



Bend Metro Park & Recreation District

April 3, 2018

# Board of Directors Agenda and Reports

[www.bendparksandrec.org](http://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](http://www.bendparksandrec.org) | (541) 389-7275



# Board of Directors

April 3, 2018

District Office Building | 799 SW Columbia | Bend, Oregon

## AGENDA



### 5:30 p.m. CONVENE MEETING

#### STAFF INTRODUCTION

#### WORK SESSION

1. Recreation Program Report: Masters Swim Program – *Jessica Jameson (20 Min)*
2. Park Rules – *Jeff Hagler (20 Min)*
3. Needs-Based Assistance Program Report and Recommendations – *Matt Mercer and Amanda Jamison (40 Min)*

### 6:50 p.m. BREAK/TRANSITION

### 7:00 p.m. REGULAR MEETING

#### VISITORS

The Board welcomes input from individuals who wish to speak at our public meetings. Meeting attendees who wish to speak are asked to submit a comment card provided at the sign-in table. When invited to the podium, please state your name and address for the record and limit your comments to three (3) minutes. Thank you for your involvement and time today.

#### CONSENT AGENDA

1. Meeting Minutes – 3/06/2018

#### BUSINESS SESSION

1. Memorandum of Understanding with Upper Deschutes Watershed Council (UDWC) – *Perry Brooks and Ryan Houston (45 min)*
2. Needs-Based Assistance Policy and Needs-Based Assistance Plan for Fiscal Year 2018 – *Matt Mercer (10 Min)*

#### EXECUTIVE DIRECTOR'S REPORT

#### BOARD MEETINGS CALENDAR REVIEW

PROJECT REPORT: Attachment in Board Report

#### GOOD OF THE ORDER

#### ADJOURN

EXECUTIVE SESSION – The Board will meet in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions and ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or

litigation likely to be filed. This session is closed to all members of the public except for representatives of the news media.



Accessible Meeting/Alternate Format Notification

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

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 3, 2018
<b>SUBJECT:</b>	Recreation Program Report – Masters Swim Program
<b>STAFF RESOURCE:</b>	Jessica Jameson, Aquatic Specialist
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None – for information only
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	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 the Masters Swim Program which is a significant piece of the comprehensive adult swim offerings and fitness offerings overall at Juniper Swim & Fitness Center.

**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

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 3, 2018
<b>SUBJECT:</b>	BPRD Rules and Regulations Update
<b>STAFF RESOURCE:</b>	Jeff Hagler, Park Stewardship Manager Charlie Redline, Park Steward
<b>PREVIOUS BOARD ACTION:</b>	Last reviewed and adopted Ordinance No. 9 May 4, 2010
<b>ACTION PROPOSED:</b>	None - Information Only
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Operational Excellence
<b>Objective:</b>	Improve Business Practices
<b>Initiative:</b>	Provide a safe and healthy environment for all who work and play in our parks, facilities and programs.

**BACKGROUND**

The purpose of this work session is to provide the Board with an overview of the process to update the District's Park Rules and Regulations.

The District's Park Rules and Regulations Ordinance were last adopted in May 2010 (see Attachment A). Since then, the population of the Bend area has grown and new issues have emerged in the parks and on the trails necessitating an update to the rules. Some of those issues include slacklines, drones and electric bikes. In addition, there are existing rules that need to be updated to reflect current operations, such as no dogs at Riley Ranch Nature Preserve. During work session, staff will provide additional detail about the need to update the rules, share what work has been done to date, and explain the necessary steps for completing the update.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

None

**MOTION**

None

**ATTACHMENT**

Attachment A - Ordinance No. 9-Park Rules and Regulations.

**ORDINANCE No. 9**  
**Bend Metro Park & Recreation District Park Rules and Regulations**

BEFORE THE BOARD OF DIRECTORS OF THE BEND METROPOLITAN PARK AND RECREATION DISTRICT an ordinance replacing Ordinance No. 7, Park Rules and Regulations, governing the conduct of the users of the facilities, parks, recreation trails and buildings within the district pursuant to ORS 266.410 (7) (b).

WHEREAS, ORS 266.410 (7) (b) empowers park and recreation districts such as the Bend Metropolitan Park and Recreation District (the "District") to adopt regulations governing the conduct of the users of the District's facilities; and

WHEREAS, the Board of Directors has held public hearings consistent with the requirements of state law in Deschutes County; and

WHEREAS, the Board of Directors deems it necessary and advisable to the District's rules and regulations governing the conduct of the users of District's facilities; now, therefore,

THE BOARD OF DIRECTORS OF THE BEND METROPOLITAN PARK AND RECREATION DISTRICT ORDAINS, as follows:

**Section 1. Definitions.** "Bend Metropolitan Park and Recreation District" is a Special District of Oregon authorized to provide park and recreation services by ORS 266.410. The "Executive Director" has been appointed and designated by the Board of Directors as the Registered Agent of the Bend Metropolitan Park and Recreation District. "Parks", "Facilities", "Recreation Areas", and "Programs" means and refers to all property or programs owned or controlled by the Bend Metropolitan Park and Recreation District and operated for the public's recreational use. An "Organized Event", is an activity that is organized, sanctioned or sponsored by the District or other community affiliates.

**Section 2. Rules and Regulations.** That rules and regulations set forth on Exhibit A, which is attached to this Ordinance and incorporated herein by reference, are hereby adopted as the District's regulations governing the conduct of the users of the facilities of parks, recreation trails and buildings within the District.

**Section 3. Penalties.** Pursuant to ORS 266.450, violation of these regulations is a misdemeanor punishable by exclusion; or upon conviction by a fine not to exceed \$100 or imprisonment not to exceed five days or both.



**Section 4. Severability Clause.** If any provision of this Ordinance is held to be invalid, unenforceable or rendered unconstitutional by a court of competent jurisdiction, such a provision shall be deemed a separate, distinct and independent provision and the remainder of this Ordinance without such provision shall not be affected and shall remain in full force and effect.

Read for the first time the 6<sup>th</sup> day of April, 2010.

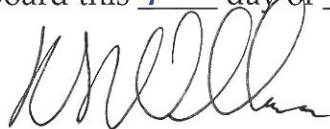
Read for a second time the 4<sup>th</sup> day of May, 2010.

Placed upon its passage this 4<sup>th</sup> day of May, 2010.

Yes 3

No 1

Authenticated by the Chairman of the Board this 4<sup>th</sup> day of May, 2010.



