



Bend Metro Park & Recreation District

June 4, 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

June 4, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



5:30 p.m. CONVENE MEETING

WORK SESSION

1. Discussion about City of Bend Resolution on Mirror Pond – *Brady Fuller (20 min)*
2. Recreation Program Report: Open Skate – *Kevin Collier and Shalee Hanks-Mink (15 min)*
3. Draft Strategic Plan – *Quinn Keever, Michelle Healy, Jamie Sabbach (45 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 – 05/21/2019

BUSINESS SESSION

1. Shevlin Park ADA Improvements Project Construction Contract Award – *Jason Powell (10 min)*
2. Second Reading and Adoption of SDC Ordinance No. 12 – *Sarah Bodo (10 min)*
3. Adopt Resolutions in support of Ordinance No. 12 – *Sarah Bodo (30 min)*
 - 4a. Adopt Resolution No. 421 – Adopting a Methodology for Calculating Park System Development Charges
 - 4b. Adopt Resolution No. 422 – Adopting an SDC Capital Projects List
 - 4c. Adopt Resolution No. 423 – Adopting an SDC Waiver for Affordable Housing
 - 4d. Adopt Resolution No. 424 – Adopting Procedures for Entering into Developer Recovery Agreements
 - 4e. Adopt Resolution No. 425 – Adopting a Fee Schedule for System Development Charges
4. Hold Public Hearing and Adopt Resolutions pertaining to FY 2019-20 Budget – *Lindsey Lombard (15 min)*
 - 5a. Adopt Resolution No. 426 – Adopting the Budget and Making Appropriations for Fiscal Year 2019-20
 - 5b. Adopt Resolution No. 427 - Imposing and Categorizing Taxes for Fiscal Year 2019-20
5. Adopt Resolution No. 428 – Adopting the Capital Improvement Plan Summary for Fiscal Years Ending 2020 - 2024 – *Michelle Healy (10 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT– Attachment in Board 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.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Mirror Pond Resolution
STAFF RESOURCE:	Brady Fuller, BPRD Board Chair Don Horton, Executive Director
PREVIOUS BOARD ACTION:	Consider adoption of resolutions for Mirror Pond
ACTION PROPOSED:	For Information Only

BACKGROUND

On December 18, 2019 the Board of Directors adopted Resolution No. 345 guiding a partnership with the City of Bend for the dredging of Mirror Pond. Since December 18, 2018, the Bend City Council held a community listening session where more than 50 people testified about the values they hold around Mirror Pond and a possible dredge. The City of Bend has also held two work sessions to discuss the role that the City may have in partnering with the District to provide funding toward the dredging project.

On May 29, Brady Fuller, BPRD Board Chair and Don Horton, BPRD Executive Director met with representatives of the City of Bend to map out a strategy for moving forward with a resolution that both agencies might consider. In this work session, Brady Fuller will present a revised resolution that would modify Resolution No. 345 approved last December.

The purpose of the resolutions adopted by the City of Bend and the District is to provide guidance in the eventual development of an Intergovernmental Agreement between the two agencies that will specifically address the roles and responsibilities of each agency.

ATTACHMENT

Proposed Resolution Draft

**CITY OF BEND RESOLUTION NO.
BEND PARK AND RECREATION DISTRICT RESOLUTION NO.**

**A RESOLUTION DESCRIBING CONDITIONS FOR A COLLABORATION BETWEEN
THE CITY OF BEND (CITY) AND BEND PARK AND RECREATION DISTRICT
(BPRD) TO CONTRIBUTE TO THE PRESERVATION OF MIRROR POND, AND
SETTING FORTH THE FRAMEWORK FOR A MEMORANDUM OF
UNDERSTANDING (MOU) AND AN INTERGOVERNMENTAL AGREEMENT (IGA)
BETWEEN THE TWO ENTITIES**

Findings

- A. The creation of Mirror Pond was a side effect of the construction of the Bend Water, Light and Power Company's hydroelectric dam in 1910. Mirror Pond became a collector for sediment flowing through the Deschutes River, which backs up into the pond and further upstream from the Bend Hydro Dam (also called the "Pacific Power Hydro Dam" or "Newport Avenue Dam"), owned by PacifiCorp (dba Pacific Power in Oregon).
- B. Mirror Pond was last dredged in 1984 to remove sediment. The 1984 project was funded by a federal grant, the City of Bend, Bend Park and Recreation District (BPRD), and private contributions in the following percentages: Federal (48%); BPRD (19%); City (16%); Pacific Power (10%); private contributions (6%). The 1984 project was based on the 1981 Mirror Pond Rehabilitation Study, which identified 352,806 cubic yards of silt and debris for possible removal at an estimated cost of \$1,340,300. However, due to funding limitations only 60,000 cubic yards were removed at a cost of \$312,000 or \$5.20/cubic yard. Sediment was removed at an average depth of 5-6 feet starting at the Bend Hydro Dam and moving south towards the Galveston Bridge.
- C. Since the early 2000s, various groups organized by the City have studied options and developed scenarios to address sediment build-up, including the Mirror Pond Management Board, the Mirror Pond Steering Committee, and the Mirror Pond Ad Hoc Committee.
- D. In December 2013, the City Council and BPRD Board of Directors resolved to pursue the preservation of Mirror Pond and further assess the costs and discussions with PacificCorp about the future of the Dam. In 2015, the City Council and the BPRD Board agreed with the recommendation of the Ad Hoc Advisory Committee for a preferred alternative vision for Mirror Pond, characterized as a "middle ground" between the status quo option of dredging Mirror Pond and the "natural river" option of removing the Dam and allowing the river to flow naturally. (See City Resolutions 2932, 2981; BPRD Resolution 375).

- E. The Ad Hoc Committee identified the following seven goals for the Dam and Mirror Pond: 1) retain Mirror Pond in near historic form; 2) modify the Dam to function more like a natural part of a river environment; 3) enhance habitat; 4) enable fish passage; 5) maintain or improve public spaces; 6) reduce the frequency and quantity of future sediment removal efforts; and 7) identify funding source(s) other than tax dollars. (See Resolution 2981 and BPRD Resolution No. 375).
- F. In 2016, Pacific Power, through its Sr. Vice President, provided a public statement that it was “committed to the Newport Dam/Bend Hydro project for the long-term.”
- G. The City believes it should focus its limited staff and financial resources on areas of governance that are among the primary responsibilities of a municipality such as transportation, land use, water utilities, and public safety.
- H. Mirror Pond has become a recreational facility or amenity used and enjoyed by many citizens and visitors in conjunction with recreational activities or for its aesthetic qualities. Canoeing, kayaking, and floating have increased in popularity in recent years, and Mirror Pond is the terminus of BPRD’s signature “float the river” route.
- I. The responsibility for policymaking and management of public recreational facilities primarily belongs with BPRD. BPRD does not currently have jurisdiction over Mirror Pond. Through an MOU between Mirror Pond Solutions LLC (the dredging project proponents) and BPRD certain conditions are to be satisfied in order for BPRD to take ownership of Mirror Pond.
- J. The City desires to be a good steward of natural resources and to comply with all applicable federal, state, and local laws regulations. The City will operate its transportation and storm drain systems so as to reduce the amount of pollutants to the Deschutes River and Mirror Pond to the maximum extent practicable using best management practices. To that end, the City remains committed to a robust stormwater management plan for areas of its municipal separate storm sewer system basin that drain to the river.
- K. Within the City’s role related to the Deschutes River and Mirror Pond, the City’s plans to conduct independent work, or work in conjunction with the BPRD, on future projects to replace and/or modernize the 13 stormwater outfalls as reflected in its 2015-2030 stormwater master plan. Although cost estimates for this work vary considerably depending on number of outfalls that can actually be replaced, and if not replaced, what type of stormwater solution is deployed as a result, the Class 5 estimated cost is \$3.5 million. Additional planned and recently completed storm drainage capital improvement projects, within the basin discharging to or just upstream of Mirror Pond will help prevent stormwater runoff and improve water quality, at a Class 5 estimated cost of \$8 million dollars.

- L. City General Fund revenues support public safety (police and fire) and street operations. In Bend, parks and recreation services and facilities are ably run by a separate taxing district. However, the City also recognizes the importance of recreational spaces and aesthetic landmarks such as Mirror Pond as a contributor to the economy and vibrancy of Bend and Central Oregon. BPRD recognizes the important service that City provides in managing the city's stormwater plan.
- M. BPRD provides stewardship of the banks of the Deschutes River along all District-owned or controlled properties. As a part of the Mirror Pond Vision, BPRD will be constructing a boardwalk extending the Deschutes River Trail from Pacific Park to Drake Park in areas adjacent to Mirror Pond. BPRD will also be reestablishing riparian habitat identified in the vision as an environmental benefit to the pond.
- N. The City owns and maintains a pedestrian bridge across Mirror Pond providing pedestrian access between Drake Park and Pageant Park and is a link in the City bicycle transportation plan.
- O. The City and BPRD desire a collaborative relationship with one another in order to pursue reasonable solutions to the dredge portion of the Mirror Pond Community Vision.
- P. In 2018, BPRD, Pacific Power, Mirror Pond Solutions (through public fundraising), and the City agreed to provide contributions of \$300,000 each toward the efforts to dredge Mirror Pond, with various conditions. The City intends its contribution to be included in the total amount discussed below.
- Q. The Council has the discretion to allocate unrestricted General Fund monies for any legal purpose. In its discretionary policy-making role, the Council has considered various factors and issues related to the current and future status of Mirror Pond, the City's role, and a contribution of City funding to a project to address preserving Mirror Pond, including dredging and other community goals.
- R. BPRD funds acquired from taxes must be used for park and recreation purposes. The contribution of BPRD funding to dredge Mirror Pond, redevelop the pond's riparian habitat and develop a boardwalk to fill an important gap in the Deschutes River Trail will further the recreational activities of Drake Park and Mirror Pond.
- S. The City believes any funding contribution should acknowledge what it contributed in 1984 (16% of the project cost), with an additional amount to account for the federal funding that was included in the 1984 project funding but is not currently available. Supporting an aesthetic or community icon valued by citizens and visitors to Bend, with perceived economic and environmental benefits to the community can be an appropriate use of public funds.

- T. With a rough estimated cost of \$6.7 million for a dredging project, 16% equates to approximately \$1,040,000. Because the availability of federal funds is limited, the City is willing to make a larger contribution to fill the gap and work toward a community vision for a preservation project. The City will therefore commit to providing funding for up to 50% of the overall Mirror Pond preservation project related to the Pond and River, or \$3,000,000, whichever is less, contingent on the terms in Sections 1-7 below.
- U. The Council and BPRD Board of Directors acknowledges that this has been a long and exhaustive process, and this Resolution is intended to build on past work toward a reasonable and fair solution.

Based on these findings, THE CITY COUNCIL OF THE CITY OF BEND AND THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

- Section 1.
 - A. The City will agree to contribute up to 50% of the overall Mirror Pond preservation project or \$3,000,000, whichever is less, from City General Fund resources, and BPRD will agree to contribute \$300,000 provided a Memorandum of Understanding (MOU) and then an Intergovernmental Agreement (IGA), both satisfactory to the City and BPRD, are entered into between BPRD and the City, as set forth below, and the provisions of Sections 4 and 5 are met.
 - B. The City contribution, if approved, will be paid over a ten year period through roughly equal annual payments as set forth in the IGA, unless payment can be accelerated because set aside transient room tax monies out of the discretionary General Fund allocation become available. In determining the 50% contribution to the overall project costs, the City's intent is to contribute to the overall preservation project related to the Pond and the river, but not to BPRD projects specific to trail connection/riverbank restoration.
 - C. BPRD has reserved \$300,000 contribution through Resolution No. 418. In addition BPRD has budgeted over \$6.5 million toward the Mirror Pond Community Vision for bank restoration, riparian habitat and Deschutes River Trail project. BPRD's intent through this collaborative effort is to contribute to the overall Mirror Pond Community Vision, but not to the City stormwater filtration or stormwater outfall improvements.
- Section 2. The City Manager is authorized to enter into a MOU with BPRD, and BPRD Executive Director is authorized to enter into an MOU with the City to conduct a public, independently facilitated process to clearly evaluate fish passage options. This MOU may be authorized by the City Manager and Executive Director consistent with this Resolution without further approval. This process must include an opportunity for public comment and should consider the seven goals identified by the Mirror Pond Ad Hoc

Committee. The fish passage study shall also consider funding sources for construction of fish passage to come from private and public funding sources outside of City and BPRD funding such as state or federal grants.

- Section 3. The City and BPRD will enter into an IGA, as long as documents can be negotiated that align with the following key points and the proposed process:
- A. BPRD agreement to manage, administer, and oversee any proposed project to dredge Mirror Pond consistent with public contracting law;
 - B. Binding commitments by Mirror Pond Solutions and other contributors for all funding sources necessary to complete the project aside from the contributions made herein by City and BPRD;
 - C. City and BPRD are successful in entering into an MOU pertaining to Section 2;
 - D. An understanding from all parties to the Mirror Pond project, that these Resolutions and subsequent MOU and/or IGA do not commit current or future governing bodies to funding the operation or maintenance of Mirror Pond, and;
 - E. Other provisions required by the City and BPRD, and in a form approved by the City Attorney's office and BPRD legal counsel.

The IGA must be approved by the City Council and BPRD Board prior to the commitment of any funds for the dredge.

Section 4. Legally protected public use of the Project Area is donated to BPRD by the owners of the private interest in the riverbed at the completion of any dredging project, through a perpetual easement or other legal mechanism, in a form acceptable to the City and BPRD.

Section 5. Mirror Pond Solutions LLC, as the dredging project proponents and owners of record of the riverbed, agree to release and indemnify both BPRD and the City from any and all claims and liability for trespass, nuisance, violation of the City's Phase II MS4 NPDES Permit, or any other legal claim or liability, arising out of or in any way related to sedimentation, silt, or discharges to the river, or any responsibility for dredging or impacts on the riverbed, before any City or BPRD funding is committed through a MOU or IGA.

Section 6. This Resolution is intended as a refinement and evolution of the policy direction in City Resolutions 2932 and 2981 and BPRD Resolutions 418. Based on current Council and BPRD Board of Directors direction and evolving information and input, those Resolutions are superseded by the

policy direction in this Resolution, except as referenced herein (such as the reference to the 7 goals and “middle ground” vision—see Findings D and E).

Section 7. Council and BPRD Board of Directors are hopeful that these Resolutions will move this project. Regardless of the outcome, Council and BPRD Board of Directors intend that the commitments and policy direction made in these Resolutions be reconsidered in no more than three years in order to continue to be effective.

Section 8. This resolution takes effect immediately on passage.

Adopted by motion of the City Council on _____ 2019.

Yes: No:

Sally Russell, Mayor

ATTEST:

Robyn Christie, City Recorder

Approved as to form:

Mary A. Winters, City Attorney

Section 9 This Resolution No.XXXX is adopted by the Bend Park and Recreation District Board of Directors on this ____ day of June, 2019.

Adopted by the BPRD Board of Directors on _____ 2019.

Brady Fuller, Chair

ATTEST:

Don Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Open Skates and Roller Sports at the Pavilion
STAFF RESOURCE:	Kevin Collier, Pavilion Facility Supervisor Russ Holiday, Sports Program Manager
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 open skate opportunities offered at The Pavilion. While sometimes not viewed as a "program", open skate attracts the most annual visits at The Pavilion and uses the most scheduled ice time. Staff will also share recent plans to introduce roller sports and recreation opportunities during the non-ice season.

BUDGETARY IMPACT

Open skates are part of the Recreation Services general fund budget. The Recreation Services program expansion budget will be used to fund the addition of roller sports so no supplemental budget will be required. It is anticipated that all direct expenses associated with the addition of roller sports will be recovered through user fees and facility rentals.

STAFF RECOMMENDATION

None, for information purposes only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Review Draft 2019 -2022 Strategic Plan
STAFF RESOURCE:	Quinn Keever, Park Planner Michelle Healy, Deputy Executive Director
GUEST PRESENTER:	Jamie Sabbach, 100% Inc.
PREVIOUS BOARD ACTION:	Approved 2013 updated of the 2012-2017 Strategic Plan, August 20, 2013; Work sessions with 100% on 2019-2022 Strategic Plan on November 29, 2018 and February 11, 2019
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Theme:	Community Connection
Objective:	Analyze and Adapt to Changing Community Need
Initiative:	Review, monitor and periodically revise the Comprehensive Plan and Strategic Plan to ensure they provide direction to address system deficiencies, respond to the needs of the growing community and plan for equitable distribution of facilities.

BACKGROUND

The strategic plan sets the framework for how the District will serve the community needs and staff through its internal operations. The District's current strategic plan was last updated and approved by the Board of Directors in August 2013. Although the current strategic plan was intended to be completed by the end of 2017, the District opted to wait for the completion of the 2018 Comprehensive Plan (that was underway at the time) before embarking on the development of a new strategic plan. This timing allowed the District to use the extensive public input gathered from the comprehensive planning process as a foundation for the new strategic plan.

The new strategic planning effort began in fall 2018 with the hiring of 110% to guide the process. 100% Inc. visited Bend four times and held 16 meetings with staff and two with the Board of Directors over the past six months. In total, over 100 staff shared their thoughts and ideas about the future of the District. This input resulted in the three pillars of the plan--Employees and Workplace Culture, Community Relationships, and Operations and Management Practices. Within the pillars, there are 11 desired outcomes, 21 strategies, and numerous actions to support the strategies. The Board reviewed the draft pillars, desired outcomes, strategies and actions proposed to be included in the plan during the work session on May 21, 2019.

The consulting team prepared the draft 2019-2022 Strategic Plan which further elaborates on the pillars, outcomes and strategies, plus includes recommendation for implementing the plan and measuring progress (Attachment A). During the June 4 meeting, Jamie Sabbach from 100% Inc. will present the plan to the Board for review and discussion.

BUDGETARY IMPACT

None, however, once approved the new strategic plan will guide the District's future investments in a variety of key focus areas.

STAFF RECOMMENDATION

Staff is requesting feedback from the Board on the draft plan in order to finalize the 2019-2022 Strategic Plan for approval on June 18.

MOTION

None, for discussion only.

ATTACHMENT

Attachment A: Draft Strategic Plan



2019-2022 Strategic Plan

June 4, 2019

DRAFT

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ACKNOWLEDGEMENTS

Bend Park & Recreation District – Board of Directors

Brady Fuller, Chair

Ted Schoenborn, Vice-chair

Ellen Grover

Nathan Hovekamp

Lauren Sprang

District Staff

More than 100 Bend Park and Recreation Staff members participated in and contributed to the development of the 2019-2022 Strategic Plan.

Facilitation of the Bend Park & Recreation District's 2019-2022

Strategic Plan provided by:





OUR BOARD



Brady
Fuller



Ted
Schoenborn



Ellen
Grover



Nathan
Hovekamp



Lauren
Sprang



OUR STAFF

INTRODUCTION

The Bend Park and Recreation District initiated a strategic planning effort beginning in November of 2018 with the intent of establishing a road map for its operations in 2019-2022. The actionable framework resulting from the process further guides the District to be agile, responsive and innovative in its management of resources moving forward.

The Strategic Plan process included more than 40 hours of workshops, work sessions and meetings with District staff and Board members. This immersion allowed for the consultants to hear from those who know the District best and who will ultimately be responsible for implementing the plan and monitoring its effectiveness. Numerous staff and the Board of Directors actively participated in the planning process providing the consultants a clear picture of the current state of the organization, including current trends; community demographics; and market and economic conditions. They also identified current and future needs, and interests which serve as the basis for the pillars, goals and actions included in the plan.

Plan development focused on several critical factors that improve the probability of organizational improvement and effectiveness including:

- Development in cooperation with staff who are ultimately responsible for carrying the plan to fruition.
- Development in cooperation with Board members who are representatives of Bend residents and the community.
- Development so that the plan is “living” - capable of evolving with constantly changing social, political, technological and economic conditions.
- Development with the expectation that the plan will be consistently monitored and measured, both in terms of progress and value.



It is about living in the moment, but also about creating a legacy for the future.

We embrace the obvious! We believe that play holds the key to happy and healthy lives in our community — here and now, as well as 50 years ahead.

How do we do it? Through play, BPRD engineers a joyous mixture of exploration and discovery — and plants the seed for amazing experiences. We offer opportunities to grow and to thrive. Play for Life brings possibility to all ages in our community, from 1 to 100.

Don't get us wrong. We take our playful role seriously. We are instigators, planners and stewards, encouraging our community to Play for Life and Live to Play.

play for life



OUR VALUES...

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.



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 parks, trails, and recreation services.

As the process of developing the 2019-2022 Strategic Plan unfolded, a series of themes emerged as KEY ISSUES (*bottom*) that are expected to continue to significantly influence the Bend community and District operations in both the short and long term.

KEY ISSUES providing the foundation of the 2019-2022 STRATEGIC PLAN

EQUITABLE ACCESS & AFFORDABILITY

Access to services for those with limited abilities, living in lower socio-economic conditions, or other similar factors that may prevent or prohibit them from participating in District services is paramount to equity. The dynamically changing demographic profile of Bend suggests that access and affordability interests should continue to influence how the District provides park and recreation opportunities for those who require some type of assistance to access District services.

COMMUNICATION

Internal and external communication efforts require clear, transparent and effective methods and messaging that lead to enhanced, improved and productive relationships amongst District staff, and between District staff, Bend residents, partner organizations, and other District stakeholders.

GROWTH IMPACTS

Growth in Bend and surrounding areas has bred a broad spectrum of perspective, need and expectation from an increasingly diverse population. Additional impacts include a higher cost of living inhibiting some from residing in and around Bend (e.g., current and prospective District staff), and more than a decade of rapid District expansion resulting in more services and added infrastructure requiring substantial resources to sustain and maintain.

