AGENDA

VISITORS
An assistive listening device is available for visitors. Please let the board chair know if you would like to make use of this device and staff will assist you.

Visitors who wish to speak are asked to submit a public comment card provided at the sign-in table. Work sessions are scheduled for the board to receive and discuss information regarding district operations, projects, and planning to aid in their decision-making process. The board will receive comment on work session agenda items at this time. Please state your name and address, and limit your comments to three minutes in the interest of allowing the board to complete the work session agenda.

5:30 PM WORK SESSION
1. First Street Rapids project update – Chelsea Schneider
2. Affordable Housing – Don Horton

7:00 PM REGULAR MEETING

VISITORS
An assistive listening device is available for visitors. Please let the board chair know if you would like to make use of this device and staff will assist you.

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

CONSENT AGENDA
1. Meeting Minutes
   a. 5/5/2015

BUSINESS SESSION
1. Approve Colorado Avenue Undercrossing contract – Brian Hudspeth and Chelsea Schneider
2. Adopt Resolution 378 - SDC fee classification – assisted living facilities – Lindsey Lombard
3. Adopt Resolution 379 - SDC fee schedule annual adjustment – Lindsey Lombard
4. Adopt Resolution 376 - Adopt Capital Improvement Plan – Michelle Healy
5. Adopt Resolution 380 - Adopt budget – Lindsey Lombard
6. Adopt Resolution 381 – Impose and categorize taxes – Lindsey Lombard

STAFF REPORTS
Staff reports are provided to the Board at the first meeting of the month. The reports are provided as an update on ongoing projects and are for informational purposes only.

EXECUTIVE DIRECTOR’S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

EXECUTIVE SESSION - The Board will meet in Executive Session upon adjournment of the regular meeting.

The board of directors will meet in an executive session pursuant to ORS 192.660 (2)(i) for the purposes of reviewing and evaluating the performance of an officer, employee or staff member. This session is closed to all members of the public except for representatives of the news media.
AGENDA DATE: June 2, 2015

SUBJECT: First Street Rapids Park

STAFF RESOURCE: Michelle Healy, Strategic Planning and Design Director
Chelsea Schneider, Landscape Architect

PREVIOUS BOARD ACTION: The master plan for First Street Rapids Park was approved March 18, 2014, with direction to develop a hybrid plan utilizing elements from Concepts A & B.

ACTION PROPOSED: Update - for information only.

STRATEGIC PLAN:

Theme: Customer-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

First Street Rapids Park (formerly known in part as Davis Park) is located along the Deschutes River east and west of the First Street Rapids. The Board discussed and approved the Master Plan for the park on March 18, 2014.

Per direction from the Board during the master plan review, staff developed a final design which includes trails, a sidewalk within the right-of-way of Revere Avenue, riparian and upland restoration, riparian overlooks, a nature play area and other park amenities. The plan also includes a hard-surface trail connecting Revere Avenue across the First Street Rapids Park Bridge to the Deschutes River Trail network. The trail connection is designed to meet outdoor recreational trail grade standards, and will be constructed with colored concrete as conditioned by the city of Bend. No additional parking was proposed with this alternate. Prior to development, the project required a Modification of Approval for improvements within the Waterway Overlay Zone, which was approved by the City on March 26, 2015.

Construction of the park is anticipated to start later this summer. Given the location of the project near the river and the constrained site conditions, staff thought it would be helpful to share the final park design with the Board before proceeding with bidding the project for construction.

BUDGETARY IMPACT

The 2015-2019 CIP includes $646,415 for First Street Rapids Park improvements, funded with system development charges (SDC’s). To date, funds have been expended to build the new accessible trail connection to the Deschutes River Trail on the west side of the park and to
complete the design and engineering necessary for the improvements proposed on the eastside of the park. The construction of the remaining east side improvements is estimated to be $455,000.

**MOTION**

None – for information only.

**ATTACHMENT**

First Street Rapids Site Plan
Trail System Accessibility Exhibit
*Attachments will be provided at the meeting.*
AGENDA DATE: June 2, 2015

SUBJECT: Working Group Recommendation for Affordable Housing SDC Exemption

WORKING GROUP RESOURCE: Dan Fiskin, Board Chair
Craig Chenoweth, Board Member
Don Horton, Executive Director
Lindsey Lombard, Finance Director
Michelle Healy, Planning and Development Director

PREVIOUS BOARD ACTION: The Board received a request to exempt SDCs for affordable housing from the City on February 17, 2015.

The Board designated a Working Group on March 3, 2015, to study the issue and to bring forth a recommendation.

ACTION PROPOSED: The Working Group recommendation is that the Board consider the proposal and to make any modifications deemed prudent.

BACKGROUND
During the Board meeting held on March 3, 2015, the Board designated a working group to consider the proposal made by the City to exempt SDC fees for affordable housing projects. The working group was made up of two board members, Dan Fishkin and Craig Chenoweth, and three staff members: Don Horton, Executive Director; Michelle Healy, Planning and Development Director; and, Lindsey Lombard, Finance Director.

The working committee convened twice to consider the City’s proposal. The attached document outlines the recommendation of the working group. In summary, the working group believes that the affordable housing issue is a crisis and that it is incumbent upon the community’s governments to make an effort to help incentivize the market. The working group also believes however, that SDC exemptions alone will not begin to address the issue and that the City should use other tools available to them to help bolster affordable housing projects.

The recommendation made by the working group limits the amount of SDCs that will be waived and sunsets the program in two years, at which time the District can re-consider SDC fees for affordable housing at the time its SDC methodology is revised. The proposal also requires that the District be given a seat at the table when evaluating proposals and that the City considers other means to stimulate the development of affordable housing projects.
**BUDGETARY IMPACT**
The budgetary impact of this program would reduce SDC revenue up to $500,000 over the next two years. It is also recommended that in order to balance the five-year SDC program, the District postpone the development of fields at Bend Pine Nursery scheduled in year five of the proposed Capital Improvement Plan.

**WORKING GROUP RECOMMENDATION**
The recommendation of the working group is for the Board to consider the proposal made by the working group and to make any revisions that the Board deems necessary. A final resolution will be presented to the Board during their June 16, 2015 Board meeting.

