



Bend Metro Park & Recreation District

November 16, 2021

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



Board of Directors

November 16, 2021

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

The board will meet virtually via Zoom.

To join the meeting virtually, please use this link:

<https://us02web.zoom.us/j/82865152389?pwd=K2NNTjFBcVpDNmZPaThGcTJxbXV4Zz09>

Passcode: 006102

Join by phone, toll-charges may apply:

1 253 215 8782

Webinar ID: 828 6515 2389

Passcode: 006102

5:30 p.m. CONVENE MEETING

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Members of the community who wish to make public comment may attend the meeting virtually. To provide a public comment, click on the "Raise Hand" option. You will be called into the meeting in the order received. Visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less and relevant to a topic on the agenda. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

WORK SESSION

1. Foundation Board Update – *Kim Johnson (20 min)*
2. DEI Initiative Update – *Bronwen Mastro and Talitha Consultants (30 min)*
3. Sawyer Park – *Bronwen Mastro (30 min)*
4. Budget Committee Applications and Review Process – *Sheila Reed (10 min)*
5. Service Levels Update – *Matt Mercer (20 min)*

CONSENT AGENDA

1. Minutes: 11/02/2021

BUSINESS SESSION

1. Authorize Pre-work Amendment for Drake Park DRT Project Phase 1 – *Brian Hudspeth (30 min)*

EXECUTIVE DIRECTOR'S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

ADJOURN

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 16, 2021
SUBJECT:	Foundation board introductions
STAFF RESOURCE:	Kim Johnson, Community Engagement Supervisor Julie Brown, Communication and Community Relations Manager
GUEST PRESENTER:	Nancy Devine, Heather Simmons, Jane Dunham, Paul Taylor and Keith Krueger
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	District services that are accessible to all
Strategy:	Develop solutions and required resources to mitigate identified barriers to participation and involvement

BACKGROUND

The Bend Park and Recreation Foundation is a 501-c-3 tax exempt corporation that exists for the purpose of supporting the work of the Bend Park and Recreation District. The foundation incorporated in 1974 and has served the district in a wide variety of ways ranging from accepting donation of property, to serving as a fiscal sponsor of community fundraising efforts, and being the steward for financial contributions to support recreation scholarships.

Staff will introduce Foundation board members and they will share brief information about themselves and why they serve the community and the district in this role.

BUDGETARY IMPACT

None at this time.

STAFF RECOMMENDATION

None, information provided for discussion only.

MOTION

None, information provided for discussion only.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 16, 2021
SUBJECT:	Diversity, Equity and Inclusion (DEI) Initiative Update
STAFF RESOURCE:	Bronwen Mastro, Landscape Architect Michelle Healy, Deputy Executive Director
GUEST PRESENTERS:	Charis May Hnin, Talitha Consults Ryan Mottau, MIG
PREVIOUS BOARD ACTION:	Adopted Strategic Plan, June 18, 2019 DEI Update, July 7, 2020 DEI Update, October 6, 2020 DEI Update, March 16, 2021 DEI Update, July 6, 2021
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	District services that are accessible to all
Strategy:	Foster a climate of inclusion for all community members

BACKGROUND

In November 2020, the district hired Talitha Consults (Talitha) to lead a diversity, equity and inclusion (DEI) initiative. The district's strategic plan calls for implementation of a DEI program, and Talitha Consults' work will be a first step in this ongoing effort.

To date, Talitha has gathered information by reviewing BPRD policies and meeting with staff and the board. Talitha and BPRD staff conducted a community survey that was open for a month during July and August. BPRD staff also hosted seven targeted outreach events with the goal of increasing responses from historically underrepresented community members.

Talitha has analyzed the results from the community survey. They have synthesized all survey results and other findings into an assessment report. The first draft has been reviewed by staff and updates are in progress. Talitha's final deliverable will be a DEI assessment report that summarizes key findings and makes actionable recommendations. The final report will be shared with staff, the board and the community.

BPRD staff will use the assessment report to develop a DEI action plan. The plan will include engagement tactics, implementation prioritization and methods for tracking progress. This plan will also be shared with staff, the board and the community.

Tentative Timeline

November: Semi-final draft DEI Assessment Report

January 2022: Final DEI Assessment Report

April 2022: Draft DEI Action Plan

June 2022: Final DEI Action Plan

BUDGETARY IMPACT

The district spent \$27,625 in fiscal year 2020-2021 to begin this work the Talitha. The current (2021-2022 fiscal year) planning and development department budget includes an additional \$25,000 to continue this work.

STAFF RECOMMENDATION

None – for board discussion only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 16, 2021
SUBJECT:	Sawyer Park Asset Replacement Project
STAFF RESOURCE:	Bronwen Mastro, Landscape Architect Brian Hudspeth, Development Manager Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

Sawyer Park is a 53.4-acre community park in northwest Bend that stretches along both sides of the Deschutes River. Formerly an Oregon State Park, it was dedicated to the district in 1980. The existing park entry and parking lot have reached the end of their life span. The existing paving is rutted and pot-holed beyond normal maintenance repair and needs to be replaced. Additionally, the existing parking configuration does not function well and the location within the park creates safety concerns.

The district's 2018 Comprehensive Plan, which is the guiding plan for the next ten years of parks and recreation in Bend, identifies a renovation project at Sawyer Park. This project is included in the district's 2022-26 Capital Improvement Plan (CIP) for implementation. The scope of the project is to evaluate the capacity and location of the existing parking area, and address ADA accessibility.