SUSTAINABILITY & STABILITY

Moving towards resource sustainability and organizational stability requires a balanced approach between new development and maintaining existing infrastructure; creating and fostering operational practices that ensure a stable bottom line; competing only when demand justifies supply; addressing employee pay in order to recruit and retain quality staff in a community where cost of living continues to escalate; and further development of internal succession opportunities as appropriate.

TRUST

Fostering trust encourages decision making and actions which lead to supporting the best interests of the entire Bend community and the employees who honorably serve the District. When a culture of trust is created, reciprocal benefits are realized by internal and external communities.

Employees & Workplace Culture

Becoming a workplace that is second to none in performance and satisfaction.

Community Relationships

Strengthening community connections and partnerships.

Operations & Management Practices

Building upon current management practices that support responsible use of resources and stability.

These key issues became the foundation for three Strategic Plan pillars (*above*). These pillars are, in essence, where the District will place energies and resources with the expectation that it will make the greatest impact on operational effectiveness and its efforts to serve the Bend community.

The ultimate end game for the District is to see a number of desired outcomes result from the work of the Strategic Plan. As these outcomes are realized, the District will continue to build upon its current organizational strength.



THE 3 PILLARS

DESIRED OUTCOMES

Employees & Workplace Culture

Becoming a workplace that is second to none in performance and satisfaction.

- Desired Outcome #1:
Sufficiently staffed with well qualified employees in all positions
- Desired Outcome 2:
Employees have an opportunity to learn and grow
- Desired Outcome 3:
A workforce that is heard, informed, involved and valued

Community Relationships

Strengthening community connections and partnerships.

- Desired Outcome #1:
The District is strategic about partnerships
- Desired Outcome 2:
A community better informed about the District
- Desired Outcome 3:
District services that are accessible to all
- Desired Outcome 4:
Exceptional customer and community experiences

Operations & Management Practices

Building upon current management practices that support responsible use of resources and stability.

- Desired Outcome #1:
Staffing levels that are consistent with District growth
- Desired Outcome 2:
Balance between caring for existing infrastructure and new development
- Desired Outcome 3:
The District is a local leader in environmental stewardship
- Desired Outcome 4:
Financial well-being supported by strong business practices

Employees & Workplace Culture

Becoming a workplace that is second to none in performance and satisfaction.



Desired Outcome #1: Sufficiently Staffed with Well Qualified Employees in All Positions

- Increased percentage of new employees who believe on-boarding methods are effective.
- Increased number of applications received that meet minimum qualifications for historically challenging positions to fill.
- Reduced turnover rates in historically high turnover positions.

Desired Outcome 2: Employees have an opportunity to learn and grow

- Increased percentage of employees participating in formal professional development plans.
- Amount of funding allocated for professional development in comparison to number of employees by department.

Desired Outcome 3: A workforce that is heard, informed, involved and valued

- Increased employee satisfaction rates.
- Increased levels of effectiveness for flex time users and supervisors.

MEASURING PERFORMANCE

The District has committed to measuring behaviors, actions and items that, if impacted by the District's work, will influence the desired outcome to which it is associated.

Measuring performance and evaluating effectiveness requires quantified baselines from which measurement takes place. The District has some baselines already established while others will be established as the result of this strategic plan.

Once all baselines have been established, performance measurement can be developed.

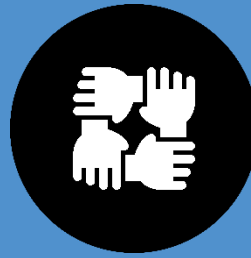
The various tools the District will use to establish baselines and ultimately measure performance include but are not limited to: perception surveys; recreation surveys; needs assessment methods; employee surveys; partner surveys; financial reports; and other feedback mechanisms.

The measures are proposed and may change over time as data is collected. The District may choose to eliminate or modify measures in order to meet organizational and community needs.

MEASURING PERFORMANCE

Community Relationships

Strengthening community connections and partnerships.



Desired Outcome 1: The District is strategic about partnerships

- Improved partner perceptions of District as a collaborator.
- Increased ratio of benefit to community (financial, service to community) in relation to the costs (financial and/or staff time) associated with those partnerships.

Desired Outcome 2: A community better informed about the District

- Improved level of community perception/opinion of the District (level of knowledge regarding resource sources and utilization, trust, etc.).
- Increased number of Board appearances that provide for District educational platforms increases.

Desired Outcome 3: District services that are accessible to all

- Increased percentage of the District's population that participates in District recreation programs.
- An equivalent percentage of District's participants using Needs Based Assistance (NBA) compared with the community's demographics.
- Number of people served per \$10,000 in (NBA) investment.
- Number of Latino families engaged by District outreach efforts compared to the number of Latino families that participate in District programs.
- Percentage of ADA Transition Plan projects completed.

Desired Outcome 4: Exceptional customer and community experiences

- Maintain the District's customer satisfaction rating at or above 90%.
- Increased number of respondents who rate District services at the highest level (in each relevant survey).
- Maintained or improved "Net Promoter" score for programs and services.

Operations & Management Practices

Building upon current management practices that support responsible use of resources and stability.



MEASURING PERFORMANCE

Desired Outcome 1: Staffing levels that are consistent with District growth

- Measure current FTEs per 1,000 population.
- Measure FTEs by department per service provided (e.g., FTE per acre of land, FTE per total recreation participation).

Desired Outcome 2: A balance between caring for existing infrastructure and new development

- Increased percentage of high-risk factor assets (as identified in the Asset Management Plan) completed or identified in the Capital Improvement Plan (CIP).
- Decrease the percentage of assets that have exceeded their identified life expectancy.
- Levels of service identified in Comprehensive Plan are met or exceeded.

Desired Outcome 3: Be a local leader in environmental stewardship

- Increased percentage of actions completed in the Strategic Energy Management (SEM) opportunity register.
- Increased level of community perception regarding District efforts to be environmentally responsible.

Desired Outcome 4: Financial well-being supported by strong business practices

- Increased percentage of staff who say they have access to the District's current and anticipated financial condition (operations and capital budgets).
- CAPRA re-accreditation is granted.
- Percentage of undesignated reserves to budgeted expenditures remains at or above level as set in Board Reserves Policy.

IMPLEMENTING, MONITORING & EXECUTING the PLAN

Maintain awareness

Maintaining awareness of the District's commitment to the action plan amongst all staff and the Board is critical to success – and this must go beyond an occasional speech, an annual meeting, or sending the occasional email. After spending months crafting the plan and its goals and actions, it is important that the same commitment, drive and passion that carried through plan development is continued into implementation, execution and monitoring progress.

Generate and keep the momentum

It is essential to reinforce action when it is taken. Regular, consistent review of effort is needed to provide feedback, take corrective action, hold staff accountable, and keep the District on course.

Monitoring & Keeping Score

Monitoring the implementation of the plan is important for several reasons. First, it helps ensure that work is progressing, and the District is assessing whether or not it is accomplishing the desired outcomes. Second, monitoring provides the opportunity to communicate progress, both internally and externally. Third, it identifies where problems and opportunities lie and what has changed allowing for corrective actions including adjustment or setting a new course. Most importantly, monitoring demonstrates a commitment to the plan, and translating the planning effort into tangible reality rather than it having become an occasional academic exercise.





IMPLEMENTATION STRATEGIES

- ☒ Roll-out the plan, clarify the pillars, goals, actions, teams and leads, and discuss expectations during a Leadership Team meeting. Similar efforts can be held regularly to encourage an on-going commitment.
- ☒ A copy (electronic and/or printed) of the Strategic Action Plan should be distributed to all staff.
- ☒ Timetables should be set for progress-reporting (e.g., quarterly basis, annual basis).
- ☒ Forums or methods for electronic reporting should be developed. This should include establishing mechanisms for updating the document itself.
- ☒ Develop coaching sessions for leads in advance of their team's work setting them up for success.
- ☒ Leads should schedule time with their teams to address their action assignments. Timeframes should be set in alignment with target completion timelines set for their team's assigned action.
- ☒ Schedule "Leads Check-ins" to discuss progress and challenges and to prepare reports. These meetings may replace other existing meetings that are currently scheduled.



IMPLEMENTATION STRATEGIES

- ☒ Hold Leadership Team Strategic Action Plan updates on a quarterly basis requiring that all leads listed in the plan report out on progress made for the actions for which they are responsible. Keep these gatherings engaging, fun and celebratory to recognize accomplishments and success.
- ☒ The Strategic Action Plan should be a standing agenda item on regular staff meeting agendas – keep it front and center at all times.
- ☒ At the conclusion of each year, previous and subsequent year’s goals and actions should be reviewed to determine their relevance moving forward. Adjustments should be made as necessary and appropriate.
- ☒ At the conclusion of each year, prepare an annual report which details Strategic Action Plan progress and distribute as appropriate.
- ☒ Provide the Board of Directors with an annual update on plan progress.
- ☒ Provide the Board of Directors with a report at the beginning of each budget process to lay out actions to be taken in the upcoming fiscal year.
- ☒ An electronic parking lot may be created for the collection of ideas, concepts, etc., to help strengthen the Strategic Action Plan and assist with the development of new priorities, goals, and actions for subsequent years.

APPENDIX – Action Plan Matrix



EMPLOYEES & WORKPLACE CULTURE							
Desired Outcome 1: Sufficiently staff with less qualified employees in all positions							
Strategy 1a. Be an employer of choice through recruitment and retention practices that reflect needs and work experiences desired by a modern work force.							
Actions:	Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022	
i. Recruit to new audiences.	Administration	High	X	X	X	X	
ii. Evaluate part-time/seasonal structure to determine if there are more responsive ways to meet business and employee needs.	E-Team	High		X	X		
iii. Implement findings and recommendations from the Compensation and Pay Equity Study, and communicate to employees.	E-Team/Administration	High		X			
iv. Collect and analyze data to inform and improve employee recruitment strategies.	Administration	Med			X		
v. Review existing benefit package, as well as new, and non-traditional benefits (identify what non-traditional benefits are).	Administration	Med			X		
vi. Evaluate effectiveness of onboarding process. Enhance consistency and delivery methods District-wide based upon evaluation.	Administration	Med			X		
vii. Collect and analyze data to inform and improve employee retention strategies in areas with high turnover.	Administration	Med			X	X	



EMPLOYEES & WORKPLACE CULTURE							
Desired Outcome 2: All employees have an opportunity to learn and grow							
Strategy 2a. Plan for meeting future leadership transitions.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Enhance professional development program for interested employees.	Administration	High	X			
ii.	Forecast and communicate potential future positions.	E-Team	Low			X	
Strategy 2b. Provide for effective and efficient District-wide training opportunities.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Evaluate effectiveness and value of mandatory training.	Administration	High		X		
ii.	Develop alternative training delivery methods (more interactive).	Administration	High			X	



EMPLOYEES & WORKPLACE CULTURE							
Desired Outcome 3: A workforce that is heard, informed, involved and valued							
Strategy 3a. Engage and recognize staff.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Transfer ERC from policy to charter and evaluate purpose and effectiveness.	ERC	Low	X	X		
ii.	Provide supervisors and managers tools and/or training to improve the performance evaluation process.	HR	Low		X	X	
iii.	Evaluate the effectiveness of the recognition program.	ERC	Med			X	
Strategy 3b. Continue to develop a collaborative work culture across departments.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Introduce or enhance communication tools to improve employees' ability to communicate with one another.	Community Relations and Administration	High			X	X
ii.	Identify and implement opportunities for cross departmental teams (e.g. interview teams).	Leadership Team	Low			X	X



EMPLOYEES & WORKPLACE CULTURE							
Strategy 3c. Support work-life balance.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
ii.	Develop specific policies and practices for use of trade/exchange/flex time for exempt staff.	Leadership Team	Low		X		
iii.	Address the need for on-call support in all departments.	Leadership Team	Med		X		
i.	Evaluate the new Flexible Work Schedule Policy to determine if it is meeting the needs of employees, the District and the overall intent of the policy and adjust as necessary.	HR	Low			X	



COMMUNITY RELATIONSHIPS

Desired Outcome 1: The District is strategic about partnerships

Strategy 1a. Be viewed as a collaborative organization in the community.

<i>Actions:</i>	Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Develop a communications partnership plan.	Community Relations		X		

Strategy 1b. Partner when there is shared mission and broad community benefit.

<i>Actions:</i>	Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Revise the District's current partnership policy to define different levels of collaborative relationships and criteria (this includes sponsorships).	Community Relations	X			
ii.	Create stronger and more meaningful partnerships with other governmental agencies.	E-Team	X	X	X	X
iii.	Identify and formalize "legacy" community partnerships that have not yet been documented.	E-Team		X		
iv.	Create a partnership management plan with supporting processes and systems.	E-Team		X	X	



COMMUNITY RELATIONSHIPS							
Desired Outcome 2: A community better informed about BPRD							
Strategy 2a. Generate a greater public understanding that BPRD is the community's dedicated source for park and recreation services.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Educate our workforce on how to respond effectively and professionally to misinformation about BPRD in the community. I.e. Projects, taxes or political issues, county vs. city.	Community Relations	High	X	X	X	X
Strategy 2b. Foster community trust in BPRD to use resources to best benefit the community.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Develop questions for the public perception survey that are designed to identify trust-building opportunities.	Planning & Development	Low	X			
ii.	Develop method for on-going education and information sharing with Board, Budget Committee members (especially new/newer members) and the public on District finances and resource allocation decisions.	Administration	High	X	X		
iii.	Develop a BPRD 101 fact sheet, presentation template and talking points.	Community Relations	Med		X		
iv.	Create a BPRD 101 Tour where District staff and/or Board members can present District information and happenings of interest at various community events and gatherings.	Community Relations	High			X	



COMMUNITY RELATIONSHIPS							
Desired Outcome 3: District services that are accessible to all							
Strategy 3a. Develop solutions and required resources to mitigate identified barriers to participation and involvement.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Increase knowledge of and access to the District's scholarship program.	Recreation	Low	X	X		
ii.	Invest in targeted programming that minimizes barriers for low-income populations.	Recreation	High	X	X		
iii.	Expand targeted outreach for the Latino population.	Recreation	Low	X	X		
iv.	Analyze recreation participant data to identify underserved geographic areas in programming.	Recreation	Low		X		
v.	Evaluate the effectiveness of the Needs Based Assistance (NBA) policy and plans in 2022, and adjust as necessary.	Recreation	Low			X	
vi.	Develop maps, signage and other information highlighting accessible recreation opportunities.	Community Relations and Planning & Development	High			X	
vii.	Evaluate and prioritize additional barriers to participation (that are in addition to physical access, Latino population and low-income population).	Recreation	Med			X	X



COMMUNITY RELATIONSHIPS							
Strategy 3b. Foster a climate of inclusion for all community members.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Develop a diversity, equity, and inclusion program that develops a value statement, policies, and training opportunities, etc.	E-Team	High				X
ii.	Evaluate the value and feasibility of collecting demographic information through registration, and implement if determined.	Recreation	Low				X
Desired Outcome 4: Exceptional customer and community experiences							
Strategy 4a. Provide exceptional experiences during each facet of the customer's interaction with the District.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Launch Larkspur Community Center programming and operations, and integrate into the overall recreation program.	Recreation	High	X	X	X	
ii.	Develop and implement a Customer Loyalty Program.	Recreation	Low		X		
iii.	Develop operational and communications strategies for the opening of the bike park at Big Sky and unique amenities at Alpenglow (i.e. rock climbing and the splash pad).	Planning & Development	Med		X	X	
iv.	Create a District Customer Experience program which includes expectations and how-tos, helpful hints, etc.	Community Relations and Recreation	High			X	



OPERATIONS & MANAGEMENT PRACTICES

Desired Outcome 1: Staffing levels that are consistent with District growth

Strategy 1a. Align staffing with desired levels of service.

<i>Actions:</i>		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Cross train employees to ensure there is back up and support for key functions in order to balance work loads.	E-Team	Med	X	X	X	
ii.	Define minimum and desired staff levels for each service area of the District.	Recreation	Med		X	X	

Desired Outcome 2: A balance between caring for existing infrastructure and new development

Strategy 2a. Continue to "take care of what we have" by prioritizing investments in the District's existing assets.

<i>Actions:</i>		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Determine additional steps and resources necessary to fully implement the District's Asset Management Plan.	Park Services	High	x	X		
ii.	Develop a tool to forecast O & M costs prior to a project being listed on the CIP.	Park Services	Med	X	X		
iii.	Plan and prioritize funding for a new Park Services shop.	P&D and Administration	High		X	X	
iv.	Evaluate current preventative maintenance practices and adjust as needed.	Park Services	Med		X	X	



OPERATIONS & MANAGEMENT PRACTICES							
Strategy 2b. Ensure the District is maintaining its adopted Level of Service targets.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Work with the Board of Directors to determine the District's role in providing transportation options within the urban trail system in collaboration with the City of Bend.	Planning and Development	High		X		
ii.	Education and outreach for staff about the Comp Plan, LOS Targets and current status.	Planning and Development	Low		X	X	
iii.	Measure progress on meeting the Level of Service targets for parks and trails in the adopted Comprehensive Plan and Capital Improvement Plan (CIP).	Planning and Development	Low		X	X	X
Desired Outcome 3: A local leader in environmental stewardship							
Strategy 3a. Use environmentally responsible internal practices.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Implement additional sustainable practices in each operational area which embrace environmental standards and supports the City of Bend's Climate Action Plan.	Sustainability Committee	Med	X	X	X	X
ii.	Develop specific environmental responsibility guidelines which drive purchasing decisions (including equipment, supplies, structures and furnishings, etc.)	Administration	High		X	X	
iii.	Create a public awareness campaign to inform the public about the District's sustainability practices.	Community Relations	High				X



OPERATIONS & MANAGEMENT PRACTICES							
Strategy 3b. Improve efforts to be responsible stewards of the natural environment.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Update Park Service's Integrated Pest Management program to consider a pilot program to eliminate the use of chemicals in certain areas.	Park Services	Med	X			
ii.	Complete the River Access Study that identifies the appropriate level of recreation access with environmental impacts on the Deschutes River.	Planning & Development	High	X	X	X	
iii.	Integrate sustainability values and practices in recreation programming when feasible.	Recreation	Low		X	X	
Desired Outcome 4: Financial well-being supported by strong business practices							
Strategy 4a. Ensure staff are well-informed about the District's financial status and future plans.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Develop a communications plan to educate and inform District staff about operating and capital budgets (delivery method ideas: lunch and learn; PowerPoint; video; meetings; My BPRD).	Administration	Med	X			



OPERATIONS & MANAGEMENT PRACTICES							
Strategy 4b. Invest in services that provide the greatest community benefit while maintaining financial stability.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Create business plans for recreation service areas to ensure services are responsive to community needs and support long term financial sustainability.	Recreation	High	X	X		
ii.	Earn CAPRA re-accreditation.	E-Team	High	X	X	X	
Strategy 4c. Plan for long-term financial health.							
Actions:		Team	Resource Requirement (High or Med/Low)	2019	2020	2021	2022
i.	Implement risk-based approach to reserves and periodically evaluate.	Administration	Low		X		
ii.	Research best practices, methods and tools for long term planning and forecasting to enhance scenario analysis.	Administration	Med				X



Board of Directors

May 21, 2019

District Office Building | 799 SW Columbia | Bend, Oregon

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4:00 p.m. EXECUTIVE SESSION – The Board met in Executive Session pursuant to ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and ORS 192.660(2)(i) for the purpose of reviewing and evaluating the performance of an officer, employee, or staff member. This session was closed to all members of the public except for representatives of the news media.

6:00 p.m. MEETING CONVENED

BOARD PRESENT

- Brady Fuller, Chair
- Ted Schoenborn, Vice Chair
- Nathan Hovekamp
- Lauren Sprang
- Ellen Grover

STAFF PRESENT

- Don Horton, Executive Director
- Michelle Healy, Deputy Executive Director
- Matt Mercer, Director of Recreation
- Lindsey Lombard, Administrative Services Director
- Sheila Reed, Executive Assistant
- Brian Hudspeth, Development Manager
- Michael Egging, Recreational Analyst
- Jeff Hagler, Park Stewardship Manager
- Sarah Bodo, Park Planner
- Dave Crowther, Business Manager
- Jason Powell, Construction Supervisor

MEDIA

- Isaac Biehl, The Source

WORK SESSION

1. Strategic Plan Update – *Michelle Healy*

Ms. Healy presented to the Board all the steps that have been taken to shape the Strategic Plan and explained where it is in the process. The Strategic Plan is a three year outlook that provides goals, action items and measurement metrics. It provides direction for employees and workplace culture, community relationships, and operations and management practices.

Ms. Healy outlined the process:

- November of 2018: Information gathering
- January: Key issues and priorities identified
- February: Intended outcome and goal setting completed
- March-April: Actions and responsibilities determined by the Leadership and Executive teams
- Next steps:
 - Board input on the matrix
 - Writing of draft plan
 - Creating measurement metrics
 - Present draft to the Board on June 4
 - Present final draft to the Board on June 18

The Board offered some suggestions for the Strategic Plan that included narrowing the focus on environmental stewardship and asked how public perceptions of the District's finances will be addressed. Ms. Healy responded that there will be a few touchpoints to address the District finances in the draft report. The Board also showed interest in incorporating the larger District projects in the plan and staff agreed that adding a metric to the plan for these projects would be explored. The Board praised staff on the efforts made to elevate workplace culture and appreciated the listed actions, such as supporting work-life balance. They supported the overall vision on community relationships and striving for a better informed community due to the some misinformation that has been expressed over the years. The Board expressed appreciation for the plan's responsiveness to address the wants of the community with operations and taking care of existing facilities and focusing on transportation trails.

