



Bend Metro Park & Recreation District

June 2, 2020

# Board of Directors

## Agenda and Reports

[www.bendparksandrec.org](http://www.bendparksandrec.org)



*play for life*



## **Our Vision**

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

## **Our Mission**

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

## **We Value**

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

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

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

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

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

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

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

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

*play for life*

District Office | Don Horton, Executive Director

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#### Accessible Meeting/Alternate Format Notification

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

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	June 2, 2020
<b>SUBJECT:</b>	Hollinshead-Matson Historic House
<b>STAFF RESOURCE:</b>	Julie Brown, Communication and Community Relations Manager
<b>GUEST PRESENTERS:</b>	Kelly Cannon-Miller, Deschutes County Historical Society
<b>PREVIOUS BOARD ACTION:</b>	N/A
<b>ACTION PROPOSED:</b>	Information Only
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	The district is strategic about partnerships
<b>Strategy:</b>	Partner when there is shared mission and broad community benefits.

**BACKGROUND**

Hollinshead Park is a former working ranch donated by Dean and Lily Hollinshead to Bend Park and Recreation District (BPRD) in 1984. Much of the park is open fields in place of the original Hollinshead orchard. The renovated Hollinshead Barn hosts 150+ events annually including workshops, classes, conferences, and weddings attended by more than 15,000 people in 2018. The park is also home to the Hollinshead-Matson Share Croppers House, now a museum.

The Hollinshead-Matson Historic House has been maintained for nearly three decades through a relationship between Sharron Rosengarth, one of the five Matson children, and her late-husband Tony Rosengarth, and the park district. The Rosengarths along with BPRD:

- Restored the house to its original size and interiors
- Restored original wagons and buggies
- Cleaned and maintain the house
- Provide tours and school field trips

In partnership with the Deschutes County Historical Society in August 2019 a full inventory and collections assessment of the house and tack shed was completed by a Portland State University graduate student. This paid internship, approved as a new program request in FY19-20, established the inventory and provides a basic database of all objects and archival pieces in the property, accompanying photographs, and basic condition assessment. Most important, the inventory identified areas of critical conservation care and changes in management for long-term preservation. The report provides a road map for the transfer of management of the collection and exhibits care to BPRD with the assistance of the Deschutes County Historical Society for professional support.

In December 2019, the district was awarded an Oregon Heritage Commission Grant to work alongside Deschutes County Historical Society to preserve, store and care for historical items in the Hollinshead Home; develop interpretative panels to tell the agricultural and family history of the home; and draft a three-year plan for interpretation, care management and public access to the home.

The work session will provide information about the project and answer questions.

**BUDGETARY IMPACT**

\$6,500 grant requires match of \$6,698 in funds and staff time.

**STAFF RECOMMENDATION**

None

**ATTACHMENT**

None





importance of tree diversity for beauty and survival from pest species, disease and climate changes in the future. She expressed that every effort should be made to preserve the large willow tree and the stately rare larches.

Marina Ritchie: Ms. Ritchie thanked staff for the opportunity to tour the park and plan. She said she was pleased with our respectful dialogue, and the efforts on the part of Bend Park and Recreation to involve citizens who care about the beloved trees of the park. She asked the board to protect the 46" DBH ponderosa pine at all costs. She stated that she understands that the board and staff also care very much about saving this tree. She added she believes this tree is deserving of heritage tree status and is clearly the same age or older as the others that are officially designated as the Drake Park Ponderosa Pine Grove (see link: <https://oregontic.com/oregon-heritage-trees/drake-ponderosa-pine-grove/>). Ms. Ritchie said she understands, the plan has been approved for the trail through Drake Park, but was pleased to know that tweaks are possible. She stated that future planning for park projects that involve cutting down trees should involve the public.

## **WORK SESSION**

### 1. Update on Parks – *Don Horton and Michelle Healy*

Executive Director Horton said that since the last meeting, there has been more information released from the Governor's office; staff will share strategies that are being put in place to reopen recreation programs. He added the importance of keeping parks open during this time and commented that it hasn't come without challenges.

Ms. Healy gave an update on the tremendous increase of use on trails and in parks, she said the community has expressed appreciation for keeping trails and parks open and available. The trail counter data is showing significant increases of trail usage, eclipsing some of the largest summer counts. It is clear that there is a desire for people to be outside and active during this time. The skateparks opened, people are happy to have them open and overall people are doing their best to social distance. Park stewards have placed tape markers to help demonstrate the distancing at the skate parks and are making frequent visits. Park stewards have reported an increase of off leash dogs and will continue working with the Bend police and sheriff's departments on enforcement. The park steward staff has increased with reassigned recreation staff; they are educating and interacting with patrons. The BMX track at Big Sky Park will be opening by reservation and non-contact sport courts are also opening this week. Staff is working on communications to the public on safe usage of the courts.

Ms. Healy reported that staff participated on a conference call to discuss river recreation with the US Forest Service, Oregon State Marine Board, the Old Mill, Central Oregon Visitors Association (COVA), Visit Bend, and Bend Paddle Trail Alliance (BPTA). This call was an effort to prepare for safe practices of river use and allowing access this summer. She said the district is not likely to have a tube concession this summer, but will allow the vendor to have paddle board and kayak rental in Riverbend Park, as well as lifejackets that promote safety. The district does not want to restrict river access and drive people to other areas where property and riparian areas may be destroyed. In addition, the ride the river shuttle will not be operating this summer.