To better understand the current and future parking needs at Sawyer Park, staff hired Lancaster Mobley, a local traffic engineering firm, to perform an initial parking/traffic study (attachment A). The findings of the study will be one resource used to help inform the design of the new parking area, as well as alternate transportation needs and facilities for access to the park.

Staff will be preparing a formal request for proposal to hire a design consultant this winter to begin the planning and design of the overall project. Once the design consultant is hired, public outreach will begin, along with conceptual design. Input from the community will help form conceptual design for the project.

During the work session, staff will share the results of the recent parking and traffic study, review the scope of the project and timeline, and answer questions related to the project.

BUDGETARY IMPACT

The 2022-2026 CIP allocates \$1,100,000 for the project - \$850,000 in property tax funds and \$250,000 in a potential future grant to support construction. This current fiscal year the CIP allocates \$100,000 to begin the design. The remaining \$1,000,000 is identified in next fiscal year to begin construction.

STAFF RECOMMENDATION

None – for board discussion only

MOTION

None

ATTACHMENT

Attachment A: Sawyer Park Parking Study



321 SW 4th Ave., Suite 400
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lancastermoble.com

Memorandum

To: Bronwen Mastro, Bend Park and Recreation District
From: Melissa Webb, PE
Jennifer Danziger, PE
Date: October 15, 2021
(Supersedes parking study dated October 5th, 2021)
Subject: Sawyer Park Parking Study



Introduction

This memorandum reports the findings of a parking demand analysis and research pertaining to the existing parking lot at Sawyer Park, located at 62999 O.B. Riley Road in Bend, Oregon. The current parking lot is outdated and no longer functions well with park users and the capacity required, and the existing pavement is rutted and pot-holed beyond normal maintenance repair. The recently approved *Bend Park & Recreation Five-Year Capital Improvement Plan*¹ identifies the Sawyer Park project (#158). This project will potentially relocate the existing parking area above the park adjacent to O.B. Riley Road.

Background

Sawyer Park is a 53.4-acre park in northwest Bend that stretches along both sides of the Deschutes River. The park features large green spaces, picnic tables, a drinking fountain, and portable toilets, and is open from sunrise to sunset. Sawyer Park is a popular recreation location as it provides access to the Deschutes River Trail (DRT) and connections to First Street Rapids Park, Sawyer Uplands Park, and Archie Briggs Natural Area. This segment of DRT runs from First Street Rapids north to Awbrey Glen Golf Course and is between three and four miles. It is particularly popular for runners/walkers/bikers, as a portion of the trail runs parallel to the Deschutes River and offers breathtaking scenery. Sawyer Park is one of the only "public parking" areas visitors can use to access the northern portion of DRT.

The parking study area is shown in Figure 1.

¹ Bend Park & Recreation District, *Five-Year Capital Improvement Plan Fiscal Years 2022-2026*, April 14, 2021.



Figure 1: Sawyer Park Parking Study Area

Existing Roadway Conditions

The main parking lot is entirely parallel parking and consists of 31 spaces in total. When the parking lot reaches capacity, the access road to O.B. Riley Road becomes lined with vehicles along both sides. The excess parking limits the driveway width and makes for a tight squeeze for an entering and exiting vehicle to pass one another.

Vehicles enter and exit Sawyer Park via one access along O.B. Riley Road. O.B. Riley Road is classified by the City of Bend as a major collector. The roadway varies between having a two-lane cross-section and a three-lane cross-section, with one travel lane in each direction and a two-way left-turn lane along portions of the roadway. The roadway has a posted speed of 35 mph except in locations designated as school zones, where the posted speed is 20 mph during school hours. Sidewalks are provided intermittently along both sides of the roadway. On-street parking is available along portions of the roadway, and bicycle lanes are provided along both sides of the roadway.

The access road leading to the Sawyer Park parking lot from O.B. Riley Road is a paved roadway approximately 16-feet wide. There are no sidewalks or bicycle lanes along the roadway. Large boulders line both sides of the roadway to discourage vehicles from driving off-road. During peak periods at the park, vehicles park along the roadway shoulders, causing a reduced roadway width (see Figure 2).



Figure 2: Access Road with Shoulder Parking

The intersection of O.B. Riley Road at the park entrance is a three-legged intersection that is stop-controlled for the eastbound approach. Drivers share one lane for all turning movements along each approach. There are no marked crosswalks across any of the intersection legs.

Planned Improvements

The *Bend Park & Recreation District Comprehensive Plan*² identifies the Sawyer Park Redevelopment project (#28). The overall project intends to renovate and repair the existing 31-space parking lot, access road, restrooms, and river trail. With this redevelopment plan comes the opportunity to resize the parking lot to meet the higher-than-available parking demand. This moderate priority project was identified as having a high planning and design effort with relatively high capital costs.

The *Bend Park & Recreation Five-Year Capital Improvement Plan* identifies the Sawyer Park project (#158). This project will potentially relocate the existing parking area above the park adjacent to O.B. Riley Road. The current parking lot is outdated and no longer functions well with park users and the capacity required, and the existing pavement is rutted and pot-holed beyond normal maintenance repair. This project has an expected start date of Fall 2021.

² Bend Park & Recreation District, *Bend Park & Recreation District Comprehensive Plan*, July 2018.

Existing Parking Demand

The data collection effort for the Sawyer Park Parking Study consists of three main components: periodic observations of how vehicles park at the Sawyer Park parking lot, traditional video-based traffic counts at the site driveway on O.B. Riley Road, and “big data” primarily taken from blue tooth activity to identify pre-pandemic travel demand during different months and days of the week. This data can be compared to current travel demand patterns to determine if any adjustments need to be applied to account for COVID-19.

