



Bend Metro Park & Recreation District

March 6, 2018

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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

play for life

District Office | Don Horton, Executive Director

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

BOARD AGENDA COMMUNICATION

AGENDA DATE: March 6, 2018

SUBJECT: Recreation Program Report – Youth and Adult Hockey

STAFF RESOURCE: Kevin Collier, The Pavilion Facility Supervisor

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None – for information only

STRATEGIC PLAN:

Theme: Community Connection

Objective: Respond to User Expectations

BACKGROUND

In order to assist the Board of Directors in developing familiarity with recreation programs and services, District recreation staff will make a brief presentation on a specific program during the first work session of each month. The presentations will include an overview of the program history, content, goals and outcomes, participation trends, customer feedback and more.

This month’s Recreation Report will feature youth and adult hockey programs at The Pavilion. This comprehensive community program consists of learn to play hockey, recreational league play and drop-in practice and pick-up times for youth and adults.

BUDGETARY IMPACT

The program is a part of the Recreation Services general fund budget.

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 6, 2018
SUBJECT:	Cost Recovery Methodology and Guidelines
STAFF RESOURCE:	Matt Mercer, Recreation Services Director Lindsey Lombard, Administrative Services Director
PREVIOUS BOARD ACTION:	November 7, 2012 - Approved Fees and Charges Policy
ACTION PROPOSED:	None at this time
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Financial Stewardship
Initiative:	Implement cost recovery /subsidy allocation strategy that identifies appropriate level of subsidy and supports financial sustainability.
Tactic:	Create a cost recovery/subsidy allocation model for rentals, reservations, athletic field and special events.

BACKGROUND

The District has used the Cost Recovery and Subsidy Allocation Model for determining the appropriate level of tax support and providing guidance for fee setting for recreation programs and services since adoption of the current Fees and Charges Policy in 2012. The philosophical foundation of this policy is that the level of tax support that is appropriate for a service is directly related to degree of community expectation, access and benefit that the service provides. This tax use philosophy and the subsequent Cost Recovery and Subsidy Allocation Model are further described in the Fees and Charges Policy attached. Staff will provide an overview of this methodology during the Board Work Session, including recommended modifications to the policy. Staff will also share the recommended cost recovery levels for the different classifications of recreation programs and services for the upcoming budget year per the current policy.

At last year's annual Board retreat, the Board requested that staff consider applying the cost recovery methodology used for recreation programs to other fee-based services including facility and park rentals, athletic fields and special events. Staff has developed this methodology and will provide recommendations to the Board for input and feedback prior to drafting policy language.

BUDGETARY IMPACT

There are no impacts to the current year budget. Future year budgets and particularly revenue will be impacted by board direction regarding cost recovery levels.

STAFF RECOMMENDATION

Staff recommendations regarding cost recovery levels will be presented during the work session.

MOTION

None at this time. Staff is seeking board input and feedback on recommendations prior to drafting policy or developing budgets.

ATTACHMENT

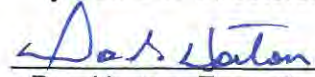
Fees and Charges Policy

Out of District Use and Fees Policy



Administrative Policy
Fees and Charges Policy

Approved by Executive Director
Ratified by Board of Directors: 11-7-12


Don Horton, Executive Director

FEEES AND CHARGES

Purpose

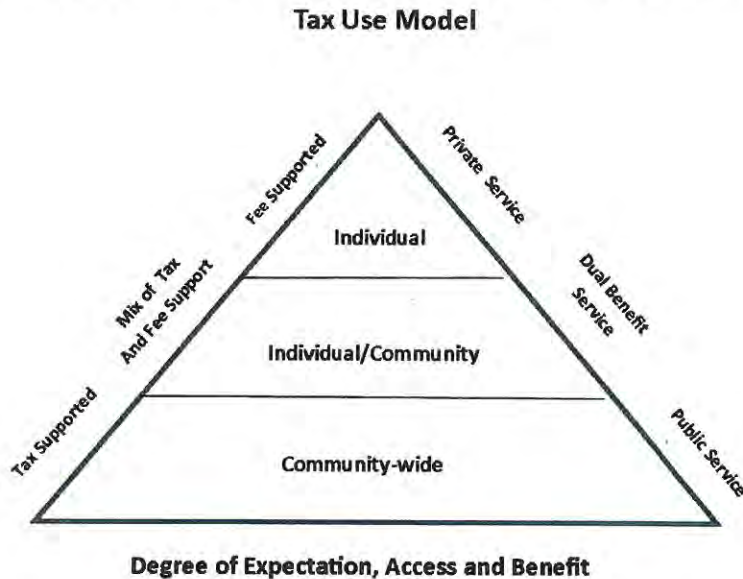
The purpose of the policy is to provide direction to staff in setting fees and charges for its programs, facilities and other services.

Introduction

The Bend Park and Recreation District relies on a mixture of tax revenue and user fees to provide high quality, accessible and diverse park and recreation services to District residents. Tax revenues fund basic services such as parks, trails and natural areas and help support a wide variety of recreation opportunities. Fees and charges are used to offset some or all of the direct cost of individual participation in a program or use of a facility. Fees and charges shift some of the cost of providing a service to the individuals who benefit directly from it. By charging fees, greater tax support is available to spread over a broader range of services allowing for a more diverse and sustainable park and recreation system.

Funding Philosophy

The District approach to funding park and recreation services is represented in the Tax Use Model below. This model shows the relationship between the degree of community versus individual expectation of, access to and benefit from a service and how the service is funded.



