



Bend Metro Park & Recreation District

December 15, 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

799 SW Columbia St., Bend, Oregon 97702 | [www.bendparksandrec.org](http://www.bendparksandrec.org) | (541) 389-7275



<b>BOARD AGENDA COMMUNICATION</b>
-----------------------------------

<b>AGENDA DATE:</b>	December 15, 2020
<b>SUBJECT:</b>	Receive budget committee applications and review 2021-22 budget calendar
<b>STAFF RESOURCE:</b>	Betsy Tucker, Finance Manager
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Receive budget committee applications and discuss 2021-22 budget calendar dates

**BACKGROUND**

The district's budget committee consists of five members that are appointed by the board of directors. To be eligible to serve as a budget committee member, per Oregon's Local Budget Law, a candidate must reside within the district's boundaries, be a registered voter, and be willing to commit to serving a three-year term. There are currently two vacant seats on the district's budget committee; Joanne Matthews and Thomas Fisher completed their term at the end of the budget process for the fiscal year 2020-21. The board has received several applications for consideration for the open positions.

For prior appointments, board members have taken into consideration a variety of criteria during their selection process. The criteria have included the candidates' skills and experiences, their neighborhood, and prior experience with the district. Also, a significant factor in the prior selection processes has been the makeup of the current budget committee members to have a committee that best represents various areas and backgrounds in the broader community.

The applications and summaries of information on the three current budget committee members and the candidates have been emailed to the board of directors.

The board has previously committed to using the following review and selection process:

- board members receive all eligible applications and read, review and rate the candidates on their own time;
- the rating system to be used: three points for each board member's first candidate, two for the second, and one for the third;
- all individual ratings will be provided to staff by the end of day Monday, January 4;
- staff will summarize the data and will provide to the board, at the Tuesday, January 5 board meeting, the names of the candidates who received the two highest combined ratings; and
- the board will consider those candidates for appointment.

Each year staff develops a budget calendar for the upcoming fiscal year's budget process. The annual board workshop is scheduled for Tuesday, February 2. The budget committee and board budget tour is scheduled for Wednesday, April 14, from 9:00am to 4:00pm. The tour's purpose is to see some of the more significant sites of projects that will be in this year's proposals.

Staff has also scheduled the budget committee meetings for Monday, May 17 and Wednesday, May 19 (with Thursday, May 20 scheduled as a tentative third meeting if necessary) with the board's budget adoption scheduled for the regular Tuesday, June 1 board meeting.

**BUDGETARY IMPACT**

The 2020-21 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on Monday, May 17.

**STAFF RECOMMENDATION**

Staff recommends the board review and consider the applications in preparation for appointment on Tuesday, January 5. Staff also recommends that the board note the dates for the board workshop, the budget tour, and the budget committee meetings, and inform staff as soon as possible if there is a scheduling conflict.

**MOTION**

None, for information purposes only.

**ATTACHMENTS**

BPRD Fiscal Year 2020-21 Budget Calendar

**BPRD FY 2021-22 Budget Calendar****2020**

December Publish ad seeking new budget committee members

**2021**

January 5 Board of directors appoint new budget committee members

January 27 Budget committee orientation

February 2 Board Annual Workshop

April 14 Budget committee and board budget tour

May 4 Budget committee meeting notice published

May 10 Proposed budget available to public and budget committee

May 17 Budget committee meeting to hear budget message, receive public input, review proposed budget, approve proposed budget, property tax rate, and property tax levy for debt service

May 19, 20 Continuation of budget committee meeting, if necessary

May 21 Notice of budget public hearing published

June 1 Public hearing held by board of directors to receive public input, adopt budget and impose and categorize property taxes

July 15 Tax levy certified by Deschutes County

<b>BOARD AGENDA COMMUNICATION</b>
-----------------------------------

<b>AGENDA DATE:</b>	December 15, 2020
<b>SUBJECT:</b>	Financial Impacts of COVID on Recreation Services Budget
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	For Board Information and Direction
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	Financial well-being supported by strong business practices
<b>Strategy:</b>	Plan for long-term financial health

