



Bend Metro Park & Recreation District

June 16, 2020

Board of Directors

Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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



District Office | Don Horton, Executive Director

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

EXECUTIVE SESSION

This meeting will be held pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

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

Carol Fulkerson: Ms. Fulkerson submitted a letter on behalf of the Central Oregon Coalition for Access (COCA) board. She said the steering committee supports the planned trail improvement in Drake Park. She said this board participated in the support of the trail for the grant application that was submitted. Ms. Fulkerson said it is the opinion of the COCA board that the unhappy commenters do not understand the mobility needs of others as well as district obligations under the Americans with Disabilities Act. She added that their desire to keep the park exactly as it is today may help them preserve their own personal experiences or memories, but that perspective is detrimental to others. Their expectations would not improve accessibility and would prevent a significant number of seniors and people with mobility or other disabilities from engaging in opportunities to experience the park for perhaps the first time – to create their own new experiences and memories

WORK SESSION

1. Hollinshead Partnership Presentation – *Julie Brown and Kelly Cannon-Miller*

Ms. Brown shared the Hollinshead partnership project with the Rosengarth family (prior owners of the property) and the Deschutes Historical Society. She said the agencies have been working together for the past year on the historical component of Hollinshead Park as a working ranch.

Ms. Cannon-Miller gave a history of Bend's family farms including the Rosengarth family farm that was donated to the district and is now Hollinshead Barn and park area. She said this project was possible with the help of Tony and Sharon Rosengarth.

Ms. Brown said the first step of the project included board funding of an intern that did an inventory of all the items in the home and tack shed. The intern created an extensive database of all items and a conditions assessment. The next step is to preserve, transfer and store fragile items. New interpretive panels will be installed and a plan for public access and tours of the property will be developed. Some of the project is funded through a joint application for the Heritage Commission grant.

Ms. Cannon-Miller explained her involvement of the project with project oversight and her relationship with the Rosengarth family. The Rosengarth's have been instrumental in detailing the history and story telling of the property and inventoried items.

Ms. Brown spoke about the timeline of the project, stating that from now to fall the care of the items will continue. In fall of 2020 the interpretive panels will be installed, management plan developed and volunteer host program will be created. She reviewed the costs of the project and showed the budget to be \$4,000.

2. Update on Parks and Opening Facilities – *Michelle Healy and Matt Mercer*

Ms. Healy spoke about the updates on river recreation, she said the district is moving forward with Tumalo Creek Kayak and Canoe with a scaled down rental concession in Riverbend Park. Rentals are scheduled to begin June 13. The communications team is putting together a summer campaign to encourage best practices for river use. The messaging includes a park, float and walk message,

messages that discourage social gathering and safe recreation on the river using the right equipment and good behaviors. She said volunteers are re-engaging, the district has trained six returning volunteers to Riley Ranch as greeters and following guidelines of safe distancing. Staff is looking at expanding the greeter program at Shevlin Park. The Adopt a Trail and Park and goose programs are starting back up as well.

Ms. Healy said that park services is beginning to recruit for custodial and landscape crew positions as the recreation staff that was filling these positions go back to their recreation jobs. Four employees from recreation will continue to work as park stewards for the summer; this will allow the district to continue with additional hours of stewardship through the summer.

Ms. Healy spoke about other open recreation areas in the district stating that skate parks have opened with no major issues. Pickleball and other courts have opened and the pickleball club has been helpful in ensuring that people are following the guidelines. Some sports are being played in the parks and the stewards continue to educate them about the phase one guidelines. She said parks remain busy; some signs and tape are still being removed from playground areas. Stewards are working with people that are building bike jumps and trails in natural areas and advising them about more appropriate areas for this type of recreation.

Mr. Mercer said as phase two approaches, he expects there will be more guidelines for sports and a lot more activity to manage. In recreation there has been two tracks of concentration, opening Juniper and starting summer camps. It was announced yesterday that dry side operations at Juniper would resume on June 8. He added that pools and other activities will not open until the Governor allows.

Mr. Mercer said passes for Juniper are on hold at this time; there is no way to tie passes to a reservation and the district cannot offer all amenities that the passes cover. Additional time will be added to passes as a courtesy, the time will depend on the length of the pass. Passholders can request refunds as well. Reservations are necessary to keep control of the number of people that are in the facility and keep track of who is attending.