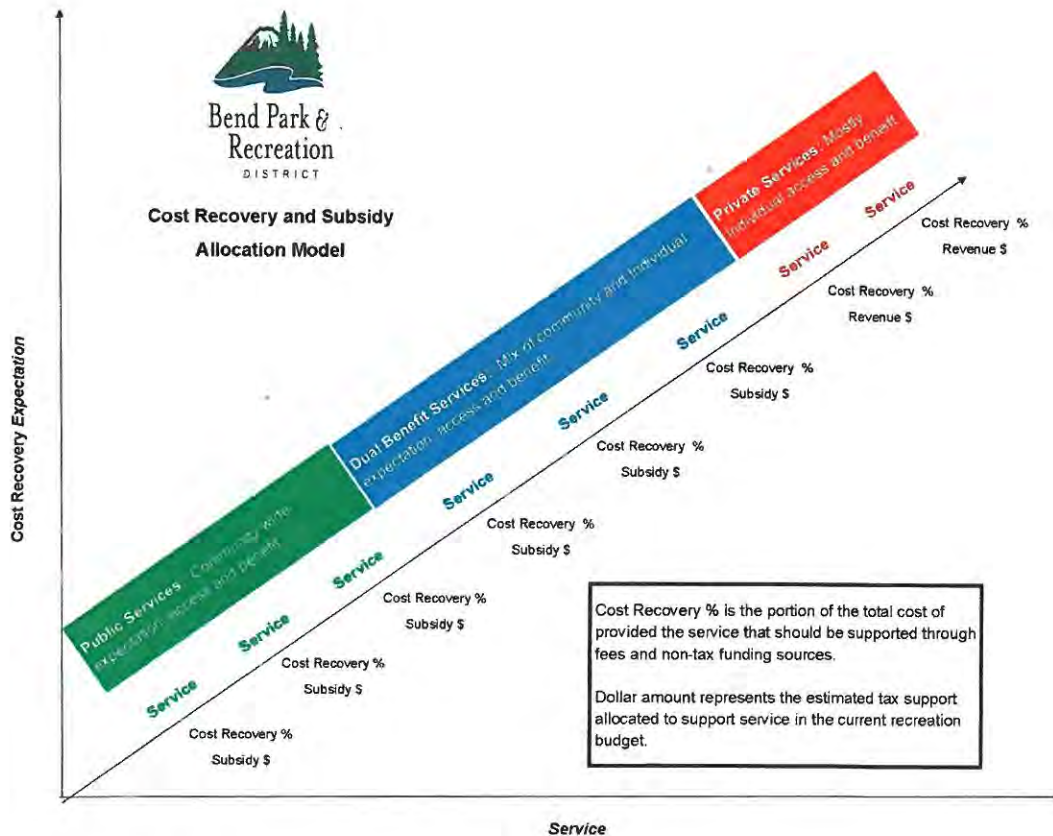
- A. **Community-wide:** Public services that are basic expectations, are widely accessible and provide community-wide benefit make up the base of the Tax Use Model. These services are usually supported fully or heavily through tax revenues. Examples of services that make up the base of the model include developing and maintaining parks, trails and natural areas, and providing community wide special events.



- B. **Individual/Community:** Many services, particularly recreation programs, land in the middle of the Tax Use Model as they are not usually considered a basic service but respond to significant community expectations and provide both individual and community access and benefit. These services are supported by a mixture of user fees and tax revenues with the proportion of user fee to tax support varying depending on the level of expectation, access and benefit provided to the user. Examples of services that comprise the middle of the model include the operation of recreation facilities and most recreation programs.
- C. **Individual:** Services that are not generally expected and/or are highly individualized are at the top of the Tax Use Model. These services should not be subsidized through tax revenue and in many cases should be enterprise operations that help support other services that provide broader community access and benefit. Examples of services that are at the top level of the model include concession sales, personal instruction, and private party rentals.

Cost Recovery and Subsidy Allocation Model

The Cost Recovery and Subsidy Allocation Model is the method by which the funding philosophy described above is operationalized into a clear strategy for allocation of district resources and fee setting. Through this process, the District Board of Directors approves the level of tax support provided to different categories of services and what portion of the cost of providing services should be recovered through user fees. The Subsidy Allocation part of the model shows the amount of tax support allocated to the various services provided by the District. The Cost Recovery part of the model shows the portion of the cost of providing services that are recovered through user fees and charges. This model is reviewed, updated and approved annually by the Board in advance of the budget process. It provides the foundation for developing Board priorities for budget and the establishment of appropriate fees for fee-based services. The Cost Recovery and Subsidy Allocation Model is shown below.



Fee Setting Methods

The District fee setting methods are based on a number of interrelated factors, including:

- The cost of providing the program or service;
- The level of cost recovery expected for the type of program or service in the Cost Recovery and Subsidy Allocation Model; and
- Market considerations as identified by the service's position on the Service Analysis and Strategies Matrix.

The District uses three fee setting methods:

- **Cost Recovery – Fee** is determined primarily on the cost recovery expectation of the service based on its position in the Subsidy Allocation and Cost Recovery Model.
- **Market – Fee** is based on what people would typically expect or be willing to pay for the service.
- **Comparative - Fee** is based on comparisons with other providers, both public and private, relative to the value of the service.



These fee setting methods can be used jointly or individually. The service's placement on the Service Analysis and Strategies Matrix suggest the primary and secondary fee setting methods to use. Services should be priced so they recover no less than what is expected on the Subsidy Allocation and Cost Recovery Model.

Fee Setting Authority

Fee setting for individual programs and services is based on the Board-approved annual Cost Recovery and Subsidy Allocation Model and Fee Setting Methods described above. Individual program and service fees and charges are established at the Manager and Director level. If the fee does not support the service at the required cost recovery level, justification for the fee and/or continuation of the service at a higher subsidy must be approved by the Department Director.


References and Resources:

Service Development and Delivery Model
Cost Recovery and Subsidy Allocation Model
Service Analysis and Strategies Matrix

Related Policies:

Out of District Fee Policy
Needs Based Assistance Policy





Don Horton, Executive Director

Out-of-District Use and Fees

Purpose

The Out-of-District Fee Policy establishes the district philosophy and fees for the use of district services by those who reside outside the park and recreation district boundaries.

Philosophy

The Bend Park and Recreation District was established to provide park and recreation services to those who reside or own property within the district boundaries. District residents and property owners pay taxes to support district operations. The district recognizes visitors and residents from outside of the park and recreation district's boundaries will also use and enjoy district parks, facilities and programs. In order to limit the financial subsidy of providing services to non-resident users, and ensure that non-resident users pay their fair share for services, the district shall assess additional fees to out-of-district users where fees are charged.

