



Bend Metro Park & Recreation District

April 16, 2019

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

April 16, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



4:30 p.m. EXECUTIVE SESSION – The Board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media.

5:30 p.m. CONVENE MEETING

WORK SESSION

1. Recreation Program Report: Adapted Aquatics Program – *Kristin Stone (15 min)*
2. System Development Charge (SDC) Ordinance Update – *Michelle Healy, Lindsey Lombard and Sarah Bodo (45 min)*
3. Legislative Update – *Don Horton (30 min)*

6:50 p.m. BREAK/TRANSITION

7:00 p.m. BUSINESS SESSION

VISITORS

The Board welcomes input from individuals at our public meetings about District-related issues. Meeting attendees who wish to speak are asked to submit a comment card provided at the sign-in table. Speakers will have 3 minutes for comments. If there are questions, follow up will occur after the meeting. Thank you for your involvement and time.

CONSENT AGENDA

1. Meeting Minutes – 03/05/2019
2. Grant Temporary Construction Easement to City of Bend for the Murphy Rd Extension Project adjacent to Alpenglow Park

BUSINESS SESSION

1. 15th Street IGA with the City – *Brian Hudspeth (15 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

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

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| BOARD AGENDA COMMUNICATION |
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| AGENDA DATE: | April 16, 2019 |
| SUBJECT: | Adapted Aquatics Program |
| STAFF RESOURCE: | Kristen Stone, Program Assistant |
| 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 feature the Adapted Aquatic Program offered in partnership with Bend LaPine Schools. As a part of the Intergovernmental Agreement with Bend LaPine Schools, the District provides the program, facilities and instruction for qualifying students of all ages to benefit from the therapeutic and recreational benefits of the water environment. Bend LaPine Schools identifies eligible students, provides transportation, support staff and works collaboratively with our Therapeutic Recreation staff on developing individual goals.

BUDGETARY IMPACT

The Adapted Aquatics Program is part of the Recreation Services general fund budget. Pursuant to our Intergovernmental Agreement, Bend LaPine Schools reimburses the District for the direct cost of the staffing for the program while there is no charge for facility use.

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

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| BOARD AGENDA COMMUNICATION |
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| AGENDA DATE: | April 16, 2019 |
| SUBJECT: | System Development Charge (SDC) Ordinance Update |
| STAFF RESOURCE: | Michelle Healy, Planning & Park Services Director Lindsey Lombard, Administrative Services Director Sarah Bodo, Park Planner |
| GUEST PRESENTERS: | Paul Taylor, Attorney, Bryant, Lovlien & Jarvis Deb Galardi, Consultant, Galardi Rothstein Group |
| PREVIOUS BOARD ACTION: | Update, November 6, 2018 Board Workshop, January 29, 2019 Update, February 19, 2019 |
| ACTION PROPOSED: | None |
| STRATEGIC PLAN: | |
| Theme: | Financial Stewardship |
| Objective: | Invest in the Future |
| Initiative: | Maintain the District's Systems Development Charge (SDC) program to ensure adequate funding for future facility needs to meet population growth. |

BACKGROUND

Last fall, the District began the process to develop a new system development charge (SDC) methodology. This effort included numerous stakeholder meetings and discussions with the Board to develop recommendations for a new SDC Methodology Report. On March 22, staff notified interested parties that the new SDC Methodology Report could be accessed through the project website (<http://www.bendparksandrec.org/sdc>) for a 60-day review period in advance of the planned public hearing on May 21. The new methodology report reflects the following guidance from the Board:

- Do not implement a nonresidential SDC
- Waive deed-restricted affordable housing from SDCs, up to 400 units through December 31, 2022
- Assess single-family SDCs based on dwelling size; wait for the City to update its transportation SDC before implementing tiers; assess average rate during interim
- Assess multifamily SDCs based on number of bedrooms; wait to implement tiers on July 1, 2020 allowing the City to complete their permitting software update; assess average rate during interim
- Assess Accessory Dwelling Units (ADUs) at the 0 bedroom multifamily rate
- Assess overnight visitor accommodations based on occupancy and people per room data
- Reduce the project list to approximately \$73 million

The net result of these changes is about a 30% reduction in the multifamily SDC from what it would have been under the existing methodology; an important impact on housing for the workforce population that is underserved in the community. The proposal also includes modest increases for single-family dwellings and ADUs, and an increase in the rate for hotel rooms.

The SDC methodology and associated fees are implemented through District ordinance. The District's current SDC ordinance - No. 8, was approved with the prior methodology in 2009 (see attachment A) and needs to be rewritten to reflect the new methodology.

During this work session, staff and legal counsel will present information about what needs to be included in the new ordinance, which will be presented to the Board on May 21 for a public hearing and first reading. Staff will also review the process for adopting the ordinance, methodology and associated resolutions.

Project Timeline

The goal is to complete the project by the end of this fiscal year, with implementation of changes in the new fiscal year. This timeline helps the District in planning for future project development and also provides the development community more certainty around future SDC fees and procedures. A general timeline of the SDC methodology project is as follows:

- ✓ *October 2018-April 2019*: Research, stakeholder conversations, and analysis
- ✓ *February 20, 2019*: 90-day written notice public hearing (as required by Oregon Revised Statutes (ORS))
- ✓ *March 22, 2019*: Draft SDC Methodology Report and 60-day public review begins (as required by ORS)
- *May 21, 2019*: Public hearing and first reading of the SDC ordinance
- *June 4, 2019*: Public hearing and second reading of the SDC ordinance; adoption of the Ordinance and related Resolutions
- *July 2019*: Expected implementation of new SDC methodology and fees

BUDGETARY IMPACT

The SDC methodology has impacts on future SDC fee revenues and the funding available for SDC eligible projects in the District's adopted capital improvement plan and in the newly adopted comprehensive plan.

STAFF RECOMMENDATION

None, for discussion only

MOTION

None

ATTACHMENTS

Attachment A - Ordinance No. 8 System Development Charges (Current Ordinance)

**BEND METRO PARK AND RECREATION DISTRICT
Ordinance No. 8 - System Development Charges**

THE BEND METRO PARK AND RECREATION DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. PURPOSE AND SCOPE

- A. Future growth within the Bend Metro Park and Recreation District (District) should contribute its fair share to the cost of improvements and additions to parks and recreation facilities needed to accommodate such growth.
- B. Park system development charges will provide a source of revenue to finance the construction or improvement of the District's parks and recreation facilities necessitated by growth.
- C. ORS 223.297 - 223.314 authorize local governments, including special districts, to impose system development charges for parks and recreation.
- D. This Ordinance is intended to be a financing mechanism for parks and recreation facilities necessitated by new development and for reimbursement for unused capacity in existing facilities that is available for use by future residents.

SECTION 2. DEFINITIONS

- A. "Accessory dwelling unit" shall mean a second dwelling unit created on a lot with a single-family dwelling unit, whether created at the same time as or subsequent to construction of the single family dwelling. The second unit is created auxiliary to and is always smaller than the primary single family dwelling unit.
- B. "Applicant" shall mean the owner or other person, including any business or corporation, who applies for a residential building or placement permit from the City of Bend or Deschutes County for development within the boundaries of the District.
- C. "Building" shall mean any structure built and maintained for the support, shelter or enclosure of persons or property of any kind. This term shall not include temporary construction sheds or trailers erected to assist in construction and maintained during the term of a building permit.
- D. "Building Permit" shall mean an official permit or certificate issued by the City of Bend or Deschutes County authorizing the construction or siting of any building.