The district will be following the state guidelines for providing camps. Staff has notified patrons of programs that are not able to run and most people have been understanding. Registration did reopen and the restructured camps filled. Mr. Mercer said that staff is being called back to work now and the district is advertising for more staff. Independent contractors have confirmed that they will run summer programs and procedures are being written to ensure the safety of these programs as well.

Mr. Mercer said therapeutic recreations programs are being brought back a couple of weeks later than other camps; some higher need participants cannot be served due to the state guidelines that have been imposed. At this time older programming is still on hold. Swim programs make up most cancellations; if lessons are eventually allowed staff may bring them back later in the summer.

Executive Director Horton said he received a draft of phase two guidelines. He said the guidelines are somewhat confusing for sport programming. Social distancing standards may be relaxed for sport games, but draft guidelines for events are still too restrictive for district events.

3. Future Board Meetings Format – *Don Horton*

The board discussed when the right time will be to get together for in-person board meetings. It was suggested that when the area is approved for phase 2 that meetings could go back to in-person. The board decided to find out what other agencies are doing before making this decision.

CONSENT AGENDA

1. Minutes – 05/19/2020

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

BUSINESS SESSION

1. Construction Contract Award for Goodrich Pasture Park – *Jason Powell*

Mr. Powell reminded the board that this project is a park in NE Bend. The property is a former pasture space that the district is developing into a neighborhood park. As part of the project, the district is required to construct frontage improvements on NE 11th Street and Quimby Ave. The city and the district entered into an intergovernmental agreement to complete all of Quimby Avenue to current roadway design standards.

Mr. Powell explained the bidding process for this park. The project was advertised February 28, 2020 as a lump sum bid. A mandatory meeting was held for all prospective bidders on March 12, bids were opened and read on April 30. The low bid was Mountain Sky, Inc. Mr. Powell reviewed the budgeted amount for this project and said staff recommends awarding the bid to Mountain Sky, Inc.

The board asked if Mountain Sky has done any other work for the district. Mr. Powell said Mountain Sky, Inc. has done a few projects including Empire Crossing, Eagle Park and have done work as the subcontractor on several other projects. The board asked about public involvement of the neighbors for the park. Mr. Powell said the neighbors have been involved and showed the most interest in the design of the play area. The play area will be a very natural design as the neighbors prefer. Executive Director Horton added that the Goodrich family was also involved in the design of the park and expressed concern about the paving of the road. He said the city would not allow the park without the road improvements.

Director Méndez asked if there is a possibility to make changes to the road that is slated for vehicle improvement. He said he would like to consider changes to improve connectivity for walking and biking. He suggested a restricted vehicle access instead. Executive Director Horton replied that the project is at 100 percent and would have to be redesigned. He added that as part of the project, a safer crossing was installed nearby on Neff Road that is very busy and a sidewalk improvement on 11th Street to the park.

Director Hovekamp made a motion 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. Director seconded Schoen. The motion passed, 4-0. *Director Méndez abstained from the vote.

2. Resolution No. 2020-07, Clarifying SDC Collection Timing – Michelle Healy

Ms. Healy described this resolution as a housekeeping task. Ms. Healy said the district has received a request for a deferment of fees for a multi-unit housing project. She said multifamily developers are allowed to request a deferment on the fees until completion of the project. The deferral option was created in coordination with the city in order to support affordable housing projects. The request did not include the deferment of the SDCs to the city, just the district. The city assesses and collects the district's SDCs at the same time they assess and collect the SDCs for the city. In the case of a deferral, collection of the fees is required no later than the certificate of occupancy. The deferral agreement is recorded against the property and remains in place until the SDCs are paid. The recorded agreement helps secure payment of the city and district SDCs.

Ms. Healy said that the collection of district SDC fees needs to correspond to the collection of the city SDC fees. The resolution clarifies the intended timing of the SDC collection and explains that the deferment of fees must also include the deferment of fees to the city.

The board asked why the district decided to allow for the deferral of fee collection. Mr. Taylor, counsel for the district, responded that it was in response to requests made by the development community.

