Board of Directors

Agenda & Reports

May 7, 2013
Bend Park and Recreation District
Board of Directors

May 7, 2013

5:30 PM Work Session
7:00 PM Regular Meeting

Executive Session
Pursuant to ORS 192.660(2)(h)

District Office Building
799 SW Columbia
Bend, Oregon

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

5:30 PM WORK SESSION
1. Riverbend Park summer management - report
2. Commercial activity in parks - discussion
3. Pine Nursery development - update

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

7:00 PM REGULAR MEETING
CONSENT AGENDA
1. Minutes: April 16, 2013, Work Session & Regular Meeting
2. Ponderosa pavers – contract award

BUSINESS SESSION
1. Resolution No. 354 - set System Development Charge (SDC) fee schedule
2. Pine Nursery Phase 1 Building Construction – contract award
3. Skate Park design approval

EXECUTIVE DIRECTOR’S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN
AGENDA DATE: May 7, 2013

SUBJECT: Summer parking and management at Riverbend Park

STAFF RESOURCE: Jan Taylor, Community Relations Manager
Pat Erwert, Park Services Director

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: For information only

STRATEGIC PLAN: NA

BACKGROUND

River floating, kayaking, and boating have become popular warm weather recreation activities for locals and visitors. People begin their river experience at Riverbend Park where they may rent a floating devise or life jacket from our concession partner, Sun Country Tours. Last summer, the district counted over 10,000 people who walked around the Colorado Dam portage path from July 4 – July 10. In July and August of the last year, Sun Country Tours rented 6,880 tubes and 2,450 paddle boards.

Most people park a car either in the district’s lot, on the street, or in one of the Old Mill District lots. The congestion has had a negative impact on other park use, district office operations, and Old Mill District access. In 2012 the district installed signs in the district office parking lot that helped assure spots were available for daytime use of the facility. However, people continued to park in the landscaped beds and in areas in the Old Mill District presenting problems for our neighbors. There has also been a growing concern for pedestrian safety and emergency access within the parking lot.

Staff formed a committee comprised of representation from the Old Mill District, Sun Country Tours and staff to address the issues. The following is the plan for this upcoming summer:

- Renting the property on the corner of Shevlin-Hixon and Columbia owned by Columbia Plaza Partners. Public use of the lot would provide adequate parking overflow. Property owners have tentatively agreed to rent it to BPRD for $2 a year plus the district’s support in applying for tax-exempt status for the property owner for the period of one year initially, and possibly longer as desired by both parties. The district will share in the cost of gravelling the lot with the Old Mill District and will put up a sign indicating that the lot is being made available on a temporary basis by Columbia Plaza Partners. A final contract is pending county review and acceptance of the tax application.

- The district has contracted with a towing company to tow parking violators. The towing company will be contracted for Riverbend, as well as other park properties such as Juniper Swim and Fitness Center and the Bend Senior Center.
• As a part on next year’s budget the district will hire a seasonal Park Resource Aide to work Wed – Sun from 11am – 7pm to educate patrons on parking options, monitoring the parking lot, and providing other district information such as keeping dogs on leash to park patrons.

• Lastly, new striping has been completed at Riverbend parking lot to more clearly indicate the designated parking areas as well as the areas of no parking. Striping will also be done at the Riverbend Off-Leash Area parking to allow for maximum parking capacity.

STAFF RECOMMENDATION

For information and discussion only

BUDGETARY IMPACT

$2.00 per year.

MOTION

None - for information only.
AGENDA DATE: May 7, 2013
SUBJECT: Commercial Business Operations in Parks Policy
STAFF RESOURCE: Jan Taylor, Community Relations Manager
PREVIOUS BOARD ACTION: March 27, 2010
ACTION PROPOSED: For Discussion
STRATEGIC PLAN: NA

BACKGROUND

The first board policy to address concessions or sales on district property was approved in 2010. The thinking at the time was that commercial activities could occur on district property only when contained within community events, as contracted by the district for sports park concessions, or when the district believed that a concession would benefit the experience or safety of the park or facility patron such as concessions at JSFC or life jacket rental at Riverbend Park.

The policy stated that no business transaction could occur in a park. If a business transaction occurred outside a park, the activity could occur in a park without necessity of a permit. If money was exchanged outside the park, the funded activity could take place in a park.

What has been observed and experienced since implementation of the policy in 2010 is a need for more clarity for acceptable and unacceptable commercial use of parks, and more accommodation for proposal consideration. Furthermore, structure needs to be in place to better manage the growing interest in operating businesses on publicly funded property to ensure that parks are accessible to the general user, and the park experience is not adversely impacted by commercial activity.

The policy before you offers the following major changes from the 2010 policy:

a. It stipulates that when a park or facility is rented, commercial activity may occur. The commercial activity would be restricted to the area rented; solicitation of park patrons would be prohibited as would commercial signage.
b. The policy allows for a new category of acceptable use in a Roaming Concessionaire Business category. These businesses do not stage their business in a park, but operate a fully self-contained cart and roam from park to park. A common example is an ice cream vendor.
c. Guiding principles have been added to help define the criteria by which the district would evaluate a concession or business operation proposal.
d. Providing a detailed proposal will ensure that the district has adequate information from which to base a decision.
e. Request for Proposal – the new policy defines that should the district seek a concessionaire as opposed to having one proposed without solicitation, the district will use a Request for Proposal process. The district would also use an RFP process for renewal of contracts.
f. A physical permit will be provided to differentiate approved activities from unapproved activities

Due to the number of changes to formatting, new text and concepts are highlighted in yellow on the 2013 proposed policy.

**STAFF RECOMMENDATION**

**BUDGETARY IMPACT**

**MOTION**

None – for information only.

**ATTACHMENT**

Commercial Business Operations in Parks Policy
Philosophy

Parks, trails and recreation facilities provide people with places to connect to the natural environment, rejuvenate and recreate. Limited commercialism in the park system allows for the widest breadth of opportunities for individual interests to be served. This policy defines the criteria by which commercial sales and concessions may operate on district property.

Policy

Commercial business operations are allowed on district properties as defined below. Commercial activities include: sale or promotion of merchandise, food, beverages, or services; provision of a paid service or program; or conducting a business transaction.

A park advertised to the public as a site for an activity is generally an indication of the need for a permit.

Permit Able Commercial Activity on BPRD Property

Park and Facility Rentals
Renters of a park, shelter or facility may conduct personal or professional business with private/invited guests within the rental area. Renters may not solicit business in any manner from general park patrons. Rental fees, charges and use requirements based upon the rental use may apply. Renters must have on a copy of the district issued rental permit on the premises.

Community Special Events
Vendors/concessionaires may sell or solicit products or services in district parks in association with an authorized community event. In such cases, the vendor is a component of the event and is required to abide by all event organizer and other applicable district or government rules and regulations. Vendor agreements are with the event organizer not the district.

Roaming Concessionaire Businesses
Roaming concessionaire businesses that do not stage their business in a park, but operate from a fully self-contained cart and roam through a park to offer services to park patrons may be permitted. Limitations may be exercised. Examples include ice cream or beverage sales from bike or motorized cart.
General Business Operations on District Property
The district may contract/permit with a business to operate a program or concession on park district property when the business meets Guiding Principles as defined in this policy. Authorized permit holders must have a copy of their district issued permit on the premises.

Processes

Park or shelter rentals: Many, but not all district parks and shelters are available for rent. The parks, picnic areas, and covered shelters that are available for rent as well as applicable fees and charges are defined on-line. Reservations are made at the district office.

District Sports Park Events: The Sports Division may seek and accept permits for concessionaire services at sports facilities on an as-needed basis. Requests for proposals (RFP) will be advertised in local print media when actively seeking proposals. Contracts may be awarded for up to three years. Contracts will be reviewed for performance on an annual basis or more often if determined necessary by district staff.

