



Bend Metro Park & Recreation District

December 4, 2018

Board of Directors Agenda and Reports

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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

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 or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE: December 4, 2018

SUBJECT: Recreation Report-Adult Sport Leagues

STAFF RESOURCE: Greg Brady, Program Coordinator

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: None – for information only

STRATEGIC PLAN:

Theme: Community Connection

Objective: Respond to User Expectations

BACKGROUND

In order to assist the Board of Directors in developing familiarity with recreation programs and services, 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 cover Adult Sport Leagues. The District currently offers adult leagues for softball (multiple leagues), soccer, basketball, volley ball and kickball. The District also offers adult hockey leagues; however, this was shared with the Board in a report last year.

BUDGETARY IMPACT

The Adult Sport Leagues are part of the Recreation Services general fund budget.

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 4, 2018
SUBJECT:	District's Alcohol Permit Policy Update
STAFF RESOURCE:	Sasha Sulia, Superintendent of Park Operations
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Theme:	Operational Excellence
Objective:	Improve Business Practices
Initiative:	Provide a safe and healthy environment for all who work and play in our parks, facilities and programs.

BACKGROUND

The District's Rules and Regulations Ordinance prohibits the consumption of alcohol on District property except by permit. The District's current alcohol permit policy was created in June 2011 (Attachment A). Prior to 2011 alcohol consumption permits were issued by the Bend Police Department; the current policy allows for consumption of alcohol in District parks and facilities/picnic shelters as long as a free alcohol consumption permit has been obtained. The permit covers private and commercial events when renting a District facility. An alcohol permit can also be issued to patrons that are not holding an event or renting a facility. (For example, if a couple wants to drink a bottle of wine in a District park, they can get an alcohol permit at the District Office and are legally allowed to drink in the park for which the permit was issued.) Over the past two years, 601 alcohol permits were issued. Out of those permits, 71% were associated with a facility or picnic shelter rental; 29% were for non-rental gatherings.

When issuing an alcohol permit, proof of insurance is required in most cases. Public community events, facility, sport field, and picnic shelter rentals all require an alcohol permit and liability insurance. The exception is when the District issues permits to drink alcohol in non-rental parks and non-rental picnic shelters. (For example people that want to consume alcohol while visiting a park but are not part of a facility reservation.)

The District's insurance provider, Special District's Association of Oregon (SDAO), was consulted about the District's level of risk with permitting alcohol consumption without requiring insurance. SDAO's response was that our level of risk is high and recommended not issuing permits without requiring the permit holder to provide liability insurance.

The City of Bend prohibits the possession of an open container or consumption of an alcoholic beverage in a public place or on premises open to the public (City Ordinance NS-2142, 2010). The only exception to this prohibition is on BPRD property when a permit is issued. According to our current policy the Police Department is responsible for issuing permits. Initially this made sense because the

District relied on the police for rule enforcement. Once the Park Stewardship Department was created the Police Department requested that the District issue the permits and provide them with copies. Until recently, the District issued permits and forwarded copies onto the police. Now, the Bend Police Department no longer wants copies of alcohol permits.

The park stewards check permits to enforce the District's alcohol policy when patrons are drinking in a park. The stewards interact with hundreds of patrons that are drinking in the parks without permits. Over the last two years, the Stewards had close to 1300 interactions with patrons drinking without permits. A small number of those interactions were with people that knew they needed a permit, but the majority had no knowledge that a permit was required.

Over the past seven years of issuing permits some inconsistencies and issues have arisen causing staff to re-evaluate the need for issuing alcohol permits. District staff that regularly deals with alcohol permits worked together on updating the alcohol policy. The group addressed all aspects of the alcohol policy from issuing permits to enforcement.

Staff also reached out to multiple park and recreation agencies across the state to ensure that proposed changes are in line with other agencies policies. The District's non-rental related alcohol permit is unique compared to other park and recreation agencies. Staff will share this research during the Board meeting.

Based on the research and findings, staff proposes modifying the alcohol permit policy to eliminate the issuance of an alcohol permit when not associated with a facility or shelter reservation for the following reasons:

1. Reduce the District's liability
2. Eliminate public confusion about alcohol consumption in parks and on trails
3. Simplify enforcement for stewards and police
4. Minimize unintended consequences of the existing permit system

BUDGETARY IMPACT

The District does not currently charge a fee for alcohol permits.

