



Board of Directors

Agenda & Reports

May 3, 2011

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

**AGENDA
May 3, 2011**

7:00 PM Regular Meeting

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



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

Approve minutes: April 19, 2011, Work Session & Regular Meeting

Contract award: Engineering & Survey Services of Record

Contract award: Recreation & Indoor Facilities Needs Assessment

BUSINESS SESSION

1. Adopt Resolution No. 332 SDC Methodology, Appendix C
2. Adopt Resolution No. 333 SDC Fee Schedule

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

**Bend Metro Park & Recreation District
Board of Directors
Work Session, Executive Session & Regular Meeting
April 19, 2011**

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

STAFF PRESENT: Don Horton, Bruce Ronning, Lindsey Lombard, Ed Moore, Jan Taylor, Theresa Albert, Matt Mercer and Paula Lowery.

LEGAL COUNSEL: Neil Bryant.

MEDIA: Nick Grube, The Bulletin.

VISITORS: Bob Almquist, Sarah Olson, Larry Katz and Dallas Brown.

WORK SESSION

Chair George Thayer convened a work session at 5:33 pm.

Capital Improvement Plan Large Projects Discussion

Don Horton explained the board is being asked to review and discuss the Capital Improvement Plan (CIP) as previously presented in terms of making decisions in preparation for budget meetings. He stated that staff is also asking the board to discuss the larger projects that do not have identified funding sources such as the Colorado Dam Project, Mirror Pond, indoor needs, etc. He stated consideration should be given to a bond to do all of the larger projects; however, if the intent is to take on one project at a time, there is the possibility of shifting priorities around to accomplish that. Bruce Ronning stated that staff has nearly completed the 2011-12 budget proposal that includes a revision of the five-year CIP based upon previous board discussions. He shared the most recent version of the 2012-16 CIP and noted changes to correct the number of acres of the development projects and number of future acres that will be necessary to meet the SDC Level of Service Analysis. He stated the changes do not affect the financial piece of the CIP. Bruce shared a list of potential property acquisition for the next five years and noted changes due to the acquisition of Miller's Landing and Gopher Gulch Ranch. He stated the Big Sky addition was dropped from this list per board direction. He stated the list identifies those acquisitions that are funded over the next five to ten years, and those that are not funded. George Thayer asked about the acquisition of the Trap Club property. Bruce explained the property is now bank owned and it is unknown when it would become available. He added that it is tentatively on the list for acquisition in year three of the CIP. Don added it may require that a developer acquire it to allow the district to obtain a piece of the property for park development. George asked about the funding for the initial development of Miller's Landing. Bruce stated that a first phase of development is proposed in the coming budget in the amount of \$450,000. Don explained the first phase would clean up the site, provide access to the site, protect the riparian area, and provide some turf area and parking. Scott Asla asked about the funding for Ponderosa Park. Bruce explained there is a significant amount of infrastructure development in the first phase, but there are also amenities such as development of a new playground, a picnic/plaza area and a trail. Scott Asla stated he would like to see Phase I of the Pine Nursery finished rather than doing pieces of phases. He stated the addition of lights would double the use of the facility. He stated the two projects that he feels are of the

most importance are the Pine Nursery and Miller's Landing as there are community expectations for both of those projects. Bruce explained the only option to accelerate the Pine Nursery is to postpone the Ponderosa Park project which involves General Fund money. He stated SDC funds would not be available until years three through five. The board discussed the components planned for the completion of Phase I of the Pine Nursery including two fields, lighting, additional parking, restroom, picnic shelters and a playground. Ruth Williamson stated there are a lot of user groups vying for usage of the Pine Nursery and that draws a lot of attention to that part of the community, but there is advocacy for Ponderosa Park. She stated there has been significant progress on the master plan including asking the community what they want to see there. She asked whether we are attending the needs of that segment of our population, and she would like to get Ponderosa underway. She added there are possibilities for partnerships with the Pine Nursery to get things done, along with the potential to direct SDC funds to that project. George noted there is a concentration of people who live near the Ponderosa Park that could make good use of various amenities. Don stated he thinks the Pine Nursery project is more bondable than Ponderosa due to the type of amenities at Pine Nursery. Scott Asla stated he has observed a lot of usage at Ponderosa as well as Larkspur Park that serves both neighborhoods. Ted Schoenborn stated that Ponderosa is not an attractive place for people to go and there are not a lot of places for the neighbors to use to picnic or use the green space. Ruth stated she would rather keep the plan as it is and stressed we would not be abandoning Pine Nursery. Scott Asla stated if that is the case he has a problem with putting Miller's Landing in next year as it is a new project that jumps to the head of the list. He stated he understands it is a great project that needs to be done, but we would not be finishing the Pine Nursery project. Ted stated that we have a useable facility at Pine Nursery that is serving a substantial number of people and we have an eyesore at Miller's Landing that is right in the center of town. He stated there is good reason to do a minimal amount of work to improve access to Miller's Landing. Scott Asla clarified that his point is his concern about advancing new projects, and in terms of bondable projects, Miller's Landing is certainly bondable. Scott Wallace stated he would like to see more breakdown of the components of the projects as the discussion has raised some valid points on both sides that perhaps we look at what the biggest bang for our buck might be whether it is restrooms at Pine Nursery or infrastructure to incent partnerships. Bruce noted that we would be comparing the Pine Nursery where the infrastructure necessary to support the final phase has been completed, with a first phase of Ponderosa that includes all of the startup costs, and that some things are SDC eligible projects and some are not. He stated staff could provide a list of amenities with associated costs for these parks. Ruth stated the social benefit of Ponderosa Park, and what this conveys to this segment of our community at this time is what is important to her. She stated it is as important as an indoor track, more ball fields or another pool. Scott Asla noted the district has made significant investment recently in acquisitions of important pieces of property and suggested that may be an area to cut back and concentrate on finishing projects we have started. Don stated that one of the things we need to be successful in the future is doing a better job of nurturing partnerships to help us get some of these things done or we are not going to meet their expectations. He cited the lights at Pine Nursery as an example and stated that he had suggested to RUSH that they could help get the lights in which would double the amount of time the fields can be used for a lot less money than building a sports complex. He stated the off-leash people have helped at Pine Nursery and Ponderosa using volunteers to make improvements. George asked the board to assign their priorities specific to the Miller's Landing, Pine Nursery and Ponderosa Park projects in order to provide direction for staff. Ted stated the plan as presented is the appropriate order for the projects. He stated he thinks it reflects our earlier discussions and his understanding of how we should proceed. Scott Wallace stated he concurs with the CIP as presented and would reserve the right to make some changes. Ted stated he would agree that we should keep the goal of finding the monies as we go forward to build the restroom at Pine Nursery, but that doesn't need to be reflected in the CIP, rather our mutual understanding of the need to complete the project. Scott Asla stated he feels an amenities list would help the board in the event a project is completed under budget those funds could be re-directed to

an amenities list. Lindsey explained the board does have the flexibility to redirect funds within the SDC Fund and the Facility Reserve Fund. Bruce added that staff would need to know about changes in a timely manner in terms of their work on project design, etc.

Don Horton referred to a list of potential bond projects including completion of the Deschutes River Trail, the Colorado Dam Paddle Trail, and the Mirror Pond sedimentation project, Phase 2 development of the Pine Nursery, parkland acquisition, and indoor facilities. He stated he feels these are very significant projects for the community that will not be funded through SDC funds or General Fund money. He asked if this is the time to begin to refine some of these numbers over the next few months, talk to those experts on the bond market, and test the projects with the community to determine if these are bondable, and if the timing is right. Scott Wallace stated he thinks it is time to begin making the appropriate inquiries into other alternative mechanisms for the board to consider. He stated we also need to look at public/private partnerships to help us add some amenities and programs, but a bond is needed to accomplish these larger projects. George noted it takes one to two years to go out for a bond in terms of surveying the community, designing and educating the voters. The board and staff discussed various ways to develop a proposed bond.

The work session was concluded at 6:50 pm.

REGULAR MEETING

Chair George Thayer called the regular meeting to order at 7:00 pm.

Consent Agenda

Minutes: April 5, 2011, Work Session & Regular Meeting

Scott Asla moved to approve the consent agenda. Scott Wallace seconded the motion. Scott Asla, Scott Wallace, Ruth Williamson, Ted Schoenborn and George Thayer all voted aye. Motion passed.