\_\_\_\_\_  
Scott Wallace, Board Chair

Attested by:



\_\_\_\_\_  
Paula Lowery, Recording Secretary





# Park Rules & Regulations

## **GENERAL USE OF DISTRICT PROPERTY TO INCLUDE PARK FACILITIES AND RECREATIONAL AREAS**

THE BEND METRO PARK AND RECREATION DISTRICT Board of Directors, in accordance with ORS 266.410(7)(b), has adopted the following regulations governing the conduct of the users of the parks, trails, natural areas, and recreation facilities within the district,(district property) including those facilities located within the City of Bend (the "City").

### **ARTICLE I – CONDUCT ON DISTRICT PROPERTY**

1. The Executive Director is authorized to establish rules and regulations that govern the use of specific parks, trails, natural areas, and recreation facilities in any manner that provides for the productive, sustainable and safe operation and use of district resources.
2. No person shall engage in a criminal activity while in district facilities or on district property. All criminal activity shall be reported to the Bend Police Department or Deschutes County Sheriff's Department.
3. No person shall disturb, injure or endanger the comfort, health, peace or safety of others on district property.
4. Persons using district property shall obey the following rules and regulations:
  - a. No unauthorized person shall cut, remove or damage vegetation on district property.
  - b. No person shall build a fire. Portable propane camp stoves in safe operating condition may be used in the parks. Portable propane camp stoves must be operated in a safe manner that does not cause damage to district property.
  - c. No person shall camp on district property unless authorized by the Executive Director or designee.
  - d. No person shall damage or deface district property.
  - e. No person shall sell merchandise or services, or operate a concession on district property without permission of the district and shall possess, on their person, evidence of such approval.
  - f. No person shall litter on district property. Garbage and refuse shall be deposited in proper receptacles provided for this purpose or carried off site for disposal. Garbage and refuse shall not be brought to district property for disposal.
  - g. No person shall use airborne projectiles such as golf equipment, archery equipment, discus, javelin, or shot put that may harm district property or people on district property, except as authorized by the Executive Director or designee.

- h. No person shall possess a firearm on district property, except those persons authorized to carry firearms under Oregon law.
  - i. No person shall dig up, deface or remove dirt, stones, rock or other substances nor make any excavation on district property.
  - j. No person shall place signs, markers or instructions on district property without authorization of the Executive Director or designee.
  - k. No person shall wash clothing or materials or clean fish in streams, ponds, pools, or restrooms on district property.
  - l. The use of any device that amplifies sound on district property shall be regulated in accordance with City code.
  - m. No person shall use any rolling device such as a bicycle, skateboard, scooter, inline skates, etc., in a manner that may cause potential harm to other people, pets, wildlife or district property, nor on any sports fields, tennis courts, playgrounds or off-leash areas; or other areas reserved for special events.
  - n. No bicycles or pets, except service animals, are allowed in district restrooms.
5. Glass containers are not allowed on district property.
6. No person shall operate a metal detector on district property without a permit in their possession.
7. No person shall drink or be in possession of an open container of alcoholic beverages on district property without obtaining an alcohol consumption permit issued by the District.
8. No person over the age of six (6) years is allowed to enter a restroom, washroom, or locker facility designated for the opposite sex, except those who need assistance and/or are accompanied by a parent, legal guardian or caregiver.
9. No person shall use a cell phone, camera or other photographic equipment inside a restroom facility, dressing room or changing area.
10. No person shall organize, conduct or participate in any tournament, camp, or scheduled activity without prior authorization from the Executive Director or designee. Any scheduled district activity has priority use of district facilities.
11. Sexually explicit material, as defined by Oregon law, shall not be displayed in view of minors. No person or group engaging in an authorized event may display sexually explicit artwork or similar displays or performances that may interfere with other patrons' enjoyment of district facilities. Artwork, displays or performances must be stationed so as to minimize disturbance to those wishing to avoid such displays and/or performances, minimize congestion, and promote the flow of foot traffic through the facility. All displays must be placed in areas designated for that purpose.
12. No person shall tether, launch or land a hot air balloon on district property without authorization of the Executive Director or designee.
13. No person shall jump, dive or launch themselves from district-owned bridges.

14. Smoking or other use of tobacco products is prohibited on all district property. "Tobacco products" include any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco, or any other form of tobacco that may be used for smoking, chewing, inhalation, or other means of ingestion.
15. No person shall urinate or defecate on district property except in restrooms or portable toilets provided for that purpose.

## **ARTICLE II – HUNTING, FISHING, FIREARMS & FIREWORKS**

1. No person shall discharge a firearm or use a weapon on district property. Weapons include spring or air-activated weapons, or weapons that propel projectiles by use of a bow or sling, explosives, or jet or rocket propulsion. Only persons authorized by the State of Oregon in accordance with their official duties, or in writing by the Executive Director, shall be authorized to fire or discharge any firearm or weapon.
2. No person shall hunt on any district property, except as authorized by the Executive Director and/or the Oregon Department of Fish and Wildlife.
3. No person shall discharge any fireworks or explosives on district property, except as authorized by the Executive Director or designee.

## **ARTICLE III – ANIMALS**

1. Domestic animals must be on leash while on district property. Dogs are allowed off-leash only in designated off-leash areas, except as authorized by the Executive Director or designee.
2. No unauthorized person shall feed any waterfowl or other wildlife on district property.
3. In accordance with City of Bend Special Event Rules and Regulations, dogs and other pets are not allowed on district property during special events, with the exception of recognized service animals.
4. Dog owners must control their animals at all times. It is unlawful for an owner or keeper to allow a dog or animal to:
  - a. Allow a dog or animal to engage in fighting with other dogs or animals, or allow a dog or animal to harass, threaten or injure any person, other domestic pet or wildlife; or
  - b. allow a dog or animal to damage district property or property belonging to persons other than the owner or keeper of the animal; or
  - c. leave an area without cleaning up after the animal; or

- d. secure an unsupervised animal to any stationary object in a manner that may allow the animal to charge, become free or lunge causing injury to humans, other animals or district property; or
  - e. ride or lead a horse or other stock animal on district property except in designated areas or with a special permit.
5. While using designated off-leash dog areas, the following rules must be obeyed:
- a. Dogs must be under verbal control of an owner or keeper at all times.
  - b. Owners or keepers must carry a dog leash with them at all times.
  - c. Within Deschutes County all dogs that have a set of permanent canine teeth must be licensed and current in vaccinations. The owner or keeper of the dog shall be found in violation of this rule if the dog is not wearing its collar and tag.
  - d. Owners or keepers may not have more than 3 dogs in an off-leash area at one time.
  - e. Owners or keepers must obey posted times of use in off-leash areas.
  - f. Children under the age of 12 may not be in the off-leash area without adult supervision.