Recreation Programs

The district encourages non-resident participation in recreation programs that contributes to the overall financial viability of the programs, and does not significantly displace district residents. In the event that non-resident participation significantly displaces district residents, the district will provide priority registration to district residents through early registration or other means.

Non-residents will be charged 20% in addition to the in-district fee to participate in most recreation programs. The maximum out-of-district fee for an individual program is \$50. The following programs and services are exempt from the out-of-district fees:

- A. Programs offered in partnership with Bend-La Pine Schools (for students who reside outside the Park and Recreation District, but within the Bend-La Pine Schools boundaries)
- B. Programs or services that do not require tax support
- C. Exception as granted by the Executive Director

Facility Rentals

District recreation facilities are scheduled primarily for the use and benefit of district residents; however, events and tournaments that attract visitors and provide substantial economic benefit to the community may also receive priority scheduling.



Non-residents will be charged 20% in addition to the in-district fee to rent most district facilities. The maximum out-of-district fee per rental is \$50.00. The following facility rentals are exempt from the out-of-district fee:

- A. Rental facilities that do not require tax support
- B. Governmental entities and partner agencies
- C. Exceptions as granted by the Executive Director

References and Resources:

Rental Fee Schedule

Related Policies:

Fees and Charges Policy

described the process of creating the list and the sources used and handed out the list of prioritized projects.

The Board inquired whether there were there some interactions between the projects that helped to rank the priority, Ms. Keever responded that the projects were not ranked based on how they related to each other.

Ms. Keever next explained that the projects were scored by a team, the team established thresholds of high, medium and low priorities based on the natural breaks that appeared in the scores. She continued on to say that the priority levels are not intended to be a strict prescription of the order in which projects should be developed, but offer guidance on how well the projects meet the community's needs. She further explained that the priorities do not dictate the CIP, but rather help to inform it. Ms. Keever shared these examples of how this could inform the CIP over time:

1. High priority projects could be worked into the CIP over the next 5 years
2. Moderate priority projects could be added to the CIP in 6-10 years
3. Low priority projects could be added to the CIP in more than 10 years

Ms. Keever stated that the evaluation process is intentionally designed to be flexible in order to accommodate changes in the market, changes in demographics, changes in the projects themselves, and to be able to take advantage of opportunities as they arise. Recapping that the Board will continue to have the ultimate decision-making authority about when projects proceed through the annual CIP preparation process.

The question of whether the District plans are shared with the city was asked by the Board, Ms. Keever stated that District is working with the City of Bend and a financial partnership has been proposed for more safe crossings to parks. This partnership will recognize the needs of the parks in the District and the City of Bend is drafting language in their Transportation Policy Plan to reflect their commitment to create more crossings to parks. Updates to the Urban Renewal Areas, as selected by the City, may impact the project list as projects relate to the density criteria. Ms. Healy interjected that the District and the City of Bend are working together and the City is actively seeking input from the District.

Ms. Keever reviewed the next steps:

- | | |
|--|---|
| April 18: Draft plan to Board | May 30: Public open house |
| May 1: Board Meeting, Discuss draft plan | June 19: Board Meeting, Public input update |
| May 2: Board comments due | July 17: Board Meeting. Adopt Plan |
| May 17: Plan available online | |

The Board engaged in a discussion about reaching the community for input on the Comprehensive Plan prioritized projects, recognizing that the challenge at this phase is that it is a large list. Some ideas were shared to gain community involvement: presentations, roadshows, videos and other means to reach focus groups. Ms. Keever explained that there is a consultant that helps to put opportunities together to be sure we are reaching people.

2. Big Sky Park Development Update – Perry Brooks (20 min)

Mr. Brooks introduced Mr. Clayton Woodruff, Vice President of Progressive Trail Design, professional bike trail and single track trail designers.

Mr. Brooks reviewed the neighborhood meetings that have taken place since Board approval of the Big Sky Park Master Plan in February 2017. There were four meetings held over several months. He shared the main concerns from the public that came from the meetings which included: permanent amplified sound and outdoor lighting. Mr. Brooks stated that the sound was a big concern and ultimately it was not included in the conditional use permit with the county and is not a part of the master plan. Mr. Brooks addressed the concerns about the lighting with the use of new lighting technology. He presented a picture of this new technology that showed the illuminated area confined to the field.

Mr. Brooks showed a map of the park and reviewed the additions to the plan. Two hundred and fifty parking spaces have been added, way finding signage and a 1.5 mile, 10 foot wide soft loop trail that goes around the park. Further additions include: entry to the park off of Hamby Road, new road access to the dog park, addition of a cistern for irrigation to water the fields and single track trails in the Northern section with off shoot trails and can be used for mountain bike racing and cyclocross races.

Mr. Woodruff explained the design of the park to include many natural features that blend well with the area. The features of the park will be rated much like a ski resort with skill level designated in terms such as: diamond and black diamond. Courses will be rated from beginner to advanced levels. The park is designed to be sustainable and viable for year round use.

The Board asked for more information on the experience of Progressive Trail Design to ensure that the design is implemented as designed and mistakes are not made. Mr. Woodruff explained that the company does full construction documents, has expertise in building this type of park and he named a few parks from their portfolio. In addition, the work is performed in close coordination with their engineering firm and subcontractors.

The Board asked for more clarification about the concerns of the neighbors of the park. According to Mr. Perry, the informational meetings revealed that the concerns are less about the park itself and more about the lighting and sound issues that have been successfully mitigated to the best of the ability of the design. Mr. Perry closed with the commitment to keep the neighbors in that area informed about the plans, design development and construction.

REGULAR MEETING 7:00 p.m.