Roaming Concessionaire Services: The district will accept proposals to permit roaming concessionaire business activity. See permit requirements below. The term of the permit will be one year. Roaming concessionaire businesses will be permitted to stop in a park for up to 10 minutes at a time. Proposals for permits may be submitted to the district at any time. The quantity of permits in any given year will be based upon the scope of services of existing permit holders, impact to the park or park patrons, and satisfactory past experience with the business. Authorized permit holders must have a copy of their district issued permit on the premises.

General District Parks and Facilities: Proposals for business operations on district property may be submitted in writing to Bend Park & Recreation District, 799 SW Columbia St. Bend, Oregon 97702 attention: Business Manager.

For additional information on renting a park or facility, go to www.bendparksandrec.org or call 541-389-7275.

A decision will be made and provided in writing within 30 days of receipt.

Proposal Requirements for Commercial Activities in Parks

A. Guiding Principles
   - Concession/business activity does not detract from general park visitor use or enjoyment.
   - Concession/business activity compliments or enhances district mission, values, or special interests such as public safety.
   - Concession/business activity is a business in good standing with state/local licensing when applicable.
• Concession/business activity does not impede care and maintenance of a park asset or require additional maintenance costs.
• Use is not in conflict with other scheduled uses.
• Use is not in direct competition with district programs or services.
• Concession/business activity is complementary with common use of the park or facility.
• Prior experience with a business/business owner has been positive and a commitment to abiding by district policies, rules and regulations has been demonstrated.

B. Proposal Content:

1. Business name, contact name, address, phone number(s) and email addresses.
2. Describe the intended rental use including frequency of the activity, number of participants/guests, use of props, tents or structures, etc.
3. Describe the anticipated impact on area parking.
4. Define how your concession may impact general park/facility users and how you intend to mitigate any negative impact.
5. Attach a copy of your City of Bend business license. If applicable also provide a copy of a Deschutes County permit.
6. Should your business by permitted for operations on BPRD property, you must provide evidence of a $1M in liability insurance policy naming BPRD as additionally insured. Do you foresee any reason you cannot provide this coverage?
7. References: Please provide contact information for one personal reference and two business references that have first-hand knowledge of your business and business practices.

Contract length:
First time contracts/permits will be permitted for no more than one season or year (based on type of business). Second year permits may be made up to three years. Contracts will be reviewed for performance, compliance with guidelines, policies, park rules and regulations, and impact on the park and recreation system on an annual basis or more often if necessary.

The district may limit the quantity of any one kind of business in any one location to manage service delivery or care for the property.

Request for Proposal:
Should the district seek a concessionaire (or business practice) for an identified need the district will do so through a Request for Proposal (RFP) process based upon defined criteria. The RFP will be advertised in local print media and online, as well as other appropriate methods of outreach.

Fees and Charges:
• Park reservations require a daily use fee.
• Business permits are assessed a daily use fee and require evidence of insurance coverage.
• Concession fees will determined on a case by case basis to allow for suitability to each agreement.

Permits:
All contracts must be approved and signed by the Executive Director and submitted to the Business Manager for recordkeeping.

Once preliminary approval is made, evidence of insurance must be provided to the district. When complete, the approved concessionaire/business will be issued a permit which must be prominently displayed on site.

Permits do not authorize a permitted business to participate in an event held in a park. Permit holders may be asked to relocate or waive services for a period of time due to another scheduled, rented park use.

Exceptions to this policy require the authorization of the Executive Director or authorized designee.

Supportive Reference
Private Rental and Business Permit Fees
AGENDA DATE: May 7, 2013

SUBJECT: Pine Nursery Community Park Development Update

STAFF RESOURCE: Michelle Healy, Strategic Planning & Design Director
Matt Mercer, Recreation Director
Norm Ziesmer, Development Manager

PREVIOUS BOARD ACTION: February 21, 2006 Approved Master Plan and Phase 1 Development Plan; October 19, 2010 Consider proposed Master Plan revision; June 7, 2011 Approve OLA Conceptual Master Plan; MOU with Bend Pickleball Club

ACTION PROPOSED: None at this time

STRATEGIC PLAN INITIATIVE:

Theme: Customer-Community Connection
Objective: Analyze and Adapt to Changing Community Need
Initiative: Plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need

BACKGROUND

Pine Nursery Community Park is a 159-acre park acquired by the district in 2004 and master planned for development in 2006. The Master Plan calls for eleven turf sport fields and associated support facilities concentrated in two areas, a variety of community recreation amenities, an off-leash dog area and preservation of more than 30 acres of natural area.

Since 2006, development at Pine Nursery has occurred in multiple phases with additional work planned to continue over the next several years. The board will receive a number of construction contracts for approval in the next few months. A summary and discussion of the development to date and future plans for development is described below:

Completed (2007 - 2012)

- A flexible multi-purpose field area with overlaid four softball or five soccer size fields, an off-leash dog area, temporary disc golf, irrigation and fishing pond, soft surface trails, hard surface trail, community park turf space, parking and site access

Current projects (Summer and Fall 2013)

- Park structures including two restrooms, a field house and a large picnic shelter
- Bond funded infrastructure including additional parking on the north side of the park, improvements on Yeoman and Deschutes Market roads and internal circulation
- 8-court pickleball complex
Upcoming
(2013 - 2014)
• Design for additional athletic fields (No. 1 and 2), field lighting for athletic fields 1 through 6, a playground, storage and utilities
(2014 -2015)
• Construction of the additional fields, field lighting, utilities, storage and playground

Future Improvements (To be determined)
• Soccer field development through partnership with Bend FC Timbers (formerly Oregon Rush)
• (8) Additional pickleball courts through partnership with Bend Pickleball Club
• Other possible recreational uses such as tennis, remote control cars, sand volleyball, etc.

STAFF RECOMMENDATION

Review the current planning efforts for the Pine Nursery Community Park and provide input on future development.

BUDGETARY IMPACT

Funding for the projects to be completed through 2015 is currently included in the 5-year Capital Improvement Plan (CIP). These projects are planned to be funded with SDC funds ($3,650,000) and Bond funds ($1,494,000). The CIP also includes up to $2.5million in future funding from Bend FC Timbers for the development of four soccer fields, and $100,000 in General Fund money combined with $100,000 in contributions from Bend Pickleball Club to develop the initial eight pickleball courts.

MOTION

For information only

ATTACHMENTS

Updated Pine Nursery Community Park Site Plan May 2013
Bend Metro Park & Recreation District
Board of Directors
Work Session, Executive Session & Regular Meeting
Minutes
April 16, 2013

BOARD PRESENT: Ted Schoenborn, Scott Asla, Scott Wallace and Dan Fishkin.

STAFF PRESENT: Don Horton, Lindsey Lombard, Theresa Albert, Jan Taylor, Matt Mercer, Pat Erwert, Mike Duarte, Chris Zerger, Mark Johnson, Kim Johnson, Sasha Sulia and Paula Lowery

LEGAL COUNSEL: Paul Taylor.

MEDIA: None.

VISITORS: Michael Graham, Justin Gottlieb, Steve Jensen and Keith Scott.

WORK SESSION
Chair Scott Asla convened the work session at 5:38 pm.

Staff Introduction
Pat Erwert introduced Sasha Sulia, Natural Resources Manager. He briefly reviewed the district’s process resulting in Sasha’s selection for the position. He noted that Sasha will be adding an education component to the position as well as developing management plans for existing and new properties. Sasha Sulia provided a brief description of her education and employment background. She stated that she graduated from Penn State in Wildlife Fishery Science with a minor in Forestry. She reviewed her past experience with the Forest Service and noted that she is a certified silviculturist. She also shared her experience in working with school children doing natural resource education. She stated she is happy to be in Bend working for the district.