#### **ARTICLE IV – VEHICLES**

1. Motorized vehicles may be operated:
  - a. On roadways and parking areas specifically designated for motorized vehicles; and/or
  - b. By special permit; and/or
  - c. As needed for public safety purposes.
2. No vehicle shall be parked in a loading zone on district property for more than 30 minutes.
3. Use of parking areas on district property is restricted to users of those sites.
4. No person shall block the flow of traffic in a parking lot, or prevent emergency vehicle access, by double parking or blocking a fire hydrant, driveway or entry gate.
5. No vehicle may be parked on district property between 10:00 pm and 5:00 am, except:
  - a. By special permit; or
  - b. When pre-approved in writing by the Executive Director.
6. Vehicles left on district property for twenty-four hours or more may be considered abandoned.
7. Vehicles may be towed in accordance with the requirements of Oregon law at the owner's expense.

## ARTICLE V – SPECIAL USE PERMITS

Persons issued special use permits must abide by all park rules and regulations, and all applicable ordinances. The permit holder shall be liable for any loss, damage or injury sustained by any person using district facilities pursuant to the permit. The Executive Director or designee shall have the authority to revoke a permit upon finding of violation of any rule, regulation or ordinance, or for other cause. *If the permit holder charges for permission to use a specified part of the district land for recreational purposes and the district gives/provides notice with a description of that part (of the land), the immunities provided by Oregon law apply to the remainder of the district's land.*

## ARTICLE VI – CLOSURES

1. Parks are closed from 10:00 pm until 5:00 am unless otherwise posted. It shall be unlawful to enter or remain on district property during closed hours except:
  - a. A person may enter and remain in a closed district property for a reasonable amount of time to retrieve their personal property or vehicle.
  - b. A pedestrian may travel through district property to destinations outside of district property.
  - c. District staff and emergency responders may enter closed areas in the course of executing their duties.
  - d. By special permit.
2. District property may be closed or its use limited by the Executive Director or designee to ensure the safety and security of the public and/or district property when fire hazards or other hazards exist.
3. No person shall refuse an order to evacuate any district property in time of an emergency.

## ARTICLE VII – EXCLUSIONS

1. A person may be excluded from any district property or facility by a local law enforcement officer, or the Executive Director or designee, subject to Oregon law, for any of the following:
  - a. Violation(s) of district rules and regulations; or
  - b. the person has been cited to appear, arrested or otherwise taken into custody in a "Civil Exclusion Zone" for any of the offenses contained the City of Bend code; or
  - c. as ordered by a court of law; or
  - d. the person is deemed a public threat to visitors and/or to any district staff or property.

2. The Executive Director or designee shall determine the length of the exclusion period. If an excluded person violates the exclusion order, local law enforcement will be called and the person may be arrested for criminal trespass.
3. The district will provide written notice of the exclusion to the affected person. The exclusion will begin immediately. The excluded person will have ten (10) days from the effective date of the notice to appeal the district's decision. The appeal must be in writing and delivered to the Executive Director or designee. The appeal shall set forth the reason(s) that the exclusion is invalid or improper, and shall request a written review. The Executive Director or designee shall render a decision no later than 30 calendar days following receipt of the appeal.
4. If, as part of a written appeal, the excluded person requests a hearing, it shall be conducted by the Executive Director or designee, within 30 calendar days of the request. The Executive Director, or designee will render the final decision in writing within 15 business days of the hearing date
5. At any time during the exclusion, an excluded person may petition in writing to the Executive Director or designee for a temporary waiver of the exclusion.

#### **ARTICLE VIII - ENFORCEMENT OF RULES AND REGULATIONS**

1. The Executive Director or designee, as well as any peace officer, as defined in Oregon law, are vested with authority to enforce these rules and regulations and:
  - a. Issue a citation as provided by Oregon law to any person who violates any provision of the district's rules and regulations.
  - b. When authorized by law, seize from any persons property that is being used or left in violation of these rules and regulations.
  - c. Refuse entrance to a district facility or program, or to require a person to leave a district property, facility or program.
2. No person shall refuse to leave any district property, facility or program after being directed to leave by a peace officer, the Executive Director, or designee.
3. No person shall interfere with any district personnel enforcing these rules and regulations.
4. The Executive Director or designee shall have the authority to issue special use permits, or to grant exceptions or waivers to any of the terms of this ordinance for authorized events and activities.
5. Pursuant to Oregon law, violation of these regulations is a misdemeanor punishable by exclusion; or upon conviction by a fine or imprisonment, or both.
6. Should any word, sentence, paragraph, clause or phrase of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.



<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 3, 2018
<b>SUBJECT:</b>	Needs-Based Assistance Program Report and Recommendations
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Director Amanda Jamison, Outreach Coordinator
<b>PREVIOUS BOARD ACTION:</b>	December 19, 2012 - Approved Needs-Based Assistance Policy
<b>ACTION PROPOSED:</b>	For Discussion. Board Approval requested during Business Session.
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Respond to User Expectations
<b>Initiative:</b>	Ensure access to critical recreation programs and services for those with limited ability to pay

**BACKGROUND**

The Needs-Based Assistance Program is the primary way in which the District facilitates access and participation in recreation to those with limited financial resources. The Board adopted the current Needs-Based Assistance Policy on December 19, 2012. The policy established priorities in order to ensure the highest and most critical needs for financial assistance are met with available resources. The policy is implemented through an annual Board approved Needs-Based Assistance Plan which is then funded through the budget process.

The Work Session will include the following:

**Proposed revisions to the existing NBA policy** - Staff has conducted a 5-year review of the existing policy and proposed several minor modifications for Board consideration. A redlined copy of the current policy with proposed changes is attached. The changes are intended to better align the Needs-Based Assistance Policy with related policies and current practices. The proposed changes will not have an impact on level of service.

**NBA Report** – Staff will provide a presentation on how the Needs-Based Assistance Program has been used over the past year and how this helps inform future strategies and recommendations.

**NBA Plan for Next Year** - Pursuant to the policy, staff has developed the Needs-Based Assistance Plan for Fiscal Year 2018-19 for Board consideration. A copy of the proposed plan is attached. There are only two substantive changes from the previous several years. One is the elimination of the restriction on adult passes to recreation facilities from one, 3-month pass or one 20-visit pass

per year. Staff believes that this will support the District goal of improving community and individual health while not placing a substantial burden on resources. The other proposed change is to accept eligibility letters from approved third parties such as Mosaic Medical and Deschutes County Health Department. This is intended to eliminate duplication in processes and reduce barriers for participation where the eligibility for assistance is consistent with the District's. Staff also believes that this could strengthen outreach efforts by having a more direct connection between community partners and District services.

