trail Feasibility Study in June 2007 that assessed opportunities for a continuous water trail on the Deschutes River within the district's boundaries. Safe passage and whitewater play improvements at the Colorado Street Dam were among the top priorities on a list of potential paddle trail projects identified in the study. The Colorado Dam site was identified for a number of reasons including increased river use in the Mill District area, recent accidents and incidents at the dam, the proximity of McKay Park and the potential for significant paddle trail improvements.

In 2008, REP was awarded a second contract to provide conceptual engineering for proposed modifications at the dam site that would most effectively meet the passage and whitewater play objectives set forth in the Paddle Trail Feasibility Study. Along with the guidance presented in the 2007 study, REP considered river flow regimes and a detailed survey of the river bed and banks. In addition, the district retained Pacific Habitat Services (PHS) to perform a preliminary review of existing environmental conditions and sensitive habitats in the area. REP consulted with PHS to help identify an ecologically sensitive design for the paddle trail improvements and PHS assessed potential habitat impacts of the proposed modifications.

The information gathered in the REP and PHS studies was used to create three preliminary concepts for paddle trail modifications to the Colorado Street Dam. These concepts were presented to William Smith Properties, the owner of the dam; to the Bend Paddle Trail Alliance; and to the public in January 2008. Following the January meetings and with input from district staff, REP further refined and detailed the concept plans to arrive at a recommended design referred to as Option 1A in the April 2009 draft report.

On May 19, 2009, staff met with state regulatory agencies to review REP's recommended Option 1A. The proposed improvements were discussed and generally well received. Following the

agency meeting the April REP report was further revised with the addition of a fourth option. Option 4 proposes a bypass channel without the whitewater recreational opportunities included in the other options. It is similar in design to Option 1A and helps to illustrate the incremental cost and physical impacts of the proposed whitewater features.

A public meeting was held on October 29, 2009 with the purpose of gathering public input on the design report, the concept plans and the recommended configuration. Staff presented displays of the three preliminary concepts, Option 4 and the recommended design, Option 1A. The displays included information on each option's design and information as to why it was or was not selected as the preferred option. The meeting drew over 80 attendees representing the neighborhoods surrounding the Colorado Dam site, the boating community and other interested parties. The large majority of comments received at the meeting favored Option 1A.

Option 1A, the preferred option, proposes a boater /fish passage channel on river left along the McKay Park river bank. This channel would provide an evenly graded route for less skilled river users to safely navigate the dam. It would be located directly downstream of the existing portage landing that lies immediately above the Colorado Street Bridge. A narrow rock island below the dam would separate this channel from a whitewater play channel located in the center of the river

The whitewater channel would include three dynamic drops of varying difficulty with the most challenging near the current dam spillway and the gentlest at the bottom of the reach. Whitewater boaters could enter this channel from upstream or from below depending on their desired play style.

The whitewater play area would be separated by a second island from a habitat protection area in the right half of the river channel. The habitat area would remain little disturbed from its present state. It would feature stream bed gravels suitable for resident trout spawning, calm water areas for aquatic vertebrates, and resting areas for waterfowl and fish. This area would also create a buffer between river users and the private property and existing osprey nesting platform on the right bank.

All proposed options, including Option 1A, recommend the removal and replacement of the existing pedestrian bridge in order to provide adequate overhead clearance for canoeists, kayakers and other river users. Revisions to the existing river left portage route are recommended in order to provide a more direct route downstream under the Colorado Avenue Bridge. The addition of a hard surface, flood resistant pedestrian path under the bridge on river right is also included; however, it is unlikely this improvement will be constructed in the first phase of development.

### **STAFF RECOMMENDATION**

Based on land owner, stakeholder and agency input, the recommendations presented by Recreation Engineering and Planning appear to identify and address the current needs of the community. Staff recommends the board accept the January 2010 REP Colorado Dam Proposed Paddle Trail Improvements Preliminary Design Report, including the preferred Option 1A

## **BUDGETARY IMPACT**

The REP contract is included in the 2009-10 General Fund Budget. The preliminary design report estimates the cost of the Option 1A improvements at \$1,723,930. No Colorado Dam improvements are included in the 2009-10 Budget or in the adopted BMPRD Five-Year Capital Improvement Plan (CIP). Private fund raising and/or grant support may provide future funding options for the proposed paddle trail and whitewater play improvements outlined the Colorado Avenue Dam report.