**MOTION**
None required at this time.

**ATTACHMENT**
Working Group Affordable Housing Recommendation
The working group, charged with studying the City of Bend’s affordable housing proposal, consists of Board Chair Dan Fishkin, Board Vice-Chair Craig Chenoweth, and staff members Michelle Healy, Lindsey Lombard and Don Horton. The working group was formed to research and evaluate a proposal presented to the District in February 2015 by the City of Bend’s Affordable Housing Committee to exempt system development charges for qualified affordable housing projects.

The working group shares a concern for the lack of adequate affordable housing in Bend. However, the working group views the issue in the broadest sense; one of affordable living and not housing alone. While the District is committed to affecting change through actions complementary of our mission such as the provision of subsidized recreation programming to ensure that people of all incomes and abilities have access to services provided by the District, we also understand that the current affordable housing crisis needs an immediate response.

While exempting SDCs may help to incentivize some affordable housing development, it is not seen by the working group as the solution. The working group believes however, that should the District exempt SDCs for this purpose that it should be a meaningful and measurable beginning to a much more robust program. There are other tools that we believe the City should use that will have a more dramatic effect on the creation of affordable units. The District encourages the City to consider:

1. Supporting inclusionary zoning-HB 2564A – The Oregon legislature is considering a bill that would permit local governments to impose conditions on approved permits that effectively establish sales price for up to 30 percent of residential development or limit purchase to class or group of purchasers in exchange for one or more developer incentives. The City of Bend should actively support this bill.
2. Expanding the UGB as soon as possible to help stabilize and/or reduce land costs.
3. Reduce or eliminate building permit fees which in most cases would bring a higher benefit to an affordable housing project than the exemption of SDCs.
4. Look for sustainable ways to address affordable housing that does not impact the provision of other public services.

As thoughtful stewards of public funding, the working group is recommending that the District enter into a one-time agreement with the City of Bend to exempt SDCs for affordable housing. This one-time agreement should be recognized as a substantial commitment to the issue given the District does not have a way to backfill the loss of revenue in ways that are available to the City. The working group believes that the following parameters should be considered:

1. District exempt up to $500,000 in SDC fees over two years (whichever comes first) for not-for-profit development of affordable housing with an emphasis on multi-family housing.
2. The City of Bend will match the District exemption with a minimum of $945,000 in SDC exemptions over a two-year time period.

3. The District’s affordable housing exemption will sunset after two years, ending on June 30, 2017, allowing the District to evaluate the program’s effectiveness at delivering affordable housing, and to consider the exemption more formally during an update of the District’s overall SDC program. The time period is to begin upon Board adoption of a resolution granting the exemption, or July 1, 2015, whichever is later.

4. The District will delay a SDC project to account for the decrease in SDC revenue. The project that is recommended for delay is Sports Fields at Pine Nursery. The reason for this recommendation is that this project is currently projected in the CIP in year five. This will allow the District to gain better knowledge of how much revenue may be collected by the fifth year. SDC revenue may outpace projections allowing the fields to move forward regardless of the affordable housing exemption or the revenue will fall short rendering the project unfeasible for year five.

5. Park District SDC exemption will be tied to the following criteria:
   - A joint committee with the City of Bend and District will be formed to review and approve exemption requests.
   - Exemptions are to be restricted to non-profit organizations with a priority given to on-the-ground construction of multi-family rental units.
   - Preference will be given to affordable housing projects that incorporate mixed income units. (e.g. an apartment complex with mixed income units)
   - City shall provide the District an annual report showing the number of affordable housing units built as a result of the exemption and detail those units that would not have taken place if the exemption had not been granted. Also provide a number of affordable housing units as a percentage of total multi-family units built, both before and after the installation of the program, and reported vacancy and rental rates so that the Board can see where the market is going.
   - The City is to engage with the District before determining the income level targeted for SDC exempt projects.
   - The City will address the ability to enforce rent control to ensure that the affordable units are affordable.
   - Deed restrictions are to be levied on all units that have been granted an SDC exemption so that should the residential unit ever cease to be an affordable unit the SDC shall be paid at the new rate.
   - Preference will be given to applicants that don’t request 100% of the SDC fee charged.

6. The City should immediately take advantage of the land at 27th Street and Butler Market sold at a below market rate to the City by the District in 2006 for the specific purpose of providing land for affordable housing. At the time, affordable housing was characterized by the City as being in a crisis, yet the property still remains vacant.

7. Provide a detailed memorandum to the Bend Park and Recreation District that explains other incentives used by the City to help stimulate the affordable housing market.
Board of Directors

Board Meeting Minutes – May 5, 2015

BOARD PRESENT
Dan Fishkin, Chair
Craig Chenoweth, Vice Chair
Ted Schoenborn
Scott Wallace
Nathan Hovekamp

STAFF PRESENT
Lindsey Lombard, Finance Director (Acting Executive Director)
Vanessa DeMoe, Assistant to the Executive Director
Michelle Healy, Strategic Planning & Design Director
Matt Mercer, Director of Recreation
Pat Erwert, Park Services Director
Jan Taylor, Community Relations Manager
Sasha Sulia, Natural Resources Manager
Mark Ellington, Facilities & Construction Manager

LEGAL COUNSEL Neil Bryant

AGENDA

7:00 PM REGULAR MEETING

VISITORS
Keith Scott – Mr. Scott encouraged the Board to move ahead with work on the Mirror Pond project; he shared that he would like to see it retained with ample parking and access to the public.

Audrey Allen – Ms. Allen gave comment regarding affordable housing. She said that as a general contractor she would like to provide that perspective. She said that affordable housing it too expensive to build and waiving SDCs would be a short term fix to bridge the gap. She said that the District is part of the community and should be in partnership with the community.

CONSENT AGENDA
1. Meeting Minutes
   a. April 21, 2015

Director Wallace made a motion to approve the Consent Agenda. Director Schoenborn seconded. The motion passed unanimously, 5-0.
BUSINESS SESSION

1. Bend Energy Challenge – Mike Riley, The Environmental Center

Mr. Riley, Environmental Center Executive Director, gave a presentation to the Board on the Bend Energy Challenge.

Mr. Riley shared what the District could do for the challenge:
- Reducing energy use & lowering utility costs
- Engage employees

Mr. Riley requested that the District:
- Take the pledge
- Provide a financial sponsorship of $10,000
- Endorse the project so that staff can work with The Environmental Center to develop a BPRD Energy Savings Plan, engage staff and help to engage the community.