Director Hovekamp made a motion to adopt Resolution No. 2020-07, Clarifying SDC Collection Timing, effective June 2, 2020. Director Méndez seconded. The motion passed unanimously, 5-0.

3. Adopt Needs-Based Assistance Plan – Matt Mercer

Mr. Mercer presented the Need-Based Assistance (NBA) Plan and said he recognizes that this is a priority of the board. The plan includes:

- Recreation Scholarship Program
- Outreach and Partnerships
- Targeted Programs, Free/Low Cost Opportunities

The number of individuals and household participation increased dramatically over last year. The process was simplified and staff worked hard on outreach. The formula to qualify for assistance was changed making more people and households eligible. The long-term trend of scholarship funds show that the district would have exceeded the amount budgeted for the scholarship fund if the pandemic had not occurred. Next year the district is planning for even a higher amount. Most of the assistance is provided for youth recreation, Juniper Swim and Fitness and Therapeutic Recreation.

Mr. Mercer showed a slide on targeted programs; the district will provide \$35,000 (leveraged by \$25,000 in contributions) in direct support to the following:

- Ariel Glen Summer Day Camp
- Discover the Outdoors
- Days of Play
- Kids on the Move (discontinued)
- FAN Voucher Program

The district offered over 250 free opportunities last year, some community events, senior social programs, family nights at Juniper Pool and low fee family skates at the Pavilion. These programs are open and promoted to all, but special efforts are made to target low income populations. These are not funded through the NBA program, but are included in facility and outreach budgets.

Mr. Mercer reviewed the changes that were made to the program last year:

- Increased income eligibility level for high need from 100% to 130% of poverty
- Increased complementary program support from 25% to 50% for moderate need
- Removed limitation on facility passes
- Streamlined income verification; aligned with other assistance programs
- Extended eligibility period to one-year

Mr. Mercer said staff will continue to work with partner organizations, do outreach with free and low-cost programs and work with agencies who can enroll families and youth into district programs. The NBA plan will be rebranded to Recreation Scholarship Program to reduce perceived stigma. A brochure was created to allow the district partners to hand out better information on the scholarships. There is also an improved visibility on the district website and Facebook pages.

The plan for this year includes:

- Continue all changes made to Scholarship Program
- Provide for growth in scholarship funding (over 15%)
- Maintain targeted programs, and seek additional opportunities
- Address potential increase in need due to COVID-19 impacts
- Build on outreach efforts and partnerships

The funding requirements for the 2020-21 plan are \$451,890 which is a an additional 15 percent increase over this year. Mr. Mercer said the district is serving more people, but increases like this are not sustainable over time. The sources of funding include the general fund, grants and partnerships, foundation donations, sponsorships, and cell tower leases.

The board asked about the qualifications for the program and if the district will be able to accommodate all people in need. Mr. Mercer said only 2-3 percent of applications are denied. The district is committed to working with families and provide services to those that are in need and can qualify in other ways if necessary. The board recommended a survey to the community partners at the end of the year to get feedback on improving the outreach and program.

The board thanked staff for expanding this program and expressed interest in sharing the information with the community.

Director Schoen made a motion to approve the Fiscal Year 2020-21 Needs-Based Assistance Plan. Director Méndez seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