STAFF RECOMMENDATION

Staff proposes modifying the alcohol permit policy to eliminate alcohol permits when not associated with a facility or shelter reservation. In the mid-2000s, the Board weighed in on the permitting process. Since this recommendation veers from the Board direction at the time, staff felt it necessary to gain direction before implementing change to this policy.

MOTION

The District's alcohol permit policy is an administrative policy that does not require Board action. However, staff would like feedback from the Board about the proposed changes.

ATTACHMENT

Attachment A: Current Alcohol Permit Policy

Alcohol Permit Policy

Purpose

Bend Park and Recreation District (BPRD), in cooperation with the City of Bend Police Department and Deschutes County Sheriff, will issue alcohol permits for use in BPRD parks and facilities for non-BPRD affiliated programs and events. The purpose of this policy is to control appropriate alcohol use on BPRD property.

Policy

If alcohol is to be consumed in a BPRD park or facility, a permit is required.

Permitted uses: Private or commercial activities

Uses not permitted: Any BPRD hosted or sponsored event, activity or program, including any BPRD sports program, league games, practices and/or tournament play.

Permits are valid for one day within the park or facility identified on the permit.

An alcohol permit does not preclude any prohibitions or requirements of state law or City of Bend or Deschutes County code, except that the prohibition for consumption of alcoholic beverages within the designated BPRD park or facility is waived by the granting of this permit.

Alcohol permits do not imply a park reservation or exclusive use of a park or area within a park.

Glass containers are not permitted for individual consumption of alcohol.

The permit holder must have a copy of the permit with them on site and available for law enforcement or Park and Recreation District viewing.

Sale of alcohol . OLCC Permit

If there is to be the sale of alcohol, a permit from the Oregon Liquor Control Commission (OLCC) is required. The OLCC permit requires approval signatures of both OLCC and BPRD.

Providing Alcohol to others or Selling of Alcohol -- Insurance

If alcohol is being provided to others or is being sold, a certificate of insurance naming the district as additionally insured for up to \$1 million in liability must be provided to the district at the time of permitting.

Permit holder terms and conditions

Permit holder.

- Must be aged 21 or older.
- Assumes responsibility for the actions of all guests in their party under the use of this permit.
- Acknowledges that BPRD or law enforcement officers may revoke a permit at any time for any reason deemed necessary.
- Agrees to indemnify and hold the BPRD harmless from any liability or loss of any kind connected with the permit holder's use of this permit.
- Shall use the permit for the intended purpose and date only.
- Acknowledges that nothing contained in a permit shall give the permit holder any rights or privileges except as granted by this permit.
- Agrees to cease and desist all activity allowed by the permit promptly upon any request to do so by BPRD or law enforcement officers.

Permitting Process

1. Requestor will complete the BPRD form and pay the fee.
2. Requestor will provide OLCC permit or certificate of insurance if applicable. Copies will be retained along with alcohol permit.
3. Permit contact and accompanying information will be sent to Park Services, City of Bend Policy and/or Deschutes County Sheriff.

Permit Denial or Forfeiture

Any violation of City of Bend, Deschutes County or Park and Recreation District codes committed by the permit holder or any person associated with the activity described on the permit shall forfeit the permit holder's right to apply for an alcohol use permit for one year from the date of this permit.

Denial or forfeiture may be enacted based upon the recommendation of City of Bend Police, Deschutes County Sheriff or Bend Park and Recreation authorities for any reason deemed appropriate.

Fees and Charges

Fees and charges are reviewed and updated annually and approved by the Executive Director.

Compliance

Noncompliance with required permits may result in citations by an authorized agency.

Exceptions to this policy require the authorization of the Executive Director

Resources

Private Park Reservations Policy

Community Special Event Policy

BPRD Rules and Regulations

List of sports fields:

- Big Sky Park
- Skyline Park
- Pine Nursery Community Park
- Juniper Park (Janis Covey Field)
- Harmon Park
- Kiwanis Park
- Stover Park
- Ponderosa Park (Hal Puddy Field)

November 6, 2018

District Office Building | 799 SW Columbia | Bend, Oregon

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BOARD PRESENT

Ted Schoenborn, Vice Chair

Lauren Sprang

Ellen Grover

Laura Von der Osten, Recreation Coordinator

1. Recreation Program Report: Art Station – *Laura Von der Osten*

Ms. Von der Osten presented the Art Station report and shared some art pieces with the Board. She reviewed the history of the Art Station program from 1976 – today, describing how the District took on the operations of the program in 2016 when Art Central dissolved.