The Board discussed what happens if Bend wins, how success would be measured if Bend does not win, other contributors to the challenge, and its direct impact for the District. The Board briefly discussed the sponsorship request and collectively agreed that they supported the $10,000 financial sponsorship.

To learn more about the Bend Energy Challenge visit: http://www.bendenergychallenge.org/

Director Schoenborn moved to approve the $10,000 sponsorship for the first year, expecting to support the second year at the same level of sponsorship, for the Bend energy challenge. Director Wallace seconded. The motion passed unanimously, 5-0.

2. Wildlife Management in Parks – Pat Erwert & Sasha Sulia

Ms. Sulia explained that Oregon wildlife is managed by two different regulatory agencies, US Fish and Wildlife, and Oregon Department of Fish and Wildlife (ODFW); when it comes to mountain lions, it is only ODFW. She said that BPRD does not manage wildlife, the District maintains and improves their habitat; and works with partners to manage the habitat. She shared that a big part of the District’s role is to inform and educate the public to provide safety for both them and the animals. Ms. Sulia briefly covered the District guidelines for wildlife management and further explained the District’s, and other agencies, roles and authority.

The Board discussed how they could be an advocate and partner with the other agencies for an improved process and clarification on protocol. The Board collectively supported what the City was doing in developing a protocol to clearly describe what should happen, for both the benefit of animals and safety of the public. The Board directed staff to express our support to the City and explore and research the best way to work with the City and other agencies. Staff was asked to come back to the Board with a formal resolution.
3. Approve Resolution No. 377 to appoint a Budget Officer – Lindsey Lombard

Ms. Lombard explained that the Board of Directors previously passed Resolution No. 242 on January 6, 2004, to appoint the Finance Manager as the Budget Officer. She said that it has been over eleven years since the adoption of this resolution, and the title of the position has since changed from Finance Manager to Finance Director. This resolution will rescind the old resolution and appoint the Budget Manager as the Budget Officer.

Director Schoenborn made a motion to approve Resolution No. 377 to appoint the Finance Director as the District’s Budget Officer, and to rescind Resolution No. 242. Director Chenoweth seconded. The motion passed unanimously, 5-0.

STAFF REPORTS
Staff reports are provided to the Board at the first meeting of the month. The reports are provided as an update on ongoing projects and are for informational purposes only.

EXECUTIVE DIRECTOR’S REPORT – Lindsey Lombard

Budget Committee meetings – Ms. Lombard shared upcoming meeting dates and information.

Naming Rights RFP – Ms. Lombard shared that the RFP would be advertised and the solicitation issued May 11, 2015. The Board had a discussion on if they needed to review the RFP and supporting documents prior to the solicitation date. It was agreed that the documents would be sent out to the Board as soon as possible for their review and comment. The solicitation was issued on May 11, 2015 after the Board responses were considered and integrated into the documents.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN The meeting adjourned at 9:10 pm.
AGENDA DATE: June 2, 2015

SUBJECT: Colorado Avenue Trail Undercrossing Project
Construction Contract Award

STAFF RESOURCE: Brian Hudspeth, Construction Manager
Chelsea Schneider, Landscape Architect
Michelle Healy, Strategic Planning & Design Director

PREVIOUS BOARD ACTION: February 17, 2015 Project Update

ACTION PROPOSED: Award Construction Contract

STRATEGIC PLAN:
Theme: Customer-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
Since the last update to the Board on February 17, 2015, staff has been finalizing plans and specifications for final construction of the Colorado Avenue Undercrossing and associated trails. HDR Engineering delivered the final 100% documents to the District on April 14, 2015. The project was put out for bid on April 21. A mandatory pre-bid meeting was held at the District office on May 5. On May 19 the District held a public bid opening for the project, the following bids were received:

<table>
<thead>
<tr>
<th>Company</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knife River Corp.</td>
<td>$789,185.00</td>
</tr>
<tr>
<td>RGInc, Corp.</td>
<td>$832,248.00</td>
</tr>
<tr>
<td>Deschutes Construction</td>
<td>$867,311.00</td>
</tr>
<tr>
<td>JAL Construction</td>
<td>$873,885.00</td>
</tr>
<tr>
<td>Jack Robinson &amp; Sons</td>
<td>$1,181,893.00</td>
</tr>
</tbody>
</table>

Knife River Corp. is the low bidder with a base bid of $789,185. There are no alternate bids for this project. If approved by the Board, staff anticipates giving a notice to proceed by the week of June 9. Construction would begin on the trail connections starting from the north, then from the south and completing the project at the actual undercrossing location within the approximate six-week time closure of Colorado Avenue beginning around the first of October 2015.
BUDGETARY IMPACT

Construction of the undercrossing and associated trail improvements is a component of the Deschutes River Trail included in the District’s 2015-2019 Five-Year Capital Improvement Plan (CIP). The current CIP identifies $1,735,900 in bond funds, $2,210,713 in system development charge funds and $100,000 in Recreation Trails Program grant funding for a total funding allocation of $4,046,613 for the Deschutes River Trail.

The construction of the undercrossing and associated trails will be funded through a combination of bond and grant funds. The final Engineer’s estimate of costs for the construction of this project was $785,906. The low bid of $789,185 received from Knife River exceeds the Engineer’s estimate by $3,279. Due to the complexities of this project, particularly related utility coordination and relocation, a 20% contingency is recommended.

The total estimated cost of the project is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering and Design</td>
<td>$161,578</td>
</tr>
<tr>
<td>Fees /Testing/Permits/Misc. Admin</td>
<td>$148,414</td>
</tr>
<tr>
<td>BPRD Misc. (includes landscape and pump install fees for William Smith Prop.)</td>
<td>$79,900</td>
</tr>
<tr>
<td>Construction</td>
<td>$789,185</td>
</tr>
<tr>
<td>Construction Contingency (20%)</td>
<td>$157,837</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,336,914</strong></td>
</tr>
</tbody>
</table>

STAFF RECOMMENDATION

Staff recommends that the Board award a contract to the low bidder, Knife River Corp. in the amount of $789,185 and approve a 20% contingency for a total construction cost of $947,022.

MOTION

_I make a motion to authorize the Executive Director to award the bid for the Colorado Avenue Trail Undercrossing project to the low bidder, Knife River Corporation, in the amount of $789,185.00 and to approve a total project amount not to exceed $947,022._
BOARD AGENDA COMMUNICATION

AGENDA DATE: June 2, 2015

SUBJECT: Resolution No. 378, clarifying classifications of SDC Fees

STAFF RESOURCE: Lindsey Lombard, Finance Director
Michelle Healy, Strategic Planning and Design Director
Don Horton, Executive Director


ACTION PROPOSED: Adopt BMPRD Resolution No. 378, clarifying classifications of the SDC fee.