6:50 p.m. BREAK/TRANSITION

7:00 p.m. BUSINESS SESSION

VISITORS

Lynne McConnell – Affordable Housing Manager for City of Bend applauded the board for all the work they have done for affordable housing.

CONSENT AGENDA

1. Meeting Minutes – 04/16/2019

Director Grover made a motion to approve the consent agenda. Director Schoenborn seconded. The motion passed unanimously, 5-0.

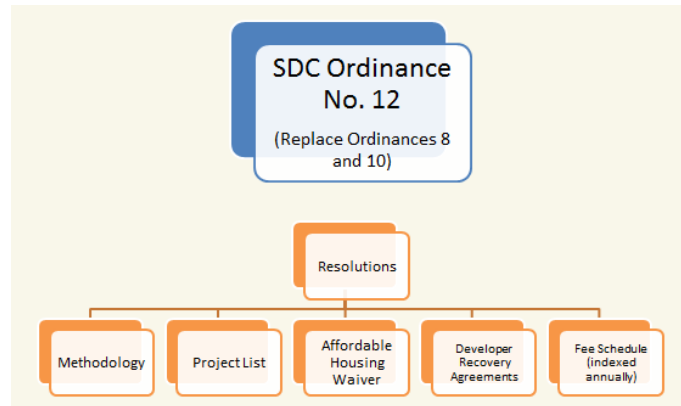
BUSINESS SESSION

1. Public Hearing and First Reading of SDC Ordinance No. 12 – *Sarah Bodo*

Ms. Bodo said that today is the last day of the 60 day review for the SDC methodology. She said no further comments were received which was likely a result of all the public engagement that was done prior. This ordinance, No. 12, when complete will repeal ordinances No. 8 and 10. Ordinance No. 12 has been updated to reflect the Board decisions and consolidates several resolutions into the ordinance.

There were some small changes; multifamily units will be defined as any unit that has a shared wall. Hotels will be charged by room or unit instead of by bedroom. There is an exemption section that includes end of life facilities, such as hospice and memory care and waivers have been drafted in a resolution that the Board will see at the next meeting.

Ms. Bodo presented the following graphic to show how the new ordinance will be defined:



The Board commented that this ordinance has come a long way and recognized that the District has had to make sacrifices, but overall they are pleased with the ordinance.

Director Fuller opened the public hearing; there were no comments from the audience and closed the hearing.

Director Schoenborn made a motion to conduct the first reading of Ordinance No. 12 by title only. Director Grover seconded. The motion passed unanimously, 5-0.

2. PCMS Fields Award Construction Contract – Jason Powell

Mr. Powell reviewed the project of PCMS fields with the Board, describing its location and the partnership with Bend LaPine Schools. He said the plan includes site grading, landscaping and irrigation, site furnishings, fencing and gates, vehicle access and drop off area, ADA parking and connector pathways. This project was put out for bid March 2019; four bids were received and opened April 2019. JAL Construction was chosen as the low bid. The bid includes installing sod, instead of seed, for the fields making the area playable much earlier. Fields will be ready for activity by spring of 2020.

Director Grover moved to authorize the Executive Director to execute a construction contract to JAL Construction, Inc. for the construction of the Pacific Crest Athletic Field Development Project, in the amount of the base bid of \$1,206,400 plus the alternate in the amount of \$85,000, for a total construction contract of \$1,291,400, and to approve an additional 10% contingency for a total construction budget not to exceed \$1,420,540. Director Sprang seconded. The motion passed unanimously, 5-0.

3. Award Contract for Security Services – Jeff Hagler

Mr. Hagler said the District issues an RFP every 5 years for security services. He said the relationship with Bend Patrol began in 2012 and they have had the security contract for the last five years, the current contract expires this June. Mr. Hagler told the Board that he has been very pleased to work with Bend Patrol and would like to award them the new contract for one year, renewable every year for another four years.

The Board asked questions about the type of training they have, specifically on mental health and de-escalation issues. Mr. Hagler responded that most of the patrol staff is made up of retired police officers that have been highly trained. He also explained that he has the right to interview the officers to be sure that they are a good fit for our needs.

Executive Director Horton added that in a meeting with the chief of police, the chief stated that the police department appreciates that we have hired help because they see that their time is more available to take care of other pressing issues. With the patrol service, parks can get the help they need without placing too much burden on the police department.

Director Sprang made a motion to authorize the Executive Director to negotiate and execute a one-year contract in the amount of \$169,098.50 with Bend Patrol Services Inc., beginning July 1, 2019, with the option to extend the contract for four additional one-year terms. Director Grover seconded, the motion passed unanimously, 5-0.

4. Executive Director Evaluation – The Board

The Board discussed the annual evaluation of the Executive Director. The evaluation is made up of a number of objectives and goals. Using additional information this year such as, the employee survey gave the Board greater insight for the evaluation. The Board overall agreed that Executive Director Horton is doing a great job and they are pleased with his performance. The process of the evaluation this year was very smooth and well organized due to Director Fuller's efforts. This year in the evaluation the Board recognized that Executive Director Horton's compensation has not kept pace with other like positions. Director Hovekamp stated that Executive Director Horton's patience on this is to be commended. The Board agreed that this correction would be made to his salary in recognition for a job that is well done.

Director Hovekamp made a motion to accept the evaluation conducted for the Executive Director for evaluation period of June 21, 2018 through June 20, 2019 and to make the following adjustments to the Executive Director's compensation package effective June 21, 2019:

- ***Change base annual salary from \$180,192 to \$199,800, representing the average salary of comparable executives at surveyed government agencies;***
- ***Award a 3% merit bonus effective June 21, 2019;***
- ***Increase paid personal leave from 1 day to 7 days annually; and***

further authorized the board chair to execute an amended contract regarding the compensation package. Director Schoenborn seconded, the motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton sent talking points about a Westside recreation center to the Board prior to tonight's meeting. He asked if there were any thoughts about it. The Board agreed that this project will not be done in the near future and the District will need to see the Larkspur Center through to completion and use that information to better inform the District on the possibilities of a Westside Center. Executive Director Horton suggested that the Board take some talking points from his email to better inform the community when asked about a Westside Center.

The City is having challenges with campers parking on the streets. Last year the District partnered with the City on a pilot project to decrease parking hours at Drake Park. The District has decided to continue with some funding for this project again this year for Drake Park. This year, McKay Park is having problems with campers parking on the streets near the park and the local businesses. The businesses have been complaining about the issue. Staff met with City employees to address the parking problems and the concerns of the businesses. There is consideration being made to limit the parking hours in this area as well.

Mr. Mercer spoke to the board about the afterschool program, Kids, Inc.; there was a big demand for the afterschool programs again this year. The time changes for the school district appear to have magnified the issue. On the day registration began, 12 sites had filled by 5:35 am, 35 minutes after registration opened. There are almost two times the numbers of kids registered this year for the program over last year. Staff has worked really hard to accommodate as many kids as possible. The biggest issue is space within the schools to host the program. Staff has worked with Bend LaPine Schools to obtain more space and have been able to lower the waitlist numbers to lower than last year. Staff will continue to explore other site options to accommodate more kids into the program.

Executive Director Horton said that he and Director Fuller attended a city council meeting where Councilors Campbell and Mosley put together a resolution regarding Mirror Pond and the potential dredge. This resolution has been since marked up and Executive Director passed copies out to the Board for review. This resolution is attached to the minutes. The City does not want to be tied to any future funding. Director Fuller stated that he will attend a meeting with the Mayor next week to discuss ongoing funding and fish passage (which may include another partner). The Board agreed that they would like to pass a resolution that provides the framework for an IGA with the City. This topic will be on the agenda for the next Board meeting for an update and discussion.

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

Director Schoenborn brought up Bend 2030 and asked for a consensus from the Board to support the Bend 2030 visioning process. The Board agreed that they could support this.

ADJOURN 8:50pm

Prepared by,
Sheila Reed

Executive Assistant

Brady Fuller, Chair

Ted Schoenborn, Vice-Chair

Ellen Grover

Nathan Hovekamp

Lauren Sprang

DRAFT

RESOLUTION NO.

A RESOLUTION DESCRIBING CONDITIONS FOR A PARTNERSHIP BETWEEN CITY OF BEND (CITY) AND BEND PARK AND RECREATION DISTRICT (BPRD) TO CONTRIBUTION TO THE PRESERVATION OF MIRROR POND AND THE FRAMEWORK FOR ~~A MEMORANDUM OF UNDERSTANDING AND THEN AN INTERGOVERNMENTAL AGREEMENT WITH BEND PARK AND RECREATION DISTRICT~~ THE TWO ENTITIES.

Findings

- A. The creation of Mirror Pond was a side effect of the construction of the Bend Water, Light and Power Company's hydroelectric dam in 1910. Mirror Pond became a collector for sediment flowing through the Deschutes River, which backs up into the pond and further upstream from the Bend Hydro Dam (also called the "Pacific Power Hydro Dam" or "Newport Avenue Dam"), owned by PacifiCorp (dba Pacific Power in Oregon).
- B. Mirror Pond was last dredged in 1984 to remove sediment. The 1984 project was funded by a federal grant, the City of Bend, Bend Park and Recreation District (BPRD), and private contributions in the following percentages: Federal (48%); BPRD (19%); City (16%); Pacific Power (10%); private contributions (6%). The 1984 project was based on the 1981 Mirror Pond Rehabilitation Study which identified 352,806 cubic yards of silt and debris for possible removal at an estimated cost of \$1,340,300. However, due to funding limitations only 60,000 cubic yards were ~~actually~~ removed at a cost of \$312,000 or \$5.20/cubic yard. Silt Sediment was removed at an average depth of 5-6 feet starting at the Bend Hydro Dam and moving south towards the Galveston Bridge.
- C. Since the early 2000s, various groups organized by the City have studied options and developed scenarios to address sediment build-up, including the Mirror Pond Management Board, the Mirror Pond Steering Committee, and the Mirror Pond Ad Hoc Committee.
- D. In December 2013, the City Council resolved to pursue the preservation of Mirror Pond and further assess the costs and discussions with PacifiCorpe ~~Power~~ about the future of the Dam. In 2015, the City Council agreed with the recommendation of the Ad Hoc Advisory Committee for a preferred alternative vision for Mirror Pond, characterized as a "middle ground" between the status quo option of dredging Mirror Pond and the "natural river" option of removing the Dam and allowing the river to flow naturally. (See Resolutions 2932, 2981).
- E. The Ad Hoc Committee identified the following seven goals for the Dam and Mirror Pond: 1) retain Mirror Pond in near historic form; 2) modify the Dam to

function more like a natural part of a river environment; 3) enhance habitat; 4) enable fish passage; 4) maintain or improve public spaces; 6) reduce the frequency and quantity of future sediment removal efforts; and 7) identify funding source(s) other than tax dollars. (See [City Resolution 2981](#) and [BPRD Resolution XXXX](#)).

F. In 2016, Pacific Power, through its Sr. Vice President, provided a public statement that it was “committed to the Newport Dam/Bend Hydro project for the long-term.”

~~G. The City believes it should focus its limited staff and financial resources on areas of governance that are among the primary responsibilities of a municipality such as transportation, land use, water utilities, and public safety.~~

G. The City believes it should focus its limited staff and financial resources on areas of governance that are among the primary responsibilities of a municipality such as transportation, land use, water utilities, and public safety.

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~~H. Mirror Pond has become a recreational facility or amenity used and enjoyed by many citizens and visitors in conjunction with recreational activities or for its aesthetic qualities. Canoeing, kayaking, and floating have increased in popularity in recent years, and Mirror Pond is the terminus of BPRD’s signature “float the river” route.~~

~~I. The City believes that responsibility for policymaking and management of public recreational facilities appropriately belongs with the BPRD. While the City recognizes that BPRD does not currently have jurisdiction over Mirror Pond, the dredging project proponents have indicated the intent to transfer ownership of the river bed underneath Mirror Pond to BPRD upon completion of the project.~~

Comment [DPH1]: This facility is a private facility. It is not our responsibility to provide recreation on private property. If it were we would have control of the entire river within District boundaries. There are many private landowners of the Deschutes River where recreation occurs.

~~J.H. The City desires to be a good steward of our natural resources and to comply with all applicable federal, state, and local laws regulations. The City will operate its transportation and storm drain systems so as to reduce the amount of pollutants to the Deschutes River and Mirror Pond to the maximum extent practicable using best management practices. To that end, the City remains committed to a robust stormwater management plan for areas of its municipal separate storm sewer system basin that drain to the river.~~

~~K.I. Within the City’s role related to the Deschutes River and Mirror Pond, the City’s plans with future projects to replace and/or modernize the 13 stormwater outfalls as reflected in its 2015-2030 stormwater master plan, estimated to cost \$3.5 million; additional currently planned or future storm drainage capital improvement project work, at an estimated cost of \$8 million, will also help prevent stormwater runoff and improve water quality (Class 5 estimates).~~

Comment [DPH2]: In the IGA can we add a timeline for this work to be done, preferably prior to the dredge.

~~J. The City recognizes the importance of parks and recreational facilities, such as Mirror Pond, as a contributor to the economy and livability of Bend and~~

Central Oregon. The City also desires a collaborative relationship with our public partners.

Comment [DPH3]: Seems out of place since this is not a park and recreation facility.

K. BPRD provides stewardship of the banks of the Deschutes River along all District-owned or controlled properties. As a part of the Mirror Pond Vision, BPRD will be constructing a boardwalk extending the Deschutes River Trail within Drake Park in areas adjacent to Mirror Pond.

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L. The City owns and maintains a pedestrian bridge across Mirror Pond providing pedestrian access between Drake Park and Pageant Park.

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M. In 2018, BPRD, Pacific Power Corp, Mirror Pond Solutions (through public fundraising), and the City agreed to provide contributions of \$300,000 each toward the efforts to dredge Mirror Pond, with various conditions. The City intends its contribution to be included in the total amount discussed below.

Comment [FB4]: Do we want to offer to take ownership of this bridge?

Comment [FB5]: MPS raised more than \$300K...re-write to acknowledge this?

N. The Council has the discretion to allocate unrestricted General Fund monies for any legal purpose. In its discretionary policy-making role, the Council has considered various factors and issues related to the current and future status of Mirror Pond, the City's role, and a contribution of City funding to a project to address preserving Mirror Pond, including dredging and other community goals.

N.O. BPRD Board of Directors funds acquired from taxes are non-discretionary and must be used for park and recreation purposes. The contribution of BPRD funding to a project to address Mirror Pond will further the recreational activities of the pond by contributing to the dredging of the pond, redevelopment of the pond's banks and construction of a boardwalk connecting the Deschutes River Trail.

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Comment [DPH6]: May not want this in the City Resolution but should be in BPRDs

O.P. The City believes any funding contribution should be consistent with what it contributed in 1984 (16% of the project cost), with an additional amount to account for the federal funding that was included in the 1984 project funding but is not currently available. The focus and basic function of municipal government may include aesthetic or community icons valued by citizens and visitors to Bend. However, City General Fund dollars are generally not intended to support recreational purposes.

Comment [FB7]: City to modify per most recent consensus

P.Q. With a rough estimated cost of \$6.7 million for a dredging project, 16% equates to approximately \$1,040,000. Because the availability of federal funds is limited, the City is willing to make a somewhat bigger contribution to fill the gap and work toward a community vision for a preservation project. The City will therefore commit to providing funding for up to 50% of the overall Mirror Pond preservation project related to the Pond and River, or \$3,000,000, whichever is less, contingent on the terms in Sections 1, 2, and 3, below.

Comment [FB8]: Do we have any better total project cost data? Per my request for City and BPRD to "own" the cost estimate we would ideally have total project cost understood better at this time...but I have not heard of any further estimates. Costs for mitigation are not included in this for instance...see my other emailed comments on estimate from winter 2019.

Q.R. The Council and BPRD Board of Directors acknowledges that this has been a

long and exhaustive process, and this Resolution is intended to build on past work toward a reasonable and fair solution [in allocation of funding for project development and execution](#).

Based on these findings, THE CITY COUNCIL OF THE CITY OF BEND RESOLVES AS FOLLOWS:

Section 1. The City will agree to contribute up to 50% of the overall Mirror Pond preservation project or \$3,000,000, whichever is less, of City General Fund dollars to the proposed project, provided a Memorandum of Understanding (MOU) and then Intergovernmental Agreement (IGA), satisfactory to the City, are entered into between BPRD and the City, as set forth below. The contribution, if approved, will be paid over a ten year period through roughly equal annual payments as set forth in the IGA. In determining the 50% contribution to the overall project costs, the City's intent is to contribute to the overall preservation project related to the Pond and the river, but not to BPRD projects specific to trail connection/riverbank restoration.

Section 2. The City will pursue a MOU with BPRD, and ultimately an IGA with BPRD, as long as documents can be negotiated that align with the following key points and the proposed process:

(a) A public, independently facilitated process is conducted including an opportunity for public comment prior to and as part of the consideration of at least two alternatives, with the intent of arriving at a complete vision for Mirror Pond that addresses the seven goals identified by the Mirror Pond Ad Hoc Committee;

(b) BPRD agreement to manage, administer, and oversee any proposed project to preserve dredge Mirror Pond consistent with public contracting law;

(c) No ongoing or future commitment by the City for the operation or maintenance of Mirror Pond;

(d) Binding commitments by BPRD and other contributors for all funding sources necessary to complete the community vision and future preservation project, other than the amount committed to by the City in the IGA over the ten year period, and;

(e) Other provisions required by the City, and in a form approved by the City Attorney's office.

Section 3. All claimed private ownership interest(s) in the Project area must be donated to BPRD at the completion of any dredging project, per agreement acceptable to the City. In addition, the City must be released from any and all private or public entity claims of liability for dredging due

Comment [DPH9]: The District is unable to loan money for the project, therefore, the loan must come from another source.

Comment [DPH10]: Other than the dredge, all other components of the project are a part of the BPRD project specific to the trail and bank restoration work.

Comment [DPH11]: WE will not go through another planning process for this project. WE might alter this to be specific to any component of the vision that has changed since the vision was adopted. For example if we want to be a part of a fish ladder discussion a third party facilitator may be good given the vision for that component has changed.

Comment [FB12]: Agree. What are "two alternatives". Seems unworkable.

Comment [DPH13]: I think the only part of the project City are helping to fund is the dredge. BPRD will oversee that part of the project. BPRD may not oversee all of the remainder of the vision. For example, UDWC may be overseeing some of the bank work.

Comment [FB14]: Yes..but don't we need a single "program manager"..which could be BPRD?

Comment [FB15]: This is a problem for BPRD board, especially because BPRD will take ownership of the lands. This probably can't be agreed-to...so best we can do is seek some kind of agreement for sinking fund...from City and BPRD and adjacent landowners and defer. This is terrible to stay the course of last 30 years and have to do this again.

Comment [DPH16]: There is no way we are completing the community vision.

Comment [DPH17]: What future preservation project are you referring to?

Comment [FB18]: I think this is saying binding commitments for all future funding will NOT come from City which is unacceptable.

Comment [DPH19]: It will only be donated under certain provisions which have not been met. It is a good possibility that the pond will not be donated.

Comment [FB20]: Explain why

to sedimentation and the riverbed, as further defined by agreement, before any City funding is agreed to as part of an IGA.

Comment [DPH21]: Who would provide that release? I'm guessing City would want a release from the landowner. Please specify. We will want the same.

Section 4. This Resolution is intended as a refinement and evolution of the policy direction in Resolutions 2932 and 2981. Based on current Council direction and evolving information and input, those Resolutions are superseded by the policy direction in this Resolution.

Section 5. Council is hopeful that this Resolution will move a project forward with BPRD. Regardless of the outcome, Council intends that the commitments and policy direction made in this Resolution be reconsidered in no more than three years in order to continue to be effective.

Comment [DPH22]: And the landowner?

Section 6. This resolution takes effect immediately on passage.

Comment [DPH23]: Should we state that it terminates at the end of the project or end of the 10-year financial commitment?

Adopted by motion of the City Council on _____ 2019.

Comment [FB24]: Didn't City talk about revisiting this every few years...so not sure how that comes

Yes: No:

Sally Russell, Mayor

ATTEST:

Robyn Christie, City Recorder

Approved as to form:

Mary A. Winters, City Attorney

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Shevlin Park ADA Improvements Project Construction Contract Award
STAFF RESOURCE:	Jason Powell, Construction Manager Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	Approved Resolution No. 399 for Oregon State Parks Local Government Grant, March 7, 2017, Approve Shevlin Park Recreation Management Plan, September 9, 2015
ACTION PROPOSED:	Award Construction Contract
STRATEGIC PLAN:	
Theme:	Customer-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

In November of 2018, staff provided the Board an update on the American's with Disabilities Act (ADA) project at Shevlin Park including a discussion about the removal of the Hixon Bridge. Staff and the Board reviewed the scope of the project, which includes the removal of the Hixon Bridge and its abutments; restoration of creek bed and riparian area along Tumalo Creek; and the proposed accessibility improvements to the Larch Bridge and other locations within the park.

Following that discussion, the District finished the design, submitted for permits and solicited the bids for construction. The engineer's construction estimate for the project was \$250,000. The request for bids was advertised on April 18, 2019. A mandatory pre-bid meeting was held on April 25, 2019, and sealed bids were opened on May 16, 2019. The District received one, lump sum bid from Deschutes Construction Corporation in the amount of \$226,088. Pending contract award, construction is planned to begin in late June 2019 and be complete by the fall of 2019. Work needs to occur this summer to meet the in-water work period for Tumalo Creek.

BUDGETARY IMPACT

The 2020-2024 Capital Improvement Plan (CIP) allocates \$337,526 to finish improvements in Shevlin Park - \$146,464 of this amount is a Local Government Grant through Oregon State Park. The remaining funds are reimbursement system development charges (SDCs).