Ms. Von der Osten shared the goals of the program that include creating positive experiences, inclusive space to use creativity to promote wellness and self-expression, and lead the community in art education. She explained that 275 classes were offered this year for all age

groups. These classes offered many forms of media: ceramics, painting, drawing, printmaking, textile arts, jewelry, fused glass and workshops with renowned artists.

The participation summary showed that the average age of youth participants is 8 years old and the average adult age is 55. Participation in 2018 doubled that of 2017. Staffing for the Art Station includes one full time coordinator, 16 instructors and some visiting artists that hold workshops throughout the year.

Ms. Von der Osten showed a slide that captures the financial summary of operations.

Financial Summary			
	Pro Forma Low	Pro Forma High	FY 17-18 Actual
Revenue	\$145,000	\$185,000	\$167,790
Expense	\$161,900	\$179,500	\$190,937
Subsidy	(16,900)	5,500	(23,147)
Cost Recovery	90%	103%	88%
Needs Based Assistance	\$5,000	\$6,000	\$4,984

Ms. Von de Osten closed with sharing some favorable reviews of the Art Station.

2. Summer River Recreation Update – *Julie Brown, Sasha Sulia and Geoff Frank*

Ms. Brown introduced Mr. Frank from Tumalo Creek Kayak and Canoe. Ms. Brown proceeded to give a summary of the summer season on the river. She spoke of the changes that occurred this year; the District contracted with Tumalo Creek Kayak and Canoe for the river concessions and moved the location for the tube concessions and parking. The river concessions were very successful with an 18 percent increase in river users, recording 251,485 floaters this season. The data collected showed that a majority of floaters reside in Oregon and floated multiple times this summer. Multiple states and a few countries were also represented on the river this summer.

Ms. Sulia spoke about the new Park and Float. The new location met several of the following goals: reduced parking and traffic congestion, established a more accommodating location for rentals and shuttle rides, and expanded options for the floating experience. The results exceeded expectations of participants according to 20 percent of survey takers, there was less impact on the Pavilion PAC than expected, and the transportation challenges were addressed early by all the involved partners.

Ms. Brown reported that employees at the District Office were asked to park in alternate spaces leaving the parking lot open for the community, these additional changes helped to further alleviate traffic congestion at Riverbend Park. This also reduced the workload of the park stewards by eliminating the need for patrol in the parking lot and allowed them to focus on other park needs. In addition to these changes she suggested that before next season the

roundabout in Riverbend Park should be expanded to allow passengers to unload while allowing vehicles to continue to pass through the roundabout at the same time.

Mr. Frank talked about the Green Tube initiative that offered free tubes to people who picked up trash in the river; over 300 of these tubes were handed out this season. In addition there was a summer campaign of enjoy, respect and protect as well as safety and stewardship pre-float talks for river users. Looking ahead, there will be videos that continue to educate river users on responsible recreation, improved operational and safety signage and further collaboration with CET and the District to make shuttle operations more efficient for the 918 average daily riders.

Ms. Sulia said the Whitewater Park continues to be a great experience for users, surf wave and passageway adjustments are continually made to provide a positive experience.

Revenue from the tube rentals was up this year and totaled \$145,107. Total river recreation costs this year was \$306,700, with an anticipated annual reoccurring costs of \$244,000.

Ms. Sulia said that planning ahead for next year includes the following projects at Riverbend Park: modifications to the roundabout, expansion of the plaza and improvements to the beach area. In addition, restroom facilities could be added at the park and float location and a river access evaluation is also planned.

3. Shevlin Park ADA Improvement Update – *Brian Hudspeth*

Mr. Hudspeth passed out a letter of support from UDWC (Upper Deschutes Watershed Council); this letter is attached to the minutes. Mr. Hudspeth began with stating that the focus tonight is on the Hixon Bridge, and in response to a request at a prior meeting to look at the impacted trail connections in Shevlin Park.