- E. "Capital Improvements" shall mean public facilities or assets used for parks and recreation.
- F. "Citizen or Other Interested Person" shall mean any person whose legal residence is within the boundaries of the District, as evidenced by registration as a voter within the District or by other proof of residency; or a person who owns, occupies, or otherwise has an interest in real property which is located within District boundaries or is otherwise subject to the imposition of park system development charges, as outlined in Section 3 of this Ordinance.
- G. "District" shall mean the Bend Metro Park and Recreation District, an Oregon special district.
- H. "District Board" shall mean the duly elected Board of Directors of the District.
- I. "Duplex" shall mean a building designed or used for residence purposes by not more than two families and containing two single family dwelling units.
- J. "Executive Director" shall mean the chief executive officer of the District.
- K. "Hotel or motel" shall mean a building, group of buildings, or portion thereof designed or used for occupancy of individuals who are lodged with or without meals. The definition shall include but not be limited to buildings or groups of buildings designed, intended, or used primarily for the accommodation of transient automobile travelers; including groups designated as auto cabins, motor courts, motor hotels or similar designations. Condominiums and townhomes are excluded from this definition.
- L. "Improvement Fee" shall mean a fee for costs associated with capital improvements to be constructed after the effective date of this Ordinance.
- M. "Manufactured Home" shall mean a single-family dwelling unit that is constructed primarily at one location and is then transported to another location for either permanent or temporary siting.
- N. "Methodology" shall mean the system development charge methodology required by ORS 223.304(1) and (2). Methodology is defined further in Section 4.
- O. "Multi-family dwelling" shall mean a building or portion thereof designed or used as a residence by three or more families and containing three or more dwelling units on a single parcel of land.
- P. "Owner" shall mean the owner or owners of record of real property as shown on the tax rolls of Deschutes County, or a person purchasing a piece of property under contract. For the purposes of this Ordinance in terms of violations and

binding agreements between the District and the owner, the "owner" shall also mean the leaseholder, tenant or other person in possession or control of the premises or property at the time of the agreement or violation of agreement or the provisions of this Ordinance.

- Q. "Parcel of Land" shall mean a lot, parcel, block or other tract of land that, in accordance with city or county regulations, is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.
- R. "Qualified Public Improvement" shall be defined as a capital improvement that is:
- a) Required as a condition of development approval;
 - b) Identified in the plan adopted pursuant to Section 5 of this Ordinance; and either is:
 - 1) Not located on or contiguous to a parcel of land that is the subject of the development approval; or
 - 2) Located in whole or in part on or contiguous to a parcel of land that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
 - c) For purposes of this definition, contiguous means in a public way which abuts the parcel.
 - d) Approved/accepted by the District.
- S. "Reimbursement Fee" shall be defined as a fee associated with available capacity in the system to benefit future residents, but that has already been paid for by existing residents. The reimbursement fee will be repaid to the District to compensate existing residents for excess capacity.
- T. "Residential development" subject to SDCs shall mean all improvements on a site, including buildings and other structures which have the effect of increasing the usage of any capital improvements or which may contribute to the need for additional or enlarged capital improvements specific to this Ordinance or SDCs being enacted.
- U. "Single-family dwelling" shall mean a building designed or used for residential purposes by not more than one family and containing one dwelling unit only,

including manufactured homes and townhomes, but excluding such temporary structures as tents, teepees, travel trailers, and other similar uses.

- V. "System Development Charge" or "SDC" shall mean a reimbursement fee and/or an improvement fee assessed or collected at the time of the issuance of a placement or building permit.

SECTION 3. SYSTEM DEVELOPMENT CHARGE FRAMEWORK

- A. The District's Park System Development Charge is hereby imposed upon all new residential dwelling units within the District, including single-family dwellings, multi-family dwellings, manufactured homes, duplexes, and hotels and motels, for which a building permit or placement permit is required. This shall include new construction and alteration of dwelling units, and expansion or replacement of a dwelling unit if such alteration expansion or replacement results in an increase in the number of dwelling units compared to the existing number of dwelling units in the development. For alterations, expansions and replacements, the amount of the system development charge to be paid shall be the difference between the rate for the proposed development and the rate that would be imposed for the development prior to the alteration, expansion or replacement.
- B. System Development Charge fees, related capital improvement projects, administrative review procedures and other implementing measures related to this Ordinance shall be established, and may be revised from time to time, by separate resolution(s) of the District. A change in implementing procedures, fees, qualified projects and the like shall not require an amendment to this Ordinance or the SDC methodology.
- C. The system development charges imposed by this Ordinance are separate from and in addition to any applicable tax, assessment, charge or fee otherwise provided by law or imposed as a condition of development.

SECTION 4. METHODOLOGY

- A. The methodology used to establish or modify the reimbursement fee shall consider the cost of then-existing facilities including without limitation design, financing and construction costs, prior contributions by then-existing property owners, gifts or grants from federal, state, municipal or quasi-municipal government or private persons, the value of unused capacity available to future system users, rate-making principles employed to finance publicly-owned capital improvements, and other relevant factors identified by the District Board. The methodology shall promote the objective that future system users shall contribute no more than an equitable share of the cost of then-existing facilities.

- B. The methodology used to establish or modify the improvement fee also shall consider the estimated cost of projected capital improvements needed to increase the capacity of the system to which the fee is related. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for future system users.
- C. The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the District Board. The methodology described in the accompanying resolution, "A Methodology for Calculating Park System Development Charges," and its assumptions, conclusions and findings, are herein adopted by reference to this Ordinance.

SECTION 5. EXPENDITURES

- A. The District shall establish separate accounts for each type of system development charge, i.e., reimbursement and improvement fees, which shall be maintained apart from all other accounts of the District. All system development charge payments shall be deposited in the appropriate account immediately upon receipt.
- B. Reimbursement fees shall be applied only to capital improvements associated with the system for which the fees are assessed, including expenditures relating to repayment of indebtedness.
- C. Improvement fees shall be applied only to capacity-increasing capital improvement, including expenditures relating to repayment of future debt for the improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the capital improvements funded by improvement fees shall be related to demands created by development. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the Capital Improvement Plan adopted by the District.
- D. Notwithstanding subsections B and C of this section, system development charge revenues may also be expended on the direct costs of complying with the provisions of this Ordinance and related statutes, including, but not limited to, the costs of developing system development charge methodologies and providing an annual accounting system for system development charge expenditures.

