



Bend Metro Park & Recreation District

June 7, 2016

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

play for life

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275

9. Adopt Resolution No. 392 – Adopting the Capital Improvement Plan (CIP) Fiscal Years 2017-2021
– Michelle Healy

STAFF REPORTS

EXECUTIVE DIRECTOR’S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at vanessa@bendparksandrec.org or 541-706-6151. Providing at least 2 business days notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE: June 7, 2016

SUBJECT: Landscape Water Conservation

STAFF RESOURCE: Mike Duarte, Landscape Manager
Chelsea Schneider, Landscape Architect

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None

STRATEGIC PLAN:

Theme: Internal Business – Operational Excellence

Objective: Improve Business Practices

Initiative: Continually evaluate operational procedures with the goal of improving and increasing the District’s sustainable practices

BACKGROUND

Water conservation in landscape areas is a continuing priority for the District. In the past year BPRD responded to the State’s challenge to reduce water consumption with voluntary water reduction across all landscape irrigation. A 10% reduction of irrigation was achieved on landscape areas and some older controllers were converted to smart, central-tied controllers. Renovations of older systems and reduction of watering to established native landscape zones continues.

In addition to operational adjustments and renovations, staff met after the landscape season to discuss how the District can create further reductions in water usage while maintaining high level of quality in our park and facility landscapes. A technical advisory committee was also convened to help staff define actionable steps regarding outreach and education, planning and design, and operations and maintenance.

During the work session, staff will provide additional information about the District’s water conservation efforts and anticipated steps moving forward.

BUDGETARY IMPACT

None at this time.

STAFF RECOMMENDATION

None, information provided for discussion only.

MOTION

None, information provided for discussion only.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Neighborhood Park Property Acquisition
STAFF RESOURCE:	Don Horton, Executive Director
PREVIOUS BOARD ACTION:	Previously discussed in Executive Session
ACTION PROPOSED:	Execute Purchase and Sale Agreement
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

The District has been actively pursuing neighborhood park properties in underserved areas in order to meet the *Parks, Recreation and Green Spaces Plan* goal of providing a park within one-half mile of every resident. Service area 15 is currently underserved. Staff has exhausted all options to find a suitable location for a neighborhood park in this service area. The property is the back portion of a large lot located at 21260 Bear Creek Road. This location is well suited to serve the northern portion of this service area.

The property is flat with a small irrigation pond and some trees. It is located adjacent to newly developed neighborhoods comprised of a mix of single and multi-family dwelling units. Additional neighborhood development is scheduled in the vicinity of the property.

The property needs to be partitioned. A condition of this partition will be to extend Livingston Street from the East, and to dedicate right-of-way for Livingston and a portion of Bear Creek Road. The landowner has agreed to donate the necessary right-of-way to accommodate road development.

The property has irrigation rights; however, considering the size of the future park and the need to replace the irrigation pumps, it was determined that the District did not wish to acquire the irrigation rights, and instead irrigate the park from a municipal water system.

BUDGETARY IMPACT

An appraisal of the property was ordered from Beacon Appraisal Group. Including some consideration for the off-site improvements, Beacon Appraisal valued the property at \$218,000, which is the proposed sale price. In addition to the sale price, off-site improvements are estimated to be approximately \$225,000. Off-site improvements will be made at the time of park development. The purchase price and related closing costs are allocated to be funded with System

Development Charges identified in the Capital Improvement Plan. The due diligence will be funded in fiscal year 2015-16 and the acquisition cost will be funded in fiscal year 2016-17.

STAFF RECOMMENDATION

Staff recommends authorizing the Executive Director to negotiate and execute a Purchase and Sale Agreement with Litchfield Revocable Trust for the acquisition of 1.5 acres of land located at 21260 Bear Creek Road.

MOTION

I move to authorize the Executive Director to negotiate and execute a Purchase and Sale Agreement with the Litchfield Revocable Trust for the acquisition of 1.5 +/- acres of property located at 21260 Bear Creek Road for an amount not to exceed \$218,000 plus all related closing costs and costs of partitioning the property.

ATTACHMENT

Exhibit A - Subject Property

Exhibit A

Litchfield "Subject Property"



- **Defining outcomes** – world class education is important, however the district cares just as much about critical thinking, collaboration, communication and the character of students
- **Accountable to outcomes** – we value what we measure, evaluating partnerships and asking how can we strengthen them

Statistics

- 5th largest district in Oregon
- 17,500 students
- Oregon Teacher of the Year, Heather Anderson
- Opened 2 new schools in 2015
- Feature 16 career and technical programs
- Earned 13 state titles for 2015 graduating class, and already 7 this year
- Issued 1,100 diplomas for 2015, 277 of them were advanced diplomas
- Earned 9,000 quarter hours of college credit in 2015
- Graduates from 2015 are attending college in 31 States, 13 countries, and serving in all branches of the military

The Board and Executive Director Horton thanked Mr. Mikalson and Ms. Kinkade for their presentation and agreed that strengthening the partnership through meetings with Board members was a good idea. Executive Director Horton stated that it is a model relationship, getting the Board members together can do nothing but help that relationship be stronger.

2. Shevlin Park Fire Fuels Management – *Sasha Sulia & Alex Enna, Asst. Fire Management Officer, Deschutes National Forest*

Ms. Sulia and Mr. Enna made a presentation to the Board that included a brief history of fuels reduction at the park, information on the upcoming project, the communications plan and operations and implementation for the burn plan.

Mr. Enna stated that under the agreement, the forest service will be administering the prescribed burn and is likely get help from Bend Fire Department.

Executive Director Horton said that one reason why this was brought to the Board is that there will be a lot of questions from the public, the communications plan is going to be critical. Staff wanted to be sure that the Board was comfortable with the project before moving forward. The Board collectively agreed that there is a higher risk in not doing anything; with increased use there is increased risk. It also provides an opportunity to educate the public. The Board would like staff to come back after the project is complete for an update.

3. Needs Based Assistance Update- *Matt Mercer*

Mr. Mercer made a presentation to the Board to update them on the Needs Based Assistance (NBA) program. He shared program priorities and assistance by level of need, program type and program area. He also discussed the funding sources for the program.

NBA Priorities

- Financial Need
 - High Need: Below Poverty Guidelines
 - Moderate Need: 185% Poverty Guidelines

- Population
 - Individuals with disabilities
 - Youth 18 and under
 - Adults with health considerations
 - Seniors 65+
 - General Adult Population

- Programs and Services
 - Issue-based Programs
 - Core Programs
 - Complementary Programs
 - Non-essential Services - \$0

Funding sources

- BPRD Foundation
- Cell tower leases
- General fund

Board reports and attachments for the above work-session items are located at: [http://www.bendparkandrec.org/about us/board meetings/](http://www.bendparkandrec.org/about_us/board_meetings/)

7:00 p.m. REGULAR MEETING**VISITORS**

Craig Lutz – Mr. Lutz made comment to support and encourage the plan for the prescribed burn in Shevlin Park.

Video of Bend Whitewater Park

Executive Director Horton shared a video of the Bend Whitewater Park with the Board. The video can be viewed at: <https://vimeo.com/159467215>

CONSENT AGENDA

1. Meeting Minutes - 2/16/2015 & 3/1/2015
Director Schoenborn made a motion to approve the consent calendar. Director Hovekamp seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Approve 2016-17 Needs-Based Assistance Plan - *Matt Mercer*

Mr. Mercer followed up from the work session presentation with program recommendations for the upcoming fiscal year.

Recommendations for FY 16-17

- Maintain current assistance levels
- Update income guidelines to 2016 Federal Poverty Guidelines
- Increase budget allocation to \$286,000
- Use Foundation “Gap Fund” to better serve the lowest income families and children
- Determine sustainable levels of funding from Foundation and other sources

Director Schoenborn made a motion to approve the fiscal year 2016-2017 Needs-based Assistance Plan. Director Hovekamp seconded. The motion passed unanimously, 5-0.

2. Approve FC Timbers Ground Lease Revision – *Matt Mercer*

Mr. Mercer reviewed what was being requested in the revised ground release (a detailed background was provided in the Agenda Communication in the Board Report). He highlighted the key elements of the amendment, located on page 27 of the lease. Mr. Mercer said staff feels it is a good plan to move forward with.

Director Grover shared her concern with third party requests for use of the fields and how the District would balance the investment of FC Timbers and their use and maintenance of the fields with the overarching mission of the District; would the District have the ability to step in if we thought the facility was being used contrary to the District mission? After discussion with the Board, staff and legal counsel, it was determined that the motion could be amended, as stated below, to address the concern.

Director Grover made a motion to approve the second amendment to the ground lease with Deschutes Academy and Futbol Club with the added amendment to be negotiated between the District and the Deschutes Academy and Futbol Club regarding the Districts ability to allow third party compatible use during un-programmed time. Director Fuller seconded. The motion passed unanimously, 5-0.

3. Farewell Bend Bridge Contract Award – *Brian Hudspeth*

Mr. Hudspeth provided background on past decisions on this project by the Board. He stated that in October staff came to the Board with a concept for bridge replacement. The Board approved the concept and staff moved forward with Parametrix to develop construction plans for the bridge. Mr. Hudspeth shared a picture of the rendering of the bridge.

Mr. Hudspeth reviewed the bid schedule and stated that the District advertised the bridge replacement project as a lump sum bid in February. A mandatory pre-bid meeting was held for all prospective bidders on March 3 and bids were opened and read on March 17. Two bids were received:

Deschutes Construction Corporation	\$662,412
Shamrock Northwest Construction, LLC	\$944,419

Mr. Hudspeth said that the recommendation was that the Board award a contract to the low bidder, Deschutes Construction Corporation, in the amount of \$662,412 and allocate an additional 10% contingency of \$66,241 for a total construction budget not to exceed \$728,653.

Director Fuller made a motion to authorize the Executive Director to award a construction contract to Deschutes Construction Corporation for the construction of the Farewell Bend Bridge, in the amount of \$662,412 and to approve an additional construction contingency of 10% for a total construction budget not to exceed \$728,653. Director Grover seconded. The motion passed unanimously, 5-0.

4. First Reading of Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges – *Lindsey Lombard and Paul Taylor*

Ms. Lombard stated that the purpose of the amendment of the ordinance was to provide the Board the authority to pass a resolution; the resolution will determine procedural steps going forward, primarily when an SDC can be collected. Ms. Lombard stated that the amendment only allows the Board to pass a resolution, it does not change the time of collection or assessment, it only allows the Board to pass a resolution to be able to do so.

Director Grover made a motion that BMPRD Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges – be read by title only. Director Schoenborn seconded. The motion passed unanimously, 5-0.

Legal counsel, Paul Taylor, read Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges –by title only.

Board reports and attachments for the above business session items are located at: [http://www.bendparkandrec.org/about us/board meetings/](http://www.bendparkandrec.org/about_us/board_meetings/)

STAFF REPORTS

Staff reports were provided to the Board for informational purposes only. There was no formal presentation or discussion.

EXECUTIVE DIRECTOR'S REPORT – *Executive Director Don Horton*

Riley Ranch overlook – The District has received a gift from Ben Newkirk's family for an overlook to be named in his honor at Riley Ranch. The design reflects an opportunity for people to contemplate and think about the environment they are in and how it affects their lives. The naming policy says that the donor has to donate 50% of the cost of what we are building; the family is donating \$12, 500. Staff has met with the family a few times as well as the owner of Zydeco, where Ben worked. Before moving forward wanted to be sure there was Board support. The Board shared their support to move forward.

OSU - OSU has contacted the district about using the park and ride parking lot located by The Pavilion for students and faculty parking. They would lease a portion of the lot. Perhaps, their fee will help with funds to improve the lot. The District would like to enter into negotiations with OSU. The Board gave a general consensus to move forward.

Bend Senior Center expansion – Need to schedule time with the Board to share updates on the Senior Center expansion project. The amount of material to cover needs more time than a regular Board meeting time. The Board agreed to add this topic to the Budget Tour presentations on April 20.

Vandalism – There was a vandalism incident that took place at the District office and The Pavilion. A message was spray painted on the front sidewalk and a break line of a district vehicle was cut in the District office parking lot. There was also a break line cut on a staff vehicle and rock thrown at the glass door at The Pavilion. In response to the incident, staff is discussing placing cameras outside of facilities.

ADJOURN 8:47 p.m.

EXECUTIVE SESSION - The Board met in Executive Session upon adjournment of the meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions.

Prepared by,
Vanessa DeMoe
Executive Assistant

Craig Chenoweth, Chair

Ted Schoenborn, Vice-Chair

Brady Fuller

Nathan Hovekamp

Ellen Grover

DRAFT

report with detail, 5-10 pages for each category, and an executive summary to share a snap shot of the report to use when speaking to the public and partners.