Mr. Hudspeth reviewed the project scope and timeline:

- Remove Hixon Covered Bridge and abutments
- Repurpose Larch Grove Bridge to be ADA accessible
- Restore riparian corridor where Hixon bridge was removed
- Create ADA accessible overlook in area where the covered bridge was removed
- Install interpretive signage about the original train trestle
- Decommission trail on east side of the creek between the two bridges and restore the area to reconnect wetland complex
- Construct new ADA trail from parking lot restroom to picnic shelter
- Re-stripe ADA parking stalls and repair ADA path at Aspen Hall
- Construct new soft surface trail to connect Larch Bridge south to Hixon Overlook. (This work will be done in-house)

- **September 2017** - BPRD received a notice to proceed from grant authority. Completion must be prior to October 2019
- **February 2018** – BPRD issues contract for design
- **Spring 2018** – BPRD staff evaluates redundant bridges
- **June 2018** – BPRD received revised scope of work, (SOW), and approval from grant authority.
- **August 2018** – BPRD authorizes design work for new SOW.
- **March 2019** – Design complete
- **February – May 2019** - Permitting
- **June – October 2019** – Construction (the in water work window is July & August)

Mr. Hudspeth went on to explain that the work must be completed by October or it will jeopardize the relationship with the local government grant process. The schedule is tight, but achievable; however, it does not accommodate the construction of another bridge. If it is decided that another bridge should be built; it will need to be its own project outside of the scope of this one.

Next, Mr. Hudspeth showed some maps of the trails in Shevlin Park and reviewed how the trail area can be modified to continue to offer many miles of trails to users that are accustomed to using the Hixon Bridge. He spoke about the condition of the bridge. Originally, it was thought that the abutments to the Hixon Bridge could be used to build another smaller bridge at the site, with further evaluation it was determined that they could not be reused. This contributed to the expense of replacing the bridge and led to the decision that a bridge was not needed at this site since there is another bridge nearby. With this decision, the District entered into an agreement with UDWC to put more emphasis on the riparian work in the area.

Mr. Hudspeth showed pictures of the area of the bridge and explained how the bridge changes the flow of Tumalo Creek. By removing the abutments, the river will behave more naturally and retake its natural floodplain. Increasing the riparian areas and creek bank structure will greatly reduce the impacts to the area in flooding events.

Staff considerations in making this decision:

- Asset retirement; staff conducts an evaluation of usefulness prior to replacement (what is the purpose of the bridge?)
- Environmental improvements are significant
- Redundancy of bridges is not necessary
- Funding source limitations (General Fund)
- Covered bridge has sentimental value to the park
- Trail user experience changes as a result of removing the bridge

Mr. Hudspeth said the staff recommendation is to move ahead with the plan as presented. If the Board would like to consider a new bridge, it will need to be considered as a separate project.

The Board overall agreed with the staff recommendation, recognizing the tough decision due to the sentimental attachment for the community to the bridge. Executive Director Horton recommended adding the covered bridge to the planned interpretive sign that will tell the history of the bridge.

7:00 p.m. REGULAR MEETING

VISITORS

None

CONSENT AGENDA

1. Meeting Minutes – 10/2/2018
2. Codify Amended Personnel Policies

Director Sprang said that she and Director Fuller contributed to the work on the amended policies; small changes were made to comply with state law.

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

BUSINESS SESSION

1. Receive Budget Committee Member Applications and Review Budget Calendar – *Lindsey Lombard*

Betsy Tucker filled in for Lindsey Lombard. Ms. Tucker presented the four applications that were received to fill one open seat on the Budget Committee. Along with the applications, a map of the District and where the applicants live was provided to the Board. The Board was asked to consider the map and representation of the areas, length of residency in Bend and past involvement and skills that round out the current committee. Ms. Tucker requested that the Board submit three choices in order of preference by November 26.

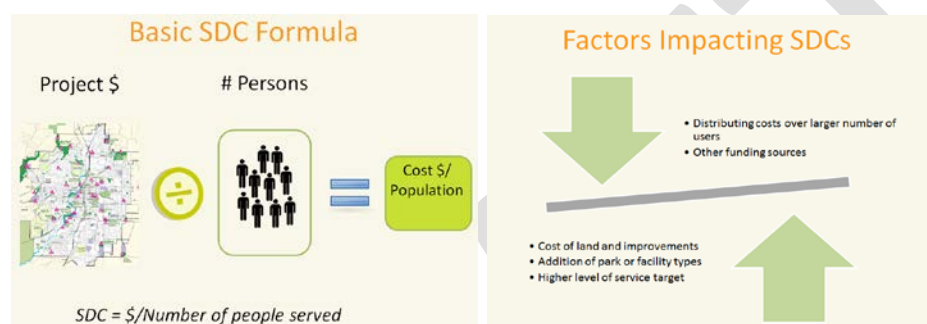
Next, Ms. Tucker reviewed the budget calendar and important dates.