## **MOTION**

*I move to accept the January 2010 Colorado Avenue Dam Proposed Paddle Trail Improvements Preliminary Design Report, including the preferred Option 1A.*

## **ATTACHMENT**

*To be provided under separate cover.*

Colorado Avenue Dam Proposed Paddle Trail Improvements Preliminary Design Report, Final Recommendation, January 2010.

## BOARD AGENDA COMMUNICATION

**AGENDA DATE:** January 5, 2010

**SUBJECT:** Pioneer Park-Deschutes River Trail Project

**STAFF RESOURCE:** Pat Erwert, Construction Project Manager  
David L. Crowther, Business Manager

**PREVIOUS BOARD ACTION:** A \$67,590 construction contract was awarded to Pat Hodge Construction and Excavation at the December 1, 2009 Board meeting

**ACTION PROPOSED:** Amend Contract Amount

### **BACKGROUND**

The Pat Hodge Construction and Excavation contract includes approximately 570 lineal feet of trail, two steel and concrete cantilevered structures and the installation of concrete pavers. It was anticipated that due to the unique nature of the trail route and the riverfront site, there would likely be engineering and construction changes needed as the project progressed. Therefore a 20% not-to-exceed contingency was included with the original contract approval. After the construction survey staking was completed, it was discovered that some additional concrete retaining walls and steel handrails would be needed in order to provide trail user safety and maintain an ADA-accessible grade at both ends of the cantilevered structures. In addition, while vegetation clearing was taking place, several areas along the river bank were found to be unstable and will require additional concrete footings to support the trail.

The estimated cost of the base project and add alternate for bidding purposes was \$130,000 (including a 20% contingency). Based on the BPRD bid estimate, the low bid (base and alternate work) was for \$67,590. It was anticipated that there would be cost adjustments necessary hence the 20% contingency was included. However, that contingency now appears low based on field observations and resulting design changes. This additional contract request reflects those necessary changes.

The project received a matching grant from Oregon Parks Department in the amount of \$62,326 based upon a project total construction estimate of \$124,308. The grant supports approximately 50% of the total construction cost amount based on the \$124,308 estimate. The district can only request grant funds amounting to 50% of the project cost up to \$124,308. If the project is completed for less, the 50% grant match will be reduced proportionately. The district's goal continues to be to keep the total construction costs under the Grant construction estimated amount of \$124,308.

Pat Hodge Construction has provided an estimate not to exceed of \$37,174 to complete the additional work.

**STAFF RECOMMENDATION**

Amend the Pat Hodge contract to include the change order for additional work.

**BUDGETARY IMPACT**

The Pioneer Park-Deschutes River Trail Project is fully-budgeted with SDC funds and an Oregon State Parks Grant. The estimated cost of the project for bidding purposes was \$130,000. The district awarded the base bid and alternate to Pat Hodge Construction for \$67,590 which is 46% less than the grant application estimate. The change order will potentially add up to \$37,174 to the original bid.

**MOTION**

*I move to approve the change order for the Pat Hodge Construction contract for an amount not to exceed \$37,174.00.*

**ATTACHMENT**

None

## **Community Relations November-December 2009**

### **Marketing Program**

#### Recreation Marketing

- Created and distributed 96 page Winter/Spring Recreation Guide to 42,000 residences.
- Updated taglines on radio and TV ads to include new online registration information.
- Met with Matt and Sarah at JSFC to discuss advertising goals/strategies for 2010.
- Coordinated and proofread flyers for school wallboards and Kids Inc parent newsletters.
- Created and printed a flyer with instructions on new online system.

#### Television

- Arranged appearances on Good Morning Central Oregon and sent topic outline on: Online Registration Demo, JSFC personal training, Winter/Spring Registration and Monica as fitness expert.
- Followed up on press release with phone call to KOHD News Director regarding trail construction resulting in lead story in 6:00 pm news.

#### Press releases/relations

- Sent press releases re: Holiday closures/hours, new online registration system, construction on Pioneer/Revere trail and Bend Heroes Memorial dedication.
- Responded to press inquiries on the goose management story.