All three data components were analyzed and used as the basis to recommend the amount of parking to be provided in the new lot located closer to O.B. Riley Road.

Field Observations

At the time of the traditional video camera data collection, periodic field observations were conducted within Sawyer Park to determine how and where vehicles were parked. Specifically, vehicles were observed both in the existing parking lot as well as along the access road leading from the parking lot to O.B. Riley Road. Table 1 shows the number of vehicles observed within the study area.

Table 1: Periodic Field Observations at Sawyer Park

Time	Number of Vehicles Parked			Total Parking Demand
	Before Entrance Gate	In Parking Lot	Along Access Road	
Thursday, July 15 th , 2021				
7:15 AM	0	8	0	8
8:15 AM	1	7	0	8
9:25 AM	0	8	0	8
12:40 PM	0	26	0	26
2:45 PM	0	19	2	21
4:15 PM	0	13	1	14
5:45 PM	0	25	4	29
7:30 PM	3	26	9	38
Saturday, July 17 th , 2021				
7:50 AM	0	9	0	9
9:20 AM	0	14	0	14
10:20 AM	0	10	0	10
12:30 PM	0	17	1	18
2:10 PM	1	26	4	31
4:10 PM	1	21	7	29
5:15 PM	0	21	8	29
7:15 PM	0	21	4	25

BOLDED text indicates peak period where the highest number of vehicles were observed. All parked vehicles were assumed to be accessing Sawyer Park.



For a typical weekday, the total parking demand observed was 38 vehicles at 7:30 PM. This peak time period corresponds with patrons accessing the park in the evening after work hours. The parking lot was observed to be close to capacity, with 26 of 31 spots occupied (see Figure 3). Note that even at the peak, not all of the 31 spaces in the park were occupied. This is likely due in part to difficulty maneuvering into vacant parallel spaces, leading to inefficient use of the parking supply that the park provides.



Figure 3: Weekday Peak Parking Observations – Parking Lot

In addition to vehicles observed in the parking lot, three vehicles were observed parked before the entrance gate and nine vehicles were observed parked along the access road (see Figure 4). As drivers enter the park and see vehicles lined up along the side of the roadway, they may assume that the parking lot is already full. Instead of looking for a parking space in the lot, they pull off and park along the access road at the first available location.



Figure 4: Weekday Peak Parking Observations - Access Road

Upon reviewing footage from the data collection during the time period of 7:00 PM to 8:00 PM, there were three vehicles shown entering Sawyer Park and then exiting several minutes later, possibly due to a lack of comfortable parking options. Upon adding these three vehicles to the total observed vehicles parked in the site vicinity, a total parking demand of 41 vehicles was calculated at the peak period for a typical weekday.

For a typical weekend, the total parking demand observed was 31 vehicles at 2:10 PM. This peak time period corresponds with patrons accessing the park on a weekend afternoon, rather than early morning or later in the evening. The parking lot was observed to be close to capacity, with 26 of 31 spots occupied (see Figure 5). In addition to vehicles observed in the parking lot, one vehicle was observed parked before the entrance gate and four vehicles were observed parked along the access road.



Figure 5: Weekend Peak Parking Observations – Parking Lot

Upon reviewing footage from the data collection during the time period of 2:00 PM to 3:00 PM, there was one vehicle shown entering Sawyer Park and then exiting several minutes later. Upon adding this vehicle to the total observed vehicles parked in the site vicinity, a total parking demand of 32 vehicles was calculated at the peak period for a typical weekend.

Traditional Counts

Because there is only one point of vehicular access to Sawyer Park, the traffic count data at the park entrance along O.B. Riley Road can be used to determine vehicle occupancy within the park. Traditional camera-based intersection turning movement counts were conducted at the park entrance along O.B. Riley Road on Thursday, July 15th, 2021, from 8:00 AM to 9:00 PM and also on Saturday, July 17th, 2021, from 8:00 AM to 9:00 PM. These counts represent traffic volumes at Sawyer Park on a typical weekday (excluding Monday and Friday) as well as on a typical peak weekend day.

Table 2 summarizes the number of vehicles in the parking lot, as well as the number of entering and exiting vehicles throughout the day. Based on this data, a maximum potential parking demand was determined.

Table 2: Peak Hour On-Site Vehicle Estimates

Hour	Vehicles in Parking Lot	Entering Vehicles	Exiting Vehicles	Maximum Potential Parking Demand
Thursday, July 15 th , 2021				
8:00 AM	8	5	-	13
9:00 AM	13	17	8	22
10:00 AM	22	16	15	23
11:00 AM	23	24	14	33
12:00 PM	33	16	21	28
1:00 PM	28	15	19	24
2:00 PM	24	17	11	30
3:00 PM	30	8	18	20
4:00 PM	20	27	16	31
5:00 PM	31	27	22	36
6:00 PM	36	28	20	44
7:00 PM	44	14	22	36
8:00 PM	36	8	27	17
Saturday, July 17 th , 2021				
8:00 AM	9	13	-	22
9:00 AM	22	5	10	17
10:00 AM	17	22	12	27
11:00 AM	27	10	17	20
12:00 PM	20	24	16	28
1:00 PM	28	30	21	37
2:00 PM	37	23	20	40
3:00 PM	40	24	27	37
4:00 PM	37	19	21	35
5:00 PM	35	24	22	37
6:00 PM	37	16	21	32
7:00 PM	32	21	27	26
8:00 PM	26	7	14	19

During a typical weekday, the peak potential parking demand occurred at 6:00 PM. In fact, the hours between 5:00 PM and 7:00 PM had the three highest maximum potential parking demands during the day. This represents the large number of visitors who utilize the park after work hours.