Ratify Art Commission Contract – Farewell Bend Park Sculpture

Don Horton explained that Greg Congleton, a local artist, had approached him about donating a piece of art to the district and after considering a few sites, Riverbend Park was selected. He stated the sculpture is being donated by Phil and Penny Knight who have commissioned art for other communities. Don referred to materials provided in the board report demonstrating the type of sculpture that will be created from pieces of scrap steel to depict two draft horses pulling a log. He noted the log would demonstrate the types of cuts made from logs when they were milled. Don stated the sculpture is valued at \$100,000, and according to the district's Gift and Donation Policy, board approval is required to accept the sculpture. He stated the district will be responsible for any changes to the landscape or irrigation system to accommodate the piece, as well as future care of the site. Ted Schoenborn moved to ratify the decision to accept a donation of art from Phil and Penny Knight to be placed in Farewell Bend Park. Scott Asla seconded the motion. Ted Schoenborn, Scott Asla, Scott Wallace, Ruth Williamson and George Thayer all voted aye. Motion passed.

Consider Adoption of Resolution No. 331 In Support of City of Bend Street Improvement Transportation Bond Measure 9-83

Neil Bryant explained the City of Bend has placed Measure 9-83 on the May 17 ballot to authorize the City to issue up to \$30 million in general obligation bonds to fund six specific projects including improvements to Reed Market Road, Simpson Ave./Mt. Washington Dr. roundabout, Brookwood Blvd./Powers Road roundabout, 18th Street/Empire Avenue roundabout, 27th Street reconstruction from Connors Drive to Butler

Market Rd., and 14th St./Century Drive reconstruction. He stated that in addition to the roadwork, sidewalks and bike lanes will be improved. He stated the Reed Market Road project would have the largest impact for the district on access for the Bend Senior Center. He stated there is an urban renewal bond that will expire this summer in the amount of 27 cents per \$1,000, and the transportation bond will begin at 27 cents per \$1,000, but through the length of the bond, will average out to 22 cents per \$1,000. He stated if the bond doesn't pass the projects will be shelved. Ruth Williamson stated this is an opportunity for a group of government organizations to stand together in our town to take care of our own. Scott Asla stated his neighborhood association is excited to get Reed Market fixed between Southeast 15th and 27th Street as it is so dangerous and there are more accidents there than you can count. Don Horton stated the seniors who use the center have a difficult time getting out on Reed Market, and the combination of street improvements and roundabout, and the district's potential acquisition of the land next door to the center on 15th Street, will help the circulation of traffic and access for the senior center in a very big way. George Thayer asked about the repaving of 14th Street. Neil explained that because of the type of bond the funds have to be used for rebuilding roads or construction and can't be used to fill potholes. He stated that 14th Street would be wider with additional sidewalk and clear bike lanes along with being repaved. Scott Wallace asked if there is a timeframe for beginning the work. Neil stated that they will begin with the roundabouts and it is expected to see that work started in the summer. He added that Reed Market will take longer, requiring the work to be done in three segments to address the challenge of the irrigation season, the railroad crossing and replacing a bridge on American Lane. He noted that sewer work will be done at the same time the 27th Street work is done. Scott Wallace moved to adopt Resolution No. 331 supporting the City of Bend's Street Improvement Transportation Bond 9-83. Ruth Williamson seconded the motion. Scott Wallace, Ruth Williamson, Ted Schoenborn, Scott Asla, and George Thayer all voted aye. Motion passed.

GOOD OF THE ORDER

George Thayer welcomed Matt Mercer to his new position as Director of Recreation Services.

As there was no further business the meeting was adjourned to an executive session pursuant to ORS 192.660(2)(i) for the purpose of discussing the job performance of the executive director.

Prepared by,

Paula Lowery,
Executive Assistant

George Thayer, Chair

Scott Asla, Vice-Chair

Ted Schoenborn

Ruth Williamson

Scott Wallace

BOARD AGENDA COMMUNICATION

AGENDA DATE: May 3, 2011

SUBJECT: Engineering and Surveying Firm of Record

STAFF RESOURCE: David L. Crowther, Business Manager
Pat Erwert, Construction Project Manager
Norm Ziesmer, Development Manager
Greg Barker, Facilities Manager
Robin Laughlin, Park Design Manager

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Approve Engineering and Surveying Firm of Record

COMMITTEE ACTION: None

BACKGROUND

The district requires the services of engineering and surveying firm on an on-call basis for various projects. The firm prepares alternative preliminary layouts, surveying, and estimates of probable cost for alternatives, including engineering details, site analysis, calculations, planning and land-use application services. The term of the contract will be for one year, with the option to renew for four additional, one year terms, upon mutual agreement.

Our current firm of record is WHPacific.

The following six firms responded to the request for proposals: TYE Engineering, WHPacific Engineering, LEI Engineering, HHPR Engineering, Hickman, Williams & Associates Engineering, and Century West Engineering. The review committee rated all six proposals on a Qualification Based Selection process for professional services. The evaluation criteria as identified in the Request for Proposals were used for rating the firms. At the conclusion of the review process Hickman, Williams & Associates, Inc. scored the highest. The consensus of the interview team was that Hickman, Williams & Associates, Inc. possessed the staff, resources, and experience as a team to provide the quality and timely services the district will be requiring.

STAFF RECOMMENDATION

Staff recommendation is to hire Hickman, Williams & Associates, Inc., as our engineering and surveying firm of record.

BUDGETARY IMPACT

Financial resources are budgeted through individual projects or other work is budgeted in contract services.

MOTION

I make a motion to award a contract to Hickman, Williams & Associates, Inc., for the district's engineering and surveying firm of record for a term of one year, with the option to renew this agreement for four, one year terms, upon mutual agreement.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE: May 3, 2011

SUBJECT: Recreation Needs Assessment & Strategic Plan
Consultant Selection

STAFF RESOURCE: Bruce Ronning, Director of Planning and
Development
Matt Mercer, JSFC Manager
David Crowther, Business Manager

ACTION PROPOSED: Authorize contract with Heller and Heller
Consulting for Recreation Needs Assessment &
Strategic Plan Contract.

BACKGROUND

The district has operated pursuant to a comprehensive plan since 1980 that has been periodically updated. The most recent edition of the plan is the 2005 Parks, Recreation and Green Spaces Comprehensive Plan (the Plan). The district is now in the process of updating the Plan with in-house resources. However, certain elements of the update project will require the services of a consultant. These elements primarily pertain to recreation service delivery, indoor recreation facility needs and subsequent revision of the district's 2006 to 2010 Strategic Plan. Pursuant to the need for assistance, staff sought a qualified team to provide the necessary assessment and service analysis to determine the current and future needs for recreation programming and indoor recreation facilities. Project deliverables shall be designed to build upon and further refine the recreation services analysis and findings contained in the Plan. Information produced in the study will also be used to help district staff make more informed decisions about recreation program planning and service delivery in the future. In addition to updating the recreation service delivery component of the Plan a second phase of the project calls for the consultant's assistance in examining core business functions and rewriting the district's Strategic Plan which was last updated in 2007.

Consultants work will be based on two phases of work. Phase I will include the following:

- Evaluate information in the 2005 Parks, Recreation and Green Spaces Comprehensive Plan, particularly that included in Chapters 4 and 5.
- Review of the results of the District's 2008 Community Interest and Opinion Survey.
- Review of the District's 2010 and 2011 Recreation Program Guides.
- Stakeholder and focus group meetings to determine community issues that can be tested in a community survey.
- A community survey focusing specifically on recreation programming and indoor facility needs.
- Interviews with key recreation and administrative personnel.

- Analysis of current levels of service and demographic and geographic service gaps based upon 2010 Census data.

In Phase 2, the Consultant will lead staff and the board through the process of developing a new five-year strategic plan. The strategic plan will support the district mission and core values, and include goals, objectives and actions steps that will guide all areas of the district's work for the next five years. It will also include a business strategy for moving forward during times of financial stress. The Consultant will work with the district to prescribe the process and information gathering necessary for developing the new strategic plan. The resultant plan will be focused on identified community needs, Comprehensive Plan findings and Board directives, and will be expressed in terms of measurable results.

The district received proposals from the following firms:

1. PROS Consulting
2. Heller and Heller Consulting, Inc.
3. Beckwith Consulting Group
4. GreenPlay LLC
5. Matrix Consulting Group
6. RJM Design Group
7. Timberline Associates
8. Ballard King & Associates LTD

STAFF RECOMMENDATION

After reviewing the proposals from the eight firms a seven member staff committee narrowed the list to four firms and requested further information. Upon review of the supplemental information provided by the top four firms it is the committee's recommendation to pursue a contract with the firm of Heller and Heller Consulting, Inc.

BUDGETARY IMPACT

The 2010-11 budget and the 2011-12 budget proposal provide Planning and Development Department general funds for the project.

MOTION

"I move to authorize the Executive Director to finalize a scope of work and contract with Heller & Heller Consulting, Inc., in an amount not to exceed \$79,970."