#### Social media

- Managed Facebook, adult and youth blogs (14 articles written) and Twitter posts regarding a wide variety of events and activities.
- A Facebook post on coyote decoys in a park led to Bulletin and KTVZ story on our efforts to prevent geese from staying. Another post led to a KOHD story on Shevlin Park history. Post on volunteer project led to a new volunteer.

#### Web

- Updated website with new facility rental guidelines, sports info, employment benefits, registration, board information, park updates and upcoming events.

#### Print:

- Provided Bulletin reporters with story idea for Lego program and Zumba fitness photos.
- Created Budget Committee Ads for Bulletin and Cascade Business News.
- Created new winter ads for True North family magazine.
- Procured new, free photography of Aspen Hall; put ad in Celebrations Magazine for wedding facility rentals.
- Sent photos of Larkspur Park to NRPA magazine for an article on accessible playgrounds.

#### Other Communications:

- Drafted online privacy and email address usage policy.
- Arranged to be in the Book of Lists for facilities available for rental.
- Attended, assisted and photographed the dedication of the Bend Heroes Memorial in Brooks Park.
- Created a custom online logo to help customers realize registration is something new.
- Placed telephone book ads and listings for all district facilities.
- Participated in development of customer service strategies and communications for new on-line registration system.
- Applied for and received a Green Spot Business Listing from the Environmental Center.

## **Volunteer Program**

### Program Volunteers

- Orientation and coordinating for new volunteers (JSFC-9, Special Rec. 1, Outdoor programs 3, Senior Center 2)
- Communication with adopt a park and trail volunteers, and off leash area (OLA) volunteers.
- Held volunteer orientations for off-leash areas. To date 34 volunteers have attended orientations and are helping at the off leash areas.
- Processed and reviewed criminal history checks for winter sports volunteers.

### Other projects

- Attended training for Volunteer Connect – a new tri-county volunteer matching/information system that will launch in January.
- Compiled information for year-end volunteer statistics. Updated database.

## **P&R Foundation**

- Worked with auditor- supplied requested materials and information; reviewed completed audit.
- Administered Foundation finances, including deposits, payments and transfers.
- Developed draft for new Foundation literature. Working with designer to develop final version.
- Held Foundation meeting to discuss giving ideas, literature and possible Foundation event for 2010.
- Planned Foundation informational/social gathering to solicit continued support.
- Worked with Repeat Performance Sports for their giving program. Through an event and on-going, in store promotion, Repeat Performance is donating almost \$1000 in December to the Recreation Scholarship Fund.
- Mailing to past donors requesting holiday support.

### Heroes Memorial Project

- Processed contributions and thank you letters.
- Maintained updated list of donors and donation totals for the project.
- Attended the dedication for the Memorial.

## **Community Outreach Program**

### District Events

- Pumpkin Fest: Produced financial summary; participating in evaluation of the event in relation to department goals.
- July 4<sup>th</sup>: Participating in evaluation of event in relation to department goals; considering options for change of direction/leadership; moving forward on 2010 sponsor and partnership solicitation and retention.

### Large Community Event Reservations

- Created spreadsheets to study and track all community events and run/walk through events, reservations, fees, meetings, communications, etc. Studied event history.
- Meeting weekly with Mike Duarte, Landscape Supervisor, to review and update event process, information, past event and upcoming event communications.
- Producing park maps with for event planners to better communicate park use and plan events.
- Created new forms and processes to improve efficiencies in billing and event communications.
- Updated existing forms, guidelines, policies, logistics, and materials for distribution and web placement.

### District Staff Holiday Adopt a Family Project

- Coordinated the procurement, wrapping and distribution of gifts and food for three “adopted families” over the holidays; 42 gifts, plus \$1,400 in gift certificates and meals.