2. Comp Plan Project update – *Steve Jorgensen and Quinn Keever*

Mr. Jorgensen and Ms. Keever gave a brief update to the Board on the scoping phase of the project. They provided a review from the last meeting, an overview of the Draft RFP scope elements and a timeline of the next steps.

- Overview of the Draft RFP scope elements
 - Update vision, mission and values
 - Assess Existing Plans
 - Develop public involvement strategy
 - Far-reaching, inclusive, engaging, in-depth, inviting
 - Evaluate policy issues
 - Needs assessment
 - Develop recommendations
- Next steps with timeline
 - Finalize the RFP April 2016
 - Advertise the RFP May 2016
 - Firm Selected/Contract Negotiation June 2016
 - Board Award July 2016
 - Project Kick-off August 2016
 - Completion Late 2017

The Board and staff briefly discussed how the Board will be involved. Mr. Jorgensen explained that how the Board will be involved is not currently known and that the consultants will help determine how best to involve the Board.

EXECUTIVE DIRECTOR'S REPORT – *Don Horton*

- Budget Tour – The tour is scheduled for Wednesday, April 20. The tour will start at the Bend Senior Center at 8:00 a.m.
- Communications & Community Relations Manager – Julie Brown starts June 1. She is coming from Eugene where she worked for the University of Oregon.
- The Pavilion Summer Preview – The event is on May 1 with structured activities and information on summer programs.
- Park rules review – It has been ten years since the last review, staff has started to work on the review process. Will also be looking at what we need to do to give park stewards more authority in our parks.
- Perception Survey – An email regarding the survey was sent to the Board. Would like to do a survey similar to what has been done in the past, will help us benchmark against what has been done previously. The Board gave general consensus for staff to move forward.
- Skate Park public meeting – A public meeting was held regarding the skate park features at Hillside and the skate park at Rockridge.

- Seasonal position for BWWP – Gave direction to staff to start recruitment for this position. Currently only have one staff person, Ryan Richards, that can't be there all of the time. We need more of a presence, especially during the first full season.

Board reports and attachments for the above work-session items are located at: [http://www.bendparkandrec.org/about us/board meetings/](http://www.bendparkandrec.org/about_us/board_meetings/)

7:10 p.m. REGULAR MEETING

VISITORS

Ronald "Rondo" Boozell – Mr. Boozell gave public comment on Tory Field. He shared that there is a new committee to save Troy Field, born out of the activity in the last year to save Troy Field. He said that there is a lot of interest in this town to preserve Troy Field and hopes that the Board would work with them to find a cooperative solution.

Charles Scamahorn – Mr. Scamahorn gave public comment on Troy Field and stated that in the long run it would be more beneficial to the city as open space. He also provided comment on the Goodrich Property. He shared that he owns a home across the street and he, and the neighbors he spoke with, are very enthusiastic about having the property as a park.

BUSINESS SESSION

1. Approve Purchase and Sale Agreement for Goodrich property– *Don Horton*

Executive Director Horton shared an email that he had received in support of the purchase of the property. He referenced an aerial photograph of the property provided to the Board as an attachment and explained that the desire is to build a neighborhood park. He stated that there are many old ponderosa pines trees on site and believe the character of the property can be maintained. He explained that the lot is not partitioned yet and has agreed by contract to carry the family through the partitioning process. He had also met with City and confirmed that to improvements to Quimby Avenue will be required.

Executive Director Horton explained that although the service area of the property is actually well served with parks, the adjacent service area 14 is not; this location is just one block from service area 14's boundary. He added that staff had exhausted all options to find a suitable location for a neighborhood park in service area 14.

Director Hovekamp made a motion to authorize the Executive Director to negotiate and execute a Purchase and Sale Agreement with the Grayce B. Goodrich Revocable Living Trust for the acquisition of 2.4 +/- acres of property located at the corner of NE Quimby Ave. and NE 11th Street for an amount not to exceed \$344,000 plus all related closing costs and costs of partitioning the property. Director Grover seconded. The motion passed unanimously, 4-0.

2. Second Reading and Adoption of Ordinance No. 10 – System Development Charges, amending Ordinance No. 8 – *Lindsey Lombard*

Ms. Lombard provided a recap from the last Board meeting on the first reading of Ordinance No. 10 – System Development Charges, amending Ordinance No. 8. She explained that the ordinance was an amendment of Ordinance No. 8 and the main reason for the amendment is so the District can adjust with the City as they change time of collections of certain SDCs. It authorizes the Board to pass a resolution to define when certain categories of SDCs are collected. Ms. Lombard explained that since the last Board meeting her and Paul Taylor, legal counsel, discussed when to bring the resolution to the Board and decided to bring it back after the ordinance becomes effective, which is 30 days from adoption.

Ms. Lombard clarified that there would be two motions. The first was to make a motion to do the second reading of the ordinance. The second motion is to actually adopt the amended ordinance.

Second Reading of Ordinance No. 10:

Director Grover made a motion that BMRD Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges – be read by title only. Director Hovekamp seconded. The motion passed unanimously, 4-0.

Adoption of Ordinance No. 10:

Director Grover made a motion to adopt BMRD Ordinance No. 10, an ordinance amending Ordinance No. 8, System Development Charges. Director Hovekamp seconded. The motion passed unanimously, 4-0.

Board reports and attachments for the above business session items are located at: [http://www.bendparkandrec.org/about us/board meetings/](http://www.bendparkandrec.org/about_us/board_meetings/)

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN: 7:40 p.m.

Prepared by,
Vanessa DeMoe
Executive Assistant

Craig Chenoweth, Chair

Ted Schoenborn, Vice-Chair

Brady Fuller

Nathan Hovekamp

Ellen Grover

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Annexation of Tree Farm Property
STAFF RESOURCE:	Don Horton, Executive Director Michelle Healy, Planning and Park Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Approve Tree Farm Annexation
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

The Tree Farm project located east of Shevlin Park and north of Skyliners Road is currently under development. The project includes fifty home sites being built as a cluster development, with the bulk of the remainder of the property (about 300 acres) located adjacent to Shevlin Park planned to remain as open space (see attachment A).

The Tree Farm project covers about 533 acres, of which about 150 acres is currently within the boundary of the Bend Metro Park and Recreation District (“District”). During the planning for the development, Tree Farm LLC, the developer of the property, and District staff discussed the opportunity of annexing the remaining 383 acres of land to the District. If the annexation is not completed thirteen of the fifty homes planned to be constructed in the Tree Farm development will be outside of the District, while the remaining 37 homes will be within the District.

The developer is currently in the process of preparing a petition to Deschutes County to annex the remaining property into the District (see attachment B). The petition requires approval by BMPRD before processing by the County.

BUDGETARY IMPACT

Tree Farm home sites will generate tax revenue for the District. The tax assessor will value the lots once development is complete in order to assess taxes on the properties. The value of that tax assessment is unknown at this time.

STAFF RECOMMENDATION

Staff has reviewed the property proposed for annexation and recommends that the Board authorize the Executive Director to execute all necessary documentation necessary for the annexation of the Tree Farm property to the Bend Metro Park and Recreation District.

MOTION

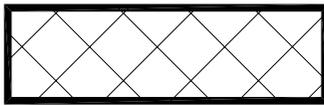
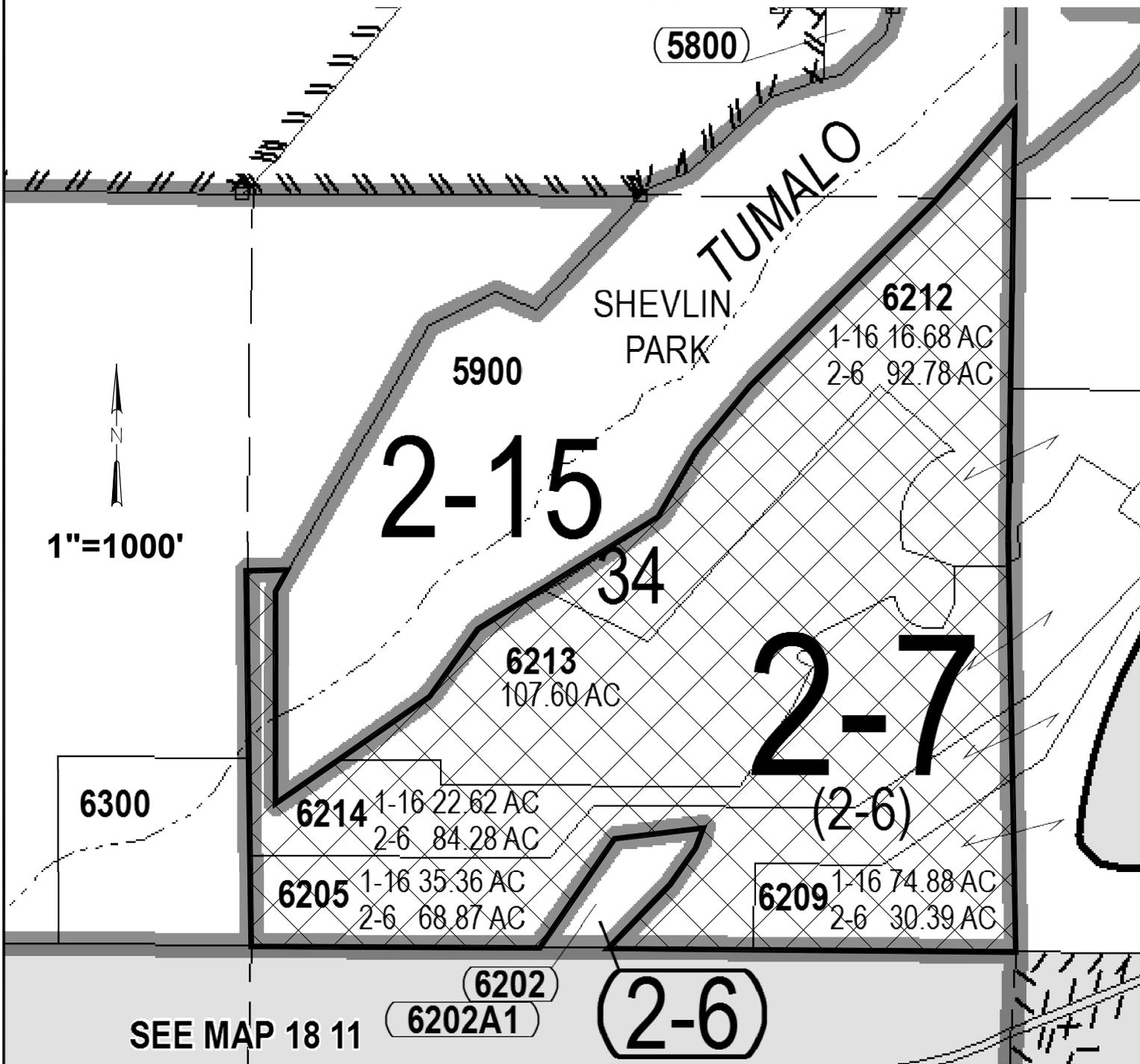
I move to approve the annexation of the Tree Farm property into the Bend Metro Park and Recreation District and to authorize the Executive Director to execute any necessary documentation to facilitate the annexation.

ATTACHMENTS

Attachment A – Map of the Tree Farm and area requested for annexation

Attachment B – Territory to be annexed to BMPRD

EXHIBIT 'B' PORTION OF ASSESSOR'S MAP 17 11 00



ANNEXED TERRITORY



TREE FARM BPRD ANNEXATION EXHIBIT

DevTech Engineering Inc.

Site Planning · Civil Engineering

Land Surveying

3052 NW MERCHANT WAY, STE 107

Bend, OR 97703

Phone: (541) 317-8429

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Approve Construction Contract Amendment with Hamilton Construction Company
STAFF RESOURCE:	Brian Hudspeth, Development Manager Michelle Healy, Planning and Park Services Director Chelsea Schneider, Landscape Architect
PREVIOUS BOARD ACTION:	Approve Construction Contract 9/16/14, Ratify Construction Contract Amendment 1/19/2016
ACTION PROPOSED:	Amend Construction Contract
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

On September 16, 2014, the Board approved a contract for \$7,621,985.10 with Hamilton Construction for the construction of the Bend Whitewater Park and a total project funding allocation of \$9,681,985.10. The total project funding allocation included funds for all soft costs (i.e., engineering, design, permitting), the Hamilton CMGC construction contract (including a 9% contingency) and an additional BPRD project contingency of \$350,000.