ATTACHMENT

Draft Heller and Heller Consulting, Inc., scope of work.

Recreation and Indoor Facilities Needs Assessment

Scope and Task List

Phase 1 – Parks and Recreation Service Analysis (PRSA)

Task 1. Community profile, District resource and trends analysis

This includes analysis of the following data:

- Current District values, mission (or purpose) and vision statements (as available)
- *2005 Parks, Recreation and Green Spaces Comprehensive Plan* and revisions to date
- *2008 Community Interest and Opinion Survey*
- 2010 and 2011 recreation program guides and Website review
- Current recreation service partnership/collaboration agreements
- Current Joint Facility Use Agreements
- Financial data including cost recovery and subsidy (tax use) levels by service area
- Available and current US Census or ESRI demographic data which analyzes the Bend community
- Relevant community documents providing supplemental community profile information development.
- 2010 Perception Survey

Task 2. Community issues and interests identification – interviews and focus groups

This stage of the assessment will identify community issues (including challenges and problems) which should impact the types and delivery methods of recreation services for the BPRD community.

Stakeholder Engagement - Staff Interviews and Focus Group Meetings -Stakeholder engagement including interviews with key recreation and administrative personnel and community representative focus groups. This will provide substantive research which is necessary to identify, articulate and substantiate community issues, as well as service satisfaction levels, and provide a general assessment of District services including indoor facilities to meet and respond to community issues and interests.

Staff interviews

Staff interviews provide important interaction and are key to the success of the process. Minimally, individual interviews with recreation and administrative staff will take place with a concerted effort given to meeting with as many staff as possible. Input from employees representing a variety of levels within the District will provide us with an in-depth understanding of the challenges and opportunities related to the delivery of recreation services and the need for indoor facilities. The survey will be distributed by the District.

Community Representative Focus Groups

Information gathering focus groups will be facilitated with broad representation from the community, agencies and organizations, and recreation service users.

The selection of groups will be determined by staff and will be discussed with the Consulting Team. A schedule of the meetings will be provided. The staff will contact the community input participants. The Consulting Team will send the District a set of guidelines for the input sessions that outline the process and logistics.

Deliverable: A summary of community/staff input and a white paper on community issues and trends, pertinent to Bend, that may affect recreation service delivery and recommendations on areas of consideration for potential future program.

Task 3. Indoor Facilities Analysis

Accompanied tours of the District indoor facilities will provide an overview of program spaces and their use and general access. Two tours will be completed, representing peak and non-peak times. An inventory will also be developed taking into consideration other community indoor facility providers and existing joint use agreements. The analysis will review program space occupancy rates, operating systems, program/membership trends, etc.

Deliverable: A written inventory and assessment of facility space and usage. This task will also result in meaningful and logical indoor recreation facility delivery standards to be incorporated into Chapter 7 of the District's Comprehensive Plan as well as recommendations for future facility development. The standards will not be determined until the community/staff input and community survey results are completed.

Task 4. Community survey

Leisure Vision will administer a reliable and statistically valid survey that will help in identifying unique issues and trends in the Bend community and will assist the District in short and long range strategic decision-making. The survey will allow for a drilling down on issues relating to planning facilities and programs throughout the District. In addition, the survey results will help with ongoing decision making and in developing priorities.

Leisure Vision will complete a sampling of 400 households within the entire Bend Metro Park and Recreation District. Overall results for the entire sampling of 400 households within the District will have a 95% level of confidence with a margin of error of +/-5% overall. Leisure Vision will guarantee completion of at least 400 surveys. Should we receive more surveys those will be processed at no cost to the District.

Leisure Vision will benchmark selected survey responses against earlier District surveys and their own national data bases. Leisure Vision will geocode survey results to the latitude and longitude coordinates of the area where a respondent lives. The Consulting Team will review the survey results and develop an online survey for staff.

Deliverable: A completed statistically valid household survey, with a minimum of 400 returned surveys. The survey results will be presented with an executive summary, PPT slides of results, cross tabs, and geocoding of responses. Ron Vine of Leisure Vision will present the results to the District.

Task 5. Staff workshop

An introductory workshop will provide an overview and purpose of the comprehensive PRSA. This workshop will allow for adequate information sharing, clarification via a question and answer period, and engagement to ensure board and staff's understanding of the following Service Analysis and Financial Strategies Matrix.

Task 6. Data/information collection and assembly

Agency staff will be asked to provide information and data in response to the four *Service Analysis and Financial Strategies Matrix* © criteria and questions (service menus will be provided for completion). Additionally, staff will be asked to submit various resources including, but not limited to the following.

- ✓ Service evaluation and survey reports
- ✓ Past year's recreation/service guides

- ✓ Registration/participation data from past three to five years (summary reports only)
- ✓ Current tax use allocation and cost recovery levels
- ✓ A list of known alternative providers

Task 7. Service Analysis and Financial Strategies Matrix © – service area workshops

Facilitated Agency Services Workshops held for each work unit or function area of the agency will be held beginning with a brief review of the process. Bend has approximately 19 various units representing all programming areas as sports, arts, and fitness. We will work with staff to combine “like” areas. This list will be developed in coordination with Bend staff. Immediately following review, staff will process each service in their respective area through the four *Service Analysis and Financial Strategies Matrix* © criteria utilizing all collected and reviewed data and information. It is an objective of the recreation program assessment that an adapted form of the PSRA will become an integrated element of the district’s program development and planning model.

Task 8. Dissemination and reporting of results

An all staff meeting, a District Board of Directors, and a public meeting (if requested) disseminating the results of the PRSA will conclude this part of the process yet act as a precursor to subsequent work providing an overview and expectations for next steps. This will include a draft report of all Phase 1 work and findings to date.

Deliverables for Tasks 5-8

- ☑ An illustrative draft report that clearly identifies core recreation programs with recommendations on which programs should continue to be considered for District delivery, ones that could be better provided through a partnership, and ones that should be wholly provided by other organizations.
- ☑ Assessment tools that will allow staff to evaluate the relevancy and effectiveness of recreation programs in the future. These tools will provide metrics for both recreation programs and facility operations.
- ☑ An evaluation of current utilization and effectiveness of facilities and identifying future needs for indoor recreation space.
- ☑ A review of and recommendations for revisions to the District’s pricing methods and philosophy in order to assist staff with implementation of a workable pricing process.
- ☑ Presentation to staff, Board and public of the draft report.
- ☑ A final report will be delivered to the District in electronic form.

Phase 2 Strategic Planning

Task 1. Kick Off Meeting

This will be a brief meeting that includes the review of the scope of services, the process, client expectations, requirements, outcomes, communication, discussion of current issues affecting the District, timeframe, and meeting schedule. A focus group discussion intended for District officials and relating to strategic ideas will also be held. As suggested in the RFP, a project advisory committee may be formed to help guide and monitor the process.

Task 2. Data Review

Several documents will be reviewed, including household survey results, the 2005 Comprehensive Plan, the Task 1 needs assessment, and other existing organizational performance results.

Task 3. Public Input Process

The general community input sessions in Phase 1 will also incorporate Phase 2 input. However, an additional day of meetings with partner agencies and organizations, key community leaders and stakeholders will be held as part of the Strategic planning process. This will help enhance project credibility, as well as identify potential community partners that may be helpful to the success of the Plan. Comments from Phase 1 community/staff input will be reviewed and incorporated as part of Phase 2.

Task 4. Workshop Facilitated Discussion

The areas described below represent the major agenda items for strategic plan discussion. The Board and key staff will attend this workshop. The items are listed in sequence of exploring the District's performance, influencers of strategy, and identifying customers. After this is accomplished, a review and discussion the district's mission statement and core business areas will ensue. This will include an interactive approach to mission refinement, with specific emphasis on deploying the mission and making it a living part of the District's future. Phase 1 project results will be reviewed as well, including the household survey results. The agenda will include:

Key Factors Influencing Strategy:

- a. Strengths, weaknesses, opportunities, and threats
- b. Shifts in technology, markets, customer preferences
- c. Long term organizational sustainability, including core competencies
- d. Phase 1 results discussion
- e. Ability to execute the Plan

Organizational Performance Review:

- a. Review of financial, customer, and other metrics of performance
- b. Identification of customers, customer segments, and trends
- c. Process improvements for greater efficiencies
- d. Identification of core business functions

Refine the District's mission

- a. Mission review and refinement
- b. Keys to effectively deploying the mission
- c. Review and refine District's core business functions

Deliverable: Meeting notes including details of all the elements listed above and refinement of design and objectives of Task 5

Task 5. Second Workshop Discussion

This will also be a half day session and will include discussion of the strategy framework and development of strategic themes, objectives, and initiatives. This will be held the day after the

first workshop. The first half of the meeting will consist of the executive staff. The second half of the meeting will include additional staff.