Ms. Healy said some recreation staff have been reassigned work in park services landscaping. These staff members are filling summer positions that the district will need to hire for when reassigned



staff go back to their recreation positions. Staff will begin recruiting volunteers for more individual responsibilities such as Riley Ranch host and goose hazing, and may add some small work groups for restoration and clean up. Some of the challenges the district is facing includes signs being torn down and the removal of playground area tape. The restrooms are heavily used and the custodial staff is managing with extra cleaning. The shop has been operating with stricter procedures for health and safety. The district is planning for the reopening of facilities; the park services division will install plexiglass barriers and manage the ordering of personal protective equipment (PPE) for facilities. District office staff will continue to work from home to comply with the Governor's orders. Construction at Juniper and Larkspur have benefitted from the closures. The staff has adapted and performed well through the closures and reassignments.

The board expressed their appreciation for the prioritization of safety and complying with the Governor's orders.

The board asked about increased safety concerns on the river if pools aren't open and the river use increases. Ms. Healy responded that the river concessions have helped to encourage safer use of the river and the users need to understand that it is a wild river. She added that there would be additional messaging this summer to remind people. Executive Director Horton added that with 250,000 people that float the river each summer, social distancing will be difficult. He spoke to the marine board and others; suggestions included shutting down access, which will send people to riparian areas along the and create new entry points. Visit Bend and COVA are continuing to discourage people from coming to Bend, but there will still be a lot of locals floating. The sheriff's department controls the bodies of water in Oregon through the Marine Board, but they are short-handed on staff. He said the district will need to do a good job on an education campaign. The Marine Board is looking into ways to provide some support in this unique situation. Executive Director Horton said the river shuttle will not be operating this summer and the district will encourage people to use the park and ride area for parking and suggest that people walk to the floating areas. The board supported the limited vending operation in Riverbend Park for rentals and life jackets.

## 2. Opening Recreation Programs – *Don Horton and Matt Mercer*

Mr. Mercer said reassigning staff to other jobs is not an easy thing to do. Staff at park services and stewardship have welcomed the recreation staff and it has gone really well. He is working with every department in the district on plans for reopening and commented that staff is really working together better than ever.

Mr. Mercer said the overall guidance comes from the Governor. The district intends to open in phases in accordance to the phases the Governor dictates. The state has been working for several weeks on guidance for school age summer programs. The guidelines direct the entire summer and will allow for programming in phase one. He said this helps the district to plan ahead. Guidance for fitness is limited and he is assuming a phased approach. Pools, hot tubs, steam rooms are not included in phase one. There is no information on phase two from the Governor. Staff is developing detailed operational plans for every facility and activity for phase one and in anticipation of phase two. Starting tomorrow, staff will let people know which programs will be canceled for the summer. These are programs that cannot run under the guidelines from the Governor. This has been very hard on staff to have to cancel programs that they love to provide; however, the district does not want to

run programs that put kids or the community at risk. Announcements confirming programs that the district intends to run will also go out to the community. Staff is working on developing some day camp programs to provide more critical services to the community. Next week, the district is reopening registration, and bringing back some staff; the process will take several weeks.

Mr. Mercer said the district is planning to reopen Juniper by the end of the first week of June. The Pools and childcare will not be open, fitness classes and the exercise rooms will be by registration only to ensure proper capacity. The reservation program is being created internally now. Juniper will operate on limited hours and limited classes; these will continue to build as allowed. Beginning June 15 summer camps and programs start. The district will offer 300 weekly spots for full day camps, which is close to normal. He added there will be half day options and sports camps available as well. Pools and Senior Center are yet to be determined. Pools have been suggested as a phase 2 option, but the Governor's office has not released that information.

The board asked about cleaning protocols for facilities as the public is allowed back in. Mr. Mercer responded that the restrooms will be cleaned throughout the day, all fitness equipment and areas used by the public will be cleaned by staff after each class/use, patrons will be asked to clean the equipment before and after they use it, and facilities will be sanitized each night. Gathering in common areas will be prohibited, people will be asked to wait until their scheduled time to enter the facility and entrances will be strategically used to space patrons coming in and out.

The board inquired about the rental facilities offered by the district. Executive Director Horton remarked that other agencies are not offering rentals for the summer. The reservations the district has for facilities have been mostly cancelled by the renters due to the crowd size restrictions.

The board asked about fields and leagues, Mr. Mercer said adult softball is on hold, but may get in a shorter season. Fields will be open for summer camp programs and outside organizations will be allowed on the fields once the Governor allows for it.

## **BUSINESS SESSION**

### **CONSENT AGENDA**

1. Minutes – 05/05/2020
2. Approve Contract for Fitness Equipment for Larkspur

***Director Hovekamp made a motion to approve the consent agenda. Director Schoen seconded. The motion passed unanimously, 5-0.***

### **EXECUTIVE DIRECTOR'S REPORT**

- Staff toured a small group through Drake Park to discuss the plan for the trail project. Members of the tour reached out on social media and organized an email campaign. The district received many emails on concerns about the big ponderosa, the willow and larch trees. He reiterated that staff will do what we can to preserve the trees and will look at reducing the trail width on the connector trail. The plan will consider retaining walls and going around trees where possible. The district cannot make commitments at this time that all trees

will be saved and this is causing some anxiety in the community. He said staff will do all that we can to save the trees.