## **Community Relations/Administration**

### Projects – completed and in process

- Completed trail map update; produced 35,000 for a two-year supply.
- Facilitating discussion on and development of district policies for partnerships, sponsorships and concession sales in parks (for board review in March).
- Evaluating Pumpkin Festival and July 4<sup>th</sup> events in relation to district and department goals; met with professional event organizer to discuss benefits of contracting; exploring alternative management solutions.
- Researching alternative public perception assessment and communication tools; developing “friends” focus group.
- Strategized with staff and Park & Recreation Foundation board planned giving and scholarship fundraising strategies.
- ORPA: Attended three-day board retreat; solicited Richard Louv (No Child Left in the Woods) for ORPA Director’s Summit in May, planning summit; working on new mission and vision for ORPA; serving on conference committee.
- Special events/rental pricing update
- Met with Typhoon Restaurant regarding possible fundraiser for Recreation Scholarship Fund.

### Green building promotion

- Hosted Greater Bend Rotary; tour of 80 people.
- Sought (new) graphic designer for LEED interpretive sign in lobby.
- Interior sign program.
- Organized building tours for Environmental Center training (24 people).

### Administration.

- Updated department financials/ strategic plan update/department goals.
- Participated in development of customer service strategies and communications for new on-line registration system.
- Prepared community outreach overview for board retreat.
- Reviewed draft board procedures and policy materials.

## **Park Services**

### **November – December 2009**

#### **Administration**

- Coordinated Christmas tree electrical needs w/City of Bend – Public Works.
- Toured river front parks with U.S. Humane Society staff looking for alternatives to goose reduction in parks.
- Reviewed updated master plans for Columbia and Hillside Parks.
- Assisted with preparation for Veteran's Day ceremony at Brooks Park.
- Met to discuss alternatives to getting user counts on trails.
- Served on a jury trial.
- Distributed Emergency Access Plan to City of Bend Police and Fire; Deschutes County 911 Dispatch.

#### **Landscape Management**

##### **Sports Field Staff**

- Completed an irrigation renovation of the infield skirts on field #2 at Big Sky Park. New lateral sand RB 5000 heads were installed to assist with keeping the water off of the dirt surfaces. 900 square ft. of sod was installed to close in the running lanes and to repair in front of the mound.
- Lee Sherwin and Tara Murdock attended the Ewing Irrigation Training in Bend on valve troubleshooting, system estimating and drip systems.
- Lee Sherwin attended the STMA event at the Nike World Headquarters in Beaverton. A presentation was given on sustainable landscape and maintenance practices and operations of the Nike complex along with facilities tour of the site.

##### **Neighborhood Parks Staff**

- Barked all the tree wells that were sprayed out and defined at Hillside II Park.
- Defined and re-chipped the trail at Hillside I Park. Re-graded and re-sodded the old trail that used to go through the park. Starting to re-define the beds and tree wells on the front portion of the park.
- Ice and snow removal on assigned sites as needed.

##### **Premiere Parks Staff**

- Assisted Urban Forestry crew with renovating the planter beds around the barn at Hollinshead Park.
- Michelle attended the Ewing Irrigation Training in Bend on valve troubleshooting, system estimating and drip systems; and attended the STMA event at the Nike World Headquarters in Beaverton. A presentation was given on sustainable landscape maintenance practices and operations of the Nike complex along with a facilities tour of the site.

##### **Irrigation Staff**

- Assisted the Premiere, Neighborhoods and Sports Field crews with irrigation blow outs.

### **Urban Forestry Staff**

- Completed pruning and canopy work of the street trees and cleanup of the additional wind damage from the October snow storm.
- Pruned the large willows along the river for the proposed new trail connection at Pioneer Park.
- Steven Beyer received his Certified Arborist Certifications from the International Society of Arboriculture.

### **Facility Staff**

- Installed new table and relocated benches at Providence Park.
- Installed pavers, tables, trash cans and recycle containers at Pioneer Park.
- Replaced damaged wheel stops in the Senior Center parking lots and Larkspur Park.
- Repaired/replaced wood entry signs at Sun Meadow and McKay Parks.
- Installed 15 minute parking signs at the district office front parking.
- Completed 165 work order requests

### **Shop**

- Fabricated new lawn mower to blade holding rack.
- Fabricated new rack to hold water polo goals.
- Completed miscellaneous truck engine repairs and rebuilds.
- Installed snow tires on all appropriate vehicles.
- Prepared all snow removal equipment for the season.
- Managed surplus firewood sales.

### **Natural Resources**

- Installed a memorial bench at Shevlin Park.
- Completed mapping noxious weeds in Shevlin Park
- Began work on fire fuel reduction at Shevlin Park.