Also included will be a discussion about implementation guidelines, communication, and the establishment of short, mid, and long term timeframes. Implementation guidelines include employee engagement techniques, plan transparency, visual management within the District, and ongoing updates to the Plan.

This workshop will result in a strategy map for the District. The mapping process will include development of strategic themes, objectives and initiatives. The ultimate goal will be to develop a strategic plan that clearly identifies the future direction of the District.

Deliverable: Meeting notes detailing all agenda items from the workshop, Strategy Map including Strategic Themes, Objectives, Initiatives, and Measures

Task 6. Staff Review of draft/final plan and presentation

Following the second workshop, an additional staff review will be held during a conference call to reflect and verify the strategic recommendations to ensure there is good understanding and consensus of the initiatives.

Deliverable: Draft Strategic Plan Document and presentation to staff and Board. Following the presentation of the draft Plan, a final plan will be prepared and assistance provided to the Board for a public meeting.

Deliverable: Final Strategic Plan, including White paper report of District core business functions delivered in electronic format.

FEES

Phase 1	
Step 1. Community profile, District resource and trends analysis	\$2,250
Step 2. Community issues and interests identification	\$4,750
Step 3. Indoor facilities analysis	\$2,250
Step 4. Community survey	\$15,000
Step 5. Staff workshop	\$1,750
Step 6. Data/information collection and assembly	\$6,750
Step 7. Service area workshops	\$6,250
Step 8. Dissemination and reporting of results	\$2,800
Development of deliverable documents	\$5,200
Sub Total	\$47,000
Phase 2	
Step 1. Kick off and data review	\$1,000
Step 2. Partner agency focus groups	\$2,000
Step 3. Workshop 1	\$2,500
Step 4. Workshop 2	\$2,500

Step 5. Conference call follow up workshop	\$1,000
Step 6. Development of Draft Plan and white paper	\$4,000
Step 7. Final Report and presentation	\$1,500
Sub Total	\$14,500
Travel Expenses	\$11,200
PHASES 1 & 2 TOTAL	\$72,700

BOARD AGENDA COMMUNICATION

- AGENDA DATE:** May 3, 2011
- SUBJECT:** Resolution 332 adopting Appendix C of the 2009 BMAPRD SDC Methodology
- STAFF RESOURCE:** Bruce Ronning, Director of Planning and Development
Lindsey Lombard, Finance Director
- PREVIOUS BOARD ACTION:** In February and March 2009 the board held hearings and adopted BMAPRD Ordinance No. 8 - System Development Charges and accompanying Resolution No. 311, A Methodology for Calculating Park System Development Charges
- ACTION PROPOSED:** Board to adopt Appendix C detailing the annual fee indexing method called for in Section 3.10 of the 2009 SDC Methodology

BACKGROUND

The district adopted its first systems development charge (SDC) methodology and set fees in October 1997 and followed with an Ordinance Establishing a Parks and Recreation Systems Development Charge (BMAPRD Ordinance No.1) in June 1999. In 2003, Ordinance No. 6 and attendant Resolution No. 220 were adopted replacing the 1997 methodology. In March 2009, after an extensive public input process and review period the board adopted Ordinance No. 8 - System Development Charges, replacing Ordinance No. 6, and Resolution 311 further modifying the district's SDC methodology and adjusting the fee setting calculation to include an updated cost basis.

The BMAPRD SDC ordinance is an administrative framework that provides for the imposition, collection and accounting of park system development charges pursuant to ORS 223.297 et seq. The methodology used to establish or modify the improvement fee, reimbursement fee and administrative fee allowed under the ordinance is contained in a separate resolution. The methodology described in the accompanying resolution as "A Methodology for Calculating Park System Development Charges," and its assumptions, conclusions and findings are adopted by reference in the ordinance. In order to understand the full meaning and effect of the ordinance it is necessary to consider the referenced methodology as an integral component. The 2009 SDC methodology is posted in the Planning and Development section of the district's website at www.bendparksandrec.org.

SDC Methodology

The purpose of the BMAPRD SDC methodology is to identify the impacts of future population growth on the levels of park and trail service and to calculate the costs of capital improvements necessary to maintain levels of service as growth occurs. The fundamental basis for the rate calculation is the incremental cost of improvements required to maintain levels of service that a

single new district resident (person) will place on the combination of park system elements included in the methodology. The 2009 methodology revision includes adjustments to the district's SDC fee calculation resultant of updated land and construction cost factors and decreased household occupancy rates. It also updates facility inventories and resets levels of service measured in acres of park land and miles of trail per 1,000 population.

SDC Indexing Method

Among the changes included with the 2009 revision were refinements to the method used to align fee setting with annual fluctuations in Bend land values and construction costs. The Engineers News Record (ENR) Seattle WA Construction Cost Index used in the former methodology was replaced with the ENR U.S. 20-City Construction Cost Index. The new methodology also restructured the balance of land costs to construction costs as they are annually apportioned in the index. The indexing elements of the methodology are outlined in Section 3.10, but it is understood that further detail and illustration of the complex indexing tool may be necessary to allow full understanding of the method. Hence Section 3.10 calls for an "Appendix C" to be attached. However, because the imposition of the fee pursuant to the 2009 methodology and rate calculation was delayed with Resolution No. 312, the full use of the revised indexing method has also been delayed. The fee calculation for fiscal year 2011-12 is the first instance in which the use of the revised indexing method has become fully relevant. Staff, with the assistance of the district's SDC consultant has now prepared a draft of Appendix C for board review.

STAFF RECOMMENDATION

Staff recommends that the board adopt Resolution 332 including Exhibit A, Appendix C. This will provide a more thorough explanation of the annual indexing method called for in Section 3.10 of the 2009 SDC methodology.

BUDGETARY IMPACT

The adoption of Resolution 332 and the accompanying Exhibit A, Appendix C has no budget impact.

MOTION

"I move to adopt Resolution 332 appending Exhibit A, Appendix C to the 2009 BMPRD A Methodology for Calculating Park System Development Charges."

ATTACHMENTS

1. Resolution 332 adopting Appendix C of the 2009 SDC methodology
2. A Methodology for Calculating Park System Development Charges, Section 3.10
3. Resolution 332 Exhibit A, Appendix C

BMPRD RESOLUTION NO. 332

A RESOLUTION OF THE BEND METRO PARK & RECREATION DISTRICT BOARD OF DIRECTORS ADOPTING A METHODOLOGY FOR CALCUATING PARK SYSTEM DEVELOPMENT CHARGES, APPENDIX C

WHEREAS, pursuant to ORS 223.309 and Bend Metro Park and Recreation District Ordinance No. 8, the board adopted A Methodology for Calculating Park System Development Charges (“the 2009 Methodology”) on March 3, 2009 with BMPRD Resolution No. 311; and

WHEREAS, Section 3.10 “SDC Fee Adjustment” of the 2009 Methodology calls for an annual adjustment of the SDC fee based upon two proportionally combined indexes; and

WHEREAS, Section 3.10 of the 2009 Methodology refers to a more detailed presentation of the annual fee adjustment to be included in an “Appendix C”; and

WHEREAS, Appendix C detailing the annual fee indexing method and the proportional application of the two indexes called for in the 2009 Methodology, Section 3.10 was not included with Resolution 311 in 2009; and

WHEREAS, the 2011-12 SDC fee calculation is the first instance in which the revised indexing method called for in the 2009 Methodology has been fully used to determine a resultant fee schedule; and

WHEREAS, the Board adopted Ordinance No. 8 - Systems Development Charges on March 3, 2009 indicating the intention to periodically review and update the assumptions, conclusions and findings of the 2009 SDC Methodology including the annual fee adjustment called for therein.

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

1. The explanation of the annual fee adjustment contained in the Bend Metro Park and Recreation District, A Methodology for Calculating Park System Development Charges, Section 3.10 is hereby augmented with the addition of Appendix C.
2. The 2011 Appendix C included herein as Exhibit A replaces the earlier (2003) version of Appendix C and the explanation and illustration of the annual BMPRD SDC fee adjustment contained therein.

ADOPTED by the Board of Directors of the District on this 3rd day of May 2011.

George Thayer, Board Chair

Attest:

Don P. Horton, Executive Director

3.10 - SDC Fee Adjustment

The District's SDC fees will be adjusted annually to keep pace with inflation. The inflationary adjustment is based on measures representative of the cost categories that make up the SDC fee; land acquisition and construction services. Two measures are proposed.