- Executive Director Horton announced the lease for the building that houses the Art Station has been extended another year to the end of December 2021.
- Trail Update: Staff have done a lot of work planning with the development community. A new soft surface trail (about a mile) has been completed in Discovery Park by district crews. The extension of Discovery Park to Discovery West is in the first phase and under review for deeding to the district. An undercrossing in this area that the district contributed to has been built and the painted art work will begin next week. A neighboring property that is being developed by Kevin Spencer is working on conveying property to the district for a neighborhood park and some trail easements as well. The planned development at Stevens Rd and 27th Street will be working with the district, Executive Director Horton said he will share the trail extensions as part of the park development at a later meeting.
- Mirror Pond project: Eric King said the city has not budgeted for the Mirror Pond project. Executive Director Horton asked if the district should have 6 million in the budget for the CIP if there is not certainty that the money will be given to the district for the project. He asked the board to think about bringing two CIPs to the budget approval meeting, one with the total projected funding and one with just the district's \$300,000 commitment. He explained that the project had all the funds in it to avoid having to re-adopt the budget if the project were to begin; the project is not likely to happen in this fiscal year. He said he would be comfortable removing the other agency funds from the project, but would leave the \$300,000 that was already approved by the board for the project. He suggested that this money could also be used to buy the needed easements for the bank work in the park. He added that this is not the first project that the district has budgeted for with unknown revenue sources, but it happens to be politically charged. Director Hovekamp commented that if the \$300,000 is required for easements, that would take up the entire commitment. He asked if the district would we need to increase the amount for the management of the project. Executive Director Horton responded that he did not think there would be a need for additional contributions by the district. Director Kropf asked if using the money for an easement would be consistent with the resolution. Executive Director Horton said he would ask legal counsel that question.
- Fish passage: will re-engage in this discussion when in-person meetings resume.

PROJECT REPORT In board report

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Kropf said he will send an invite to a meeting hosted by the City of Bend Accessibility Advisory Committee, the district has been asked to give a presentation for the trail improvements at

Drake Park. He next presented an idea to add signs in parks recognizing the indigenous people that inhabited the land. Executive Director Horton said Riley Ranch may be a good place to do this.

- Director Mendez explained his abstention on the Goodrich Pasture Park vote. He said he did not know the detailed history of the development of the park, but one of the quickest ways to ruin Bend is to provide greater access for motor vehicles. If city standards are the reason to pave a road, considering the current climate and economic crisis, and adding that the neighbors did not want the road, his opinion is that the district should influence the city council. He added that he thinks city standards can change. Executive Director Horton replied that the neighbors to Goodrich Park did not oppose the road, there was one person that lived several blocks away that opposed it.
- Director Mendez spoke about the George Floyd rallies and in support of him and his family, he asked if the district is serving patrons equitably. He asked if staff would know if the private patrol is treating all patrons fair and if there is a mechanism in place to handle complaints. He said the district has a role to play too.
- Director Kropf requested an agenda item on the security and patrols of the parks. Executive Director Horton said the park stewardship manager presents to the board annually and any concerns should be submitted so that they can be included in the presentation.

ADJOURN: 8:55pm

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Prepared by,
Sheila Reed
Executive Assistant

Ted Schoenborn, Chair

Nathan Hovekamp, Vice-Chair

Jason Kropf

Ariel Méndez

Deb Schoen

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 16, 2020
SUBJECT:	Five-Year Capital Improvement Plan for Fiscal Years Ending 2021-2025
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	The board last adopted the Capital Improvement Plan on June 4, 2019.
COMMITTEE ACTION:	None
ACTION PROPOSED:	Adopt Resolution No. 2020-08, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2021-2025.
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Continue to “take care of what we have” by prioritizing investments in the district’s existing assets; ensure the district is maintaining its adopted level of service targets

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.

BUDGETARY IMPACT

The 2021-2025 Capital Improvement Plan totals \$69,560,050 in planned capital expenditures. \$44,085,100 (63.4%) is funded with System Development Charge revenues, \$22,457,500 (32.3%) is funded with property tax revenues, and \$3,017,450 (4.3%) is funded with alternative funding (i.e. grants, contributions, debt, surplus property sales).

STAFF RECOMMENDATION

The CIP summary for fiscal years ending 2021-2025, attached to Resolution No. 2020-08 as Exhibit A, has been revised since it was presented to the budget committee on May 26, 2020. Based on more up-to-date information since the proposed budget was presented, staff recommends that the CIP be revised as follows:

Haul Road Trail

2020-21 Approved Budget: \$ 20,000
2020-21 Revised Budget: \$621,400
Variance: \$601,400
Funding Source: System Development Charges
Reason: The district portion of the grant match payment is due earlier than expected.

Shevlin West Park Property

2020-21 Approved Budget: \$ 0
2020-21 Revised Budget: \$123,000
Variance: \$123,000
Funding Source: System Development Charges
Reason: This project is moving quicker than initially anticipated. Also, we recently learned about new city requirements for the frontage improvements that are part of the overall subdivision development.