## Planning and Development Project Summary November- December 2009

### New Construction

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**Pine Nursery Community Park:** The community park area is nearing completion; seeding of additional areas to occur in the spring of 2010. Ball field plaza area is under construction, with completion anticipated in mid April. Parking lot lighting and infield dirt contracts are on the January 5, 2009 board agenda.

**Riverbend Community Park:** The park is substantially complete; additional plantings and trees will be installed in the spring of 2010.

**Brooks Park, Memorial:** Final project work including replacement of the boat landing will commence with in-house crew as weather allows in January.

**Harvest Neighborhood Park:** Construction is complete. Warrantee replacement plantings and reseeded will take place as needed in the spring.

**Pine Ridge Neighborhood Park:** The picnic shelter is complete; a smaller shelter is being installed. One remaining element of the playground is to be installed in January. Additional shrubs and trees will be installed in the spring.

#### **Pioneer to Revere Deschutes River Trail Project, Phase I**

Notice to Proceed on the OPRD RTP grant was received on December 11, 2009. Phase I of the project (Pioneer Park to Davis Park) is currently under construction with clearing for the trail and footings for the concrete structures. Design modifications are underway. The project is slated for completion in the spring.

### Project Planning and Design

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**Pine Nursery Community Park:** Trail and way finding signage plans are nearing completion for spring installation. Master Plan revision and off-leash area improvement design scheduled for 2010.

**Pilot Butte State Park:** Site development documents underway. Anticipate application to city planning in January 2010.

**Paddle Trail Project:** The final report revisions and edits are complete. Board review and adoption of a recommended option is scheduled for January 5, 2010.

**Pioneer to Revere Deschutes River Trail Project, Phase II:** (Pioneer Park to Pacific Park) Design is complete. Staff and W&H Pacific continue to negotiate with city engineering on permits required for work in the Portland St. right-of-way.

**District Sign Program:** Initial research and draft program underway.

**Juniper Park Parking Lot Addition:** Additional plantings along Franklin Avenue are in design and will be installed to reduce headlight glare from the new lot.

### **Long Range Planning**

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**Comprehensive Plan Periodic Review:** Expansion of the scope of the project to include a more extensive community priorities assessment and use of an updated GRASP analysis is under consideration.

**Park Accessibility Project:** Preliminary draft plan complete and circulated for staff review. Project is anticipated to resume in 2010.

**Greenprint Plan:** Results of the on-line survey are available on the TPL website. Technical Advisory Team phone conferences are ongoing.

**Safe Routes to School Grant:** Staff is still awaiting a decision on the grant award.

**Bend-La Pine School District Sites and Facilities Committee:** Staff continues to participate in the school districts' existing facilities and new capacity recommendations subcommittees. The next meeting is scheduled on January 7<sup>th</sup>.

**Liaison with Oregon Park and Recreation Department:** Bruce Ronning attended his final ORTAC meeting in Astoria on November 20 and 21. Staff continues to participate in other advisory roles with OPRD.

### **Professional Associations and Committees**

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**Training:** Norm Ziesmer, Robin Laughlin and Amber Blanchard attended a webinar, Understanding the Draft Final Accessibility Guidelines for Outdoor Developed Areas, presented by the Great Lakes ADA Center.

**District Committees:** Planning and Development staff continues to serve on the Wellness, Employee Relations and Safety Committees.

## **Recreation Department November - December 2009**

### **Sports**

- Youth volleyball (grades 3-4-5) 215 participants, 21 teams; middle school boys basketball 429 participants, 42 teams; Bitty Ball basketball (grades K-1-2) 310 participants 32 teams (a 19% increase in participants over 2008).
- Soccer Tots, child development program will conclude its early winter season on January 9<sup>th</sup>; winter season begins the week of January 11<sup>th</sup>.
- Adult Metro basketball league play continues through March 15<sup>th</sup>
- Youth Winter Indoor Soccer (grades K-1-2) pre-season planning is in process and will be located at the Cascades Indoor Sports Center beginning January 16<sup>th</sup>.
- Youth basketball (grades 3-4-5) pre-season planning in process and coaches training completed December 14<sup>th</sup>. The program begins January 23<sup>rd</sup>.
- Middle school girl's basketball season begins January 4<sup>th</sup> through March 14<sup>th</sup> .
- New sports programs for the winter include, Hockey Tots Beginner and Learn to In-line Skate. Both will occur at the Cascade Indoor Sports Center. Soccer ACTIVO, Soccer beginnings and Sports Exploration will occur at the Bend Field house.
- Old School PE program is being extended into the winter with two sessions for adults, 21 & older held at the Bend Field house.