The Engineers News Record (ENR) publishes an index, called the U.S. 20-City Construction Cost Index, that measures the annual change in construction costs based on those found in select metropolitan areas located throughout the United States. Previously the District used the Seattle, WA Construction Cost Index, also published by ENR, but has found that reliance on an index based solely in a single metropolitan area, is more prone to atypical cost fluctuations than one based on a national average. Moreover, the ENR now recommends that the 20-city average index be used for making adjustments to construction costs. Therefore, the annual percentage change in the 20-City index will be used to adjust that portion of the SDC fees attributable to construction costs.

For land acquisition costs, there is no published index that directly measures the change in land value in the District from year to year. However, the Deschutes County Assessor estimates the market value of all real property within the District each year, as well as the value of new construction added to the assessment role. By comparing the change in market value each year, and subtracting the estimated value of improvements added in that year, an estimate can be made for the overall change in land values within the District. While not a perfect measure of the change in value for the kind of land the district typically would buy for new parks (i.e. vacant residential land), it provides an approximation for the rate of change in property values overall, and may be used as an indication of the relative change in land acquisition costs. A more detailed explanation of this procedure is presented in Appendix C.

The annual adjustment in SDC fees will be made by applying the cost factors outlined above on a weighted-average basis. The initial percentage of the SDC fee to which the annual percentage increase (or decrease) in construction costs will be applied is 61%. The initial percentage of the SDC fee to which the annual percentage increase (or decrease) in land acquisition costs will be applied is 39%. The sum of these adjustments will then equal the total adjustment to the SDC fees for the following year. The time for measuring the relative change should be the same for both cost factors. Since the County Assessor publishes property values annually, while the ENR is a monthly index, the time period for determining the change in SDC fees should be September, when the Assessor publishes the real property market value information.

The 39%/61% weight ratio assigned to the land-acquisition and construction cost factors was determined based on data obtained from District staff, and is representative of the system-wide costs attributable to each of the two components of park development. The weight ratio will be adjusted each year based on the percentage increase (or decrease) that is attributable to each of the cost factors. The new weight ratio for each factor will be equal to the ratio of each after-adjustment cost factor (for the land acquisition and construction cost factors) in comparison to the after-adjustment SDC fee as a whole. In conjunction with the review provided for in Section 11 of the SDC Ordinance, the District should review the weight ratio assigned to the land acquisition and construction cost factors each year to ensure that the adjustments to the weight ratio do not result in substantial deviation from the annual proportionality of the two cost factors found by the District in actual practice.

In July of each year, corresponding with the District's budget cycle, the District will adjust SDC fees for the new fiscal year. The adjustment will be based on the rate of change in the two cost factors from September to September each year. The revised SDC fee schedule will be adopted by Board Resolution. The District Board may, by separate resolution, identify and adopt a substitute cost index or periodic data source for either the land acquisition or construction cost measures.

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The 2009 BMPRD A Methodology for Calculating System Development Charges ("the Methodology"), Section 3.10 calls for SDC fees to be adjusted annually to keep pace with fluctuations in construction costs and land values. The recommended annual inflationary or deflationary fee adjustment is based on cost trends for construction services related to SDC funded system improvements and for land acquisition costs within Deschutes County. The annual adjustment formula uses two independent indexing sources.

The Methodology adjusts construction costs using the Engineers News Record (ENR) Construction Cost Index, which measures the annual change in construction costs based on cost trends in twenty metropolitan areas throughout the United States. The ENR recommends using the 20-city average index for adjusting estimated construction costs, regardless of location in the U.S., in order to reduce volatility that may be related to short-term influences in a particular market.

For land acquisition, there is no independently published index that measures annual changes to Deschutes County land values. Each year, however, the Deschutes County Assessor estimates the market-value of real property in each county taxing district, including the Bend Metro Park and Recreation District ("the District") and the value of new construction in the District. An estimate of land value trends in the District can be made using a local index that compares the previous year's Real Market Value ("RMV") for property against the current year's adjusted RMV. The adjustment subtracts the value of new construction so that the adjusted value only represents the change in land values. While not a perfect measure, this index approximates the overall rate of change in land values, and may be used to adjust for the relative change in land acquisition costs.

Table C-1 shows the variance in the index for land values from 2004 through 2011. The amount of change in land values reflects how volatile this measure can be from year to year and demonstrates why it is important to adjust land and construction costs separately.

The index factors need to be calibrated to the same time period. Since the County Assessor publishes property values only once a year – usually in September – and the ENR construction index is published monthly, the time for determining the relative change to the SDC fee cost factors is in the fall when the Assessor data is published.

The annual adjustment of SDC fees uses a weighted-average adjustment process. This is accomplished using weight-ratio factors that reflect the percentage of the

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fee that is related to buying land and the percentage of the fee that is related to making park improvements. The initial weight-ratio was developed by the District's staff from project-bid tabulations as follows:

- percentage of park development costs related to land acquisition - 39%;
- percentage related to improvements and construction - 61%.

Using these weights, the SDC fee adjustment is accomplished as follows:

- Current fee x land ratio x land index factor = adj. land fee
- Current fee x const. ratio x const. index factor = adj. const. fee
- Adjusted land fee + adjusted construction fee = Adj. SDC Fee

For example, if the SDC were \$100, and land costs rose 10% while construction costs rose 5%, then the adjusted SDC fee would be calculated as follows:

- $\$100 \times 39\% \times 1.1 = 42.90$;
- $\$100 \times 61\% \times 1.05 = \64.05 ;
- $\$42.90 + \$64.05 = \$106.95$

One problem with the weight-ratio method is that if the index trends for the two cost factors change at significantly different rates over time, the ratio itself becomes imbalanced. In the above example, land cost rose twice as much as construction cost. If that trend were to continue, the cost to develop new parks would require that more money be spent on land relative to the money spent on construction. To account for differential growth trends, the Methodology calls for adjusting the weight ratio as well as the cost factors beginning with the second SDC fee adjustment.

The ratio adjustment is accomplished using a similar method to the one used to adjust the fee. The calculation is as follows:

- Land Cost Ratio x Deschutes Co Land Value Index = Adj. Land Ratio
- Const. Cost Ratio x ENR Cont Index = Adj. Const. Ratio
- Adj. Ratio Sum = Adj. Land Ratio + Adj. Const. Ratio
- Adj. Land Ratio/Adj. Sum = New Land Weight Ratio;
- Adj. Const. Ratio/Adj. Sum = New Const. Weight Ratio.

Using the index factors from the previous example, the ratio adjustment would be calculated as follows:

- $.39 \times 1.1 = .429$; $.61 \times 1.05 = .6405$
- $.429 + .6405 = 1.0695$

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- $.429/1.0695 = .401$ or 40.1%
- $.6405/1.0695 = .5988$ or 59.9 %

While this one-year change to the ratio may appear small, accumulated long term differences in the rate of change for land costs and construction costs can result in significant change to the weight ratio and affect the SDC fee more so than would occur if the weight ratio were left constant.

Table C-1: Bmprd Land Value Index

Tax Year	Real Market Value of All Property	Real Market Value of New Property	Real Market Value Less New Property	% Change in Land RMV
2004	\$7,034,504,774	\$607,042,377	\$6,427,462,397	N/A
2005	\$7,912,023,201	\$666,277,798	\$7,245,745,403	12.7%
2006	\$9,471,177,365	\$917,663,478	\$8,553,513,887	18.0%
2007	\$13,189,483,007	\$1,143,536,013	\$12,045,946,994	40.8%
2008	\$17,215,939,506	\$1,151,491,061	\$16,064,448,445	33.4%
2009	\$17,347,318,774	\$968,639,490	\$16,378,679,284	2.0%
2010	\$15,488,954,175	\$458,863,048	\$15,030,091,127	-8.2%
2011	\$11,083,128,858	\$158,365,644	\$10,924,763,214	-27.3%

Source: Deschutes County Assessor

BOARD AGENDA COMMUNICATION

AGENDA DATE: May 3, 2011

SUBJECT: Resolution No. 333, adopting a Revised SDC Fee Schedule

STAFF RESOURCE: Lindsey Lombard, Finance Director
Bruce Ronning, Director of Planning and Development

PREVIOUS BOARD ACTION: The SDC Fee schedule was last set with Resolution No. 323, effective July 1, 2010.

ACTION PROPOSED: Adopt BMPRD Resolution No. 333, providing for a revised SDC fee schedule effective July 1, 2011, that includes a step increase and a minus 6.5% 2011-12 annual index adjustment.