Volunteer Report
Kim Johnson, Volunteer Coordinator, presented a report to the board regarding the district’s volunteer program. She thanked the board for their volunteer service and reported that in 2012 the district received a total of 65,144 hours of service from volunteers equaling an FTE of 31.3 staff. Kim also reviewed the types of volunteer opportunities with the district and explained how volunteers are categorized as essential volunteers, program support volunteers and community involvement volunteers. She explained that staff was looking for a way to value volunteerism and relate their service to the district’s mission and values, and that resulted in defining those categories. She stated that she will be working on a number of projects in the coming year to simplify the volunteer application process on the district’s website and allowing volunteers easier access to volunteer opportunities. She stated she is currently working on cleanup projects with DogPac and will be expanding outreach to schools and college and university programs. She stated staff welcomes the board’s input on how the district can value volunteers. Dan Fishkin asked how volunteers are made aware of the volunteer opportunities. Kim explained information is provided in the recreation guide, on the district’s website, with a community-based volunteer service, Volunteer Connect, and she is in contact with all middle school, high school, COCC and OSU-Cascades counselors. Scott Wallace asked about the volunteers in the goose program. Kim reported there are currently 14 volunteers that help with the goose hazing program using their dogs.
Park Rental for Community Events
Mike Duarte, Landscape Manager and Chris Zerger, Community Outreach Coordinator, presented a report to the board on the district's park rental program for community events. Mike briefly reviewed the historic use of Drake Park and noted the difficulties of managing this type of use in terms of maintenance and respect to the neighborhood. He explained new rules and regulations for events were established and along with added staff time there has been significant improvement in terms of care of the park and addressing neighbor's concerns. He noted that the construction of Riverbend Park also alleviated issues surrounding events held in Drake Park. He explained how the components of those parks used for events are considered in terms of event size, parking plan and park classification. Chris reviewed a history of the growth of special events held in the district’s parks noting that so far this year there are 66 events scheduled to occur in district parks. She also shared a history of revenue and reported that in 2013 the revenue from park rental is anticipated to be $40,000. Chris reviewed the numbers of events booked for various parks and noted the numbers that are for non-profit organizations. Ted Schoenborn asked if the sports tournaments are counted as an event. Mike stated those events are managed by recreation services staff although his department is involved in providing support services for the sports tournaments. Scott Wallace asked what types of events are occurring in terms of the growth. Chris stated the number has grown for non-profits fund raising events. She also shared a master list of most all of the events held in the community. Dan Fishkin asked if the $40,000 in revenue is only a portion of what the events are contributing to the overall economy. Don Horton stated that staff has not tried to gauge the economic benefits or economic costs that are a result of these events. He noted the board would discuss this during the next agenda item and whether this is the appropriate time to conduct an economic analysis of these events to help district staff make better decisions regarding the resources that we are willing to contribute to making these things happen. Dan stated he personally believes the district should be leveraging our contribution to the economic condition of the community. He stated if it is a net positive, and we are contributing to that we should be proud of that, and we should be making it known. Ted Schoenborn stated the separation between non-profits and commercial festivals is something that needs a thorough evaluation in terms of the district’s support for those who contribute to the community in numerous ways and the commercial, for profit festivals that should be carrying their whole weight. Don stated the district’s fee structure at this time does not capture the full cost of a for profit event. He stated that if that is the direction of the board, staff has some work to do in that regard to capture those expenses, and consideration needs to be given to capital costs. Ted stated that he feels it is appropriate to partition those different kinds of uses and we should consider that local people have a right to find productive uses in our parks and commercial people may have an opportunity to do that to the extent we can accommodate them. Chris reviewed and explained the park rental and event scheduling process including applications and pre-event and post-event meetings with staff. She added that fees and charges for special events in the parks are based upon the same model that is used for recreation programs. Dan asked what the district does to address security for the large public events, and in light of recent events, have we given thought to what we need to do in the future. Mike explained that Munch ‘n Music hires private security and the Bend Police Department has a large presence at the concerts in Drake Park. He stated that at this point there is not as much security provided at events held in Riverbend Park. Don stated that other agencies have policies that are based on the number of anticipated participants to provide a specific level of security, and that is something staff will need to be evaluating in the future. Ted stated that Deschutes County has a program in place and suggested that staff contact the county staff.

Economic Impact Discussion
Don Horton explained the basis for the discussion is found in the Strategic Plan initiative that asks the board to better define the district’s role in supporting tourism related to economic development in Bend. He stated the district’s protocol is to offer service to the taxpayer first and the district has not taken a direction to seek out ways to support events that serve tourists. He stated when the district has been approached about holding a large community event at a district facility we have always evaluated the impact on the taxpayer first. He explained how these large events displace use by those who built the facility and paid for the programs that are conducted at the facility. He stated that by building the parks and trails we provide a benefit to tourism in Bend.
and that increases the economic vitality of this community because those facilities are available. He stated those facilities have not been designed with tourism in mind as they are designed to meet the local need. He cited the numbers of events conducted in district parks presented in the previous agenda report and stated we are doing something right in terms of supporting the events in this community. He stated the question is whether we have the right balance and is there some way we ought to change how we provide that service. He also asked if it is time to do an economic benefits analysis of the events we do support to determine what kind of economic benefit they bring to the community and associated costs. He stated there are a lot of people in this community who are employed in the tourism industry that own homes and pay property taxes, and it is important for that industry to remain strong in order for the district’s tax base to remain strong. Scott Asla stated that there is an economic value to those local families who don’t have to travel for a sports tournament if more of those events are held in Bend and suggested that should be considered in terms of the analysis. Dan Fishkin stated he would broaden the question to include not only the tourism industry, but the impact on the district, city and county overall. He stated there is a cascading effect not just to the tourism industry, but the whole economic vitality of the region. He stated if there is a net positive impact on the economic vitality of the region it is going to have a net positive impact on our tax base at the same time. Scott Wallace stated that he was hearing from different groups during the bond campaign that tourism and recreation are the primary sectors of employment in the region, and there is an alignment with the magnitude of destination type amenities that will be created as a result of the bond. He stated the expectation in a lot of people’s minds was that this is going to help with employment and the tourism and recreation industry will benefit from the taxpayers’ investment. He stated it is time for the district to define its role as we are not in this alone. Ted Schoenborn stated it is well to look at the overall impact of the park district and the community including the economic benefit of the tourism and the value to the community. Don suggested the district could look into a university conducting the analysis. The board agreed that this project should be added to next year’s work plan. Dan stated he would be hesitant to conduct a strictly quantitative analysis versus the goodwill impact and the impact on the livability of our community. Don stated some parameters will need to be defined and initially we need to determine what role the district plays in the economic impact of the special events and that segment of the economy.

The work session was concluded at 6:53 pm.

EXECUTIVE SESSION
Chair Scott Asla convened an executive session at 6:55 pm pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. The executive session was concluded at 7:05 pm.

REGULAR MEETING
VISITORS
Keith Scott addressed the board regarding local tourism, additional bike racks in the parks and the purchase of riverfront property.

Steve Jensen addressed the board regarding a public archery range. He shared a proposal citing the benefits of archery and suggestions regarding the location of a target archery range. The proposal included information regarding the components of target and field archery ranges. He requested that the board consider budgeting funds for an archery facility and noted that grant funds may be available through the state fish and wildlife programs.
CONSENT AGENDA
Minutes: April 2, 2013 Work Session & Regular Meeting
Archive Policy Update
Ted Schoenborn moved to approve the consent agenda. Scott Wallace seconded the motion. Ted Schoenborn, Scott Wallace and Scott Asla all voted aye. Motion passed.