The Shevlin Park ADA Improvements Project is funded with the Local Government Grant and SDC matching funds for a total of \$292,928. With the current low bid from Deschutes Construction

Corporation of \$226,088 and a 10% construction contingency of \$22,608, the total construction budget is \$248,696. (Funding for the design and permitting was spent in the prior year fiscal year). The remaining funds in the 2020-224 CIP, \$88,830, are earmarked for completion of the sign project and other trail improvements, near Tree Farm, in the park.

STAFF RECOMMENDATION

Staff recommends that the Board award a contract to the low bidder, Deschutes Construction Corporation, in the amount of \$226,088. Staff also recommends approval of an additional 10% contingency of \$22,608 for a total construction budget not to exceed \$248,696.

MOTION

I move to authorize the Executive Director to execute a construction contract to Deschutes Construction Corporation for the construction of the Shevlin Park ADA Improvements Project, in the amount of \$226,088, and to approve an additional 10% contingency of \$22,608, for a total construction budget not to exceed \$248,696.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Second Reading and Adoption of Ordinance No. 12 – System Development Charges (SDC)
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director Sarah Bodo, Park Planner
GUEST PRESENTERS:	Paul Taylor, Attorney, Bryant, Lovlien & Jarvis
PREVIOUS BOARD ACTION:	Update, November 6, 2018 Board Workshop, January 29, 2019 Update, February 19, 2019 Update, April 16, 2019 Conducted First Reading and Public Hearing of Ordinance No. 12, May 21, 2019
ACTION PROPOSED:	Conduct second reading and consider adoption of Ordinance No. 12 – System Development Charges
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

The Board conducted a public hearing and the first reading of Ordinance No. 12 – System Development Charges on May 21, 2019. A final version of Ordinance No. 12 is attached (attachment A). The public hearing was opened and closed on May 21; no members of the public commented during the public hearing. In addition, the District received no public comments on the SDC methodology report during the 60-day review period (March 22 – May 21, 2019).

The Board may consider adopting Ordinance No. 12 at this meeting. If adopted, five resolutions related to the ordinance will also be available for the Board to consider for adoption. Adoption of the Ordinance and the five resolutions will allow for the new SDC methodology to be implemented beginning July 1, 2019.

BUDGETARY IMPACT

SDCs are the main source of funding for the development of parks, trails and recreation facilities to serve growth. They support the District’s goals of maintaining the same level of service as

population increases. The SDC methodology establishes the SDC fees, which influence future revenues for SDC eligible projects in the District's adopted Capital Improvement Plan.

STAFF RECOMMENDATION

Staff recommends that the Board conduct the second reading and consider adoption of Ordinance No. 12 – System Development Charges. The Board may choose to conduct the second reading of the ordinance by title only.

MOTION

- 1. I move to conduct the second reading of Ordinance No. 12 – System Development Charges by title only.***
- 2. I move to adopt Ordinance No. 12 – System Development Charges, replacing Ordinance No. 8 and Ordinance No. 10.***

ATTACHMENTS

Attachment A – Ordinance No. 12 System Development Charges

BEND PARK AND RECREATION DISTRICT
Ordinance No. 12 - System Development Charges

AN ORDINANCE ESTABLISHING DISTRICT SYSTEM DEVELOPMENT CHARGES; AND REPEALING AND SUPERSEDING ORDINANCE NO. 8 AND ORDINANCE NO. 10

THE BEND PARK AND RECREATION DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. PURPOSE AND SCOPE

- A. Future growth within the Bend Park and Recreation District (“District”) should contribute its fair share to the cost of capacity-increasing acquisitions and improvements to parks, trails, and recreation facilities needed to accommodate such growth.
- B. System Development Charges will provide a source of revenue to finance the acquisition, construction, improvement, or expansion of District parks, trails, and recreation facilities to accommodate 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 replaces Ordinance No. 8 – System Development Charges, and its modifying Ordinance No. 10.

SECTION 2. DEFINITIONS

- A. “Accessory Dwelling Unit” means a small Dwelling Unit on a Parcel of Land that contains a Single-family Dwelling Unit as the primary use, whether created at the same time as or subsequent to construction of the Single-family Dwelling. An Accessory Dwelling Unit may be attached to or detached from the Single-family Dwelling Unit.
- B. “Affordable Housing” means Deed Restricted Residential Development that is:
 - 1. Rental housing affordable to households with income at or below 60% of the area median income (“AMI”) as defined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development;
 - 2. Owner-occupied or lease-to-own housing affordable to households with income at or below 80% of the AMI as defined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; or

3. Homeless Shelter Developments.

- C. "Applicant" means the Owner or other person, including any business or entity, who applies for a residential Building Permit or Placement Permit from the City or County for Residential Development or Hotel/Motel development within the boundaries of the District.
- D. "Building" means any residential or Hotel/Motel structure built and maintained for the support, shelter or enclosure of persons. This term shall not include temporary construction sheds or trailers erected to assist in construction and maintained only during the term of a Building Permit.
- E. "Building Permit" means an official permit or certificate issued by the City or County authorizing the construction of any Building.
- F. "Capital Improvements" means public parks, trails, recreation facilities, or other amenities used for parks and recreation purposes.
- G. "Capital Projects List" means the list of the Capital Improvements, based on the comprehensive plan or capital improvements plan adopted by the District Board, that the District intends to fund, in whole or in part, with revenues from an Improvement Fee and the estimated cost, timing and percentage of costs for each Capital Improvement eligible to be funded with Improvement Fee revenues.
- H. "Citizen or Other Interested Person" means 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 SDCs, as provided in Section 3 of this Ordinance.
- I. "City" means the City of Bend, Oregon.
- J. "County" means Deschutes County, Oregon.
- K. "Deed Restricted" means a Parcel of Land subject to a covenant, contained in a deed or other instrument recorded in the Deschutes County Official Records, that the Parcel of Land will be maintained or operated as Affordable Housing for a period of not less than 30 years.
- L. "District" means the Bend Park and Recreation District, an Oregon special district.
- M. "District Board" means the duly elected Board of Directors of the District.

- N. "Dormitory" means a college or university residential housing facility intended or used for occupancy of higher education students.
- O. "Dwelling Unit" means a unit within a Building, or any portion thereof, intended for use as a residence.
- P. "Executive Director" means the chief executive officer of the District.
- Q. "Hotel/Motel" means a Building, group of Buildings, or portion thereof, designed or used for temporary occupancy by 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 travelers; including hotels, motels, hostels, or similar designations.
- R. "Improvement Fee" means a fee for costs associated with capacity-increasing Capital Improvements to be constructed after the effective date of this Ordinance.
- S. "Manufactured Home" or "Mobile Home" means 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. A Mobile Home shall be assessed the Single-Family SDC rate if sited on its own Parcel of Land. If placed in a mobile home park, a Mobile Home shall be assessed the Mobile Home SDC rate.
- T. "Methodology" means the System Development Charge methodology required by ORS 223.304(1) and (2).
- U. "Multi-family Dwelling" means a Building, or portion thereof, on a single Parcel of Land, designed or used as a residence by two or more households and containing two or more Dwelling Units with shared walls. Examples of Multi-family Dwellings include duplexes, triplexes, apartments, townhomes, condominiums, and assisted living residences.
- V. "Owner" means the owner or owners of record of real property as shown in the official records of the County, or a person purchasing a piece of property under a contract of sale. For the purposes of violations of this Ordinance and binding agreements between the District and the Owner, "Owner" shall also mean the leaseholder, tenant or other person in possession or control of the premises or property at the time of the binding agreement or violation of such agreement or the provisions of this Ordinance.
- W. "Parcel of Land" means a lot, parcel, block or other tract of land that, in accordance with city or county regulations, is occupied or may be occupied by

one or more Dwelling Units, a Hotel/Motel, or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.

- X. "Placement Permit" means an official permit or certificate issued by the City or County authorizing the siting of a Manufactured Home.
- Y. "Qualified Public Improvement" means a Capital Improvement that is:
 - 1. Required as a condition of development approval; and
 - 2. Identified in the Capital Projects List adopted pursuant to Section 5 of this Ordinance; and either is:
 - a) Not located on or contiguous to a Parcel of Land that is the subject of the development approval; or
 - b) 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 (over-capacity) than is necessary for the particular development project to which the Improvement Fee is related; and
 - 3. Approved/accepted by the District.

For purposes of this definition, contiguous means property within a public way that abuts the Parcel of Land.

- Z. "Reimbursement Fee" means a fee for costs associated with Capital Improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists.
- AA. "Residential Development" means all improvements on a Parcel of Land, including Buildings and other structures, which create Dwelling Units or other residential living space. Residential Development includes Single-family Dwellings, Multi-family Dwellings, Dormitories, duplexes, Condominiums, Manufactured Homes, Accessory Dwelling Units, and such other Buildings as may be designated as Residential Development by separate resolution of the District Board.
- BB. "Single-family Dwelling" means a Building designed or used for residential purposes and containing only one Dwelling Unit.
- CC. "System Development Charge" or "SDC" means a Reimbursement Fee or an Improvement Fee assessed or collected at the time of the issuance of a Placement

Permit or Building Permit, or at such other time as may be designated by resolution of the District Board.

SECTION 3. SYSTEM DEVELOPMENT CHARGE FRAMEWORK

- A. The District's SDC is hereby imposed upon all new Residential Development and Hotel/Motels within the District boundaries for which a Building Permit or Placement Permit is required. This shall include new construction or alteration of Dwelling Units, and expansion or replacement of Dwelling Units, if such alteration, expansion, or replacement results in an increase in the number of Dwelling Units compared to the number of Dwelling Units, or a change in the type of Dwelling Unit, existing on the Parcel of Land prior to such alteration, expansion, or replacement.
- B. For an increase in the number of Dwelling Units or a change in the type of Dwelling Unit, the amount of SDCs to be paid shall be the difference between the rate that would be imposed for the existing development and the new development.
- C. System Development Charge amounts, as well as 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 Board. A change in implementing procedures, fees, qualified projects, and the like shall not require an amendment of this Ordinance or the SDC Methodology.
- D. The SDCs 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 Residential Development within the District 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 systems to which the fee is related, and the need for increased system capacity that will be required to serve the demands placed on the system by future users. The Methodology shall be calculated to obtain the cost of Capital Improvements for the projected need for available system capacity for future system users.

- C. The Methodology used to establish or modify the Improvement Fee or the Reimbursement Fee, or both, shall be adopted by separate resolution of the District Board.

SECTION 5. EXPENDITURES

- A. The District shall establish separate accounts for each type of SDC, i.e., Reimbursement Fees and Improvement Fees, which shall be maintained apart from all other accounts of the District. All SDC payments shall be deposited in the appropriate account immediately upon receipt.
- B. Reimbursement Fees shall be spent only on Capital Improvements, including replacements and major repairs, or expenditures relating to repayment of indebtedness.
- C. Improvement Fees shall be spent only on capacity-increasing Capital Improvements, including expenditures relating to repayment of future debt for such 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 the need for increased capacity to provide service for future users. A Capital Improvement being funded wholly or in part from revenues derived from the Improvement Fee shall be included in the District's Capital Projects List.
- D. Notwithstanding subsections B and C of this section, SDC revenues may also be expended on the direct costs of complying with the provisions of this Ordinance and related state statutes, including, but not limited to, the costs of developing SDC Methodologies and providing an annual accounting system for SDC expenditures.
- E. The monies deposited in the above accounts shall be used solely for Capital Improvements allowed by ORS Chapter 223 including, but not limited to:
 - 1. design and construction plan preparation;
 - 2. permitting and fees;

3. land and material acquisition costs, including any costs related to costs of condemnation;
4. construction of Capital Improvements;
5. site preparation and grading and the design and construction of new drainage facilities or off-site improvements required as a condition for the construction of Capital Improvements;
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 fixtures and equipment;
11. 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;
12. direct costs of complying with the provisions of ORS Chapter 223 including the consulting, legal, and administrative costs required for developing and updating the SDC Methodology report, resolution/ordinance, and Capital Projects List; and the costs of collecting and accounting for SDC expenditures.

F. Funds on deposit in SDC 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. Capital Improvements being funded wholly or in part with SDC revenues shall be included in the District's Capital Projects List. The Capital Projects List shall be adopted by resolution of the District Board, and may be modified at any time by separate resolution adopted by the District Board. If the District's SDC will increase by a proposed modification of the Capital Projects List, the District shall provide notice, including the proposed adoption date, to persons who have requested notice. If the District receives a written request for a hearing on the proposed modification not less than seven (7) days prior to the proposed adoption date of the modification, the District shall hold a public hearing. If the

District does not receive such a request, no hearing is required. The District's decision to increase the SDC by modification of the Capital Projects List may be judicially reviewed only as provided in ORS 34.010 to 34.100.

- H. Any SDC funds on deposit in 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 SDC funds accounts and used as provided herein.
- I. The District shall prepare an annual accounting report for SDCs, including the total amount of SDC revenue collected in the accounts, and Capital Improvement projects that were funded.
- J. Any Citizen or Other Interested Person may challenge an expenditure of SDC 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 applicable laws a reimbursement of SDC revenues shall be made from other revenue sources 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 person who requested the review within ten (10) days of completion of the review.
 - 4. The person who makes a written objection to the calculation of a SDC has the right to petition for judicial review of the District's determination pursuant to ORS 34.010 to 34.100.

SECTION 6. COLLECTIONS

- A. For any Residential Development, except Multi-family Dwellings, or Hotel/Motel, the District's SDC shall be due and payable at the time of issuance of a Building Permit or Placement Permit. For Multi-family Dwellings, the District's SDC shall be assessed and due no later than the date that a certificate of occupancy is issued. The District Board shall have the authority to implement, by resolution, a new or alternative time of collection for SDCs; provided, however, any such new/alternative time of collection shall be consistent with the time of collection used by the City or County, as applicable. SDC fee(s) will be based on the rates in effect on the date that the Building Permit application is submitted, or, for Multi-family Dwellings, on the date that a certificate of occupancy is issued (or at such earlier date as the SDCs are actually paid), or as otherwise agreed to in writing by the Applicant, the District, and the City or County, as applicable. The SDC Methodology referenced in this Ordinance establishes fees for each type of Residential Development or Hotel/Motel. Responsibility for collecting charges may be delegated to the City or County by intergovernmental agreement.
- B. If SDCs 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 SDC is immediately payable, together with interest at an annual rate of 12% from the earliest date that a permit was required.

SECTION 7. EXEMPTIONS

Notwithstanding Section 3A, the following development shall be exempt from payment of the District SDCs:

1. Non-residential development with the exception of Hotel/Motels.
2. Alteration, expansion, or replacement of an existing Dwelling Unit where no additional Dwelling Unit is created, except as may be determined by separate resolution of the District Board.
3. The construction of accessory Buildings or structures which will not create additional Dwelling Units, and which do not create additional demands on the District's capital facilities.
4. Hospice care facilities, Alzheimer's care facilities, and end of life residential care facilities.

Exemptions expire upon conversion of the original use to another use.

SECTION 8. CREDITS

- A. The District may grant a credit against the SDCs imposed pursuant to Section 3 for the contribution 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 the cost for contributions of a Qualified Public Improvement for which a credit may be allowed. 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 contributed and a written appraisal prepared in conformity with Section 8.E.1.;
 - 3. a list of the contemplated Qualified Public 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 Qualified Public Improvement qualifies for a credit. The amount of the credit to be applied shall be determined according to the following conditions:
 - 1. When Residential Development occurs that is subject to SDCs, the SDC for the existing use, if applicable, shall be calculated and if it is less than the SDC for the use that will result from the new development, the difference between the SDCs applicable to the existing use and the SDCs applicable to the proposed use shall be the SDCs. If the change in the use results in the SDCs for the proposed use being less than the SDCs for the existing use, no SDCs shall be charged. No refund or credit shall be given unless provided for elsewhere in this Section 8.
 - 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 may be given only 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 a credit under this subsection.

- D. If the contribution of land or construction of a Qualified Public Improvement gives rise to a credit amount greater than the amount of the SDCs that would otherwise be levied against the project receiving development approval, the excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. Any excess credit must be used not later than ten (10) years from the date it is given.
- E. Calculation of credits will be subject to the following standards:
 - 1. The value of contributed 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 an arms-length transaction; and
 - 2. The anticipated construction cost of the 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 to the Applicant within thirty (30) working days of the date all data is received for review.
- 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 the applicable SDCs. 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 transferred to the District 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 the development or portion of it is sold, prior to completion of the development, but after completion and dedication of the Qualified Public Improvements.
- K. Credits shall not be transferable from the District's SDC to any other governmental agency's system development charge.

- L. Credits shall be used within 10 years from the date the credit is given.

SECTION 9. DEVELOPER REIMBURSEMENT 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 or constructing park and recreation facilities. These agreements would allow the District to reimburse the developer for such improvements using a portion of the SDCs collected within a designated recovery area.
- B. Such facilities may serve the proposed development only (a “sole recovery area”) or the proposed development and areas beyond it (a “shared recovery area”).
- C. The District Board shall adopt, by separate resolution, procedures for entering into such agreements. The resolution shall address:
 - 1. Procedures for entering into such agreements.
 - 2. Applicable District, City, and County policies, standards, rules and regulations.
 - 3. Responsibilities for paying the cost of such improvements.
 - 4. Eligibility for SDC recovery payments.
 - 5. Procedures for determining the extent of the area served by proposed improvements.
 - 6. Procedures for remitting SDCs collected in the sole recovery area or shared recovery area to eligible developers.
 - 7. Payment schedules and conditions for SDC recovery fees.
 - 8. Procedures for calculating the amount of the recovery fees.
 - 9. Procedures for determining the value of qualified improvements.

SECTION 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 a credit or for failure to seek an alternative SDC rate calculation in a timely manner prior to 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 Permit has expired, and the development authorized by such permit was not commenced; or
 - b. The SDCs have not been expended 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 SDCs;
 - c. A notarized sworn statement that the petitioner is the then-current Owner of the property on behalf of which the SDCs were paid; including proof of ownership, such as a certified copy of the latest recorded deed;
 - d. The date the SDCs were paid;
 - e. A copy of the receipt of payment for the SDCs; 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 SDCs were paid. Failure to timely apply for a refund of the SDCs 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 SDCs 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 systems development charges required by Section 3.

B. Waivers

1. The Executive Director may grant a waiver of District SDC fees upon finding that the subject development places no demand on the District park and recreation system.
2. The District Board may, by separate resolution, designate other types of Residential Development, including, but not limited to, Affordable Housing, for which SDC waivers may be applied.
3. If the property use under which a waiver was granted is modified or discontinued, the waiver will expire and the District's then-current SDCs will be due and payable by the Owner unless otherwise determined by the Executive Director.

C. Deferrals

1. A deferral of SDC fees 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 District 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 SDCs but rather a delay in the normal schedule for collection of the fee. Example development for which deferrals may be granted include but are not limited to the following:
 - a. Assisted living residences as may be further defined by resolution; and
 - b. Multi-family Dwellings may defer assessment and payment of SDCs to time of Certificate of Occupancy.

SECTION 11. ADOPTION OR AMENDMENT OF METHODOLOGY

- A. The District Board shall hold a public hearing prior to adopting or amending the methodology on which any SDC is based. Notice of the public hearing shall be given as provided in Section 12. If changes in the Methodology are undertaken by the District, the District shall coordinate such changes with the City and County prior to adoption pursuant to any intergovernmental agreements between the District and County or the City, as applicable.
- B. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the SDC methodology if the change is based on: (1) a change in project costs, including cost of materials, labor and real property applied to projects or project capacity as shown on the Capital Projects List; or (2) periodic

application of one or more specific cost indexes included in the methodology or adopted by separate ordinance or resolution, as provided in ORS 223.304.

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 any SDC. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a SDC. The Methodology supporting the SDC shall be available at least 60 days prior to the first hearing to adopt or amend SDCs. 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 SDC 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 SDCs 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 9.
 - 2. The calculation of a SDC, or the application of the SDC fee Methodology or adjustments of the SDC rate, provided, however, the SDC fee Methodology itself may not be appealed.
 - 3. The 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, calculation, or Executive Director's decision. 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 Permit or development permit;
 5. If paid, the date the SDCs 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 SDCs 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 SDCs 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 SDC of the right to petition for review pursuant to ORS 34.010 to 34.100.

SECTION 14. INTERPRETATION; SEVERABILITY; CORRECTIONS

All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the applicable context may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, statute, rule, regulation, code, or resolution includes the law, statute, rule, regulation, code, or resolution as now in force and

hereafter amended. The provisions of this Ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or portion of this Ordinance is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected at any time by resolution of the District Board to cure editorial or clerical errors, or to comply with applicable law.

SECTION 15. EFFECTIVE DATE

The SDCs authorized by this Ordinance shall be imposed on Building Permit or Placement Permit applications submitted on or after July 1, 2019 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.

SECTION 16. REPEAL

This Ordinance supersedes, replaces, and restates Ordinance No. 8, as modified by Ordinance No. 10, in its entirety and supersedes all ordinances, resolutions, or policies in conflict with this Ordinance. Ordinance No. 8 and Ordinance No. 10 are hereby repealed.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Adopt Resolutions No. 421, 422, 423, 424 and 425 relating to System Development Charges
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director Sarah Bodo, Park Planner
PREVIOUS BOARD ACTION:	Public Hearing and First Reading of Ordinance No. 12 – System Development Charges, June 4, 2019
ACTION PROPOSED:	Adopt Resolutions No. 421, 422, 423, 424, and 425, to implement the new SDC methodology starting July 1, 2019
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective:	Maintain financial stability
Initiative:	Maintain the District’s Systems Development Charge (SDC) program to ensure adequate funding for future facility needs to meet population growth.