- Director Schoen commented about the importance of trails through the pandemic. She said it is important to have trails that meet ADA requirements to serve the entire community.
- Director Schoenborn agreed and remarked that he uses the trails and is part of an older generation. Adding that he has noticed that the trail system has been really busy and it is easier to distance on the wider trails over sidewalks.
- Director Hovekamp said that with the intensity of interest on this from the community points to the importance of the trees and appreciates staff's efforts to do all they can to work around them. He said we can have a good trail, accommodate and hopefully preserve the trees.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

- Director Schoenborn said the board will receive a packet tomorrow for the Executive Director annual evaluation. The board will meet June 2 and 16 in executive session to conduct the evaluation.
- Director Méndez reminded staff the SDAO has an application for reimbursement that is due this week. He also reminded everyone of the importance of wearing masks and social distancing.

**ADJOURN:** 7:28 pm



Prepared by,  
Sheila Reed  
Executive Assistant

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Ted Schoenborn, Chair

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Nathan Hovekamp, Vice-Chair

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Jason Kropf

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Ariel Méndez

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Deb Schoen

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	June 2, 2020
<b>SUBJECT:</b>	Construction Contract Award for Goodrich Pasture Park
<b>STAFF RESOURCE:</b>	Jason Powell, Construction Manager Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	Approved IGA with the City of Bend, September 4, 2018; Approved Professional Services Contract with Vallier Design, May 1, 2018; Approved Master Plan for Goodrich Park, February 2, 2018
<b>ACTION PROPOSED:</b>	Award Construction Contract
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Ensure the district is maintaining its adopted level of service targets

**BACKGROUND**

Goodrich Pasture Park is located in northeast Bend at 11<sup>th</sup> Street and Quimby Avenue. It is being developed as a neighborhood park with a play area, turf, connecting pathways, park furnishings and plaza spaces. The district is also required to construct frontage improvements on NE 11<sup>th</sup> Street and Quimby Avenue. The park development requires the district to complete ¾ street improvements for the full 550 feet of park frontage along Quimby Avenue. This includes construction of curb, gutter, sidewalk, and full pavement section, and curb and gutter on the north side of the street. The district will also be required to build curb, gutter and sidewalk on NE 11<sup>th</sup> Street along the west end of the park.

The park project will fund and construct all but the remaining 250 feet of road between the boundary of the park and NE 8<sup>th</sup> Street. Rather than leave this unimproved section of road between the park boundary and 8<sup>th</sup> Street, the city and the district entered into an intergovernmental agreement (IGA) to complete all of Quimby Avenue to current roadway design standards. In addition, there is a gap in the sidewalk along NE 8<sup>th</sup> Street that will also be completed. Upon completion of construction, the city will reimburse the district for all costs associated with design and construction of the 250 feet of Quimby Avenue beyond the park frontage and to fill the gap in the sidewalk on 8<sup>th</sup> Street, as well as for landscaping in that area.

On February 28, 2020, the district advertised the Goodrich Pasture Park construction project as a lump sum bid. A mandatory pre-bid meeting was held for all prospective bidders on March 12,

2020. Bids were opened and read on April 30, 2020. The base bid includes the park site work and right-of-way work. Additionally, the following four alternates were included in the bid:

1. Alternate A: Quimby landscape,
2. Alternate B: replace trail surface aggregate (TSA) pathways with asphalt concrete (AC),
3. Alternate C: additional split rail fence,
4. Alternate D: sod in lieu of seed, and
5. Alternate E: restroom and shade custom structures.

The following four bids were received:

KSH Construction Company: Base Bid: \$1,215,215  
Alt A: \$7,600, Alt B: (\$1,300), Alt C: \$6,200, Alt D:  
\$36,150, Alt E: \$97,496

Mountain Sky, Inc.: Base Bid: \$1,031,400  
Alt A: \$3,662, Alt B: \$2,100, Alt C: \$4,450, Alt D:  
\$20,614, Alt E: \$39,810

JAL Construction, Inc.: Base Bid: \$1,271,500  
Alt A: \$7,700, Alt B: \$1,600, Alt C: \$6,700, Alt D:  
\$37,000, Alt E: \$45,000

Marcum & Sons LLC: Base Bid: \$1,214,005  
Alt A: \$5,700, Alt B: (\$2,800), Alt C: \$5,300, Alt D:  
\$25,400, Alt E: \$50,000

The lowest base bid was Mountain Sky, Inc. in the amount of \$1,031,400. Mountain Sky was also the lowest bidder with any combination of the base bid and alternates. The landscape architects estimate for construction was \$1,092,980.

### **BUDGETARY IMPACT**

The district's 2020-24 Capital Improvement Plan (CIP) includes \$1,605,719 in park system development charges and \$128,000 in alternative funding (from the city of Bend for right of way work) for a total funding allocation of \$1,733,719 to develop Goodrich Pasture Park.