Park Property Acquisition
Don Horton identified a 4.5-acre tract on the northeast corner of 15th Street and Reed Market Road, adjacent to Larkspur Park and the Bend Senior Center. He stated the intended use of the property is for the future expansion of the senior center that will likely become a multi-generational facility. He noted the board’s previous review of the concept plan for the facility expansion. He stated the property has been appraised and the district has made an offer of $600,000 to property owners Dan and Peggy Barnett. He stated the board is being asked to consider authorizing the executive director to negotiate and execute a contract with the Barnetts to acquire the property. Dan Fishkin stated the record should reflect this is a less expensive option than a condemnation proceeding to acquire the land to facilitate the expansion of the senior center. He stated this is a much more preferable, amicable alternative. Don noted this acquisition will be the first bond measure project to be completed. Scott Wallace made a motion to authorize the executive director to negotiate and execute a sales agreement with Dan and Peggy Barnett to acquire 4.5 acres of land at the northeast corner of 15th Street and Reed Market Road for a sales amount not to exceed $600,000 plus related closing costs. Ted Schoenborn seconded the motion. Scott Wallace, Ted Schoenborn, Dan Fishkin and Scott Asla all voted aye. Motion passed. Scott Wallace made a motion to authorize the executive director to negotiate and execute an agreement with the City of Bend to sell the necessary right-of-way needed to make the intersection and approach improvements at 15th Street and Reed Market Road, thorough fee simple or easement, and for the sale of the land to equal the district’s total cost of acquiring that portion of the Barnett property, including any legal closing costs associated with the property. Ted Schoenborn seconded the motion. Scott Wallace, Ted Schoenborn, Dan Fishkin and Scott Asla all voted aye. Motion passed. Scott Asla stated the acquisition of this property is key to the expansion of the senior center to create a facility that will serve the community for the next 20 to 30 years, and that wouldn’t happen without this property.

Non-Commercial Park & Facility Naming Policy
Jan Taylor referred to the board’s previous review of the proposed policy. She stated that she and Dan Fishkin had met and discussed the opportunities for naming rights and the differences between commercial naming rights vs. park naming. She stated the policy before the board is very specifically defined to address non-commercial park and facility naming. She added the board would receive a policy to address commercial relationships at a later date. She stated that anything involving an exchange of goods and services will be done through an extensive contract, generally of a short-term duration. She stated the non-commercial park and facility naming policy defines the differences in naming parks and facilities and the urgency of establishing this policy is in working with our fundraising partners to clarify that the district is not seeking naming rights in the commercial sense of the word. Dan Fishkin cited the guiding principles contained in the policy specific to not allowing for “alcoholic beverages, tobacco products and other businesses/organizations that do not reflect the wholesome nature of the facility of services provided and do not support the mission of the Bend Park and Recreation District”. He stated he felt the use of the word wholesome was somewhat ambiguous and with regard to alcohol, given that we live in the craft brew beer capital of the northwest, he would hate to exclude an entire category of potential partnerships or sponsorships and he did not believe that Deschutes Brewery is going to upset the wholesome nature of our facility. He suggested that be reconsidered or struck from the policy. Don Horton stated the district has never sponsored an event that sells alcohol although it can be served at other events in Bend. He stated he would have a difficult time naming a facility after any kind of business that everyone in your family can’t participate in. He stated he is not sure we would want to promote naming rights for a facility that not everyone in your family could use. Dan stated that he feels beer in our community has acquired a secondary meaning and he doesn’t think the community is saying no to it. Don stated the
district should carefully consider any business we align with and he does not have a problem with removing that language as each partnership will be thoroughly evaluated and approved by the board. Dan stated he brought it forward to remove the restriction in the event it is something we would wish to consider and discuss in the future. The board agreed with deleting the language specific to alcohol to leave the policy open for future consideration, and removing the word wholesome. Dan referred to a section of the policy specific to feature naming and asked if it recreation facilities should not be included considering potential naming opportunities such as the Simpson project. Jan clarified the recreation facility naming rights would be covered under the commercial naming rights policy and stated that she would remove the reference to recreation facility from the non-commercial naming rights policy. Ted Schoenborn asked for clarification of the distinction between sponsorship and commercial naming. Jan explained that naming of a park does not have any strings attached, and the exchange of benefits for naming creates a business partnership. She stated commercial naming rights are about exchanging a benefit. She stated sponsorship also involves an exchange of value. She also stated that the non-commercial policy allows the district to recognize an individual or business for a donation to a park and recreation facility. Dan cited the naming of Miller’s Landing after the Miller family as an example of recognizing a significant contribution to the district. He also explained that the non-commercial naming policy provides important guidance for the district to work with our partners. Dan Fishkin made a motion to adopt the Non-Commercial Park and Facility Naming Policy with those changes recommended by the board. Scott Wallace seconded the motion. Dan Fishkin, Scott Wallace, Ted Schoenborn and Scott Asla all voted aye. Motion passed.

EXECUTIVE DIRECTOR’S REPORT
Don Horton reported the legislative bills of interest to the ORPA Legislative Committee were not assigned to a committee for further consideration and as a result it will not be necessary to create a legislative platform as previously discussed by the board. He stated that for next year’s legislative session he and Ted would create a legislative platform early on for board discussion and direction.

Don Horton reminded the board of the open house for the skate park design process scheduled for April 17, from 5:30 to 8:30 in the district office community room.

Don Horton reminded the board the Budget Committee tour is scheduled for April 23 from 10:00 am to 2:00pm.

Don Horton reported DogPac is hosting cleanup projects for the off-leash areas through the month of May.

Board Self-Assessment Process
The board briefly discussed the format presented to conduct a self-assessment. The board determined to proceed with the proposed prototype in June, and based results of the assessment determine if they would like to make changes in the way the assessment is conducted.

GOOD OF THE ORDER
Scott Wallace asked for clarification regarding information previously provided regarding prevailing wage and contracting. Don Horton explained the document was part of the legislative platform that was not pursued. Scott Wallace expressed concern that the intent of the law does not appear to be what it was designed to do. Don stated that if the League of Oregon Cities or the association of counties would take up the issue they may have some influence, but the district would not have any impact. Ted Schoenborn stated he feels a substantial number of the district’s supporters outside of the construction support the prevailing wage laws and if the argument is that we are not hiring skilled enough individuals that is a contract administration issue in not insisting the people that are hired for these projects meet the level of proficiency we expect. Don stated we can pre-qualify contractors to ensure the necessary skill level of employees and sub-contractors. Ted stated this is a lightning rod issue and he does not feel the district gains anything by taking a position. Scott Wallace stated that in light of the upcoming high profile projects we take the necessary steps to invest the resources to make
sure the teams and entities we are contracting with to deliver these projects are highly qualified. Don noted the
district’s use of the CM/GC contract on the Colorado Dam project and explained how that process helps the
contractor select good sub-contractors. He added that the Juniper Swim & Fitness Center expansion and the
district office had been done using the CM/GC contract.

As there was no further business Dan Fishkin moved to adjourn. Ted Schoenborn seconded the motion. The
motion passed by a unanimous vote. The meeting was adjourned at 8:11 pm.

Prepared by,

Paula Lowery
Executive Assistant

Scott Asla, Chair       Ted Schoenborn, Vice-Chair
Ruth Williamson         Scott Wallace
Dan Fishkin
AGENDA DATE: May 7, 2013

SUBJECT: Ponderosa Park Paver Installation Project

STAFF RESOURCE: Michelle Healy, Strategic Planning & Design Director
Pat Erwert, Park Services Director
Norm Ziesmer, Development Manager
David Crowther, Business Manager

PREVIOUS BOARD ACTION: April 2, 2013; Ponderosa Playground Installation

ACTION PROPOSED: Award Construction Contract

STRATEGIC PLAN:

Theme: Customer-Community Connection
Objective: Analyze and Adapt to Changing Community Need
Initiative: Plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need

BACKGROUND

This project is for the construction of Interlocking Concrete Pavers around the group picnic shelter at Ponderosa Park. This project was estimated to cost $27,000. The district received the following three bids:

Company: Total Bid:

Americor $27,372
Wystan Brown Excavating $35,280
Kevin Spencer Masonry $31,556

STAFF RECOMMENDATION

Staff recommends awarding the Interlocking Concrete Paver contract at Ponderosa Park to the low bidder, Americor in the amount of $27,372.