Discovery West Trail Undercrossing

2020-21 Approved Budget: \$370,000
2020-21 Revised Budget: \$201,800
Variance: (\$168,200)
Funding Source: System Development Charges
Reason: More of the project was completed in the current year than initially anticipated. No change to total project cost identified in CIP.

Mirror Pond Dredge Project

2020-21 Approved Budget: \$6,700,000
2020-21 Revised Budget: \$ 300,000
Variance: (\$6,400,000)
Funding Source: Alternative Funding
Reason: Remove alternative funding due to the uncertainty of timing of the project.

In summary, the recommendation is that the planned capital expenditures for fiscal years ending 2021-2025 be reduced by \$6,612,200, as a result of timing adjustments to three projects and the postponement of one project. Staff recommends adoption of Resolution No. 2020-08, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2021-2025, with the above changes.

MOTION

I make a motion to adopt Resolution No. 2020-08, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2021-2025.

ATTACHMENTS

1. Resolution No. 2020-08, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2021-2025
2. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2021-2025

BMPRD RESOLUTION NO. 2020-08

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEARS ENDING 2021-2025**

WHEREAS, the Bend Metro Park and Recreation District adopted a Capital Improvement Plan ("Plan") on June 4, 2019 with BMPRD Resolution No. 428; and

WHEREAS, the Board has re-examined the park and facility need 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 2021-2025 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 2021-2025, 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, 2021-2025 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.
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 16th day of June 2020.

Ted Schoenborn, Board Chair

Attest:

Don P. Horton, Executive Director

Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP) for Fiscal Years Ending 2021-2025													
Project Type	Project Stage	Current Project Cost Estimate	Spent in Prior and Current Fiscal Years	To be Spent Fiscal Years 2021-2025	FY 2021-25 Funding Allocation by Source				FY 20-21 Total	FY 21-22 Total	FY 22-23 Total	FY 23-24 Total	FY 24-25 Total
					Property Tax Revenue	SDC Funds	Alternative Funds	Alt. Type					
Community Parks													
Pine Nursery Park Ph. 4 (Pending Partnership)	Order of Magnitude	130,000	30,000	100,000	-	100,000	-		-	-	-	-	100,000
Pine Nursery Park Ph. 5	Order of Magnitude	5,000,000	-	5,000,000	-	5,000,000	-		-	-	400,000	2,300,000	2,300,000
Alpenglow Park	Construction Documents	11,395,800	1,750,000	9,645,800	-	9,645,800	-		5,107,600	4,538,200	-	-	-
Big Sky Park Expansion	Award/Bid	4,260,000	551,500	3,708,500	458,300	3,250,200	-		-	3,708,500	-	-	-
Discovery Park Ph. 2	Order of Magnitude	650,000	-	650,000	-	650,000	-		-	150,000	500,000	-	-
Total Community Parks		21,435,800	2,331,500	19,104,300	458,300	18,646,000	-		5,107,600	8,396,700	900,000	2,300,000	2,400,000
Neighborhood Parks													
Land Acquisitions	Acquisition	3,874,800	-	3,874,800	-	3,874,800	-		968,700	968,700	968,700	-	968,700
Neighborhood Parks Design & Development	Order of Magnitude	3,036,200	-	3,036,200	-	3,036,200	-		251,300	1,276,400	249,000	1,128,000	131,500
Goodrich Property	Construction Documents	1,773,150	800,000	973,150	-	805,700	167,450	2	973,150	-	-	-	-
Park Area 14 - Bear Creek	Order of Magnitude	2,171,400	-	2,171,400	-	2,171,400	-		-	-	-	1,000,000	1,171,400
Northpointe Park	Conceptual Design	2,524,700	920,000	1,604,700	-	1,604,700	-		1,604,700	-	-	-	-
Golf and Country Club Site	Order of Magnitude	2,000,000	747,141	1,252,900	-	1,252,900	-		-	200,000	1,052,900	-	-
Shevlin West Park Property	Order of Magnitude	1,423,000	-	1,423,000	-	1,423,000	-		123,000	-	-	200,000	1,100,000
Total Neighborhood Parks		16,803,250	2,467,141	14,336,150	-	14,168,700	167,450		3,920,850	2,445,100	2,270,600	2,328,000	3,371,600
Park Development Agreements													
Stone Creek NP Development Credits	Completion	1,764,000	1,533,978	230,000	-	230,000	-		230,000	-	-	-	-
Park Search Area 4 (Northeast)	Order of Magnitude	2,270,600	-	2,270,600	-	2,270,600	-		-	-	1,402,600	434,000	434,000
Total Park Development Agreements		4,034,600	1,533,978	2,500,600	-	2,500,600	-		230,000	-	1,402,600	434,000	434,000
Regional Parks													
Riley Ranch Nature Reserve Bridge	Conceptual Design	800,000	-	800,000	-	800,000	-		-	-	800,000	-	-
Total Regional Parks		800,000	-	800,000	-	800,000	-		-	-	800,000	-	-
Trails													
Galveston to Millers Landing	Order of Magnitude	800,000	96,396	703,700	-	703,700	-		-	-	703,700	-	-
Putnam to Riley Ranch Bridge	Order of Magnitude	155,000	440	154,600	-	154,600	-		-	154,600	-	-	-
Kirkaldy to Putnam	Order of Magnitude	63,100	3,662	59,400	-	59,400	-		-	42,200	17,200	-	-
Deschutes River Trail North Parking	Order of Magnitude	320,000	-	320,000	-	320,000	-		-	20,000	300,000	-	-
Miscellaneous Trails	Order of Magnitude	500,000	-	500,000	-	500,000	-		100,000	100,000	100,000	100,000	100,000
COHCT Crossings	Construction Documents	383,500	-	383,500	-	383,500	-		100,000	-	-	283,500	-
Discovery West Trail Undercrossing	Construction Documents	820,000	618,248	201,800	-	201,800	-		201,800	-	-	-	-
Haul Road Trail	Construction Documents	685,400	64,000	621,400	-	621,400	-		621,400	-	-	-	-
North Unit Irrigation Canal Trail (NUID)	Order of Magnitude	160,000	-	160,000	-	160,000	-		30,000	30,000	-	-	100,000
Total Trails		3,887,000	782,746	3,104,400	-	3,104,400	-		1,053,200	346,800	1,120,900	383,500	200,000

