



Bend Metro Park & Recreation District

July 17, 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.



District Office | Don Horton, Executive Director

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

Board Meeting Minutes – June 19, 2018

Ms. Keever noted that Cedarwood Trailhead made up approximately 20 percent of the comments received. Some were in favor of the development of a trailhead and others were opposed to allowing access to the river in that area. Most of the Cedarwood comments came from recreationalists and not from the neighbors in the area.

Ms. Keever said 14 comments came from the City of Bend, some of these comments include:

- A statement that the District comp plan will be referenced in the city's comp plan, not adopted
- A request of District consideration of affordable housing in the District's SDC update
- A request of a policy about ownership and maintenance of city footbridges
- A request that acquisition of land in the Central District be moved to a higher priority
- Continued support of coordination with the agencies on existing and future projects

) Hovekamp disclosed that he is employed by Central Oregon LandWatch; he added that it is not a conflict, but wanted to disclose the information. Ms. Keever received 12 comments from LandWatch. The comments included a desire for:

- A level of service for urban plazas
- Commitment to diversity, equity and inclusion
- Strengthened support for affordable housing
- Removal of the South UGB Bridge from the project list
- More restrictions on projects similar to the restrictions in Riley Ranch.
- LandWatch also expressed their support of the Big Sky neighbors' concerns regarding lights and sound

Ms. Keever addressed the request for service for urban plazas. She said there is not a need to have these plazas as an official level of service in the comprehensive plan. The District does not have levels of service for natural areas or recreation.

Ms. Keever spoke about the edits made to the comp plan based on comments received:

- Location of the crossing to Juniper Park
- Correction in reference to the District's and city's comprehensive plans
- Formalized commitments to partnerships with the city
- Keyed projects on the map pages
- Small word choice edits

Ms. Keever said final edits will be sent to the consultant on June 21 and will ask the Board for adoption of the plan on July 17.

) Hovekamp commented that the urban plaza idea is an appropriate discussion to have. He said it is likely premature for a category for level of service yet, but it's timely to discuss a new

model as Bend grows. Troy Field and Heritage Park started those discussions and should continue with the District and others.) Hovekamp would like additional consideration of natural areas added throughout the community.

Executive Director Horton expressed his commitment to natural areas and pointed out the new way the District is building parks as hybrids between neighborhood parks and natural areas to provide pockets as well as “naturehoods”.

Ms. Keever said she was satisfied with attendance at the public meetings and the level of engagement throughout this two-year project. Executive Director Horton indicated the outreach had far exceeded past District plans.

2. Drake Park and DRT bank and trail improvements – Brian Hudspeth

Mr. Hudspeth presented the update of this project to the Board. He explained the changes to the scope of the work through value engineering and a proposed architecture and engineering contract amendment. He reported that later in this meeting there will be a business session item to approve an amendment to the contract; this will allow this project to move forward through design, permitting and construction administration. He stated this project was brought to the Board at 30 percent design development in December. January to April was spent refining the cost estimate and scope of the work. In May and June, a contract for design was negotiated for full design work. He confirmed that the intent of tonight is to seek Board approval to award the contract.

Significant changes include:

Zone 1:

- Removed riparian work from the beach to the pedestrian bridge
- Added new restroom and improved plaza area at the beach

Zone 3:

- Removed extension of the plaza area into the river

Zone 5:

- Removed riparian work along Pacific Park reach of the river
- Included option to remove existing structure and to build a trailhead at Pacific Park (former District office)

The plan calls for 15-20 parking spaces at the trailhead.

Mr. Hudspeth showed a breakdown of the cost estimates by zone and the total estimate of the entire project. He stated that the project exceeds the allocated funds in the CIP, but believes that as the design gets further along, the plan will continue to see a reduction in overall costs. As it is now, the projected cost is 5.9 million and the budgeted cost is just over 5.2 million. The

plan includes some government grants that will be applied for through the District and the partnership with Upper Deschutes Water Council (UDWC).

) Hovekamp brought up the partnership with UDWC and the bank restoration work that will be shifted over to them. He remarked that this partnership increases sensitivity about the Mirror Pond Solutions dredging and it becomes more relevant because UDWC's funding stream is sensitive to the dredging project.

In regard to the new restrooms,) Hovekamp said he suspects the District will get some comments from the public. Mr. Hudspeth indicated that there will be more outreach and due diligence performed. Executive Director Horton inserted that the costs of the project will have an impact on whether the restrooms are built. As the project gets closer to the bid document, he said decisions can be made about the restrooms. Construction documentation could start as early as July, 6-8 months will be spent finalizing the construction documents, and the yearlong process of getting the various permits can start. Mr. Hudspeth said that construction is estimated to take between 8-12 months.

) Hovekamp expressed interest in the project and how it intersects with the city's mitigation of storm water outfalls; Mr. Hudspeth replied that the District is discussing coordination where possible.

) Sprang commented that she appreciates the shift in the riparian project to make grant funding a possibility demonstrating further responsible spending of tax dollars. The trail is a big focus and she assumes it will continue to be priority moving forward.) Hovekamp added that he is pleased to see the cost reductions, and remarked that this project is a big commitment from the District to this area of Drake Park.

) Fuller raised the concerns that the District has received in public comments about riverbank plantings. He asked for confirmation that this version of the project doesn't include the specific areas that the public has expressed the most concern. Executive Director Horton said that this is correct; zone 1 has received the most public comments in regard to concerns about the vegetation. Director Fuller said that moving this forward doesn't mean that issues have been ignored or addressed and as the District pursues grant funding and implementation of the project there is an obligation to continue the conversations about these areas of zone 1.

Director Schoenborn added that the collaborative efforts with UDWC in zone 1 will likely raise concerns down the line about the view lines of the river. Mr. Hudspeth assured the Board that the District will continue to keep communications and intentions clear and address concerns.

7:00 p.m. BUSINESS SESSION

VISITORS

None

CONSENT AGENDA

1. Meeting Minutes – 6/5/2018
- 2.

Director Schoenborn made a motion to approve the consent agenda. Director Sprang seconded. The motion passed unanimously, 4-0

BUSINESS SESSION

1. Adopt Resolution No. 414 Supporting the City of Bend's Affordable Housing Application under HB 4079

) Hovekamp restated that his employer is Central Oregon LandWatch, and remarked as an organization, they are opposed HB 4079 legislation.