VISITORS

Paul Hewes: Mr. Hewes provided public comment on the Big Sky Park. Mr. Hewes spoke about his positive experience with his son and High Desert BMX racing. He talked of his appreciation to borrow equipment and race regularly with High Desert BMX. He went on to say that the program is great for everyone and builds confidence and skills in kids while providing exercise. There is a dedicated group of core volunteers; it is expanding and one of the fastest growing sports in the United States. Mr. Hewes would like BPRD to partner with High Desert BMX and asked the Board to endorse the effort of making the group an affiliate.

Dave Kyle: Mr. Kyle provided public comment on trails nearby Nottingham neighborhood. Mr. Kyle submitted a letter of concerns about increased trespassing in and around his neighborhood. He expressed concern that the District website has shown a section of the trail as part of the trail system and has encouraged people to trespass despite the signed property. He further recommended that the District would better serve the public by getting the speed limit on 15th Street reduced and adapting the sidewalks for trail use.

Sadie Crockford: Ms. Crockford provided public comment on Goodrich Park. She brought a letter with 38 family signatures, representing 47 kids in the neighborhood advocating for play structures and other amenities for children in Goodrich Park. Ms. Crockford outlined a list of the many parts of the park plan that the community really appreciates and then listed some desires of the neighborhood for the park including: something for kids to climb on, something for kids to learn, a slide of some kind and something for kids to hang or swing on. Ms. Crockford acknowledged that there were meetings held for input from the neighbors, but were difficult for busy parents to attend. Lastly, she made some recommendations for community input that would not involve attending a meeting.

CONSENT AGENDA

1. Meeting Minutes – 02/06/2018

Director Schoenborn made a motion to approve the minutes. Director Fuller seconded. The motion passed unanimously, 4-0.

BUSINESS SESSION

1. Hold Public Hearing and Adopt Resolution No. 407 – Adopting a Supplemental Budget for Fiscal Year 2017-18 – *Lindsey Lombard (20 min)*

Ms. Lombard introduced the supplemental budget. She explained that this is a fairly small fund, but is greater than 10% of the budget, requiring a public hearing. The funds are available; the issue is the amount that has been appropriated in the budget. The money is in reserves, but cannot be used without this process. Ms. Lombard explained the issues that necessitate this request. Last year, two vehicles were ordered that were scheduled to be delivered and paid for in last fiscal year budget; the delivery was late, and fell into this year fiscal spending. The money wasn't spent last year; it did carry over to this year, but was not appropriated for spending this fiscal year. Ms. Lombard also spoke of two insurance reimbursements that have not been appropriated to the budget.

Chairman Hovekamp opened the public hearing for public comment; no questions were asked and no deliberations from the Board. Chairman Hovekamp closed the hearing on Resolution 407.

Director Fuller made a motion to adopt Resolution No. 407, adopting a Supplemental Budget for Fiscal Year 2017-18. Director Schoenborn seconded. The motion passed unanimously, 4-0.

2. Goodrich Property Master Plan Approval – *Perry Brooks (20 min)*

Mr. Brooks described the location of Goodrich Park and the three outreach sessions that were held in the community. The park is a two and one half acre site on Quimby Road between 8th and 11th Streets, and has been a large pasture area. Mr. Brooks reviewed the timeline for the park, in design

phase now with construction beginning this summer and opening this fall or winter. He showed a map that marks the areas for improvements:

1. Quimby Road: Curbs and gutters on both sides of the street, sidewalks along the property and a new asphalt street.
2. 11th Street: New curbs, gutters and sidewalks.
3. Intersection of 11th and Penn Ave.: Enhanced safety crossing and ADA improvements.

Next, Mr. Brooks showed the dot exercise of public input indicating preferences to the features of the park, he commented that this was the most engaged neighborhood he has worked with regarding park design. The first meeting, Mr. Brooks said the neighbors were asked what they wanted. The most desired features included: natural features, passive recreation, walking paths and places to sit. The next meeting, two concept plans were presented based on the most desired features and also included: open lawn, a soft surface trail, public art, natural play areas, native landscaping, a bathroom enclosure and safe crossings.

The neighborhood requested that the trees on the property be retained and asked that the park reflect the history of the pasture. Only two trees will be removed, honoring the request. Mr. Brooks talked about the preferred master plan which includes a soft trail almost a quarter mile long, a small orchard of fruit trees that are a tribute to the original owner that wanted this “banana belt” neighborhood to be the biggest grower of fruit in Oregon, open space area for play and the play area will be created with the use of rocks and natural items. Sadie Crockford, a visitor, has agreed to be a part of the selection group for the play area. Mr. Brooks concluded with the positive feedback of the neighborhood and the park design.

Director Sprang made a motion to approve the Goodrich Park Master Plan. Director Schoenborn seconded. The motion passed unanimously, 4-0.

3. Resolution 408, Authorizing Annexation of properties within the UGB – *Michelle Healy and Garrett Chrostek (BLJ) (30 min)*

Ms. Healy introduced Garret Chrostek, from the law firm Bryant, Lovlien & Jarvis, introduced Resolution 408 and review material. Ms. Healy stated that the District’s boundaries have been very stable in the past. In the last few years, there have only been a few annexation requests brought to the Board. Ms. Healy explained that due to the expansion of the Urban Growth Boundary, the District is certain to have more requests for annexation. Next, she showed a map that shows the District’s boundaries and the UGB expansion and spoke about the specific areas that are not overlapping.

Mr. Chrostek explained the annexation process for the District as a special district, noting that a change in the City does not mean a change for the District; therefore, annexation is necessary to bring properties into the District boundaries for services. This can happen by special election or consent of the property owner. He explained that property owners often want to be annexed because it can raise property values. Mr. Chrostek mentioned that a few examples of this have come up, most notably, the Tree Farm property which was only partly annexed and chose to be fully annexed with the District. He went on to say that as urban development occurs, it is necessary to expand the boundaries of the District. This annexation agreement (Resolution 408) is to stay ahead of the changes. A template has been created for both the City and County for this annexation process and a policy and procedure document that creates an expectation for the process. In

coordination with the City and the County, documents have been created to work in this basic format: if a property owner wants to be annexed into the District, is in the UGB, it can be determined that the District can serve the area, then the agreement can be signed. Landowners outside of the UGB will be handled on a case by case basis. The county is also updating forms because this process was not in place. Ms. Healy summarized that with approving resolution 408, it streamlines the process to allow annexation to happen without bringing every item to the Board and maximizes efficiency.