BACKGROUND

Board Resolution No. 311, which outlines the SDC Methodology and the accompanying Resolution No. 332, Appendix C include a formula for re-calculating and adjusting fees on an annual basis. The adjustments are proportionately indexed to the Engineers News Record (ENR), US 206City Construction Cost Index and to Bend land values as determined by changes in Real Market Value (RMV) as reported by the Deschutes County Assessor. The annual fee schedule adjustment becomes effective on July 1 of each year, corresponding with the district's budget cycle. The decision regarding the fee adjustment is sequenced to correspond with the district's annual budget process and to inform the city of Bend and Deschutes County of SDC fee changes in a timely manner. The current SDC fee schedule went into effect on July 1, 2010, pursuant to Resolution No. 323 adopted on May 4, 2010, and reflected an annual step-up and an indexed adjustment downward from the 2009-10 fees.

In addition to the annual cost indexing pursuant to the 2009 SDC Methodology, Resolution No. 312 calls for a stepping up of the fee schedule beginning in FY 2010-11. This step increase program is outlined in Resolution 312 and is resultant of the recalculated costs of park land acquisition and development identified in the 2009 Methodology. With Resolution No. 312, the board elected to delay the imposition of the 2009 fee calculation for one year in order to help stimulate building activity in the face of the depressed local housing market. Resolution No. 312 calls for the fee step increase to take place over four years beginning in 2010-11 until the full fee level as calculated in the 2009 methodology is reached; i.e. in four years. In order to determine the 2011-12 single family residential unit fee, the 2011 step increase of \$663 is to be added to the \$4,024 2010-11 fee and then the annual index adjustment applied in order to arrive at the 2011-12 fee level.

The recommended 2011-12 fee adjustment is based on the proportional rates of change in the two cost factors between October 2009 and September 2010. The formula for calculating the annual indexed adjustment is outlined in Section 3.10 of the BMPRD SDC Methodology and the

accompanying Appendix C. The recommended 2011-12 adjustment factor based upon the calculation described in the district's SDC methodology calls for a deflationary fee reduction of 6.5%. Applying the index results in a 2011-12 adjusted single family unit fee of \$4,382. (See attachments 2 and 3.)

STAFF RECOMMENDATION

Land values and park construction costs in Bend typically rose more rapidly than predicted with the cost indices used in the 2003 SDC Methodology. In response to this and other factors, the SDC fee calculation was extensively reviewed in 2008-09 and Ordinance No. 8 and Resolution No. 311 with its accompanying methodology were adopted in March 2009. Pursuant to Resolution No. 312, and as discussed above, the 2010-11 fiscal year was the first time that the revised calculation and fee index was applied. The board has approved the annual fee index adjustment each year since the 2003 methodology was adopted, and those adjustments were generally inflationary until fiscal year 2008-09. This year the indices call for a fee reduction due to a significant reduction in Bend land values, even though the ENR construction costs have increased. Staff recommends adoption of the SDC fee schedule contained in Resolution No. 333 including the step increase outlined in Resolution No. 312 and the 6.5% deflationary adjustment for the 2011-12 determined with the cost indices included in the 2009 Methodology.

BUDGETARY IMPACT

Impacts future SDC fee revenues and the funding available for SDC eligible projects in the district's adopted Capital Improvement Plan.

MOTION

I move to adopt Resolution No. 333 setting the BMPRD SDC fee schedule contained therein effective July 1, 2011.

ATTACHMENT

1. Resolution No. 333 adopting a Revised Fee Schedule for Systems Development Charges
2. Resolution No. 312 adopting a Revised Fee Schedule for Systems Development Charges
3. SDC Adjustment Factor Calculation, FY 2011-12

BMPRD RESOLUTION NO. 333

A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS ADOPTING A REVISED FEE SCHEDULE FOR SYSTEMS DEVELOPMENT CHARGES.

WHEREAS, pursuant to ORS 223.297 et seq., the district has adopted BMPRD Ordinance No. 8 Systems Development Charges and Resolution No. 311 A Methodology for Calculating Park System Development Charges; and

WHEREAS, BMPRD Ordinance No. 8 allows the district to establish system development charge (SDC) fees necessary to serve future public park needs of the residents of the District; and

WHEREAS, pursuant to BMPRD Resolution No. 312 setting SDC fees effective on July 1, 2009, and requiring that annually on July 1 of each subsequent year until such time as the SDC fees reach 100% of the levels allowed under the adopted Methodology, the fees shall be increased in the following amounts as they are annually indexed:

- Single Family Dwelling Unit: \$663 adjusted for 2011-12 cost indices equals \$358;
- Multi-Family Dwelling Unit: \$658 adjusted for 2011-12 cost indices equals \$377;
- Hotel/motel guest Room: \$274 adjusted for 2011-12 cost indices equals \$152; and

WHEREAS, BMPRD Ordinance No. 8 requires the district to review and adjust SDC fees periodically in order to keep pace with the changing costs of land and of construction; and

WHEREAS, a formula for adjusting the district's SDC fees annually is set forth in BMPRD Resolution #311 Exhibit A ó A Methodology for Calculating Park System Development Charges, Section 3.10 ó SDC Fee Adjustment; and

WHEREAS, the Board of Directors finds the need to adjust SDC fees downward by a factor of 6.5% effective July 1, 2011 based upon the formula described in Section 3.10 of the adopted Methodology and the related Appendix C;

WHEREAS, the terms "Single Family Dwelling Unit", "Multi-Family Dwelling Unit" and "Guest Room" are defined in the Methodology.

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

3. Bend Metro Park and Recreation District System Development Charges for the period July 1, 2011 through June 30, 2012 shall be imposed at approximately 71% of the full amount allowed under the adopted Methodology, inclusive of indexed adjustments, and shall be:
 - Single Family Dwelling Unit: \$4,382
 - Multi-Family Dwelling Unit: \$4,049
 - Hotel/motel Guest Room: \$1,754

4. This Resolution shall take effect July 1, 2011.

ADOPTED by the Board of Directors of the District on this 3rd day of May, 2011.

George Thayer, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 312

A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS ADOPTING A REVISED FEE SCHEDULE FOR SYSTEM DEVELOPMENT CHARGES.

WHEREAS, pursuant to ORS 223.297 et seq., the district has adopted A Methodology for Calculating Park System Development Charges with BMPRD Ordinance No. 8; and

WHEREAS, BMPRD Ordinance No. 8 allows the district to establish system development charge (“SDC”) fees necessary to serve future public park needs of the residents of the District; and

WHEREAS, BMPRD Ordinance No. 8 requires the district to review and adjust SDC fees periodically in order to keep pace with the changing costs of land and of construction; and

WHEREAS, a formula for adjusting the district’s SDC fees annually is set forth in BMPRD Resolution #311 Exhibit A – A Methodology for Calculating Park System Development Charges, Section 3.10 – SDC Fee Adjustment; and

WHEREAS, the Board of Directors finds the existing economic climate and residential real estate market in Bend to be significantly depressed; and

WHEREAS, the Board of Directors recognizes the need to adjust SDC fees based upon Ordinance No. 8 and findings in Resolution No. 311 Exhibit A - A Methodology for Calculating Park System Development Charges, as adopted on March 3, 2009, is not practical at this time because of existing economic circumstances; and

WHEREAS, the Board of Director recognizes that not imposing the full fee will, over time, result in reduced levels of park and trail service and any decision to not impose the full fee should be reviewed annually; and

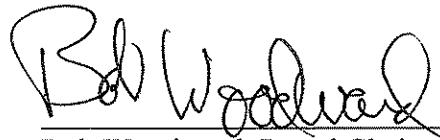
WHEREAS, the terms “Single Family Dwelling Unit,” “Multi-Family Dwelling Unit” and “Hotel/motel Guest Room” are defined in the Methodology.

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

1. Bend Metro Park and Recreation District System development charges for the period July 1, 2009 through June 30, 2010 shall be imposed at approximately 56% of the full amount allowed under the adopted Methodology and shall be:
 - Single Family Dwelling Unit: \$3,507
 - Multi-Family Dwelling Unit: \$3,147
 - Hotel/motel Guest Room: \$1,386

2. Effective on July 1, 2010, and annually on July 1 of each subsequent year until such time as the SDC fees reach 100% of the levels allowed under the adopted Methodology, the fees shall be increased in the following amounts:
 - Single Family Dwelling Unit: \$663
 - Multi-Family Dwelling Unit: \$658
 - Hotel/motel guest Room: \$274
3. Effective as of July 1, 2010, and on July 1 of each subsequent year, the formula for adjusting the district's SDC fees annually as set forth in the Methodology, Section 3.10 – SDC Fee Adjustment, shall be applied to the annually increased amounts and the resultant fees imposed.
4. This Resolution and the fee schedule contained herein shall be reviewed and the fees may be reset at the fully allowed amount on or at any time subsequent to January 1, 2010 upon findings by the Board of Directors justifying the change that include, but are not limited to, the population growth rate in the city of Bend for the preceding July 1 through June 30 period, as published annually in the Portland State University Population Research Center certified population estimates, has reached or has exceeded the annual growth rate predicted in the adopted Deschutes County Coordinated Population Forecast.
5. This Resolution shall take effect July 1, 2009.