After opening the park in September of 2015, several items were identified that needed to be done to enhance the safety as well as the usability of the park. Hamilton Construction provided a change order request in the amount of \$473,053.90 to construct the desired changes. The Board approved an additional \$145,127.90 over the remaining contingency for this change order bringing the construction contract to a total of \$7,767,112.97 including contingency.

Hamilton mobilized back on site in mid-October expecting to start work when the water level dropped. While they were able to perform work outside the water (trail and some island work), they were unable to start in-water work until November 24. The delayed in-water start date was a result of additional time needed to gain approval from the US Army Corp for modification to the permit. The later in-water start time resulted in some additional costs to the project.

The additional costs incurred to complete this change order over the winter included: longer equipment rental, additional survey, addition of District requested structures (ladder and head gate control), design changes requiring supplemental mechanical equipment, additional material costs, labor, and other miscellaneous project costs, totaling \$151,662 (change order request #15). This added cost exceeds the previously approved contingency of \$47,305.42 by \$104,356.58.

Staff worked with the contractor to reduce costs - Hamilton Construction agreed to not include the 5% markup allowed by contract and to only request payment for actual costs incurred.

In addition to the costs incurred this past winter, staff recently observed a potential safety concern with the possibility of surfers being washed over the next wave downstream (wave 2). The project engineer has suggested installing sandbags along the wings to raise the elevation of the pool without the need to use the pneumatic system, thus elevating this possible safety issue. Staff has started the permitting process for this work with Army Corp of Engineers and anticipates the cost to install the sandbags should not exceed \$10,000. This effort will also allow the project engineer to evaluate the need to install a permanent design solution next winter.

BUDGETARY IMPACT

The 2015-2019 Capital Improvement Plan (CIP) allocates \$9,681,985.10 for the Bend Whitewater Park project. Funding to cover Hamilton's construction contract amendment would come from the \$350,000 project contingency approved by the Board in September 2014. After Board approval of this change order with Hamilton Construction, the District estimates spending a total of \$9,591,470 on the project, leaving \$90,515 remaining from the original project CIP funding allocation.

STAFF RECOMMENDATION

Staff recommends approving Hamilton Construction Company's change order request in the amount of \$151,662, and adjusting the total value of the contract from \$7,719,807 to \$7,881,470. This amendment include funds to cover the change order as well as an additional \$10,000 in contingency to cover costs for Hamilton to supply and place sandbags in the whitewater channel to alleviate a potential safety concern.

MOTION

I make a motion to authorize the Executive Director to amend the contract with Hamilton Construction Company for the construction of the Bend White Water Park for an additional \$151,662, plus \$10,000 in contingency, for a new total construction contract not to exceed \$7,881,470.

ATTACHMENTS

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Next Steps for Mirror Pond
STAFF RESOURCE:	Don Horton, Executive Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Consider a Memorandum of Understanding with Mirror Pond Solutions to create a partnership to facilitate future improvements to Mirror Pond; and to authorize the Executive Director to issue a request for proposals for preliminary engineering services for river bank and associated trails improvements.
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

Over the past several years the District and the City of Bend have been working together to find a community solution to the sediment accumulation in Mirror Pond. This process led the District Board of Directors and the Bend City Council to adopt a community vision in March of 2015.

Since the community vision was adopted, both agencies have been working with PacifiCorp to address the future ownership of the Mirror Pond Dam, which is currently owned by PacifiCorp, and to address the upstream sediment conditions. Given that both public agencies have determined that owning Mirror Pond Dam is not in the best interest of either agency, District staff has been working toward creating a partnership with Mirror Pond Solutions, LLC, a limited corporation owned by Bill Smith and Todd Taylor. Mirror Pond Solutions is the owner of the land underneath Mirror Pond.

The proposed partnership, outlined in the attached memorandum of understanding (MOU), represents the best chance to ensure that the community vision comes to fruition in a form as close to the adopted vision as possible. The MOU calls for the partners to concentrate on those pieces of the project that are best suited to their expertise. The District will focus efforts on realigning the banks of Mirror Pond, reestablishing riparian habitat, and integrating this work into the existing features of the park. Mirror Pond Solutions, LLC will focus on those tasks best accomplished by the private sector. In doing so, Mirror Pond Solutions will lead negotiations with PacifiCorp to determine the future of the dam. Should negotiations with PacifiCorp prove to be

successful, Mirror Pond Solutions will lead efforts with permitting agencies to remove sedimentation from Mirror Pond.

All three parties agree that a two-party MOU best addresses the issues moving forward because the District and Mirror Pond Solutions must work on each other's lands in order to accomplish their work. The City of Bend is not a part of this MOU; however, they have agreed to move forward with the responsibility of filtering their storm-water outfalls that currently drain into Mirror Pond. The combination of the bank realignment, sediment control, and storm-water filtration are three of the leading goals identified in the community vision.

Moving forward with the District's portion of the project is becoming time critical due to the degraded condition of the walls, riverbank and trails that line Mirror Pond through Drake Park and Pacific Park. The District has identified a number of safety, environmental and maintenance issues along the edges of the river bank primarily caused by the deteriorating rock (sea) walls and associated failing trail surface along the stretches of the Deschutes River Trail through these parks. Over the years, staff has been making repairs (e.g. filling sink holes, installing fencing, repairing erosion and installing signage) to address these issues, but these temporary repair measures are no longer sufficient due to the age of the walls, on-going wear and heavy usage of these parks, weather-related damage and general deterioration of the river bank edges. At this point, a greater level of design and financial investment is required to properly rehabilitate the river bank and trails within these two parks.

A planning, design and engineering effort needs to be undertaken to address the existing safety, environmental and maintenance issues. This effort will require that the District hire a consulting team to work with the District, applicable landowners, the environmental community and other stakeholders to develop a 30% design document that will address: constructability methods for bank realignment and restoration; identification of environmental benefits and how the design will meet the environmental goals; mitigation of safety issues; detailed cost estimates; and potential project phasing and schedules. The MOU calls for the District to fund this portion of the project.

The District recognizes that this work will be multi-year and multi-phased due to the permitting issues with work that will take place on the river banks and possibly in the river. The District will continue to budget additional resources for work in future years as time and funding allow.

BUDGETARY IMPACT

The proposed Capital Improvement Plan allocates \$150,000 in FY 2016-17 for this project, with additional funding allocated in FY 2017-18 to support the first phase of construction. The 30% design will provide more detailed information on estimated construction costs.

STAFF RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to move forward with the execution of the MOU with Mirror Pond Solutions and to issue a request for proposals for preliminary design and engineering services.

MOTIONS

- 1. I move to authorize the Executive Director to negotiate and execute a Memorandum of Understanding with Mirror Pond Solutions, LLC for the creation of a partnership to address the future of Mirror Pond.***
- 2. I move to authorize the Executive Director to issue a request for proposals for the preliminary design and engineering of the river bank and associated trails along Mirror Pond through Drake Park and Pacific Park, for the purposes of mitigating safety, environmental and maintenance issues.***

ATTACHMENT

Memorandum of Understanding with Mirror Pond Solutions, LLC

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“**MOU**”), dated April ____, 2016, is between Bend Metro Park & Recreation District (“**Parks**”), an Oregon special district, whose address is 799 SW Columbia Street, Bend, Oregon 97702, and Mirror Pond Solutions, LLC, an Oregon limited liability company (“**MPS**”), whose address is 18500 Bull Spring Road, Bend, Oregon 97703. Parks and MPS are each referred to in this MOU as a “**Party**,” and collectively as the “**Parties**.”

RECITALS

- A.** MPS owns the real property that is located under Mirror Pond, between the Galveston Avenue and Newport Avenue bridges (the “**Project Area**”).
- B.** Parks owns the park properties adjacent to the Project Area. Parks’ purpose is to provide parks and other recreational opportunities to the City of Bend and the greater Bend area.
- C.** PacifiCorp (“**PacifiCorp**”), an Oregon corporation, owns and operates the Mirror Pond dam and powerhouse, the land under the river downstream of the Newport Avenue bridge and through the dam, as well as the adjacent switch station and parking lot.
- D.** Mirror Pond is an impoundment of the Deschutes River in Bend. It is located between PacifiCorp’s Bend Hydro dam and the Colorado dam, between River Mile 166 and 167. The pond is flanked by Drake, Harmon, Pageant, Brooks, Columbia, Miller’s Landing, and McKay parks, as well as a number of privately-owned commercial and residential buildings. The Project Area described in this MOU is limited to that portion of Mirror Pond between the Newport Avenue bridge and the Galveston Avenue bridge. The east and west boundaries extend to the ordinary high water mark of the river. Mirror Pond and the Project Area rest entirely within the city limits of Bend.
- E.** The Oregon Water Resources Department has jurisdiction over the Mirror Pond Dam, including the allocation of water rights and instream flows. The Division of State Lands manages fill and removal authorizations and protection of wetlands. The Department of Environmental Quality manages water quality issues for point and nonpoint sources of pollution, and the Department of Fish and Wildlife manages fish and wildlife populations. The City of Bend has land use authority for specified development and certain tree removal within the Waterway Overlay Zone, which includes the Deschutes River Corridor as set forth in the City Development Code.

- F. Parks conducted a community visioning process, the findings of which were adopted by the Bend City Council and Parks Board of Directors (the “**Community Vision**”). The Parties agree that the intent of this MOU is to advance the Community Vision by facilitating the removal sediment deposits from the Project Area, realigning and improving the Mirror Pond banks, improving wetlands and wildlife habitat, coordinating storm water improvements with the City of Bend’s Stormwater Master Plan, and creating new park space.
- G. The proposed project consists of the phasing strategy set forth in the terms of mutual understanding below (the “**Project**”), but does not incorporate all of the elements of the Community Vision.

TERMS OF MUTUAL UNDERSTANDING

1. **Purpose.** The Parties desire to continue to work toward the Community Vision. The purpose of this MOU is to set forth the responsibilities and proposed agreements between the Parties for the various phases of the Project. In keeping with the Community Vision, the outcomes of the Project are to: partially remove sediment to restore Mirror Pond; improve wetlands and wildlife habitat; create additional park space; add improvements to the City of Bend’s storm water system to reduce the in-flow of both storm water and sediment that enter Mirror Pond; and, to the extent that the Mirror Pond Dam is acquired by MPS, to provide a funding source for future Mirror Pond maintenance. The Parties recognize that further formal agreements setting forth the terms and conditions of the Project may be required (collectively, a “**Final Agreement**”). Nonetheless, this MOU contains the Parties’ non-binding expression of intent to negotiate in good faith to develop the terms of a Final Agreement and allow MPS to negotiate with PacifiCorp.
2. **Necessity of Entire Project.** The Parties expressly agree that, to be binding in the future, a Final Agreement must include all Project phases described in Section 3. This includes MPS securing all of the necessary regulatory permits, funding, and property rights.
3. **Phasing Strategy.** The following is the phasing strategy for the Mirror Pond Project. While each phase description defines the work to be accomplished in that phase, the phasing numbers are not intended to represent any required sequence, except that Phase I should be completed before any other work is accomplished, and some phases may need to be completed before other phases. Otherwise, phases may take place sequentially or simultaneously.
 - 3.1. Phase I-Cooperation toward Agreement with PacifiCorp
MPS will enter into a contractual agreement with PacifiCorp for the purchase of the Mirror Pond Dam, power generation facility, and all related

lands, both in-stream and developable. Ownership of the land will be conveyed to MPS.

3.2 Phase II-Environmental Assessment

Parks, through a federal grant administered through Deschutes County, will complete a phase II environmental analysis. This assessment may be used in Project-related negotiations and to inform design details, methodologies, and sediment disposal requirements. Apex Companies, LLC is the environmental engineering firm hired to complete this work. The work is currently underway.

3.3 Phase III-Removal of Sediment

MPS will remove sediment from the Project Area. The amount of sediment to be removed and methodologies for removal shall be agreed to by all Parties and be contingent upon the identification of sufficient funds for the sediment removal. Methodologies include but are not limited to: excavation of sediment, dewatering processes, staging areas for sediment removal, transportation of sediment, and repair and restoration of landscape and other infrastructure impacted by sediment-removal operations. It is understood that only a portion of the sediment that exists in the Project Area will be removed.

3.4 Phase IV-30% Engineering (Preliminary Design)

The banks of Drake Park and possibly Brooks Park are to be realigned according to recommendations included in the preliminary design documents to promote flows that will improve water quality and reduce sedimentation, improve habitat and support recreation activities. The preliminary design is to be funded by Parks. Parks will continue to work with the City of Bend and other stakeholders to contribute to the preliminary design funding. The precise realignment of the banks, construction methods, and the feasibility of realignment options shall be detailed in the preliminary design documents. The preliminary design shall include at a minimum: bank stabilization methods and techniques, riparian habitat enhancements, wetland restoration and enhancement, public access to the river, vegetative storm water treatment, passive and active recreation opportunities, continuation of the Deschutes River Trail, and integration of all proposed features into the existing park design.