The overall funding allocation will increase by \$39,450 (in alternative funds) in the District's 2021-25 CIP to reflect the city's increased funding for the city's portion of the project, for a revised total project cost of \$1,773,169. To date the district spent \$490,023 on land acquisition, design and permitting leaving \$1,283,146 to complete the project.

Accepting the base bid, plus alternates A, B, and C, results in a construction cost of \$1,041,612. Adding a 10% contingency of \$104,161, brings the total funding allocated for the construction to \$1,145,773. The district's remaining funding allocation of \$137,373, will be used for construction administration; signage and furnishings; and other miscellaneous costs.

**STAFF RECOMMENDATION**

Staff recommends that the board award a construction contract to the low bidder, Mountain Sky Inc., for the base bid and alternates A, B and C, for a total contract amount of \$1,041,612. Staff further recommends the board approve a 10% contingency of \$104,161, for a total construction budget not to exceed \$1,145,773.

**MOTION**

***I move to authorize the executive director to award a construction contract to Mountain Sky Inc., for construction of the Goodrich Pasture Park for the Base Bid as well as alternates A, B and C, with a total bid amount of \$1,041,612, and to approve an additional 10% construction contingency of \$104,161, for a total construction budget not to exceed \$1,145,773.***

**ATTACHMENT**

None

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	June 2, 2020
<b>SUBJECT:</b>	Resolution No. 2020-07, Clarifying SDC Collection Timing
<b>STAFF RESOURCE:</b>	Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director Sarah Bodo, Park Planner
<b>PREVIOUS BOARD ACTION:</b>	Ordinance 12 – System Development Charges, adopted June 4, 2019
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 2020-07 - Clarifying SDC Collection Timing
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations and Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Ensure the district is maintaining its adopted level of service targets

**BACKGROUND**

On June 4, 2019 the district adopted Ordinance No. 12 – System Development Charges (SDC). Ordinance No. 12 regulates the district’s system development charge program and outlines the types of development subject to SDCs, the timing of assessment and collection, the method for determining the fee, waivers, credits, exemptions and a host of other requirements related to the program.

Recently, the city of Bend and district received an inquiry asking for clarification about the timing of the park SDC assessment and collection for multi-family housing projects. Per Ordinance No. 12, all SDCs are due at the time a building or placement permit is issued. However, the ordinance provides the option for multi-family projects to defer the assessment and payment of SDCs until a certificate of occupancy is issued by the city. This deferral option was first established in 2016, with the adoption of BPRD Resolution No. 387, and was continued with the adoption of Ordinance No. 12. The deferral option was originally created in coordination with the city, with the purpose of helping to support affordable housing projects.

Through an intergovernmental agreement, the city assesses and collects the district’s SDCs at the same time they assess and collect their SDCs (i.e., transportation, sewer, water). When a multi-family deferral is requested, the city and applicant enter into a deferral agreement that specifies that the assessment and collection of the SDCs (including parks) is required no later than certificate of occupancy. The executed deferral agreement is then recorded against the property and remains



in place until the SDCs are paid. This recorded agreement helps secure payment of city and district SDCs.

At this time, staff wishes to clarify the SDC assessment and collection language included in Ordinance No. 12 for multi-family development. Ordinance No. 12 explains that the multi-family SDC deferral is done with the city, but does not specifically state that district's SDCs must be assessed and collected simultaneously with the city's SDCs, which was the original intent and is consistent with past practice.

Since 2016, there have only been a few multi-family SDC deferrals - all of which the city and district SDCs were assessed and collected together. The attached resolution No. 2020-07 clarifies the intended timing of SDCs collections, and specifically explains that the assessment and collection of the district's SDCs must happen concurrently with city's SDCs. The resolution further provides that applicants requesting a multi-family deferral from the district must also enter into an agreement with the city to do so.

**BUDGETARY IMPACT**

None, this is a clarification of ordinance language and does not change established SDC rates, or the estimated SDC revenues or expenditures.

**STAFF RECOMMENDATION**

Staff recommends that the board adopt Resolution No. 2020-07 to clarify that the timing of district SDC assessment and collections must be simultaneous with city SDCs.

**MOTION**

*I move to adopt Resolution No. 2020-07, Clarifying SDC Collection Timing, effective June 2, 2020.*

**ATTACHMENT**

Resolution No. 2020-07 Clarifying SDC Collection Timing

**BMPRD RESOLUTION NO. 2020-07**

**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS  
CLARIFYING THE TIME OF SDC COLLECTION**

**WHEREAS**, on June 4, 2019, the Board of Directors for the Bend Park and Recreation District (the “District”) adopted Ordinance No. 12 establishing System Development Charges (“SDCs”) to provide a source of revenue to finance the acquisition, construction, improvement, or expansion of District parks, trails, and recreation facilities to accommodate growth; and

**WHEREAS**, Section 6.A. of Ordinance No. 12 establishes the time of collection for District SDCs and also allows the Board of Directors to establish, by resolution, a new or alternative time of collection for SDCs, provided that such new/alternative time of collection is consistent with the time of collection used by the City of Bend (the “City”) or Deschutes County (the “County”), as applicable, it being the District’s intent that the time of collection be simultaneous with that of the City or County, as applicable, to avoid any complications that might arise if different times of collection were used; and