BUDGETARY IMPACT

Improvements to Ponderosa Park are budgeted this fiscal year in the Facility Reserve Fund at $883,108. The current estimate to spend this fiscal year is $826,625, including the contract for the pavers. $50,000 is being carried over in the Facility Reserve Fund in next fiscal year’s budget to complete landscaping and close out this phase of construction. An additional $350,000 is proposed in the System Development Charge (SDC) Fund next fiscal year to design and construct expanded community park features near the new skate park on the south side of the park.
MOTION

I move to approve the low bid for the Interlocking Concrete Paver Installation Project at Ponderosa Park to Americorp in the amount of $27,372 and to approve a total project amount not to exceed $30,109.
AGENDA DATE: May 7, 2013

SUBJECT: Resolution No. 354, adopting a Revised SDC Fee Schedule

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

PREVIOUS BOARD ACTION: The SDC Fee schedule was last set with Resolution No. 341, effective July 1, 2012.

ACTION PROPOSED: Adopt BMPRD Resolution No. 354, providing for a revised SDC fee schedule effective July 1, 2013, that includes the final step increase and a 1.2% 2013-14 annual index adjustment.

STRATEGIC PLAN:

Theme: Financial Stewardship
Objective 1: Maintain financial stability
Initiatives: Provide responsible financial planning and management to support the district’s existing and future levels of service.
Maximize the percentage of non-tax revenues through leveraging alternative funding sources.

BACKGROUND

Board Resolution No. 311, which outlines the SDC Methodology and the accompanying Resolution No. 332, Appendix C include a formula for re-calculating and adjusting fees on an annual basis. The adjustments are proportionately indexed to the Engineers News Record (ENR), US 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, 2012, pursuant to Resolution No. 341 adopted on April 17, 2012, and reflected an indexed adjustment slightly up (.1%) from the 2011-12 fees.

In addition to the annual cost indexing pursuant to the 2009 SDC Methodology, Resolution No. 312 calls for a stepping up of the fee schedule beginning in FY 2010-11. This step increase program is outlined in Resolution 312 and is resultant of the recalculated costs of park land acquisition and development identified in the 2009 Methodology. With Resolution No. 312, the board elected to delay the imposition of the 2009 fee calculation for one year in order to help stimulate building activity in the face of the depressed local housing market. Resolution No. 312 calls for the fee step increase to take place over four years beginning in 2010-11 until the full fee level as calculated in the 2009 methodology is reached in fiscal year 2013-14. In order to determine the 2013-14 single family residential unit fee, the 2014 final step increase of $663 is to be added to the $5,050 2012-13 fee and then the annual index adjustment applied in order to arrive at the 2013-14 fee level.
The recommended 2013-14 fee adjustment is based on the proportional rates of change in the two cost factors between October 2011 and September 2012. 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 2013-14 inflationary fee increase of 1.2%. Applying the step increase and the index results in a 2013-14 adjusted single family unit fee of $5,782. (See attachments 2 and 3.)

STAFF RECOMMENDATION

Land values and park construction costs in Bend typically rose more rapidly than predicted with the cost indices used in the 2003 SDC Methodology. In response to this and other factors, the SDC fee calculation was extensively reviewed in 2008-09 and Ordinance No. 8 and Resolution No. 311 with its accompanying methodology were adopted in March 2009. Pursuant to Resolution No. 312, as discussed above, the 2010-11 fiscal year was the first time that the revised calculation and fee index was applied. The board has approved the annual fee index adjustment each year since the 2003 methodology was adopted, and those adjustments were generally inflationary until fiscal year 2008-09 when the index called for a downward fee adjustment. This year the indices call for a minimal fee adjustment increase due to the combined effect of a reduction in Bend land values, and an increase in the ENR construction costs. Staff recommends adoption of the SDC fee schedule contained in Resolution No. 354 which includes the step increase outlined in Resolution No. 312 and the 1.2% inflationary adjustment determined with the cost indices included in the 2009 Methodology.

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.

MOTION

I move to adopt Resolution No. 354 setting the BMPRD System Development Charge fee schedule contained therein effective July 1, 2013.

ATTACHMENT

Resolution No. 354 adopting a Revised Fee Schedule for Systems Development Charges
Resolution No. 312 adopting a Revised Fee Schedule for Systems Development Charges
SDC Adjustment Factor Calculation, FY 2013-14
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, pursuant to BMPRD Resolution No. 312, setting SDC fees effective on July 1, 2009, and requiring that annually on July 1 of each subsequent year until such time as the SDC fees reach 100% of the levels allowed under the adopted Methodology, the fees shall be increased in the following amounts as they are annually indexed:

- Single Family Dwelling Unit: $663 adjusted for 2013-14 cost indices equals $732;
- Multi-Family Dwelling Unit: $658 adjusted for 2013-14 cost indices equals $722;
- Guest Room: $274 adjusted for 2013-14 cost indices equals $302; and

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

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

WHEREAS, the Board of Directors finds the need to adjust SDC fees upward by a factor of 1.2% effective July 1, 2013 based upon the formula described in Section 3.10 of the adopted Methodology and the related Appendix C; and

WHEREAS, the terms “Single Family Dwelling Unit”, “Multi-Family Dwelling Unit” and “Guest Room” are defined in the Methodology; 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 and the City of Bend.
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, 2013 through June 30, 2014 shall be imposed at the full amount allowed under the adopted Methodology, inclusive of indexed adjustments, and shall be:
   a. Single Family Dwelling Unit: $5,782
   b. Multi-Family Dwelling Unit: $5,434
   c. Guest Room: $2,332

2. 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.

3. 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.

4. The Guest Room fee shall be applied to each room in a building, group of buildings, or portion thereof designed, intended or used for occupancy of transient individuals, and other transient lodging facilities.

5. 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.

6. This Resolution shall take effect July 1, 2013.

ADOPTED by the Board of Directors of the District on this 7th day of May, 2013.

________________________________________
Scott Asla, Board Chair

Attest:

________________________________________
Don P. Horton, Executive Director
BMPRD RESOLUTION NO. 312

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

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

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

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

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

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

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

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

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

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

1. Bend Metro Park and Recreation District System development charges for the period July 1, 2009 through June 30, 2010 shall be imposed at approximately 56% of the full amount allowed under the adopted Methodology and shall be:
   - Single Family Dwelling Unit: $3,507
   - Multi-Family Dwelling Unit: $3,147
   - Hotel/motel Guest Room: $1,386
2. Effective on July 1, 2010, and annually on July 1 of each subsequent year until such time as the SDC fees reach 100% of the levels allowed under the adopted Methodology, the fees shall be increased in the following amounts:
   - Single Family Dwelling Unit: $663
   - Multi-Family Dwelling Unit: $658
   - Hotel/motel guest Room: $274

3. Effective as of July 1, 2010, and on July 1 of each subsequent year, the formula for adjusting the district’s SDC fees annually as set forth in the Methodology, Section 3.10 – SDC Fee Adjustment, shall be applied to the annually increased amounts and the resultant fees imposed.

4. This Resolution and the fee schedule contained herein shall be reviewed and the fees may be reset at the fully allowed amount on or at any time subsequent to January 1, 2010 upon findings by the Board of Directors justifying the change that include, but are not limited to, the population growth rate in the city of Bend for the preceding July 1 through June 30 period, as published annually in the Portland State University Population Research Center certified population estimates, has reached or has exceeded the annual growth rate predicted in the adopted Deschutes County Coordinated Population Forecast.

5. This Resolution shall take effect July 1, 2009.

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

\[Signature\]
Bob Woodward, Board Chair

Attest:

\[Signature\]
Don P. Horton, Executive Director

RESOLUTION NO. 312, ADOPTING A REVISED SDC FEE SCHEDULE
## System Development Charge Adjustment Factor Calculation
### FY 2013-14

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1 2012-13</td>
<td>10,030,824,261</td>
<td>199,378,880</td>
<td>9,831,445,381</td>
<td>-1.12%</td>
</tr>
<tr>
<td>2 2011-12</td>
<td>10,096,022,986</td>
<td>153,442,470</td>
<td>9,942,580,516</td>
<td></td>
</tr>
</tbody>
</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.

### ENR CCI

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,341.00</td>
<td>9,153.00</td>
<td>188.00</td>
<td>2.05%</td>
</tr>
</tbody>
</table>

During the 12-month period from September 2011 through September 2012, the Engineering News Record Construction Cost Index 20-City Index changed from $9,153 to $9,341. This represents a percentage increase of 2.05%.