3.5 Phase V-Construction Documents and Permitting

Upon completion of the preliminary design documents, MPS and Parks will (in conjunction with the City of Bend if required or desired) negotiate toward agreement upon the elements identified in the preliminary design that shall be included in final construction and permitting documents. Final construction shall be bid and executed according to the final construction and permitting documents. Funding for each segment the

final construction documents shall be allocated to the Party responsible for the work of such segment. MPS will obtain and fund any regulatory permits required for the sediment removal.

3.6 Future Consideration

Future improvements to the Mirror Pond dam and all developable properties, whether owned by MPS or Parks, shall be considered separate projects and are not covered under this MOU.

4. MPS Responsibilities.

- 4.1 MPS will contract for maintenance dredging of the removal of 40,000-60,000 cubic yards of sediment from the Project Area at MPS's expense. The total amount of sediment to be removed is dependent upon the amount of funds received from PacifiCorp, the City of Bend, and other funding sources.
- 4.2 MPS will continue to own the land under Mirror Pond, with the exception of any property that is reclaimed in the bank realignment and any other additions to existing park property. MPS will donate to Parks any new park space that is created as a result of the bank realignment work conducted by Parks and described herein, not to exceed 2.3 acres. MPS and Parks will mutually agree on the location of the additional park land.
- 4.3 MPS will, at no cost to Parks, provide access to the properties acquired from PacifiCorp to allow Parks to perform its responsibilities under the terms of this MOU or the Final Agreement. Parks agrees to repair any damage caused by its access to the MPS properties pursuant to this Section 4.3.
- 4.4 MPS will, at MPS's expense (but not to exceed \$250,000), install at the Mirror Pond dam a fish ladder approved by the Oregon Department Fish and Wildlife.
- 4.5 MPS will seek to enter into a contract for the acquisition of the PacifiCorp Powerhouse, dam and surrounding property with a condition that Parks must agree to the terms of the agreement. Upon acquisition from PacifiCorp, MPS will own, and operate the dam, together with the powerhouse and all real property which is currently owned by PacifiCorp, including the Deschutes River bottom and the PacifiCorp parking lot.
- 4.6 MPS intends to generate power at Mirror Pond dam, and may enter into a business relationship with an irrigation district or other business entity to facilitate power-generation activities. Twenty-five percent of net operating income of the power-generation activities will be placed into a sinking fund for future Mirror Pond maintenance, including sediment removal, which will

be the responsibility of MPS. Any net operating income in excess of the amount placed in the sinking fund shall be retained by MPS.

- 4.7 All future maintenance of the Mirror Pond Dam, powerhouse, or any other facilities under the ownership of MPS shall be the responsibility of MPS.

5. Parks Responsibilities.

- 5.1 Before proceeding with the Project, Parks will obtain and fund the 30% preliminary design described in Phase IV.
- 5.2 Parks will build and fund the Mirror Pond bank realignment and restoration, improvements to wildlife habitat and wetlands, and creation of new park space, contingent upon the Parks Board budget approval after completion of Phase IV (30% preliminary design).
- 5.3 Parks will build and fund the continuation of the Deschutes River Trail from Drake Park to Pacific Park, in accordance with the budget amount approved by the Board of Directors upon completion of the Phase IV 30% preliminary design.
- 5.4 Parks will accept ownership of the new park space created by the bank realignment from MPS, and pay for all lot line adjustment costs and fees.
- 5.5 Parks will, at no cost to MPS, provide access to Parks' properties as reasonably necessary to allow MPS to perform its responsibilities under the terms of this MOU or the Final Agreement.
- 5.6 Parks will support MPS's acquisition of the powerhouse, dam, and property from PacifiCorp consistent with this MOU.

6. **Long Term Funding.** MPS will work with Parks to define a long-term funding strategy, which will include funding from the generation of electrical power from the dam and powerhouse acquired from PacifiCorp.

7. **Contingencies.** This MOU is contingent upon:

- 7.1 MPS entering into an agreement with PacifiCorp for the acquisition of all of PacifiCorp's interest in the Mirror Pond dam, the powerhouse, all real property under the river, and the PacifiCorp parking lot, on terms acceptable to MPS and not inconsistent with this MOU.
- 7.2 PacifiCorp providing Parks with an easement across PacifiCorp property to provide Deschutes River Trail connectivity, on terms acceptable to Parks and MPS.

- 7.3 MPS obtaining permitting approval for the removal of sediment deposits from the Project Area.
- 7.4 PacifiCorp obtaining Public Utility Commission approval of the purchase agreement with MPS.
- 7.5 Parks obtaining permitting approval for the establishment of wildlife areas, wetlands, bank restoration and additional park space from the necessary government entities.
- 7.6 The incorporation of the Section 3 phasing strategy into the Final Agreement.

8. Miscellaneous Provisions.

- 8.1 **Notice.** All notices or other communications required or permitted by this MOU: (i) must be in writing; (ii) must be delivered to the Parties at the addresses set forth above, or any other address that a Party may designate by notice to the other Party; and (iii) are considered delivered: (A) upon actual receipt if delivered personally, by fax or by a nationally recognized overnight delivery service; or (B) at the end of the third business day after the date of deposit in the United States Mail, postage pre-paid, by certified mail with return receipt requested.
- 8.2 **Assignment.** Neither this MOU nor any of the rights, interests, or obligations under this MOU may be assigned by any Party without the prior written consent of the other Party, which consent will not be unreasonably withheld.
- 8.3 **No Third-Party Beneficiaries.** Nothing in this MOU, express or implied, is intended or will be construed to confer on any person, other than the Parties to this MOU, any right, remedy, or claim under or with respect to this MOU.
- 8.4 **Amendments.** This MOU may be amended only by an instrument in writing executed by all the Parties, which writing must refer to this MOU.
- 8.5 **Further Assurances.** Each Party agrees (a) to execute and deliver such other documents and (b) to do and perform such other acts and things, as any other Party may reasonably request, to carry out the intent and accomplish the purposes of this MOU.
- 8.6 **Non-Binding MOU.** This MOU is an expression of interest only and does not constitute a binding legal obligation of the Parties, and may not be relied on as the basis for a contract by estoppel or for a claim based on detrimental reliance or any other theory. This MOU is intended to define,

for discussion purposes only, the aspects of a mutually beneficial Project that may be deemed acceptable to Parks and MPS.

8.7 Effective Date. This MOU is effective when signed by all named Parties.

BEND METRO PARK & RECREATION DISTRICT, an Oregon Special District

By: _____
Don Horton, Executive Director

Date: _____

MIRROR POND SOLUTIONS, LLC, an Oregon limited liability company

By: _____
Todd Taylor, Member

By: _____
Bill Smith, Member

Date: _____

Date: _____

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Resolution No. 387, Relating to the Assessment and Collection of SDCs for Multi-Family Dwellings
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Michelle Healy, Planning and Park Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	On March 3, 2009 the Board adopted BMPRD Ordinance No. 8, System Development Charges. On April 19, 2016 the Board adopted Ordinance No. 10 – an ordinance amending Ordinance No. 8, System Development Charges.
ACTION PROPOSED:	Adopt Resolution No. 387, Relating to the Assessment and Collection of SDCs for Multi-Family Dwellings
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective 3:	Invest in the Future
Initiative:	Maintain the District’s System Development Charge (SDC) Program in order to ensure adequate funding for future facility need requisite of population growth.

BACKGROUND

The City of Bend currently collects SDCs, including the District’s park SDCs, at the time of building permit issuance, but has decided to collect SDCs for multi-family dwellings at the time of issuance of a Certificate of Occupancy (C of O), as a means of stimulating the construction of affordable housing. On April 19, 2016, the District Board adopted Ordinance No. 10, pursuant to which the District amended Ordinance No. 8 to authorize the District Board to implement, by resolution, a new or alternative time for assessment and collection of SDCs.

Resolution No. 387 changes the timing of assessment and collection of multi-family dwellings. Specifically, it states that for any multi-family dwelling, as defined in Ordinance No. 8, the District’s SDCs shall be based on the rates in effect, and shall be due and payable, on the date that a C of O is issued, or such earlier date as the SDCs are actually paid.

BUDGETARY IMPACT

There is anticipated to be minimal budgetary impact related to collecting park SDCs for multi-family housing at the time of C of O, rather than at the time of permitting. City staff has calculated an average time of 270 days between permitting and C of O for multi-family housing projects. The change in the time of collection will reduce the interest income earned by the District over this average time period; although, this will be fairly minimal in the current interest rate environment.

Delaying the time of collection could have a negative impact on the builder. According to the City of Bend, the fee paid would be the fee that exists at the time of collection. If an annual adjustment increasing the fee is approved by the Board between the time of permit issuance and the time of C of O, then the builder would pay the higher fee. (Although, this impact might be offset by interest saved by the builder, if the fee would otherwise be paid with borrowed funds.) Conversely, if the fee is lowered because of a recession or lower cost in building and/or land costs, then the builder would pay a lower fee. The builder will have the option to pay the fee at any time prior to a fee increase if they choose to do so.

STAFF RECOMMENDATION

Staff recommends the Board adopt Resolution No. 387 to allow for the changes regarding the timing of the assessment and collection of SDC fees for multi-family housing requested by the City of Bend.

MOTION

I move to adopt Resolution No. 387, relating to the assessment and collection of System Development Charges for multi-family dwellings.

ATTACHMENTS

Resolution No. 387, Relating to the Assessment and Collection of System Development Charges for Multi-Family Dwellings

BMPRD RESOLUTION NO. 387

A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS RELATING TO THE ASSESSMENT AND COLLECTION OF SYSTEM DEVELOPMENT CHARGES FOR MULTI-FAMILY DWELLINGS.

WHEREAS, on March 3, 2009, the Board of Directors (the “Board”) for the Bend Metro Park and Recreation District (the “District”) adopted Ordinance No. 8, pursuant to which the Board authorized the assessment and collection of System Development Charges (“SDCs”); and

WHEREAS, on April 19, 2016, the District Board adopted Ordinance No. 10, pursuant to which the District amended Ordinance No. 8 to authorize the District Board to implement, by resolution, a new or alternative time for assessment and collection of SDCs; and

WHEREAS, the District Board has the authority, pursuant to Section 6 of Ordinance No. 8, to implement, by resolution, a new or alternative time for collection of SDCs; and

WHEREAS, the City of Bend (the “City”) currently collects SDCs, including the District’s SDCs, at the time of building permit issuance, but has decided to collect SDCs for multi-family dwellings at the time of issuance of a certificate of occupancy, as a means of stimulating the construction of affordable housing; and

WHEREAS, the District is willing to modify its time of SDC collection in order to coordinate with the City’s time of collection; and

WHEREAS, the current method, as set forth in Section 6 of Ordinance No. 8 requires the assessment of SDCs on the date that a building permit application is submitted, which may conflict with the date of collection for SDCs if the District Board adopts a modified time of collection for certain SDCs.

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

1. The above-stated findings contained in this Resolution No. 387 (this “Resolution”) are hereby adopted.
2. For any multi-family dwelling, as defined in Ordinance No. 8, the District’s SDCs shall be due and payable no later than the date that a Certificate of Occupancy is issued. The amount of SDCs to be paid for any multi-family dwelling shall be based on the rates in effect on the date that a Certificate of Occupancy is issued, or such earlier date as the SDCs are actually paid.
3. The provisions of this Resolution are severable. Unless the context requires otherwise, terms contained in this Resolution that are defined in Ordinance 8 have the meanings assigned to them in that Ordinance. If any section, subsection, sentence, clause, and/or

portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution.

ADOPTED by the Board of Directors of the District on this 7th day of June, 2016.

Craig Chenoweth, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	City – District Intergovernmental Agreement (IGA) Park System Development Charges
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Michelle Healy, Planning and Park Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	Approved current IGA on August 20, 2013. Adopted Bmprd Ordinance No. 10, an ordinance amending Ordinance No. 8, System Development Charges on April 19, 2016.
ACTION PROPOSED:	Approve new IGA with the City regarding SDC collections, and authorize the Executive Director to amend the agreement to address administrative and operational issues.
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective 3:	Invest in the Future
Initiative:	Maintain the District’s Systems Development Charge (SDC) Program in order to ensure adequate funding for future facility need requisite of population growth.