HB 4079 can be found at this

link: <https://www.oregon.gov/LCD/Pages/HB4079pilotprogram.aspx>

Lynne McConnell, Affordable Housing Manager for the City of Bend, described her background and appreciation for the mission of park and recreation organizations. Ms. McConnell explained that this legislation would allow for up to 50 acres to be developed outside of the urban growth boundary (UGB) for the purposes of building affordable housing in a mixed development that includes market rate homes and affordable housing. She stated that this project directly correlates to the District's mission statement. She explained the model for the proposed development includes trails, open and natural space, and a developed park space. She commented that only Bend and Redmond are competing for the pilot program funding made possible by HB 4079 and at least 3 percent of the housing in the project must be considered affordable housing. The City of Bend will have 5 years to complete the project if successful for the pilot program.

Ms. McConnell showed a picture of the map of the area and explained how the area met the criteria for the bill. Next, she showed a slide that explains affordable housing costs and units by income level. Ms. McConnell said that by 2028, Bend will be short 16,000 units of housing. The need is greatest for the lower income earners; currently Bend has a surplus of homes for higher income earners. She further talked of the importance of integrating different levels of housing. She went on to say that a requirement for this bill is to offer park services in this area, with this resolution; the District will be committing to provide parks and recreation to this development.

Director Fuller asked how many affordable housing units have been built in past few years. Ms. McConnell replied that the goal is 100 homes per year to be built or acquired for use. With this proposed development, there will be approximately 500-600 units total with 40-50 percent of the units at affordable market rate with a deed restriction of 50 years.

Executive Director Horton spoke about the relevance of the project for the District. The property adjacent to the proposed housing development has a pond area that a 6-7 acre park could be developed as an urban wildlife area and be preserved. He explained that the SDCs that

would be collected on this subdivision would be reinvested back into the neighborhood. This location is also within walking distance to shopping and public transit, making this an optimal location. This project would create another opportunity for a trail along the canal adjacent to the property and in the long term connect to Big Sky Park.

) Hovekamp pointed out that the bill says it has to be 30 percent affordable housing, but the city is planning on 40-50 percent. Why not consider 70-80 percent? Ms. McConnell responded that they are looking at the balance with the developers to determine the mix of housing.

) Hovekamp thanked Ms. McConnell for referencing the affordability challenges in Bend. He commented that he is respectfully opposed to this project. Notwithstanding the respect to transportation, connections to trails and parks and nearby employment, he stated that this is an exception to statewide land use laws. Affordable housing is part of affordable living and he said the better option is toward the core of the city for services, healthcare and employment.

) Hovekamp is excited by opportunity areas, like the Central District and is concerned about erosion of statewide land use planning. He said affordability is a real problem and there is a lot to like in this plan, he stated that if colleagues of the Board support this, he supports their decisions.

) Schoenborn said he understood) Hovekamp's concern about land use policies. He remarked that this bill creates an exception that is made by legislation so it is still operating under the land use laws now. He stated that now that this bill is offering this opportunity, it is a proposal worthy of consideration as it begins to address many of the issues that are relevant to Bend. He commented that it is a start and he supports this resolution for these reasons.

Director Fuller said he is pleased to support the resolution. He appreciates his colleagues' comments. He stated it is a rare opportunity for the state to be nimble and to realize opportunities and goals. Director Fuller mentioned that he has done project work in this area and recognizes that there are a lot of employment opportunities in this area and it is accessible.

Director Sprang asked about the advantages of creating affordable housing opportunities in the center of town as opposed to the outskirts. She inquired if it is better to be in the city center with more congestion, traffic noise, and pollution or is it better to be out of that? Ms. McConnell talked about the competing priorities; and said the UGB has created the Bend we love today. Density can help preserve our community and environment, but at the same time, access to green space can mean more to some. There are advantages to both, for this project, the standard is met at the chosen location.

) Hovekamp asked what independent mechanisms of verifications exist from a private entity to see if this project will pencil out. He asked if there is a certain percentage at market rate that makes this project work. Ms. McConnell replied that they know the numbers on traditional development fees on market housing and the fees for affordable housing. These are

very well established and these are well-regulated for affordable housing, which is looked at differently than market value. She continued to say that affordable housing looks at the cost of materials, regulated cost of labor, federal regulations and timelines, tax credits available, and land costs. Often land costs are usually extraordinarily low for affordable housing. She assured the Board these proformas are and will continue to be reviewed regularly.

Director Schoenborn made a motion to adopt Resolution No. 414 supporting the City of Bend's application for a pilot program for urban growth boundary expansion for affordable housing under HB 4079. Director Fuller seconded. The motion passed 3-1, Chair Hovekamp voted in opposition.

2. Update and approve contract amendment with GreenWorks PC (Drake Park Bank and Trail Improvements

Mr. Hudspeth returned to answer questions about this topic that was discussed in the Work Session.

Executive Director Horton added that part of plan is to remove the old District office which is currently leased by Cascade School of Music. He said he has been in contact with their director and they are actively looking for new space and currently have an offer on a place. If the school needs extra time, it is likely that the District can extend the lease an additional 6 months. There will be a meeting in the next week to discuss this in more detail.

Director Fuller made a motion to direct the Executive Director to negotiate and execute a contract amendment with GreenWorks PC to provide construction documents, project bidding and construction administration for the Drake Park Bank and Trail Improvement project for an amount not to exceed \$598,910 and a contingency of \$42,117. Director Schoenborn seconded. The motion passed unanimously, 4-0.

3. Approval Intergovernmental Agreement with Bend-La Pine Schools on Pacific Crest Middle School Athletic Fields

Ms. Healy described the intergovernmental agreement with Bend-La Pine Schools for the athletic fields at Pacific Crest Middle School. She said the term is 20 years with 5 year renewals. The District will be responsible for maintenance or replacement of assets if needed. Both agencies are excited to get started. The schedule is subject to be refined and construction will be dependent on design and permitting, sod or seed selection will determine completion time.

The Board shared their support for this IGA. There was appreciation for the clarity and the Board looks forward to working with the school district with this partnership.

Director Sprang made a motion to authorize the Executive Director to negotiate and execute an IGA with the Bend-La Pine School District for development of athletic fields at Pacific Crest Middle School. Director Fuller seconded. The motion passed unanimously, 4-0

4. Approve Board meeting dates and times

Executive Director Horton stated that these approvals and elections are usually approved at the first meeting in July, but the elections will be made today because there will be less Board members available at the next meeting.

The Board discussed the dates and times of the work, business and executive sessions. The Board will likely hold executive session before the public meetings.