**BUDGETARY IMPACT**

\$277,000 was budgeted for the Needs-Based Assistance Program in the Fiscal Year 2017-18. The current estimate to spend for this year is \$220,771. The proposed plan for Fiscal Year 2018-19 will require an estimated \$266,300 to fund. Funding sources for the proposed 2018-19 Needs-Based Assistance Program include \$182,820 in General Fund support, \$63,480 from dedicated cell phone tower lease proceeds and \$20,000 from the Bend Park and Recreation Foundation

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the revisions to the Needs-Based Assistance Policy during Business Session. Staff also recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for the Fiscal Year 2018-19 during Business Session and direct staff to include the funding for the plan in the proposed Fiscal Year 2018-19 budget.

**MOTION**

None – Motions will be proposed in the Business Session.

**ATTACHMENT**

Needs-Based Assistance Policy Redline  
Needs-Based Assistance Plan for Fiscal Year 2018-19



## **Needs-Based Assistance Policy**

### **Purpose**

The Needs-Based Assistance Policy establishes a comprehensive and sustainable approach to providing financial assistance to those with limited financial resource.

### **Philosophy**

The District believes that everyone should have the opportunity to benefit from recreation activities. The District provides this opportunity by offering a diverse array of recreation options, from parks and trails to recreation facilities and programs. Many recreation options are available to the public without charge, including: parks, trails, playgrounds, outdoor basketball courts, tennis courts, etc. Most organized recreation programs and indoor recreation facilities require a fee to participate. The District recognizes that these fees can present a barrier for some. The goal of the Needs-Based Assistance Policy is to help provide access to fee-based recreation programs and facilities for those who are unable to pay the regular fee. While the District would like to make all programs available to district residents regardless of ability to pay, services must be prioritized to ensure that the highest and most critical needs are met with available resources.

### **Types of Needs-Based Assistance**

Needs-based assistance is provided by the district through ~~two primary~~<sup>three</sup> methods:

- A. ~~Needs-Based Assistance~~**Scholarship Program** uses ~~resources~~<sup>funds</sup> from a specific~~ally budgeted~~<sup>ally budgeted</sup> ~~line item~~<sup>Scholarship Fund</sup> to ~~fund~~<sup>pay</sup> a portion of the regular participation fees. The ~~Needs-Based Assistance Program~~<sup>Scholarship Fund</sup> is supported through revenue received from cell phone tower leases, ~~Bend~~ Park and Recreation Foundation ~~fundraising efforts, private gifts and donations, sponsorships funds and General Fund tax resources.~~<sup>other designated sources.</sup>
- ~~B. Partial Fee Waivers involve waiving a portion of the regular fees with no offsetting fund transfer.~~
- ~~C. B. Free or Low Fee~~<sup>limited Cost</sup> **Programs** includes programs that are offered free to the entire community and/or subsidized services that target low income families and individuals.

### **Eligibility For Needs-Based Assistance**

Individuals or households must qualify for needs-based assistance before obtaining scholarship assistance or being granted partial fee waivers.

- A. Eligibility will be based on documented household income level for the previous year and family size.
- B. Households whose incomes are at or below the Federal Poverty Income Guidelines receive priority funding and qualify for the highest level of needs-based assistance.

- C. Households whose incomes are at or below ~~18570~~% but above 100% of the current Federal Poverty Income Guidelines are eligible for needs-based assistance at reduced levels.
- D. The District will work with the Family Action Network and other local agencies to identify and address extreme cases where assistance programs are not adequate to allow participation.

### **Funding Priorities**

In order to ensure the most critical needs and services are funded, the following priorities have been established:

- A. Priority will be given to the following **populations** in order:
  - 1. Individuals with disabilities, including those on long-term disability.
  - 2. Youth 18 years and younger.
  - 3. Adults 19 years and older with qualifying health considerations.
  - 4. General senior population (65-years or older).
  - 5. General adult population (19-64 years).
- B. Priority will be given to the following **programs/services** in order:
  - 1. ~~Community~~ issue-focused ~~based~~ programs.
  - 2. Core recreation programs.
  - 3. Complementary recreation programs.
  - 4. Needs-based assistance will **not** be offered for specialized ~~private and non-essential~~ programs, ~~and~~ private/enterprise services, or the out of district portion of fees.
- C. The following strategies will be considered when funding is not adequate to meet the demand for needs-based assistance.
  - 1. Suspend funding to lower priority populations.
  - 2. Suspend funding of complementary recreation programs.
  - 3. Reduce the percentage of fee covered by needs-based assistance programs.
  - 4. Implement limits on the amount of funding received per individual/household.

### **Needs-Based Assistance Plan and Funding:**

A Needs-Based Assistance Plan including recommendations regarding service levels and funding requirements will be approved by ~~presented to~~ the District Board of Directors annually. The funding required for the Needs-Based Assistance Plan will be included in the Cost Recovery and Subsidy Allocation Model, ~~and~~ approved through the budget process each year.

### **References and Resources:**

Cost Recovery and Subsidy Allocation Model

### **Related Policies:**

Fees and Charges Policy



## Needs-Based Assistance Plan – FY 18-19

The following charts summarize the level of assistance provided to individuals through the Needs-Based Assistance Program for the 2018-19 Fiscal Year.

### Recreation Program Assistance

Program Classification	Core Programs		Complementary Programs	
	High	Moderate	High	Moderate
Disabled	75%	50%	50%	25%
Youth (18 & Under)	75%	50%	50%	25%
Senior (65+)	50%	25%	25%	n/a
General Adults	n/a	n/a	n/a	n/a

### Recreation Facility Pass Assistance

Need Level	10-Visit & Monthly Passes	
	High	Moderate
Disabled	50%	25%
Youth (18 & Under)	50%	25%
Senior (65+)	50%	25%
General Adults	50%	25%

Reduced Fee access to JSFC and Bend Senior Center is also provided to qualified Medicaid clients through partnership with Pacific Source.

### Definitions/Explanations

1. The percentages shown in the charts represent the portion of the regular fee that is provided through the Needs-Based Assistance Program.
2. Need Level: High need assistance is provided to households whose income is at or below the Federal Poverty Guidelines. Moderate need assistance is provided to households whose income is at or below 185% of the Federal Poverty Guidelines.
3. Disabled is defined as individuals with permanent physical or developmental disabilities, including those qualifying for long-term disability assistance. Documentation may be required in some cases (i.e. long-term disability award letter or SSI).
4. Core and Complementary program classifications are identified through the Recreation Department's Program Assessment Tool.
5. Assistance for programs offered by independent contractors is limited to 25% for both high and moderate need households.