STRATEGIC PLAN:
Theme: Financial Stewardship
Objective 1: Maintain financial stability
Initiative: Provide responsible financial planning and management to support the district’s existing and future levels of service.

BACKGROUND
The District’s Ordinance 8 – System Development Charges imposes System Development Charge (SDC) fees on all new residential dwelling units within the District to provide funds for the future public park needs of District residents. The District’s Methodology for Calculating Park System Development Charges outlines the District’s park SDC methodology and specifies allowable SDC fees the District can charge. It also established fee categories for Single-family, Multi-family and Guest Room (hotel/motel) residential dwelling units. Both of these documents were adopted by the Board of Directors effective March 3, 2009.

With recent growth in planned construction of new assisted living facilities, staff determined there was a need to analyze which fee category is best applied to this type of development. Through this analysis, it became evident that the District’s methodology and ordinance do not clearly specify which SDC fee category shall apply to assisted living residential housing facilities. However, the ordinance does define “hotel or motel” to mean a building, group of buildings, or portion thereof designed or used for occupancy of individuals who are lodged with or without meals. And the methodology outlines how the Guest Room (hotel/motel) fee should be applied to each room within this type of building.
STAFF RECOMMENDATION

Through analysis of the District’s SDC methodology and related ordinance, staff and legal counsel determined that the Guest Room fee category aligns with the application of assisted living residential housing facilities, and that the fee should be applied to each bedroom within a unit. Therefore, staff recommends that the Board adopt Resolution No. 378 which specifically defines the appropriate fee classification category for assisted living facility units.

BUDGETARY IMPACT

This resolution will not have a budgetary impact; it is only to provide a more clear direction on the appropriate SDC fee to be charged on assisted living facilities.

MOTION

I move to adopt Resolution No. 378, Clarifying Classifications for System Development Charges, effective June 3, 2015.

ATTACHMENT

Resolution No. 378, Clarifying Classifications for Systems Development Charges
BMPRD RESOLUTION NO. 378

A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
CLARIFYING CLASSIFICATIONS FOR SYSTEM DEVELOPMENT CHARGES

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

WHEREAS, BMPRD Ordinance No. 8 imposes system development charge ("SDC") fees on all new residential dwelling units within the district to provide funds for the future public park needs of the residents of the District; and

WHEREAS, the Methodology established fee categories for Single-family dwellings, Multi-family dwellings and Guest Rooms; and

WHEREAS, the Board of Directors subsequently determined that the Guest Room fee category should apply to accessory dwelling units, Resolution No. 354 (effective July 1, 2013), and college and/or university residential housing facilities (dormitories), Resolution No. 359 (effective January 1, 2014); and

WHEREAS, the Ordinance and Methodology do not clearly identify which SDC fee category shall apply to assisted living residential housing facilities; and

WHEREAS, the Board of Directors finds the need to more clearly identify which SDC fee category shall apply to various dwelling unit types in order to allow for more consistent fee application by the District, the County and the City of Bend.

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

1. The Single Family Dwelling Unit fee shall be applied to a building designed or used for residential purposes by not more than one family and containing one dwelling unit only, including duplexes, manufactured homes and townhomes.

2. The Multi-Family Dwelling Unit fee shall be applied to a building or portion thereof designed or used as a residence by three or more families and containing three or more dwelling units on a single parcel of land, including triplexes and apartment units.

3. The Guest Room fee shall be applied to each bedroom in a building, group of buildings, or portion thereof designed, intended or used for occupancy of transient individuals, and other transient lodging facilities.
4. The Guest Room fee shall also be applied to an accessory dwelling unit (ADU), which is a second dwelling unit created on a lot with a single-family dwelling unit, whether created at the same time as or subsequent to construction of the single-family dwelling. The second unit is created auxiliary to, and is always smaller than, the primary single-family dwelling unit.

5. The Guest Room fee shall also be applied to each bedroom in a college and/or university residential housing facility (dormitory) intended or used for occupancy of higher education students on a non-year-round basis.

6. The Guest Room fee shall also be applied to each bedroom in an assisted living facility intended or used for occupancy of elderly or disabled people who need assistance with at least one of the activities of daily living (i.e. dressing, bathing, eating, walking, etc.).

7. This Resolution shall take effect June 3, 2015.

ADOPTED by the Board of Directors of the District on this 2nd day of June, 2015.

________________________________________
Dan Fishkin, Board Chair

Attest:

________________________________________
Don P. Horton, Executive Director
AGENDA DATE: June 2, 2015

SUBJECT: Resolution No. 378, adopting a Revised SDC Fee Schedule effective July 1, 2015

STAFF RESOURCE: Lindsey Lombard, Finance Director
Michelle Healy, Strategic Planning & Design Director
Don Horton, Executive Director

PREVIOUS BOARD ACTION: The SDC Fee schedule was last set with Resolution No. 369, effective July 1, 2014

ACTION PROPOSED: Adopt Resolution No. 378, providing for a revised SDC fee schedule effective July 1, 2015 that includes a 7.7% 2015-16 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 to Bend land values as determined by changes in Real Market Value (RMV) as reported by the Deschutes County Assessor. The annual fee schedule adjustment becomes effective on July 1 of each year, corresponding with the District’s budget cycle. The decision regarding the fee adjustment is sequenced to correspond with the District’s annual budget process and to inform the city of Bend and Deschutes County of SDC fee changes in a timely manner. The current SDC fee schedule went into effect on July 1, 2014, pursuant to Resolution No. 369 adopted on June 3, 2014, and reflected an indexed adjustment up 4.0% from the 2013-14 fees.

The recommended 2015-16 fee adjustment is based on the proportional rates of change in the two cost factors between October 2013 and September 2014. 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 2015-16 inflationary fee increase of 7.7%. Applying the index results in a 2015-16 adjusted single family unit fee of $6,476. (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 (17.5%) combined with an increase in the ENR 20-city construction cost index (3.33%). Staff recommends adoption of the SDC fee schedule contained in Resolution No. 378 which provides for a 7.7% inflationary adjustment determined with the cost indices included in the 2009 Methodology.