Director Schoenborn made a motion to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning a 5:30 pm with a work session and a business session beginning at 7:00 pm. Director Sprang seconded. The motion passed unanimously, 4-0.

5. Appoint Legislative Liaison

Director Fuller made a motion to appoint Ted Schoenborn to serve as Legislative Liaison for the Board of Directors for fiscal year 2018-19. Director Sprang seconded. The motion passed unanimously, 4-0.

6. Appoint Board Secretary

Director Schoenborn made a motion to appoint Don Horton, Executive Director, to serve as Executive Secretary of the Bend Park & Recreation District Board of Directors for fiscal year 2018-19. Director Fuller seconded. The motion passed unanimously, 4-0.

7. Elect Board Chair and Vice-Chair

) Hovekamp shared that he has learned many lessons as chair. He spoke of his respect for the staff for the work and preparation they put in for the Board presentations. He said the Board is to serve as a force for the organization. He expressed his thanks to -) = and other staff for their time investment, the public for their testimony, and the media for staying through meetings, his colleagues including) '7 as vice-chair, who is always by his side setting the bar high and helping. He thanked Director Schoenborn for his wisdom and long tenure that is a tremendous resource. He commented on Director Grover's legal expertise, intellect and ability to articulate things. Chair Hovekamp complimented Director Sprang for her infusion of fresh energy, dedication, great questions and genuine interest in the issues. He said that Board leadership work should be interesting and rewarding and he thanked everyone for the opportunity to serve as chair.

Director Schoenborn made a motion to nominate Director Fuller to serve as Chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2018-19. Director Sprang seconded. The motion passed unanimously, 4-0.

Director Sprang made a motion to nominate Director Schoenborn to serve as Vice Chair of the Bend Park & Recreation District Board of Directors for Fiscal Year 2018-19. The motion passed unanimously, 4-0.

EXECUTIVE DIRECTOR'S REPORT

BOARD MEETINGS CALENDAR REVIEW

PROJECT REPORT: Attachment in Board Report

GOOD OF THE ORDER

Director Sprang mentioned that she was contacted by a community member about using pesticides in the parks. Executive Director Horton shared information about current practices and the intention to seek additional options.

) Fuller encouraged everyone to attend the Let's Picnic and the July 4th events.

ADJOURNED: 8:15 p.m.

Prepared by,
Sheila Reed
Executive Assistant

Brady Fuller, Chair

Ted Schoenborn, Vice-Chair

Ellen Grover

Nathan Hovekamp

Lauren Sprang

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 17, 2018
SUBJECT:	2017-2018 Annual Strategic Action Plan Year-End Review
STAFF RESOURCE:	Michelle Healy, Planning and Park Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	Adopted 2012-2017 Strategic Plan on August 7, 2012, Adopted 2012-2017 Strategic Plan update on August 23, 2013, reviewed 2017-18 Mid-year status January 9, 2018
ACTION PROPOSED:	None
STRATEGIC PLAN INITIATIVE:	Annual Strategic Action Plan supports Strategic Plan

BACKGROUND

The Board initially adopted the District's current Strategic Plan in August 2012; an update to the plan was subsequently approved in August 2013. The District's Strategic Plan is organized into broad themes, major objectives and more specific initiatives to guide the District over five years. The Annual Strategic Action Plan (ASAP) is a yearly work plan that identifies the specific tasks to be completed during the fiscal year that implements the initiatives included in the Strategic Plan. The Strategic Plan and ASAP together serve as the general road map guiding District operations.

The ASAP mid-year and year-end reviews provide a method to report on the progress of the initiatives in the Strategic Plan. The ASAP represents staff's best approach to implement the priorities in the Strategic Plan, but does not address all of the day-to-day work of the District.

The ASAP is a living document that is prepared each year to reflect current budget priorities and/or specific Board goals. The plan is then updated during the year should unanticipated projects or initiatives arise. Any changes or updates are reflected in the mid-year and year-end reports.

The Board reviewed the 2017-18 mid-year ASAP at the January 9, 2018 board workshop. The status is now updated through June 30, 2018 and is reflected in the attached 2017-18 year-end ASAP. The year-end review continues to use the "red, yellow, green" indicators and "check mark" to symbolize the status of projects (refer to key on page 1 of the ASAP). This year-end review provides the Board an opportunity to inquire into the status of initiatives and specific tasks. However, if at any time during the year the Board wishes to learn more about a particular initiative or project, staff will provide a detailed report for that specific item.

The tasks for the current fiscal year are included in the 2018-19 ASAP that was provided to the Board during the budget process in May 2018.

With the completion of the District's new Comprehensive Plan, staff will begin the process to develop a new Strategic Plan with the Board this fiscal year. In the meantime, staff will continue to use the current ASAP format to track progress.

BUDGETARY IMPACT

Funding for most of the tasks included in the 2017-2018 ASAP was included in the 2017-18 fiscal year budget.

STAFF RECOMMENDATION

None – for information only.

MOTION

None

ATTACHMENT

Attachment A: 2017-2018 Annual Action Plan Year-End Review



2017-18 ANNUAL STRATEGIC ACTION PLAN YEAR END REVIEW JULY 17, 2018

Key

- Supports Bend 2030 “Accelerator Projects”
- ✓ Complete
- Underway/Ongoing
- Delayed or to be scheduled
- Postponed to future FY or being reconsidered

New tactics added after fiscal year

STRATEGIC PLAN THEME: CUSTOMER - COMMUNITY CONNECTION

OBJECTIVE 1. ANALYZE AND ADAPT TO CHANGING COMMUNITY NEED: Anticipating the growing and changing needs of the community and identifying the future need for parks, trails, natural areas and recreation facilities to address those needs are a critical planning function. In order to adapt to new trends in the marketplace and to shift recreation program delivery to meet demand, the District must have an understanding of changing community demographics, key customer requirements, and the needs of underserved groups and individuals.

Tactic:	Lead	Status
Complete update in coordination with Comprehensive Plan.	Recreation	●

Tactic:	Lead	Status
None		

C. Initiative: Review, monitor and periodically revise the Comprehensive Plan and Strategic Plan to ensure that they provide direction to address system deficiencies, respond to the needs of a growing community and plan for equitable distribution of facilities.