During a typical weekend, the peak potential parking demand occurred at 2:00 PM. On a weekend day, park usage is spread out over the course of the day, as visitors typically have the day off from work and can have more options as to when they can visit the park.

Based on the data obtained from the traditional counts, the maximum potential parking demand occurred during a typical weekday and was 44 vehicles.

Big Data

Big data technology from *Streetlight Insight* was used to evaluate COVID-19 effects on parking demand. Due to altered traffic demand patterns seen since the onset of the COVID-19 pandemic, big data capabilities can identify pre-pandemic travel demand during different months and days of the week. This data can be compared to current travel demand patterns to determine if any adjustments need to be applied to account for COVID-19.

Table 3 shows the average weekday and weekend vehicle volumes at Sawyer Park during the month of July for the past three years, as well as 2021 volumes through mid-July.

Table 3: Vehicles Volumes at Sawyer Park During July (Streetlight Data)

Year	Average Weekday Volume	Average Weekend Volume
2018	131	217
2019	163	152
2020	247	332
2021	165	268

Year 2020 volumes are significantly higher due to the COVID-19 pandemic, which started in mid-March 2020. As the pandemic continued into the summer months, outdoor recreation usage increased as indoor recreation facilities throughout the city were shut down. Parks and trails throughout Bend became more popular, as they provided fresh air and open space to socially distance.

The data shows that the current 2021 volumes through mid-July are reasonably representative of volumes in 2018 and 2019 prior to the COVID-19 pandemic. Therefore, no adjustments to account for COVID-19 were applied.

In addition, data collected by the Natural Resources division of Bend Park and Recreation was reviewed in order to compare traffic volumes recorded throughout July 2021 with traffic volumes recorded on July 15, 2021, and July 17, 2021. The counter is located along the north side of the access road to Sawyer Park, approximately 50 feet in from the gate. Table 4 shows the traffic volumes collected on specific days compared to weekday and weekend averages for the month of July.

Table 4: Vehicles Volumes at Sawyer Park During July 2021 (TRAFx Data)

TRAFx Data 7/15/2021	TRAFx Weekday Average	TRAFx Data 7/17/2021	TRAFx Weekend Average
541	542	554	551

The table shows that the data collection dates used for the Sawyer Park parking study are a good representation of current, average conditions for the month of July 2021.

Other Planning Considerations

Aside from the parking demand data, there are several other considerations that should be accounted for when sizing the planned parking lot at Sawyer Park. These include how patrons use the park, the potential for non-vehicle travel modes, and future planned DRT improvements.

- Sawyer Park as a Destination, Trailhead, & River Access – Sawyer Park is unique in that the park itself features large green spaces for play, picnicking, and recreation. In addition, the park is connected via footbridge to trails that lead to the DRT. Sawyer Park is one of only a few areas in Bend where public parking is available and easily accessible near the DRT. The park attracts several types of visitors, including those looking to use the features within the park proper, those using the park as an access point to DRT, as well as those taking advantage of river access for wading or fishing. In addition, some users simply use the parking area as a place to park and eat lunch or otherwise make a short visit and stay in their cars. Based on observations and experience with the park, it is estimated that parking demand associated with access to the DRT and the river itself exceeds parking demand from users that remain in the park proper. An adequately sized parking lot is necessary to accommodate both types of visitors.
- Review of Alternative Transportation Modes – In addition to vehicular traffic accessing Sawyer Park, consideration was given to other forms of transportation and how those alternative modes may access the park. First, existing transit routes near the park were evaluated. The closest bus stop to the park is located near the Burger King at 3475 N Highway 97. Riders could access Sawyer Park via Mervin Samples Road and then along O.B. Riley Road to the park entrance, a distance of just over one-third mile. Given the distance and the route riders would have to take, it's unlikely that transit would be a significant mode of transportation for park visitors.

Bicycle lanes run along both sides of O.B. Riley Road within the vicinity of Sawyer Park. Visitors accessing the park via bicycle would likely continue through to the DRT to take advantage of the bicycling opportunities along the trail. While on-site bicycle parking may be utilized by visitors, it is likely that these visitors would take their bicycles with them down to the picnic and recreational areas rather than park and leave them in designated bicycle parking areas.

- Planned Improvements to the DRT – The *Bend Park & Recreation Five-Year Capital Improvement Plan* identifies several planned improvements along the DRT which will improve connectivity and access along the trail. One project involves the extension of DRT to connect to the Riley Ranch Nature Reserve via a pedestrian bridge and is planned for summer 2023. A second project involves the construction of

a pedestrian crossing under Newport Avenue to connect the sections of the DRT along the river near Drake Park and Pacific Park and is planned for summer 2023. The *Bend Park & Recreation District Comprehensive Plan* also identifies a need for a northern extension of the DRT from Awbrey Butte to Tumalo State Park in northwest Bend, as well as a southern extension of the DRT in southwest Bend. These planned improvements will help distribute demand for access to the trail made via motor vehicle, with the potential to decrease the current usage of Sawyer Park as a trailhead used to access the DRT and the larger trail network.