**WHEREAS**, for Multi-family Dwellings, Section 6.A. of Ordinance No. 12 provides that the District’s SDCs shall be “assessed and due no later than the date that a certificate of occupancy” is issued by the City or the County, as applicable; and

**WHEREAS**, the District has, pursuant to Section 6.A. of Ordinance No. 12, delegated responsibility for collection of the District’s SDCs to the City and the County by separate intergovernmental agreements; and

**WHEREAS**, The District wishes to clarify the time of collection of SDCs for Multi-family Dwellings.

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

1. Time of Collection. By default, all SDCs are due and payable at the time a building or placement permit is issued. For Multi-family Dwellings, an applicant may defer assessment and collection of the District’s SDCs to the date that a certificate of occupancy is issued by the City. (SDCs for Multi-family Dwellings subject to County approval may not be deferred.) Notwithstanding the foregoing, if responsibility for collection of the District’s SDCs has been delegated to the City, the District’s SDCs shall be assessed and due no later than the date on which the City’s SDCs are assessed and due. In addition, if the City requires a separate or additional process (including, without limitation, execution of a deferral agreement to be recorded against the applicant’s property to secure payment of the deferred SDCs) to defer collection of its SDCs to the date of issuance of a certificate of occupancy, deferral of collection of the District’s SDCs is conditioned upon completion of such separate or additional process and the City’s approval of the deferral. Notwithstanding any other provision of Ordinance No. 12 or this Resolution, the District’s SDCs shall, in all circumstances, be assessed and due simultaneously with the City’s SDCs.
2. Miscellaneous. All pronouns contained in this Resolution 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. The Board of Directors may, by separate resolution, correct any editorial or clerical errors in this Resolution.

**ADOPTED** by the Board of Directors of the District on this \_\_\_\_ day of June, 2020.

\_\_\_\_\_  
Ted Schoenborn, Board Chair

Attest:

\_\_\_\_\_  
Don P. Horton, Executive Director

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	June 2, 2020
<b>SUBJECT:</b>	Needs-Based Assistance Report and Plan for 2020-21
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	March 5, 2019 - Approved Needs-Based Assistance Plan for Fiscal Year 2018-19 February 19, 2019 – Approved Revised User Fees and Charges Policy
<b>ACTION PROPOSED:</b>	Board Approval
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	District services that are accessible to all
<b>Strategy:</b>	Develop solutions and required resources to mitigate identified barriers to participation and involvement.

**BACKGROUND**

The Needs-Based Assistance Program is the primary way in which the district facilitates access and participation in recreation programs for those with limited financial resources. The board approved a revised User Fees and Charges Policy on February 19, 2019 which incorporated the previous stand-alone Needs-Based Assistance Policy. The policy establishes the program goals, priorities and basic guidelines. The policy is implemented through an annual board-approved Needs-Based Assistance Plan which is then funded through the budget process.

Staff will share how needs-based assistance resources were used in the current fiscal year, including the number of people served through the program, dollar amount awarded and where and how people were served. Staff will then present the Needs-Based Assistance Plan for Fiscal Year 2020-21 for board consideration and approval. The proposed plan is the same as the previous year's plan with the exception of changes in the funding requirements and resources and the elimination of the one targeted program which was discontinued by the partner organization.

**BUDGETARY IMPACT**

The proposed 2020-21 Needs-Based Assistance Plan will require an estimated \$451,890 in total budgeted resources. This includes \$411,990 for the Recreation Scholarship Program and \$39,900 for support programs targeted to serve low income families. Funding sources include \$283,290 in General Fund tax support, \$63,600 in revenue from cell phone tower leases, \$60,000 in sponsorship and advertising revenue, \$20,000 in donations from the Park and Rec Foundation and \$25,000 from partners. This is 50 percent higher than the \$300,000 budgeted in the fiscal year

2019-20. There are several reasons for this large increase. Prior to the COVID-19 closure of recreation program and facilities, scholarship demand and awards were trending higher than budgeted and were on pace to exceed \$320,000. This is almost certainly a direct result of the changes made in the 2019-20 plan and expanded outreach efforts as the economy was strong and overall indicators of financial duress were decreasing. Additionally, the board has expressed a desire to continue to expand outreach efforts and strategies to reach underserved individuals and families.

The plan and budget were completed before knowing the extent of the impact that the COVID-19 pandemic would have on recreation services. We know at this time that many summer programs will not be able to occur as planned and that facilities will operate at substantially reduced capacity. This will result in lower participation levels and a corresponding decrease in demand on the Recreation Scholarship Program. It is also unlikely that any of the targeted summer programming will take place resulting in a savings of nearly \$40,000. As facilities and programs resume more normal operations we anticipate the need for financial assistance to grow due to lingering economic hardships caused by the COVID-19 pandemic. This increased need is unlikely to be greater than the savings that will be realized over the summer months. As a result, staff believes that the original proposed plan and budget is sufficient to meet the need for the fiscal year.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for Fiscal Year 2020-21

**MOTION**

***I make a motion to approve the Fiscal Year 2020-10 Needs-Based Assistance Plan.***

**ATTACHMENT**

Proposed Needs-Based Assistance Plan for Fiscal Year 2019-20



## **Needs-Based Assistance Plan – FY 20-21**

### **Eligibility Standards**

1. High Need: Households whose incomes are at or below 130% of the current Federal Poverty Guidelines are eligible for high needs assistance levels.
2. Moderate Need: Households whose incomes are at or below 185% but above 130% of the current Federal Poverty Guidelines are eligible for moderate needs assistance levels.