6. Some programs and services are not eligible for assistance. This includes programs identified as specialized programs in the Program Assessment Tool (ex. personal training, advanced instruction), private and enterprise services (ex. facility rentals, concessions), and programs already heavily subsidized (ex. Senior Center social programs).
7. The Needs-Based Assistance Program does not apply to Out-of-District portion of the fees. Non District Residents must pay the full Out-of -District fee.

**Application/Eligibility Process**

1. Households must complete an application to determine eligibility every 6-months. If circumstances change within the year, households may submit more current documentation for review.
2. Verification of Income is required with each application. The preferred verification is a copy of the most recent 1040 Income Tax Return. Other forms of verification that can be considered if a tax return is not available include: Proof of Social Security Benefits (SSA Benefit Statement or SSA – 1099); Proof of disability pay (SSI); Current OHP Verification of Benefits letter; Oregon Trail (food stamps) award letter, etc.
3. Designated customer service staff will review applications, determine eligibility based on the guidelines in the Eligibility Table below and call the applicant within five business days of receiving application to inform them if they are eligible for assistance.
4. The District will accept eligibility letters from approved third parties (ex. Mosaic Medical, Deschutes County). Approved third parties must have income verification guidelines at least equal to the District’s and apply the same financial eligibility guidelines.
5. The Program Administrator will consider special circumstances (i.e. excessive medical expenses, recently changed employment status, etc.) when determining eligibility, and may make exceptions to extend needs-based assistance eligibility to those who otherwise may not qualify. The Recreation Director will have final approval authority for eligibility for the Needs-Based Assistance Program.

**Eligibility Table**

Household Members	High Need		Moderate Need	
	Annual	Monthly	Annual	Monthly
1	12,140	1,012	22,459	1,872
2	16,460	1,372	30,451	2,538
3	20,780	1,732	38,443	3,204
4	25,100	2,092	46,435	3,870
5	29,420	2,452	54,427	4,536
6	33,740	2,812	62,419	5,202
7	38,060	3,172	70,411	5,868
8	42,380	3,532	78,403	6,534
Each Additional	4,320	360	7,992	666

- High Need is based on the 2018 Federal Poverty Guidelines
- Moderate Need is based on 185% of the Federal Poverty Guidelines

## **Registration Process**

1. Individuals must be approved for assistance before registering.
2. Participants are responsible for paying the remainder of the fee at the time of registration.
3. There are currently no limitations on the number of programs that people may register for; however, limitations may be put in place should requests exceed available funds.

## **Funding**

The estimated funding needed to support the 2018-19 Needs-Based Assistance Plan is \$266,000. The proposed funding sources in the Fiscal Year 2018-19 Budget are:

- General Fund - \$182,820
- Cell Tower Leases - \$63,480
- Bend Park and Recreation Foundation - \$20,000

Additional funding that is not shown in the proposed budget but is distributed in coordination with the Needs-Based Assistance program include:

- Opdycke Fund – Managed by the Foundation, this fund supports participants in Therapeutic Recreation program by directly paying a portion of the participant fees. \$10,000-\$12,000 in funds are expected to be distributed in 2018-19.
- Gap Fund - Also managed by the Foundation, this fund provides financial assistance to those who need support above and beyond what the District's Needs-Based Assistance Program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs, and transportation to and from programs. \$1,000-\$2,000 in funds are expected to be distributed in 2018-19.

## **Free and Low Fee Programs and Services**

In addition to the Needs-Based Assistance Program, the District provides a variety of free and reduced fee programs and special events, many of which are targeted to reach low income and underserved populations. These programs are funded through the Recreation Department Outreach budget and other division budgets with some programs supported partially through sponsorships and partnership with other organizations. Current free and low fee programs and services include:

- Days of Play – Free summer long programming offered in various parks including crafts, games, sports and play for children. Sponsored by Bend Park and Recreation Foundation.
- Kids on the Move – Free afterschool program at two elementary school sites incorporating outdoor play, nature exploration and health. Provided in partnership with the Children's Forest of Central Oregon.
- Discover the Outdoors Camp – Low fee outdoor program designed to connect underserved youth to public lands. Supported by a grant from the U.S Forest Service/Children's Forest of Central Oregon.
- Family Nights at JSFC – Free family event offered one Saturday evenings of each month.
- Family Skates at The Pavilion – Low fee family skate opportunities on most Sunday mornings.



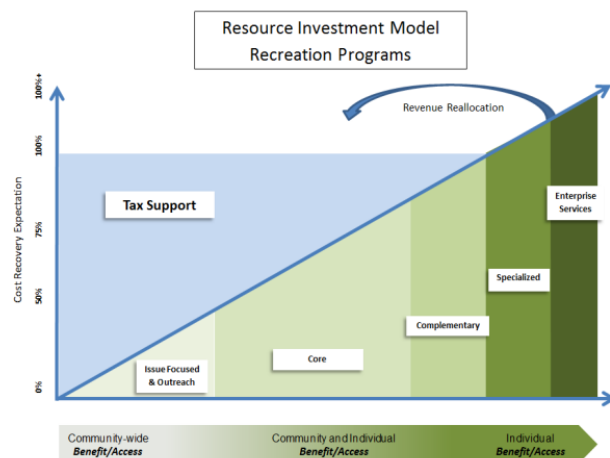
- Cancer Survivor Programs – Free yoga, water exercise and art classes for cancer survivors. Offered in partnership with Tour des Chutes.
- Senior Social Programs – Free and low fee social-oriented programs for seniors at the Bend Senior Center including dances, movies, book clubs, cards, games and more.
- Senior Resource Services – Free education and resource sessions offered in partnership with a variety of local agencies.
- Free Community Events – District produced events including 4<sup>th</sup> of July Pet Parade & Old Fashioned Festival, Let's Picnic and Senior Health Fair and support of partner events including Discover Nature Festival (Children's Forest of Central Oregon) and Learn to Fish Day (ODFW).



The Pavilion serves as host to the Bend Ice Club Youth Hockey program; this is a competitive travelling team. To accommodate the needs of the club for practices, the Pavilion has opened up ice time at 5:30 am weekdays. Specialized ice times are offered ; including stick time where pucks are provided for practice this is consistently growing and is offered early morning on weekends and lunch time during the week. Youth stick times were added Friday nights 4:15-5:15.