### To adjust the weight ratio of Construction versus Land Value:

\[
\text{Construction} + \quad \text{Land Value} = \quad \text{Adjustment Factor}
\]

\[
.72 \times (1+2.05\%) + \quad .28 \times (1-1.12\%) = \quad 1.0117
\]

\[
0.7348 + \quad 0.2769 = \quad 1.0000
\]

Per the above calculation, the new weight ratios are 72% for Construction and 28% for Land.

### To adjust the cost based upon the index changes:

\[
\text{Construction} + \quad \text{Land Value} = \quad \text{Adjustment Factor}
\]

\[
.73 \times 2.05\% + \quad .27 \times -1.12\% = \quad 1.2%
\]

\[
0.0150 + \quad -0.0030 = \quad 0.0120
\]

<table>
<thead>
<tr>
<th>Fees</th>
<th>2012-13 fee</th>
<th>2013-14 fee with Res #312 step increase</th>
<th>2012-14 fee adjusted for step and inflation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>5,050</td>
<td>5,713</td>
<td>5,782</td>
</tr>
<tr>
<td>Multi Family</td>
<td>4,712</td>
<td>5,370</td>
<td>5,434</td>
</tr>
<tr>
<td>Guest Room</td>
<td>2,030</td>
<td>2,304</td>
<td>2,332</td>
</tr>
</tbody>
</table>
AGENDA DATE: May 7, 2013

SUBJECT: Pine Nursery Park Building Construction Project

STAFF RESOURCE: Michelle Healy, Strategic Planning & Design Director
Pat Erwert, Park Services Director
Norm Ziesmer, Landscape Architect
David Crowther, Business Manager

PREVIOUS BOARD ACTION: October 19, 2010 Consider proposed Master Plan revision

ACTION PROPOSED: Award Construction Contract

STRATEGIC PLAN:
Theme: CUSTOMER-COMMUNITY CONNECTION
Objective: ANALYZE AND ADAPT TO CHANGING COMMUNITY
Need
Initiative: Plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need

BACKGROUND

Construction at Pine Nursery Park continues this summer with the addition of a number of park support structures. This bid solicitation included construction of a restroom, trash enclosure and picnic shelter in the community park; and construction of a restroom, four dugouts, two shelters and field house for the athletic complex. The architect’s estimate for this project was $1,431,384. The district received the following three bids:

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>JP Prinz Co., LLC</td>
<td>$ 1,522,361</td>
</tr>
<tr>
<td>CS Construction</td>
<td>$ 1,572,000</td>
</tr>
<tr>
<td>Keaton King Contracting</td>
<td>$ 1,647,481</td>
</tr>
</tbody>
</table>

Due to the total project being over the estimated budget, we recommend removing the two shelters in the athletic complex and the trash enclosure from this contract. The trash enclosure can be delayed until in-house crews can complete the work, and the design and need for the small shelters will be reconsidered during future development of the park.

ORS 279C.340, and the related AG Model Rule, OAR 137-049-0430, allows for limited negotiation with the low bidder when the bids received exceed the district’s cost estimate. The district is allowed to negotiate regarding value engineering and other options in an attempt to bring the project within the cost estimate. The rule defines “other options” as those matters generally considered appropriate for negotiation when utilizing an RFP process, i.e., the statement of work and the contract price as it is affected by the revised statement of work. Negotiation of other options is allowed if the scope of
the project is not significantly changed as a result, i.e., that the pool of competition would not likely been affected by the change in scope.

In this case, staff does not believe that a change in scope of approximately $200,000, from a total contract price of $1.5 million to $1.3 million, would have opened the solicitation up to additional contractors. Staff also does not believe that any of the items to be deleted from the scope at this time are of a specialized nature, such that the inclusion of those items in the original solicitation would have prevented any general contractors from bidding the project.

Staff has conducted these negotiations with JP Prinz Co., LLC, who has agreed to the reduced scope of work.

**STAFF RECOMMENDATION**

Staff recommends awarding the Pine Nursery Park Building Construction Project to the low bidder, JP Prinz Co., LLC, in the amount of $1,313,345 based on the following unit prices bid:

1. Restrooms (2) $725,352
2. Wastewater System $106,543
3. Large Shelter $122,380
4. Dugouts (4) $128,708
5. Field House $230,362

Total Units 1,2,3,4 and 5: $1,313,345

**BUDGETARY IMPACT**

The Pine Nursery Phase 1C project is budgeted this fiscal year in the System Development Charges (SDC) Fund at $1.3 million. The current estimate to spend on Pine Nursery Phase 1C in this fiscal year is $262,465. The remaining funds for this contract and for the completion of the total Phase 1C project are in the SDC Fund in the proposed 2013-14 budget at $3,387,535.

**MOTION**

I move to award the low bid for the Pine Nursery Park Building Construction Project to JP Prinz Co., LLC in the amount of $1,313,345 for the scope of work described in Unit Bid Nos. 1, 2, 3, 4 and 5, and to approve a total project amount not to exceed $1,444,680.

**ATTACHMENT**

AGENDA DATE: May 7, 2013

SUBJECT: Ponderosa Skatepark Concept Design Approval

STAFF RESOURCE: Matt Mercer, Recreation Services Director
Norm Ziesmer, Design Manager

PREVIOUS BOARD ACTION: Approved MOU with Push (August 21, 2012)
Approved Design-Build Contract Method (November 7, 2012)
Approved Award of Design/Build Contract to Spohn Ranch (January 15, 2013)

ACTION PROPOSED: Approve Concept Design

COMMITTEE ACTION: Skateboard Design Committee unanimously recommends concept plan

STRATEGIC PLAN:
Theme: Community Connection
Objective: Analyze and adapt to changing community need
Initiative: Plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need

BACKGROUND

On August 21, 2012, the District board approved a Memorandum of Understanding (MOU) with PUSH, a local non-profit group promoting skate opportunities in the community, to develop a vision and plan for future development of skateparks and skate spots in the community. As a part of the MOU, the district and PUSH agreed to construct a new skatepark at Ponderosa Park as it was the only existing district park that had a skatepark identified in its master plan and contains the infrastructure to support it. The district committed $200,000 in the Capital Improvement Fund for FY 2013-14 to construct the skatepark, and PUSH agreed to provide an additional $40,000 through fundraising and in-kind donations.

On November 7, 2012, the district board convened as the Contract Review Board and approved the use of the “Design/Build Contract Method” for the new skatepark. The district subsequently issued a Request for Proposals for design/build contractors, and conducted a selection process to determine the best qualified firm. Spohn Ranch was selected from five qualified proposers and was awarded the contract at the January 15, 2013 board meeting. The district and Spohn Ranch have been working collaboratively on the conceptual design process over the last several months.

The conceptual design process included an investigation of site conditions, a design committee, two public meetings, and cost estimating. A brief summary of each follows:
1. The site analysis confirmed solid rock conditions 1-3 feet below the surface, but stable soils to build on. Large trees were identified so they could be protected. Drainage opportunities and limitations were accessed. Visibility, safety and security were considered.

2. The Design Committee consisted of two district staff, three PUSH representatives and seven skaters representing different age groups and interests. The committee met four times during the process to provide feedback to the design team and also attended public meetings to hear what the community desired.

3. Public meetings. A public meeting was conducted by Spohn Ranch and the district on March 6, 2013 to receive input on the type of skatepark, elements and features that skaters desired. The meeting was attended by over 70 people, many of whom completed a survey and provided design ideas. Spohn Ranch then developed three concept plans based on public input, site constraints and the budget. These concept plans were shared with the public at an open house on April, 17, 2013. Community members were invited to share input, including what they liked and disliked about the different concepts. Input from the open house was then incorporated into a final conceptual design. In addition to the public meetings, Spohn Ranch and the district provided information and invited feedback through the district website and a project Facebook webpage.

4. Cost estimates and budget considerations were taking into account throughout the process to ensure the final concept design would maximize skate opportunities but could be constructed within the project budget.