2. SDC Methodology Update – *Michelle Healy and Sarah Bodo*

Ms. Healy reviewed the agenda for tonight including the overview of the SDC methodology update, stakeholder meeting outcomes and next steps. She said the comp plan was completed last summer with direction for the next 10 years. Now there is a need for the SDC update. The last update was in 2009 and Bend has seen a lot of change since then. The funding requirements need to be considered in context of the new comp plan and should consider how to equitably recover growth costs.

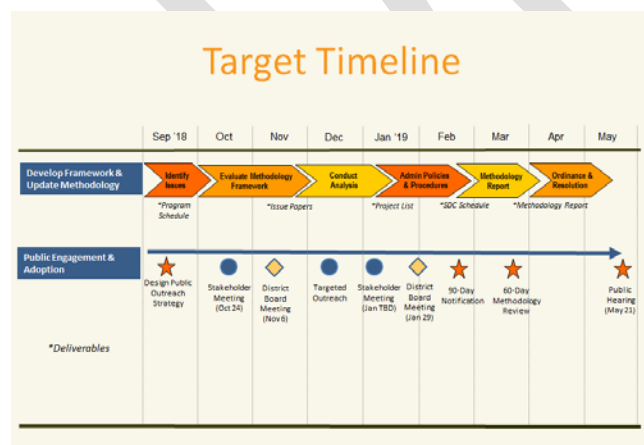
Ms. Healy spoke about the key issues, including SDC project types, nonresidential SDC assessment, affordable housing and SDC administration. Currently, the District does not collect a nonresidential SDC with the exception of hotels and motels. The comp plan has recommendations to consider this idea because of the impact tourism has on the parks; this is one possibility that could take pressure off of the locals for funding. The affordable housing issue will be looked at by the consultant hired to help guide the District through the process. The consultant that the District chose for this has a lot of understanding of affordable housing and this is one of the reasons that they were selected. The District would like to ensure consistency with other agencies when it comes to SDC administration, and in addition could consider financing SDCs over time and size of home as a variable.

Ms. Healy reviewed the following slides:



She explained that the objective is not to raise the costs of SDCs, but most equitably fund the parks.

Ms. Healy commented that the target timeline is ambitious. Staff is willing to engage others in the community as needed, but does not want to have a committee process. This will streamline engagement and ensure it's useful by targeting the outreach. As the methodology is developed there will be outreach to individual organizations.



Director Hovekamp said that he would like to look at options and not just one single method. Ms. Healy ensured him that there will be options for the Board's consideration.

Ms. Bodo spoke of the October 24 stakeholder meeting with the following participants:

- Central Oregon Builders Association
- Central Oregon Association of Realtors
- City of Bend
- Deschutes County
- Affordable Housing: Pacific Crest, Housing Works, Habitat for Humanity
- Market Rate Housing: Tennant Development, Brooks Resources, Pahlisch Homes, Hayden Homes, PacWest Homes

The following items were discussed:

Issue #1: Project types

- Changing needs for funding the different types of projects
- Consider funding indoor recreation facilities
- Consider acquisition funding to meet the target LOS (level of service) for trails

The stakeholders had no issues with the project types, there were some questions about the LOS (level of service) being high, but overall it was most important to them to understand the actual fee. It was suggested to the District to consider giving credit for privately developed neighborhood amenities (pools, community rooms, playgrounds and trails).

Issue #2: Affordable Housing

- Various approaches to supporting affordable housing
 - Exemptions or waivers
 - Lowering SDCs for all housing
 - Assess fees based on house size or type (ADU, square feet, number of bedrooms)
- Legal consideration for a special district

The stakeholder feedback for this issue showed support of affordable housing and "housing that is affordable". The group recognized that it takes many entities to create affordable housing and offered some ideas of how to structure a program, such as: offering a discount and aligning with the City's methodology and there was some support of a progressive model of methodology and charging by the square foot.

Issue #3: Nonresidential SDC

- Equitably distribute costs to users
- Recognize impacts of nonresidential users (47% of Bend's employees do not live in Bend)

Stakeholders supported considering nonresidential SDCs. Since there were not many of these types of builders at this meeting, there would be a need for additional outreach.

Issue #4: Administrative

- Consistency with City of Bend policies/procedures
 - Financing, deferrals

Simplification and consistency with the City was supported by the stakeholders.

Next Steps

- Analyze policy issues
- Review project list and costs
- Engagement
 - Additional targeted outreach
 - Next Stakeholder meeting in January
 - Who else needs to be engaged?