## 2. Cost Recovery/Subsidy Allocation – Matt Mercer & Lindsey Lombard (60 min)

Mr. Mercer gave a general overview of this topic, it has been an ongoing presentation to the Board. He reviewed the existing policy that guides cost recovery and subsidy allocation. Per this policy, cost recovery is focused on using tax dollars to support recreation programs that benefit the community on a continuum with resource investment by individuals and groups as benefits are narrowed in scope, reflecting this mission.



Cost recovery expectations are evaluated regularly to align our tax resources and user fees with the mission, goals and market position of the District. These cost recovery expectations also influence levels of service and how tax resources are used.

Mr. Mercer next explained why cost recovery is important as it improves financial sustainability and provides a broader range of programs. The District operates between a million and million and a half dollars in subsidy for recreation programs if fees were not charged. If not for cost recovery and the current fee structure, 80% of recreation programs would be eliminated to fund just one program. Ultimately, leveraging tax dollars provides more service in the community and creates balance and flexibility to offer core, complementary and specialized recreation programs. The District would not subsidize personal training, concession sales or the like. However, the community benefits from swim lessons and youth sports as examples. As policy makers the challenge is to balance the wants of the community.

Mr. Mercer stated that moving forward, staff will use resource investment language to accurately reflect the relationship between user fees and tax resources.

Mr. Mercer next covered the topic of Facilities Rental; this model is currently evaluating how to price fees so there is a level of cost recovery for providing services to various types of groups and the wide range of facilities that can be rented through the District. Mr. Mercer suggested a similar resource investment model can be applied to rentals and events.

Events that are free and serve all of the community would be charged less and events that are private and closed to the public or for commercial purposes would be charged more. Similarly, rentals would be evaluated and priced according to purpose of event (i.e. private invitation or open to the public).

Next Steps for Rentals: Identify all costs, determine current cost recovery level, recommend cost recovery targets, adjust pricing and/or expenses to support cost recovery targets and update the table below for further Board review.

Facility Type	Cost Type					
	Reservation Costs	Direct Service Costs	Operating Costs	Organizational Support Costs	Capital Improvements	Initial Investment
Park Sites and Shelters	Yes	Yes	No	No	No	No
Athletic Fields & Outdoor Amenities	Yes	Yes	?	No	No	No
Indoor Recreation Facilities Amenities	Yes	Yes	Yes	No	No	No
Rental Halls	Yes	Yes	Yes	Yes	Yes	No

**6:50 p.m. BREAK/TRANSITION**

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

**VISITORS**

None

**CONSENT AGENDA**

1. Meeting Minutes – 02/20/2018

***Director Schoenborn made a motion to approve the minutes. Director Fuller seconded. The motion passed unanimously, 5-0.***

**BUSINESS SESSION**

1. SDAO Board Member of the Year Award – *Don Horton (10 min)*

In honor of Director Schoenborn’s award, a video produced by SDAO about Director Schoenborn was shown. Director Schoenborn was congratulated by the Board in recognition of his award. The video can be accessed at: <https://www.youtube.com/watch?v=QCXDvaFs9TY>

2. Approve Master Plan for Alpenglow Park – *Ian Isaacson (30 min)*

Mr. Hudspeth filled in for Mr. Isaacson. Mr. Hudspeth reviewed the Alpenglow Park location, it is a 37 acre park located just off 15<sup>th</sup> Street. Several community outreach efforts with a wide variety of groups have led to the masterplan seeking Board approval today.

Mr. Hudspeth showed the masterplan and spoke of the many features of the park. The park uses and amenities shown on this master plan include: off leash dog area, open lawn area, outdoor event space, splash pad, children's play area, climbing/bouldering/slacklining area, demonstration garden, hiking trails, multi-use trails, pedestrian railroad bridge and Central Oregon Historic Canal Trail pedestrian bridge. In addition, there are two restrooms, 97 parking spaces and water and electrical for vendor use. Mr. Hudspeth continued to say that pending approval tonight the plan will move to phase 2 of the design, and then come back to the Board seeking approval for the construction contract.

The Board asked a variety of questions about safety, staying within the budget, traffic flow, and parking lot placement and ensuring that the park features used for the intended purposes. Other questions were asked about seating in the small dog area to accommodate the senior population that is likely to have smaller dogs. Mr. Hudspeth responded to the questions and concerns of the Board with the following responses: he indicated that he could check with the Bend Police Department for further safety review, it is likely that with further refinement of the park plan, the park will align closer to the budget, the District

worked with the School District in regards to traffic flow and placement of the parking lot to mitigate traffic issues, placement of rock features in strategic areas will help protect the park features from unintended use and there will be seating and a shelter within the small dog park to accommodate pet owners.

***Director Grover made a motion to approve the Master Plan for Alpenglow Park. Director Fuller seconded. The motion passed unanimously, 5-0.***

### 3. Larkspur Community Center Update – *Brian Hudspeth (30 min)*

Mr. Hudspeth stated that this is the single largest project in history of the District. Larkspur will be a benefit to generations of Bend residents and the expectations are high for how this facility will be used by our community. Due to this, the District is taking extra time to make this right. Mr. Hudspeth remarked that since the last discussion about this project in November, his team has worked with the design team and the CMGC (Construction Manager General Contractor) to find cost efficiencies. He said that this effort is the point of discussion tonight along with Board approval to move ahead with Construction Documents; next steps include coming back and asking for the GMP (Guaranteed Maximum Price).

Mr. Hudspeth reviewed the project status; the planning permit has been approved by the City of Bend and pending consent tonight, Mr. Hudspeth will move forward with this phase of the project by taking a check down to the City.

Mr. Hudspeth presented the site plan, remarking that there are no notable changes since November even with the value engineering (VE) changes in the plan. He explained that the modifications are largely aesthetic in nature and do not affect the functionality or programming planned for Larkspur Center, in fact; three of the items account for more than half of the \$1.8 million in reduced costs, which include:

- existing fitness room addition alternate – \$124,117
- removal of the overhangs, CMU siding and reduction in glazing on the new building – \$254,982
- 3-4 month shut down – \$240,500

Mr. Hudspeth spoke about plans to close the center for a period of time. He explained that a closure is inevitable to allow for the construction to begin, but the VE process identified further cost savings by extending the closure; resulting in a significant cost savings. This extended time will enable the construction crews to get in and efficiently work on: creating the new parking lot (which replaces the current parking), remodeling of the kitchen, connecting walls to create a barrier between the new construction and existing building and installation of the fire wall. In addition, excavation can be completed, utilities relocated and creation of construction staging areas so that the center can re-open and operate while maintaining safety for patrons. The park and Larkspur Trail will also be closed; however, they will still be accessible by foot to the neighboring community.