Director Fuller made a motion to approve the Annexation Policy and Procedures. Director Sprang seconded. The motion passed unanimously, 4-0.

Director Fuller made a motion to adopt BMPRD Resolution No. 408 authorizing annexation of properties within the City of Bend UGB. Director Schoenborn seconded. The motion passed unanimously, 4-0.

4. Resolution 409, Deschutes River Trail Planning – *Don Horton (30 min)*

Executive Director Horton presented the Resolution 409 in reference to HB 4029. He stated that HB 4029 has moved out of the House Committee on Agriculture and Natural Resources. Before HB 4029 moved out, an amendment was introduced to call for a collaborative local process to try to resolve the issue of continuing the Deschutes River Trail; which may or may not include a bridge. Executive Director Horton asked the Board to formalize a commitment through Resolution 409, outlining a local process in the event that the decision comes back to the community.

Executive Director Horton reviewed Resolution 409, which included: a neutral third party facilitator, consideration of how to proceed with trail connectivity for human benefits and to the benefit of fish and wildlife habitat, a community process that considers both possibilities of a bridge and no bridge, a data driven process, full consideration of conservation measures, inclusionary of stakeholder groups, an agreement that all stakeholders honor the outcome and a commitment by the District to not pursue any other bridge opportunities until the process has concluded.

The Board discussed the resolution and determined that an addition to the resolution is necessary to include a timely initiation of these procedures. It was agreed that the principles of this resolution demonstrate that the Board and District are committed to a broad base, facilitated solution and agreed that this is the most responsible decision that can be made at this time.

Director Schoenborn made a motion to adopt resolution number 409 with an amendment to add item #9 to include a timely initiation of the procedures. Director Fuller seconded. The motion passed unanimously, 4-0.

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN 8:34pm

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

Prepared by,
Sheila Reed
Executive Assistant

Nathan Hovekamp, Chair

Brady Fuller, Vice-Chair

Ellen Grover

Ted Schoenborn

Lauren Sprang

DRAFT

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 6, 2018
SUBJECT:	Alpenglow Park Master Plan
STAFF RESOURCE:	Ian Isaacson, Project Manager Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	June 6, 2017, Park Naming October 3, 2017, Professional Services Contract Award
ACTION PROPOSED:	Approve Alpenglow Park Master Plan
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

The District purchased the 37-acres of property off 15th Street for a community park in March 2014 with proceeds from the 2012 General Obligation bond. The property is characterized by semi-arid high desert vegetation with a mature stand of Ponderosa Pine, mature Junipers, a basalt ridge (designated as an area of special interest by the City of Bend), and views to the west of the Cascade Mountain Range. The Board selected the name “Alpenglow Park” for the property in June 2017.

Alpenglow Park will serve the community's recreation, social, and cultural needs and activities. By doing so, it will provide opportunities for a wide array of recreation activities ranging from active to passive recreation through a multitude of programming elements and amenities.

In January 2017, the District began public outreach for Alpenglow Park. A project website was created that includes background information, project updates, information about neighborhood meetings, project plans, electronic comment forms and staff contact information for comments or questions -

http://www.bendparksandrec.org/current_projects/park-projects/alpenglow_community_park/

The planning process relied upon a series of public involvement activities to inform design options to create two conceptual master plan options. The public involvement and outreach included:

- **Winter 2017 to Fall 2017---Public Suggestion Period**
 - SE Neighborhood Association Meeting Charrette (1/24/2017)
 - Public Open House (2/15/2017)
 - Community Survey (2/15/2017 to 4/3/2017) (Just under 1,000 respondents)

- Old Farm District Neighborhood Association Meeting Presentation (4/20/2017)
- Project Booth at Bend Park & Rec. 4th of July Festival (7/4/2017)
- **Fall 2017 to Spring 2018---Park Master Planning**
 - Conceptual Master Plans Public Open House (1/25/2018)
 - Kiwanis Club of Bend Meeting Presentation (2/8/2018)

Two conceptual master plan options were developed based on the information gathered through the public outreach process, the District’s Comprehensive Plan and the opportunities and constraints of the site itself. The two conceptual master plan options were presented to the public at an open house held on January 25, 2018, where over 160 community members attended and over 140 comments were submitted.

Based on the feedback gained from the public open house, a final master plan option was developed, taking elements from both of the original two concepts.

- **Spring 2018---Park Master Planning Final**
 - Final Master Plan Public Open House (2/22/2018)

The proposed improvements included in the Alpenglow Park Master Plan are illustrated in the master plan drawing, Attachment A. Additional boards, also attached; illustrate proposed elements and uses as presented during the public outreach (Attachments B and C).

Proposed elements include an off leash area, outdoor event space, open lawn area, shade structures, restrooms, splashpad, play area, demonstration garden, climbing/bouldering/slacklining area, paths, trails and natural space.

BUDGETARY IMPACT

The fiscal-year 2018-2022 Capital Improvement Plan includes \$8,795,000 in system development charges for the planning, design, construction documents, permitting and construction of Alpenglow Community Park. The landscape architect’s construction estimate will be shared at the board meeting.

STAFF RECOMMENDATION

Staff recommends approval of the Alpenglow Park Master Plan.

MOTION

I move to approve the Alpenglow Park Master Plan.