Staff recommends that the Board adopt Resolution No. 378 in order to maintain a park SDC fee that attempts to stay current with increased costs of land acquisition and construction. The real estate and construction market in Bend has rebounded from the recession and the District is now experiencing an increase in the costs for land acquisition and development. During the recession, the District’s SDC rate was arbitrarily reduced in an effort to help stimulate the local economy. Staff will evaluate the different factors (land cost, development cost, levels of service calculations and population projections) used in the methodology in this coming year and will use those findings to determine any possible changes in the future.

**MOTION**

*I move to adopt Resolution No. 378 setting the District’s System Development Charge fee schedule contained therein effective July 1, 2015.*

**ATTACHMENTS**

1. Resolution No. 378, Adopting a Revised Fee Schedule for System Development Charges
2. SDC Adjustment Factor Calculation, Fiscal Year 2015 – 16
BMPRD RESOLUTION NO. 379

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

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

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

WHEREAS, 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 7.7% effective July 1, 2015 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, 2015 through June 30, 2016 shall be imposed at the full amount allowed under the adopted Methodology, inclusive of indexed adjustments, and shall be:
   a) Single Family Dwelling Unit: $6,476
   b) Multi-Family Dwelling Unit: $6,086
   c) Guest Room: $2,612

2. This Resolution shall take effect July 1, 2015.

ADOPTED by the Board of Directors of the District on this 2nd day of June, 2015.

________________________________________
Dan Fishkin, Board Chair

Attest:

________________________________________
Don P. Horton, Executive Director
System Development Charge
Adjustment Factor Calculation
FY 2015-16

<table>
<thead>
<tr>
<th></th>
<th>Real Market Value (RMV) All Taxable Properties (A)</th>
<th>Real Market Value (RMV) of New Property (B)</th>
<th>Market-Related Change in RMV (A)-(B)=(C)</th>
<th>Market-Related Change in RMV (C1-C2)/C1</th>
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<tr>
<td>1 2014-15</td>
<td>12,320,266,293</td>
<td>224,802,570</td>
<td>12,095,463,723</td>
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<td>2 2013-14</td>
<td>10,438,709,609</td>
<td>144,862,600</td>
<td>10,293,847,009</td>
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</table>

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.

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<tr>
<th></th>
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<td>9,870.00</td>
<td>9,552.00</td>
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<td>318.00</td>
<td>3.33%</td>
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During the 12-month period from September 2013 through September 2014, the Engineering News Record Construction Cost Index 20-City Index changed from $9,552 to $9,870. This represents a percentage increase of 3.33%.

To adjust the weight ratio of Construction versus Land Value:

Construction + Land Value = Adjustment Factor

\[0.72 \times (1+3.33\%) + 0.28 \times (1+17.5\%) = 1.0730\]
\[0.69 \times (1+3.33\%) + 0.31 = 1.0000\]

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:

Construction + Land Value = Adjustment Factor

\[0.69 \times 3.33\% + 0.31 \times 17.5\% = 7.7\%\]
\[0.0230 + 0.0543 = 0.0772\]

2015-16 fee adjusted for inflation

<table>
<thead>
<tr>
<th>Fees</th>
<th>2014-15 fee</th>
<th>2015-16 fee</th>
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</thead>
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<tr>
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<td>Multi Family</td>
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<tr>
<td>Guest Room</td>
<td>2,425</td>
<td>2,612</td>
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</table>
AGENDA DATE:       June 2, 2015

SUBJECT:    Five-Year Capital Improvement Plan for Fiscal Years Ending 2016 – 2020

STAFF RESOURCE:  Michelle Healy, Strategic Planning and Design Director
                  Lindsey Lombard, Finance Director
                  Don Horton, Executive Director

PREVIOUS BOARD ACTION:  The Board last adopted the Capital Improvement Plan on June 3, 2014

ACTION PROPOSED:  Adopt Resolution No. 376, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2016 - 2020

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 2016 - 2020, attached to Resolution No. 376 as Exhibit A, is the same as that was presented to the Budget Committee on May 13th.

BUDGETARY IMPACT
The 2016 - 2020 Capital Improvement Plan includes $ 74,856,296 in capital expenditures in fiscal years 2015-16 through 2019-20. $34,105,205 (~46%) is funded with Systems Development Charge revenues, $7,421,423 (~10%) is funded with the 2013 General Obligation Bond proceeds,
$16,683,208 (~22%) is funded with property tax revenues, and $16,646,460 (~22%) is funded with alternative funding (i.e. grants, contributions, debt, surplus property sales).

**STAFF RECOMMENDATION**

Staff recommends adoption of Resolution No. 376, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2016 – 2020.

**MOTION**

*I move to adopt Resolution No. 376, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2016 - 2020.*

**ATTACHMENTS**

1. Resolution No. 376, Adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2016 – 2020
2. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2016 – 2020
BMPRD RESOLUTION NO. 376

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 2016 - 2020

WHEREAS, pursuant to ORS 223, the Bend Metro Park and Recreation District adopted a Capital Improvement Plan (“Plan”) on June 3, 2014 with BMPRD Resolution No. 366; 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 2016 - 2020 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 2016 - 2020, 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, 2016 - 2020 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 2nd day of June 2015.

________________________________________
Dan Fishkin, Board Chair

Attest:

________________________________________
Don P. Horton, Executive Director
Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)  
Proposed for Fiscal Years Ending 2016-2020

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<thead>
<tr>
<th>Project Type</th>
<th>Project Number</th>
<th>Page Number</th>
<th>Project Map</th>
<th>Current Project Funding Allocation</th>
<th>Project Stage</th>
<th>Spent in Prior &amp; Current Fiscal Years</th>
<th>To be Spent FY 2016-20</th>
<th>Property Tax Revenue</th>
<th>Bond Funds</th>
<th>SDC Funds</th>
<th>Alternative Funds</th>
<th>FY 16 Total</th>
<th>FY 17 Total</th>
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<td><strong>Regional Parks</strong></td>
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## Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)
### Proposed for Fiscal Years Ending 2016-2020