- E. The monies deposited in the above accounts shall be used solely for qualified public improvements as allowed by ORS Chapter 223 including, but not limited to:
1. design and construction plan preparation;
 2. permitting and fees;
 3. land and materials acquisition, including any costs of acquisition or condemnation;
 4. construction of capital improvements;
 5. site preparation and grading and the design and construction of new drainage facilities required by the construction of capital improvements and structures;
 6. relocating utilities required by the construction of improvements;
 7. landscaping;
 8. construction management and inspection;
 9. surveying, soils and material testing;
 10. acquisition of capital equipment;
 11. repayment of monies transferred or borrowed from any budgetary fund of the District which were used to fund any of the capital improvements as herein provided;
 12. payment of principal and interest, necessary reserves and costs of issuance under any bonds or other indebtedness issued by the District to fund adopted capital improvements;
 13. direct costs of complying with the provisions of ORS Chapter 223 including the consulting, legal, and administrative costs required for developing and updating the park system development charges methodology report, resolutions, ordinance, and capital improvement plan; and the costs of collecting and accounting for park system development charges expenditures.
- F. Funds on deposit in park system development charge accounts shall not be used for:

1. any expenditure that would be classified as a maintenance or repair expense; or
 2. costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.
- G. Any capital improvement being funded wholly or in part with park system development charges revenue shall be included in the District's capital improvement plan. The capital improvement plan may be modified at any time and shall:
1. list the specific capital improvement projects that may be funded with park system development charges revenue;
 2. provide the estimated cost of each capital improvement project,
 3. provide the estimated timing of each capital improvement project; and
 4. be updated at least once every three years.
- H. Any funds on deposit in park system development charge accounts that are not immediately necessary for expenditure shall be invested or deposited in an interest-bearing account by the District. All income or interest derived from such investments shall be deposited in the Park System Development Charge fund accounts and used as provided herein.
- I. The District shall prepare an annual accounting report for park system development charges, including the total amount of system development charge revenue collected in the accounts, and capital improvement projects that were funded.
- J. Any citizen or other interested person may challenge an expenditure of park system development charges revenues.
1. Such challenge shall be submitted, in writing, to the Executive Director for review within two years following the subject expenditure, and shall include the following information:
 - a. The name and address of the citizen or other interested person challenging the expenditures;
 - b. The amount of the expenditure, the project, payee or purpose, and the approximate date on which it was made; and
 - c. The reason why the expenditure is being challenged.

2. If the Executive Director determines that the expenditure was not made in accordance with the provisions of this Ordinance and other relevant laws, a reimbursement of park system development charge revenues from other revenue sources shall be made within one year following the determination that the expenditures were not appropriate.
3. The Executive Director shall make written notification of the results of the expenditure review to the citizen or other interested person who requested the review within ten (10) days of completion of the review.

SECTION 6. COLLECTIONS

- A. The District's Park System Development Charge shall be due and payable at the time of issuance of a building permit or placement permit for any residential development as defined in this Ordinance, including single-family dwellings, multi-family dwellings, manufactured homes, duplexes, and hotels and motels. The District's Board shall have the authority to implement, by resolution, a new or alternative time of collection for SDCs. SDC fee(s) will be based on the rates in effect on the date that the building permit application is submitted. The SDC methodology referenced in this Ordinance establishes fees for each type of development. Responsibility for collecting charges may be delegated to the City of Bend and/or Deschutes County by intergovernmental agreement.
- B. If Park System Development Charges are due and payable at the time of issuance of a building permit or placement permit, and if development is commenced without an appropriate permit, the System Development Charge is immediately payable upon the earliest date that a permit was required.

SECTION 7. EXEMPTIONS

Notwithstanding Section 3A, the following development shall be exempt from payment of the Park System Development Charges as defined in this Ordinance and supporting or implementing documents:

1. Non-residential development with the exception of hotels and motels as defined in this Ordinance.
2. Alteration, expansion or replacement of an existing residential dwelling unit where no additional residential dwelling unit is created.
3. The construction of accessory buildings or structures which will not create additional residential dwelling units and which do not create additional demands on the District's capital facilities.

4. The issuance of a placement permit for a manufactured home unit on a lot or parcel on which applicable park system development charges have previously been paid.

SECTION 8. CREDITS

- A. The District may grant a credit against the park system development charges imposed pursuant to Section 3 for the donation of land for, or for the construction of any qualified public improvements.
- B. Prior to issuance of a building permit or placement permit, the applicant shall submit to the Executive Director a proposed plan and estimate of cost for contributions of qualified public improvements. The proposed plan and estimate shall include:
 1. a designation of the development for which the proposed plan is being submitted;
 2. a legal description of any land proposed to be donated and a written appraisal prepared in conformity with Section 9.E.1.;
 3. a list of the contemplated capital improvements contained within the plan;
 4. an estimate of proposed construction costs certified by a professional architect or engineer; and
 5. a proposed time schedule for completion of the proposed plan.
- C. The applicant shall have the burden of demonstrating that a particular improvement qualifies for a credit. The amount of the credit to be applied shall be determined according to the following conditions:
 1. When a development occurs that is subject to a park system development charge, the system development charge for the existing use, if applicable, shall be calculated and if it is less than the system development charge for the use that will result from the development, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge. If the change in the use results in the system development charge for the proposed use being less than the system development charge for the existing use, no system development charge shall be required. No refund or credit shall be given unless provided for by another subsection of this Section.
 2. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of the development approval

and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the District's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the District.

3. Notwithstanding subsections 1 and 2 above, when establishing a methodology for a park system development charge, the District may provide for a credit against the improvement fee, the reimbursement fee, or both, for capital improvements constructed as part of the development that reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the District Board finds reasonable.
- D. If a donation or construction of a qualified public improvement gives rise to a credit amount greater than the amount of the park system development charge that would otherwise be levied against the project receiving development approval, the excess credit may be applied against park system development charges that accrue in subsequent phases of the original development project. Any excess credit must be used not later than ten years from the date it is given.
- E. Calculation of credits will be subject to the following standards:
1. The value of donated lands shall be based upon a written appraisal of fair market value by a qualified and professional appraiser based upon comparable sales of similar property between unrelated parties in a bargaining transaction; and
 2. The cost of anticipated construction of qualified public improvements shall be based upon cost estimates certified by a professional architect or engineer.
- F. Upon approval of the District Board, the decision of the Executive Director, as to whether to accept the proposed plan of contribution and the value of such contribution shall be in writing and issued within thirty (30) working days of the date all data is received for review. Notification shall be provided to the applicant via regular mail.
- G. Any applicant who submits a proposed plan pursuant to this Section, and desires the immediate issuance of a building permit or placement permit, shall pay applicable system development charges. Said payment shall not be construed as a waiver of any credit. Any difference between the amount paid and the amount due, as determined by the Executive Director, shall be refunded to the applicant.

In no event shall refund by the District under this subsection exceed the amount originally paid by the applicant.

- H. The District may, in its sole discretion, grant a credit for land donated for park and recreational use, which does not otherwise meet the requirements of this section.
- I. Credits shall not be transferable from one development to another.
- J. Credits shall be transferable within the same development if a development or portion of it is sold prior to completion but after development and dedication of qualified public improvements as defined in this Ordinance.
- K. Credits shall not be transferable from one type of system development charge to another.
- L. Credits shall be used within 10 years from the date the credit is given.

SECTION 9. DEVELOPER RECOVERY PROCEDURES AND PAYMENTS

- A. Upon approval of the District Board, the District may enter into agreements with developers who propose to expand the park system by dedicating and/or constructing park and recreation facilities. These agreements would allow the District to repay the developer for such improvements using a portion of the Park System Development Charges collected in a designated recovery area.
- B. Such facilities may serve the proposed development only (sole recovery area) or the proposed development and areas beyond it (shared recovery area).
- C. The District Board shall adopt by separate resolution such agreements. The resolution shall address:
 - 1. Applicable District, City, and County policies, standards, rules and regulations.
 - 2. Responsibilities for paying the cost of such improvements.
 - 3. Eligibility for SDC recovery payments.
 - 4. Procedures for determining the extent of the area served by proposed improvements.
 - 5. Procedures for remitting SDCs collected in the sole or shared recovery area to eligible developers.
 - 6. Payment schedules and conditions for SDC recovery fees.

7. Procedures for calculating the amount of the recovery fees.
8. Procedures for determining the value of qualified improvements.