ATTACHMENT

- Attachment A: Draft Alpenglow Park Master Plan
- Attachment B: Draft Alpenglow Park Image Boards
- Attachment C: Draft Alpenglow Park Site Diagrams



LEGEND

1	PARKING AREA 1 (APPROX. 64 STALLS)
2	PARKING AREA 2 (APPROX. 33 STALLS)
3	OFF-LEASH AREA
4	SMALL DOG OFF-LEASH AREA
5	OFF-LEASH AREA LAWN
6	DOG AGILITY COURSE
7	OPEN LAWN AREA
8	OUTDOOR EVENT SPACE
9	SPLASH PAD
10	EXPLORATORY PLAY
11	PLAYGROUND
12	DEMONSTRATION GARDEN (0.3 AC)
13	PLAZA WITH FOOD CART PARKING
14	KIDS CLIMBING WALL AND BOULDERING
15	ADULT CLIMBING WALL, BOULDERING, & SLACKLINE
16	ACCESSIBLE LOOP TRAIL
17	FUTURE PEDESTRIAN BRIDGE LOCATION
18	REVEGETATION AREA
19	TRAIL UNDERCROSSING
20	PEDESTRIAN CROSSING ISLAND (APPROX. LOCATION)
21	EMERGENCY ACCESS

	PARK BOUNDARY (WITH 10' R.O.W. DEDICATION)
	AREA OF SPECIAL INTEREST (ASI)
	AREA OF SPECIAL INTEREST 25' BUFFER
	OFF LEASH AREA FENCING
	BNSF RAILROAD
	MAJOR CONTOUR
	MINOR CONTOUR
	LIGHTING (APPROX. LOCATION)
	VIEWPOINT FEATURE
	ADULT BOULDERING FEATURE
	KIDS BOULDERING FEATURE
	SLACKLINE AREA
	COVERED SHELTER
	RESTROOM
	SHADE STRUCTURE
	OUTDOOR EVENT SPACE STAGE
	PEDESTRIAN CROSSING
	PAVED PATH
	ACCESSIBLE GRAVEL TRAIL
	NATURAL SURFACE TRAIL
	REVEGETATION AREA
	EXISTING TREES
	BUS STOP (APPROX. LOCATION)

30 0 30 60 120 180
SCALE 1"= 60' WHEN PRINTED ON 36"x48"

NORTH





NATURAL AREA



PAVED TRAIL

GRAVEL TRAIL

NATURAL TRAIL



SPLASH PAD



EXPLORATORY PLAY



PLAYGROUND

DEMONSTRATION GARDEN





KID CLIMBING

ADULT CLIMBING

SLACKLINE



OFF-LEASH AREA

DOG AGILITY



OUTDOOR EVENT SPACE



AMENITIES

PATH LIGHTING

PEDESTRIAN BRIDGE

UNDERCROSSING



SHELTERS AND RESTROOM





AREA OF SPECIAL INTEREST + EXISTING TREES

(PROJECT SITE: 36.6 AC, ASI: 5.4 AC, TREE CANOPY: 9.7 AC)



ACCESSIBLE GRAVEL TRAIL

(0.2 MI)



NATURAL SURFACE TRAILS

(1.1 MI)



PAVED PATHS

(2.2 MI)



LAWN AREAS

(3.5 AC TOTAL)



OFF-LEASH AREAS

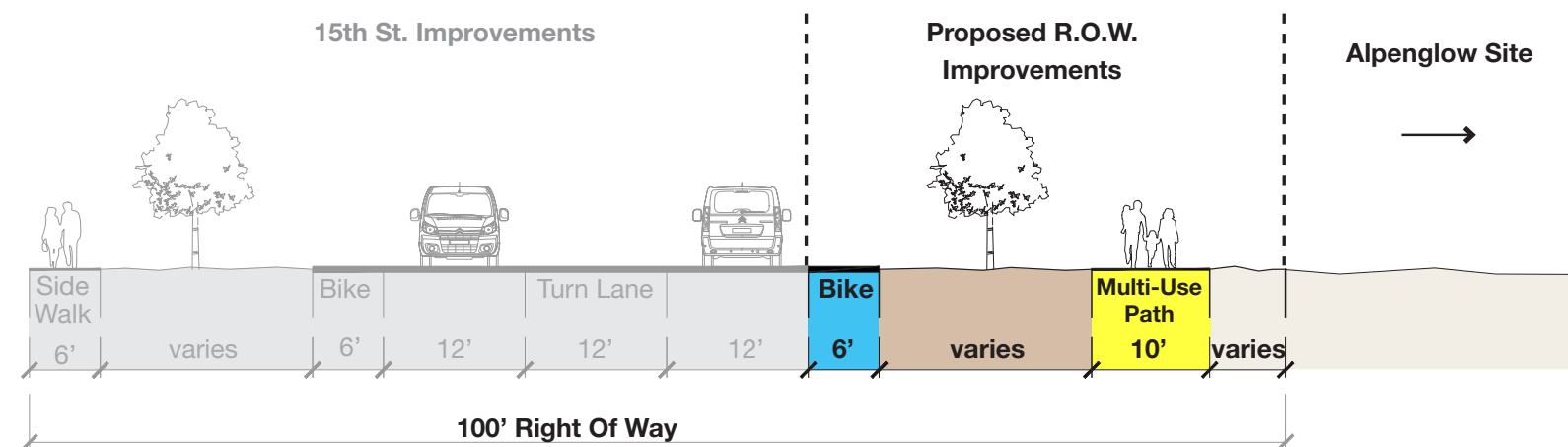
(3.9 AC TOTAL)



PLAY & CLIMB AREAS



LIGHTING



15TH ST CROSS SECTION



SITE DIAGRAMS

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 6, 2018
SUBJECT:	Larkspur Center VE Status
STAFF RESOURCE:	Brian Hudspeth, Development Manager Michelle Healy, Director of Planning & Park Services
PREVIOUS BOARD ACTION:	November 17, 2017 Update on Design Development Package; April 18, 2017 CMGC Award to LCG Pence; February 7, 2017 Approve Master Plan; December 20, 2016 Project Update
ACTION PROPOSED:	Authorize staff to move forward with construction documentation and permitting
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land; plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

Since November staff has been working with the consultant team and the CMGC (Construction Manager/General Contractor) on value engineering (VE) the Larkspur Community Center project to align the project's costs with the District's funding allocation.

Every component of the project was evaluated as part of the VE, resulting in a savings of \$1,118,250 from the overall project cost. None of the accepted VE items reduced the overall building programming, or changed the necessary mechanical equipment. Most of the changes were architectural (or aesthetic) in nature.