Ms. Bodo said that the consultant is working on the next steps, reviewing the projects and costs.

Director Hovekamp expressed some concerns about the idea of reducing fees for affordable housing, Ms. Healy responded that the developers that were at the meeting showed appreciation for the work the District does and did not feel that the developers were really pushing for this as an option at this meeting.

3. Approve Drake Park Bank and Trail Improvement CM/GC Contract – *Brian Hudspeth*

Mr. Hudspeth reviewed the CM/CG contract history. The responses to the request for proposal were ranked and scored; because they were close in ranking interviews were conducted. The review committee recommends Emery & Sons to serve as the CM/CG for this project. Since the contract is fairly small, Mr. Hudspeth asked for a contingency more than the general 10 percent, and requested \$10,000 instead. This would be used in case an extra cost estimate is needed or something else comes up that wasn't thought about. Total approval would be for \$41,040.

Director Sprang made a motion to authorize the Executive Director to execute a contract with Emery & Sons Construction Group, LLC. for the Construction Manager/General Contractor pre-construction services contract for the Drake Park Bank & Trail Improvement project for \$31,040 and approve an additional \$10,000 contingency for a total contract award of \$41,040. Director Schoenborn seconded. Motion passed unanimously 4-0.

EXECUTIVE DIRECTOR'S REPORT:

BOARD MEETINGS CALENDAR REVIEW

PROJECT REPORT: Attachment in Board Report

GOOD OF THE ORDER

ADJOURN: 8:37 p.m.

EXECUTIVE SESSION – The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2) (e) for the purpose of discussing real property transactions. This session was closed to all members of the public except for representatives of the news media.

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DRAFT



October 31, 2018

Brian Hudspeth
Development Manager
Bend Parks and Recreation District
799 SW Columbia St, Bend, OR 97702

Re: Shevlin Park Hixon Bridge Removal and Riparian Restoration Project

Dear Brian,

I am writing to express the Upper Deschutes Watershed Council's support of Bend Park and Recreation District efforts to improve instream habitat, reestablish riparian vegetation and restore floodplain access as part of the Shevlin Park Hixon bridge removal on Tumalo Creek. The bridge, its abutments and road fill in the floodplain on the eastern side of Tumalo Creek currently are pinch points in the creek that limit floodplain function and concentrate erosive energy along the western bank of Tumalo Creek at the bridge site.

Our support aligns with the Upper Deschutes Watershed Council and Bend Park and Recreation District's April, 2018 signed Memorandum of Understanding (MOU). The MOU is intended to promote collaboration on projects that provide improved riparian and wetland habitat conditions while supporting recreational use of the Deschutes River, Tumalo Creek, and adjacent trails.

Thank you for your efforts with this and other projects that support riparian restoration and management projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Kolleen E. Miller", with a stylized flourish at the end.

Kolleen Miller
Interim Executive Director
Upper Deschutes Watershed Council

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 4, 2018
SUBJECT:	Budget committee member appointment
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Betsy Tucker, Finance Manager
PREVIOUS BOARD ACTION:	Received Budget Committee applications at the November 6, 2018 meeting
ACTION PROPOSED:	Appoint one member to the District's Budget Committee
COMMITTEE ACTION:	The District's Budget Committee approved fiscal year 2018-19 budget on May 16, 2018
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective:	Maintain Financial Stability
Initiative:	Provide responsible financial planning and management to support the District's existing and future level of service.

BACKGROUND

*****Please bring with you the candidate applications handed out at the November 6th Board meeting in case you need to reference them.*****

There is currently one vacant seat on the District's Budget Committee. This vacant seat will serve a term of three fiscal year budget processes, beginning with the 2019-20 fiscal year budget process. Brian Thorsness completed his term at the end of the budget process for fiscal year 2018-19.

At the November 4th Board meeting, the Board received applications from four candidates, and agreed to observe the following process: each Board member will individually read, review and rate the candidates on their own time, and the ratings will be provided to staff prior by November 26th so that staff can summarize the data. Staff will provide to the Board, at the meeting, the names of the candidate who received the highest combined ratings. The Board will consider this candidate for appointment. The Board may also decide to select the appointee by a different method if they wish.

BUDGETARY IMPACT

The 2019-20 fiscal year's proposed budget is scheduled to be presented to the Board and Budget Committee on May 13th 2019.

STAFF RECOMMENDATION

Staff recommends the Board appoint one Budget Committee member to fill the empty position.