SECTIONS 10. REFUNDS, WAIVERS AND DEFERRALS

A. Refunds

1. Refunds may be given by the Executive Director upon finding that there was a clerical error in the calculation of SDCs.
2. Refunds shall not be allowed for failure to timely claim credit or for failure to seek an alternative SDC rate calculation in a timely manner at the time of submission of an application for a building permit.
3. An applicant or owner shall be eligible to apply for a refund if:
 - a. The building permit or placement has expired and the development authorized by such permit was not commenced; or
 - b. The park system development charges have not been expended or encumbered prior to the end of the fiscal year immediately following the tenth anniversary of the date upon which such charges were paid. For the purposes of this Section, first funds received shall be deemed to be the first funds expended.
4. An application for refund shall be filed with the District and contain the following:
 - a. The name and address of the applicant;
 - b. The location of the property which was the subject of the park system development charges;
 - c. A notarized sworn statement that the petitioner is the then current owner of the property on behalf of which the park system development charges were paid; including proof of ownership, such as a certified copy of the latest recorded deed;
 - d. The date the system development charges were paid;
 - e. A copy of the receipt of payment for the system development charges; and, if appropriate,
 - f. The date the building permit or placement permit was issued and the date of expiration.

5. The application for a refund shall be filed within ninety (90) days of the expiration of the building permit, placement permit, or within ninety (90) days of the end of the fiscal year following the tenth anniversary of the date upon which the park system development charges were paid. Failure to timely apply for a refund of the system development charges shall waive any right to a refund.
6. Within thirty (30) days from the date of receipt of a petition for refund, the District will advise the petitioner of the status of the request for refund, and if such request is valid, the park system development charges shall be returned to the petitioner.
7. A building permit or placement permit which is subsequently issued for a development on the same property which was the subject of a refund shall pay the park system development charges required by Section 3.

B. Waivers

1. Waivers of BMPRD SDC fees, as may be further defined in separate resolution, may be granted by the Executive Director upon finding that the subject development places no demand upon the district park system.
2. Waivers may only be issued in extraordinary circumstances for development whose use is highly specialized and will only apply to that portion of a development found not to impose any system demand. Waivers expire upon conversion of the original use to another use. Example development for which waivers may be granted include but are not limited to the following:
 - a. Hospice care facility;
 - b. Alzheimer's care facility;
 - c. End of life residential care facility.

C. Deferrals

1. A deferral of SDC fees, as may be further defined by separate resolution, may be granted by the Executive Director upon a finding that the subject development meets a category of special need in the district for which BMPRD and other service providers have agreed to grant special financial treatment in order to advance a specific public benefit.
2. Deferrals do not constitute a waiver of SDC but rather a delay in the normal schedule for collection of the fee. Example development for which waivers may be granted include but are not limited to the following:

- a. Assisted living project; and
- b. Low income/affordable housing units.

SECTION 11. REVIEW OF METHODOLOGY AND RATES

- A. This Ordinance, the park system development charges methodology, and the capital improvement plan shall be reviewed by the District Board at least every five (5) years. The review shall consider new estimates of population and other socioeconomic data, changes in the cost of construction, any acquisition of land by the District for park development, and adjustments to the assumptions, conclusions or findings set forth in the methodology. The purpose of this review is to evaluate and revise, if necessary, the rates of the park system development charges to assure that they do not exceed the actual or reasonably anticipated costs of the District's capital improvements.
- B. In the event the review of this Ordinance or the methodology alters or changes the assumptions, conclusions and findings of the methodology, or alters or changes the amount of park system development charges, the methodology may be amended and updated to reflect the assumptions, conclusions and findings of such reviews. If changes in the methodology are undertaken by the District, the District shall coordinate such changes with the City of Bend and Deschutes County prior to adoption pursuant to Intergovernmental Agreements between Deschutes County and the District and the City of Bend and the District.

SECTION 12. NOTICE

- A. The District shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for a park system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a park system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed shall not invalidate the action of the District. No legal action intended to contest the methodology shall be filed after 60 days following adoption or modification of the park system development charge ordinance or resolution.
- B. The District may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the District must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

SECTION 13. APPEALS AND REVIEW HEARINGS

- A. An applicant who is required to pay park system development charges shall have the right to request a hearing before the District board to review any of the following:
 - 1. The denial of a proposed credit for contribution of qualified public improvements pursuant to Section 8.
 - 2. The calculation of a Park System Development Charge, or the application of the SDC fee methodology and/or adjustments of the SDC rate, provided, however, the SDC fee methodology itself may not be appealed.
 - 3. Executive Director's decisions regarding requests for an SDC refund, credit, waiver, or deferral.
- B. Such hearing shall be requested by the applicant within thirty (30) days of the date of first receipt of the denial. Failure to request a hearing within the time provided shall be deemed a waiver of such right.
- C. The request for hearing shall be filed with the Executive Director and shall contain the following:
 - 1. The name and address of the applicant;
 - 2. The legal description of the property in question;
 - 3. If issued, the date the building permit or development permit was issued;
 - 4. A brief description of the nature of the development being undertaken pursuant to the building or development permit;
 - 5. If paid, the date the park system development charges were paid; and
 - 6. A statement of the reasons why the applicant is requesting review.
- D. Upon receipt of such request, the District shall schedule a hearing before the District Board at a regularly scheduled meeting or a special meeting called for the purpose of conducting the hearing and shall provide the applicant written notice of the time and place of the hearing. Such hearing shall be held within forty-five (45) days of the date the request for hearing was filed.
- E. Such hearing shall be conducted in a manner designed to obtain all information and evidence relevant to the requested hearing. Formal rules of civil procedure and evidence shall not be applicable; however, the hearing shall be conducted in

a fair and impartial manner with each party having an opportunity to be heard and to present information and evidence.

- F. Any applicant who requests a hearing pursuant to this Section, and desires the immediate issuance of a building permit or placement permit, shall pay prior to or at the time the request for hearing is filed the applicable park system development charges pursuant to Section 3B. Said payment shall not be construed as a waiver of any review rights.
- G. An applicant may request review under this Section without paying the applicable park system development charges as long as no building permit or placement permit has been issued.
- H. The District shall advise any person who makes written objection to the calculation of a park system development charge of the right to petition for review pursuant to ORS 34.010 to 34.100.

SECTION 14. SEVERABILITY

If any clause, section or provision of this Ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 15. EFFECTIVE DATE

The Park System Development Charges authorized by this Ordinance shall be imposed on building or placement permit applications submitted on or after March 3, 2009 provided, however, that an application presented before that date, for which all necessary prior approvals have not been granted or other required predicates not met shall not be considered submitted for purposes of this section.

ADOPTED THIS 3rd DAY OF March, 2009.