ONGOING

Tactic:	Lead	Status
Complete new Comprehensive Plan.	P&D	✓●
Prepare scope of work for new Strategic Plan to follow adoption of Comprehensive Plan.	P&D	✓

D. Initiative: Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

ONGOING

Tactic:	Lead	Status
Acquire new neighborhood park site as per Neighborhood Park Plan, CIP and 2017-18 budget.	P&D	*✓●
Complete preliminary design for the Drake Park Bank Restoration Project (Mirror Pond).	P&D	*✓
Complete construction of Eagle Park.	P&D	*✓
Complete public outreach and begin master plan for Goodrich Property.	P&D	*✓
Complete master plan for SE Bend Community Park and begin design/permitting.	P&D	*✓
Complete design for Larkspur Center expansion and Larkspur Park improvements.	P&D	*●
Coordinate design of soccer fields at Pine Nursery with Bend FC Timbers.	P&D	*●
Install wayfinding signage at Shevlin Park based on the Shevlin Park Management Plan.	P&D	*●
Continue design and construction of improvements at Shevlin Park.	P&D	*●

Complete construction of phase one of Riley Ranch Nature Reserve.	P&D	*✓
Seek acquisition of easements for the Central Oregon Historical Canal Trail.	P&D	*●
Complete initial improvements on Central Oregon Historic Canal Trail.	P&D	*✓
Complete conceptual design for road crossings of the Central Oregon Historic Canal Trail.	P&D	*✓
Continue Drake Park to Pacific Park Deschutes River Trail land acquisition, planning and design.	P&D	*●
Continue South UGB Deschutes River Trail, bridge and trailhead planning and design.	P&D	*●
Continue acquisition work for the Kirkaldy to Putnam Deschutes River Trail connection.	P&D	*●
Complete design and construction of the Galveston to Miller's Landing Deschutes River Trail segment.	P&D	*●
Continue acquisition of Putnam to Deschutes River Trail connections (Coat's properties).	P&D	*●
Complete construction of Stone Creek neighborhood park site with Lands Bend LLC per agreement.	P&D	*✓
Complete construction of Rockridge Park.	P&D	*✓
Complete construction of Hillside Park.	P&D	*✓
Design and construct Larkspur trail – Pilot Butte Gap.	P&D	*✓
Complete Simpson site clean-up and landscaping.	P&D	✓
Continue development and rollout of sign standards and implementation of the sign program and procedures.	PS	*●
Begin planning for priority athletic field development project(s), pending results of field use report and Board approval.	P&D	*✓
Complete design and permitting for renovation of Juniper Park.	P&D	*●
Complete permitting and begin design for Big Sky Park.	P&D	*●
Coordinate design and development of the Haul Road Trail, pending grant funding.	P&D	*●
Complete acquisition of Tree Farm expansion at Shevlin Park.	P&D	✓

MIDTERM

Tactic:	Lead	Status
Work with city on implementation of UGB expansion.	P&D	✓●
Develop District annexation procedures in coordination with City and County for UGB expansion areas.	P&D	✓

STRATEGIC PLAN THEME: CUSTOMER - COMMUNITY CONNECTION

OBJECTIVE 2. RESPOND TO USER EXPECTATIONS: Community support for the District is directly tied to the quality and equitable distribution of the park and recreation services. This includes a continued commitment to high quality park and facility maintenance and the continued provision of high quality recreation programs that will address general community interests as well as social issues; e.g. obesity, health and wellness, children’s growing disconnect with nature and underserved populations.

A. Initiative: Seek public comment and input on District programs, services and initiatives.

ONGOING

Tactic:	Lead	Status
Establish data systems to inform marketing and communications needs, opportunities with patrons.	CR	●
Develop and implement a new process for participant feedback and evaluation of recreation programs.	Recreation	●

B. Initiative: Develop and implement efficient, effective and responsive ways of managing the use of District parks and facilities.

SHORT-TERM

Tactic:	Lead	Status
Evaluate methods for recycling in parks.	PS	●

C. Initiative: Evaluate recreation programs and services using the Program Development and Delivery Model.

ONGOING

Tactic:	Lead	Status
Evaluate existing programs and new proposals using model and implement recommended strategies.	Recreation	●✓
Improve cost allocation methodology to provide a better understanding of full cost of providing programs.	Recreation	●✓

D. Initiative: Invest in community and individual health and fitness including initiatives to combat childhood obesity.

ONGOING

Tactic:	Lead	Status
Implement and evaluate Pacific Source Medicaid reimbursement program at JSFC and Senior Center.	Recreation	*●✓
Implement “Movement as Medicine” program pending approval of funding from Regional Health Improvement Council.	Recreation	*●

E. Initiative: Invest in programs and services that appeal to older adult population.

ONGOING

Tactic:	Lead	Status
Support planning and design for Larkspur Center to ensure that it is responsive and appealing to the current and future needs of programming for older adults.	Recreation	*●✓
Develop programming plan for Larkspur Center.	Recreation	*●

F. Initiative: Ensure access to critical recreation programs and services for those with limited ability to pay.

ONGOING

Tactic:	Lead	Status
Implement Needs-Based Assistance program for the current fiscal year plan and recommend plan for following year.	Recreation	*●✓
Expand outreach efforts and participation to underserved populations.	Recreation	*●✓

G. Initiative: Invest in initiatives that will engage children in outdoor activities, nature education and stewardship.

ONGOING

Tactic:	Lead	Status
Continue to contribute as a major partner in the Children’s Forest of Central Oregon initiatives and collaborative programming, including Naturehood site assessment and design process.	Recreation	*●

H. Initiative: Provide park and facility maintenance based on community expectations.

ONGOING

Tactic:	Lead	Status
Complete development of preventative maintenance and inspection program for parks and assets.	PS	●
Complete the renovations of outfields at Scanlon & Robinson fields at Skyline Park.	P&D	✓
Construct improvements to Pioneer Park restroom and access.	P&D	●
Develop accessibility improvements action plan derived from District’s prior studies.	PS/P&D	●
Construct improvements at the Park Services Shop Complex.	PS	✓
Complete year two of three years of the Urban Forestry Plan.	PS	✓●
Complete reconstruction of JSFC changing rooms.	P&D/PS	✓
Upgrade Discovery Park off leash area based on community feedback.	PS	✓

I. Initiative: Consider interests and needs of the Hispanic population in the provision of services.

MIDTERM

Tactic:	Lead	Status
Expand Latino Outreach Program, including support of non-recreation functions.	Recreation	*●✓

STRATEGIC PLAN THEME: CUSTOMER - COMMUNITY CONNECTION

OBJECTIVE 3. CULTIVATE PARTNERSHIPS: The District will continue its strong orientation toward partnerships and partnership development to assist in augmenting service delivery.