Bend Park & Recreation District Five-Year Capital Improvement Plan (CIP) for Fiscal Years Ending 2021-2025													
Project Type	Project Stage	Current Project Cost Estimate	Spent in Prior and Current Fiscal Years	To be Spent Fiscal Years 2021-2025	FY 2021-25 Funding Allocation by Source				FY 20-21 Total	FY 21-22 Total	FY 22-23 Total	FY 23-24 Total	FY 24-25 Total
					Property Tax Revenue	SDC Funds	Alternative Funds	Alt. Type					
Recreation Facilities													
Larkspur Center	Construction Documents	23,331,000	18,849,568	4,481,500	4,481,500	-	-		4,481,500	-	-	-	-
Westside Recreation Facility Infrastructure (Simpson RAB)	Order of Magnitude	700,000	-	700,000	-	700,000	-		700,000	-	-	-	-
Total Recreation Facilities		24,031,000	18,849,568	5,181,500	4,481,500	700,000	-		5,181,500	-	-	-	-
Community Wide													
Drake Park DRT Trail & Bank Improvements	Award/Bid	7,300,000	1,263,626	6,036,400	1,721,000	3,565,400	750,000	1	6,036,400	-	-	-	-
Riverbend South River Restoration & Access Project	Design Development	264,000	-	264,000	264,000	-	-		64,000	200,000	-	-	-
Total Community Wide		7,564,000	1,263,626	6,300,400	1,985,000	3,565,400	750,000		6,100,400	200,000	-	-	-
Asset Management Projects													
Accessibility Improvements	Order of Magnitude	425,000	-	425,000	425,000	-	-		-	50,000	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	Order of Magnitude	1,250,000	-	1,250,000	1,250,000	-	-		250,000	250,000	250,000	250,000	250,000
Park Services Complex	Order of Magnitude	10,000,000	-	10,000,000	8,000,000	-	2,000,000	3	-	-	-	8,000,000	2,000,000
Skyline Field Renovations + Parking Lot Lights	Order of Magnitude	397,700	-	397,700	397,700	-	-		-	100,000	-	297,700	-
JSFC Flooring Replacement	Order of Magnitude	175,000	-	175,000	175,000	-	-		-	-	175,000	-	-
JSFC Indoor Pool Tank Replacement & Renovation	Conceptual Design	3,030,000	300,000	2,730,000	2,730,000	-	-		2,730,000	-	-	-	-
Natural Resource River Stewardship	Order of Magnitude	81,000	41,029	40,000	40,000	-	-		20,000	-	20,000	-	-
Sawyer Park	Order of Magnitude	600,000	-	600,000	600,000	-	-		-	100,000	500,000	-	-
Hollinshead Park ADA & Master Plan	Order of Magnitude	1,000,000	-	1,000,000	650,000	250,000	100,000	4	-	100,000	900,000	-	-
Ponderosa Park (North)	Order of Magnitude	1,200,000	-	1,200,000	850,000	350,000	-		-	-	150,000	1,050,000	-
Hollygrape Park ADA Renovation	Construction Documents	150,000	35,000	115,000	115,000	-	-		115,000	-	-	-	-
Mirror Pond Dredge Commitment	Construction Documents	300,000	-	300,000	300,000	-	-		300,000	-	-	-	-
Total Asset Management Projects		18,608,700	376,029	18,232,700	15,532,700	600,000	2,100,000		3,415,000	600,000	2,120,000	9,722,700	2,375,000
Total CIP Funding Allocations		97,164,350	27,604,588	69,560,050	22,457,500	44,085,100	3,017,450		25,008,550	11,988,600	8,614,100	15,168,200	8,780,600
Alternative Funding Type Key					32.28%63.38%4.34%				35.95%17.23%12.38%21.81%12.62%				
1 - Grant Funding					Funding Allocation by Source				Funding Allocation by Source				
2 -Contributions, Collaborations, Fundraising													
3 - Debt Financing													
4 - Facility Rental Special Revenue Funding													