ATTEST:

Don P. Horton
Don P. Horton, Executive Director
Bend Metro Park & Recreation District

Bob Woodward
Bob Woodward, Board Chair
Bend Metro Park & Recreation District

STATE OF OREGON

)
County of Deschutes)
)

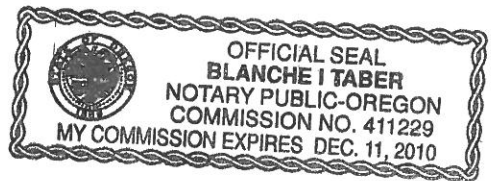
BE IT REMEMBERED, That on this 22nd day of May, 2009, before me, the undersigned, a Notary Public in and for the Sate of Oregon, personally appeared the within named Bob Woodward

known to me to be the identical individuals described in and who executed the within instrument and acknowledged to me that Don Horton executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

Blanche I. Taber
Notary Public of Oregon

My commission expires 12/11/2010



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| BOARD AGENDA COMMUNICATION |
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AGENDA DATE: April 16, 2019

SUBJECT: Legislative Update

STAFF RESOURCE: Don Horton

PREVIOUS BOARD ACTION:

ACTION PROPOSED: None – for information only

COMMITTEE ACTION: NA

STRATEGIC PLAN:
Theme:
Objective:
Initiative:

BACKGROUND

There are several bills that are being considered that could have an impact on the District. All materials will be shared at the meeting.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None



Board of Directors

March 5, 2019

District Office Building | 799 SW Columbia | Bend, Oregon



5:30 p.m. MEETING CONVENED

BOARD PRESENT

Brady Fuller, Chair
 Ted Schoenborn, Vice Chair
 Nathan Hovekamp
 Lauren Sprang

ABSENT

Ellen Grover

MEDIA

Jacob Larsen, KTVZ
 Stephen Hamway, The Bulletin

STAFF PRESENT

Don Horton, Executive Director
 Matt Mercer, Director of Recreation
 Julie Brown, Manager of Communications and Community Relations
 Lindsey Lombard, Administrative Services Director
 Sheila Reed, Executive Assistant
 Brian Hudspeth, Development Manager
 Michael Egging, Recreational Analyst
 Jeff Hagler, Park Stewardship Manager
 Becky Curfew, Youth Recreation Coordinator
 Amanda Jamison, Outreach Coordinator
 Kayla Sickard, Recreation Intern
 Betsy Tucker, Finance Manager

5:30 p.m. Meeting Convened

WORK SESSION

1. Recreation Program Report: Expanded Afterschool Care Programs – *Sue Boettner and Becky Curfew*

Ms. Boettner reviewed the time changes the school district will be making to the schedule next year. She spoke about the impacts this decision has on District programs, stating the after school care will

likely face the biggest impact. Ms. Curfew said this year 92 percent of the current after school spots are full and five schools have waitlists. Staff conducted a parent survey, 70 percent of respondents indicated that they need childcare past 4:00 p.m. Staff is preparing for a greater need for childcare next year with the change of the school times and extending the time to later in the evening. Programming is planned to accommodate child care until 6:00 p.m. with options for shorter programs that end at 4:00 p.m. Staff is anticipating needing more building space and is working with the school district.

Ms. Curfew went on to say that with an earlier start time for elementary kids, there may not be a need for before school care. This will be determined on a school by school basis depending on parent interest and need.

The Board asked how the changes may impact staffing. Ms. Curfew responded that the change may work in favor of staffing if there shifts are no longer split for before and after school care.

2. Needs-Based Assistance and Supportive Outreach – *Sue Boettner, Matt Mercer and Amanda Jamison*

Mr. Mercer shared the long-term trends of needs-based assistance. The long term trends have shown a growth in need for the program; this was likely due to the economy. Due to the work with partner groups, the costs are now trending down slightly. These trends have prompted staff to question the limitations of the District to offer more needs-based assistance. There are approximately 1436 individuals approved annually for needs-based assistance. Of these that qualify, 40-45 percent qualify as moderate need and 55-60 percent qualify as high need individuals. Most of the assistance is used in youth recreation programs that include Kids, Inc. and Op Rec childcare programs, followed by Juniper Swim and Fitness passes and programing, therapeutic recreation programs and programs offered at the Pavilion. Need-based assistance includes other options, but they are not accessed as frequently.

Mr. Mercer said that he wanted to look at how the District compares to other organizations in offering needs-based assistance. In researching this information, he found that the District does very well with the offerings of assistance. The chart below reflects the collected information.

Comparison to Other Organizations

| City/Agency | Population | Median Income | Poverty Rate | Assistance Provided | Assistance Per Capita |
|--------------------|------------|---------------|--------------|---------------------|-----------------------|
| Bend | 94,520 | \$60,563 | 10.9% | \$210,000 | \$2.22 |
| Tualatin Hills | 230,000 | \$64,619 | 12.6% | \$196,000 | \$0.85 |
| Willamalane | 62,353 | \$41,700 | 21.3% | \$70,000 | \$1.12 |
| Eugene | 168,916 | \$47,489 | 21.7% | \$94,000 | \$0.56 |
| Portland | 647,805 | \$61,532 | 16.2% | \$600,000 | \$0.93 |
| Boulder - 2017 | 107,125 | \$64,163 | 21.6% | \$63,777 | \$0.60 |
| Boulder - 2018 | 107,125 | \$64,163 | 21.6% | \$248,713 | \$2.32 |
| Oak Park, Illinois | 52,261 | \$87,271 | 8.3% | \$67,000 | \$1.28 |

Ms. Boettner introduced the changes to the scholarship program. She said that the District will increase the high-need eligibility level, extend application renewal process, streamline income verification (by partnering with other programs that require income verification) and increase support for complementary programs. The complementary programs that are offered through contractors currently are subsidized by the District 25 percent. Staff is working with contractors and will be asking them to match the subsidy (scholarship) with another 25 percent allowing for a 50 percent discount on the program offered by the contractor.

The Board asked if there is an appropriate way to recognize the partners/contractors that choose to match the scholarship. A few ideas were brainstormed amongst the Board and staff on ways that this can be done.

Ms. Jamison spoke about targeted programs of needs-based assistance. These programs include:

- Ariel Glen summer day camp: This is a partnership with Neighborhood Impact and Housing Works, it is a free program offered to the kids in this housing development.
- FAN voucher program: Vouchers will be given to qualified families to offset the costs that are not covered by the scholarships.
- Discover the Outdoors: Outdoor programming for Latino and low income populations with transportation provided to remove further barriers of participation.
- Kids on the Move: Recreation programs offered at Ensworth and Silver Rail schools.
- Days of Play: Free community events offered at various parks where BLS offers the summer lunch programs.

Ms. Jamison spoke about the community partnerships that the District has developed with Pacific Source and Mosaic Medical. Other partnerships include Tour Des Chutes cancer survivor classes, OSU STEM camp, and Opdycke Fund for therapeutic recreation programs (overnight programs that provide opportunity to therapeutic recreation participants and respite care for families).

Further free offerings include community events, senior social programs, free family nights at Juniper and low fee family skates at the Pavilion. Ms. Jamison said that funding requirements are increasing year over year, making community partnerships more valuable in sharing the costs. The District funding sources come from a variety of places, grants, sponsorships, the Foundation, cell tower leases and the general fund. This year the costs of these programs decreased due to partnering with other agencies.

Ms. Jamison said that outreach is built into every program, service, community member interaction and short and long term goal plans. Outreach is designed to increase awareness, increase engagement and demonstrate the District's commitment to serving all members of the community. In addition, there is a focus to reach low income and Latino populations; community partners have helped to identify more ways to reach these populations. Part of this effort has been to rebrand needs-based assistance to a recreation scholarship program that people may understand better. For the low income and Latino populations, staff created events and brought the recreation survey to them last fall and

asked for their feedback. The survey reaffirmed the need to continue outreach to diverse populations with new and innovative strategies.

Staff also hosted a focus group with other local agencies to collaborate about reaching and communicating with diverse populations, best practices were shared and staff received feedback in how to increase outreach efforts. Staff will continue to meet and work with partners to provide consistent messaging.