MOTION

I make a motion to appoint _____ to serve on the Bend Park and Recreation District's Budget Committee for a term of three fiscal year budget processes each, beginning with the 2019-20 fiscal year budget process.

ATTACHMENT

None



PLANNING & DEVELOPMENT PROJECT UPDATES December 2018



Deschutes River Trail (DRT):

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

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

Galveston to Miller's Landing Park Segment – The District is negotiating with the City of Bend to determine the scope of this project. Staff anticipates a modification to the intergovernmental agreement (IGA) to address additional utility work necessitated by the project. Due to the utility work that was completed over the last two years in the neighborhood, the City wanted to wait 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. District staff has started conversations with the City of Bend.



Alpenglow Community Park: District staff and the ESA design team have been working on the development of schematic design documents for the major elements of the park. The survey work on the BNSF railway has been completed and the design of the pedestrian bridge can now begin.

The District will be submitting the Institutional Master Plan to the City in December, paving the way toward the design document phase.



Shevlin Park:

Signage – The sign package installation is underway for the new interpretive, wayfinding, and regulatory signs in Shevlin Park, and for the 329 acre expansion of Shevlin Park, formerly known as the Tree Farm. District staff will be performing the work this fall, and throughout the winter as weather allows.

Accessibility Improvements – Design work for the ADA accessibility projects, which is funded by the State’s Local Government Grant (LGG), continues with construction anticipated summer of 2019. The project includes upgrading the existing Larch Grove Bridge, installation of a new trail from the parking lot to the Aspen Grove picnic shelter, and accessibility improvements in the parking lot adjacent to Aspen Hall. Staff will bring an update of this project to the Board in November.



Larkspur Center (Bend Senior Center): The District’s design team is completing the 100 percent construction bid documents based on the comments from District staff, as well as the District’s CM/GC contractor. A new cost estimate was performed based on the permit documents and staff is currently evaluating value engineering ideas to reduce overall costs. Construction is still scheduled to start in the spring of 2019.



Big Sky Park Expansion: District staff filed an appeal to the Board of County Commissioners on the findings from the hearing examiner which will dictate how staff moves forward with the design of some of the park elements. An appeal hearing before the Board of County Commissioners was held on October 29th. A decision on the appeal will be announced in mid-December. DOWL Engineers continue to work on the construction drawings and plan to have them wrapped up by late summer. It is anticipated that the project will be bid in the spring/summer of 2019.



Drake Park DRT & Bank Improvement Project: The consulting team is moving forward with the construction documents. Geotechnical exploration for the boardwalk was performed in late October with design guidelines for structural engineering expected in mid-November. Permitting is expected to begin this coming winter with construction starting in the winter/spring of 2020.



Juniper Park: Construction of the ADA upgrades in the north and south parking lots is now complete. Work continues on track two of the project currently in design; track two includes replacing the existing playground, new access and parking at 6th St, removal of the old storage and restroom buildings, and construction of a new restroom building that will serve both the park and the outside pool deck area. This work is anticipated to start next summer and be complete by spring of 2020.



Goodrich Park: BPRD staff and the design consultants, Vallier Design, continue to work on the park's design. Staff anticipates being complete with the construction drawings in late fall/early winter this year with construction possibly beginning in the fall of 2019. The City of Bend and BPRD have signed an IGA for the design and construction of the final 250 +/- feet of Quimby Avenue and sidewalk connections along 8th Street. The City has agreed to pay for all design and construction work to finish off the gravel street section and the sidewalk improvements.



Pioneer Park Restroom & Accessibility: Accessibility improvements to the entry, parking area, and restroom have begun. The parking area, entry, and pathways are currently the focus, and then the contractor will transition to the restroom. Contracted work will be completed by the end of 2018. District staff will restore the irrigation and landscape in the spring as weather allows.



Haul Road Trail: Staff is working with the City of Bend and Western Federal Lands to get all of the easement and right of way issues worked out. Work on the trail is not expected to begin until mid-2020.



Pacific Crest Middle School Fields: The District and the BECON team have held an initial meeting to discuss the details of the project. Site survey and geotechnical investigations are currently ongoing. Design of the site will begin once the reports are in and the goal is to have the surface ready for play in late fall 2019.



Empire Crossing Park: District staff and the BECON design team held a public meeting where three conceptual designs of the park and playground area were presented. Residents submitted questions and comments and resulted in a great discussion about the project. District staff will continue working with consultants to refine the design, create a completed bid set of documents this winter with hopes of construction beginning in the spring.