The final design to be presented to the board at the May 7, 2013 represents the design committee’s unanimous recommendation. The final design concept is significantly different than any of the three preliminary design concepts and includes more transition and flow elements to complement the street features in response to community input. The final design does not include an enclosed bowl. While the inclusion of a bowl in the final design was desirable, the site and budget constraints make an enclosed bowl cost prohibitive at this time.

The design process for the southern portion of the park, where the skatepark is to be located, is under final consideration and will be presented to the board on June 4, 2013. The configuration of the skatepark could be modified slightly in order to assure adequate views into the skatepark and to “fit” the skatepark into other elements of the park’s overall design.

**STAFF RECOMMENDATION**

Staff recommends approval of the conceptual plan with the understanding that minor modifications could occur to accommodate proper sightlines and overall fit into the park’s design.

**BUDGETARY IMPACT**

$200,000 is designated for the construction of the Ponderosa skatepark in the proposed 2013-14 Budget. The district is also paying for approximately $18,000 in design fees out of the current fiscal year Facility Reserve Fund. PUSH is committed to raising an additional $40,000 to complete funding for the project.
MOTION

I move to approve the Ponderosa Skatepark Concept Plan.

ATTACHMENT

None
Board Calendar
2012-13
*This working calendar of goals/projects is intended as a guide for the board and subject to change.

May 13, 15 & 21st – Budget Meetings

May 21 (Election Day)

June 4
Work Session
◆ Annual Work Plan update
◆ Bond project update
◆ Pickle Ball fund raising efforts update
◆ Ponderosa Park Master Plan update
Business Session
◆ Adopt budget & impose taxes
◆ Adopt CIP
◆ Colorado Dam CM/GC RFP - contract approval
◆ Pine Nursery Phase 2 Infrastructure Construction (road/parking/pickle ball) – contract award
◆ Simpson Site Master Plan – contract award

June 18
Work Session
◆ Perception Survey
◆ Board self-assessment
◆ Recreation fall/winter report
◆ Park Grounds Maintenance Standards
◆ Review Succession, Core Competencies & Employee Development Plan
Business Session

TBD:
◆ New NP land purchase approval
◆ Hillside Park rehab design approval
◆ Canal Row Park design approval
◆ Prescription To Thrive/Childhood Inactivity Initiative
◆ Draft Shevlin Park Master Plan review
◆ Athletic field use and capacity report
Community Relations Dept.
April 2013

### Overarching Community Relations Themes for April

- Public information Campaigns: Dog park clean-ups, Discover Nature Day, Improv night at Senior Center, annual financial report in Guide, Ponderosa Skate Park
- Summer recreation promotions – program guide, summer camps, newsletters, radio, television
- Volunteer recruitment for summer programs
- Preparation for summer activities – concessions in parks, parking, river safety, trail map update, goose management communications
- Community events (ours and rentals)– planning and marketing
- Community perception survey
- Partnership fundraising consulting and support – skate park, pickleball, paddle trail

### Community Relations and Administration – Jan Taylor

- Skate park fundraising plan, agreement, communications
- Communication with BPTA re: fundraising strategies
- Pickleball fundraising communications
- Prepared community survey
- Finalized non-commercial naming policy
- Bond communication strategies
- Continue to work on rental facility reservations
- Researched and drafted sales and concession/sales in parks policy and pricing
- Media relations
- Miller’s Landing Park historical interpretive sign management
- Summer parking alternative considerations; contract; communications
- Community communications – slack line in parks, general dogs off leash, Shevlin dog off issues

### Marketing Update – Colleen McNally

**Administration:**
- Assisted with 2013 perception survey
- Assisted with Ponderosa Skatepark public meeting
- Regular meetings with JSFC and Bend Senior Center staff on marketing/communications
- Assisted with rental facility reservations updates

**Advertising:**
- Ran summer recreation advertising for radio/TV/print
- Ran summer camp promotions
- Ran annual financial report availability ads in print

**Sponsorships/Events:**
- Assisted with Discover Nature Day
- Designed/updated Larkspur Festival marketing items
- Designed/updated 4th of July marketing items
- Designed/placed print ads and collateral for Dog Park Clean-up Days

**Communications:**
- Sent out PSAs for Ponderosa Skatepark, teen volunteers, Improv Comedy Night, Dog Park Clean-up Days and 15th & Reed Market land purchase
- Assisted with sports leagues/programs promotions and communications
- Assisted with teen volunteer promotions
Collateral Materials:
- Coordinated, designed, edited, published, mailed and distributed summer recreation guide
- Urban Trail Map updates finalized, prepared for print
- Edited Bend Senior Center newsletter
- Assisted with JSFC posters and track and field posters

Website & Social Media:
- Tested and updated the website for accessibility
- Updated website: Ponderosa Skatepark, Dog Park Clean-up Days, 4th of July, new interactive calendars for Bend Senior Center social activities and community events in parks (in process), bond project updates, summer recreation programs and leagues as well as regular event/happenings calendar.
- **March 2013 website traffic**: 20,240 visitors (+37%) / 39,594 visits (+43%) / 99,260 pageviews (+25%) / 2.51 pages per visit (-12%) / 01:53 avg. visit duration (-7.5%). Compared to March 2012.
- Increasing fan base on Facebook: as 4/30/13
  - BPRD – 2323 likes
  - JSFC – 946 likes
  - BSC – 47 likes
- Increasing fan base on Twitter: as 4/30/13
  - BPRD – 1328 followers

Volunteer Service – Kim Johnson

Off Leash Areas
- Coordinated details for cleanup projects for all sites – including promotion

Goose Management
- Program update and review with Jeff from USDA
- Coordination for meeting with hazing volunteers

Park & Trail projects
- American Eagle Outfitters – 3 volunteers helped with spring cleanup at McKay Park
- Cascade Crest Transitions – 6 volunteers helped with 2 projects
  - Spring cleanup at Sawyer Park
  - Spring prep for the planting beds at Bend Senior Center
- New Hope Church – 12 volunteers helped spruce up Hollinshead Park
- Boy Scout Troop – 4 volunteers helped at Sunset View Park

Recreation Programs & Events
- Arbor Week/Discover Nature Day – 14 total volunteers from Kohl’s, COCC Forestry program & Bend High honor society supported tree planting and nature activities
- Fitness program volunteers – 4 new COCC/OSU students volunteering for practicum hours
- Annual volunteer appreciation event at the Bend Senior Center – 20 volunteers attended for treats and a presentation from Matt on the vision for the facility
- Promotion and recruitment for summer teen volunteer opportunities

BPR Foundation – Kim Johnson

Bend Pickleball Project
- Assisted pickleball group with grant submission
- Accounting for donations and support for fundraising group

Gopher Broke
- Supported board with recruiting sponsors
- Additional corporate and hole sponsor opportunities available to date

Foundation Funding & Fundraising
- BPR Foundation approved sponsorship for 3 weeks of MAGIC in the Parks
- BPR Foundation/Recreation Scholarship Fund will be the recipient of proceeds from the semi-annual Girl’s Night Out event at the Footzone on May 1st

Foundation Board Meeting
- Discussion of fundraising efforts and projects, including Gopher Broke
- Update from Jan on district projects

Bench Dedications
• Working with donors on 7 potential bench dedications

**Public Event Reservations – Chris Zerger**

**Renewing April Events**
- JDRF- Riverbend Park
- Walk MS Riverbend Park
- March for Babies
- CASA Lt of Hope – Riverbend Park
- Goof Friday Event – Run Thru Drake

**New 2013 Event bookings for April**
- Winning Over Anger and Violence Garage Sale – Simpson Lot
- Nat PGA Kids Golf Event – Riverbend
- Compass Park -NW Crossing Kids bike race w/Hullabaloo
- Run For Boston – Run thru
- Kenya Dig It – Run thru