ADOPTED by the Board of Directors of the district on this 3rd day of March, 2009.



Bob Woodward, Board Chair

Attest:



Don P. Horton, Executive Director

System Development Charge Adjustment Factor Calculation FY 2011-12

		<u>Real Market Value (RMV) All Taxable Properties (A)</u>	<u>Real Market Value (RMV) of New Property (B)</u>	<u>Market-Related Change in RMV (A)-(B)=(C)</u>	<u>Market-Related Change in RMV (C1-C2)/C1</u>
1	2010-11	11,083,128,858	158,365,644	10,924,763,214	-27.31%
2	2009-10	15,488,954,175	458,863,048	15,030,091,127	

The SDC methodology uses the estimated market-related change in real property value as a proxy for the change in land value because the County Assessor does not publish data about the change in land value alone. The Assessor Office estimates the total change in real market value (RMV) as well as the value of new construction added to the roll each year. The market-related change in real property values can be estimated by subtracting the new construction value from total RMV. When compared to the base value for RMV from the previous year, an average growth rate for the increase in real property, including land value, can be made.

	<u>20-city Sept. 2010</u>	<u>20-city Sept. 2009</u>	<u>Difference</u>	<u>% Change</u>
ENR CCI	8,836.00	8,586.00	250.00	2.91%

During the 12-month period from October 2009 through September 2010, the Engineering News Record Construction Cost Index 20-City Index changed from \$8,586 to \$8,836. This represents a percentage increase of 2.91%.

To adjust the weight ratio of Construction versus Land Value:

<u>Construction</u>	+	<u>Land Value</u>	=	<u>Adjustment Factor</u>
.61 x (1+2.91%)	+	.39 x (1-27.31%)	=	
0.6278	+	0.2835	=	0.9112
0.6889		0.3111	=	1.0000

Per the above calculation, the new weight ratios are 69% for Construction and 31% for Land

To adjust the cost based upon the index changes:

<u>Construction</u>	+	<u>Land Value</u>	=	<u>Adjustment Factor</u>
.69 x 2.91%	+	.31 x -27.31%	=	-6.5%
0.0201	+	-0.0847	=	-0.0646

<u>Fees</u>	<u>2010-11 fee</u>	<u>2011-12 fee with Res #312 step increase</u>	<u>2011-12 fee adjusted for step and deflation</u>
Single Family	4,024	4,687	4,382
Multi Family	3,672	4,330	4,049
Guest Room	1,602	1,876	1,754

Community Relations

April 2011

Volunteer and Foundation Coordination

Volunteer Program

- Recruited volunteers for: Arbor Week, youth enrichment programs, senior center.
- Communication with potential goose management volunteers.
- Communication with adopt a park and trail volunteers, and OLA volunteers.
- Attended Senior Center monthly volunteer meeting.
- Coordinated project set-up for groups offering to do spring park projects.
- On Good Morning Central Oregon with Rob Shatting to talk about summer volunteer opportunities.
- Attended social/presentation for Recreation Director candidates.
- Met with Char Schulz regarding volunteer role in July 4th event.
- Met with DogPac to talk about volunteers and projects.
- Coordinated details including promotion for Riverbend OLA cleanup project to be hosted by DogPac.

Foundation

- Coordinated details for May 26th Give Play! fundraising breakfast including foundation member planning meeting, communication with scholarship recipients, creating invitation and program outline.
- Met with staff regarding additional space for dedicated bricks and process at Brooks Park.
- Administered Foundation finances, including deposits, payments and transfers and thank you receipts.

Other

- Held Art Committee meeting.

Marketing and Communications

- Created and sent out an email newsletter
- Contacted Google and successfully corrected their district mapping and address errors in search engine.
- Edited staff materials including flyers, newsletters, PSAs.
- Completed production of 112 page Summer Recreation Guide.
- Participated in interview panel for Recreation Director position.
- Sent out email marketing messages for upcoming recreation programs.
- Sent out press releases on Arbor Week, Miller's Landing clean-up, Recreation Director position, and teen volunteers.
- Created new materials for wallboards in elementary and middle schools.
- Represented the district at a kiosk at NorthWest Crossing Spring Festival.
- Directed production of Outdoor Seekers rack cards, ads and website.
- Submitted ads and information on summer camps to various publications.
- Creating park rules booklet for park staff.

Community Outreach and Public Event Reservations

Public Event Park Reservations: 11 new events booked

May Events:

- Riverbend - PaddleFest
- Riverbend- Salmon Run
- Riverbend- Walk For Life
- Riverbend- PPP x 2days
- Riverbend - Happy Girls x 2days
- Riverbend- Memorial Day Tribute

New event proposals:

- Drake- Youth led Music Event
- Riverbend - Crohns Colitis Foundation Walk/Foot Race

July 4th Event Coordination

- Contract communications with event sponsors
- Ongoing training with seasonal event coordinator
- Pet Parade planning

Community Out-Reach

- Coordinated Spring Fest promo booth
- Coordinated ODT employee Health Fair with Monica McClain-Smith

Wellness Committee

- Organized employee blood draw

Community Relations/Administration

- Expanded dedication bricks at Brooks Park.
- Planning for foundation fundraising workshop - recreation scholarship fund
- Attended ORPA board meeting and subsequent meeting to work on by-laws, policies, next year's budget calendar, conference plans and communications plan.
- Researched and edited text for interior interpretive signs; got quote for production to be underway by end of month.
- Worked on story ideas/key messages for newsletters.
- Served on Recreation Director hiring committee.
- Developed small informational card on goose management program for staff and volunteer distribution.
- Facilitated meeting with Neighborhood Association-BPRD liaisons to keep them apprised of district work and lines of communication open.
- Worked on new internal (staff) newsletter structure.
- Worked on fees and charges for district services.
- Gave Bulletin reporter tour of district facilities and parks
- Studied CAPRA assessment from Davenport, Iowa in preparation for May site visit
- Drafted outlines/began text for departmental CAPRA standards.

Park Services

April 2011

Administration

- Completed 2011-2012 operations budget.
- Met with DogPAC to discuss improvements to off leash areas.
- Met with Sun Country Tours to identify space for tube rental operation in Riverbend Park. Arranged to receive 35 free personal flotation devices (PFD) from the City of Bend Fire Department to be used by Sun Country Tours in the river shuttle program.
- Participated in Recreation Director selection process.
- Reviewed Access Plan and Sign Plan.
- Coordinated Earth Day clean up at Miller's Landing.

Facilities Staff

- Completed installation of new heating unit for Blakely restrooms.
- Installed memorial plaques at Drake Park & Pine Nursery.
- Installed LEED designation plaque, interpretive sign at the district office and chair rails in the community room.
- Completed refinishing one park entry sign.

Landscape Management

Sports Field Staff

- Finishing spring prep on all infield surfaces. Added dirt, calcined clay and top dress materials to Skyline, Big Sky, Kiwanis, Ponderosa, Stover, Juniper and the Pine Nursery.
- Monitoring the Taylor field renovations.
- Layout and field set ups for soccer and lacrosse programs is ready for the season.
- Provided field layout for the Ultimate Frisbee tournament at Pine Nursery.
- Staff completed district-wide inventory of all Maxicom related equipment.
- Turf sweeping completed at Pine Nursery, Harmon and Stover.

Neighborhood Parks Staff

- Turf sweeping and spring cleanup completed at Hollygrape, Wildflower, Blakely, Woodriver Village, Pine Ridge, Quail, Lewis & Clark, Compass, Hillsides 1 & 2, Summit and Sylvan.

Premier Parks Staff

- Completed spring cleanup at Juniper, Hollinshead, Pacific and Pioneer.
- Coordinated volunteer group at Juniper, raking pine needles and cones from all the tree wells and planter beds.
- Turning on mainlines and will begin spring start ups for irrigation.

Irrigation Staff

- Performed system startups and had a pressure regulator repaired on the pump at the Pine Nursery.
- Performed pump system startups at Big Sky.
- Installed a new irrigation system blow out at the Riverbend Dog Park for easier maintenance.

Urban Forestry Staff

- Continuing with storm cleanup and working with contractors on hazard limb removals at Shevlin, Pioneer, Drake, Juniper and Hollinshead.

Shop Staff

- Cleaned and organized upstairs storage area in mechanic shop.
- Invented vacuum controlled dust containment system to vacuum metal particles when sharpening mower blades to keep harmful metal from entering the environment.
- Built a table cart for the Senior Center.