A. Initiative: Use partnerships and collaborations where appropriate to deliver recreation programs.

ONGOING

Tactic:	Lead	Status
Evaluate the use of independent contractors in the delivery of recreation programs, and develop new processes and agreements for their use.	Recreation	●

B. Initiative: Seek strategic alliances to support targeted capital projects.

ONGOING

Tactic:	Lead	Status
Coordinate agreement with Bend Timbers FC for of future soccer/multi-purpose fields at Pine Nursery.	Recreation	*●✓
Work with potential partners identified through the Community Sponsored Project process on capital projects.	P&D	✓●
Work with Bend La-Pine School District to develop partnership for athletic fields at Pacific Crest Middle School.	P&D	✓

C. Initiative: Manage ongoing partnerships to support District operations.

MIDTERM

Tactic:	Lead	Status
Partner with Upper Deschutes Watershed Council and others to develop a plan for stewardship of riparian areas along the Deschutes River.	P&D	✓●
Collaborate with BPTA on the Bend Whitewater Park and other river related initiatives.	PS	*✓●
Continue partnerships with US Forest Service, ODFW, Oregon Department of Forestry, Bend Police Department, Deschutes County Sheriff's Dept., City of Bend Special Events Steering Committee, Water Department, Homeless Leadership Coalition, Bend Livability Group, and Central Oregon Coalition for Access (COCA).	PS	*✓●
Build relationship with Oregon Marine Board to better regulate the Bend Whitewater Park and other water recreation to enhance public safety and user experience.	CR	●
Update intergovernmental agreement with the City of Bend for planning and urban services.	Administration	●
Update intergovernmental agreement with Bend La-Pine School District.	Administration	✓●
Coordinate with Oregon State University on Master Planning of the Campus.	P&D	✓●
Work with new Bend Oregon Skateboard Alliance to identify potential ways they can support current and future skate park use and stewardship.	Recreation/P&D	●
Seek new contract for river recreation concessions.	Recreation	✓
Coordinate site improvements and communication campaign for the opening of the "Park & Float" to support river recreation concessions.	PS/CR	✓
Partner with the City of Bend to obtain Tree City certification.	PS	✓

Develop new lease agreement with High Desert BMX for Big Sky Park.	Recreation	●✓
Partner with COID for the installation of the trail undercrossing of Brookwood Blvd.	P&D	✓
Complete prescribed fire in Shevlin Park in partnership with the Forest Service.	PS	✓

STRATEGIC PLAN THEME: CUSTOMER - COMMUNITY CONNECTION

OBJECTIVE 4. STRENGTHEN COMMUNITY AWARENESS: The District will build upon a strong reputation for quality services, environmental stewardship and trustworthy management through ongoing communication with the public.

A. Initiative: Implement a District-wide communications plan.

ONGOING

Tactic:	Lead	Status
Develop communication strategies with the Park Stewardship program to align campaigns and outreach to ensure messaging is consistent.	CR	●
Analyze and integrate the District's digital presence to serve patrons and others.	CR	●
Launch redeveloped website with improved functionality to serve patrons and employees more effectively.	CR	✓
Establish training procedures District-wide to foster consistent brand and messaging in alignment with Play for Life.	CR	●
Develop public communications for Riley Ranch and nature play areas.	CR	✓

B. Initiative: Strengthen the District’s identity as an independent agency separate from other local governments.

ONGOING

Tactic:	Lead	Status
Work in cooperation with other agencies to inform the public and media of the roles of each agency.	CR	●

C. Initiative: Communicate the return on community investment and overall economic impact of parks and recreation for the community.

LONG-TERM

Tactic:	Lead	Status
Take active roles with service groups and other organizations to contribute to quality of life topics in the community.	CR	●

STRATEGIC PLAN THEME: FINANCIAL – FINANCIAL STEWARDSHIP

OBJECTIVE 1. MAINTAIN FINANCIAL STABILITY: The District will support its existing and future service levels through careful and responsible financial planning. Decisions related to new facilities, programs and services will rely on realistic information about ongoing operations and maintenance costs, as well as adequate return on investment. Furthermore, the District will seek an appropriate balance of tax and non-tax sources.

A. Initiative: Provide responsible financial planning and management to support the District’s existing, and future level of service.

ONGOING

Tactic:	Lead	Status
Update procurement policies and related documents/processes as applicable with new state laws; train staff.	Admin. Services	●
Complete business plan and pro forma budget for Larkspur Center.	Recreation	●

B. Initiative: Implement a cost recovery/subsidy allocation strategy that identifies appropriate levels of subsidy and supports financial sustainability.

ONGOING

Tactic:	Lead	Status
Create a cost recovery/subsidy allocation model for rentals, reservations, athletic field use and special events.	Recreation	●

C. Initiative: Maximize alternative funding sources.

ONGOING

Tactic:	Lead	Status
Develop District-wide procedures and policies for sponsorship opportunities.	CR	●
Applied for and awarded \$146K Local Government Grant for Shevlin Park ADA and asset replacement improvements.	P&D	✓
Awarded \$1.8M grant from Western Federal Lands for the development of the Haul Road Trail.	P&D	✓

STRATEGIC PLAN THEME: FINANCIAL – FINANCIAL STEWARDSHIP

OBJECTIVE 2. TAKE CARE OF WHAT WE HAVE: The Bend community expects the District to adequately care for current assets before investing in new parks and facilities. As growth and un-met user needs are addressed, the District will also ensure continued maintenance and investment in the existing infrastructure. This includes identifying the operating and maintenance costs for proposed new facilities and developing plans for replacement of existing assets.

A. Initiative: Plan for and invest in maintenance and operational costs of existing facilities and programs.

ONGOING

Tactic:	Lead	Status
Improve cost gathering and cost allocation methods to better forecast and commit funding for future park and facility maintenance costs.	Admin. Services	●

B. Initiative: Maintain an Asset Management Program to inform long-term funding needs.

ONGOING

Tactic:	Lead	Status
Implement Asset Management Plan tracking and updating processes.	PS	●
Use Asset Management Plan to determine appropriate reserve amounts in near and long-term.	Admin. Services	✓●
Combine applicable accessibility transition plan action items into the District-wide Asset Management Plan.	PS	●

STRATEGIC PLAN THEME: FINANCIAL – FINANCIAL STEWARDSHIP

OBJECTIVE 3. INVEST IN THE FUTURE: The District’s ability to align the allocation of resources with identified community need is of great importance. The District also desires to be flexible and skillful to ensure its capacity to take advantage of opportunities that arise.

A. Initiative: Coordinate capital planning and facility development with forecast need for maintenance and operational funding.