Deschutes River Restoration Planning: The UDWC and BPRD have received a Technical Assistance Grant from the Oregon Watershed Enhancement Board (OWEB) to complete the design and engineering on the section of river from the Bill Healy Bridge to the Farewell Bend Bridge along river left. Staff plans to conduct an outreach campaign once design has started. UDWC has advertised an RFP for completing the design work and it is anticipated that the design will be completed by summer of 2019.

Strategic Plan: Staff issued a notice to proceed in mid-September, and held the kick-off meeting on October 26th. Focus groups with the Board of Directors and staff are scheduled for November 29th and 30th.

System Development Charge Methodology (SDC): District staff met with the Galardi Rothstein group in mid-September to begin the project. The team reviewed the scope, timeline, outreach strategy and background data needs. Staff held an initial outreach meeting with stakeholders on October 24, and will presented the overall project scope and initial outreach findings at the November 6 Board meeting.

Deschutes River Access Planning: Public lands in and around the City of Bend are experiencing rapid increases in recreational use as growing numbers of residents and visitors use public lands for recreation and leisure. With increased use, sensitive wetland and riparian habitats along the Deschutes River have been impacted as hikers, cyclists, bird-watchers, anglers and floaters gravitate to the river corridor for recreational activities. In an effort to get a handle on and manage access to the river, District staff will be starting a planning effort to gain a better understanding on how patrons utilize the river and how to make access more sustainable.

Stormwater Planning: The District has delivered to the Oregon Department of Environmental Quality (DEQ) the general permit application based on updated information gathered during the past two years. The application includes significant changes to previous stormwater permitting attempts, the changes decrease the number of underground injection facilities which should lower future management costs. Once review has been completed, the 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
2018-2019**

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

December 18

Work Session

- ◆ City of Bend Climate Action Plan – *Sasha Sulia, Cassie Lacey and Gillian Ockner (30 min)*
- ◆ Athletic Field Report and Policy Implementation Update – *Becky Young, Michael Egging and Matt Mercer (40 minutes)*

Consent

Athletic Facility Policy Guidelines – *Matt Mercer*

Business Session

- ◆ Fiscal year 2017-18 Comprehensive Annual Financial Report and Financial Update – *Lindsey Lombard & SGA CPAs & Consultants (30 min)*
- ◆ Report on South UGB DRT connection – *Michelle Healy and Mary Orton (1 hours)*
- ◆ Larkspur Community Center GMP Update – *Brian Hudspeth (30min)*

January 8, 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

- ◆ Community Recreation Survey Report - *Matt Mercer (45 min)*

Business Session

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

January 29

- ◆ SDC Workshop

February 5

Work Session

- ◆ Recreation Program Report – *(15 min)*
- ◆ Approve updated Fees and Charges Policy and Out of District Fee Policy – *Matt Mercer (45 min)*

Business Session

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

February 19

Work Session

- ◆ Preliminary Larkspur Business Plan Review – *Matt Mercer and Sue Glenn (45 min)*

Business Session

- ◆ Approve Cost Recovery /Subsidy Allocation levels for Recreation Programs and Services – *Matt Mercer (45 min)*

March 5

Work Session

- ◆ Recreation Program Report *(15 min)*

Business Session

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

March 19

Work Session

- ◆ Outreach Report – *Amanda Jamison, Kathya Avilia Choquez (30 min)*
- ◆ Needs-Based Assistance Report – *Sue Boettner (30 min)*

Business Session

- ◆ Approve Needs-Based Assistance Plan for FY 2019-20 – *Sue Boettner (30 min)*

April 2

Work Session

- ◆ Recreation Program Report *(15 min)*

Business Session

April 16

Work Session

Business Session

April 17 - Budget Committee Tour

May 7

Work Session

- ◆ Recreation Program Report *(15 min)*

Business Session

May BUDGET MEETINGS (Tentative: May 13,15,16)

May 21 – Election Night

Work Session

Business Session

- ◆ Public Hearing - SDCs

June 4

Work Session

- ◆ Recreation Program Report (15 min)

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 2020 - 2024 – *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

Extend Applicable Athletic Field Policies to Operated Recreation Facilities – *Matt Mercer*

Independent Contractor Guidelines for Recreation Programs?? – *Matt Mercer*

Recreation Programming Plan – *Matt Mercer and Michael Egging*

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

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