Natural Resources Staff

- Cleaned up yard debris dumped at Miller's Landing, and installed dog bag stations.
- Finished the Shevlin forestry fire fuel project.
- Began oiling goose eggs with Wildlife Services.
- Recruited volunteers to help with the goose management program.
- Created a fire break at Alpine Park adjacent to the neighbor's home.
- Continued with cleanup from winter's storm damage district-wide.
- Provided logistical support for Arbor Week tree planting at Shevlin Park.

Planning and Development Project Summary - April 2011

NEW CONSTRUCTION

Pine Nursery Community Park: Benches, tables, garbage receptacles and notice board kiosks have been installed. Seeding in the disturbed area where the waterline was installed has been completed.

Pine Ridge Park: Construction is complete, with some additional mulching to be added this spring.

Pacific to Revere Deschutes River Trail: The pump house rock veneer finish is complete.

South Canyon Boardwalk: Construction is complete. Plantings will be added in early May.

Columbia Park Renovation

The playground is under construction and playground curbs have been completed. Grading for the accessible trail route to the Gilchrist footbridge is finished. The riverfront and Allen Rd. decorative fencing and concrete riparian fencing are underway. The porous paving has been laid and the sidewalks and pedestrian ramps are nearing completion. The landscape irrigation is underway with the in-house construction crew. Grading for the remaining asphalt pathways is nearing completion.

PROJECT PLANNING AND DESIGN

Pine Nursery Community Park: Staff continues investigating the design requirements and costs for the off-leash area. The highest desired features are additional trails within the off-area and improved access from the parking lot. A public review of the design is scheduled in April.

District Sign Program: Board reviewed and adopted the Sign Program on April 5. Work continues on rules and regulations sign design.

Columbia Park Renovation: Design work continues on landscape features.

Ponderosa Community Park Phase 1: HWA has begun the engineering and infrastructure design and permitting necessary to begin construction of Phase 1. Anticipated improvements include a new access from Wilson Street, parking, utility extensions, right-of-way improvements, preparations needed to relocate the skateboard park, a new playground, paving the Coyner Trail and plaza area.

Colorado Dam Paddle Trail Improvements: Phase one work underway including additional topographic survey, river cross sections, river monitoring points, geotechnical investigations riparian and fish habitat assessment, and archaeological investigations. Data compilation and report writing underway, expected delivery end of May. Project kick-off and partner meetings held on April 7.

Miller's Landing: Notice to proceed has been received for the OPRD LG grant and the land sale agreement with TPL closed on March 31. Preliminary budgeting and design discussion for Phase I development of the new park is underway.

1st Street Rapids Bridge 2010 ODOT Project Readiness Initiative: Three proposals to the RFP were evaluated by district staff, with ODOT monitoring the selection process. ODOT's local agency agreement, approved by the board at the April 5th meeting, has been signed and processed.

Davis Master Plan: Public process planning underway. Coordination with First Street Rapids bridge and trail work underway.

Shevlin Park Master Plan - Project goal setting and public process planning continues.

Coyner Trail - Ponderosa Park to Juniper Park: The preliminary trail alignment has been surveyed. Staff will be meeting with Bend-La Pine school district and Presbyterian Church staff to verify the trail location.

Larkspur Trail - Pilot Butte to Neff: Preliminary trail alignment surveyed. Two alignment options designed, final option refinement underway MOU with Bend-La Pine school district underway. Reviewed preliminary alignments on site with school district staff.

Hollinshead Park Catering Pad: Engineering work to complete a new catering pad to provide a hard surface for catering vehicles near the barn is under review.

Dagget Lane Pedestrian Crossing: Staff is working with the city of Bend to accommodate landscaping near the city's proposed Safe Routes to School crossings at Al Moody Park. Cooperative Project Agreement with city signed.

Sawyer Uplands Park - Working with city and developer representatives to accommodate fire truck turnaround/hammerhead along edge of park at Mesa Verde Place.

LONG RANGE PLANNING

Park Accessibility Project: Planning and Development is working with Park Services during the 2011-12 budget preparation to include recommended priorities and improvements pursuant to the Access Study in the Assets Management Plan.

Recreation Program and Indoor Facilities Needs Assessment: Eight responses to the RFP were received and staff has made a selection. Board approval of the preferred consultant is scheduled on the May 2 agenda.

PROFESSIONAL ASSOCIATIONS AND COMMITTEES

District Committees: Planning and Development staff continues to serve on the ERC and Safety Committees as well as Sustainability Team, Art and Walls Committee, and Getting Kids Outside Committee.

Community Involvement and Professional Associations: Norm Ziesmer attends COCA meetings. Steve Jorgensen attends BPAC meetings. Robin Laughlin serves as Oregon ASLA Treasurer. Bruce Ronning serves on the OPRD Local Government Grant Advisory Committee and the ORPA Legislative Committee.

Recreation Department April 2011

Recreation – Outdoor, Enrichment, Therapeutic & Youth

- 2011 Summer Program Guide mailed on April 30th.
- Matt Mercer hired as new Director of Recreation.
- Planned Outdoor Summit with community providers of outdoor programming June 1st.
- Outdoor staff led four days of community tree planting in Shevlin Park for Oregon Arbor Week, April 6-9th - planted 2,700 trees, 243 volunteers, and 359.5 volunteer hours.
- Received two new sports wheelchairs to support adaptive tennis, basketball and other programs.
- Summer program preparations are in high gear with staff hirings, scheduling trainings and development of program details.
- Began the Fit 'N Fun free fitness classes twice a week at Ensworth School as part of the Rx2Thrive childhood obesity pilot project.
- Promoted and presented summer activities for children at the Bend Spring Festival.
- Spring "Bike Around the Block" program began, partnering with the Environmental Center.
- Wilderness First Responder/Recertification classes continued - great partnership and free training to staff.
- Began a new partnership with St. Charles Rehab Center and Therapeutic Recreation programs.
- Early summer registration for camps is already exceeding last year's numbers.
- Two winter/spring interns complete their internships at the end of April. Three summer interns will arrive mid May.
- Kids Inc & Kindergarten care programs have started walking and running clubs to help focus on wellness.
- Gopher Broke Golf fundraiser has confirmed Century Insurance as the title sponsor along with presenting sponsors, three corporate sponsors and nine-hole sponsors.

JSFC

- Summer lifeguards and swim instructors are being hired and trained.
- Aquatic specialists and MOD's received certification as lifeguard trainers.
- Outdoor activity pool being cleaned and prepared for summer operations.
- Preparation for outdoor summer operations will begin with removal of 50-meter pool cover in May.
- Hosted "Turn Off TV" night for Bear Creek Elementary School students.
- Fitness staff held an activity demonstration and booth at the NWX Spring Festival.
- Staff had a JSFC fitness booth at ODS Health Fair.

Bend Senior Center

- Volunteer Appreciation Event was held Thursday, April 28th, 75 volunteers were recognized.
- The center's raised beds community garden have been retro-fitted with Hoop Houses to extend the growing season.
- The AARP tax program concluded April 18th, over 2,000 people received assistance.
- The Notables Swing Band will play the first Sunday of every month from 2 – 4:00pm for listening and dancing pleasure, cost is \$5.00 per person.
- A volunteer welcome/information desk has been established in the lobby.
- May is National Older Americans month. The 2011 theme is Older Americans: Connecting the Community. Special activities are planned for the month.
- The Vision and Planning Committee continues to meet twice a month. The goal is to finish by mid-June. The committee will make recommendations for space utilization and future program needs for the center. The next meeting will work on image, branding and marketing by holding focus groups with patrons, seniors and others.

Sports

- Final SoccerTots spring sessions started the week of April 26 and will conclude June 9.
- Girls Fast Pitch Softball (ages 6-14) league games started April 21 and conclude June 3.
- Youth Lacrosse (grades 1-8) league games started April 27 and will conclude June 3.
- Currently taking registration for a number of summer youth sports camps, SoccerTots in the Park, Sportsters, Sports Exploration, Start Smart Baseball & Golf, youth baseball & girls softball, youth & adult tennis lessons, youth & adult golf lessons, adult kickball and adult recreation summer soccer.
- Adult Metro league games started the week of April 18 and Rec Softball league games started the week of May 2.
- Adult recreation spring soccer season concluded April 28 – 4 teams, 60 participants.
- Finalizing 2011 summer and fall community athletic field usage of BPRD owned fields.

BMPRD Board of Directors
Calendar
2010-11

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

June 7

- ◆ CAPRA update
- ◆ Adopt 2011-12 Budget
- ◆ Policies
- ◆ Emergency Management Plan
- ◆ Contract award: 1st Street bridge design
- ◆ Contract award: Coyner Trail
- ◆ Contract award: Old Bend Gym Maintenance Rehabilitation projects
- ◆ Executive Session

June 21