Mr. Hudspeth spoke about 4 items that were removed in the VE process that are now in the plan as alternate items that can be added in if the budget permits: an addition to the existing fitness room, remodel of existing multi-purpose room, remodel to the existing hallways and the addition of the outdoor classroom. Other identified VE components include some design to the interior lobby and on the on the upper floor, some ceiling materials (aesthetic features) were taken out; leaving only those that will act as a sound barrier.



<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 3, 2018
<b>SUBJECT:</b>	Memorandum of Understanding with Upper Deschutes Watershed Council (UDWC)
<b>GUEST PRESENTERS:</b>	Ryan Houston, Upper Deschutes Watershed Council
<b>STAFF RESOURCE:</b>	Perry Brooks, Landscape Architect Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	February 16, 2016 – Project Introduction September 5, 2017 – Project Update
<b>ACTION PROPOSED:</b>	Authorize the Executive Director to negotiate and sign an MOU with UDWC
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Respond to User Expectations
<b>Initiative:</b>	Develop and implement efficient, effective and responsive way of managing the use of District parks and facilities

**BACKGROUND**

During the February 16, 2016 board meeting, staff and the Upper Deschutes Watershed Council (UDWC) shared the plan to partner on riparian management and stewardship along the Deschutes River. The presentation discussed the historic and current impacts to riparian habitat along the riverbank, and the opportunity to implement a number of projects that balance habitat protection with recreational use of the river.

Staff has completed an inventory and assessment of riparian conditions on 10.5 miles of riverbank on district-owned property. This assessment summarizes the bank condition at 13 sites and identifies numerous opportunities for riparian area restoration and improved river access. At the September 5, 2017 Board meeting, District staff presented a summary of this assessment.

Staff also met with the Technical Advisory Committee (TAC) for the project, which is comprised of individuals from the UDWC, Oregon Department of Fish & Wildlife (ODFW), Trout Unlimited (TU), Oregon Watershed Enhancement Board (OWEB), Botanical Developments (BD) and Bend Paddle Trail Alliance (BPTA) to discuss the findings from those assessments and develop a prioritization plan for project implementation.

On February 13, 2018, District staff presented the results of the assessment to the UDWC Board of Directors. The UDWC Board expressed a desire to continue working with the District on riparian restoration and management needs that improve habitat conditions while supporting sustainable recreational use of the river and surrounding areas.



As a next step in this evolving collaboration between the District and the UDWC, staff is proposing to develop a memorandum of understanding (MOU) between the parties to facilitate a long-term collaboration on riparian area management. The MOU will also include District owned properties along Tumalo Creek, which will be inventoried and assessed in the future.

The MOU will outline the goals of the partnership and define the broad roles and responsibilities of each entity. Once this MOU is in place, UDWC and the District will begin working together on specific riparian area projects on District property that were inventoried and assessed this past year along the Deschutes River, plus potential projects in the future along Tumalo Creek. For these projects, individual project agreements will be developed that further lay out roles and responsibilities (e.g., funding, maintenance, project management, etc.) to complete the project. Finally, public input and engagement is important for the long term success of any of these projects. Each individual project will include some form of a public outreach to share information and/or gain feedback from the community.

The first potential project is located along the west side of the Deschutes River, between the Bill Healy Bridge and the Farewell Bend footbridge. This project was rated as a high priority by UDWC, the TAC and staff. The District will work closely with UDWC to apply for a Technical Assistance grant from the OWEB in the next available grant cycle. The grant will be used to hire a design team to complete engineering drawings and obtain required permits. Construction could likely be done by UDWC following receiving the required permitting.

#### **BUDGETARY IMPACT**

The current 2018-2022 Capital Improvement Plan allocates \$100,000 in fiscal year 2018 -19 for river stewardship. This funding will be used to help match potential grant funds for the first project. Additional funding for further projects will be handled on a project by project basis and planned for in future budgets, as necessary.

#### **STAFF RECOMMENDATION**

Staff recommends the District enter into an MOU with the UDWC, facilitating a long-term collaboration for riparian management throughout the District, and begin working with UDWC on implementing the first project downstream of the Bill Healy Bridge.

#### **MOTION**

***I move to authorize the Executive Director to negotiate and sign a memorandum of understanding with the Upper Deschutes Watershed Council to facilitate long-term collaboration on riparian area management along District owned property along the Deschutes River and Tumalo Creek.***

#### **ATTACHMENTS**

None

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	April 3, 2018
<b>SUBJECT:</b>	Needs-Based Assistance Policy and Needs-Based Assistance Plan for Fiscal Year 2018-19
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Director
<b>PREVIOUS BOARD ACTION:</b>	December 19, 2012 - Approved Needs-Based Assistance Policy
<b>ACTION PROPOSED:</b>	Approve revisions to Needs-Based Assistance Policy. Approve Needs-Based Assistance Plan for Fiscal Year 2018-19.
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Respond to User Expectations
<b>Initiative:</b>	Ensure access to critical recreation programs and services for those with limited ability to pay

**BACKGROUND**

The Board adopted the current Needs-Based Assistance Policy on December 19, 2012. The policy established priorities in order to ensure the highest and most critical needs for financial assistance are met with available resources. Staff has conducted a 5-year review of the existing policy and proposed several minor modifications that will be shared with the Board during work session. These changes have been integrated into the attached Needs-Based Assistance Policy for Board approval during business session.

Pursuant to the Needs-Based Assistance Policy, staff has also developed the Needs-Based Assistance Plan for Fiscal Year 2018-19 for Board consideration and approval. The plan will also be shared during the work session and, if satisfactory to the Board, ready for approval during the business session.

**BUDGETARY IMPACT**

The proposed plan for Fiscal Year 2018-19 will require an estimated \$266,300 to fund. Funding sources for the proposed 2018-19 Needs-Based Assistance Program include \$182,820 in General Fund support, \$63,480 from dedicated cell phone tower lease proceeds and \$20,000 from the Bend Park and Recreation Foundation

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the revisions to the Needs-Based Assistance Policy. Staff also recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for the Fiscal Year 2018-19, directing staff to include the funding for the plan in the proposed Fiscal Year 2018-19 budget.

**MOTION**

1. I move to approve the revisions made to the Needs-Based Assistance Policy.
2. I move to approve the Needs-Based Assistance Plan for Fiscal Year 2018-19.

**ATTACHMENT**

Needs-Based Assistance Policy



## **Needs-Based Assistance Policy**

### **Purpose**

The Needs-Based Assistance Policy establishes a comprehensive and sustainable approach to providing financial assistance to those with limited financial resource.