Parking Lot Recommendations

Based on the data obtained from traditional counts, as well as periodic parking observations during the weekday and weekend time periods, the short-term maximum potential parking demand for Sawyer Park is estimated to be 40-45 parking spaces.

The City of Bend *Transportation System Plan* lists an expected population growth of 68% for the City of Bend from 2019 to 2040³. As the population increases, there is an increase in use of both indoor and outdoor recreational facilities. Assuming a linear relationship with park usage and population increase, a total parking lot capacity of 70-75 spaces could accommodate demand through the 2040 planning horizon. This does not account for other considerations such as the common use of the park as a trailhead, planned system-wide projects that may de-emphasize its trailhead use in the future, and the use of non-vehicular travel modes.

To right-size the planned parking lot, it is important to provide enough supply for a reasonable estimate of demand, without providing excessive parking, but not severely under-parking the facility, which can lead to demand spill-over and impacts to the park and the transportation system, like what the park currently experiences. Below is a summary of parking supply and demand:

Existing on-site parking spaces:	31
Existing peak parked vehicles:	38
Estimated existing peak demand:	40-45
Upper-bound future demand:	70-75

It is estimated that with future park system projects providing increased access to the DRT, along with a minor increase in non-motor vehicle trips to the park, the upper-bound estimate of 70-75 spaces could be reduced as much as 20 percent.

As such, a new parking lot capacity of about 55-60 spaces would provide a significant increase over the current parking lot, would accommodate estimated current demand, and still provide for future increase in park usage with population growth while not providing excessive vehicle parking.

If you have any questions regarding this technical memorandum, please don't hesitate to contact us.

³ City of Bend, *Transportation System Plan*, 2020, Table 3-1



ALL TRAFFIC DATA SERVICES
www.alltrafficdata.net

Date Start: 15-Jul-21
Site Code: Bend OR
Station ID:
Sawyer Park Entrance/Exit

Start Time	15-Jul-21 Thu	EB (Exit)	WB (Enter)	Combined Total	
12:00 AM		*	*	*	
01:00		*	*	*	
02:00		*	*	*	
03:00		*	*	*	
04:00		*	*	*	
05:00		*	*	*	
06:00		*	*	*	
07:00		*	*	*	
08:00		6	5	11	
09:00		8	17	25	
10:00		15	16	31	
11:00		14	24	38	
12:00 PM		21	16	37	
01:00		19	15	34	
02:00		11	17	28	
03:00		18	8	26	
04:00		16	27	43	
05:00		22	27	49	
06:00		20	28	48	
07:00		22	14	36	
08:00		27	8	35	
09:00		0	0	0	
10:00		0	0	0	
11:00		0	0	0	
Total		219	222	441	
Percent		49.7%	50.3%		

ALL TRAFFIC DATA SERVICES
www.alltrafficdata.net

Date Start: 15-Jul-21
 Site Code: Bend OR
 Station ID:
 Sawyer Park Entrance/Exit

Start Time	16-Jul-21 Fri	EB (Exit)	WB (Enter)	Combined Total
12:00 AM		0	0	0
01:00		0	0	0
02:00		0	0	0
03:00		0	0	0
04:00		0	0	0
05:00		0	0	0
06:00		0	0	0
07:00		0	0	0
08:00		0	0	0
09:00		0	0	0
10:00		0	0	0
11:00		0	0	0
12:00 PM		0	0	0
01:00		0	0	0
02:00		0	0	0
03:00		0	0	0
04:00		0	0	0
05:00		0	0	0
06:00		0	0	0
07:00		0	0	0
08:00		0	0	0
09:00		0	0	0
10:00		0	0	0
11:00		0	0	0
Total		0	0	0
Percent		0.0%	0.0%	

ALL TRAFFIC DATA SERVICES
www.alltrafficdata.net

Date Start: 15-Jul-21
Site Code: Bend OR
Station ID:
Sawyer Park Entrance/Exit

Start Time	17-Jul-21 Sat	EB (Exit)	WB (Enter)	Combined Total	
12:00 AM		0	0	0	
01:00		0	0	0	
02:00		0	0	0	
03:00		0	0	0	
04:00		0	0	0	
05:00		0	0	0	
06:00		0	0	0	
07:00		0	0	0	
08:00		6	13	19	
09:00		10	5	15	
10:00		12	22	34	
11:00		17	10	27	
12:00 PM		16	24	40	
01:00		21	30	51	
02:00		20	23	43	
03:00		27	24	51	
04:00		21	19	40	
05:00		22	24	46	
06:00		21	16	37	
07:00		27	21	48	
08:00		14	7	21	
09:00		*	*	*	
10:00		*	*	*	
11:00		*	*	*	
Total		234	238	472	
Percent		49.6%	50.4%		
Grand Total		453	460		
Percentage		49.6%	50.4%		