**BACKGROUND**

The COVID-19 Pandemic has resulted in substantial disruptions to recreation services operations since March of 2020. These disruptions have ranged from complete closures to reduced operating capacity. The district has chosen to provide programs and services when state guidelines allow, providing they can be conducted in a safe and financially responsible manner. The district has prioritized maintaining full-time staffing levels as much as possible, although some layoffs and furloughs have been necessary. The district has also been successful at receiving CARES funds to support the Operation Recreation Team Up program during the comprehensive distance learning period. As we approach the mid-point of the current fiscal year budget, the district is better able to estimate the financial impacts of the pandemic on the recreation services and additional funding that may be required to carry the department through the fiscal year.

Staff will provide the board with a summary of the impacts of the pandemic on the recreation budget to date (from March-December 2020) and projections of what the impacts may be for the remainder of the fiscal year (January -June 2021). Staff will provide options and recommendations for funding recreation services through the current fiscal year.

**BUDGETARY IMPACT**

The budget impacts of the pandemic include substantial reductions in revenue due to the inability to provide services and/or operating programs at reduced capacity. Expenses have been reduced significantly as a result of: suspension of part-time staffing when programs are not being offered, lay-offs and furloughs of some full-time staff, reductions in program supplies, and savings in facility operation costs. The delaying in opening of Larkspur Community Center also provided operational savings. These reductions in expenses, however, do not offset the decreases in revenue, creating a potential budget deficit or additional subsidy requirement as we generally refer to in the recreation

services budget. Staff is currently finalizing these budget impacts and estimates and will share specific numbers during the work session.

**STAFF RECOMMENDATION**

None – For board information and direction. A motion, if necessary, will be carried to the board in a future meeting.

**ATTACHMENT**

None



<b>BOARD AGENDA COMMUNICATION</b>
-----------------------------------

<b>AGENDA DATE:</b>	December 15, 2020
<b>SUBJECT:</b>	System Development Charges (SDC) and Affordability
<b>STAFF RESOURCE:</b>	Michelle Healy, Deputy Executive Director Lindsey Lombard, Administrative Services Director
<b>PREVIOUS BOARD ACTION:</b>	June 4, 2019 - Adopted Ordinance 12: System Development Charges, and accompanying Resolutions No. 421, 422, 423, 424, and 425
<b>ACTION PROPOSED:</b>	None
<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**

Staff brought information to the board over the past few weeks, regarding the district's park system development charge (SDC) program. These discussions were prompted by a request by the city of Bend that the district lift the 400-unit cap on the district's adopted SDC waiver program for deed restricted affordable housing projects.

The SDC affordable housing waiver program is a three-and-a-half-year pilot program that sunsets on December 31, 2022. The board placed a cap on the number of units in order to balance the benefit of providing an incentive to build affordable housing with the goal of maintaining the comprehensive plan designated level of service. The cap was also a tool the board established to manage the fiscal responsibility of the district.

The first meeting, on November 17, provided the board with an overview of the district's SDC program including: SDC primer; history of park SDCs; how SDCs fund the park system; how SDCs fit into the district's overall funding for services and programs; how the district supports equitable and affordable access to a desirable quality of life; a review of the 2019 new ordinance and methodology; information reflecting the affordable housing park SDC waiver program to date, and other key considerations related to the affordable housing waiver and SDC program in general.

The second meeting, on December 1, included a presentation by Lynne McConnell, city of Bend Affordable Housing Manager on the city's affordable housing program, an explanation on how they fund projects, and a summary of the expected future park SDC waiver needs. It also included an explanation by Russ Grayson, city of Bend Development Services Director, on the status and timing of the district's tiered SDC fee implementation, and the status of the city's consideration of tiers for the city's transportation SDC fees.