<table>
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<tr>
<th>Project Type</th>
<th>Project Number</th>
<th>Page Number</th>
<th>Project Map</th>
<th>Current Project Funding Allocation</th>
<th>Project Stage</th>
<th>Spent in Prior &amp; Current Fiscal Years</th>
<th>To be Spent FY 2016-20</th>
<th>Property Tax Revenue</th>
<th>Bond Funds</th>
<th>SDC Funds</th>
<th>Alternative Funds</th>
<th>All Type</th>
<th>FY 16 Total</th>
<th>FY 17 Total</th>
<th>FY 18 Total</th>
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### Alternative Funding Type Key
1. Grant Funding
2. Contributions/Collaborations/Fundraising
3. Debt Financing
4. Surplus Property Sales Proceeds
AGENDA DATE: June 2, 2015

SUBJECT: Public Budget Hearing, Adoption of the 2015-16 Budget, and Imposing and Categorizing Taxes

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

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Open a Public Hearing to discuss the budget for fiscal year 2015-16, adopt Resolution No. 380, Adopting the Budget and Making Appropriations for Fiscal Year 2015-16, and adopt Resolution No. 381, Imposing and Categorizing Taxes

COMMITTEE ACTION: The 2015-16 Proposed Budget was previously approved by the Budget Committee 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 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, with one recommended change (which is detailed in the Staff Recommendation section below), and will recommend the changed budget’s adoption. The Board may adopt the budget as approved, as recommended by staff, 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 $1,779,498. 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 2015-16 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. 380, adopting the budget and making appropriations for fiscal year 2015-16. This resolution includes one change to the budget that was approved by the Budget Committee. This change is due to new or better information than staff had for the Budget Committee Meetings, and is within the Oregon Local Budget Law’s limitations, as it is a reduction in appropriations as compared to those approved by the Budget Committee. The proposed change made to the approved budget that is recommended by staff is related to the General Obligation Bond Debt Service Fund, and is as follows:

a. A total reduction of Unappropriated Ending Fund Balance in the amount of $97,041; and
b. A corresponding reduction of the same amount in Property Tax Revenues.

c. The purpose: the proposed and approved amount of Property Taxes Revenues was reduced to the actual estimate of what is required to pay the upcoming fiscal year’s debt service payments, while also using the full amount of the beginning fund balance.

Staff also recommends that the Board adopt Resolution No. 381, imposing and categorizing taxes for fiscal year 2015-16 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. 380, adopting the budget and making appropriations for fiscal year 2015-16.*

*Motion #2: I move to adopt Resolution No. 381, imposing and categorizing taxes for fiscal year 2015-16.*

**ATTACHMENTS**

1. Resolution No. 380, Adopting the Budget and Making Appropriations
2. Resolution No. 381, Imposing and Categorizing Taxes
BMPRD RESOLUTION NO. 380

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 2015-16 in the total of $62,399,293.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated:

General Fund
- Personnel Services: $12,275,761
- Materials & Services: 5,561,344
- Capital Outlay: 82,000
- Transfers: 4,931,235
- Debt Service: 506,333
- Operating Contingency: 2,000,000
- Total Appropriations: $25,356,673
- Unappropriated Ending Fund Balance: 1,500,000
- Total General Fund: $26,856,673

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Total Appropriations - All Funds $ 53,728,805
Total Unappropriated and Reserve Amounts – All Funds 8,670,488

Total Budget $ 62,399,293

ADOPTED by the Board of Directors of the District on this 2nd day of June 2015.

_____________________________
Dan Fishkin, Board Chair

Attest:

_____________________________
Don P. Horton, Executive Director
BMPRD RESOLUTION NO. 381

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 2015-16 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 $1,779,498 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 ..............$1,779,498

ADOPTED by the Board of Directors of the District on this 2nd day of June 2015.

_______________________________
Dan Fishkin, Board Chair

Attest:

_______________________________
Don P. Horton, Executive Director
BPRD PROJECT UPDATES
May 2015

Bond-Funded Projects

**Bend Whitewater Park:** Construction of stage two is nearing completion and work has started on stage three (the habitat channel). Work also continues on the new pedestrian bridge. Please continue to observe closures and detours while traveling in and around the project area. Closures and detours will be in place around the area until 2016.

**McKay Park:** Planning, design and permitting for improvements to McKay Park are underway. Construction will commence following the completion of the Bend Whitewater Park. The park is currently closed for construction staging for the Bend Whitewater Park and detours are in place. McKay Park is expected to reopen in the summer of 2016.

**Pine Nursery Park Infrastructure:** Bond-funded construction at Pine Nursery Park is complete. The contractor is currently on-site again ensuring the irrigation system is operating properly and replacing plant materials that did not survive the winter.

**Simpson Pavilion:** Concrete work around the plaza is underway, including the concrete fire pits and seat walls. The metal framers are wrapping up their work at the ends of the parapet walls and small areas throughout the support structure. The majority of the heavy iron framing is complete. More earthwork has started with underground electrical and storm drainage. The concrete crew will begin forming and pouring the pavilion slab, outside of the ice rink and should be complete in early June. The project is expected to be complete by the end of 2015.

**Riley Ranch Nature Reserve (RRNR):** Permit submittal is pending negotiations with representatives from the Shevlin Sand and Gravel company to obtain a letter allowing
permission for BPRD to construct a future bridge abutment on the west side of the Deschutes River at the north end of Riley Ranch. Permits are expected to be submitted in June.

Deschutes River Trail (DRT): Putnam to Riley Ranch Nature Reserve Bridge Segment – Staff has drafted easement language which is currently under review by Shevlin Sand and Gravel representatives. Brooks Resources is also reviewing the easement language, and has approved the proposed trail alignment on their property which will be surveyed in May. These easements will allow for future trail alignments through the respective properties.

Kirkaldy Ct. to Putnam Rd. Segment – After meetings with adjacent property owners and the Awbrey Meadows Homeowners Association (HOA) Board of Directors, the issue of BPRD acquiring a trail easement over the buried Tumalo Irrigation pipeline has not yet been resolved. Draft easement documents are still under review by the HOA.

Pacific Park to Drake Park Segment – Draft concepts for the Pacific Park to Drake Park trail improvements have been refined by the consulting team and were presented to adjacent property owners for comments. There are three owners out of six total properties between the Newport Bridge and Drake Park from whom trail easements are needed. The trail alignment has been surveyed and conceptual drawings will be revised. Once the centerline of the trail is finalized, easement documents will be drafted for property owner signatures.