ADT

ADT 304

AADT 304



Exit

▼ Time Controls

Day Types select all

Weekday (M-Th) x ▾

Weekend Day (Sa-Su) x

Day Parts select all

Early AM (12am-6am) x ▾

Peak AM (6am-10am) x

Mid-Day (10am-3pm) x

Peak PM (3pm-7pm) x

Late PM (7pm-12am) x

▼ Zone Selection

Zones select ▾

Sawyer Park x x ▾

▼ Trip Intersection Filters

Visualize Metrics For

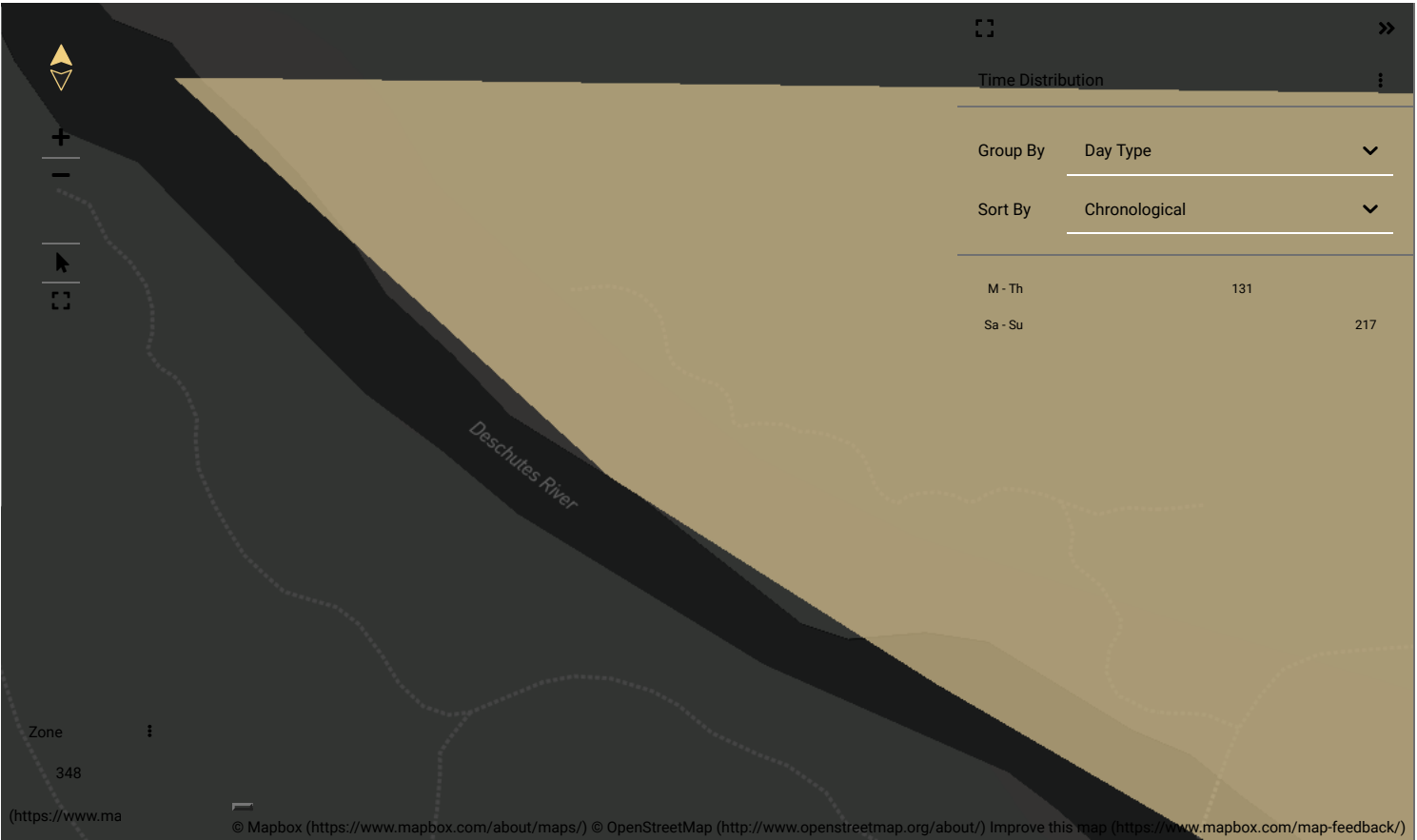


Trips that start in the selected zones



Trips that end in the selected zones

▼ Metric Controls



Visualization / Sawyer Park Parking Study - 2019 (July) ▾

TYPE

Zone Activity

ADD-ONS

None

MODE OF TRAVEL

All Vehicles

Exit

▼ Time Controls

Day Types

select all

Weekday (M-Th)

x

▼

Weekend Day (Sa-Su)

x

▼

Day Parts

select all

All Day (12am-12am)

x

▼

▼ Zone Selection

Zones

select ▾

Sawyer Park

x

x

▼

▼ Trip Intersection Filters

Visualize Metrics For

☒

Trips that start in the selected zones

☒

Trips that end in the selected zones

▼ Metric Controls

Measurement

STL All Vehicles Volume

▼

Zone

315

Deschutes River

Time Distribution

Group By

Day Type

▼

Sort By

Chronological

▼

M - Th	163
Sa - Su	152

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https://insight.streetlightdata.com/#!/viz3/260416

23

1/1

Visualization / Sawyer Park Parking Study - 2020 (July) ▾

TYPE

Zone Activity

ADD-ONS

None

MODE OF TRAVEL

All Vehicles

📄

📥

Exit

▼ Time Controls

Day Types

select all

Weekday (M-Th)

×

▼

Weekend Day (Sa-Su)

×

▼

Day Parts

select all

All Day (12am-12am)

×

▼

▼ Zone Selection

Zones

select ▾

Sawyer Park

×

×

▼

▼ Trip Intersection Filters

Visualize Metrics For

☒

Trips that start in the selected zones

☒

Trips that end in the selected zones

▼ Metric Controls

Measurement

STL All Vehicles Volume

▼

Time Distribution

⋮

Group By

Day Type

▼

Sort By

Chronological

▼

M - Th	247
Sa - Su	332

Zone

579

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Visualization / Sawyer Park Parking Study - 2021 (July) ▾