6:50 p.m. BREAK/TRANSITION

7:00 p.m. BUSINESS SESSION

VISITORS

None

CONSENT AGENDA

1. Meeting Minutes 2/19/2019
2. Approve Needs-Based Assistance Plan for FY 2019-20
3. Resolution No. 420 Local Government Grant for Drake Park

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

BUSINESS SESSION

1. Board of Directors' Fund Balance and Reserves Policy – *Lindsey Lombard and Don Horton*

Ms. Lombard said this is a follow up to the Board Workshop. She began by explaining that reserves are important for the following reasons:

- plan for contingencies
- good standing with rating agencies
- avoid interest expense
- generate investment income
- ensures cash availability

Ms. Lombard said the current practice of the District follows the recommendation of the Government Finance Officers Association (GFOA). GFOA recommends two months or 16 percent of annual operating expenditures or revenues. The District uses expenditures for reserve planning. Ms. Lombard said the GFOA is now recommending that organizations determine the target level of reserves based upon the risks an organization may face. Ms. Lombard described the risk analysis and the effects of natural disasters, taxes and fees, wages and benefits could have on the District. Historically, she said the District outpaces both the targeted and budgeted reserves every year and actual savings is about 23-28 percent of the actual general fund balance for the last five years.

Ms. Lombard demonstrated the category analysis tool that has been provided by GFOA. The tool allows her to plug in the District data and assess the score that is derived from the tool. At first glance the tool recommends a range of 17-24 percent for the reserve, which is what the District reserves have been accumulating.

In addition to the reserve account, the District has additional considerations to make on keeping separate accounts or incorporating into the general reserve fund for the following:

- Facility reserve fund
 - Asset management reserve
 - Park maintenance facility reserve
- Equipment Reserve Fund
 - Vehicle and equipment reserve
- PERS reserve

The Board discussed that by keeping the accounts separate, they are easier to understand and allows for more structure.

Ms. Lombard reviewed the next steps:

- Amend and adopt policy
- Complete risk analysis
- Implement in proposed budget for 2019-2020
- Annual discussion at January Board workshop

EXECUTIVE DIRECTOR'S REPORT: Executive Director Horton passed out some handouts to discuss the SDC methodology and provide further feedback from the City. The handouts show a list of requests from the City to the changes to the District SDCs. He said that the requests are not unreasonable and should be considered. The City is in the process of changing the transportation SDC fees that they charge; this change is likely to come in the next year and a half. The City would like the District to follow their methodology of charging SDCs on single family homes until they have made their own changes. If the City decides to implement a tiered approach, the District could implement the tiered approach then. The City also recommends looking at a five tier scale instead of the District's proposed four tiers. Other items that the City has asked the Board to consider include reducing the current project list and reconsider the 100 unit cap per year on affordable housing exemptions.

The Board discussed lifting the 100 unit cap and it was suggested to instead limit it to 400 units overall until the sunset date of the plan four years from now. The Board was agreeable to waiting on the tiered approach of the SDCs. Executive Director Horton directed the Board to the project list and made some recommendations on projects that could be added, reduced and removed from the list. The Board discussed the list and reached a consensus that some projects were not likely to happen and would be willing to remove them.

The Board expressed interest in looking once again at the costs of the railroad bridge that will connect to Alpenglow Community Park; they are looking for assurance that the costs are indicative of all anticipated costs to provide the bridge.

BOARD MEETINGS CALENDAR REVIEW

PROJECT REPORT

GOOD OF THE ORDER

ADJOURN 9:02 p.m.



Prepared by,
Sheila Reed
Executive Assistant

Brady Fuller, Chair

Ted Schoenborn, Vice-Chair

Ellen Grover

Nathan Hovekamp

Lauren Sprang

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| BOARD AGENDA COMMUNICATION |
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| AGENDA DATE: | April 16, 2019 |
| SUBJECT: | Grant Temporary Construction Easement to City of Bend for the Murphy Rd Extension Project adjacent to Alpenglow Park |
| STAFF RESOURCE: | Brian Hudspeth, Development Manager Michelle Healy, Director of Planning & Park Services |
| PREVIOUS BOARD ACTION: | None |
| ACTION PROPOSED: | Approve temporary construction easement to the City of Bend for the City's Murphy Rd Extension Project |
| STRATEGIC PLAN: | |
| Theme: | Customer – Community Connection |
| Objective: | Cultivate Partnerships |
| Initiative: | Seek strategic alliances to support targeted capital Projects. |

BACKGROUND

As part of the City of Bend's Murphy Road Extension Project the City requested a temporary construction easement from the District. The proposed easement is approximately 2 acres and is located along a portion of the northern boundary of Alpenglow Park, adjacent to the Murphy Rd right of way (see Exhibit A). The easement would be in effect from April 2019 to November 2020.

The City would use the temporary easement area to store fill material, pipes, equipment and other construction supplies. They will also process fill material. The proposed easement requires the City to fence the area and maintain it for the duration of the easement. The City's contractor, K&E Excavating, will provide insurance for use of the site. The City is required to return the area back to its original condition or better upon completion.

As compensation for the easement area, the City will install a driveway approach into the park and stub a waterline from Murphy Rd to the park boundary. The driveway approach and waterline will serve the proposed parking area in the vicinity of the future climbing area on the north side of Alpenglow Park.

It is very likely that the District will be constructing Alpenglow Park concurrent with the City's construction of Murphy Road. The City and District have already been coordinating during the design phase of each project, and will continue to do so through the duration of construction of both projects.

BUDGETARY IMPACT

Per the District Easement Policy, compensation must be considered for use of District property. This easement proposes that the City install a commercial driveway approach and waterline stub from the newly construction Murphy Rd to the District’s property line as compensation. This will result in a savings of approximately \$10,000 - \$20,000 to the Alpenglow Park project.

STAFF RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to execute the temporary construction easement for the City of Bend’s Murphy Rd Extension Project.