ONGOING

Tactic:	Lead	Status
Forecast maintenance and operational costs for the Larkspur Center project.	Recreation	●

B. Initiative: Ensure sufficient funding to be flexible and responsive to opportunities as they arise.

ONGOING

Tactic:	Lead	Status
None		

C. Initiative: Align CIP prioritization with funding resources.

ONGOING

Tactic:	Lead	Status
Prioritize CIP with the Board.	P&D	*✓

D. Initiative: Maintain the District’s Systems Development Charge (SDC) program to ensure adequate funding for future facility needs to meet population growth.

MIDTERM

Tactic:	Lead	Status
Prepare scope of work for update of the SDC methodology, pending completion of the new comprehensive plan.	P&D	✓

STRATEGIC PLAN THEME: INTERNAL BUSINESS – OPERATIONAL EXCELLENCE

OBJECTIVE 1. CREATE A BORDERLESS ORGANIZATION: The ability of the District to communicate effectively across departments results in efficient internal service as well as excellence in external service. Borderless communication builds teamwork, optimizes organizational systems, and strengthens employee morale. It also effectively integrates the adopted mission and values throughout the organization.

A. Initiative: Complete an assessment that identifies barriers among internal support activities and create an action plan for improvement.

MID-TERM

Tactic:	Lead	Status
None		


B. Initiative: Integrate mission and values into all levels of the organization.

ONGOING

Tactic:	Lead	Status
None		

C. Initiative: Continually improve interdepartmental and cross-departmental communication and coordination.

ONGOING

Tactic:	Lead	Status
Provide timely information on employee website to inform and engage employees.	CR	

STRATEGIC PLAN THEME: INTERNAL BUSINESS – OPERATIONAL EXCELLENCE

OBJECTIVE 2. PROVIDE EXCEPTIONAL CUSTOMER SERVICE: Developing excellence in service systems requires accurate and timely knowledge of customers, including their most important requirements today and in the future, and building a systems approach to service delivery achieved through a cross-functional service team.

A. Initiative: Improve consistency of service delivery through the development and implementation of service standards.

MID-TERM

Tactic:	Lead	Status
None		

B. Initiative: Develop and implement a consistent, system-wide process to measure customer service satisfaction.

MIDTERM

Tactic:	Lead	Status
None		

STRATEGIC PLAN THEME: INTERNAL BUSINESS – OPERATIONAL EXCELLENCE

OBJECTIVE 3. IMPROVE BUSINESS PRACTICES: An important element of operational excellence includes the ability to manage and improve critical processes. Streamlining processes includes the development of an improvement model and metrics to measure both organizational and departmental performance.

A. Initiative: Support Board priorities, development and opportunities for engagement with community.

MIDTERM

Tactic:	Lead	Status
Work with Board to establish annual tactics for meeting District strategic goals.	Administration	●
Coordinate joint meetings with other governing bodies every two years.	Administration	✓●
Identify opportunities for the Board to engage with the public.	Administration	●

B. Initiative: Obtain and maintain accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

SHORT-TERM

Tactic:	Lead	Status
Prepare annual CAPRA Report and submit.	Administration	✓
Work with the internal CAPRA Team to prepare for recertification in 2020.	Administration	✓●

C. Initiative: Develop an organizational performance measurement system to communicate effectively to internal and external stakeholders.

MID-TERM

Tactic:	Lead	Status
Develop and Implement Strategic Plan measurements.	Administration	●

D. Initiative: Compare the District’s core programs and facilities with other providers of similar services.

ONGOING

Tactic:	Lead	Status
None		

E. Initiative: Identify, evaluate and improve critical processes to decrease inefficiencies and/or duplication of work.

ONGOING

Tactic:	Lead	Status
Develop system for tracking, reviewing and updating policies and procedures.	Administration	●
Focus evaluations and improvements on administrative services work flow, approvals, and reporting.	Admin. Services	●
Upgrade RecTrac registration software to improve management and reporting of recreation information.	Admin. Services	●
Begin implementation of Accounts Payable workflow.	Admin. Services	●

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

ONGOING

Tactic:	Lead	Status
Ensure all new irrigation systems have web-based controls and update existing control systems to web-based systems where feasible.	PS	✓●
Complete District Storm Water Management Plan and obtain DEQ permit.	PS	✓●
Develop Water Conservation and Management Plan.	PS	●
Work with Sustainability Committee to engage staff in efforts to cultivate a culture of sustainability in day-to-day District operations.	PS	●
Participate in the Energy Trust of Oregon Sustainable Energy Management Program.	PS	✓●

G. Initiative: Share lessons learned and best practices with other agencies and across departments.

ONGOING

Tactic:	Lead	Status
Hosted two day information sharing visit with Metro Parks Tacoma.	All	✓
Supported the ORPA conference in Bend with multiple sessions and field tours.	All	✓

H. Initiative: Reengineer the performance appraisal process to encompass/align with strategic thinking, core competencies, culture, and employee empowerment.

MIDTERM

Tactic:	Lead	Status
Evaluate and update the internal compensation tool.	HR	✓

I. Initiative: Provide a safe and healthy environment for all who work and play in our park, facilities and programs.

ONGOING

Tactic:	Lead	Status
Complete implementation of intruder response plan including staff training.	Admin. Services	●
Complete update of District Park & Facilities Rules Ordinance.	PS	●

STRATEGIC PLAN THEME: LEARNING AND GROWTH – EMPOWERED AND PREPARED WORKFORCE

OBJECTIVE 1. DEVELOP LEADERS: Ensure strong leadership throughout the organization, provide for succession, encourage future leaders’ development, and provide learning opportunities for all employees through emphasis on professional development, aligned with strategy.

A. Initiative: Develop and integrate core competencies for leadership positions.

MID-TERM

Tactic:	Lead	Status
None		

B. Initiative: Further develop the District as being an “employer of choice” in order to attract and retain highly qualified and motivated employees.

ONGOING

Tactic:	Lead	Status
Review HR systems for best practices and compliance with legislative mandates.	Admin. Services	●
Evaluate the use of seasonal employees to provide services.	PS	●
Complete the evaluation of the required number of hours worked for eligibility of benefits for part-time employees.	Admin. Services	●
Complete review of monthly employee contribution for healthcare benefits for part-time employees.	Admin. Services	✓
Created policies for flexible work schedules.	Admin. Services	✓

C. Initiative: Define a desired organizational culture and reinforce through educating, inspiring and empowering employees.