In addition to the VE on the construction, staff also refined the "soft costs" including, the permitting fees by the City of Bend, testing, legal, and other costs. Of significant note is the system development charge fee (SDC) from the City of Bend of \$1,113,895 for water, sewer and transportation. Increasing the total combined city permitting cost to approximately \$1.5 million, from the original estimate of \$1,000,000. Attachment A shows the current total cost estimate for the project.

While the project is still over the District's funding allocation, the team is focused on continued VE throughout construction documentation. The current construction estimate still includes hefty contingencies based on areas of unknown documentation (e.g., subcontractor costs). The costs should start to tighten up as we learn more information and get closer to the GMP (Guaranteed

development charge fee (SDC) from the City of Bend of \$1,113,895 for water, sewer and transportation, increasing the total combined city permitting cost to approximately \$1.5 million, from the original estimate of \$1,000,000. Attachment A shows the current total cost estimate for the project.

While the project is still over the District's funding allocation, the team is focused on continued VE throughout construction documentation. The current construction estimate still includes hefty contingencies based on areas of unknown documentation (e.g., subcontractor costs). The costs should start to tighten up as we learn more information and get closer to the GMP (Guaranteed Maximum Price) this fall. While the goal is to reduce the costs to match the current budget, we will further evaluate costs when we receive the GMP from the contractor.

BUDGETARY IMPACT

The current 2018-2022 Capital Improvement Plan (CIP) allocates \$21.4 million for the project, of which \$1,500,000 is SDCs and \$19,900,000 is property taxes.

With the latest round of VE applied to the project's budget, the total cost estimate is \$21,742,363, only \$342,362 (or 1.6%) over budget. However, the property tax portion of the project is still \$503,541 over the \$19,900,000 allocated (or 2.5% over the budget allocation). Staff recognizes that the project exceeds the CIP allocation, but as the project moves forward into construction documentation, the numbers should tighten, hopefully realizing additional cost savings.

STAFF RECOMMENDATION

Staff recommends that the Board direct staff to continue with construction documentation and permitting for the Larkspur Community Center project and bring the project back to the Board for approval of the GMP this fall.

MOTION

I make a motion to direct staff to proceed to construction documentation and permitting for the Larkspur Community Center project.

ATTACHMENT

Attachment A – Cost estimate

LARKSPUR CENTER COST ESTIMATE - MARCH 6, 2018

Soft Costs (5% applied to SDC)			
	GENERAL FUND	SDC	TOTAL
Architecture, & Engineering	\$1,783,012.25	\$93,842.75	\$1,876,855.00
Environmental & Testing	\$47,500.00	\$2,500.00	\$50,000.00
Fees & Permitting	\$1,390,700.25	\$73,194.75	\$1,463,895.00
Misc Admin	\$9,025.00	\$475.00	\$9,500.00
BPRD Misc.	\$23,750.00	\$1,250.00	\$25,000.00
District Purchased FF&E	\$925,000.00	0.00	\$925,000.00
CMGC Fees	\$42,219.90	\$2,222.10	\$44,442.00
Total Soft Costs	\$4,221,207.40	\$173,484.60	\$4,394,692.00

Construction Costs			
	GENERAL FUND	SDC	TOTAL
October 2017 DD CMGC Constructon Estimate	\$17,014,333.00	1,151,587.00	\$18,165,920.00
February 2018 VE Reduction	-\$1,118,250.00	0.00	-\$1,118,250.00
Revised Construction Cost	\$15,896,083.00	1,151,587.00	\$17,047,670.00
Offsite Construction Cost Contingency	\$285,000.00	\$15,000.00	\$300,000.00
Total Construction	\$16,181,083.00	\$1,166,587.00	\$17,347,670.00

Total Costs			
	GENERAL FUND	SDC	TOTAL
Total Estimated Costs	\$20,402,290.40	\$1,340,071.60	\$21,742,362.00
CIP Budget	\$19,900,000.00	1,500,000.00	\$21,400,000.00
Estimate Vs CIP	-\$502,290.40	\$159,928.40	-\$342,362.00



DEVELOPMENT PROJECT UPDATES March 2018

Bond Projects



Riley Ranch Nature Reserve (RRNR): Riley Ranch is now open to the public. Reviews have been positive as patrons are enjoying the new nature reserve. The contractor has completed all work with the exception of some lane striping on O.B. Riley Rd. Due to weather, this work will not be completed until this coming spring.

Non Bond Projects



Deschutes River Trail (DRT):

Putnam to Riley Ranch Nature Reserve Bridge Segment – Brooks Resources provided an easement for the trail and parking area. However, development of this segment of trail and the parking area on this property are contingent upon acquisition of a trail easement on the adjoining property with an active surface mine, which may delay the trail project for several more years.

Kirkaldy Ct. to Putnam Rd. Segment – After meetings with adjacent property owners and the Awbrey Meadows Home Owners Association (HOA) Board of Directors, the issue of the District acquiring a trail easement over the buried Tumalo Irrigation pipeline has not yet been resolved. The trail alignment is also pending acquisition of other necessary trail easements from the surface mining property.

Galveston to Miller's Landing Park Segment – The District is negotiating with the City of Bend to determine the scope of this project. Staff anticipates a modification to the intergovernmental agreement (IGA) to address additional utility work necessitated by the project. Due to the utility work that was completed over the last two years in the neighborhood, the City wanted to wait for a couple of years before beginning another project in that area. This will give both the City and BPRD time to work on a revised scope of work and amend the current IGA.

South UGB Segment – This project has once again been included in a bill before the State Legislature.



Alpenglow Community Park: The District is currently developing the programming elements for the site and the final master plan option will be presented to the public on February 22nd. After comments have been gathered, final revisions to the master plan will be made and it will be presented to the Board on March 6, 2018.



Shevlin Park: Staff recently completed the 100% design package for new interpretive, wayfinding and regulatory signs in Shevlin Park. Staff is currently reviewing the 90% design package for signs for the 329 acre expansion of Shevlin Park, formerly known as the Tree Farm. The District recently won an Oregon Park and Recreation Department Local Government Grant to improve trail accessibility and replace an aging bridge over Tumalo Creek. Design work will begin this spring with construction occurring in the winter of 2019.