**New Event proposals for the year:**
- Pickle Ball Garage Sale – Simpson Lot
- Cyclocross event - Pine Nursery
- ATA “Walk Me Home” Fun Walk Run – Drake 9/7
- Freedom Team Tent Event – Al Moody Park
- Out of Darkness Fun Walk Run – Drake 9/14?
- Reading in Public of the Bible event! – Drake
- Park Summer Sunday School event

**Event Coordination**
- Pre & Post event meetings: 11
- Job prep/training with Mark Johnson for reservation event support
- Prepared power point for board presentation (on events)
- Created a list of resources/ph. numbers and tips for event organizers
- Met with the City of Bend with P&D to discuss coordination of Drake Park events and the Riverside construction project to start July 8th. (will be very tricky)
- Met with DogPac – Jan Gifford

**District events and Outreach – Chris Zerger**

**July 4th Festival and Pet Parade**
- Supervise and coordinate with July 4th event planning
- Received PP buttons delivered, porta pots ordered, popsicles ordered, event announcer secured, event sound system contracted, Troy field/admin parking lot reserved, ODOT Reader Board secured, secured city street sweeper.
- Update Pet Parade staging map
- Met with Public Works to review event traffic plan- more work to be done with city E-plan for event permit.
- Event sponsor communications, invoicing and thank you letters
- Coordinating event support needs with Becky

**District event support**
- Larkspur Festival – working with Brenda

**Outreach**
- Earth Day Booth and activity
- JDRF Event –JSFC Fitness warm up prior to race
- JSFC kickoff party for Bend Bella Cyclist – Pine Mt. Sport
Park Services  
April 2013

Facilities/Construction  

Maintenance
- Columbia Park slide replacement.
- Skyline Park field lighting dedicated service meter installed.
- Big Sky Firehouse roofing replacement completed.
- Aspen Hall HVAC improvement completed.

Construction
- Ponderosa Park turf, shelter, dog park irrigation and restroom components installed.
- Big Sky Park ADA improvements project nearly complete.

Landscape
- Field layouts and painting for sports programs, lacrosse, soccer and softball.
- Prepped fields for two weekend softball tournaments.
- All irrigation mainlines are charged and irrigation has started. Staff is currently troubleshooting systems and programming irrigation schedules.
- Disc Golf concrete tee boxes were installed with help from a volunteer group, contractor and Disc Ventures at Pine Nursery.
- Seasonal staff started April 8th; additional hires will start May 13th.
- Event support for COSA Light of Hope Run/Walk, MS Run/Walk, March for Babies Run/Walk.
- Contracted weed spraying at Pine nursery, Farewell Bend and the North Berm.

Natural Resources
- Natural Resource crew completed fuels reduction work on the Simpson site, Larkspur Park, Tillicum Park, Hansen site, Haul Road Trail and Canal Park.
- 14 acres at Gopher Gulch is being thinned and chipped by contractor.
- Fuel breaks are going to be mowed around the Tillicum property.
- Sprayed for noxious weeds at Hansen site, Haul Road trail, Simpson site and Skyline Park.
- Geese: volunteers are still hazing but Jeff Amaral and BPRD employees are identifying nests and oiling eggs. Egg oiling will continue until mid-May when intense hazing will begin until mid-June to encourage them to migrate. Right around mid-June the geese start to molt and hazing will cease. 247 eggs have been oiled this year. This number is up significantly from 2009 when only 18 eggs were oiled.

Shop Staff
- Trained seasonal staff on Truck & Trailer 101, Fuel Pump Operation, Spill Response, Vehicle and Equipment Care and What to do in Case of an Accident.
- Bollards built for Ponderosa Park and Millers Landing.
- Completed annual vehicle and equipment fire extinguisher and first aid kit inspections.
Pine Nursery Community Park:  The phase 1"C" buildings and shelters have been bid for construction. Staff is recommending awarding a contract for two restrooms, a picnic shelter, four dugouts and the field house. In order to minimize disruption, construction work will be scheduled around summer activities. Construction in the community park should begin in June with the sports plaza following in the fall and continuing through spring of 2014.

Pine Nursery Park Phase 2:  Construction documents for the parking, access and road improvements are out to bid. Scoping for athletic field and support facilities with RUSH soccer interests and sports staff has begun. Staff is assisting recreation with pickleball court planning as a part of the phase 2 infrastructure construction.

Miller’s Landing:  Contract for building construction was awarded to Keeton King. BPRD crews have starting trenching for power and irrigation on site.

1st Street Rapids Bridge:  Deschutes Construction has been progressing on the abutment construction and finished facing the concrete with basalt rock to match the stonework at Pioneer Park. The new footbridge is scheduled to be delivered and installed during the second week of May. The contract specifies a completion date of May 31, 2013.

1st Street Park Master Plan (formerly Davis):  The park master planning will resume once final pathway layout and landscape restoration on both sides of the river is determined with the bridge installation project. Preliminary investigation of east and west side parking lots and bridge landing plazas is underway. A restoration plan is in development to mitigate construction impacts from the bridge placement.

Canal Row Neighborhood Park (formerly Butler Market):  In response to a federal Bureau of Reclamation (BOR) requirement, an archeologist has been contracted to conduct a preliminary evaluation of historic features on site. The archeologist’s report is in for review at the BOR. Due diligence is progressing including discussions with the city of Bend planning, fire and transportation departments, and BOR staff.

Ponderosa Park:  Park Services crews have made major progress on the extension of the irrigation system and the picnic shelter is complete. Americorp Construction is completing the prefabricated restroom building and installation of the pavers will be complete in June. Fencing and landscaping will also continue through June. Design work and public outreach for the new skate park is complete and the results will be shared with the Board at the May 7 meeting.

Colorado Dam Safe Passage:  Staff released a Request for Proposal for a Construction Manager/General Contractor (CM/GC) to provide constructability review of the project during final design and construction project management. Contract negotiation for the final phase of design work is initiated.

Mirror Pond:  The Mirror Pond Management Board met on April 30 to review eight possible scenarios for Mirror Pond and select the four scenarios that the Consultants will develop in greater detail for public review. The four alternatives will be made public in June and July with a final Alternative presented by the end of July beginning of August.

Simpson Site:  The Request for Qualifications (RFQ) for a consultant to master plan the Simpson Site and provide design and construction documents for an open-air, covered recreation center (Phase I development) closed on April 30, 2013. Ten proposals were submitted and the selection
committee will meet on May 6 to review the proposals. It is anticipated that a consultant could be
selected and a contract negotiated by June 4, 2013.

**Gopher Gulch:** A preliminary archaeological study of the 122-acre parcel currently owned by
BPRD will be conducted on May 11, 2013. Preliminary research with the State Historic
Preservation Office (SHPO) will be conducted prior to the field survey. This study will be extended
to additional parcels as they are acquired. The preliminary report should be available by the end of
May. Outreach to possible partner organizations and user groups (High Desert Museum,
Deschutes Children’s Forest, etc.) have begun and will continue. Some of these groups may
participate on a Citizen’s Advisory Committee through the Master Plan process.

**Discovery Park:** A draft developer’s agreement has been written and is being reviewed by BPRD
management and legal. The draft will be reviewed with the developer once management has
approved the final form.

**Other Projects:** Staff continues to coordinate with the City on design issues for their Riverside
Buffered Bike Lane project that will affect Drake Park, and traffic calming issues on NW12th St. at
Hillside Park that will affect the design of Hillside Park improvements.

**LONG RANGE PLANNING**

**Bend UGB Amendment Remand:** The district’s participation in the city of Bend UGB Remand
process is on hold pending additional city staff work. Elements of the Amendment not subject to the
remand were incorporated into the 2012 Comprehensive Plan Update.

**DISTRICT COMMITTEES, COMMUNITY INVOLVEMENT AND PROFESSIONAL SERVICE**

**District Committees:** Planning and Development staff continues to serve on the ERC, Safety and
Sign Committees.

**Community Involvement and Professional Service:** Norm attends COCA meetings. Steve
attends BPAC meetings. Chelsea serves on the board of the Central Oregon Food Policy Council,
the Stormwater Quality Public Advisory Group and the Deschutes Children’s Forest (with Sue
Jorgensen).