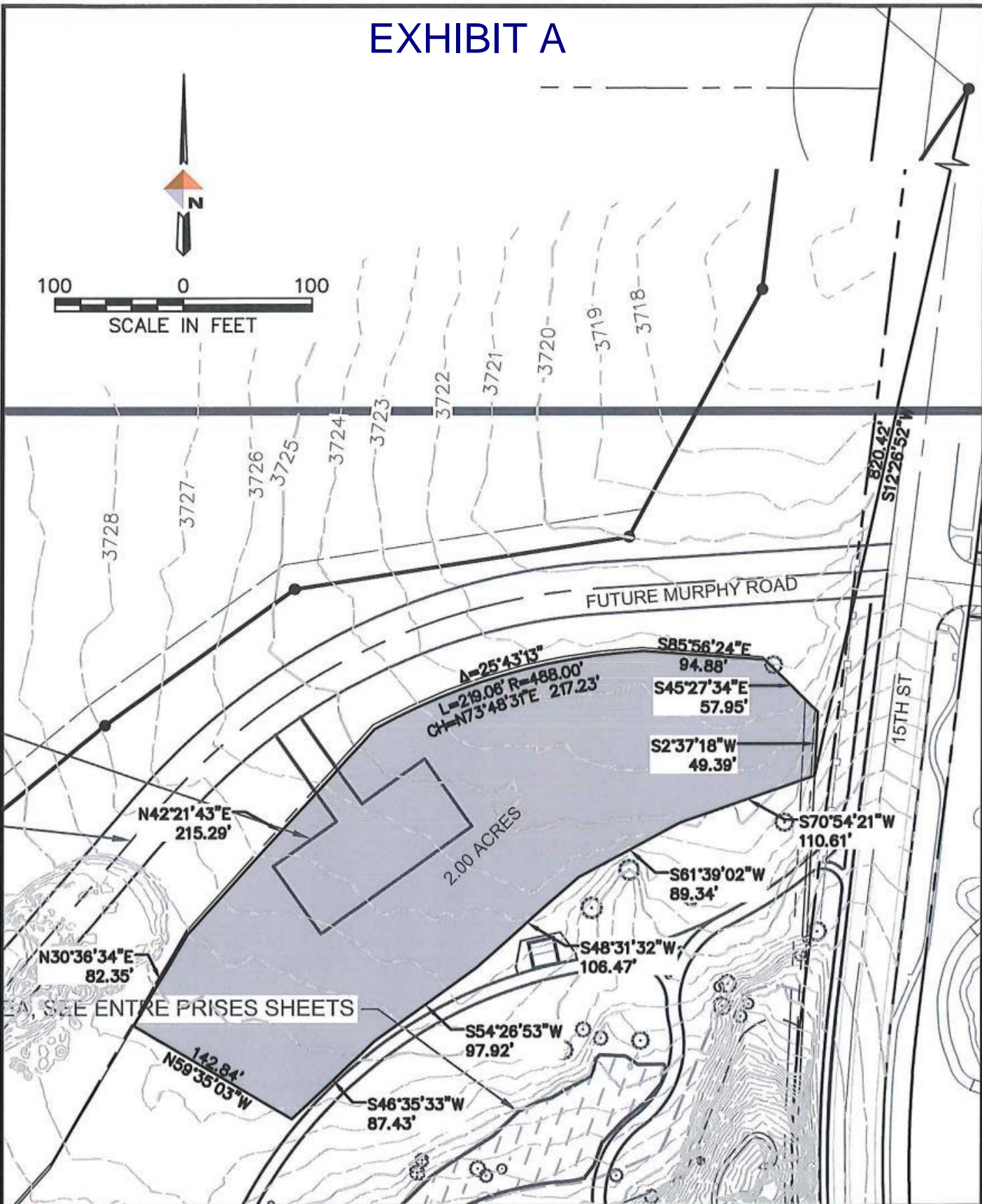
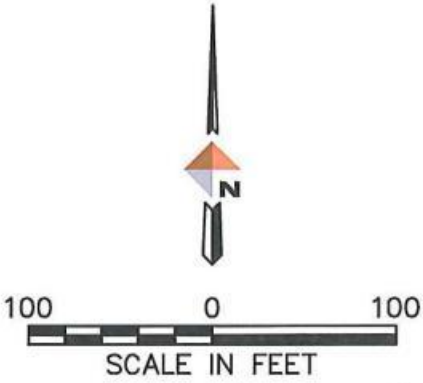
MOTION

I make a motion to authorize the Executive Director to execute necessary documents granting a temporary construction easement to the City of Bend at Alpenglow Park for the construction of the Murphy Rd Extension Project.


ATTACHMENT

Exhibit A – Map of Easement Area

EXHIBIT A



D:\24\14184-01\BSCAD\Civil\SC16-CS-EH-14184.dwg PLOT DATE 2019-3-6 08:25 SAVED DATE 2019-03-06 08:13 USER: klawer

| | | | |
|---|---|--|--|
|  www.dowl.com 963 SW Simpson, #200 Bend, Oregon 97702 541-385-4772 | ALPENGLOW PARK CONSTRUCTION STAGING AREA | | PROJECT 2124.14184.01 DATE 3/6/2019 |
| | | | EX1.0 |

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| BOARD AGENDA COMMUNICATION |
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|-------------------------------|---|
| AGENDA DATE: | April 16, 2019 |
| SUBJECT: | IGA with City of Bend for the Construction of the Central Oregon Historic Canal Trail Crossing at SE 15 th Street |
| STAFF RESOURCE: | Brian Hudspeth, Development Manager Laura Underhill, Park Planner/Project Manager |
| PREVIOUS BOARD ACTION: | None |
| ACTION PROPOSED: | Authorize Executive Director to negotiate and execute an IGA with the City of Bend for the construction of the Central Oregon Historic Canal Trail crossing at SE 15 th Street |
| STRATEGIC PLAN: | |
| Theme: | Community Connection |
| Objective: | Analyze and Adapt to Changing Community Need |
| Initiative: | Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need. |

BACKGROUND

The City of Bend is currently working on the extension of Murphy Road to 15th Street in southeast Bend. The District is also working on two projects in the same area - Alpenglow Community Park and the Central Oregon Historic Canal Trail (COHCT) project.

The COHCT provides a valuable transportation and recreation corridor for the community and helps meet City and District goals to improve bicycle and pedestrian connectivity throughout Bend. Improvements to the trail include better surfacing, trail friendly gates, garbage cans, dog stations, wayfinding signage and an improved crossing of 15th Street. These improvements will provide an improved off-street trail opportunity linking numerous neighborhoods to key community destinations such as the future Alpenglow Park, middle school and high school.

BPRD and City staff recognized a partnership opportunity to complete the trail crossing at 15th Street as part of the City's Murphy Road extension project. Staff drafted an intergovernmental agreement (IGA) to guide this partnership that outlines the responsibilities of each agency necessary to complete the project. As drafted, the District will pay the City of Bend to construct the 15th Street bicycle and pedestrian crossing at the canal (see Exhibit A) at the completion of the project. The cost to construct the crossing is a not to exceed amount of \$373,000, this includes the cost to complete the design, estimated at \$7,381, the cost for construction, estimated at \$332,381 by the engineer, and a contingency of approximately 10%. Permitting will be done by the City of Bend. The City will provide the District the final plans and documents for approval prior to

construction.

The draft IGA has been reviewed by each agency's legal counsels.

BUDGETARY IMPACT

The proposed 2019-20 Capital Improvement Plan allocates \$516,667 for development of the COHCT. The construction of the crossing is included in this allocation, leaving \$143,667 for other improvements such as the design of other crossings, surfacing, gates, as the opportunity becomes available.

STAFF RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to execute an IGA with the City of Bend for the construction of the COHCT crossing at SE 15th Street and Chloe Ln, with a cost not to exceed \$373,000.