### **Philosophy**

The District believes that everyone should have the opportunity to benefit from recreation activities. The District provides this opportunity by offering a diverse array of recreation options, from parks and trails to recreation facilities and programs. Many recreation options are available to the public without charge, including: parks, trails, playgrounds, outdoor basketball courts, tennis courts, etc. Most organized recreation programs and indoor recreation facilities require a fee to participate. The District recognizes that these fees can present a barrier for some. The goal of the Needs-Based Assistance Policy is to help provide access to fee-based recreation programs and facilities for those who are unable to pay the regular fee. While the District would like to make all programs available to district residents regardless of ability to pay, services must be prioritized to ensure that the highest and most critical needs are met with available resources.

### **Types of Needs-Based Assistance**

Needs-based assistance is provided by the district through two primary methods:

- A. **Needs-Based Assistance Program** uses resources from a specifically budgeted line item to fund a portion of the regular participation fees. The Needs-Based Assistance Program is supported through revenue received from cell phone tower leases, Bend Park and Recreation Foundation donations, and General Fund tax resources.
- B. **Free or Low Fee Programs** includes programs that are offered free to the entire community and/or subsidized services that target low income families and individuals.

### **Eligibility For Needs-Based Assistance**

Individuals or households must qualify for needs-based assistance before obtaining scholarship assistance or being granted partial fee waivers.

- A. Eligibility will be based on documented household income level for the previous year and family size.
- B. Households whose incomes are at or below the Federal Poverty Income Guidelines receive priority funding and qualify for the highest level of needs-based assistance.
- C. Households whose incomes are at or below 185% but above 100% of the current Federal Poverty Income Guidelines are eligible for needs-based assistance at reduced levels.

- D. The District will work with the Family Action Network and other local agencies to identify and address extreme cases where assistance programs are not adequate to allow participation.

**Funding Priorities**

In order to ensure the most critical needs and services are funded, the following priorities have been established:

- A. Priority will be given to the following **populations** in order:
  - 1. Individuals with disabilities, including those on long-term disability.
  - 2. Youth 18 years and younger.
  - 3. Adults 19 years and older with qualifying health considerations.
  - 4. General senior population (65-years or older).
  - 5. General adult population (19-64 years).
  
- B. Priority will be given to the following **programs/services** in order:
  - 1. Issue-focused programs.
  - 2. Core recreation programs.
  - 3. Complementary recreation programs.
  - 4. Needs-based assistance will **not** be offered for specialized programs, private/enterprise services, or the out of district portion of fees.
  
- C. The following strategies will be considered when funding is not adequate to meet the demand for needs-based assistance.
  - 1. Suspend funding to lower priority populations.
  - 2. Suspend funding of complementary recreation programs.
  - 3. Reduce the percentage of fee covered by needs-based assistance programs.
  - 4. Implement limits on the amount of funding received per individual/household.
  - 5.

**Needs-Based Assistance Plan and Funding:**

A Needs-Based Assistance Plan including recommendations regarding service levels and funding requirements will be approved by the District Board of Directors annually. The funding required for the Needs-Based Assistance Plan will be approved through the budget process each year.

**Related Policies:**

Fees and Charges Policy

## DEVELOPMENT PROJECT UPDATES April 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.

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### 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 the 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 District 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 more 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.



**Alpenglow Community Park:** Staff recently presented the approved master plan at the SE Bend Neighborhood Association meeting and will be appearing at the Old Farm District

Neighborhood Association and Woodside Ranch Homeowners Association meetings in April. Next steps for Phase 1 of the project include a pre-application meeting with the City of Bend, Survey and Geotechnical Report of the BNSF Right of Way for the pedestrian bridge, cost estimates based on the approved master plan and scoping for the Phase 2 portion of the project. Phase 2 of the project will include: permitting, design documents, and construction documents. This final phase is slated to begin in early summer 2018 once the Board approves the additional services amendment to the original contract with ESA.



**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 and the District has begun the purchase process from the developer.



**Larkspur Center (Bend Senior Center):** The Design team is now beginning the Construction Documentation (CD) effort. The kickoff meeting was held on March 26<sup>th</sup>. The current schedule would have CD's completed by late summer, with the permit process following through next winter. The Project has also been submitted for land use permits through the City of Bend.



**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 summer 2018 with construction starting late summer/fall 2018. Staff submitted a Conditional Use Permit to the Deschutes County on January 29<sup>th</sup>. Opening of the bike park is expected in late summer 2019.

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**Drake Park DRT & Bank Improvement Project:** Staff has completed value engineering and defined a scope for the project. The design team is putting together their scope and fee for design and permitting. Staff will bring the contract amendment to the Board for approval later this spring.



**Juniper Park:** Permits have been submitted to the city for the ADA upgrades to the park space, with construction planned for early fall 2018.



**Goodrich Property - Neighborhood Park (to be named):** On February 20<sup>th</sup>, the Board approved the preferred master plan for the park. On March 21<sup>st</sup>, staff held a pre-proposal meeting for potential design teams to gain a better understanding of the site and the background behind the park master plan as part of the RFP process. The District will open RFP's on April 4<sup>th</sup>.



**Pioneer Park Restroom & Accessibility:** Permits have been 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; tile is being installed, followed by installation of fixtures. The changing rooms will be closed for use during ongoing construction that is scheduled through April 15, 2018.



**COID Trail Surface Installation:** The trail surface has been installed and will continue to be refined into the spring. Signage, trash receptacles and dog stations will be installed along the trail in late spring/early summer to create a better user experience.





**COID Brookwood Blvd Underpass:** Construction on the Brookwood Trail Underpass is in progress in conjunction with COID's piping project and expected to be complete by mid-April.

## PLANNING PROJECT UPDATES

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**Bend Park and Recreation District Comprehensive Plan:** At the January 16<sup>th</sup> 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.

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**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.

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**Stormwater Planning:** The Oregon Department of Environmental Quality (DEQ) is still in process of reviewing the District's Assessment Report filed on September 13<sup>th</sup>. 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.*

**April 17**

*Board Meeting Canceled*

**April 18 - Budget Committee Tour**

**May 1**

Work Session

- ◆ Recreation Program Report
- ◆ Outreach Goals and Strategies – Amanda Jamison and Kathya Avila Choquez (45 min)

Business Session

- ◆ Agreement on Pacific Crest MS Athletic Field-*Michelle Healy/Brian Hudspeth*
- ◆ Award professional services contract for Goodrich Park design (15 min)

**May 10 – Joint Meeting with the City of Bend**

**May BUDGET MEETINGS (May 14, 16 & 17)**

**May 15**

*Board Meeting Canceled*

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