TYPE

Zone Activity

ADD-ONS

None

MODE OF TRAVEL

All Vehicles

📄

📥

Exit

▼ Time Controls

Day Types

select all

Weekday (M-Th)

x

▼

Weekend Day (Sa-Su)

x

▼

Day Parts

select all

All Day (12am-12am)

x

▼

▼ Zone Selection

Zones

select ▾

Sawyer Park

x

x

▼

▼ Trip Intersection Filters

Visualize Metrics For

☒

Trips that start in the selected zones

☒

Trips that end in the selected zones

▼ Metric Controls

Measurement

STL All Vehicles Volume

▼

Zone

433

Deschutes River

Time Distribution

Group By

Day Type

▼

Sort By

Chronological

▼

M - Th	165
Sa - Su	268

📊

🕒

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2019	1	2	3	4	5	6	7	8	9	10	11	12
1							510	487	374	332	262	148 Monday
2							490	513	398	317	247	145 Tuesday
3							522	429	416	319	217	150 Wednesday
4							478	445	379	306	213	153 Thursday
5							604	501	341	330	232	175 Friday
6							446	436	343	316	283	207 Saturday
7							496	462	342	342	294	173 Sunday
							521	475	382	321	234	154 Weekday
							471	449	343	329	289	190 Weekend
							507	468	370	323	250	164 Total
2020	1	2	3	4	5	6	7	8	9	10	11	12
1	211	309	273	395	456	468	577	505	398	372	291	264 Monday
2	219	297	340	478	425	543	579	531	437	435	277	253 Tuesday
3	210	265	350	336	483	523	626	493	422	372	270	243 Wednesday
4	245	284	428	413	532	552	596	524	444	425	285	275 Thursday
5	216	324	395	340	504	484	613	508	342	388	250	229 Friday
6	219	314	326	423	507	517	617	598	410	406	294	285 Saturday
7	221	287	334	530	507	513	609	556	387	382	335	273 Sunday
	220	296	357	392	480	514	598	512	409	398	275	253 Weekday
	220	301	330	477	507	515	613	577	399	394	315	279 Weekend
	220	297	349	416	488	514	602	531	406	397	286	260 Total
2021	1	2	3	4	5	6	7	8	9	10	11	12
1	263	273	317	447	521	492	551	486				Monday
2	213	269	376	434	457	528	513	505				Tuesday
3	278	258	383	455	486	570	590	479				Wednesday
4	242	224	346	471	528	555	542	411				Thursday
5	233	237	386	443	477	536	512	422				Friday
6	272	308	474	457	489	539	550	425				Saturday
7	324	317	395	460	497	512	551	496				Sunday
	246	252	362	450	494	536	542	461				Weekday
	298	313	435	459	493	526	551	461				Weekend
	261	269	382	452	494	533	544	461				Total
							541	7/15/2021				
							554	7/17/2021				

Data from TRAFx Daily Totals (2019-07-06 to 2021-08-18)

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 16, 2021
SUBJECT:	Budget committee applications or appointment and calendar review
STAFF RESOURCE:	Sheila Reed
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Budget committee applications and discuss 2022-23 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 is currently one vacant seat on the district's budget committee; Daryl Parrish completed his term at the end of the budget process for the fiscal year 2021-22.

In prior years when a term is up for a budget committee member that would like to continue serving, the board has re-appointed that person for another term. The expiring position is held by Daryl Parrish who would like to serve again.

Each year staff develops a budget calendar for the upcoming fiscal year's budget process. The annual board workshop is scheduled for Tuesday, February 1. The budget committee and board budget tour is scheduled for Wednesday, April 13, 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 Tuesday, May 17 and Thursday, May 19 (with Friday, May 20 scheduled as a tentative third meeting if necessary) with the board's budget adoption scheduled for the regular Tuesday, June 7 board meeting.

BUDGETARY IMPACT

The 2022-23 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on Tuesday, May 17.

STAFF RECOMMENDATION

Staff recommends the board appoint Daryl Parrish for another term as a budget committee member and revisit the budget committee selection and process prior to the next vacancy on the

committee. 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.

PROVIDED

- BPRD Fiscal Year 2022-23 Budget Calendar

FY 2022-23 Budget Calendar

2021

November **November 21, 29:** Publish ad seeking new budget committee members

December **December 21:** Board of directors receive committee applications

2022

January **January 4:** Board of directors appoint new budget committee members
TBD: New budget committee member workshop

February **February 1:** Board Annual Workshop

April **April 13:** Budget committee and board budget tour

May **May 17-20:** 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
TBD: Budget committee meeting notice published, proposed budget available to public and budget committee, and notice of budget public hearing published

June **June 7:** Public hearing held by board of directors to receive public input, adopt budget and impose and categorize property taxes

July **July 15:** Tax levy certified by Deschutes County

November 5, 2021

A video of the entire board meeting can be viewed on the website:
<https://www.bendparksandrec.org/about/board-meeting-videos/>

Ariel Méndez
Deb Schoen
Jason Kropf
Nathan Hovekamp
Zavier Borja

STAFF PRESENT

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Julie Brown, Manager of Communications and Community Relations
Lindsey Lombard, Administrative Services Director
Matt Mercer, Director of Recreation
Sheila Reed, Executive Assistant
Brian Hudspeth, Development Manager
Rachel Colton, Park Planner
Sasha Sulia, Superintendent of Park Operations
Mike Duarte, Park Services Manager
Jason Powell, Construction Manager