BACKGROUND

Ordinance No. 12 – System Development Charges authorizes the assessment and collection of park system development charges. If Ordinance No. 12 is adopted on June 4, the five resolutions attached to this board agenda will be necessary to approve in order to implement all aspects of the system development charge procedures.

Resolution No. 421 adopts the Methodology for Calculating System Development Charges, as described in *Methodology Report: Parks System Development Charges*.

Resolution No. 422 adopts the SDC Capital Projects List. The SDC Capital Projects List is anticipated to be updated annually as part of the District’s Capital Improvement Plan, to reflect any cost estimate or timing changes.

Resolution No. 423 includes the terms of an SDC Waiver for Affordable Housing, such as the number of affordable units that may be approved and resolution sunset date.

Resolution No. 424 includes the procedures for entering into developer recovery agreements. These agreements allow the District to reimburse the developer for dedication or construction of park and recreation facilities using a portion of the SDCs collected within a designated recovery area.

Resolution No. 425 is the SDC fee schedule and may be updated annually by resolution to reflect changes in indexed construction and land acquisition costs.

BUDGETARY IMPACT

The resolutions have impacts on future SDC fee revenues and the funding available for SDC eligible projects in the District’s adopted Capital Improvement Plan.

STAFF RECOMMENDATION

Staff recommends adoption of the five resolutions, which together with Ordinance No. 12, implement the updated SDC methodology.

MOTION

These are five separate motions to be voted on individually.

- 1. I move to adopt Resolution No. 421, Adopting a Methodology for Calculating System Development Charges effective July 1, 2019.***
- 2. I move to adopt Resolution No. 422, Adopting an SDC Capital Projects List effective July 1, 2019.***
- 3. I move to adopt Resolution No. 423, Adopting an SDC Waiver for Affordable Housing effective July 1, 2019.***
- 4. I move to adopt Resolution No. 424, Adopting Procedures for Entering into Developer Recovery Agreements effective July 1, 2019.***
- 5. I move to adopt Resolution No. 425, Adopting a Fee Schedule for System Development Charges effective July 1, 2019.***

ATTACHMENTS

Attachment A – Resolution No. 421, Adopting a Methodology for Calculating System Development Charges, Exhibit A Methodology Report: Parks System Development Charges

Attachment B – Resolution No. 422, Adopting an SDC Capital Projects List, Appendix A SDC Capital Projects List

Attachment C – Resolution No. 423, Adopting an SDC Waiver for Affordable Housing

Attachment D – Resolution No. 424, Adopting Procedures for Entering into Developer Recovery Agreements, Exhibit A Developer Recovery Procedures and Payments

Attachment E – Resolution No. 425, Adopting a Fee Schedule for System Development Charges

BMPRD RESOLUTION NO. 421

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
TO ADOPT A METHODOLOGY FOR CALCULATING SYSTEM DEVELOPMENT CHARGES**

WHEREAS, in July, 2018, the Bend Park and Recreation District (the “District”) Board of Directors (the “Board”) adopted an updated comprehensive plan for the development of capital improvements to meet community needs; and

WHEREAS, to provide the necessary funding for the comprehensive plan capital improvements, the Board began the process of updating the District’s System Development Charge (“SDC”) program; and

WHEREAS, the Board, after notice and public hearing, adopted Ordinance No. 12 – System Development Charges (the “Ordinance”) on June 4, 2019, to be effective July 1, 2019; and

WHEREAS, pursuant to the Ordinance and ORS 223.304, the District must adopt a methodology to establish reimbursement fees and improvement fees for collection and expenditure as part of the District SDC program; and

WHEREAS, in September, 2018, the District began the process of developing a new SDC methodology and sought input from interested stakeholders through formal and informal meetings; and

WHEREAS, the District published a draft SDC methodology report for public review in March, 2019, at least 60 days prior to the first hearing on the draft methodology, and received no substantive comments.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The Board finds that the assumptions and methods for calculating park SDCs described in the attached Exhibit A, Methodology Report: Parks System Development Charges are in the public interest and necessary to serve future park needs of the residents of the District; and
2. The *Methodology Report: Parks System Development Charges*, attached as Exhibit A, is hereby adopted;
3. Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.
4. This Resolution shall take effect on July 1, 2019.

[Signatures on following page.]

ADOPTED by the Board of Directors of the District on this 4th day of June, 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director



Methodology Report Parks System Development Charges

March 21, 2019
Adopted June 4, 2019



Clifton-Currans, LLC

KEARNS WEST



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SECTION 1

1. Introduction

1.1 Authorization

In August 2018, the Bend Park & Recreation District (District or BPRD) contracted with Galardi Rothstein Group to update its System Development Charge (SDC) methodology. This report presents the updated methodology that was developed in conformance with Oregon legal requirements, standard industry practice, and the District's policy objectives and comprehensive plan.

1.2 Report Organization

This section presents information on the District's SDC project objectives, and the policy and legal framework for the methodology. Subsequent sections of this report present the SDC methodology, including:

- **Section 2 – SDC Cost Basis** – Presents the current and future levels of service used to determine growth capacity needs, and the growth-related costs in aggregate based on the updated SDC project list.
- **Section 3 – SDC Assessment** – Provides information on system-wide unit costs per person, assumptions of number of persons per dwelling unit, and the process for determining future inflationary adjustments.

Separate from the methodology, the District will adopt by resolution, the following items which are included in the appendix of this report:

- **Appendix A – SDC Project List** – Provides the list of projects needed to increase park, trails, and recreation system capacity for future growth, that are to be funded with SDC revenue. The list includes the project description, and the estimated cost, timing, and portion of cost eligible for SDC funding.
- **Appendix B – SDC Schedule** – Provides the results of the regression analysis used to estimate persons per household for different sizes of single-family residential homes, which forms the basis for a tiered SDC fee structure. Also lists SDCs by residential development type and fee structure (average and tiered), based on the methodology and project list presented in this report. Consistent with Oregon law and the District's SDC ordinance, the fees presented in Appendix B may be adjusted periodically for changes in costs or changes in the project list.

Note: The calculations contained in this report were produced by computer spreadsheets where numbers extend beyond the decimal places shown in the tables presented, so slight variations exist due to rounding. However, these variations are not material.

1.3 Background

System development charges are an important funding source for parks, trails, and recreation facility capital improvement projects. The District last updated its SDC methodology in 2009.

In July 2018, the District completed the *Bend Park & Recreation District Comprehensive Plan* (comprehensive plan) and subsequently embarked on an effort to update the parks SDC methodology.

The primary objectives of the SDC update are to (1) revise the project list and SDC calculations to reflect the new comprehensive plan project priorities and levels of service and (2) evaluate the following SDC-related policy issues:

- Consider allocating a portion of growth costs to nonresident employees
- Evaluate SDC assessment options for residential development
- Create a more equitable distribution of SDCs among varying types of residential development
- Consider inclusion of SDC waivers for deed-restricted affordable housing

1.4 Policy Framework

Oregon legislation (Oregon Revised Statutes 223.297-314) establishes guidelines for the calculation and administration of SDCs. Within these guidelines, local governments have latitude in selecting approaches that best align with local policy objectives.

The updated methodology presented in this report reflects feedback from stakeholders obtained through a combination of facilitated stakeholder group meetings, written comments, and discussions with individual stakeholders and the District Board of Directors. In addition, community feedback during the comprehensive plan shaped the SDC methodology update. Key elements of the updated methodology are summarized in Table 1-1 below.

Table 1-1
Key Elements of the Methodology

Methodology Element	Recommendations	Considerations
Growth Cost Allocation	Allocate costs to residents plus overnight visitors only.	No definitive data source on relative park use by nonresident employees currently exists. Inclusion of a commercial SDC would add administrative complexity and contribute minimal revenue.
Residential SDC Assessment	Scale SDCs based on dwelling size: <ul style="list-style-type: none"> • Single-family residential based on square feet tiers • Multifamily based on number of bedrooms 	Statistical analysis of local data shows average occupancy increases with size of home. Implementation issues differ between single-family and multifamily dwellings.

In addition, the following recommendations related to SDC implementation and administration were developed as part of the SDC update:

- Waive SDCs for the first 400 deed-restricted affordable housing units through December 31, 2022. Specific details about the implementation and requirements of this waiver will be adopted by separate District resolution.

- Defer implementation of tiered SDCs for residential development as follows:
 - Single-family tiers implemented after the City of Bend’s transportation SDC update is completed so that any adjustments to preliminary tier thresholds may be coordinated. In the meantime, the updated SDC will be implemented on July 1, 2019, on an average unit basis.
 - Multifamily tiers implemented July 1, 2020. This allows for completion of the City of Bend’s permitting software update. In the meantime, the average rate for all multifamily dwelling sizes will be implemented on July 1, 2019.

1.5 Legal Framework

Oregon Revised Statutes (ORS) 223.297 through 223.314 authorize local governments to assess SDCs for the following types of capital improvements:

- Drainage and flood control (i.e., storm water)
- Water supply, treatment, and distribution
- Wastewater collection, transmission, treatment, and disposal
- Transportation
- Parks and recreation

In addition to specifying the infrastructure systems for which SDCs may be assessed, the SDC legislation provides guidelines on the calculation and modification of SDCs, accounting requirements to track SDC revenues, and adoption of administrative review procedures. Key elements of provisions that pertain to the methodology and project list are summarized below.

1.5.1 SDC Structure

An SDC may include a reimbursement fee, an improvement fee, or a combination of the two.

1.5.1.1 Reimbursement Fee

The reimbursement fee is based on the value of available capacity associated with capital improvements already constructed or under construction. The methodology used to calculate the reimbursement fee must consider the cost of existing facilities, prior contributions by existing users, the value of unused capacity, grants, and other relevant factors. The objective of the reimbursement fee methodology is to require new users to contribute an equitable share of the capital costs of existing facilities.

1.5.1.2 Improvement Fee

The improvement fee is designed to recover the costs of planned capital improvements that add system capacity to serve future users. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide service for future users.

1.5.2 Project List

Local governments are required to prepare a capital improvement program or comparable plan, prior to establishment of an SDC, that includes a list of the improvements that the jurisdiction intends to fund with improvement fee revenues and the estimated timing, cost, and eligible

portion of each improvement. The project list may be updated at any time. If an SDC is to be increased by a proposed modification to the list then required action includes: (1) written notice provided to interested parties at least 30 days prior to adoption of the proposed modification and (2) hold a public hearing on the proposed modification if a request is received in writing up to seven days before the date of the planned adoption.

1.5.3 Credits

A credit must be provided against the improvement fee for the construction of “qualified public improvements.” Qualified public improvements are improvements required as a condition of development approval, identified in the system’s capital improvement program, and either (1) not located on or contiguous to the property being developed or (2) located in whole or in part, on or contiguous to, property 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.

1.5.4 Methodology Review and Notification Requirements

The methodology for establishing or modifying improvement or reimbursement fees must be available for public review prior to adoption. The local government must maintain a list of persons who have made a written request for notification prior to the adoption or amendment of such fees that are resultant of a methodology amendment. The requirements for any changes to the fees that represent a modification to the methodology are: (1) 90-day written notice prior to first public hearing, and (2) SDC methodology made available for review 60 days prior to the public hearing.

Application of one or more cost indices periodically is allowable and is not considered a change in the methodology, and is therefore not subject to the above review and notification procedures, provided that the index is published by a recognized agency, independent from the methodology, and incorporated into the methodology or adopted separately by ordinance or resolution. Furthermore, “a change in the costs of materials, labor, or real property as applied to projects or project capacity”¹ in the adopted project list are not considered modifications to the SDC methodology. As such, the local government is not required to adhere to the methodology notification provisions.

1.5.5 Other Provisions

Other provisions of the legislation include:

- Deposit of SDC revenues into dedicated accounts and annual accounting of revenues and expenditures, including a list of the amount spent on each project funded, in whole or in part, by SDC revenues.
- Expenditure of SDCs may include costs of complying with the provisions of the law, including costs of developing SDC methodologies and providing an annual accounting of SDC expenditures.
- Creation of an administrative appeals procedure, in accordance with the legislation, whereby a citizen or other interested party may challenge an expenditure of SDC revenues. Furthermore, in the event a written objection to the calculation of an SDC is received, the

¹ 2017 Oregon Revised Statutes 223.304 (8)(b)(A)

local government must provide information on the right to petition for review pursuant to ORS 34.010, and about any locally adopted administrative review procedures.

SECTION 2

2. SDC Cost Basis

2.1 Introduction

The methodology used to calculate parks SDCs begins with the determination of growth costs (the costs in aggregate associated with meeting the capacity needs of future growth).

This section presents the projected future growth needs and the basis for determining the costs that will be recovered from growth through the SDCs (growth share).

2.2 Level of Service

The District – through adoption of the comprehensive plan – is planning for acquisition and development of the park system consistent with the community’s desired level of service (LOS).

As identified in the comprehensive plan, LOS targets include both access goals (neighborhood/community parks within ½ mile walking distance of all residences) and park quantity goals (e.g., acres per thousand population). Both goals are considered in development of the specific projects included on the SDC project list. However, for purposes of determining growth’s share of project list costs, the SDC methodology focuses on the planned LOS for a particular park or facility as defined by the equation below:

$$\frac{\text{Existing } Q + \text{Planned } Q}{\text{Future Population Served}} = \text{Planned LOS}$$

Where:

Q = quantity (acres of parks, miles of trails, or area of facilities) and

Future Population Served = projected 2028 resident population + overnight visitors

2.2.1 Population

Park capacity is measured in terms of people served; in the case of the SDC methodology this includes service area resident population and nonresident overnight visitors.

Table 2-1 provides resident and overnight visitor population data derived from recent planning documents and other data sources.

Table 2-1
Service Area Population Estimates

Item	2018	2028	Growth
Population ¹	90,137	113,004	22,867
Overnight Visitors ²	5,189	6,158	969
Total Population	95,326	119,162	23,836

¹ From BPRD Comprehensive Plan

² 2018 number of rooms (3,007) from Visit Bend x average occupants per room (1.73) where occupants per room based on 2.5 persons (RRC Associates) and occupancy rate of 69% (Smith Travel Research Data); growth over the planning period based on 2040 Bend area employment forecast (Bend Metropolitan Planning Organization).

For purposes of the SDC analysis, overnight visitor population is the number of traveler accommodation rooms multiplied by 1.73 occupants per room (2.5 people adjusted for an average occupancy rate of 69.0 percent). Consistent with the current methodology and other Oregon communities, overnight visitors, while visiting the District, are assumed to equal residents in terms of potential for park use.

2.2.2 Current and Future LOS

The comprehensive plan identifies the following park classifications that are included in the SDC analysis:

- Neighborhood & Community Parks
- Regional Parks
- Trails
- Indoor Recreation Facilities

Table 2-2 summarizes existing and planned future park quantities for each classification in order to calculate the existing and future LOS and SDCs.

The comprehensive plan identifies planned projects designed to maintain (in the case of neighborhood and community parks) or enhance (in the case of trails and recreation facilities) the future LOS for all existing and future park users. Only a portion of the comprehensive plan projects are included in the SDC project list shown in Appendix A. Table 2-2 shows the planned additional quantities resulting from the SDC project list.

Table 2-2

Summary of Existing and Planned Parks, Trails, and Facilities¹

Type	Unit Type	Existing Developed Units	Planned Additional Units ¹	Total Future Units
Parks				
Neighborhood & Community	Acres	716.7	116.9	833.6
Regional	Acres	1,144.3	0.0	1,144.3
Trails	Miles	69.8	22.5	92.3
Indoor Recreation Facilities ²	SQ FT	130,901	37,603	168,504

¹ Based on new parks from SDC project list (Table A-1); planned indoor recreation facility expansion funded partially from other non-SDC sources

² Includes Juniper Swim and Fitness Center, Larkspur Community Center, and The Pavilion

Table 2-3 shows the existing and future LOS by park type. The future LOS for neighborhood and community parks and regional parks is lower than the existing LOS. The future LOS for both trails and recreation facilities increases slightly as a result of the community’s desire for enhanced LOS, as determined through the comprehensive plan process. The District will acquire and develop additional parks and trails beyond those included in the SDC project list with other non-SDC funding sources, in order to achieve the LOS targets established in the comprehensive plan.

Table 2-3*Existing and Planned Levels of Service (Units per 1,000)*

Type	Unit Type	Units/1,000 Population ¹	
		Existing	Future ²
Parks			
Neighborhood & Community	Acres	7.5	7.0
Regional	Acres	12.0	9.6
Trails	Miles	0.73	0.77
Indoor Recreation Facilities	SQ FT	1,373	1,414

¹ Existing and total future park quantities (Table 2-2) divided by 2018 and 2028 total population per 1,000 (from Table 2-1)

²Based on new parks from SDC project list only (Table A-1)

2.2.3 Implications for SDC Cost Basis

The LOS analysis provides a basis for determining the capacity needs of growth by park type in order to determine an equitable share of project list costs (for purposes of development of the improvement fee cost basis) and capacity available in the existing system to meet growth's needs (for purposes of the reimbursement fee cost basis).

Table 2-4 provides a summary of the capacity analysis. It begins with determination of park units needed by 2028 based on the planned LOS (Table 2-3) and the 2028 population (Table 2-1). Then, the source of the units – existing system inventory and planned improvements from the project list – is identified for each park classification. Existing development needs are assumed to be met first from the existing inventory of parks and facilities; any additional need resulting from a planned increase in the LOS is met through a portion of the project list improvements.

Table 2-4*Capacity Needs – Developed Acreage, Trails and Recreation Facilities*

Type	Unit Type	Total Units Needed ¹	Units From Existing Inventory ²	Units From Project List ³	Project List Allocation (%) ⁴
Future Growth Units					
Parks					
Neighborhood & Community	Acres	166.7	49.9	116.9	100.0%
Regional	Acres	228.9	228.9	0.0	0.0%
Trails	Miles	18.5	0.0	18.5	82.0%
Indoor Recreation Facilities	SQ FT	33,706	0	33,706	89.6%
Existing Development Units					
Parks					
Neighborhood & Community	Acres	666.8	666.8	0.0	0.0%
Regional	Acres	915.4	915.4	0.0	0.0%
Trails	Miles	73.8	69.8	4.0	18.0%
Indoor Recreation Facilities	SQ FT	134,798	130,901	3,897	10.4%
Total Units					
Parks					
Neighborhood & Community	Acres	833.6	716.7	116.9	100.0%
Regional	Acres	1,144.3	1,144.3	0.0	0.0%
Trails	Miles	92.3	69.8	22.5	100.0%
Indoor Recreation Facilities	SQ FT	168,504	130,901	37,603	100.0%

¹ Future LOS (Table 2-3) x Population/1,000 (Table 2-1)

² Existing inventory (from Table 2-2) first meets needs of existing development; any excess capacity available to meet growth needs

³ Total need, less units from existing inventory

⁴Equal to number of units needed from project list divided by total project list additional units (Table 2-2)

In cases where the future LOS is *lower* than the existing LOS, a portion of growth’s capacity needs will be met through excess capacity in existing developed park acreage. This is most significantly the case for regional parks.

In cases where the future LOS is *higher* than the existing LOS, there is no excess capacity and a portion of the project list units are needed to serve existing development. This is the case for trails and indoor recreation facilities. The project list allocation percentage is the capacity need met by the project list, divided by the total additional units from the project list (from Table 2-2).

2.3 Improvement Fee Cost Basis

The project list allocation percentages by park type shown in Table 2-4 are applied to the planned project improvement costs from the project list (shown in Table A-1) in order to determine the total costs to be recovered from growth through the improvement SDC.

The improvement fee cost basis is limited to the costs of new parks, trails and facilities that are needed to meet the needs of future development (Table A-1). Existing available SDC funds (collected from what is now existing development) will be used to fund capacity improvements at existing parks; these improvements are shown in Appendix A, Table A-2, and are excluded from improvement fee costs shown in Table 2-5. The improvement fee cost basis also excludes the portion of indoor recreation facility expansion that will be funded through other (general fund) sources.

Table 2-5 shows the development of the improvement fee cost basis for new parks and facilities based on the total costs by park type from the project list (Table A-1). The SDC share by park type is based on the project cost allocations shown in Table 2-4. The total improvement fee cost basis is about \$72.5 million.

Table 2-5
Improvement Fee Cost Basis

Type	New Parks/ Facilities \$¹
Neighborhood & Community Parks	\$56,884,087
SDC Share %	100%
SDC \$	\$56,884,087
Regional Parks	\$0.00
Trails	\$4,756,652
SDC Share %	82.0%
SDC \$	\$3,901,724
Indoor Recreation Facilities	\$13,114,467
SDC Share %	89.6%
SDC \$	\$11,755,342
All Parks	
Total	\$74,755,205
SDC \$	\$72,541,152

¹ Costs from project list (Appendix Table A-1); SDC Share % from Table 2-4

2.4 Reimbursement Fee Cost Basis

While growth capacity needs will primarily be met through future acquisition and development, there are a couple of notable exceptions: (1) prior acquisition of parkland that will be developed by the District during the 10-year planning period in order to meet part of growth's capacity needs for neighborhood and community parks, and (2) prior investment in regional parks that will meet capacity need for growth through existing available capacity. The reimbursement fee cost basis for these two components is shown in Table 2-6.