### **Application and Qualification Process**

1. Households must complete an application and provide documentation to determine eligibility annually. Applications may be submitted at any time. If circumstances change within the year, households may submit more current documentation for review.
2. The following documentation will be accepted to demonstrate eligibility:
  - a. Eligibility for state and federal assistance programs that correspond with district income guidelines (SNAP, TANF and Oregon Health Plan) as demonstrated by eligibility letter, or
  - b. Copy of most recent federal income tax returns (1040). Alternates if unavailable: SSA/SSI benefit statements, paycheck stubs, etc.)
3. Designated staff will review applications, determine eligibility and contact the applicant within five business days of receiving an application to inform them if they are eligible for assistance.
4. The program administrator will consider special circumstances (i.e. lack of income documentation, homelessness, excessive medical expenses, recently changed employment status, etc.) when determining eligibility, and may make exceptions to extend recreation scholarship eligibility to those who otherwise may not qualify. The recreation director will have final approval authority for eligibility for the recreation scholarship assistance.

### **Registration Process**

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

## **Recreation Scholarship Assistance**

The following charts summarize the level of assistance provided to individuals through the Recreation Scholarship Program for most programs in the 2020-21 fiscal year.

**Table 1: Recreation Program Assistance Levels**

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

**Table 2: Recreation Facility Pass Assistance Levels**

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

## **Definitions/Explanations**

1. The percentages shown in the charts represent the portion of the regular fee that is provided through the Recreation Scholarship Program.
2. Disabled is defined as individuals with permanent physical or developmental disabilities, including those qualifying for long-term disability assistance. Documentation may be required in some cases (i.e. long-term disability award letter or SSI).
3. Core and Complementary program classifications are identified through the Recreation Department's Program Assessment Tool and coded appropriately in RecTrac.
4. Some programs and services are not eligible for recreation scholarship assistance. This includes programs identified as specialized programs in the Program Assessment Tool (ex. personal training, advanced instruction), private services (ex. facility rentals, concessions) and low cost programs already heavily subsidized (ex. Senior Center social programs).
5. Recreation scholarship assistance for programs offered through independent contractors is limited to 25% for both high and moderate need households unless the independent contractor opts in to match the district in which case assistance is 50 percent.
6. The Recreation Scholarship Program does not apply to the out-of-district portion of the fees. Non-district residents must pay the full out-of-district fee; however, they are eligible for scholarship assistance on the in-district fee.



## **Targeted Programs for Low Income Families**

The following programs serving low income populations are funded fully or partially by Needs-Based Assistance.

1. **Housing Works Summer Program.** The district provides a summer day camp program similar to Operation Recreation for children ages 6-11 years old at the Ariel Glenn housing community. Housing Works provides the facility at no charge and contributes \$15,000 to the cost of operating the program. The program is available to residents of Ariel Glenn, Ariel South and Healy Heights at no charge. The program requires an estimated \$23,000 in Needs-Based Assistance funding to cover the direct costs of providing the program.
2. **Discover the Outdoors.** The district provides a van-based program to give youth the opportunity to experience many of the outdoor opportunities that the area has to offer. Eight, one-week, all-day sessions serve a different group of youth each session. Youth are identified through outreach efforts by district staff and community partners. The program is partially supported by a US Forest Service/Children's Forest of Central Oregon Youth Engagement Strategy grant in the amount of \$5,000. The program requires an estimated \$6,900 in Needs-Based Assistance funding to cover the direct costs of providing the the program.
3. **Days of Play.** The district offers Days of Play at up to six park sites targeting lower income and underserved neighborhoods. The free weekly, eight-week program offers games, crafts and other recreational activities targeting children 4-10 years old. Bend LaPine Schools provides the summer lunch program at these sites and other community partners frequently participate. The program is partially supported by a \$5,000 donation from the Bend Park and Recreation Foundation. The program requires an additional \$10,000 in Needs-Based Assistance funding to cover the direct costs of providing the program.
4. **FAN Voucher Program.** The district distributes credit vouchers to FAN advocates serving the various Bend area schools. The vouchers allow participants to register for programs at no fee. The vouchers are distributed by the FAN advocates to youth and families who would be unlikely to have the resources to participate in district programs even with a recreation scholarship. The Needs-Based Assistance funding requirement for this program is \$10,000.

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

In addition to individual program participation funded directly through Needs-Based Assistance, the district also provides a variety of free and low-cost programs and special events designed to reach all residents. These programs are funded through the recreation department outreach budget and other division budgets. Planned free and low-cost programs for 2019-20 include:

- Free Family Nights at JSFC – Swimming, games, crafts and more offered monthly.
- Family Skates at The Pavilion – Low fee family skate opportunities on most Sunday mornings.
- Senior Social Programs – Free and low fee social-oriented programs for seniors at the Bend Senior Center including dances, movies, book clubs, cards, games and more.
- Senior Resource Services – Free education and resource sessions for seniors at the Bend Senior Center offered in partnership with a variety of local agencies.