BACKGROUND

In 2013, the Board approved the current intergovernmental agreement (IGA) between the District and the City, which identifies each agency's responsibilities regarding the collection of the District’s park System Development Charges (SDC). The District and the City now both desire to implement a new IGA to allow for a change in when the SDC fees for multi-family housing are determined and collected. The City of Bend currently collects SDCs, including the District’s SDCs, at the time of building permit issuance, but has decided to collect SDCs for multi-family dwellings at the time of issuance of a certificate of occupancy, as a means of stimulating the construction of affordable housing.

At the April 19 Board meeting, the Board adopted Ordinance No. 10, an ordinance amending Ordinance No. 8, System Development Charges to authorize the District Board to implement, by resolution, a new or alternative time for assessment and collection of SDCs. Resolution No. 387, relating to the assessment and collection of System Development Charges for multi-family dwellings, will be before the Board for adoption at this June 7th Board meeting. This resolution provides for the change in timing of assessment and collection that is reflected in the new IGA language.

BUDGETARY IMPACT

Annually, the IGA will be reviewed and the fee may be adjusted based upon the City’s cost of managing the collection of the District’s SDCs. The administrative fee the District will pay to the City

for fiscal year 2016-17 is set at 1 ½% of all fees collected, and no additional amount will be charged for credit card fees.

STAFF RECOMMENDATION

Staff recommends the Board approve the new IGA with the City regarding SDC collections. The IGA includes language that authorizes the City Manager and the Executive Director to make future amendments to the agreement to address administrative and operational issues.

MOTION

I move to approve the new IGA with the City regarding SDC collections, and authorize the Executive Director to amend the agreement to address administrative and operational issues.

ATTACHMENT

Intergovernmental Agreement – Park System Development Charges.

**INTERGOVERNMENTAL AGREEMENT
PARK SYSTEM DEVELOPMENT CHARGES**

This Agreement is made and entered into by and between the City of Bend, an Oregon municipal corporation (the "City"), and the Bend Park and Recreation District, an Oregon special district (the "District").

RECITALS

- A. Pursuant to District Ordinance No. 8 – System Development Charges, as amended by District Ordinance No. 10 (as amended, the "Ordinance"), the District imposes system development charges ("District SDCs") on certain development within District boundaries for construction and/or improvement of the District's park and recreation facilities.
- B. District SDCs are required to be paid to the District by property owners as provided in the Ordinance.
- C. The City issues building and development permits within the city limits of the City of Bend and is therefore administratively best able to collect District SDCs.
- D. The District desires to delegate to the City the responsibility for collection of District SDCs and the City is willing to accept the delegation on the terms of this Agreement.

TERMS OF AGREEMENT

GENERAL

- 1. The purpose of this Agreement is to facilitate and coordinate the collection of District SDCs imposed by the Ordinance.
- 2. The District SDCs are solely for the benefit of the District and the City will collect District SDCs as the District's agent.

CITY OBLIGATIONS

- 1. The City will collect District SDCs imposed by the Ordinance, as adopted and as may be amended. It is agreed that District SDC funds belong to the District at all times.
- 2. The City will assess and collect District SDCs as follows:

- a. Multi-Family Dwellings: District SDCs will be assessed and collected no later than upon issuance of a certificate of occupancy. Developers of multi-family residential projects will be required to enter into an agreement with the City as it pertains to the collection of City and District SDCs at the time of building permit application. A copy of each signed agreement will be provided to the District.
 - b. All other dwelling unit fee types, including Single Family Dwellings and Guest Room Units: District SDCs will be assessed and collected upon issuance of building permit.
 - c. The City and District may amend this Agreement as it relates to timing of assessment and collection of District SDCs.
3. The City will collect and deposit District funds into a segregated account for transfer to the District. The City will account for all funds collected and implement tracking systems to track the funds from receipt until transfer to the District.
4. The City will automatically disburse District SDC funds to the District once each month in the ordinary course of accounts payable disbursements and will provide the District with monthly documentation demonstrating the source, amount and type of each collection, refund, exemption, and/or credit, together with an accounting of all fees charged by the City against the collected District SDC funds pursuant to this Agreement.
5. Other than the obligations set forth in this Agreement, the City will have no other obligations, responsibilities, or liabilities with respect to District SDC funds.

DISTRICT OBLIGATIONS

1. The District will adopt and maintain a plan listing (1) capital improvements to be funded by collected District SDCs; (2) the estimated cost of those improvements; and (3) a timetable for completion of such improvements, as required by ORS Chapter 223. The District will provide the City with a copy of the plan. The District will advise the City of any changes to the plan and will provide the City with copies of any such changes.
2. The District will pay the City an administrative fee for collection of the Districts SDCs. The administrative fee will be as set forth on Exhibit A to this Agreement. The City and District will meet annually to determine the City's cost of managing the collection of District SDCs. The administrative fee will be adjusted annually based on the City's actual cost of service, and will include the cost of accepting credit card payments for SDCs. Exhibit A may be amended by signature of the City Manager and District Executive Director without amendment of the rest of this Agreement.
3. The District will expend collected and transferred SDC funds only as permitted under the Ordinance and ORS 223.310. The District will perform all work under its plan and expend SDC funds for its own benefit and not as a contractor of the City. The District will be responsible for any and all injury to any and all persons or property caused directly or

indirectly by reason of any and all activities by the District in the performance of this Agreement; and further agrees to indemnify, hold harmless and defend the City, its officers, agents, and employees from and against all claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected with any such injury or any claim that the SDC funds transferred to the District were misspent or collected in violation of ORS 223.297 to 223.314.

MISCELLANEOUS

1. This Agreement is effective July 1, 2016.
2. This Agreement will automatically renew each fiscal year unless otherwise amended or terminated as provided below.
3. City Council and the District Board of Directors have authorized the City Manager and the District Executive Director to amend this Agreement to address administrative and operational issues.
4. This Agreement may be terminated at the end of any fiscal year upon written notice by one party to the other party not later than 90 days prior to the end of the fiscal year.
5. This Agreement will supersede any previous agreement between the City and the District with respect to District SDC funds collected by the City.

City of Bend

Eric King, City Manager

Date: _____

Bend Park and Recreation District

Don P. Horton, Executive Director

Date: _____

EXHIBIT A – ANNUAL ADMINISTRATIVE FEE

The annual fee paid by the District to the City for collecting District SDCs will be as follows:

<u>Fiscal Year</u>	<u>Effective Date</u>	<u>Administrative Fee</u>
FY 2016-17	July 1, 2016	1.5%

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Resolution No. 388, adopting a Revised SDC Fee Schedule effective July 1, 2016
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Michelle Healy, Parks and Planning Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	The SDC Fee schedule was last set with Resolution No. 379, effective July 1, 2015
ACTION PROPOSED:	Adopt Resolution No. 388, providing for a revised SDC fee schedule effective July 1, 2016 that includes a 6.4% 2016-17 annual index adjustment
COMMITTEE ACTION:	None
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective:	Maintain financial stability
Initiative:	Provide responsible financial planning and management to support the District's existing and future level of service. Maximize the percentage of non-tax revenues through leveraging alternative funding sources.

BACKGROUND

Board Resolution No. 311, which outlines the System Development Charge (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 20–City Construction Cost Index; and
- 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, 2015, pursuant to Resolution No. 379 adopted on June 2, 2015, and reflected an indexed adjustment up 7.7% from the 2014-15 fees.

The recommended 2016-17 fee adjustment is based on the proportional rates of change in the two cost factors between October 2014 and September 2015. 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 adjustment factor, based upon the calculation described in the District's SDC methodology, calls for a 2016-17 inflationary fee increase of 6.4%. Applying the index results in a 2016-17 adjusted single family unit fee of \$6,889. (See attachment 2.)

BUDGETARY IMPACT

The SDC fee schedule has impacts on future SDC fee revenues and the funding available for SDC eligible projects in the District's adopted Capital Improvement Plan.

STAFF RECOMMENDATION

This year the indices call for a fee adjustment increase due to the combined effect of:

- an increase in Bend land values (14.92%) combined with
- an increase in the ENR 20-city construction cost index (1.98%).

Staff recommends adoption of the SDC fee schedule contained in Resolution No. 388 which provides for a 6.4% inflationary adjustment determined with the cost indices included in the 2009 SDC Methodology.

MOTION

I move to adopt Resolution No. 388, setting the District's System Development Charge fee schedule contained therein effective July 1, 2016.

ATTACHMENTS

1. Resolution No. 388, Adopting a Revised Fee Schedule for System Development Charges
2. SDC Adjustment Factor Calculation, Fiscal Year 2016 – 17

BMPRD RESOLUTION NO. 388

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

WHEREAS, on March 3, 2009, the Board of Directors (the “Board”) for the Bend Metro Park and Recreation District (the “District”) adopted Ordinance No. 8, pursuant to which the Board authorized the assessment and collection of System Development Charges (“SDCs”) and Resolution No. 311 A Methodology for Calculating Park System Development Charges; and

WHEREAS, BMPRD Ordinance No. 8 allows the District to establish 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 the Board of Directors finds the need to adjust SDC fees upward by a factor of 6.4% effective July 1, 2016 based upon this formula; and

WHEREAS, the terms “Single Family Dwelling Unit”, “Multi-Family Dwelling Unit” and “Guest Room” are defined in the Methodology and in BMPRD Resolution Nos. 354, 360 and 378.

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, 2016 through June 30, 2017 shall be imposed at the full amount allowed under the adopted Methodology, inclusive of indexed adjustments, and shall be:
 - a) Single Family Dwelling Unit: \$6,889
 - b) Multi-Family Dwelling Unit: \$6,474
 - c) Guest Room: \$2,779
2. This Resolution shall take effect July 1, 2016.

ADOPTED by the Board of Directors of the District on this 7th day of June, 2016.

Craig Chenoweth, Board Chair

Attest:

Don P. Horton, Executive Director

System Development Charge Adjustment Factor Calculation FY 2016-17

		<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	2015-16	14,193,997,013	293,669,710	13,900,327,303	14.92%
2	2014-15	12,320,266,293	224,802,570	12,095,463,723	

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's 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. 2015</u>	<u>20-city Sept. 2014</u>	<u>Difference</u>	<u>% Change</u>
ENR CCI	10,065.00	9,870.00	195.00	1.98%

During the 12-month period from September 2014 through September 2015, the Engineering News Record Construction Cost Index 20-City Index changed from \$9,870 to \$10,065. This represents a percentage increase of 1.98%.

To adjust the weight ratio of Construction versus Land Value:

<u>Construction</u>	+	<u>Land Value</u>	=	<u>Adjustment Factor</u>
.69 x (1+3.33%)	+	.31 x (1+17.5%)	=	
0.7036	+	0.3563	=	1.0599
0.66		0.34	=	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>
.66 x 1.98%	+	.34 x 14.92%	=	6.4%
0.0130	+	0.0507	=	0.0638

<u>Fees</u>	<u>2015-16 fee</u>	<u>2016-17 fee adjusted for inflation</u>
Single Family	6,476	6,889
Multi Family	6,086	6,474
Guest Room	2,612	2,779

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Appropriation adjustment for fiscal year 2015-16 budget
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	Adopted Fiscal Year 2015-16 Budget on June 2, 2015
ACTION PROPOSED:	Adopt Resolution No. 389, approving an appropriation adjustment for the fiscal year 2015-16 budget
COMMITTEE ACTION:	The Budget Committee approved Fiscal Year 2015-16 Proposed Budget on May 13, 2015
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective:	Maintain Financial Stability
Initiative:	Provide responsible financial planning and management to support the district's existing and future level of service

BACKGROUND

The following transfer of appropriations in the 2015-16 budget is required to provide for an unexpected expenditure at the time the 2015-16 budget was adopted and requires authorization in accordance with ORS 294.480. The State of Oregon Local Budget Law allows a transfer of appropriations by the adoption of a resolution by the board.

The recreation services department has experienced unforeseen growth in programs over all, and especially at The Pavilion, where we had no prior experience on which to base our budget. This growth is projected to increase expenditures in personnel services in the General Fund greater than the original adopted budget. As this much growth was not anticipated at the time the fiscal year 2015-16 budget was adopted, the District now has a need to transfer an appropriated amount from the Operating Contingency category to the Personnel Services category in the General Fund. The original adopted budget for the General Fund had \$12,275,761 appropriated in personnel services. This resolution will transfer \$100,000 from the operating contingency to personnel services of the General Fund, increasing the Personnel Services category budget to \$12,375,761.

BUDGETARY IMPACT

\$100,000 in appropriated Operating Contingency will be transferred to the Personnel Services appropriation category in the Administration Department of the General Fund for the purposes of expending on recreation programs and services.

STAFF RECOMMENDATION

Staff recommends the Board adopt Resolution No. 389, approving an appropriation adjustment for the fiscal year 2015-16 budget.