Table 2-6
Reimbursement Fee Cost Basis

Type	Existing Acreage For Growth¹	Acquisition Cost	Less Outstanding Bond Principal	SDC Cost Basis
Neighborhood and Community ²	47	\$4,978,535	\$3,019,996	\$1,958,538
Regional ³	224	\$6,484,904	\$2,583,745	\$3,901,159
Total		\$11,463,439	\$5,603,742	\$5,859,697

¹ Prior acquisition of park acreage that will be developed for growth during the 10-year period

² Includes purchase cost of Alpenglow Park (36.7 acres), Goodrich Pasture Park (2.5 acres), Northpointe Park (2.7 acres) and Pine Nursery Park (5 acres)

³ Includes purchase cost of Riley Ranch Nature Reserve (181 acres) and a portion of Shevlin Park (43 acres)

The District previously acquired acreage at Alpenglow Park (36.7 acres), Pine Nursery Park (5 acres), Goodrich Pasture Park (2.5 acres) and Northpointe Park (2.7 acres), all of which will be used to meet capacity needs of future growth. For purposes of the reimbursement fee cost basis, the prior acquisition costs are included in Table 2-6 for neighborhood and community parks.

Because the acquisition of Alpenglow Park was funded through a District bond, the portion of the outstanding bond principal associated with the purchase is deducted from the total acquisition cost, as the remaining bond costs will be paid through taxes.

For regional parks, the cost basis includes acquisition costs for Riley Ranch Nature Reserve and a portion of Shevlin Park, which total 224 acres. Much of other existing regional parkland was donated. A portion of Riley Ranch Nature Reserve was bond funded, so an adjustment is made to deduct outstanding bond principal from the cost basis. As shown in Table 2-6, the total reimbursement cost basis is about \$5.9 million.

2.5 SDC Compliance Costs

Local governments may spend SDCs on the costs of complying with the SDC statutes. Compliance costs include costs related to developing the SDC methodology and project list, as well as annual accounting, budgeting, and legal costs.

Table 2-7 shows the calculation of the estimated compliance costs based on a 10-year planning period. As shown in Table 2-7, the estimated compliance costs include 50 percent of the comprehensive plan costs (associated with development of the project list and other information needed for the SDC methodology).

Table 2-7
SDC Compliance Costs

Component	Total Costs¹	Growth	
		%	\$
Comprehensive Plan	\$195,000	50%	\$97,500
Accounting, Budgeting, Legal	342,000	100%	342,000
SDC Methodology Update	129,500	100%	129,500
Total	\$666,500		\$569,000

¹10-year planning period

Other compliance costs include District administration costs associated with accounting, budgeting, legal, external costs for SDC consulting, and auditing. Total compliance costs over the 10-year planning period are estimated to be \$569,000.

SECTION 3

3. SDC Assessment

3.1 Introduction

Once the aggregate growth costs have been determined, the next step in the methodology is to determine how the SDCs will be assessed to individual developments.

The SDC for an individual development is based on the system-wide unit cost per person and the number of people attributable to a particular development. This section presents the system-wide unit costs and the assumptions related to estimated people per dwelling unit for different residential development types.

3.2 System-wide Unit Costs (\$/Person)

The growth in total population (23,836) is divided into the growth costs described in Section 2 to determine the costs per unit, as shown in Table 3-1.

Table 3-1
System-wide Unit Costs/Person

Component	Cost Basis¹	\$/Person	% of Total
Improvement SDC Cost Basis	\$72,541,152	\$3,043	93%
Reimbursement SDC Cost Basis	5,859,697	246	8%
SDC Compliance Costs	569,000	24	1%
Bond Credit ²		-54	-2%
Total	\$78,969,849	\$3,259	100%

¹From Tables 2-5, 2-6, and 2-7

²Present value of future annual debt payments per person associated with recreation facilities

3.2.1 Bond Credit

As discussed previously, the District issued a general obligation bond in 2012 to pay for a limited number of park improvements. The portion of outstanding bond funds associated with community and regional parks was deducted directly from the reimbursement fee cost basis.

The District also funded a portion of existing indoor recreation facilities (The Pavilion) with bond funds. Since the SDC project list includes indoor facility costs associated with future growth, a credit is provided against the total SDCs for the portion of outstanding bond principal associated with existing indoor recreation facility investments². The credit is calculated as the present value of future bond principal costs per person and equals \$54, as shown in Table 3-1.

3.2.2 Total Costs per Person

The total growth cost to be recovered through SDCs is about \$79.0 million as shown in Table 3-1. Each component of the growth cost is divided by the total growth in population during the

² As of the end of fiscal year 2019, the District will have paid \$5.2 million (17%) of the total \$30.6 million in bond principal owed. Recreation facility costs represent about 38% (\$11.6 million) of total bond costs; therefore, the credit is based on a present value of 38% of future bond principal payments (about \$9.0 million to be paid over 14 years).

planning period (23,836 as shown in Table 2-1) to determine the SDC cost per person. The combined cost per person, net of the bond credit, is \$3,259, shown in Table 3-1.

3.2.3 Administrative Costs

Separate from the compliance and infrastructure costs discussed in Section 2, the District incurs other costs associated with administration of the SDC program. These costs include both internal administration as well as payments to the City of Bend and Deschutes County for assessment and collection of the SDCs. The administrative costs are established by each entity and are in addition to the costs per person shown in Table 3-1. Administrative costs are reviewed periodically by each entity separate from the SDC methodology update process, and as such are adopted and modified by resolution.

3.3 Development Occupancy Assumptions

SDCs are assessed to different development types based on average dwelling and visitor room occupancy. Local, regional, and national data were analyzed, and the results show that the typical household size (i.e., people per dwelling unit) varies by the size of the housing unit (as measured by number of bedrooms and quantity of living space) and the type of unit (single family, multifamily, and mobile or manufactured homes).

For this analysis, “local” data refers to information for the City of Bend, Oregon, and/or Deschutes County, depending on the data set. The “single family” analysis was conducted specifically on data for single-family detached units, while multifamily reflects analysis for structures with two or more attached units.

3.3.1 Single-Family Residential

U.S. Census data, specifically, from the American Community Survey (ACS) Public Use Microdata Sample (PUMS) for Deschutes County were used to estimate occupancy for all single-family residential dwelling units, which as shown in Table 3-2, averages 2.5 persons per dwelling unit.

Table 3-2
Single-Family Dwelling Unit Occupancy

Category	Avg. People per Dwelling Unit
All Single-Family Dwelling Sizes¹	2.50
4-Tier Structure²	
<1,000 SQFT	1.86
1000-1600 SQFT	2.16
1601-3000 SQFT	2.45
>3,000 SQFT	2.74

¹2017 ACS PUMS for Deschutes County, weighted average for all single-family households in Deschutes County (Public Use Microdata Area 00400)

² Based on 2011 Oregon Housing Activity Survey & 2012 tax lot SQFT estimates for BPRD tax boundary from Deschutes County Assessor’s Office

In addition, Oregon Household Activity Survey (OHAS) data collected within the BPRD Tax District in 2011, the most recent survey available, were used to develop a tiered SDC structure, based on dwelling unit size, as measured by square footage. The OHAS data were spatially linked to tax lot and improvement information for a similar year (2012) from the Regional Land

Information System (RLIS), allowing for locally derived estimates of people per dwelling unit to be calculated for different square footage categories³.

Initially, a three-tier structure was developed from the data, through an iterative process, beginning with more disaggregate square footage categories and then aggregating based on sample size and similarities in average persons per dwelling.

However, following feedback from stakeholders, an additional tier was added on the lower end of the range, based on a linear-logarithmic regression analysis⁴. Table B-1 in Appendix B shows the detailed occupants per household estimated by the regression model, and the averages within each tier that were used to develop the occupancy estimates by tier shown in Table 3-2. Based on the regression analysis, the persons per household range from 1.86 for tier 1 (less than 1,000 SQ FT) to 2.74 for tier 4 (over 3,000 SQ FT). The regression analysis shown in Appendix B may be used by the District in the future to modify the tier thresholds shown in Table 3-2, in order to coordinate a scaled single-family residential fee structure with the City of Bend’s transportation SDC update.

3.3.2 Multifamily Residential

As with single-family residential, U.S. Census data were used to estimate occupancy for all multifamily residential dwelling units, which as shown in Table 3-3, averages 1.70 persons per dwelling unit.

Furthermore, a dwelling size option was also developed, but in the case of multifamily, each tier is based on the number of bedrooms, as opposed to dwelling area. Limitations on data and concerns over administration requirements of a dwelling area basis resulted in the recommendation to use number of bedrooms.

Table 3-3 provides the average people per dwelling unit for each bedroom category. The bedroom data were calculated from the ACS PUMS 2017 aggregated Deschutes & Lane counties sample to provide a sufficiently robust sample size, as compared to Deschutes County alone.

Table 3-3
Multifamily Dwelling Unit Occupancy

Category	Avg. People per Dwelling Unit
All Multifamily Dwelling Sizes¹	1.70
Number of Bedrooms Category²	
0 Bedrooms	1.08
1 Bedrooms	1.19
2 Bedrooms	1.93
3+ Bedrooms	2.50

¹ 2017 ACS PUMS for Deschutes County, weighted average for all multifamily households

² 2017 ACS PUMS for Deschutes & Lane counties

³ Based on square footage of the home (excluding garages or structures outside the living area of the home). As defined by the Deschutes County Assessor’s Office, household living area also includes basement and attic area.

⁴ A linear-logarithmic relationship assumes that the rate of change (or number of people) increases initially, but then levels off once the dwelling reaches a certain size.

3.3.3 Other Housing

Table 3-4 presents occupancy assumptions for other types of housing. Occupancy for mobile homes is based on 2017 ACS data for Deschutes County. Accessory Dwelling Units (ADUs) will be assessed based on the same occupancy as the smallest multifamily residential category (0 bedrooms).

Table 3-4
Occupancy Assumptions - Other Housing

Category	Avg. People per Unit
Mobile homes (per home) ¹	2.26
Accessory Dwelling Units (per unit) ²	1.08

¹ 2017 ACS for Deschutes County

² Based on Multifamily 0 bedrooms (Table 3-3)

Residential occupancy for dormitories will be estimated on the per person cost basis for each individual development at the time of permitting. Developments that provide housing for those wholly dependent upon care by others, such as memory care facilities, will be exempt from paying an SDC.

3.3.4 Overnight Visitors

Occupancy assumptions for overnight visitor accommodations are based on estimated persons per guest unit of 2.5⁵, adjusted down for an average annual guest unit occupancy rate of 69 percent, based on the historical average from 2014 to 2018 from Visit Bend Hotel Occupancy Report. The resulting persons per guest unit is 1.73.

3.4 SDC Schedule

The SDC for each development type is determined by multiplying the net cost per person from Table 3-1 by the average number of people per unit for each residential development type.

Table B-2 in Appendix B includes the updated SDCs and occupancy assumptions for each residential category. As discussed previously, administration charges adopted by Board resolution are added to the SDCs; Table B-2 also shows the SDCs inclusive of the District and other agency (City of Bend and Deschutes County) administration costs of about 1.9 percent, combined.

3.4.1 Inflationary Adjustments

As allowed by Oregon law, the District will annually update the SDCs by resolution based on application of cost indices. The SDC project list includes a combination of land acquisition and development costs; therefore, the District will use information published by the Deschutes County Assessor's Office and the Engineering News Record (ENR) U.S. 20-City Average Construction Cost index to determine the annual inflationary adjustment.

⁵ Source: Estimation of Bend, Oregon, Visitor-Trips and Visitor-Days, prepared by RRC Associates, February 16, 2015.

The inflationary adjustment will be based on the following formula:

*Annual percent change in ENR Construction Cost index x percent of project list costs for development +
Annual percent change in land value within the District x percent of project list costs for land acquisition*

The specific percentages attributable to land and development will change as the SDC project list changes; therefore, the District may implement modifications to the inflationary adjustment formula through adoption of separate future resolution(s). The cost components of the current project list are: development (77%) and land acquisition (23%).

The District intends to base the adjustment on the ENR index published for December of each year. Land costs will be based on the market value of all real property, adjusted for the estimated value of improvements added, as reported by the Assessor's Office annually in the fall.

The District may make future changes to the inflationary adjustment process, assumptions and cost indices through adoption of a separate Board resolution.

APPENDIX A

SDC Project List

Table A-1
SDC Project List - New Parks, Facilities and Trails (2019-2028)¹

Project Name	Project Description	Timeline	Quantity	Unit	Improvement SDC	
		(Years)			Cost (\$)	%
NEIGHBORHOOD PARKS						
Goodrich Site	New park development	1-5	2.5	acres	\$823,222	100%
Park for Current UGB Expansion area (Park Search Area 24)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park for Current UGB Expansion Area (Park Search Area 4)	New park land acquisition & development	1-5	4	acres	2,254,972	100%
Park for Future UGB Expansion (Park Search Area 5)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 15)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 17)	New park land acquisition	1-5	N/A	acres	1,005,938	100%
Park to Serve New Density (Park Search Area 17)	New park development	6-10	4	acres	1,249,034	100%
Park to Serve New Density (Park Search Area 19)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 20)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 21)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 23)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 26)	New park land acquisition	6-10	N/A	acres	1,005,938	100%
Park to Serve New Density (Park Search Area 26)	New park development	6-10	4	acres	1,249,034	100%
Park to Serve New Density (Park Search Area 27)	New park land acquisition & development	1-5	4	acres	2,254,972	100%

Project Name	Project Description	Timeline			Improvement SDC	
		(Years)	Quantity	Unit	Cost (\$)	%
Park to Serve New Density (Park Search Area 28)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 6)	New park land acquisition	1-5	N/A	acres	1,005,938	100%
Park to Serve New Density (Park Search Area 6)	New park development	6-10	4	acres	1,249,034	100%
Park to Serve New Density (Park Search Area 9)	New park development	1-5	4	acres	1,249,034	100%
Park to Serve New Density with Field Space (Park Search Area 18)	New park land acquisition	1-5	N/A	acres	1,508,906	100%
Park to Serve New Density with Field Space (Park Search Area 18)	New park development	6-10	6	acres	1,560,578	100%
Park to Serve New Development (Discovery West)	New park land acquisition & development	6-10	3	acres	2,374,848	100%
Park in Central District	New park/urban plaza development	6-10	1	acres	1,249,034	100%
Park Search Area--Northpointe Site	New park development	1-5	2.7	acres	1,755,030	100%
Park Search Area--Search area 14 (Litchfield Site)	New park development	1-5	4	acres	2,254,972	100%
Subtotal			75.2		\$42,090,257	
COMMUNITY PARKS						
Park Search Area--Alpenglow Park	New park development	1-5	36.7	acres	\$9,601,433	100%
Pine Nursery Park Phase 5	Development of additional acreage	1-5	5	acres	5,192,397	100%
Subtotal			41.7		\$14,793,830	
RECREATION FACILITIES						
Art Station	Acquisition of leased space and land	6-10	2,292	SQ FT	\$930,856	89.6%
Larkspur Community Center	Expansion of recreation facility	1-5	35,311	SQ FT	10,824,486	89.6%
Subtotal			37,603		\$11,755,342	

Project Name	Project Description	Timeline			Improvement SDC	
		(Years)	Quantity	Unit	Cost (\$)	%
TRAILS						
Arnold Canal Trail and Trailhead	New trailhead and trail development	6-10	1.5	miles	\$452,549	82.0%
COHCT from Blakely Road to DRT (incl. Brookwood undercrossing)	New trail development	1-5	0.5	miles	15,382	82.0%
COHCT from Blakely Road to Hansen Park	New trail development	1-5	2.6	miles	560,078	82.0%
COHCT from Hansen Park to Eastgate Park	New trail development	6-10	3.6	miles	147,667	82.0%
DRT Putnam to Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New trail development	6-10	1.2	miles	131,659	82.0%
Discovery West Trail Undercrossing	New trail development	1-5	1.5	miles	553,690	82.0%
DRT Connector to Shevlin Park	New trail development	6-10	0.5	miles	67,870	82.0%
DRT Galveston to Miller's Landing	New trail development	1-5	0.3	miles	590,832	82.0%
DRT Kirkaldy to Putnam	New trail development	1-5	0.1	miles	50,604	82.0%
High Desert Park Trails	New trail development	6-10	1	miles	180,986	82.0%
Manzanita Trail	New trail development	6-10	0.25	miles	33,935	82.0%
North Unit Canal Trail	New trail development	6-10	4	miles	164,075	82.0%
Park Search Area--Riley Ranch Nature Reserve Neighborhood Access	New trail development	6-10	0.8	miles	17,271	82.0%
Pilot Butte Canal Trail	New trail development	6-10	4	miles	164,075	82.0%
Quail Trail	New trail development	6-10	0.66	miles	89,588	82.0%
Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New bridge development	6-10	0.02	miles	681,464	82.0%
Subtotal			22.5		\$3,901,724	
GRAND TOTAL					\$72,541,152	

Central Oregon Historic Canal Trail (COHCT)
Deschutes River Trail (DRT)

¹ Includes the SDC portion of projects (as of July 1, 2019). Some projects will be partially funded by other sources. Furthermore, cost estimates do not include funding investments made by BPRD prior to July 1, 2019. Total costs include: park development costs = 77% and land acquisition costs = 23%.

Table A-2

SDC Project List - Capacity Improvements to Existing Parks; New Recreation Facilities and Trails (2019-2028)

Project Name	Project Description	Timeline (Years)	SDC Eligible¹ \$
IMPROVED LEVEL OF PERFORMANCE / DEVELOPMENT			
Big Sky Park Expansion	Bike park and amenities	1-5	\$3,415,748
Discovery West (Shevlin Park South Trailhead Parking)	New trailhead development	6-10	145,387
Hansen Park Trailhead	New trailhead development	6-10	80,067
Haul Road Trail	Completion and paving of the trail	1-5	468,547
Park Search Area--DRT North Trailhead	New trailhead development	1-5	332,313
Pine Nursery Park Phase 4 (Pending Partnership)	New fields	1-5	207,696
Stone Creek (Acquisition and Development Reimbursement)	Reimbursement to park developer	1-5	534,765
Westside Recreation Center Planning and Infrastructure	Infrastructure contribution & preliminary planning	1-5	726,936
NEW OR EXPANDED AMENITIES OR ACCESS			
Discovery Park Phase 2	New park amenities	1-5	643,857
Drake Park DRT and Bank Improvements	New park amenities	1-5	3,931,649
Empire Crossing Park	New park development	1-5	129,810
Hollinshead Park Master Plan and Renovation	Renovation	1-5	259,620
Juniper Park	Park redevelopment	1-5	1,259,337
Pacific Crest Athletic Field Development	New fields	1-5	1,401,947
Park Search Area--8th St. Crossing	New pedestrian street crossing	6-10	18,693
Park Search Area--Brookwood Blvd Crossing	New pedestrian street crossing	6-10	15,577
Park Search Area--Neff and Hamby Rd. Crossings	New pedestrian street crossing	6-10	10,385
Park Search Area--Reed Market Road Trail Crossing to Larkspur Park	New pedestrian street crossing	6-10	15,577
Ponderosa Master Plan and Renovation	Park redevelopment	1-5	363,468
Rockridge Park Phase 2	New restroom	1-5	347,891

Project Name	Project Description	Timeline (Years)	SDC Eligible¹ \$
Bend Golf and Country Club - Parrell Road Neighborhood Park	New park development	1-5	1,264,141
Lot 70 Acquisition and Bridge	New bridge to Alpenglow Park	1-5	1,112,487
RECREATION FACILITIES			
Art Station	Acquisition of leased space and land	6-10	107,623
Larkspur Community Center	Expansion of recreation facility	1-5	1,251,501
TRAILS			
Arnold Canal Trail and Trailhead	New trailhead and trail development	6-10	99,160
COHCT from Blakely Road to DRT (incl. Brookwood undercrossing)	New trail development	1-5	3,370
COHCT from Blakely Road to Hansen Park	New trail development	1-5	122,722
COHCT from Hansen Park to Eastgate Park	New trail development	6-10	32,356
DRT Putnam to Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New trail development	6-10	28,849
Discovery West Trail Undercrossing	New trail development	1-5	121,322
DRT Connector to Shevlin Park	New trail development	6-10	14,871
DRT Galveston to Miller's Landing	New trail development	1-5	129,460
DRT Kirkaldy to Putnam	New trail development	1-5	11,088
High Desert Park Trails	New trail development	6-10	39,657
Manzanita Trail	New trail development	6-10	7,436
North Unit Canal Trail	New trail development	6-10	35,951
Park Search Area--Riley Ranch Nature Reserve Neighborhood Access	New trailhead and trail development	6-10	3,784
Pilot Butte Canal Trail	New trail development	6-10	35,951
Quail Trail	New trail development	6-10	19,630
Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New bridge development	6-10	149,319
GRAND TOTAL			\$18,899,949

¹ From existing SDC fund balance.