In preparation of this work session, staff identified four potential options for the board to consider related to the city's request and will share more information related to each during the meeting. Additionally, staff will share a list of potential waiver criteria that the board may also want to consider.

Options:

1. Leave the 400-unit cap and program in place as-is through the end of the pilot program period, December 31, 2022
2. Lift the cap entirely through December 2022, and do not amend the waiver program
3. Lift the cap entirely, and amend the waiver program with additional criteria for awarding waivers through December 2022
4. Allow a certain number of additional waivers through December 2022, and either amend the waiver program with additional criteria for awarding waivers, or leave as is

Some examples of additional waiver award criteria that the board may want to consider, if amending the waiver program, include:

1. Developer type
2. Housing type
3. Change the portion of fees eligible to be waived
4. Require larger projects (e.g. 100+ units) that receive a waiver, and build on-site park and trail amenities, to provide public access to those amenities (not only private resident access)

Lastly, staff will provide a list of potential capital improvement projects from the Capital Improvement Plan (and selection rationale) to remove or postpone to offset the revenue reduction by the existing affordable housing waiver program and for potential additional waivers provided above the 400 units.

During the work session, staff would like to receive input and feedback on what is presented, as well as suggestions for other options, additional considerations, or questions the board would like explored. Should the board want to proceed with amending the affordable housing waiver program, staff will engage with the district's legal counsel to prepare a new affordable housing waiver resolution for board adoption at a future business meeting.

### **BUDGETARY IMPACT**

SDCs are the main source of funding for the development of parks, trails and recreation facilities to serve growth. They support the district's goals of maintaining the same level of service as population increases and to assure the benefit of having parks that past generations have enjoyed. The SDC methodology establishes the SDC fees, which influence future revenues for SDC eligible projects in the district's adopted Capital Improvement Plan.

### **STAFF RECOMMENDATION**

None

### **MOTION**

None

### **ATTACHMENTS**

None

**Board Calendar  
2021**

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

**January 5**

Work Session

Business Session

- ◆ Accept 2019-2020 CAFR – *Betsy Tucker and Brenda Bartlett (15min)*
- ◆ SDCs and Affordable Housing – *Michelle Healy and Lindsey Lombard (20 min)*
- ◆ Appoint Budget Committee Member– *Betsy Tucker (15 min)*
- ◆ Alpenglow Park Contract Award – *Jason Powell (10 min)*

**January 19**

Work Session

- ◆ River Habitat Restoration and Access Plan Update – *Sarah Bodo and Rachel Colton (30 min)*

Business Session

- ◆ Resolution on SDCs – *Michelle Healy and Lindsey Lombard (20 min)*
- ◆ Petrosa Agreement Approval (Park Search Area) – *Sarah Bodo (30 min)*
- ◆ Shevlin West Agreement Approval (Park Search area) – *Michelle Healy (15 min)*

**February 2 – Board Workshop**

No regular meeting

**February 16**

Work Session

Business Session

- ◆ Approve Petrosa Neighborhood Park Master Plan – *Ian Isaacson (10 minutes)*

**March 2**

Work Session

- ◆ River Habitat Restoration and Access Plan Update – *Sarah Bodo and Rachel Colton (30 min)*

Business Session

**March 16**

Work Session

Business Session

**April 6**

Work Session

Business Session

**April 20**

Work Session

Business Session

**May 4**

Work Session

Business Session

**BUDGET MEETINGS May 17 and 19**

**May 18**

Work Session

Business Session

**June 1**

Work Session

Recreation Report

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2021 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2021-22, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2020-21 – *Lindsey Lombard*
- ◆ Adopt CIP – *Michelle Healy*

**June 15**

Work Session

Park Services Report

Business Session

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)*

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

Approve Credit Card Processor Contract – *Justin/Jut/Betsy*

Update on Bi-lingual Communications – *Julie Brown and Kathya Avila Choquez (20 min)*

Contract Award for Hollygrape ADA – *Jason Powell (10 minutes)*