Galveston to Miller’s Landing Park Segment – Riverfront St. was chosen for further concept development. A number of concepts were presented to the neighborhood for comments at a public open house meeting this past March. As a result of the feedback, an additional one-way street concept was developed by BPRD and later reviewed by the City. Street right-of-way survey work is underway which will result in refined concept drawings. It is expected that this new concept, plus one other will be taken back to the community for further review this summer.

South UGB Segment – The Citizens Advisory Committee (CAC) evaluated five conceptual bridge and eight trail options. At their last meeting on April 9, the CAC recommended that the Board consider Bridge Option 3 along with Trail Option 3C as the preferred bridge and trail alignments for further evaluation.

Colorado Undercrossing and DRT Trail Extensions: This project has been bid and is anticipated to go before the Board at the June 2 meeting for approval of the construction contract. The project schedule targets an October through November 2015 closure window to allow sufficient time to order materials, complete design and coordinate with utilities and stakeholders. Coordination with City staff on the Colorado Lift Station Project continues, as both teams are working to construct the two projects within the same closure window.
Non Bond-Funded Projects

**Shevlin Park Management Plan:** A first draft of the Shevlin Park Management Plan is being edited and will be presented to the CAC on June 10, from 4pm to 6:30pm in the Community Room at the District Office. A public meeting to introduce the Draft Shevlin Park Management Plan is scheduled for June 24 from 5:30pm to 7:30pm, also in the Community Room.

**Canal Row Neighborhood Park:** Land use permitting was submitted to the City and construction bidding for the park development will proceed this summer with construction following later in 2015.

**1st Street Rapids Park:** Design and engineering are being finalized for the east side route to the new bridge and for other improvements in the park. Waterway Overlay Zone (WOZ) permitting for the park improvements on the east side of the river was approved in April. Construction is anticipated to commence by summer 2015. Staff will be presenting an update to the Board on June 2.

Construction of the accessible trail connection on the west side of the river including rock masonry on the retaining wall, landscaping, signage and other site clean-up work is complete.

**Bend Senior Center Remodel:** The work for minor interior improvements to the Bend Senior Center is underway and is anticipated to be complete by the end of June. Improvements include:

- Remodel the current billiard and card area into a multi-purpose lounge and meeting area.
- Repurpose the original computer lab and small conference room into a billiard, game and craft room.
- Relocate the fitness center to the former library space, and convert current space into a small multi-purpose and meeting space.
- Add one air handler unit to service the fitness center and replace the existing one.
- Complete other miscellaneous interior improvements.
**Pine Nursery Community Park:** Construction on Phase 3 is well underway. The underground lighting is complete and awaits the arrival of the light standards. The playground is nearing completion as well as the other aspects of the project. This project is expected to be complete by the end of June.

**Pine Nursery Community Park Pickleball Phase 2:** This project is nearing completion. The new courts are being coated with color and the landscape is being completed.

**Ponderosa Park:** Construction at Ponderosa Park is mostly complete. The contractor is on-site to ensure the irrigation system is operating properly and to confirm that the new landscaping is well-established.

**Discovery Park:** Construction of Discovery Park is complete, and a park opening date has been set for June 2. A grand opening ceremony for the park is scheduled for mid-July.

**Alpine Park Trailhead:** Construction of the street improvements at Alpine Park is complete. Easement negotiations are complete and the development of the paved accessible connector trail to Tetherow will follow later this summer.

**Skyline Park Accessibility Improvements:** Construction of the new accessible routes from the two parking areas at Skyline Park to the sports fields, and minor restroom accessibility upgrades is planned to start in late summer.

**Hillside Park Master Plan:** A programming questionnaire intended to help identify priorities for improvements to Hillside was published on May 18 and will remain active until the middle of June. A link to the questionnaire was mailed directly to residents within a 1/2 mile radius of Hillside Park. A second public meeting to share and receive feedback on two preliminary master plan concepts was held on May 27 with over 65 people attending.
**Rockridge Park Master Plan:** A questionnaire intended to identify priorities for possible improvements to Rockridge Park was published on May 18. A link to the questionnaire was mailed directly to residents within a ½ mile radius of the park as well as to other interested parties. A third public meeting is scheduled for May 28 from 6:00pm to 7:30pm at Sky View Middle School.

**Stone Creek Neighborhood Park Property:** The District has entered into a Development Agreement with Lands Bend LLC for the design and construction of a new approximately 6-acre neighborhood park in the Stone Creek development. The park is located north of the old Bend Trap Club property off of Brosterhous Road. The park will be designed and constructed to District standards and will ultimately be owned and operated by the District. A public meeting was held on May 21 to share information with the community about the project.

**Eagle Park:** An RFQ for master planning and design of Eagle Park was published in early May and proposals are due June 5. It is anticipated that a contract award will come to the Board on July 14. Work will start shortly after award of contract with the public outreach and master planning phase expected to last approximately 6 months. Upon approval of a master plan it is anticipated that the District will proceed with construction documents. Construction is anticipated to begin in the Spring of 2016.
Community Relations
Department Update
May 2015

Community Relations and Communications
- District-wide outreach coordination/discussion
- Bend Whitewater Park communications strategy and development; working with two BPTA representatives
- Bond Celebration planning
- Budget presentation preparation and delivery
- State of the Community – talking points
- Defining culture - preparation
- Discovery Park dedication plan
- Timbers fundraising re: naming rights, sponsorships, fundraising strategy
- Continue discussion on alcohol in parks

Outreach/Events
- Finalizing & confirming details for July 4th events.
- Organizing details for summer “Let’s Picnic” events in east side neighborhood parks, including connection with neighborhood associations.

Targeted Campaigns/Promotions
- Recreation focus: Summer recreation registration, summer camps, sports league sign-ups, free summer activities, outdoor recreation for middle school kids, Bend Youth Track & Field Meet
- Bend Senior Center: remodeling, spring classes
- Rental facility marketing: summer event rentals
- JSFC: summer free fitness, swim lessons
- General Recreation: dogs in parks, goose management
- District-wide branding and communications: branding campaign on television/radio/print, new Summer Playbook in distribution

Website/Social Media
- Employee website: e-newsletters sent every two weeks. Open rate around 36%.
- Updated website: website platform being converted to Wordpress due to massive changes in Google’s search algorithm ranking mobile-responsive sites higher as well as to expand site to accommodate new sections for Bend Whitewater Park and Simpson Ave. Pavilion.
- Website traffic
  - May 2015 website traffic (compared to May 2014):
    - 39,419 visits (+11%) 23,856 visitors (+13%)
    - 98,151 pageviews (+12%) 2.49 pages per visit (.5%)
    - 02:17 avg. visit duration (+8.5%)
  - Device used: Desktop - 19,611 sessions for 49.75% (-6%), Mobile – 15,398 sessions for 39% (+28%), Tablet – 4,410 sessions for 11% (0%)
• **Increasing fan base in social media:**
  - Facebook: as 05/27/15
  - BPRD – 3,327 likes
  - Twitter: as 05/27/15
  - BPRD – 3,160 followers
  - JSFC – 2,178 likes
  - BSC – 191 likes

**Volunteers**

**Supporting Recreation programs**
- Recruiting and coordinating volunteers for summer youth recreation programs.
- Placement and orientation for new volunteers with fitness and youth programs.
- Participated in job & volunteer fair at JSFC.