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 16, 2020
SUBJECT:	Public Budget Hearing, Adoption of the 2020-21 Budget, and Imposing and Categorizing Taxes
STAFF RESOURCE:	Betsy Tucker, Finance Manager Lindsey Lombard, Administrative Services Director
PREVIOUS BOARD ACTION:	None
COMMITTEE ACTION:	The 2020-21 proposed budget was previously approved by the budget committee on May 26, 2020.
ACTION PROPOSED:	Hold a public hearing to discuss the budget for fiscal year 2020-21, adopt Resolution No. 2020-09 Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and adopt Resolution No. 2020-10 Imposing and Categorizing Taxes.
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Financial well-being supported by strong business practices
Strategy:	Invest in services that provide the greatest community benefit while maintaining financial stability

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, staff recommendations 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 another public hearing. Expenditures in any fund can be reduced, without limitation, as long as resources and requirements in the fund remain in balance. Other than re-balancing if necessary, no additional process steps are required when expenditures are reduced.

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 \$2,068,550.

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 2020-21 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. 2020-09 is \$77,717,170. Of that, a total of \$22,346,453 is either in unappropriated ending fund balance, reserves for future expenditures, operating contingency or interfund transfers. Of the remaining appropriated amount of \$55,370,717, \$25,093,737 is for operations, \$2,479,930 is for debt service, and \$27,797,050 is for current and future planned capital projects, land acquisition and vehicle, equipment and technology purchases.

STAFF RECOMMENDATION

On occasion, between the time that the budget committee approves the proposed budget and the board of directors adopts the approved budget, new information may become available that affects the estimates of the upcoming year's resources or expenditures.