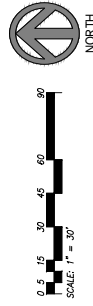
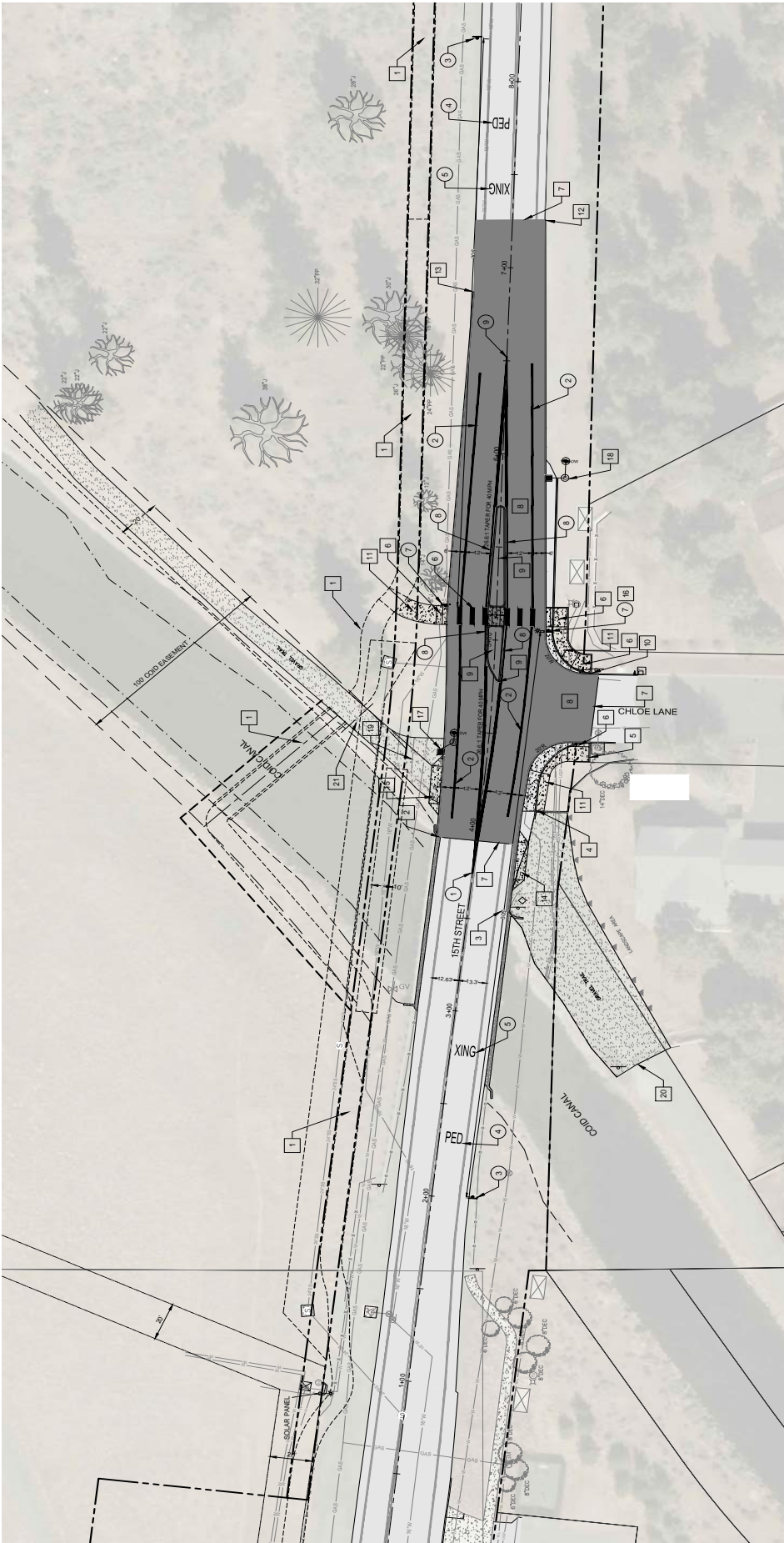
MOTION

I make a motion to authorize the Executive Director to execute an IGA with the City of Bend for the construction of the Central Oregon Historic Canal Trail crossing at SE 15th Street and Chloe Ln. and to authorize payment to the City of Bend upon completion of the project in an amount not to exceed \$373,000.00

ATTACHMENT

Exhibit A – 15th Street bicycle and pedestrian crossing

Exhibit A - 15th St Bicycle & Pedestrian Crossing



15TH STREET PLAN SCALE: 1" = 30'

CONSTRUCTION NOTES

- 1 SEE 15TH STREET TRAIL AND BRIDGE PLANS FOR PEDESTRIAN BRIDGE AND TRAIL ALONG THE WEST SIDE OF 15TH STREET
- 2 STA 3+49.44, 18.73' BEGIN 16" VERTICAL CURB, PER COB DETAIL R.3
- 3 STA 3+49.00, 19.24' BEGIN 16" VERTICAL CURB, PER COB DETAIL R.3
- 4 MATCH TO 15TH ST TRAIL, CONCRETE WALK PER DETAIL X, C7.0
- 5 STA 4+469.8, 46.99' MATCH EXISTING CURB
- 6 SEE SHEET C7 FOR DETAILED ADA BRIDGING
- 7 SAWCUT / MATCH EXISTING ASPHALT
- 8 REMOVE EXISTING ASPHALT AND CONSTRUCT NEW ASPHALT AND BASE PER COB STANDARDS
- 9 CONSTRUCT CURBED MEDIAN ISLAND PER DETAIL X, SHEET C7.0
- 10 STA 4+467.2, 47.17' MATCH EXISTING CURB
- 11 CONSTRUCT 16" CONCRETE WALK PER DETAIL X, C7.0
- 12 STA 7+26.26, 15.24' R END 16" VERTICAL CURB, PER COB DETAIL R.3
- 13 STA 4+468.24, 16.74' END 16" VERTICAL CURB, PER COB DETAIL R.3
- 14 STA 3+463.8, CENTER 20' COOD DRIVE RAMP PER COB STD. DRG. NO. R.6A
- 15 STA 4+198.0, CENTER 20' COOD DRIVE RAMP PER COB STD. DRG. NO. R.6A
- 16 INSTALL STREET LIGHT
- 17 STA 4+37.83 INSTALL CURB INLET CATCH BASIN, SEMI-RETENTION MANHOLE, AND DRYWELL PER COB STD. DRGS. R.1.2, R.1.3, STRAINT, STRAINT
- 18 STA 4+47.68 INSTALL CURB INLET CATCH BASIN, SEMI-RETENTION MANHOLE, AND DRYWELL PER COB STD. DRGS. R.1.2, R.1.3, STRAINT, STRAINT
- 19 EXISTING COB GATE TO BE REMOVED
- 20 EXISTING COB GATE TO BE REPLACED WITH NEW COB (SPRD) GATE, PER DETAIL X, C7.0

STRIPING AND SIGNING NOTES

- 1 STA 3+74.37 BEGIN 10' 26.6' TAPER (40 MPH DESIGN SPEED)
- 2 1/2" X 8" INCH BIKE LANE STRIPE
- 3
- 4 INSTALL THERMOPLASTIC PED STRIPING
- 5 INSTALL THERMOPLASTIC XING STRIPING
- 6 INSTALL STAGGERED COV. 50' CROSSWALK STRIPING
- 7 INSTALL 12' ACTIVATED BEACON SYSTEM PER COOT DETAIL 1401 WITH SON BELOW
- 8 7' - 4" HIGH YELLOW LINE
- 9 STA 4+52.25 END 10' 26.6' TAPER (40 MPH DESIGN SPEED)



AHEAD



BELOW



7' - 4" HIGH YELLOW LINE

STA 4+52.25
END 10' 26.6' TAPER (40 MPH DESIGN SPEED)

**Board Calendar
2018-2019**

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

April 17 - Budget Committee Tour

May 7

Work Session

- ◆ Recreation Program Report (15 min)

Business Session

- ◆ Shevlin Park ADA / Bridge Work Award Construction Contract – *Brian Hudspeth (20 min)*

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

May 21 – Election Night

Work Session

Business Session

- ◆ Public Hearing and First Reading of SDCs – *Sarah Bodo (30 min)*
- ◆ PCMS Fields Award Construction Contract – *Jason Powell (15 min)*

June 4

Work Session

- ◆ Recreation Program Report (15 min)

Business Session

- ◆ Empire Crossing Park – Award Construction Contract – *Ian Isaacson and Jason Powell (20 min)*
- ◆ 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)*
- ◆ Second Reading for SDC Ordinance and Methodology – *Sarah Bodo (15 min)*

June 18

Work Session

Business Session

TBD

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

Adopt Strategic Plan

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Northpointe Park Award Design Contract – (20 min)

Trails Plan and Projects Update –

Goodrich Park Award Construction Contract – *Ian Isaacson and Jason Powell (20 min)*

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

15th Street IGA with the City – *Brian Hudspeth (15 min)*