ONGOING

Tactic:	Lead	Status
None		

D. Initiative: Develop and implement work force plan and professional development plan.

MIDTERM

Tactic:	Lead	Status
Begin implementation of succession plan for IT Manager to ensure the District is technologically prepared.	Admin. Services	✓ ●
Identify key employees (non-management) to attend the Essential Leadership training; encourage these identified employees to begin a professional development plan.	Admin. Services	●

STRATEGIC PLAN THEME: LEARNING AND GROWTH – EMPOWERED AND PREPARED WORKFORCE

OBJECTIVE 2. ENCOURAGE CREATIVITY AND INNOVATION: One of the District’s core values is achieving excellence through innovation. This includes continuously reviewing trends in the marketplace, leveraging technology to improve services, and supporting enhanced business practices. Innovative cultures rely on participative leadership styles, cross-functional communication, and creativity.

A. Initiative: Monitor and analyze industry trends or new ways of doing business in order to identify innovative opportunities.

MID-TERM

Tactic:	Lead	Status
None		

B. Initiative: Align recognition and reward systems with implementation of innovative and creative changes or process improvements to the workplace.

MIDTERM

Tactic:	Lead	Status
None		

STRATEGIC PLAN THEME: LEARNING AND GROWTH – EMPOWERED AND PREPARED WORKFORCE

OBJECTIVE 3. THINK STRATEGICALLY: Developing a strategic focus results in a purposeful and disciplined approach to work efforts. Thinking strategically is a skill that includes the following: the ability to align the organization around strategy, the ability to translate strategy into operational terms through education, adapting the organizational culture to include strategy as a continuous process, and creating and mobilizing an agenda for change.

A. Initiative: Encourage strategic thinking and insight at all levels of the organization.

SHORT-TERM

Tactic:	Lead	Status
Communicate Strategic Plan at all levels of organization and how it relates to everyone’s work.	All Departments	●
Conduct regular strategy meetings at the Executive Team and management team levels.	All Departments	●

B. Initiative: Align recognition and reward systems with strategic thinking.

MIDTERM

Tactic:	Lead	Status
Emphasize strategic thinking in employee goal setting and performance review process.	All Departments	●

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 17, 2018
SUBJECT:	Adopt 2018 Comprehensive Plan
STAFF RESOURCE:	Quinn Keever, Planner Michelle Healy, Planning & Park Services Director
PREVIOUS BOARD ACTION:	Board Update, June 19, 2018
ACTION PROPOSED:	Adopt Resolution No. 415 adopting the District's 2018 Comprehensive Plan
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Review, monitor and periodically revise the Comprehensive Plan and Strategic Plan to ensure that they provide direction to address system deficiencies, respond to the needs of a growing community and plan for equitable distribution of facilities.

BACKGROUND

Staff recently completed a full re-write of the District's Comprehensive Plan. The effort took two years, incorporated input from over 3,000 people, and re-evaluated the District's approach to level of service standards. Staff provided information to, and sought input from the Board at each key milestone of the project, including holding a focus group with the Board, and presenting at twelve board meetings and one budget tour.

The final draft of the 2018 plan can be viewed at:

https://www.dropbox.com/s/6lcz8rd72x96uaf/BPRD_FinalPlan%20DRAFT_web.pdf?dl=1

The final draft of the appendices can be viewed at:

https://www.dropbox.com/s/dgipy6gez51u8l7/BPRD_FinalPlan%20DRAFT_Appendices.pdf?dl=1

Below is a summary of the plan's contents:

- Executive Summary—provides a high level overview of the entire plan.
- Chapter 1: Introduction—summarizes the public input that helped guide the plan, as well as a description of the community issues that shaped the plan.
- Chapter 2: BPRD and the Community—discusses when and how the District was formed, the District's vision, mission and values, and the Oregon Revised Statute that governs the District. This chapter also provides demographic data about the community.

- Chapter 3: Policies—describes the District’s overarching policies, including five key policy questions that were explored in response to community input.
- Chapter 4: Today’s System—provides an inventory of all parks, trails, amenities and indoor recreation facilities in the District.
- Chapter 5: Community Needs—discusses the community needs identified through multiple forms of outreach over two years.
- Chapter 6: Our Future—lists 99 projects and their relative priority to one another based upon evaluation criteria.
- Chapter 7: Recreation Programs—gives an overview of the District’s recreation programs and how future programs are identified.

The Comprehensive Plan concludes by stating that the plan is a living document that will include annual updates of the park and trail inventory, population estimates, level of service calculations and progress in building parks or improved crossings in the 32 park search areas. Every five years staff will conduct another Community Needs Survey, which will facilitate the next Comprehensive Plan Update. Resolution No. 415, adopting the plan, is included with this board report for Board consideration and approval (Attachment A).

BUDGETARY IMPACT

No direct budget impacts; however, the 2018 Comprehensive Plan guides the District’s future investment in the development of parks, trail and recreation facilities.

STAFF RECOMMENDATION

Staff recommends the Board adopt Resolution No. 415 adopting the 2018 Bend Park and Recreation District Comprehensive Plan.

MOTION

I move to adopt Resolution No. 415 adopting the 2018 Bend Park and Recreation District Comprehensive Plan.

ATTACHMENTS

Attachment A - Resolution No. 415 adopting the 2018 Bend Park and Recreation District Comprehensive Plan

The final draft of the 2018 Comprehensive Plan will be posted on the District’s website at www.bendparksandrec.org once the plan is adopted.

BMPRD RESOLUTION NO. 415

**A RESOLUTION ADOPTING THE 2018 BEND PARK AND RECREATION DISTRICT
COMPREHENSIVE PLAN**

WHEREAS, The City of Bend Comprehensive Plan recognizes the Bend Park and Recreation District as the urban service provider of parks and recreation services and facilities; and

WHEREAS, in 2012 the Board adopted the Parks, Recreation and Green Spaces Comprehensive Plan, which inventories parks, natural areas, trails, recreation facilities and programs, makes findings of future needs, and provides policy direction for the development, provision and management of park and recreation services within the District; and

WHEREAS, the Board found it necessary to rewrite the plan using updated data, public input and new methodologies, and rename it the Bend Park and Recreation District Comprehensive Plan; and

WHEREAS, the 2012 Parks, Recreation and Green Spaces Comprehensive Plan envisioned that such an update and revision would be necessary in order to ensure the Plan's relevance to ever changing community conditions and needs; and

WHEREAS, the Board annually adopts a Capital Improvement Plan that includes a list of park, trail, and recreation facility projects necessary to provide for the needs of District residents identified in the Comprehensive Plan;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Bend Park and Recreation District hereby adopts the 2018 Bend Park and Recreation District Comprehensive Plan.