Resolution No. 2020-09 adopting the budget and making appropriations for fiscal year 2020-21 has been revised since the budget committee approved the fiscal year 2020-21 proposed budget on May 26, 2020. Based on new information, staff recommend the board revise the 2021-2025 Capital Improvement Plan (CIP), with resulting impacts to the fiscal year 2020-21 approved budget. These changes include timing adjustments to three projects, and the postponement of one project. The project details are included in the board agenda communication for adoption of the CIP. The result of these recommended changes is outlined below:

System Development Charges Fund

	19/20 Est.			20/21		
	19/20 Est.	Revised	Variance	Approved	Revised	Variance
Beg. Fund Balance	24,264,961	24,264,961	-	12,806,068	12,593,134	(212,934)
Requirements	18,333,582	18,546,516	212,934	16,343,400	16,899,600	556,200
Operating Cont.	-	-	-	3,420,668	2,651,534	(769,134)
End. Fund Balance	12,806,068	12,593,134	(212,934)	-	-	-

Facility Reserve Fund

	20/21 Approved	20/21 Revised	Variance
Resources	12,537,450	6,137,450	(6,400,000)
Requirements	24,498,837	18,098,837	(6,400,000)

Staff recommends that the board adopt Resolution No. 2020-09 adopting the budget and making appropriations for fiscal year 2020-21, based on the changes noted above.

Staff also recommends that the board adopt Resolution No. 2020-10 imposing and categorizing taxes for fiscal year 2020-21 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 make a motion to adopt Resolution No. 2020-09 Adopting the Budget and Making Appropriations for Fiscal Year 2020-21.

Motion #2: I make a motion to adopt Resolution No. 2020-10 Imposing and Categorizing Taxes for Fiscal Year 2020-21.

ATTACHMENT

1. Resolution No. 2020-09 Adopting the Budget and Making Appropriations
2. Resolution No. 2020-10 Imposing and Categorizing Taxes

BMPRD RESOLUTION NO. 2020-09**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 2020-21 in the total amount of \$77,717,170.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated:

General Fund:

Director's Office and Administrative Services	\$	3,155,050
Strategic Planning and Design		1,410,388
Community Relations		852,300
Park Services		6,867,088
Recreation Services		12,158,461
Interfund Transfers		5,220,000
Debt Service		506,548
Operating Contingency		3,203,046
Total Appropriations	\$	33,372,881
Unappropriated Ending Fund Balance		2,000,000
Total General Fund	\$	35,372,881

Facility Rental Special Revenue Fund:

Facility Rental Program	\$	600,450
Operating Contingency		1,259,944
Total Appropriations	\$	1,860,394

System Development Charges Special Revenue Fund:

System Development Charges Program	\$	50,000
Capital Outlay		16,274,600
Interfund Transfers		575,000
Operating Contingency		2,651,534
Total Appropriations	\$	19,551,134

Facility Reserve Fund:

Capital Outlay	\$	11,098,950
Operating Contingency		1,729,886
Total Appropriations	\$	12,828,836
Reserved for Future Expenditures		5,270,000
Total Facility Reserve Fund	\$	18,098,836

Equipment Reserve Fund

Capital Outlay	\$	423,500
Total Appropriations	\$	423,500
Reserved for Future Expenditures		437,043
Total Equipment Reserve Fund	\$	860,543

GO Bond Debt Service Fund:

Debt Service	\$	1,973,382
Total Appropriations	\$	1,973,382

Total Bend Metro Park and Recreation District:

Total Appropriations, Including Operating Contingency	\$	70,010,127
Total Unappropriated and Reserve Amounts		7,707,043
Total Bend Metro Park and Recreation District Budget	\$	77,717,170

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 16th day of June 2020.

Ted Schoenborn, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 2020-10

**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 2020-21 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 \$2,068,550 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\$2,068,550

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 16th day of June 2020.

Ted Schoenborn, Board Chair

Attest:

Don P. Horton, Executive Director

Board Calendar 2020-2021

July 7

Work Session

Recreation Report

Business Session

- ◆ Elect Board Chair and Vice-Chair
- ◆ Approve Board meeting dates and time
- ◆ Appoint Board Secretary
- ◆ Appoint Legislative Liaison

July 21

Work Session

Park Services Report

Business Session

◆

August 4 - Nathan Out

Work Session

Recreation Report

Business Session

August 18 - Nathan Out

Work Session

Park Services Report

Business Session

September 1

Work Session

Recreation Report

Business Session

- ◆ SDC's and Affordable Housing

September 15

*Ask for 2 board members to volunteer for policy committee

Work Session

Park Services Report

Business Session

October 6

Work Session

Recreation Report

Business Session