MOTION

I move to adopt Resolution No. 389, Approving an Appropriation Adjustment for the Fiscal Year 2015-16 Budget.

ATTACHMENTS

Resolution No. 389, Approving an Appropriation Adjustment for the Fiscal Year 2015-16 Budget

BMPRD RESOLUTION NO. 389

A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS APPROVING AN APPROPRIATION ADJUSTMENT FOR THE FISCAL YEAR 2015-16 BUDGET

WHEREAS, the Board of Directors (the “Board”) for the Bend Metro Park and Recreation District (the “District”) adopted the fiscal year 2015-16 budget; and

WHEREAS, the District’s recreation programs and facilities have experienced unforeseen growth this fiscal year; and

WHEREAS, the District’s fiscal year 2015-16 estimated expenditures in the General Fund’s personnel services category are projected to exceed the amount appropriated.

NOW THEREFORE, the Board of Directors of the Bend Metro Park and Recreation District does hereby resolve as follows:

The following appropriation adjustment in the 2015-16 budget is required to provide for unexpected expenditures not anticipated at the time the 2015-16 budget was adopted, are hereby authorized in accordance with ORS 294.450:

General Fund Appropriation Transfer:

	Existing	Change	Adjusted
Personnel Services	\$12,275,761	\$ 100,000	\$ 1,375,761
Operating Contingency	\$ 2,000,000	\$ (100,000)	\$ 1,900,000

This appropriation adjustment is necessary to increase expenditures in personnel services in the General Fund due to unforeseen growth in recreation programs beyond budgeted expectations. These additional costs are partially offset with additional revenue received from program expansion.

ADOPTED by the Board of Directors on this 7th day of June 2016.

Craig Chenoweth, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Public Budget Hearing, Adoption of the 2016-17 Budget, and Imposing and Categorizing Taxes
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Open a Public Hearing to discuss the budget for fiscal year 2016-17, adopt Resolution No. 390, Adopting the Budget and Making Appropriations for Fiscal Year 2016-17, and adopt Resolution No. 391, Imposing and Categorizing Taxes
COMMITTEE ACTION:	The 2016-17 Proposed Budget was previously approved by the Budget Committee on May 18, 2016
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective:	Maintain Financial Stability
Initiative:	Provide responsible financial planning and management to support the District's existing and future level of service

BACKGROUND

The State of Oregon Local Budget Law requires a public hearing be held to discuss the budget as approved by the Bend Park & Recreation District Budget Committee. After receiving public comment, the Board shall close the public hearing.

After such time, the staff will present the approved budget to the Board, and will recommend the budget's adoption. The Board may adopt the budget as approved, or may make changes based upon public comment or other reasons. By Oregon statute, no increases to expenditures may be greater than 10% of the total approved expenditures in any fund, without the budget requiring referral back to the Budget Committee.

After the public hearing, the governing body must enact the proper resolutions to adopt the budget, make appropriations, and impose and categorize the taxes. The resolution adopting the budget should state the total amount of all the budget requirements, and a schedule of appropriations must be included. This schedule provides the local government with legal spending authority throughout the fiscal year.

Per Oregon Revised Statute (ORS) 294.435(1), local governments that are using ad valorem property taxes to balance their budgets must declare the tax rate by resolution. The resolution should state the rate being certified to the county assessor. Property taxes are imposed for the tax year on the assessed value of all taxable property within the District. The Bend Park & Recreation District's permanent tax rate is \$1.461 per \$1,000 assessed value. The amount approved by the Budget Committee to be levied for the General Obligation Bond debt service for the upcoming fiscal year is \$1,870,217. The governing body must also declare through resolution the tax limitation category into which each of the local government's tax is to be placed. This resolution must show the rate of ad valorem tax for the District's permanent rate tax, and the amount for debt service for general obligation bond debt service.

BUDGETARY IMPACT

Adoption of the District's budget for fiscal year 2016-17 allows expenditures within the appropriated categories. Also, authorization of the imposition of property taxes funds those appropriations requiring property tax revenues.

STAFF RECOMMENDATION

Staff recommends that the Board adopt Resolution No. 390, adopting the budget and making appropriations for fiscal year 2016-17. This resolution includes no changes to the budget that was approved by the Budget Committee.

Staff also recommends that the Board adopt Resolution No. 391, imposing and categorizing taxes for fiscal year 2016-17 for the District's permanent rate tax and for debt service for general obligation bonds.

MOTION

These are two separate motions that need to be voted on individually:

Motion #1: I move to adopt Resolution No. 390, adopting the budget and making appropriations for fiscal year 2016-17.

Motion #2: I move to adopt Resolution No. 391, imposing and categorizing taxes for fiscal year 2016-17.

ATTACHMENTS

1. Resolution No. 390, Adopting the Budget and Making Appropriations
2. Resolution No. 391, Imposing and Categorizing Taxes

BMPRD RESOLUTION NO. 390

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE BUDGET AND MAKING APPROPRIATIONS**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby adopts the budget for fiscal year 2016-17 in the total of \$ 69,180,907*. This budget is now on file at the District Office at 799 SW Columbia Street in Bend, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated:

General Fund

Personnel Services	\$13,713,936
Materials & Services	6,176,730
Capital Outlay	153,364
Transfers	5,192,641
Debt Service	507,133
Operating Contingency	<u>2,000,000</u>
Total Appropriations	\$ 27,743,804
Unappropriated Ending Fund Balance	<u>2,000,000</u>
Total General Fund	\$ 29,743,804

Special Revenue Funds	Personnel Services	Materials/ Services	Capital Outlay	Transfers	Operating Contingency	Total Appropriations
System Development Charges Fund	0	125,000	20,089,558	707,000	0	\$ 20,921,558
Facility Rental Fund	156,801	130,350	606,962	0	0	\$ 894,113

Reserve and Capital Projects Funds	Capital Outlay	Materials / Services	Total Appropriations	Reserve for Future Expenditures	Total Fund
Facility Reserve Fund	5,406,078	0	\$ 5,406,078	9,527,690	14,933,768
Equipment Reserve Fund	275,236	0	\$ 275,236	350,000	625,236
Bond Capital Projects Fund	249,996	0	\$ 249,996	0	249,996

Debt Service Funds	Debt Service	Materials / Services	Total Appropriations	Unappropriated Ending Fund Balance	Total Fund
GO Bond Debt	1,812,432	0	\$ 1,812,432	0	1,812,432

Service Fund					
Total Appropriations - All Funds				\$ 57,303,217	
Total Unappropriated and Reserve Amounts – All Funds				<u>11,877,690</u>	
*Total Adopted Budget				\$ 69,180,907	

ADOPTED by the Board of Directors of the District on this 7th day of June 2016.

Craig Chenoweth, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 391

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
IMPOSING AND CATEGORIZING TAXES**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby imposes the following ad valorem property taxes for tax year 2016-17 upon the assessed value of all taxable property within the District:

1. At the rate of \$1.461 per \$1,000 of assessed value for permanent rate tax; and
2. In the amount of \$1,870,217 for debt service for general obligation bonds;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

General Government Limitation

Permanent Rate Tax.....\$1.461 / \$1,000

Excluded from Limitation

General Obligation Bond Debt Service\$1,870,217

ADOPTED by the Board of Directors of the District on this 7th day of June 2016.

Craig Chenoweth, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2016
SUBJECT:	Five-Year Capital Improvement Plan for Fiscal Years Ending 2017 – 2021
STAFF RESOURCE:	Michelle Healy, Planning and Park Services Director Lindsey Lombard, Administrative Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	The Board last adopted the Capital Improvement Plan on June 2, 2015
ACTION PROPOSED:	Adopt Resolution No. 392, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2017 - 2021
COMMITTEE ACTION:	None
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and adapt to changing community need
Initiative:	Ensure that the Strategic Plan, CIP and annual action plans provide direction and detailed steps for addressing system deficiencies and the future facility needs of the community as identified in the District’s comprehensive planning process

BACKGROUND

The district’s Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed district capital expenditures and revenue sources for a period of five years into the future. Pursuant to ORS 223, it is required that the “Master Plan” i.e. CIP be reviewed and revised to include the district’s on-going and future capital improvement projects identified for System Development Charge funding. The Board of Directors revises and adopts the district’s five-year CIP during the annual budget process.

The CIP summary for fiscal years ending 2017 - 2021, attached to Resolution No. 392 as Exhibit A, is the same as that was presented to the Budget Committee on May 16th.

BUDGETARY IMPACT

The 2017 - 2021 Capital Improvement Plan includes \$70,538,550 in capital expenditures in fiscal years 2016-17 through 2020-21. \$38,486,530 (~ 55%) is funded with Systems Development Charge revenues, \$16,976,810 (~ 24%) is funded with property tax revenues, \$14,831,460 (~ 21%) is

funded with alternative funding (i.e. grants, contributions, debt, surplus property sales), and \$243,750 (~ .35%) is funded with the last of the 2013 General Obligation Bond proceeds.

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 392, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2017 – 2021.

MOTION

I move to adopt Resolution No. 392, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2017 - 2021.

ATTACHMENTS

1. Resolution No. 392, Adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2017 – 2021
2. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2017 – 2021

BMPRD RESOLUTION NO. 392

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN SUMMARY
FOR FISCAL YEARS ENDING 2017 - 2021**

WHEREAS, pursuant to ORS 223, the Bend Metro Park and Recreation District adopted a Capital Improvement Plan (“Plan”) on June 2, 2015 with BMPRD Resolution No. 376; and

WHEREAS, the Board has re-examined the park and facility needs for the District and finds that the projects identified on the attached Exhibit A: Bend Park & Recreation District Five-Year Capital Improvement Plan for Fiscal Years Ending 2017 - 2021 are in the public interest and necessary to serve park, recreation facility and trail needs of the District; and

WHEREAS, the Board has adopted Ordinance No. 8 - System Development Charges and Resolution No. 311, A Methodology for Calculating Systems Development Charges, indicating the intention to adopt this resolution.

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

1. The Bend Park & Recreation District Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2017 - 2021, attached hereto as Exhibit A, is hereby adopted.
2. The Plan includes those projects that are needed to serve the park, recreation facility and trail needs of district residents in fiscal years ending June 30, 2017 - 2021 including future need related to residential growth and development as specified in Ordinance No. 8 and Resolution 311 and pursuant to ORS 223.
3. The Plan identifies both those projects and portions of projects eligible to be funded using System Development Charge (“SDC”) revenue as well as those projects funded by other revenue sources. Those expenditures from the SDC Improvement Fee fund and the SDC Reimbursement Fee fund shall be accounted for separately in accordance with statutory requirements for the use of SDC revenues.

ADOPTED by the Board of Directors of the District on this 7th day of June 2016.

Craig Chenoweth, Board Chair

Attest:

Don P. Horton, Executive Director

**Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)
Draft Plan for Fiscal Years Ending 2017-2021**

Project Type	Project Number	Page Number	Project Map	Current Project Funding Allocation	Project Stage	Spent in Prior & Current Fiscal Years	To be Spent Fiscal Years 2017-21	FY 2017-21 Funding Allocation by Source				Alt. Type	FY 17 Total	FY 18 Total	FY 19 Total	FY 20 Total	FY 21 Total
								Property Tax Revenue	Bond Funds	SDC Funds	Alternative Funds						
Community Parks																	
McKay Park	004	17	5	1,160,000	Award/Bid	529,576	630,424	-	-	259,274	371,150	1	630,424	-	-	-	-
Pine Nursery Park - Ph. 4 (Pending Partnership)	013	63	28	200,000	Order of Magnitude	-	200,000	-	-	200,000	-	-	-	-	200,000	-	-
Pine Nursery Park - Ph. 5 (Athletic Fields)	014	77	28	2,000,000	Order of Magnitude	-	2,000,000	-	-	2,000,000	-	-	-	-	-	-	2,000,000
SE Park Development	016	18	31	8,800,000	Order of Magnitude	-	8,800,000	-	-	8,800,000	-	-	100,000	500,000	4,050,000	4,150,000	-
Rockridge Park	022	19	1	3,610,460	Construction Documents	398,938	3,211,522	-	-	3,211,522	-	-	3,211,522	-	-	-	-
Big Sky Expansion	080	20	23	250,000	Order of Magnitude	-	250,000	-	-	125,000	125,000	2	25,000	225,000	-	-	-
Simpson Site Clean-up and Landscaping	081	53	16	50,000	Order of Magnitude	-	50,000	50,000	-	-	-	-	-	50,000	-	-	-
Total Community Parks				16,070,460		928,514	15,141,946	50,000	-	14,595,796	496,150		3,966,946	775,000	4,250,000	4,150,000	2,000,000
Neighborhood Parks																	
Land Acquisitions	017	21	N/A	4,000,000	Acquisition	50,000	3,950,000	-	-	3,950,000	-	-	750,000	800,000	800,000	800,000	800,000
Neighborhood Parks Design	018	54	N/A	200,000	Order of Magnitude	-	200,000	-	-	200,000	-	-	-	50,000	50,000	50,000	50,000
Neighborhood Parks Development	019	64	N/A	2,918,189	Order of Magnitude	-	2,918,189	-	-	2,918,189	-	-	-	-	972,729	972,730	972,730
Canal Row Park	020	22	4	1,187,585	Award/Bid	778,037	409,548	-	-	409,548	-	-	409,548	-	-	-	-
Eagle Park	070	23	19	1,170,000	Construction Documents	21,500	1,148,500	-	-	1,148,500	-	-	803,950	344,550	-	-	-
Sunset View Park	021	71	36	271,265	Order of Magnitude	-	271,265	-	-	271,265	-	-	-	-	-	30,000	241,265
Total Neighborhood Parks				9,747,039		849,537	8,897,502	-	-	8,897,502	-		1,963,498	1,194,550	1,822,729	1,852,730	2,063,995
Park Development Agreements																	
Discovery Park CP Development Reimbursement	023	24	33	3,305,630	Completion	1,847,270	1,458,360	-	-	1,458,360	-	-	300,000	300,000	300,000	280,000	278,360
Stone Creek NP Development & Acquisition	024	25	34	1,810,658	Construction Documents	26,959	1,783,699	-	-	1,783,699	-	-	755,000	245,711	254,311	263,212	265,465
Total Park Development Agreements				5,116,288		1,874,229	3,242,059	-	-	3,242,059	-		1,055,000	545,711	554,311	543,212	543,825
Regional Parks																	
Riley Ranch Nature Reserve Acq. Reimbursement	026	26	2	2,700,000	Acquisition	2,268,000	432,000	-	-	432,000	-	-	432,000	-	-	-	-
Riley Ranch Nature Reserve Development	027	27	2	3,473,000	Construction Documents	780,000	2,693,000	-	-	2,390,000	303,000	1, 2	2,693,000	-	-	-	-
Riley Ranch Nature Reserve Bridge	082	65	26	650,000	Conceptual Design	-	650,000	-	-	650,000	-	-	-	-	650,000	-	-
Shevlin Park Development	028	28	20	650,000	Conceptual Design	120,000	530,000	-	-	530,000	-	-	300,000	230,000	-	-	-
Total Regional Parks				7,473,000		3,168,000	4,305,000	-	-	4,002,000	303,000		3,425,000	230,000	650,000	-	-
Trails																	
Deschutes River Trail																	
Pacific Park to Drake Park	032	66	25	800,000	Conceptual Design	39,168	760,832	-	-	760,832	-	-	-	-	760,832	-	-
Galveston to Miller's Landing	033	29	21	611,524	Conceptual Design	61,524	550,000	-	-	550,000	-	-	297,001	252,999	-	-	-
South UGB & Footbridge	034	78	35	1,295,434	Order of Magnitude	57,094	1,238,340	-	-	1,238,340	-	-	-	-	-	-	1,238,340
Putnam to Riley Ranch Bridge	036	30	29	155,000	Order of Magnitude	5,000	150,000	-	-	150,000	-	-	5,000	5,000	140,000	-	-
Kirkaldy to Putnam	037	55	30	63,068	Order of Magnitude	5,000	58,068	-	-	58,068	-	-	-	5,000	53,068	-	-
Deschutes River Trail North Parking	083	56	27	250,000	Order of Magnitude	-	250,000	-	-	250,000	-	-	-	20,000	230,000	-	-
Farewell Bend Pedestrian Bridge Replacement	059	31	6	975,000	Award/Bid	731,250	243,750	-	243,750	-	-	-	243,750	-	-	-	-
Miscellaneous Trail Improvements	041	32	N/A	200,000	Order of Magnitude	-	200,000	-	-	200,000	-	-	40,000	40,000	40,000	40,000	40,000
Central Oregon Irrigation District (COID) Canal Trail Acquisition	068	33	13	100,000	Acquisition	3,067	96,933	-	-	96,933	-	-	46,933	50,000	-	-	-
Central Oregon Irrigation District (COID) Canal Trail Development Phase 1	069	34	13	135,000	Conceptual Design	40,000	95,000	-	-	95,000	-	-	95,000	-	-	-	-
Larkspur Trail - Pilot Butte Gap	084	35	14	100,000	Order of Magnitude	-	100,000	-	-	100,000	-	-	100,000	-	-	-	-
Haul Road Trail	043	57	22	350,000	Order of Magnitude	-	350,000	-	-	250,000	100,000	1	-	350,000	-	-	-
Total Trails				5,035,026		942,103	4,092,923	-	243,750	3,749,173	100,000		827,684	722,999	1,223,900	40,000	1,278,340

**Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)
Draft Plan for Fiscal Years Ending 2017-2021**

Project Type	Project Number	Page Number	Project Map	Current Project Funding Allocation	Project Stage	Spent in Prior & Current Fiscal Years	To be Spent Fiscal Years 2017-21	FY 2017-21 Funding Allocation by Source				Alt. Type	FY 17 Total	FY 18 Total	FY 19 Total	FY 20 Total	FY 21 Total
								Property Tax Revenue	Bond Funds	SDC Funds	Alternative Funds						
Recreation Facilities																	
Larkspur Center	047	36	24	16,500,000	Conceptual Design	15,000	16,485,000	9,612,690	-	1,500,000	5,372,310	3	1,300,000	7,670,750	7,514,250	-	-
Nature Resource Center	048	37	N/A	150,000	Order of Magnitude	-	150,000	150,000	-	-	-	-	50,000	100,000	-	-	-
Total Recreation Facilities				16,650,000		15,000	16,635,000	9,762,690	-	1,500,000	5,372,310		1,350,000	7,770,750	7,514,250	-	-
Community Wide																	
Mirror Pond	065	38	18	1,300,000	Order of Magnitude	-	1,300,000	150,000	-	650,000	500,000	1	150,000	1,150,000	-	-	-
Redevelopment Projects																	
Hillside Park	050	39	3	1,550,000	Construction Documents	190,480	1,359,520	234,520	-	1,100,000	25,000	2	1,359,520	-	-	-	-
Juniper Park (includes North parking lot)	051	40	17	2,510,000	Order of Magnitude	20,000	2,490,000	1,890,000	-	600,000	-	-	380,000	2,110,000	-	-	-
Summit and Sylvan Tennis Courts Replacement	078	41	8	350,000	Conceptual Design	1,000	349,000	349,000	-	-	-	-	349,000	-	-	-	-
Sylvan Park Renovation	085	72	32	350,000	Order of Magnitude	-	350,000	350,000	-	-	-	-	-	-	-	350,000	-
Total Redevelopment Projects				4,760,000		211,480	4,548,520	2,823,520	-	1,700,000	25,000		2,088,520	2,110,000	-	350,000	-
Asset Management Projects																	
Accessibility Improvements	052	67	N/A	375,000	Order of Magnitude	-	375,000	375,000	-	-	-	-	-	-	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	071	42	N/A	1,150,000	Order of Magnitude	-	1,150,000	1,150,000	-	-	-	-	250,000	150,000	250,000	250,000	250,000
Bend Whitewater Park Enhancement	088	43	11	150,000	Order of Magnitude	-	150,000	150,000	-	-	-	-	150,000	-	-	-	-
Pavilion Enhancement	089	44	12	150,000	Order of Magnitude	-	150,000	150,000	-	-	-	-	150,000	-	-	-	-
Park Services Complex	054	73	15	8,000,000	Order of Magnitude	-	8,000,000	-	-	-	8,000,000	4	-	-	-	1,000,000	7,000,000
Park Services Repairs/Upgrades	079	45	15	100,000	Order of Magnitude	-	100,000	100,000	-	-	-	-	100,000	-	-	-	-
Skyline Field Renovations	056	46	7	365,000	Construction Documents	14,400	350,600	350,600	-	-	-	-	350,600	-	-	-	-
Pioneer Park Restroom & Accessibility	060	47	9	250,000	Order of Magnitude	-	250,000	250,000	-	-	-	-	250,000	-	-	-	-
Simpson Parking Lot	087	48	16	80,000	Order of Magnitude	-	80,000	55,000	-	-	25,000	2	80,000	-	-	-	-
JSFC Flat Roof Replacement	057	49	10	192,000	Conceptual Design	22,000	170,000	160,000	-	-	10,000	1	170,000	-	-	-	-
JSFC Shower Renovation	086	58	10	100,000	Order of Magnitude	-	100,000	100,000	-	-	-	-	-	100,000	-	-	-
JSFC Flooring Replacement	061	59	10	150,000	Order of Magnitude	-	150,000	150,000	-	-	-	-	-	75,000	75,000	-	-
JSFC Outdoor Pool Cover	062	50	10	200,000	Order of Magnitude	-	200,000	200,000	-	-	-	-	200,000	-	-	-	-
JSFC Indoor Pool Tank Replacement	072	79	10	1,000,000	Order of Magnitude	-	1,000,000	1,000,000	-	-	-	-	-	-	-	-	1,000,000
Total Asset Management Projects				12,262,000		36,400	12,225,600	4,190,600	-	-	8,035,000		1,700,600	325,000	450,000	1,375,000	8,375,000
Total CIP Funding Allocations				78,413,813		8,025,263	70,388,550	16,976,810	243,750	38,336,530	14,831,460		16,527,248	14,824,010	16,465,190	8,310,942	14,261,160

Funding by Source	24.12%	0.35%	54.46%	21.07%
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23.48%	21.06%	23.39%	11.81%	20.26%
Funding Allocation by Fiscal Year				

- Alternative Funding Type Key**
- 1 - Grant Funding
 - 2 - Contributions/Collaborations/Fundraising
 - 3 - Debt Financing
 - 4 - Surplus Property Sales Proceeds

Park Services Accomplishments

April –May 2016

Facilities/Construction

- Paving and stripping Pine Nursery and Big Sky Parking lot
- Installed Bend Whitewater Park signage at Riverbend, Farewell bend, McKay, and Miller's Park
- Installed benches at JSFC
- Replace the drain at the outside kids pool at JFSC
- Completed intense spring cleaning at JFSC; both JSFC and Facility staff participated
- Upgraded/replaced benches and handrails at Drake and Riverview parks.
- Replace several drinking fountains

Construction

(See Planning and Design report)

Landscape

- Installing Baseline irrigation controllers at Pine Nursery Park and Skyline Sports Complex
- Prepping sports fields infield dirt surfaces for nightly recreation programs
- Layout and painting soccer fields and LAX on weekly basis
- Provided tournament support for Ultimate Frisbee, disc golf and rugby at Pine Nursery
- Started spring aeration and fertilizer programs
- Irrigation startups, troubleshooting and repairs underway
- Finished data input and programming of the new Weather-Matic irrigation controllers at Hixon, Aspen Hall, Sylvan & Hillside II
- Completed thatching and aeration on 15 neighborhood park sites
- Overseeded the playfield at Orchard Park
- Deep tine aeration at various neighborhood park sites
- Hazard tree work, thinning and pruning completed at Hollinshead, Juniper and Pioneer parks
- Finished eliminating riparian zone irrigation, renovating and rezoning multiple turf areas at Farewell Bend to provide efficient coverage as part of our departments focus on conservation and water saving measures
- Turf sweeping and park clean ups are in progress in community parks

Natural Resources

- Hired Jeff Amaral as new Natural Resources Manager
- Resident Canada goose nest searching and egg oiling has been wrapped up and are transitioning to goose hazing before the geese molt
- Completed split rail fence at Alpine Park
- Weed season has arrived and spraying has begun
- A twenty person volunteer crew removed over 2,000 pounds of trash from the southeast Bend park lands off 15th Street
- Completed fire fuel reduction project at Quail Park

- Trail building continues at Riley Ranch: trail section extending to the north boundary with Tumalo State Park has been completed and trail work continues on “Robin’s Run” through rim rock
- Safely removed hazard tree from behind Aspen Hall at Shevlin Park
- Planning is progressing on Sawyer Park and Discovery Park fire fuels reduction projects

Shop Staff

- Completed winter traction tires and snow equipment change over
- Surplus equipment liquidation
- Shop orientation training provided to new employees
- Completed Fleet Department budget
- Fabricated and installed ladder gate at Bend Whitewater Park
- Working on district office gate