ADOPTED by the Board of Directors on this 17th day of July, 2018.

Brady Fuller, Board Chair

Attest:

Don Horton, Executive Secretary

BOARD AGENDA COMMUNICATION

AGENDA DATE:	July 17, 2018
SUBJECT:	Alpenglow Park – Approve Amendment to Professional Services Contract
STAFF RESOURCE:	Ian Isaacson, Project Manager Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	October 3, 2017, Approved Professional Services Contract; March 6, 2018, Adopted Master Plan
ACTION PROPOSED:	Approve Amendment #3 to Professional Services Contract
COMMITTEE ACTION:	None
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

BACKGROUND

On October 3, 2017, the Board approved the professional services contract with Environmental Science Associates (ESA) for topographic survey, planning, and design services to complete a master plan for the park.

Following the adoption of the park master plan by the District’s Board of Directors on March 6, 2018, staff worked with ESA on completing the final tasks related to the master plan. At this time, staff would like to move forward with the project through schematic design and 30% design documents only (Amendment #3). This step helps provide the District with certainty about the materials, size and design of the custom elements within the park. It also allows the design team to put together a 30% design package and an estimate of probable construction costs. Any value engineering, if necessary, would be done at the completion of the 30% design.

Upon completion of the 30% design, staff will bring a final amendment to the Board for approval to finish design documents through permitting and construction, construction administration, and final cost estimates.

BUDGETARY IMPACT

The current funding allocation for Alpenglow Park in the 2019-2023 Capital Improvement Plan is \$8,800,000 in system development charges, to be spent over the next two fiscal years.

The negotiated fee for the contract with ESA is as follows:

Consultant Fees:

Original contract amount (includes amendment #1&2 for \$18,874):	\$222,348.00
Amendment #3 for 30% full design documents, (less original contract savings of - \$55,000)	\$339,400.00
Total Contract Amount	\$561,748.00
Original contract contingency remaining:	\$1,473.40
Contingency for new amendment (less remaining contingency):	\$32,466.60
Total Contingency	\$33,940.00
Total Budget amount including contingency:	\$595,688.00

Allowances for Amendment 3:

- Prepare Minor Institutional Master Plan Application
- Transportation Engineer: TIA and Stakeholder Coordination
- Value Engineer Support

Allowances require written approval from District representative before the consultant may proceed with the task, and will only be authorized if necessary to complete the project.

The remaining project funding allocation is \$8,204,312.00. to be used for additional design work, permitting, construction and miscellaneous put-back to complete the project.

STAFF RECOMMENDATION

Staff recommends that the Board approve contract Amendment #3 with ESA for \$339,400 and an additional \$32,466.60 for contingency.

MOTION

I move to authorize the Executive Director to negotiate and execute Amendment #3 to the contract with Environmental Science Associates (ESA) for Alpenglou Park in an amount not to exceed \$339,400 and to approve an additional contingency amount of \$32,466.60.

ATTACHMENT

None

Board Calendar 2018-2019

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

August 7

Work Session

- ◆ Shevlin Park ADA project update – *Perry Brooks (30 min)*
- ◆ Rental and Special Event Cost Recovery Recommendations – *Matt Mercer and Lindsey (60 min)*

Business Session

- ◆ Pioneer Park Restroom renovation construction contract award – *Jason Powell (10 min)*
- ◆ Juniper Park ADA and construction contract award – *Jason Powell (10 min)*
- ◆ Hold Public Hearing and First Reading of Park Rules Ordinance – *Jeff Hagler and Sasha Sulia (30 min)*
- ◆ Approve IGA with City of Bend for Quimby and 8th Ave. - *Perry Brooks (10 min)*

August 21

Work Session

Business Session

- ◆ Park Rules Second Reading – *Jeff Hagler (15 min)*
- ◆ Land Acquisition

September 4

Work Session

- ◆ Foundation Update
- ◆ River access planning process update – *Perry Brooks (20 min)*

Business Session

- ◆ PCMS Fields Award Design Contract – *Ian Isaacson (15 min)*

September 18

Work Session

Business Session

October 2

Work Session

Business Session

October 16

Work Session

Business Session

- ◆ Drake Park DRT Trail Easements – *Brian Hudspeth (20 min)*

November 6

Work Session

- ◆ 2018 Events in Parks Report – *Chris Zerger & Sasha Sulia (20 min)*

Business Session

November 20

Work Session

Business Session

- ◆ Empire Crossing Park – Award Construction Contract – *Jason Powell (20 min)*

December 4

Work Session

Business Session

- ◆ Appoint Budget Committee Member(s) – *Lindsey Lombard*

December 18

Work Session

Business Session

- ◆ Approve Guaranteed Maximum Price for Construction of Larkspur Community Center – *Brian Hudspeth (45 min)*
- ◆ Shevlin Park ADA / Bridge Work Award Construction Contract – *Brian Hudspeth (20 min)*

January 2019

Board Workshop - 8:00 a.m. – 4:00 p.m.

- ◆ Annual Strategic Action Plan (Mid-Year Review)
- ◆ Financial Forecast
- ◆ Capital Improvement Plan (CIP) Discussion
- ◆ Property Tax Prioritization
- ◆ Board Self-Assessment

January 15

Work Session

Business Session

February 5

Work Session

Business Session

- ◆ Goodrich Park Award Construction Contract – *Jason Powell (20 min)*

February 19

Work Session

Business Session

- ◆ Cedarwood Trailhead Award Design Contract – *Perry Brooks (20 min)*

March 5

Work Session

Business Session

- ◆ Northpointe Park Award Design Contract – *Laura Underhill (20 min)*

March 19

Work Session

Business Session

April 2

Work Session
Business Session

April 16

Work Session
Business Session

April - Budget Committee Tour

May 7

Work Session
Business Session

May BUDGET MEETINGS (Tentative: May 20, 22 & 23)

May 21

Board Meeting Canceled

June 4

Work Session
Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2019 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2019-20, 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 2021 - 2025 – *Michelle Healy (10 min)*

June 18

Work Session
Business Session

TBD

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*
Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*
Alpenglow's BNSF Aerial Easement – Ian Isaacson
PCMS Fields Award Construction Contract – Brian Hudspeth
Adopt Strategic Plan
Strategic Plan Update
First and Second Reading for SDC Ordinance and Methodology
SDC Methodology Updates