**Supporting Events & Activities**
- Recruiting & onsite coordinating of volunteers for Bend Youth track & Field Meet.
- Recruiting volunteers for July 4th Pet Parade & Festival
- Recruiting volunteers for Let’s Picnic and other summer activities.

**Supporting Parks, Trails & Facilities**
- Held multi-department review of April OLA cleanup event.
- Coordinated details for COCC student volunteer group – bark spreading project at Lewis & Clark Park.

**Volunteer services**
- Network of Volunteer Administrators. Monthly meeting & professional development committee.
- Volgistics users group – monthly meeting.

**BPR Foundation**
- Gopher Broke Scramble
  - Finalized flyers and posters
  - Recruiting sponsors
- Oregon Community Foundation
  - Working with Oregon Community Foundation to establish the Bend Park & Recreation Foundation “Access-for-All” Endowment Fund.
- Organized display & Foundation volunteers for FootZone Girls Night Out event.
  - FootZone event generated just over $3000 to support recreation scholarships.
- Held BPR Foundation board meeting
  - Organized annual nominations and election of board members.
- Coordinating details for 3 bench dedications.
Park Services Accomplishments for May 2015

Facilities/Construction
Maintenance
• New access road at Big Sky Park creating a safe egress for athletic field staff when striping
• Leveled parking lots at Riverbend Off Leash Area and Deschutes Brewery shared parking
• Completed Compass Park walkway concrete repair with the addition of playground ADA ramp
• Park Services roof top fall protection install
• Paint and stain Riverbend restroom and Hollinshead Museum

Construction
(See Planning and Design report)

Landscape
• Re-sodded lips on all (4) infields at Pine Nursery Park
• Installed jox boxes on Scanlon and Robinson home plate areas at Skyline athletic fields
• Daily field prep for night time softball programs
• Layout and paint for both soccer and LAX programs
• Supported the Memorial Day Little League tournament that brought 80+ teams to Bend
• Spring fertilizer, aeration, over-seeding and broadleaf applications
• Installed plant material around the new sign and beds at Woodriver Village and Providence parks
• Finished annual and perennial color plantings at Brooks, Drake, Pioneer, Juniper and Farewell Bend parks

Natural Resources
• Nine acre fuels reduction project in Riley Ranch Nature Reserve is half way done and should be completed by the end of May
• Natural Resource crew is brush cutting along the trails to reduce fire hazard. Larkspur and Coyner trails have been completed.
• Crew and a contractor are hard at work spraying out different sites for noxious weeds. West Bend and Haul Road trails are done along with Pine Nursery and Skyline parks.
• Intense goose hazing has started in attempt to get them to migrate before they molt however some geese are already losing their feathers and are unable to fly
• In Shevlin Park there are a few restoration projects along Tumalo Creek. One along the north trail rerouting the trail away from the creek. One along Tumalo Creek Trail (south) and by Fremont Meadows to restore the bank and decrease erosion.
• The eagle pair have two eaglets in their nest in Shevlin Park
• Tree work around Aspen Hall parking lot to remove hazard trees and improve line of sight for drivers
• Staff attended International Trail Symposium
Shop Staff

• Vehicle / equipment maintenance & repair
• MPulse CMMS set up

Park Stewardship Program

• Started Incident Tracker system
• Police Resource Officer began May 7th
• Preparing all staff for opening of Discovery Park
• Provided support for the Pole Pedal Paddle
• Doggy Treats Reward System is providing great P.R.
Board Calendar
2015

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

**June 16**
Work Session
- Fourth Quarter Review of CIP – Michelle Healy and Lindsey Lombard
- Alcohol Sales and Consumption

Business Session
- Approve Eagle Park Master Plan consultant contract – Jim Figurski
- Affordable Housing Resolution

**July 7**
- Swearing in of new Board Members
- Elect Board Chair and Vice-Chair
- Approve Board meeting days and time
- Appoint Board Secretary

Work Session
- 2016-20 Capital Improvement Plan project overview – Michelle Healy

Business Session
- Approve Master Plan for Stone Creek neighborhood park site – Chelsea Schneider
- Pavilion Naming Rights approval – Don Horton
- Appoint Board member to Mirror Pond Ad Hoc Committee
- Appoint Tumalo Irrigation District member to Mirror Pond Ad Hoc Committee

**July 21**
Work Session
- Communications and Marketing Plan – Jan Taylor
- Irrigation Water Conservation Plan – Pat Erwert
- Annual Strategic Action Plan – Year End Report – Michelle Healy

Business Session
- Approve Farewell Bend Bridge consultant contract – Jim Figurski
- Approve DRT easements for Putnam to RRNR segment – Steve Jorgensen (consent)
- Award construction contract for First Street Rapids East – Jason Powell and Brian Hudspeth
- Award construction contract for Canal Row Park – Jason Powell and Brian Hudspeth

**August 4**
Work Session
- Children’s Forest – Bruce Abernethy

Business Session

**August 18**
Work Session
Business Session
- Approve construction contract for Juniper Park tennis courts – Brian Hudspeth
TBD
Early lease extension request from Cascade School of Music – Don Horton
Riley Ranch Nature Reserve Construction Documents Contract
Shevlin Park Management Plan
Skate Park Master Plan
Performance measurements
Strategic Plan measurements
Strategy for assessing park maintenance shop/office needs
Economic impact study
Kirkaldy Ct. to Putnam Rd. easement
Drake Park Policy
Events in Parks discussion
Grant an easement for the North Unit Irrigation District at Canal Row Park
Update on South UGB Segment of DRT
Skyline Park accessibility upgrades