Park Stewardship Program

- Bend Patrol officers trained on details and reporting of exclusion process
- Increase of rule enforcement by staff utilizing written warnings and exclusions
- Coordination with Bend Police on “community policing” affecting Drake Park
- Attended Swift Water Rescue training for all staff working near the river
- Guidelines set for water park use by instructors teaching lessons
- Seasonal Assistant Park Steward returned as “Shevlin Steward”
- Successful meeting with City of Bend on July 4th planning
- Two day Advanced Verbal Judo training for stewards
- Numerous exclusions served for camping and drug use in parks and wrote several warnings for repeat offenders of minor violations
- Started event season April 15th : Salmon Run, JDRF Walk/Run @ Drake, Walk MS @ Riverbend, March for Babies @ Riverbend, Bend Marathon, Tumalo Creek Paddlefest @ Riverbend, IDSA Skateboard Race @ Pine Nursery, PPP @ Riverbend, Mini PPP @ Riverbend, Happy Girls @ Riverbend, Barks and Rec Pet Festival @ Drake, Police Memorial, Armed Forces Day and Memorial Day @ Brooks Park
- Booked new events: Suicide Prevention candlelight vigil @ Riverbend Park and Meadow Camp Kayak Race @ River Rim Park
- New Interest for September: NAMI Walk, Open Streets @ Juniper
- Coordinated Steward Outreach Kiosk for Pine Nursery, Whitewater Park and Shevlin

Community Relations Department Report

April –May 2016

Community Relations and Communications

- Prepare budget documents and presentation for 2016-17
- Bend Whitewater Park/Float the River communications – website, ads, signs, maps, brochure, video, radio
- Summer Playbook printing, mailing and distribution
- Website redevelopment project launch
- Dogs in Parks mini-campaign centered on leashing up and picking up after pets
- Facilitated numerous commercial film shoots in parks
- Updating annual map brochure
- Bend Senior Center expansion project communications plan development

Outreach/Events

- Participating in Bend La Pine Schools Early Learner Fairs at several elementary school sites
- Finalizing details for July 4th events including vendors, promotion and staffing
- Finalizing traffic plan details and ADA needs with City of Bend partners

Targeted Campaigns/Promotions

- Recreation focus: summer registration, summer and fall sports registration, volunteer coaches, opening of summer recreation
- Bend Senior Center: lunch and learn series, day trips
- Rental facility marketing: community event updates
- JSFC: free family night, swim lessons, patron spotlight, FAQs, summer programs
- Pavilion: shift of seasonal use, Open Free Play, drop-in activities, The PAC
- Bend Whitewater Park: wave conditions and area detours
- General Recreation: opening of summer recreation, summer day camps
- District-wide branding and communications: : tv/radio/print advertising focused on summer recreation.

Website/Social Media

- **Employee website**: e-newsletters sent every week. Open rate around 25%.
- **Updated website**: additional information to BWP pages, added summer Pavilion pages, updated summer recreation information, added summer freebees information.
- **Website training**: on-going contributor training

- Sawyer Park – Bend Oregon Raiders Nation
- 15th St./SE Bend Park Site – SOLVE/Volunteer connect project
 - Volunteers from 10 Barrel, Deschutes Brewery, Marriott Hotels Bend
- Riverbend Off Leash Area – Bend Vet Clinic
- Cascade Crest Transitions
 - Juniper Horseshoe area, Hollinshead Park, Drake Park and Drake beach area
- Goose Hazing volunteers – Recruiting additional volunteers and support for annual meeting
 - 3 new volunteers in process to start in June

Other

- Hosted Network of Volunteer Administrators meeting
- Participating in COCC leaderships series training

BPR Foundation

- Organized representation at FootZone Girl's Night Out Event fundraiser
 - \$3200 donation from the event
- Pine Mtn Sports - \$3000 donation from club/membership program
- Recruited new BPR Foundation board members
 - Jane Dunham (joining the board 7/1/2016)
 - Debbie Ross (joining the board 7/1/2016)
- Planned and held Foundation board meeting 5/18/2016, including election and selection of officers for 2016-17
 - Suzanne Johnson – Chair
 - Paul Taylor – Vice Chair
 - Kirsten Goldstein – Secretary/Treasurer
- Organizing review and update for Foundation bylaws
- Scheduled Gopher Broke Golf Tournament for Friday, September 30, 2016
 - Recruiting sponsors and players



DEVELOPMENT PROJECT UPDATES May 2016

Bond-Funded Projects



McKay Park: Construction is underway at McKay Park. Work consists of constructing a new restroom and changing facility with storage and work space for the Whitewater Park stewards. Other work consists of a new plaza and viewing areas. Park landscape completion is expected in late fall of 2016. Concurrently, the City of Bend has started construction of the sewer line extension along the frontage of the park, which is anticipated to continue through the end of October.



Riley Ranch Nature Reserve (RRNR): Work continues on preparing construction documents for phase one. Pending building permit approvals, park construction could be underway in late summer of 2016.



Deschutes River Trail (DRT):

Putnam to Riley Ranch Nature Reserve Bridge Segment – Staff is continuing to work with Brooks Resources on securing a license agreement for the trail alignment and a potential future trailhead parking area, also on their property.

Kirkaldy Ct. to Putnam Rd. Segment – After meetings with adjacent property owners and the Awbrey Meadows HOA Board of Directors, the issue of BPRD acquiring a trail easement over the buried Tumalo Irrigation pipeline has not yet been resolved.

Pacific Park to Drake Park Segment – The trail alignment has been surveyed and designed. The completed drawings will be revised as needed based upon results from the planned Mirror Pond bank restoration project.

Galveston to Miller’s Landing Park Segment – Staff has recommended “Option B – Shared Use Street” as the preferred alternative. Since the design work only went to a 30% concept, staff is working with the consultant on scope, fee and schedule to finish the design and engineering portion with the intent of developing a set of construction drawings suitable for submission for City permits.

South UGB Segment – In February 2016, Oregon Parks and Recreation Department staff recommended that the Oregon Parks Commission deny the District’s request to amend the Oregon Administrative Rule to allow bike/pedestrian bridges along the Upper Deschutes River, but also open up a review process to evaluate the Community River portion of the State Scenic Waterway. The Commission agreed with staff. The Rule evaluation process will be handled entirely by state park staff and has not been initiated yet but should be getting underway later this spring.

Non Bond-Funded Projects



Shevlin Park: Staff is currently working on implementing the recommendations from the updated management plan, including a comprehensive wayfinding and signage program. The District has selected a signage consultant team and they have completed an inventory of existing signage in the park. The team is now working on preliminary sign designs for the park.



Canal Row Neighborhood Park: Construction continues at Canal Row Park. Most of the shelter and concrete hardscapes are complete. The work within the Butler Market right of way is nearly done. The park is expected to open in late fall.



Skyline Park Accessibility Improvements: The contractor is currently finishing up the site. A few minor areas of the new pathways did not meet required ADA access grades as designed and are being redone by the contractor (at their expense) in order to meet District contract requirements. Work is expected to be complete by the end of May.



Hillside Park: The site plan, partitioning process (to create legal lots of record necessary for permits) and Transportation System Plan (TSP) amendment have been deemed complete by the City of Bend. A public hearing for the TSP amendment is scheduled for June 7, 2016. Staff is currently approximately 95% through the construction document production process. In response to comments from the public meeting held on April 29, the skate spot has been removed from this phase of construction.



Rockridge Park: Staff is currently reviewing 100% construction documents. The project is scheduled to go out for bid in June.



Stone Creek Neighborhood Park Property: The District received the preliminary cost estimate and 85% construction documents from the developer in early May. These documents have been reviewed and returned to the developer. The developer currently has the project out for bid to secure the final certified cost estimate for review and approval by the District. The 100% construction documents will be completed soon. Once approved by the District the developer will start work on the park. Construction is expected to start in July with final completion in early summer of 2017.



Eagle Park: The City of Bend has approved the site plan application. Additional design documents for building permits and preparation of final construction documents are proceeding. Construction is anticipated to begin in the summer or fall of 2016.



Farewell Bend Bridge: Construction has started on the demolition of the existing bridge. The new bridge is expected to be on-site in early July. The project is scheduled for completion by mid-August, 2016.



Larkspur Center (Bend Senior Center): The Request for Proposals (RFP) for design of the expansion of the Bend Senior Center (Larkspur Center) has been advertised. Interviews with potential design teams are tentatively scheduled for mid-July. It is expected that a contract award for consultant services will be presented to the Board in August.



Bend Park and Recreation District Comprehensive Plan: With the last full rewrite of the District's Comprehensive Plan occurring in 2005, BPRD is in need of an updated guiding document. Staff has released an RFP for consultant services to help develop a new Comprehensive Plan. The proposals are due to BPRD on June 15, 2016. A contract award for consulting services is expected to be presented to the Board in August.



Big Sky Master Plan Revision: The Big Sky/Luke Damon Sports Complex master plan was last amended in 2003. Since that time, much of the park has been developed but some facilities identified in the plan have not been constructed. In the meantime, the District continues to receive community requests for new facilities and amenities in various parks. The District has begun a process to engage District staff, the public, and user groups to look at revising the Big Sky Master Plan to potentially add and/or remove planned facilities, and eventually move into construction of prioritized park projects. Discussions with Deschutes County staff lead BPRD staff to believe that the District will be doing one Conditional Use Permit/Site Plan for the park that will include all the items that the District foresees adding.

**Board Calendar
2015-2016**

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

June 21

Work Session

- ◆ Economic Impact Study – *Don Horton, Mark Buckley, Michelle Healy (45 min)*
- ◆ Larkspur Center Communications – *Julie Brown (20 min)*

Business Session

- ◆ Award Construction Contract for Sylvan & Summit Tennis Courts Replacement – *Brian Hudspeth (consent agenda)*
- ◆ Approve Intergovernmental Agreement with City of Bend for Hillside Park Sidewalk – *Brian Hudspeth (15 min)*

Board Calendar

2016-2017 (July-August only)

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

July 5 - Canceled

July 19

Work Session

- ◆ 2015-2016 Annual Action Plan – year-end review – *Michelle Healy (15 min)*
- ◆ CIP – 4th Quarter Review – *Michelle Healy and Lindsey Lombard (15 min)*

Business Session

- ◆ Approve Sole Source Purchasing Exception with Creative Tent International – *Matt Mercer*
- ◆ Approve Juniper Swim and Fitness Center Flat Roof Replacement Contract – *Matt Mercer*
- ◆ Stone Creek Neighborhood Park Naming (consent)
- ◆ Approve OSU Lease for Parking – *Michelle Healy (15 min)*

August 2

Work Session

- ◆ Perception Survey Results – *DHM (30 min)*

Business Session

- ◆ Award design services contract for Larkspur Center – *Jim Figurski (15 min)*
- ◆ Award construction contract for Rockridge Park – *Brian Hudspeth (20 min)*

August 16

Work Session

Business Session

- ◆ Award professional services contract for the Comprehensive Plan Project – *Steve Jorgensen (20 min)*
- ◆ Award construction contract for Hillside Park – *Brian Hudspeth (15 min)*
- ◆ Approve construction contract for Skyline Fields Renovation – *Brian Hudspeth (15 min)*

TBD

District-wide Website – *Colleen McNally and Josiah Dawley (Fall)*

Latino Outreach Program

Facility user priority allocation – *Matt Mercer*

Athletic Field Report – *Matt Mercer*

Approve DRT easements for Putnam to RRNR segment – *Steve Jorgensen (consent)*

Early lease extension request from Cascade School of Music – *Don Horton*

Strategic Plan measurements

DRT - Kirkaldy Ct. to Putnam Rd. easement

Larkspur Center Expansion Business and Programming Plan

Cost Recovery Pricing Review – *Matt Mercer*

Sponsorship Policy

Stone Creek Naming

Report on Events in Parks – *Chris Zerger (30 min)*

Goose program report – *Jeff Amaral (30 min)*

Trail counts and usage report – *Sasha Sulia, Robin Thompson (30 min)*

Comprehensive Plan Project Updates – *Steve Jorgensen and Quinn Keverer (multiple)*

River stewardship planning update – *Chelsea Schneider (20 min)*

IGA with the School District – *Matt Mercer and Don Horton (45 min)*

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*

Park Rules Update – *Jeff Hagler and Michelle Healy (30 min)*

Review Economic Impact Study Findings – *Don Horton, Michelle Healy and Lindsey Lombard (45 min)*

Approve Juniper Park Master Plan update – *Chelsea Schneider (20 min)*

Approve Pioneer Park Master Plan update – *Chelsea Schneider (20 min)*

Approve Big Sky master plan update – *Steve Jorgensen and Chelsea Schneider (30 min)*

Approve Master Plan for SE Community Park property – *Chelsea Schneider (30 min)*

Review Larkspur Center Updated Master Plan – *Jim Figurski (20 min)*