- Free Community Events – District produced events including 4<sup>th</sup> of July Pet Parade & Old Fashioned Festival, Let’s Picnic and Senior Health Fair. This also includes participation in partner events including Discover Nature Days and Festival (Children’s Forest of Central Oregon), Learn to Fish Day (ODFW), etc.
- Cancer Survivor Programs – Free yoga and water exercise classes for cancer survivors. Offered in partnership with Tour des Chutes.

**Funding**

**1. Funding Requirements**

Recreation Scholarship Fund	\$411,990
Targeted Programs for Low Income Families	<u>\$39,900</u>
Total Requirements	\$451,890

**2. Funding Sources**

General Fund	\$283,290
Cell Tower Leases	\$63,600
Sponsorships/Advertising	\$60,000
Bend Park and Recreation Foundation Donations	\$20,000
Grants and Partnerships	<u>\$25,000</u>
Total Resources	\$451,890

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

- Opdycke Fund – Supported by the Opdycke family donations and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees; \$10,000-\$15,000 in funds are expected to be distributed in the 2020-21 fiscal year.
- Gap Fund – Supported and managed by the foundation, this fund provides financial assistance to those who need support above and beyond what the district’s scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs, and transportation to and from programs; \$1,000-\$2,000 in funds are expected to be distributed in the 2020-21 fiscal year.

**COVID-19 Impacts**

This plan and budget were completed before knowing the extent of the impact that the COVID-19 pandemic would have on recreation services. We know at this time that many summer programs will not be able to occur as planned and that facilities will operate at substantially reduced capacity. This will result in lower participation levels and a corresponding decrease in demand on the Recreation Scholarship Program. It is also unlikely that any of the targeted summer program will take place resulting in a savings of nearly \$40,000. As facilities and programs resume more normal operations we anticipate the need for financial assistance to grow due to lingering economic hardships caused by the

COVID-19 pandemic. This increased need is unlikely to be greater than the savings that will be realized over the summer months. As a result, staff believes that the original proposed plan and budget is sufficient to meet the need for the fiscal year.



## PLANNING & DEVELOPMENT PROJECT UPDATES June 2020



**Big Sky Park Expansion:** The project is currently on hold due to the effects of COVID-19. The district will reassess when to put the project back out to bid in the fall of 2020.



**Larkspur Center (Bend Senior Center):** Work on the project is progressing and staying on schedule. Exterior site work has is being done on the west side of the project, as well as final grading around the building in anticipation of landscaping. Inside the building it is mostly finishes being completed. The elevator has been installed, and work continues on mechanical, electrical and aquatics. The project is still on schedule with an anticipated opening this September 2020.



**Alpenglow Community Park:** Close coordination continues with the city, school district, adjacent landowners and stakeholders. A final bid set package is on track to be completed this fall, with the 90% construction document set of drawings and cost estimates being submitted to the district in early June. The COID pedestrian bridge, located just north of the Alpenglow site, but still part of the project, is currently going through permit review at the City. Construction on that pedestrian connection is anticipated to begin this fall, ahead of the rest of the park.



**Juniper Park:** Work continues in phase 2 of the project. The restroom is nearing completion, curbs are installed, playground equipment is staged for installation, the shade structure posts are in, and base rock for pathways and plazas are installed. Irrigation work is ongoing and as finished surfaces are in-place and backfilled, irrigation and landscape will follow. The project is anticipated to be complete by spring of 2020.



**Goodrich Pasture Park:** Bids for this project were opened on April 30. Mountain Sky Inc. was the low bidder. The project will be presented for a construction contract award at the June 2, 2020 board meeting. Construction is expected to occur during the summer and fall of 2020.



**Rockridge Park Restroom:** The restroom building is installed and nearly ready to be opened. A couple of finishing touches will be done to prepare it for maintenance staff and the hand off will happen soon. The project is expected to be completed this spring.



**Pacific Crest Middle School Fields:** Work is almost complete at the athletic fields. The contractor is working through the final elements of the punch list and establishment of the fields. Once accomplished, a walk-through and hand off to district staff will occur. Sports play will hopefully begin on the fields in 2020.



**Haul Road Trail:** Cultural survey and arborist assessments were performed, and the reports are in progress. Staff continues their work on obtaining outstanding easements for the trail. The next phase of design is progressing. 95% CDs are expected to be complete September 2020. Construction is scheduled to begin summer 2021.



**Empire Crossing Park:** Empire Crossing is being updated with accessible pathways and a new playground. Work continues on the playground and the construction area is fenced off. Playground equipment is being installed, and surfacing will be installed when there are appropriate conditions. The park is expected to be completed in the spring of 2020.



**Northpointe Park:** The design services contract was awarded to Szabo Landscape Architecture. Site analysis and concept design are in progress, and the second round of public outreach will occur June – July 2020.



**Drake Park DRT & Bank Improvement Project:** Staff continues to work with landowners to obtain the final three (of seven) easements. The design team and staff are currently working on permitting. It is anticipated that staff will ask the contractor for the GMP in mid-summer and will bring that contract amendment to the Board for approval in late August or September. Construction is expected to start fall of 2020, after the summer recreation season.



**JSFC Pool Tank Renovation:** The contract was executed, coordination of the budget done, and the schedule is ongoing with the design-build team. Permit drawings were submitted May 2020 for review.