Hillside Park: Construction at Hillside Park is substantially complete. The park is open for use as the contractor completes the punch list.



Stone Creek Park: This Park is now open to the public. The Developer is finishing up the final documents with the City of Bend on permitting, and once complete the District can accept the park, and purchase it from the Developer.



Larkspur Center (Bend Senior Center): The Value Engineering, (VE) has been completed for this stage of the project. Staff will bring a complete Design Development, (DD), package with cost estimates to the Board for approval on March 6th prior to moving forward with construction documents.



Big Sky Park Expansion: The Board approved the contract with DOWL Engineers to start the design of the improvements for the park. The design process will last through the Summer of 2018 with construction starting late Summer/Fall 2018. Staff submitted a Conditional Use Permit to the Deschutes County on January 29th. Opening of the bike park is expected in late summer of 2019.



Drake Park DRT & Bank Improvement Project: Staff is working with the Design team on funding strategies for this project with plans to bring it to the Board for approval and direction on the March 20th 2018 meeting.



Juniper Park: . Design work is underway for the ADA upgrades to the park space, with construction planned to begin in early fall of 2018.



Goodrich Property - Neighborhood Park (to be named): On February 20th the Board approved the preferred master plan for the park. Staff will issue an RFP to hire a design team to prepare documents to construct the park in Fall/Winter of 2018. Additionally, staff will issue a call for artists to solicit a public artist to work closely with the design team and explore opportunities to incorporate art into the park design.



Pioneer Park Restroom & Accessibility: Permits are applied for and the project is expected to go out to bid this summer. Accessibility improvements to the entry, parking area and restroom are planned to begin in September to be completed by the end of 2018.



JSFC Family Changing Room Renovation: Construction is underway on the family changing rooms, demolition is complete and work is progressing well. The changing rooms will be closed for use while construction is ongoing, expected through April 15, 2018.



COID Trail Surface Installation: Trail surfacing is being installed. Work to complete the surfacing and install amenities will continue through the winter and into the spring.



COID Brookwood Blvd Underpass: The IGA was approved by COID's board on 2/13/18. Work for the underpass is starting to commence with excavation and expansion of wingwalls. The

project should be complete by mid-April.

PLANNING PROJECT UPDATES

Bend Park and Recreation District Comprehensive Plan: At the January 16 Board meeting, staff worked with the Board to confirm evaluation criteria for the many projects identified by the public. Staff then scored the projects against the evaluation criteria to form categories of high, moderate and low priorities. Staff will share these results with the Board at the February 20 meeting.

River Access/Stewardship Planning: A Technical Advisory Committee (TAC) comprised of representatives from the Park District, the Upper Deschutes Watershed Council (UDWC) staff, Trout Unlimited (TU), Oregon Department of Fish & Wildlife (ODFW), Oregon Parks & Recreation Department (OPRD) and the Oregon Watershed Enhancement Board (OWEB) to help staff identify and prioritize the restoration opportunities. Following the prioritization plan Staff will identify a funding strategy for an initial project to be designed and constructed.

Stormwater Planning: The Oregon Department of Environmental Quality (DEQ) is still in process of reviewing the District's assessment report filed on September 13. Once review is complete, DEQ will schedule a meeting with District staff and consultants to determine next steps in the process of permitting and ongoing maintenance requirements.

**Board Calendar
2017-2018**

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

March 20

Work Session

- ◆ Park Rules (30 Min)
- ◆ River Access and Stewardship Program Update – *Perry Brooks and Ryan Houston (45 min)*

Business Session

- ◆ Approve Preliminary Design Drake Park Bank Realignment Project and provide direction on future steps – *Brian Hudspeth & Don Horton (45 min)*

April 3

Work Session

- ◆ Recreation Program Report
- ◆ Needs Based Assistance Report and Proposed Plan for Fiscal Year 2018-19 – *Matt Mercer*

Business Session

- ◆ Approve Needs-Based Assistance Plan for Fiscal Year 2018-19 (consent)

April 17

Work Session

- ◆ Recycling in Parks Update – *Mike Duarte (20 minutes)*

Business Session

- ◆ **Alpenglow Professional Services Amendment—Ian Isaacson (15 min)**

April 18 - Budget Committee Tour

May 1

Work Session

Recreation Program Report

- ◆ Comprehensive Plan Update (Draft Plan) – *Quinn Kever (30 min)*

Business Session

- ◆ Adopt Updated Park Rules – *Jeff Hagler and Sasha Sulia (30 min)*

May BUDGET MEETINGS (May 14, 16 & 17)

May 15

Board Meeting Cancelled

June 5

Work Session

Recreation Program Report

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2018 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2018-19, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2018-19 – *Lindsey Lombard*
- ◆ Adopt Resolution No. XXX – Adopting the Capital Improvement Plan Summary for Fiscal Years Ending 2019 - 2023 – *Michelle Healy (10 min)*

June 19

Work Session

- ◆ Comprehensive Plan Update (Phase III public involvement update on draft plan) – *Quinn Keever (45 min)*

Business Session

TBD

Outreach and Events goals and priorities – Sue Boettner & Amanda Jamison

Leadership – *Theresa Albert/Wendy Boyer*

Strategic Plan measurements

DRT - Kirkaldy Ct. to Putnam Rd. easement

Sponsorships

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

Award Juniper Park ADA construction contract – *Brian Hudspeth (15 min)*

Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*

Award construction contract for DRT - Galveston to Miller's Landing -- *Jason Powell (20 min)*

Approve Guaranteed Maximum Price for Construction of Larkspur Community Center – *Brian Hudspeth (45 min)*

IGA with the School District-*Matt Mercer*

Agreement on Pacific Crest MS Athletic Field-*Michelle Healy/Brian Hudspeth*

Larkspur Budget, Funding and Timeline-

Award construction contract for Pioneer Park – *Jason Powell (15 min)*