### **JSFC**

- Roofing, duct work, lighting, lobby and locker room remodel contracts are all closed out. Total project costs were \$117,000 or 11+% under budget
- Implemented new registration software in November, including memberships and POS functions.
- Began self check-in option and converting customers to the new system in December.
- Completed a successful fall swim lesson program, with enrollment equal or slightly higher than last fall.
- Hosted four swim meets without closure to the public, included three swim club meets and one high school meet.
- Hosted a Thanksgiving Turkey Burner special on Thanksgiving from 8:30-11:30am with special fitness classes, masters practice and fitness center hours. More than 250 participants.
- Hosting a New Years Day special from 9:15am – 12:15pm, with special fitness classes, master's metric birthday celebration and fitness center hours.
- Third grade swim and water safety program is underway. All 3<sup>rd</sup> grade classes in the Bend-LaPine School District come to Juniper for a one week program

### **Senior Center**

- Hosted the annual Holiday Craft & Gift Bazaar on November 21<sup>st</sup>. 2,500 participants with 75 vendors and 59 vendors on a waiting list.
- Hosted and partnered with Deschutes County Ballroom Dance Club for the Winter Showcase dance program, 150 participants.
- Bend High School Jazz Choir performed for seniors on December 16<sup>th</sup>.
- Hosted the Cascade Horizon Senior Band performance to a packed house on Dec. 22<sup>nd</sup>, 250 participants.
- Purchased a new treadmill for the fitness room.
- Calico Bean Soup sales have been brisk. Bags are still available.
- Hosted a tree for the "Be a Santa to a Senior" program, filling 155 gift requests.
- Completed and submitted the accreditation packet on December 10<sup>th</sup> to the National Council on Aging and National Institute of Senior Centers. This is the completion of a three year project involving staff, volunteers and council members. The center will receive a peer review and sight visit over the next two months.
- Started preparation for setting up the annual free tax preparation program for low income families.

## Recreation/Enrichment

- Kids Inc and Kindergarten Care sites did community service projects for the holidays, ranging from cards and decorations for assisted living centers to making dog toys and treats for the Humane Society.
- Operation Recreation received a feature article in the Bulletin about activities during the holiday break.
- Kids Inc. enrollment numbers are beginning to increase.
- We have new partnerships with Sunriver Village and 4-H/OSU extension.
- The after school Lego Robotics program had three teams in the regional competition. One team was the runner up and one team was selected to go to the state competition in January.
- Wiz Kids Lego after school and winter break programs were the subject of two Bulletin articles.
- Holiday break enrichment programs were well attended.
- Four staff have received archery instructor training, using funds received from an NRPA grant. The training will go toward expanding activities in special recreation and outdoor programs.
- Dick Spray, long time (15 yrs) outdoor instructor, retired from the district in December.
- Bend Kids Ski League is nearly full and looking for additional volunteers.
- Two interns from Southern Georgia University completed their internship in December. Two new interns will join us in January.
- Bend Kiwanis will be sponsoring Central Oregon's Got Talent again this year and MAGIC in the Parks, our free summer playground program that serves at-risk, high need children
- Special Recreation staff and participants decorated and participated in the annual Christmas Parade.
- Sue Jorgenson, Recreation Manager, is working with, Kids at Heart and Pacific Source on finding ways to help combat child obesity issues. The group has applied for an ASPIRE grant through NRPA's community action grant program. The grant will help support ideas for developing active lifestyles.