**Central Oregon Historic Canal Trail Road Crossing Safety Improvements:** BPRD has completed design work for safety upgrades to four road crossings on the Central Oregon Historic Canal Trail: Blakely Road, Brosterhous Road, Ferguson Avenue, and 27<sup>th</sup> Street. Staff is now working to acquire an easement near Brosterhous Road and the necessary permits to complete the work. The district intends to install the upgrades at the Blakely Road and Brosterhous Road crossings in the next fiscal year, with upgrades to the remaining crossings coming online in subsequent years as additional sections of the trail are improved near those locations.

Additionally, the City of Bend recently installed a new crossing on 15<sup>th</sup> Street south of Reed Market Road near on April 27<sup>th</sup> Chloe Lane. Through an interagency agreement, the district provided funding to the City of Bend to construct this crossing as part of the Murphy Road project. The city began construction of an additional new trail crossing of 3<sup>rd</sup> Street in April and is scheduled to be completed on May 28<sup>th</sup>.



**Riverbend South Access and Restoration Project:** UDWC was successful in obtaining a private grant from the Sunderland Foundation for the construction of this project. This is amazing news as it will create a more efficient bidding and construction process. UDWC and staff will be submitting for permits this fall and winter with construction expected to begin in fall of 2021.



**Hollygrape Park ADA Improvements:** Projects documents are completed for this design. A start date for bidding and construction will be discussed as the district works through the new budget for the fiscal year.



**Westgate Open Space and Trails:** In 2019 Deschutes County approved a new zone and comprehensive plan designation called the Westside Transect. The land use decision changed 700 acres of land from Urban Area Reserve and Surface Mine designations to residential with dedicated open space, with provisions for the management of wildlife habitat and wildfire prevention. Today, the first development within the Westside Transect is underway, called Westgate, and is located immediately adjacent to Shevlin Park’s eastern boundary. As part of the land use decision, the developer is donating 8.2 acres of land to BPRD to be set aside as dedicated open space. Staff is currently working with the developer to prepare the deed.

BPRD will also gain 1.5 miles of soft surface trails within Westgate, which will run through the BPRD open space, connect to Shevlin Park, and eventually connect to Discovery Park. Staff is working with the developer to draft the trail easements. The Westgate subdivision will also include 2.5 miles of 8-foot paved trails, off-set from the roads. These trails will be maintained by the HOA, but will have a public overlay so that the community can enjoy them.



**Shevlin West Park Land:** In 2016, the City of Bend approved land east of Shevlin Park to be brought into the Urban Growth Boundary. In 2019, the land was formally annexed and development of the new neighborhood, called Shevlin West, will begin soon. As required by City of Bend code, the developer will be donating 3.5 acres of park land to BPRD. Staff is working with the developer to conduct an environmental assessment of the property and BPRD’s legal team is conducting a title review. It is anticipated that this new park land will fill the neighborhood park need in this area as described in BPRD’s 2018 Comprehensive Plan.

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**Deschutes River Access and Habitat Restoration Plan:** The focus group—made up of representatives from agencies, recreational organizations, business groups and environmental organizations— has now identified opportunities for access and habitat restoration at eight of the sixteen Deschutes River parks. The focus group will meet give more times over the next year, with the next meeting planned for July 23. The May meeting was held virtually, and it is likely future meetings will be held virtually or have that as an option for participants wishing to do so. An online community survey received 712 responses including 20 responses in Spanish. Results of the survey, focus group meetings, and staff meetings will be shared with the board this summer.



**Board Calendar  
2020-2021**

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

**June 16**

Executive Session

Work Session

- ◆ Update on Parks and Opening Facilities – *Michelle Healy and Matt Mercer (20 min)*

Business Session

- ◆ Hold Public Hearing and Adopt Resolution No. 2020-08 – Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and Adopt Resolution No. 2020-09 – Imposing and Categorizing Taxes for Fiscal Year 2019-20 – *Lindsey Lombard*
- ◆ Adopt 2020-09 Five-Year CIP
- ◆ Approve Executive Director’s Annual Review

**July 7**

Work Session

Recreation Report

Business Session

**July 21**

Work Session

Park Services Report

Business Session

- ◆ Approve Credit Card Processor Contract – Justin/Jut/Betsy

**August 4 - Nathan Out**

Work Session

Recreation Report

Business Session

**August 18 - Nathan Out**

Work Session

Park Services Report

Business Session

**TBD**

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

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Transportation Discussion with CTAC– *Eric King and Susanna Julber (45 min)*

IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*

Annexation – Smallwood Property – *Sarah Bodo (10 min)*

Refund Policy – *Matt Mercer*

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

MOU for Fish Passage – *Don Horton (30 min)*

Recreation Report: Next Steps Program – *Monica McClain-Smith and Carolyn Creedican (15 min)*

Park Services Hard Surface Program – *Jason M and Alan Adams (15 min)*

Centennial Celebrations – *Julie Brown (20 min)*

Agreement for Riverbend South project with UDWC – *Ian Isaacson (20 min)*

Park Services Report: Fleet and Equipment Program – *Roy Radcliff (15 min)*

Park Services Report: Prescribed Fire – *Jeff Amaral (30 min)*

Park Services Report: Hardsurface Program – *Alan Adams and Jason Monaghan (15 min)*