APPENDIX B

SDC Schedule

Table B-1		
<i>Estimated People Per Household - Single Family Residential</i>		
Square Feet	Estimated People per Household	
	LIN-LOG Regression ¹	4-Tier Structure
500	1.71	1.86
600	1.79	
700	1.87	
800	1.93	
900	1.99	
1000	2.04	2.16
1100	2.09	
1200	2.13	
1300	2.17	
1400	2.21	
1500	2.24	2.45
1600	2.27	
1700	2.30	
1800	2.33	
1900	2.35	
2000	2.38	
2100	2.40	
2200	2.43	
2300	2.45	
2400	2.47	
2500	2.49	2.74
2600	2.51	
2700	2.52	
2800	2.54	
2900	2.56	
3000	2.58	
3100	2.59	
3200	2.61	
3300	2.62	
3400	2.64	
3500	2.65	
3600	2.66	
3700	2.68	
3800	2.69	
3900	2.70	
4000	2.72	
4100	2.73	
4200	2.74	
4300	2.75	
4400	2.76	
4500	2.77	
4600	2.78	
4700	2.79	
4800	2.80	
4900	2.81	
5000	2.82	
5100	2.83	
5200	2.84	
5300	2.85	
5400	2.86	
5500	2.87	

¹ Based on LIN-LOG regression analysis of 2011 OHAS and 2012 Taxlot data: PPHH = 2.042 + 0.486 * LN(SQFT in 1000s)

Table B-2
SDC Schedule

Development Type	Avg. People per Unit	SDC¹	SDC w/Admin Charges²
Single Family ³ Avg. (\$/dwelling unit)	2.50	\$8,148	\$8,300
SQ FT Tiers (\$/dwelling unit)			
<1,000 SQ FT	1.86	\$6,062	\$6,175
1000-1600 SQ FT	2.16	\$7,040	\$7,171
1601-3000 SQ FT	2.45	\$7,985	\$8,134
>3,000 SQ FT	2.74	\$8,930	\$9,097
Multifamily ⁴ Avg. (\$/dwelling unit)	1.70	\$5,540	\$5,644
Bedroom Tiers (\$/dwelling unit)			
0 Bedrooms	1.08	\$3,520	\$3,586
1 Bedroom	1.19	\$3,878	\$3,951
2 Bedrooms	1.93	\$6,290	\$6,407
3+ Bedrooms	2.50	\$8,148	\$8,300
Other Housing			
Mobile Homes (\$/unit)	2.26	\$7,366	\$7,503
Accessory Dwelling Units (\$/unit)	1.08	\$3,520	\$3,586
Dormitories (\$/person)	1.00	\$3,259	\$3,320
Overnight Visitor Accommodation (\$/guest unit)	1.73	\$5,624	\$5,729

¹ Cost per person (\$3,259) X people per unit

²Includes Deschutes County and City of Bend Administration Charges (1.9% combined)

³Single family includes tiny homes

⁴Multifamily includes housing with 2 or more units; including senior housing (independent living) and assisted living

BMPRD RESOLUTION NO. 422

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING AN SDC CAPITAL PROJECTS LIST**

WHEREAS, on June 4, 2019, the Board of Directors (the “Board”) for the Bend Park and Recreation District (the “District”) adopted Ordinance No. 12 – System Development Charges (the “Ordinance”), which authorizes the District to assess and collect System Development Charges (“SDCs”), and Resolution No. 421 – Adopt a Methodology for Calculating System Development Charges; and,

WHEREAS, pursuant to ORS 223.309 and Ordinance Section 5.G, the Board must adopt a Capital Projects List of the capital improvements to be funded wholly or in part by SDCs; and,

WHEREAS, the Capital Projects List must include the estimated costs, timing and percentage of costs for each improvement that the District intends to fund, in whole or in part, with improvement fee revenues.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. Appendix A, SDC Project List, shall be adopted as the SDC Capital Projects List.
2. Pursuant to the Ordinance, the SDC Capital Projects List may be modified at any time by separate resolution adopted by the District Board.
3. Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 4th day of June, 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

APPENDIX A

SDC Project List

Table A-1
SDC Project List - New Parks, Facilities and Trails (2019-2028)¹

Project Name	Project Description	Timeline	Quantity	Unit	Improvement SDC	
		(Years)			Cost (\$)	%
NEIGHBORHOOD PARKS						
Goodrich Site	New park development	1-5	2.5	acres	\$823,222	100%
Park for Current UGB Expansion area (Park Search Area 24)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park for Current UGB Expansion Area (Park Search Area 4)	New park land acquisition & development	1-5	4	acres	2,254,972	100%
Park for Future UGB Expansion (Park Search Area 5)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 15)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 17)	New park land acquisition	1-5	N/A	acres	1,005,938	100%
Park to Serve New Density (Park Search Area 17)	New park development	6-10	4	acres	1,249,034	100%
Park to Serve New Density (Park Search Area 19)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 20)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 21)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 23)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 26)	New park land acquisition	6-10	N/A	acres	1,005,938	100%
Park to Serve New Density (Park Search Area 26)	New park development	6-10	4	acres	1,249,034	100%
Park to Serve New Density (Park Search Area 27)	New park land acquisition & development	1-5	4	acres	2,254,972	100%

Project Name	Project Description	Timeline	Quantity	Unit	Improvement SDC	
		(Years)			Cost (\$)	%
Park to Serve New Density (Park Search Area 28)	New park land acquisition & development	6-10	4	acres	2,254,972	100%
Park to Serve New Density (Park Search Area 6)	New park land acquisition	1-5	N/A	acres	1,005,938	100%
Park to Serve New Density (Park Search Area 6)	New park development	6-10	4	acres	1,249,034	100%
Park to Serve New Density (Park Search Area 9)	New park development	1-5	4	acres	1,249,034	100%
Park to Serve New Density with Field Space (Park Search Area 18)	New park land acquisition	1-5	N/A	acres	1,508,906	100%
Park to Serve New Density with Field Space (Park Search Area 18)	New park development	6-10	6	acres	1,560,578	100%
Park to Serve New Development (Discovery West)	New park land acquisition & development	6-10	3	acres	2,374,848	100%
Park in Central District	New park/urban plaza development	6-10	1	acres	1,249,034	100%
Park Search Area--Northpointe Site	New park development	1-5	2.7	acres	1,755,030	100%
Park Search Area--Search area 14 (Litchfield Site)	New park development	1-5	4	acres	2,254,972	100%
Subtotal			75.2		\$42,090,257	
COMMUNITY PARKS						
Park Search Area--Alpenglow Park	New park development	1-5	36.7	acres	\$9,601,433	100%
Pine Nursery Park Phase 5	Development of additional acreage	1-5	5	acres	5,192,397	100%
Subtotal			41.7		\$14,793,830	
RECREATION FACILITIES						
Art Station	Acquisition of leased space and land	6-10	2,292	SQ FT	\$930,856	89.6%
Larkspur Community Center	Expansion of recreation facility	1-5	35,311	SQ FT	10,824,486	89.6%
Subtotal			37,603		\$11,755,342	

Project Name	Project Description	Timeline			Improvement SDC	
		(Years)	Quantity	Unit	Cost (\$)	%
TRAILS						
Arnold Canal Trail and Trailhead	New trailhead and trail development	6-10	1.5	miles	\$452,549	82.0%
COHCT from Blakely Road to DRT (incl. Brookwood undercrossing)	New trail development	1-5	0.5	miles	15,382	82.0%
COHCT from Blakely Road to Hansen Park	New trail development	1-5	2.6	miles	560,078	82.0%
COHCT from Hansen Park to Eastgate Park	New trail development	6-10	3.6	miles	147,667	82.0%
DRT Putnam to Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New trail development	6-10	1.2	miles	131,659	82.0%
Discovery West Trail Undercrossing	New trail development	1-5	1.5	miles	553,690	82.0%
DRT Connector to Shevlin Park	New trail development	6-10	0.5	miles	67,870	82.0%
DRT Galveston to Miller's Landing	New trail development	1-5	0.3	miles	590,832	82.0%
DRT Kirkaldy to Putnam	New trail development	1-5	0.1	miles	50,604	82.0%
High Desert Park Trails	New trail development	6-10	1	miles	180,986	82.0%
Manzanita Trail	New trail development	6-10	0.25	miles	33,935	82.0%
North Unit Canal Trail	New trail development	6-10	4	miles	164,075	82.0%
Park Search Area--Riley Ranch Nature Reserve Neighborhood Access	New trail development	6-10	0.8	miles	17,271	82.0%
Pilot Butte Canal Trail	New trail development	6-10	4	miles	164,075	82.0%
Quail Trail	New trail development	6-10	0.66	miles	89,588	82.0%
Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New bridge development	6-10	0.02	miles	681,464	82.0%
Subtotal			22.5		\$3,901,724	
GRAND TOTAL					\$72,541,152	

Central Oregon Historic Canal Trail (COHCT)
Deschutes River Trail (DRT)

¹ Includes the SDC portion of projects (as of July 1, 2019). Some projects will be partially funded by other sources. Furthermore, cost estimates do not include funding investments made by BPRD prior to July 1, 2019. Total costs include: park development costs = 77% and land acquisition costs = 23%.

Table A-2

SDC Project List - Capacity Improvements to Existing Parks; New Recreation Facilities and Trails (2019-2028)

Project Name	Project Description	Timeline (Years)	SDC Eligible¹ \$
IMPROVED LEVEL OF PERFORMANCE / DEVELOPMENT			
Big Sky Park Expansion	Bike park and amenities	1-5	\$3,415,748
Discovery West (Shevlin Park South Trailhead Parking)	New trailhead development	6-10	145,387
Hansen Park Trailhead	New trailhead development	6-10	80,067
Haul Road Trail	Completion and paving of the trail	1-5	468,547
Park Search Area--DRT North Trailhead	New trailhead development	1-5	332,313
Pine Nursery Park Phase 4 (Pending Partnership)	New fields	1-5	207,696
Stone Creek (Acquisition and Development Reimbursement)	Reimbursement to park developer	1-5	534,765
Westside Recreation Center Planning and Infrastructure	Infrastructure contribution & preliminary planning	1-5	726,936
NEW OR EXPANDED AMENITIES OR ACCESS			
Discovery Park Phase 2	New park amenities	1-5	643,857
Drake Park DRT and Bank Improvements	New park amenities	1-5	3,931,649
Empire Crossing Park	New park development	1-5	129,810
Hollinshead Park Master Plan and Renovation	Renovation	1-5	259,620
Juniper Park	Park redevelopment	1-5	1,259,337
Pacific Crest Athletic Field Development	New fields	1-5	1,401,947
Park Search Area--8th St. Crossing	New pedestrian street crossing	6-10	18,693
Park Search Area--Brookwood Blvd Crossing	New pedestrian street crossing	6-10	15,577
Park Search Area--Neff and Hamby Rd. Crossings	New pedestrian street crossing	6-10	10,385
Park Search Area--Reed Market Road Trail Crossing to Larkspur Park	New pedestrian street crossing	6-10	15,577
Ponderosa Master Plan and Renovation	Park redevelopment	1-5	363,468
Rockridge Park Phase 2	New restroom	1-5	347,891

Project Name	Project Description	Timeline (Years)	SDC Eligible¹ \$
Bend Golf and Country Club - Parrell Road Neighborhood Park	New park development	1-5	1,264,141
Lot 70 Acquisition and Bridge	New bridge to Alpenglow Park	1-5	1,112,487
RECREATION FACILITIES			
Art Station	Acquisition of leased space and land	6-10	107,623
Larkspur Community Center	Expansion of recreation facility	1-5	1,251,501
TRAILS			
Arnold Canal Trail and Trailhead	New trailhead and trail development	6-10	99,160
COHCT from Blakely Road to DRT (incl. Brookwood undercrossing)	New trail development	1-5	3,370
COHCT from Blakely Road to Hansen Park	New trail development	1-5	122,722
COHCT from Hansen Park to Eastgate Park	New trail development	6-10	32,356
DRT Putnam to Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New trail development	6-10	28,849
Discovery West Trail Undercrossing	New trail development	1-5	121,322
DRT Connector to Shevlin Park	New trail development	6-10	14,871
DRT Galveston to Miller's Landing	New trail development	1-5	129,460
DRT Kirkaldy to Putnam	New trail development	1-5	11,088
High Desert Park Trails	New trail development	6-10	39,657
Manzanita Trail	New trail development	6-10	7,436
North Unit Canal Trail	New trail development	6-10	35,951
Park Search Area--Riley Ranch Nature Reserve Neighborhood Access	New trailhead and trail development	6-10	3,784
Pilot Butte Canal Trail	New trail development	6-10	35,951
Quail Trail	New trail development	6-10	19,630
Riley Ranch Nature Reserve Bike/Pedestrian Bridge	New bridge development	6-10	149,319
GRAND TOTAL			\$18,899,949

¹ From existing SDC fund balance.

BMPRD RESOLUTION NO. 423

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING AN SDC WAIVER FOR AFFORDABLE HOUSING**

WHEREAS, the high demand and limited supply for housing in Bend has led to an increase in the cost of housing for both owner-occupied and rental units, and most new housing being developed is affordable only for those with above-median income; and

WHEREAS, the cost to develop housing includes not only the cost of land and construction, but also the cost of associated permits and fees, including System Development Charges (“SDCs”); and

WHEREAS, the District’s 2018 Comprehensive Plan recommends considering affordable housing when updating the SDC methodology; and

WHEREAS, BMPRD Ordinance No. 12, and the associated Methodology Report: Parks System Development Charges, includes provisions allowing the Board to designate by resolution the types of residential development for which a waiver from SDCs may be applied; and

WHEREAS, on November 1, 2017, the City of Bend adopted City Ordinance No. NS-2298, an exemption from transportation, water, and sewer SDCs for qualified affordable housing projects; and

WHEREAS, the City of Bend Affordable Housing Advisory Committee evaluates and approves Affordable Housing projects for exemption from City of Bend transportation, water and sewer SDCs; and

WHEREAS, The District wishes to evaluate and approve waivers of park SDCs for qualified affordable housing projects in coordination with the City of Bend’s exemption process for transportation, water and sewer SDCs.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. Parks SDCs shall be waived for Deed Restricted Affordable Housing projects which are approved for exemption from City transportation, water and sewer SDCs by the City of Bend Affordable Housing Advisory Committee, and that meet or exceed the 30-year deed restriction requirement.
2. The Affordable Housing waiver authorized through this Resolution shall not exceed 400 units, and will automatically sunset and cease to be effective after December 31, 2022.
3. Capitalized terms used, but not defined, in this Resolution shall have the meaning given such terms in Ordinance No. 12.
4. Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 4th day of June, 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 424

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING PROCEDURES FOR ENTERING INTO DEVELOPER RECOVERY AGREEMENTS**

WHEREAS, pursuant to ORS 223.309, the District has adopted Ordinance No. 12 – System Development Charges; and

WHEREAS, Ordinance No. 12 allows the District to enter into agreements with developers who propose to expand the park system by dedicating or constructing park and recreation facilities; and

WHEREAS, those agreements would allow the District to repay the developer for such improvements using a portion of the SDCs collected in a designated recovery area; and

WHEREAS, Ordinance No. 12 indicates the intention to adopt this resolution in Section 9.C.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The Procedures for Developer Recovery Agreements, attached hereto as Exhibit A, are hereby adopted;
2. The Exhibit A Procedures for Developer Recovery Agreements shall be periodically updated for consistency with Ordinance No. 12, and all other policies and procedures of the District.
3. Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.
4. This Resolution shall take effect July 1, 2019.

ADOPTED by the Board of Directors of the District on this 4th day of June, 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

EXHIBIT A: DEVELOPER RECOVERY PROCEDURES AND PAYMENTS

The following procedures will govern the use and implementation of agreements with developers who propose to expand the park system by dedicating or constructing park and recreation facilities. The purpose of these agreements would be to allow the District to repay the developer for such improvements using a portion of the SDCs collected in a designated recovery area.

- A. Developers who wish to expand the park system by dedicating or constructing park and recreation facilities may do so under the following conditions.
 - 1. Prior District approval is granted for the construction of park or trail improvements, including those considered as a qualified improvement for the expenditure of SDC improvement fees.
 - 2. An executed agreement between the developer and District is approved by all parties and sets forth the development requirements and SDC recovery, if available.
 - 3. All improvements are constructed according to applicable District and City standards, rules and regulations, including the District's adopted ten-year comprehensive plan, as determined by the District.
 - 4. The developer shall pay the cost of such improvements.
 - 5. The developer's costs of construction for qualified improvements may be eligible for SDC recovery payments as provided in Ordinance No. 12.
- B. The area to be served by the park facilities constructed by the developer will be considered a sole or shared recovery area. A sole recovery area will be determined to include that portion of the developer's property that is served by the qualified improvements constructed by the developer. A shared recovery area will include additional areas outside the sole recovery area which are also served by the qualified improvements pursuant to District standards.
- C. SDC *improvement fees* collected within the sole or shared recovery area shall be remitted to the developer of the qualified improvement until the developer's cost is recovered or until the ten-year recovery period has expired, whichever occurs first. The sole or shared recovery area amount shall be established by the development agreement.
- D. The District's obligation to pay or apply SDC recovery fees shall be limited to SDC improvement fees actually collected by the District as provided in this policy. District's obligation to pay or apply SDC recovery fees shall be further limited to the total recovery fee calculated as provided in this policy. Persons who receive, or are entitled to claim, SDC recovery fees shall indemnify and hold the District harmless in the event the District is subject to claims by others for SDC recovery fees or credits for the same improvements.

- E. The payment schedule and conditions for SDC recovery fees shall be as follows:
1. SDC recovery fee payments shall be made annually by the District from SDC improvement fees collected by the District from properties in the recovery area from July 1 through June 30 of the District's fiscal year. The payments shall be disbursed by July 31 of the following fiscal year.
 2. No interest shall accrue on SDC recovery payments payable to developers.
 3. There shall be no adjustments made to the amount of any SDC recovery payment as a result of inflation.
- F. The amount of the SDC recovery payment shall be determined as follows:
1. The recovery payment shall be available only for qualified public improvements as defined in ORS 223.304(3) and as defined in this exhibit.
 2. The recovery payment shall be made only from the improvement fee portion of the SDC, as calculated in the methodology referenced in this exhibit.
 3. The amount of the recovery payment shall not exceed the improvement fee as calculated above.
- G. Qualified costs of park improvements may include the fair market value of dedicated land as established by appraisal, actual construction costs, including actual expenditures for engineering or surveying, and a reasonable allowance for administrative expenditures.

BMPRD RESOLUTION NO. 425

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING A FEE SCHEDULE FOR SYSTEM DEVELOPMENT CHARGES**

WHEREAS, June 4, 2019, the Board of Directors (the “Board”) for the Bend Park and Recreation District (the “District”) adopted Ordinance No. 12 – *System Development Charges*, authorizing the assessment and collection of System Development Charges (“SDCs”) and Resolution No. 421 – *Adopt a Methodology for Calculating System Development Charges*; and

WHEREAS, Ordinance No. 12 allows the District to establish SDC fees necessary to serve future public park needs of the residents of the District; and

WHEREAS, the terms “Single-family Dwelling,” “Multi-family Dwelling,” “Mobile Home,” “Accessory Dwelling Unit,” “Dormitory,” and “Hotel/Motel” are defined in Ordinance No. 12, and

WHEREAS, the District incurs costs associated with administering the SDC program, including internal administration as well as payments to the City of Bend and Deschutes County to collect the park SDCs on behalf of the District (the “Administrative Costs”); and

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The District’s SDCs and Administrative Costs for the period July 1, 2019 through June 30, 2020 shall be imposed at the full amount allowed under the adopted Methodology, and shall be:

a) Single-family Dwelling Unit:	\$8,300
b) Multi-family Dwelling Unit:	\$5,644
c) Mobile Home Unit:	\$7,503
d) Accessory Dwelling Unit:	\$3,586
e) Dormitory per Person:	\$3,320
f) Hotel/Motel Unit:	\$5,729

2. Effective on July 1 of each subsequent year, the formula for adjusting the District’s SDC fees annually as set forth in the Methodology, Section 3.4.1 Inflationary Adjustments, shall be applied to the then-current SDC amounts and the resulting fees imposed.

3. Effective on July 1 of each subsequent year, the Administrative Costs will also be adjusted to reflect current costs by the City of Bend, Deschutes County, or the District to collect park SDC fees.

4. Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or

constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 4th day of June, 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Public Budget Hearing, Adoption of the 2019-20 Budget, and Imposing and Categorizing Taxes
STAFF RESOURCE:	Lindsey Lombard, Administrative Services Director Betsy Tucker, Finance Manager
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Hold a Public Hearing to discuss the budget for fiscal year 2019-20, adopt Resolution No. 426 Adopting the Budget and Making Appropriations for Fiscal Year 2019-20, and adopt Resolution No. 427 Imposing and Categorizing Taxes.
COMMITTEE ACTION:	The 2019-20 Proposed Budget was previously approved by the Budget Committee on May 17, 2019.
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

The State of Oregon Local Budget Law requires a public hearing be held to discuss the budget as approved by the Bend Park and Recreation District Budget Committee. After receiving public comment, the Board shall close the public hearing.

After such time, the staff will present the approved budget to the Board, and will recommend the budget's adoption. The Board may adopt the budget as approved, or may make changes based upon public comment or other reasons. By Oregon statute, no increases to expenditures may be greater than 10% of the total approved expenditures in any fund, without the budget requiring a supplemental budget public hearing.

After the public hearing and the staff presentation, the governing body must enact the proper resolutions to adopt the budget, make appropriations, and impose and categorize the taxes. The resolution adopting the budget should state the total amount of all the budget requirements, and a schedule of appropriations must be included. This schedule provides the local government with legal spending authority throughout the fiscal year.

Per Oregon Revised Statute (ORS) 294.435(1), local governments that are using ad valorem property taxes to balance their budgets must declare the tax rate by resolution. The resolution should state the rate being certified to the county assessor. Property taxes are imposed for the tax year on the assessed value of all taxable property within the District. The Bend Park & Recreation District's permanent tax rate is \$1.461 per \$1,000 assessed value. The amount approved by the Budget Committee to be levied for the General Obligation Bond debt service for the upcoming fiscal year is \$1,963,132.

The governing body must also declare through resolution the tax limitation category into which each of the local government's tax is to be placed. This resolution must show the rate of ad valorem tax for the District's permanent rate tax, and the amount for debt service for general obligation bond debt service.

BUDGETARY IMPACT

Adoption of the District's budget for fiscal year 2019-20 allows expenditures within the appropriated organizational units and categories. Also, authorization of the imposition of property taxes funds those appropriations requiring property tax revenues.

The total District budget amount stated in Resolution No. 426 is \$85,697,321. Of that, a total of \$28,584,987 is either in unappropriated ending fund balance, reserves for future expenditures, operating contingency or interfund transfers. Of the remaining appropriated amount of \$57,112,334, \$23,769,377 is for operations, \$2,434,969 is for debt service, and \$30,907,988 is for current and future planned capital projects, land acquisition and vehicle, equipment and technology purchases.