**BMPRD Board of Directors  
Calendar  
2009-10**

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

**January 19**

- ◆ Board Rules of Order & Operational Procedures – *work session*
- ◆ Long-term CIP – *work session*
- ◆ Receive budget committee applications – *work session*
- ◆ Registration update (new system) – *work session*
- ◆ Accreditation – *work session*
- ◆ Update regarding goose management plan – *work session*

**January 21**

- ◆ Host joint meeting with City Council, School Board & County Commission

**February 2 & 16**

- ◆ Pacific Park to Pioneer Park Phase II construction contract – *consent agenda*
- ◆ School district agreement update – *work session*
- ◆ IGA – US Forest Service – off leash area – *work session/board action*
- ◆ New employee orientation video – *work session*
- ◆ Review budget meetings calendar – *work session*
- ◆ Appoint budget committee members – *board action*
- ◆ Columbia Park Renovation Plan – *work session*
- ◆ Hillside Park Renovation Plan – *work session*
- ◆ Adopt Strategic Plan – *board action*
- ◆ Energy Audit Report – Energy Trust of Oregon – *work session*
- ◆ Partnership policy – *work session*
- ◆ Irrigation/water report – *work session*

**March 2 & 17**

- ◆ Senior Center Accreditation – *work session*
- ◆ JSFC best practices – *work session*
- ◆ Special Recreation update – *work session*
- ◆ Annual Work Plan update – *work session*
- ◆ Sponsorship/Concession/Partnership policies – *business session – board action*
- ◆ Approve Pine Nursery Phase 1C contracts – *consent agenda*
- ◆ SDC Fund forecast – *work session*
- ◆ Budget committee training – *work session*

**April 6 & 20**

- ◆ Neighborhood Park #1 design review – *work session*
- ◆ Neighborhood Park #2 design review – *work session*
- ◆ Budget Committee tour

### **May 4 & 18**

- ◆ Adopt 2010-11 SDC Fee Schedule – *board action/resolution*

### **MAY - BUDGET MEETINGS**

### **June 1 & 15**

- ◆ Adopt budget – *board action/resolution*
  - ◆ Recreation Department/Division goals & strategies 2011-15 – *work session*
- 

## **RECAP OF BOARD MEETINGS/ACTIONS**

### **July 7, 2009**

- ◆ Annual Work Plan – year end 2008-09 and review 2009-10
- ◆ Comprehensive Plan Amendments discussion
- ◆ Proclamation designating July as National Park & Recreation Month
- ◆ Election of Board officers

### **July 21, 2009**

- ◆ Comprehensive Plan Review – 2, 3, 4 & 8
- ◆ Greenprint Plan update
- ◆ Community room public use
- ◆ Board received copy of Goose Management Plan

### **August 4, 2009**

- ◆ Received information regarding SDC deferral request
- ◆ Received information regarding proposed social marketing program
- ◆ Approved amendment to District Values – adding “safety”

### **August 18, 2009**

- ◆ Received information regarding proposed social marketing policy
- ◆ Discussed proposed SDC deferral program

### **September 1, 2009**

- ◆ Review of Comprehensive Plan, Chapters 1, 2, 3
- ◆ Consideration and approval of Pilot Butte Park State Park MOU
- ◆ Adopted Resolution No. 316 – Social Media Marketing Program

### **September 15, 2009**

- ◆ Received proposed Waterfowl Management Plan
- ◆ Received dog park update

### **October 6, 2009**

- ◆ Received registration and reservation system update
- ◆ Received financial update
- ◆ Reviewed Comprehensive Plan amendments – Chapter 6

- ◆ Discussed planning for a Board Retreat
- ◆ Received an update on the JSFC renovation

**November 3, 2009**

- ◆ Mirror Pond update
- ◆ Park Resource Officer update
- ◆ Fuel Program proposal – presentation and approval
- ◆ Waterfowl Management Plan – received public comment
- ◆ Approved Resolution No 317, Bend Heroes Memorial Criteria

**November 17, 2009**

- ◆ Received Emergency Access Plan information
- ◆ Review of annual work plans

**November 30, 2009**

- ◆ Board Workshop

**December 1, 2009**

- ◆ Received and approved Peace Pole Proposal for Pacific Park
- ◆ Approved Resolution No. 318 in support of Deschutes County Noxious Weed Ordinance

**December 15, 2009**

- ◆ Received financial forecast
- ◆ Received SDC fund forecast
- ◆ Reviewed SDC Resolution No. 312 – SDC fee setting
- ◆ Follow-up of Board workshop