STAFF RECOMMENDATION

Staff recommends that the Board adopt Resolution No. 426 adopting the budget and making appropriations for fiscal year 2019-20. This resolution includes no changes to the budget that was approved by the Budget Committee.

Staff also recommends that the Board adopt Resolution No. 427 imposing and categorizing taxes for fiscal year 2019-20 for the District's permanent rate tax and for debt service for general obligation bonds.

MOTION

These are two separate motions that need to be voted on individually:

Motion #1: I move to adopt Resolution No. 426 Adopting the Budget and Making Appropriations for Fiscal Year 2019-20.

Motion #2: I move to adopt Resolution No. 427 Imposing and Categorizing Taxes for Fiscal Year 2019-20.

ATTACHMENTS

1. Resolution No. 426 Adopting the Budget and Making Appropriations
2. Resolution No. 427 Imposing and Categorizing Taxes

BMPRD RESOLUTION NO. 426

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE BUDGET AND MAKING APPROPRIATIONS**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby adopts the budget for fiscal year 2019-20 in the total amount of \$85,697,321.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated:

General Fund:

Director's Office and Administrative Services	\$	3,515,182
Strategic Planning and Design		1,410,916
Park Services		7,161,893
Community Relations		883,167
Recreation Services		10,427,149
Transfers Out		3,925,000
Debt Service		504,187
Operating Contingency		2,850,000
Total Appropriations	\$	30,677,494
Unappropriated Ending Fund Balance		2,500,000
Total General Fund	\$	33,177,494

Facility Rental Special Revenue Fund:

Facility Rental Program	\$	451,070
Operating Contingency		1,103,627
Total Appropriations	\$	1,554,697

System Development Charges Special Revenue Fund:

Strategic Planning and Design	\$	23,623,373
Transfers Out		560,000
Operating Contingency		7,376,542
Total Appropriations	\$	31,559,915

Facility Reserve Fund:

Strategic Planning and Design	\$	6,577,264
Operating Contingency		988,646
Total Appropriations	\$	7,565,910
Reserved for Future Expenditures		9,000,000
Total Facility Reserve Fund	\$	16,565,910

Equipment Reserve Fund		
Director's Office and Administrative Services	\$	86,320
Park Services		285,068
Recreation Services		255,963
Total Appropriations	\$	627,351
Reserved for Future Expenditures		281,172
Total Equipment Reserve Fund	\$	908,523
 GO Bond Debt Service Fund:		
Debt Service	\$	1,930,782
Total Appropriations	\$	1,930,782
 Total Bend Metro Park and Recreation District:		
Total Appropriations, Including Operating Contingency	\$	73,916,149
Total Unappropriated and Reserve Amounts		11,781,172
Total Bend Metro Park and Recreation District Budget	\$	85,697,321

ADOPTED by the Board of Directors of the District on this 4th day of June 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 427

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
IMPOSING AND CATEGORIZING TAXES**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby imposes the following ad valorem property taxes for tax year 2019-20 upon the assessed value of all taxable property within the District:

1. At the rate of \$1.461 per \$1,000 of assessed value for permanent rate tax; and
2. In the amount of \$1,963,132 for debt service for general obligation bonds.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

General Government Limitation

Permanent Rate Tax.....\$1.461 / \$1,000

Excluded from Limitation

General Obligation Bond Debt Service\$1,963,132

ADOPTED by the Board of Directors of the District on this 4th day of June 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 4, 2019
SUBJECT:	Five-Year Capital Improvement Plan for Fiscal Years Ending 2020 - 2024
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director
PREVIOUS BOARD ACTION:	The Board last adopted the Capital Improvement Plan on June 5, 2018.
ACTION PROPOSED:	Adopt Resolution No. 428, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2020 - 2024.
COMMITTEE ACTION:	None
STRATEGIC PLAN:	
Theme:	Financial Stewardship
Objective:	Invest in the future
Initiative:	Align CIP prioritization with funding resources.

BACKGROUND

The District's Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed District capital expenditures and revenue sources for a period of five years into the future. The Board of Directors revises and adopts the District's five-year CIP during the annual budget process.

The CIP summary for fiscal years ending 2020 - 2024, attached to Resolution No. 428 as Exhibit A, is the same as that which was presented to the Budget Committee on May 15, 2019.

BUDGETARY IMPACT

The 2020 - 2024 Capital Improvement Plan includes \$26,690,636 in planned capital expenditures in fiscal year 2019-20. \$21,363,373 (80.0%) is funded with Systems Development Charge revenues, \$5,180,799 (19.4%) is funded with property tax revenues, and \$146,464 (0.6%) is funded with alternative funding (i.e. grants, contributions, debt, surplus property sales).

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 428, adopting the Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2020 - 2024.

MOTION

I make a motion to adopt Resolution No. 428, adopting the Five-Year Capital Improvement Plan Summary for fiscal years ending 2020 - 2024.

ATTACHMENTS

1. Resolution No. 428, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2020 - 2024
2. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2020 - 2024

BMPRD RESOLUTION NO. 428

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEARS ENDING 2020-2024**

WHEREAS, the Bend Metro Park and Recreation District adopted a Capital Improvement Plan (“Plan”) on June 5, 2018 with BMPRD Resolution No. 413; and

WHEREAS, the Board has re-examined the park and facility needs for the District and finds that the projects identified on the attached Exhibit A: Bend Park & Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2020 - 2024 are in the public interest and necessary to serve park, recreation facility and trail needs of the District; and

WHEREAS, the Board has adopted Ordinance No. 12 - System Development Charges and Resolution No. 421, A Methodology for Calculating Park System Development Charges, indicating the intention to fund a significant portion of the projects in the Capital Improvement Plan.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

1. The Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2020 - 2024, attached hereto as Exhibit A, is hereby adopted.
2. The Plan includes those projects that are needed to serve the park, recreation facility and trail needs of district residents in fiscal years ending June 30, 2020 - 2024 including future need related to residential growth and development as specified in Ordinance No. 12 and Resolution 421.
3. The Plan identifies both those projects and portions of projects eligible to be funded using System Development Charge (“SDC”) revenue as well as those projects funded by other revenue sources. Those expenditures from the SDC Improvement Fee fund and the SDC Reimbursement Fee fund shall be accounted for separately in accordance with statutory requirements for the use of SDC revenues.

ADOPTED by the Board of Directors of the District on this 4th day of June 2019.

Brady Fuller, Board Chair

Attest:

Don P. Horton, Executive Director

**Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2020-2024**

Project Type	Project Map	Project Stage	Current Project Cost Estimate	Spent in Prior and Current Fiscal Years	To be Spent Fiscal Years 2020-24	FY 2020-24 Funding Allocation by Source				Alt. Type	FY 19-20 Total	FY 20-21 Total	FY 21-22 Total	FY 22-23 Total	FY 23-24 Total
						Property Tax Revenue	SDC Funds	Alternative Funds							
Community Parks															
Pine Nursery Park Ph. 4 (Pending Partnership)	1	Order of Magnitude	200,000	-	200,000	-	200,000	-	-	100,000	-	-	-	-	100,000
Pine Nursery Park Ph. 5	2	Order of Magnitude	2,700,000	-	2,700,000	-	2,700,000	-	-	-	-	-	400,000	2,300,000	
Alpenglow Park	3	Construction Documents	11,395,768	1,094,334	10,301,434	-	10,301,434	-	-	1,640,000	8,661,434	-	-	-	
Rockridge Restroom	4	Construction Documents	400,000	65,000	335,000	-	335,000	-	-	335,000	-	-	-	-	
Big Sky Park Expansion	5	Construction Documents	4,160,000	554,000	3,606,000	468,780	3,137,220	-	-	1,400,000	2,206,000	-	-	-	
Discovery Park Ph. 2	6	Order of Magnitude	650,000	-	650,000	-	650,000	-	-	-	-	150,000	500,000	-	
Pacific Crest Athletic Field Development	7	Award/Bid	2,000,000	650,000	1,350,000	-	1,350,000	-	-	1,350,000	-	-	-	-	
Total Community Parks			21,505,768	2,363,334	19,142,434	468,780	18,673,654	-	-	4,825,000	10,867,434	150,000	900,000	2,400,000	
Neighborhood Parks															
Land Acquisitions	N/A	Acquisition	4,843,320	-	4,843,320	-	4,843,320	-	-	-	968,664	1,937,328	968,664	968,664	
Neighborhood Parks Design	N/A	Order of Magnitude	200,000	-	200,000	-	200,000	-	-	-	50,000	50,000	50,000	50,000	
Neighborhood Parks Development	N/A	Order of Magnitude	3,519,000	-	3,519,000	-	3,519,000	-	-	-	-	1,173,000	1,173,000	1,173,000	
Goodrich Property	8	Construction Documents	1,733,719	813,000	920,719	-	792,719	128,000	2	460,719	460,000	-	-	-	
Park Area 14 - Bear Creek	9	Order of Magnitude	2,171,417	-	2,171,417	-	2,171,417	-	-	-	-	1,000,000	-	1,171,417	
Northpointe Park	10	Order of Magnitude	2,524,716	834,716	1,690,000	-	1,690,000	-	-	690,000	1,000,000	-	-	-	
Empire Crossing Park	11	Construction Documents	400,000	154,000	246,000	-	246,000	-	-	246,000	-	-	-	-	
Golf and Country Club Site	12	Order of Magnitude	2,000,000	782,700	1,217,300	-	1,217,300	-	-	-	-	200,000	1,017,300	-	
Total Neighborhood Parks			17,392,172	2,584,416	14,807,756	-	14,679,756	128,000	-	1,396,719	2,478,664	4,360,328	3,208,964	3,363,081	
Park Development Agreements															
Stone Creek NP Development Credits	13	Completion	1,763,976	1,191,400	572,576	-	572,576	-	-	200,000	200,000	172,576	-	-	
Regional Parks															
Riley Ranch Nature Reserve Bridge	14	Conceptual Design	800,000	-	800,000	-	800,000	-	-	-	-	800,000	-	-	
Shevlin Park Development	15	Award/Bid	700,454	362,928	337,526	-	191,062	146,464	1, 5	337,526	-	-	-	-	
Total Regional Parks			1,500,454	362,928	1,137,526	-	991,062	146,464	-	337,526	-	800,000	-	-	
Trails															
Galveston to Miller's Landing	16	Order of Magnitude	800,000	106,397	693,603	-	693,603	-	-	35,000	45,000	613,603	-	-	
Putnam to Riley Ranch Bridge	17	Order of Magnitude	155,000	440	154,560	-	154,560	-	-	-	-	154,560	-	-	
Kirkaldy to Putnam	18	Order of Magnitude	63,068	3,662	59,406	-	59,406	-	-	-	42,203	17,203	-	-	
Deschutes River Trail North Parking	19	Order of Magnitude	320,000	-	320,000	-	320,000	-	-	-	20,000	300,000	-	-	
Central Oregon Irrigation District (COID) Canal Trail Acquisition	20	Acquisition	50,000	9,687	40,313	-	40,313	-	-	40,313	-	-	-	-	
Miscellaneous Trail Crossing and Safety Planning & Dev	N/A	Order of Magnitude	1,234,660	-	1,234,662	-	1,234,660	-	5	246,932	246,932	246,932	246,932	246,932	
Central Oregon Irrigation District (COID) Canal Trail Development Ph. 1	20	Design Development	957,017	440,350	516,667	-	516,667	-	-	516,667	-	-	-	-	
Discovery West Trail Undercrossing	21	Order of Magnitude	450,000	-	450,000	-	450,000	-	-	450,000	-	-	-	-	
Haul Road Trail	22	Design Development	455,406	4,220	451,186	-	451,186	-	-	225,000	226,186	-	-	-	
Total Trails			4,485,151	564,756	3,920,397	-	3,920,395	-	-	1,513,912	580,321	1,332,298	246,932	246,932	
Recreation Facilities															
Larkspur Center	23	Construction Documents	23,331,051	7,168,607	16,162,444	4,533,915	11,628,529	-	-	13,738,078	2,424,366	-	-	-	
Westside Recreation Facility Infrastructure	24	Order of Magnitude	700,000	-	700,000	-	700,000	-	-	-	-	-	700,000	-	
Total Recreation Facilities			24,031,051	7,168,607	16,862,444	4,533,915	12,328,529	-	-	13,738,078	2,424,366	-	700,000	-	
Community Wide															

**Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2020-2024**

Project Type	Project Map	Project Stage	Current Project Cost Estimate	Spent in Prior and Current Fiscal Years	To be Spent Fiscal Years 2020-24	FY 2020-24 Funding Allocation by Source				Alt. Type	FY 19-20 Total	FY 20-21 Total	FY 21-22 Total	FY 22-23 Total	FY 23-24 Total
						Property Tax Revenue	SDC Funds	Alternative Funds							
Drake Park DRT Trail & Bank Improvements	25	Design Development	6,595,595	932,696	5,662,899	1,266,728	3,896,171	500,000	1	900,000	4,762,899	-	-	-	

**Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP)
for Fiscal Years Ending 2020-2024**

Project Type	Project Map	Project Stage	Current Project Cost Estimate	Spent in Prior and Current Fiscal Years	To be Spent Fiscal Years 2020-24	FY 2020-24 Funding Allocation by Source				Alt. Type	FY 19-20 Total	FY 20-21 Total	FY 21-22 Total	FY 22-23 Total	FY 23-24 Total
						Property Tax Revenue	SDC Funds	Alternative Funds							
Redevelopment Projects															
Juniper Park	26	Award/Bid	2,584,875	525,474	2,059,401	926,250	1,133,151	-		2,059,401	-	-	-	-	
Asset Management Projects															
Accessibility Improvements	N/A	Order of Magnitude	400,000	-	400,000	400,000	-	-		-	-	125,000	125,000	150,000	
Asset Management Projects (\$5,000-\$50,000)	N/A	Order of Magnitude	1,487,303	187,303	1,300,000	1,300,000	-	-		300,000	250,000	250,000	250,000	250,000	
Park Services Complex	27	Order of Magnitude	10,000,000	-	10,000,000	7,000,000	-	3,000,000	4	-	-	-	10,000,000	-	
Skyline Field Renovations + Parking Lot Lights	28	Order of Magnitude	665,000	267,335	397,665	397,665	-	-		-	-	100,000	-	297,665	
JSFC Flooring Replacement	26	Order of Magnitude	150,000	-	150,000	150,000	-	-		-	150,000	-	-	-	
JSFC Indoor Pool Tank Replacement & Renovatio	26	Order of Magnitude	2,500,000	-	2,500,000	2,500,000	-	-		1,250,000	1,250,000	-	-	-	
Natural Resource River Stewardship	29	Order of Magnitude	165,000	30,000	135,000	135,000	-	-		95,000	20,000	-	20,000	-	
Sawyer Park	30	Order of Magnitude	600,000	-	600,000	600,000	-	-		-	100,000	500,000	-	-	
Hollinshead Park ADA & Master Plan	31	Order of Magnitude	1,000,000	-	1,000,000	650,000	250,000	100,000	6	-	100,000	900,000	-	-	
Ponderosa Park (North)	32	Order of Magnitude	1,200,000	-	1,200,000	850,000	350,000	-		-	-	-	150,000	1,050,000	
Hollygrape Park ADA	33	Order of Magnitude	75,000	-	75,000	75,000	-	-		75,000	-	-	-	-	
Mirror Pond Dredge Commitment	34	Completion	300,000	-	300,000	300,000	-	-		-	300,000	-	-	-	
Total Asset Management Projects			18,542,303	484,638	18,057,665	14,357,665	600,000	3,100,000		1,720,000	2,170,000	1,875,000	10,545,000	1,747,665	
Total CIP Funding Allocations			98,401,345	16,178,249	82,223,098	21,553,338	56,795,294	3,874,464		26,690,636	23,483,684	8,690,202	15,600,896	7,757,678	
Alternative Funding Type Key						26.21%	69.07%	4.71%		32.46%	28.56%	10.57%	18.97%	9.43%	
1 - Grant Funding						Funding Allocation by Source				Funding Allocation by Source					
2 - Contributions, Collaborations, Fundraising															
3 - Debt Financing															
4 - Surplus Property Sales Proceeds															
5 - SDC Reimbursement Funding															
6 - Facility Rental Special Revenue Funding															



PLANNING & DEVELOPMENT PROJECT UPDATES June 2019



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.



Larkspur Center (Bend Senior Center): Work has started on the 2nd phase of construction. Phase 2 includes closing the existing facility to accommodate the connections for the new building. Work also includes construction of the east and south parking areas so that parking is available during the remainder of construction once the existing center opens in September.



Alpenglow Community Park: With the City beginning their Murphy Road extension project, and the school district beginning construction of their new high school, District staff has stayed in close communication with them to ensure that all trails and pedestrian connections will match up with the District’s plans. The District’s engineers have been working hard to coordinate with the design teams of the other agencies as well to ensure that all utility connections are made to prevent any interruption in service. District staff recently presented at the Southeast Bend Neighborhood Association annual meeting where residents from SE Bend were able to ask questions about the project. Feedback was extremely positive, and folks are excited for the park to be a part of their neighborhood.



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 throughout the spring as weather allows.

Accessibility Improvements – The ADA Improvements project, which is funded by the State’s Local Government Grant Program (LGGP), continues with construction anticipated in the 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, removal of the existing Hixon Bridge with stream and riparian repair, and accessibility improvements in the parking lot adjacent to Aspen Hall. The District has received bids and staff intends to bring the contract award to the Board for approval on June 4th.



Big Sky Park Expansion: The design team is back up and running. DOWL Engineers will finish the construction drawings with plans to submit for building permits in the fall of 2019. It is anticipated that the project will start construction in the winter of 2020.



Drake Park DRT & Bank Improvement Project: Full design of the project continues with 100% CD’s expected in early June. Permit submittal has not happened yet as the agencies require signatures from all of the property owners affected by the work. This will take some time as BPRD is still negotiating easements. Once the District receives all the signatures, permits can be submitted. This is expected to take a minimum of six months, but will likely take longer. Construction is not expected to start until the fall of 2020.



Juniper Park: Work continues on phase 2 of the project which is currently under permit review with the City of Bend. Phase 2 includes replacing the existing playground with an ADA focused playground, removing the old storage and restroom buildings, new access and parking at 6th Street, 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 early fall of this year and be complete by spring of 2020.



Goodrich Pasture Park: Comments from the City have been received on the District’s land use application and the design team is working hard at updating the plans and responding to the comments. Work still remains to finalize the street cross section. With Quimby being a gravel road within the City surrounded by existing homes and infrastructure, District staff has been trying to develop a design that will have a minimal impact to existing home owners.



Pioneer Park Restroom & Accessibility: This project is substantially complete and the remodeled restrooms and parking area are now open for public use. Minor work is expected to last into June to complete the tie in of the park and new facilities.



Pacific Crest Middle School Fields: The Board awarded a contract at the May 21st, 2019 meeting. Construction is slated to begin in the middle of June with substantial completion by late fall 2019. Sports play is scheduled to begin on the fields in 2020.



Haul Road Trail: Staff is working with the City of Bend and Western Federal Lands (WFL) to finalize all of the easements for the trail. WFL has started design and survey work; however, construction on the trail is not expected to begin until mid-2020. Staff has reviewed the 30% CD set and provided comments to the design team. Coordination is ongoing.



Rockridge Park Restroom: Rockridge Park has been annexed to the City of Bend effective May 3rd, 2019. The District will now be able to tie into City utilities for the restroom project. Construction drawings and specifications are in development and the project will go out to bid for construction in the summer of 2019. Construction is expected to begin in the fall of 2019.



Empire Crossing Park: The design package is currently out to bid for construction, with the bid opening May 30th, 2019. Staff should have a contractor on board by mid-June, with construction commencing shortly thereafter. The neighbors around this park are very excited and have been a tremendous asset during the design portion of the project.



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. UDWC and District staff have awarded a contract for completing the design work and it is anticipated that the design will be completed by summer of 2019.

Strategic Plan: Working with staff and the consultant, the project team has prioritized actions and developed measurements in which to gauge our progress towards accomplishing those actions. Staff will give the Board an update on the strategic planning process on May 21st and will provide a draft of the Strategic Plan for review on June 4th.

System Development Charge Methodology (SDC): The draft SDC methodology report was distributed to interested parties and published online in March for a 60-day review. On May 21st, the SDC ordinance will be presented to the Board for a first reading and public hearing. The Board will have the opportunity to adopt the ordinance and resolutions at the June 4th Board meeting, for implementation of the new SDC methodology starting July 1st.

Deschutes River Access Planning: Public lands in and around the City of Bend are experiencing rapid increases in 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.

**Board Calendar
2019**

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

July 2 – Canceled

July 16

Lauren absent

Work Session

- Recreation Report
- Volunteer Report – *Kim Johnson (30 min)*
- Shevlin Park Prescribed Fire Update – *Jeff Amaral (30 min)*

Business Session

- ◆ Presentation of plaques to board members
- ◆ Elect Board Chair and Vice-Chair
- ◆ Approve Board meeting dates and time
- ◆ Appoint Board Secretary
- ◆ Appoint Legislative Liaison

August 6

Nathan absent

Work Session

- ◆ CAPRA Overview – *Michael Egging (20 min)*

Business Session

- ◆ Approve Construction Contract for Juniper Park – *Jason Powell (10 min)*
- ◆ Approve Construction Contract for Rockridge Restroom – *Jason Powell (10 min)*

August 20

Nathan absent

Work Session

Business Session

September 3 – Board Photo Session

Work Session

Business Session

TBD

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

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Trails Plan and Projects Update –

FC Timbers Field Development Partnership Update – *Matt Mercer and FC Timber Reps (30 min)*

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

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

Northpointe Park Award Design Contract – *(20 min)*