5:30 p.m. MEETING CONVENED

VISITORS

None

WORK SESSION

1. Park Services Report – Trail counters: *Sasha Sulia and Robin Thompson*

Mr. Thompson explained that there are 26 camera counters installed in various places. He explained the installation of the counters and the locations. He said the cameras are beneficial to:

- Identify trail use patterns, including recreation vs. commuter
- Maintenance
- Internal planning
- Share data with city and other organizations

He shared that he installed some cameras to count the river floaters, placing cameras in a couple of areas to get more accurate counts. He reviewed the Whitewater Park 2021 data and explained the changes in use of from 2020:

Totals		Change from 2020
All Trail Counters <small>Memorial Day – Labor Day</small>	267,841	+30%
June	67,093	+110%
July	122,560	+20%
August	71,871	+17%

He attributed the increase in June to higher temperatures in 2021 and the decline in August to wildfire smoke and lower temperatures. Peak days on the river were July 3 and 4 with 12,586 total floaters counted. He said trail use overall has increased 17% since the pandemic began and peaked in summer of 2020.

2. Service Level Updates – *Matt Mercer*

Mr. Mercer explained the ongoing staffing challenges in Kids INC, the resources that are being used to recruit and retain staff and said the focus is on maintaining the size of the program. He said staff has communicated with waitlisted families that it is unlikely that the program will be able to expand to let waiting families on the program due to staffing.

Mr. Mercer said converting part-time positions to full-time has gone very well. Facilities are still understaffed especially in the daytime hours. With a few more staff members, he is hopeful that the level of service can be restored in the facilities.

Mr. Mercer gave an update on sports, stating that referees and gym attendants are harder to find. Volunteer coaches have stepped up and most positions are filled and staff will rotate and check in on sites without gym attendants.

The ARPA fund requests have not been considered at the county commissioner level, he said the county does not see the district request as a viable use of the ARPA funds. The city may consider granting the district ARPA funds for childcare.

CONSENT AGENDA

1. Minutes: 10/05/2021
2. Adopt River Habitat Restoration and Access Plan
3. Codify Personnel Policies

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

BUSINESS SESSION

1. Ratify Full-Time Position for Human Resources – *Theresa Albert*

Ms. Albert explained that the district has been challenged with hiring staff, many things have been tried and the volume of work has been high. By adding an additional staff member to Human Resources, she said this will allow the department to work more efficiently and respond to candidates quicker.

Director Hovekamp made a motion to ratify the full-time Human Resources Specialist position. Director Schoen seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton announced that the Administrative Services Director, Kristin Donald, will begin December 8, there is a promising candidate for finance manager and the district is bringing aboard a new natural resources manager the last week of November. He said attended the Veterans Village open house yesterday and encouraged the board to attend the second open house next week. The Haul Road Trail is done, this is a 13-mile trail from the Whitewater Park to the Forest Service Visitors Center.

PROJECT REPORT – In Board Packet

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Borja: Thanked staff for being at the Latino Community Association grand opening. He said some encouraging words directed at staff to persevere through the challenges and remarked that he appreciates the work they do. He congratulated the staff on the river habitat restoration plan and asked about meeting in person for board meetings.
- Director Hovekamp complimented the board leadership for meetings and agenda setting.
- Director Schoen said she met with Art in Public Places this week. Brooks Resources has allocated \$130,000 for an art piece in Alpenglow Park. Three finalists were chosen to be considered for the art piece. She said each artist will bring back a model in January to be selected by the committee. Director Schoen invited all to attend a free event on November 8 to hear speaker Charles Marohn speak about his book and organization “Strong Towns”.
- Director Kropf expressed appreciation for staff and thought the trail counter presentation was interesting especially the high use of parks and trails during COVID. Encouraged the board and staff to attend the next Veterans Village open house next week.
- Director Méndez commented about public input and asked if the board would like to consider allocating time in a board meeting to respond to respond comments in a public meeting. Visited the completed part of Coyner Trail that connects to Bear Creek School and praised the improvement. HE mentioned that California is moving toward a ban on gas powered lawn mowers and leaf blowers and suggested that the park district explore this idea as staff continues to make progress with using electric equipment.

ADJOURN 7:21 pm

Prepared by,

Sheila Reed
Executive Assistant

Ariel Méndez, Chair

Deb Schoen, Vice-Chair

Jason Kropf

Nathan Hovekamp

Zavier Borja

BOARD AGENDA COMMUNICATION

AGENDA DATE:	November 16, 2021
SUBJECT:	Drake Park Bank and Trail Improvement Project – GMCC Early Work Amendment for Phase One
STAFF RESOURCE:	Brian Hudspeth, Development Manager Michelle Healy, Deputy Executive Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	September 7, 2021 approve additional contingency for A&E contract October 6, 2020 Approve additional contingency for A&E contract September 2, 2020 Project Update November 6, 2018 Award CMGC Contract September 4, 2018 Project Update June 19, 2018 Approve contract amendment for construction documents December 19, 2017 Project Update 30% DD Design October 17, 2017 Project Update
ACTION PROPOSED:	Approve an Early Work Amendment with Emery & Sons Construction for phase 1 work of the project
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

In November of 2018, the board authorized a Construction Management – General Contractor (CMGC) contract with Emery and Sons Construction. Since that time, Emery and Sons has been instrumental in helping the district and the design team on constructability and cost estimating for the Drake Park Bank and Trail Improvement project.

Construction of this project has been delayed by challenges obtaining easements from adjacent property owners, and by the National Park Service’s approval of the Land and Water Conservation Fund (LWCF) grant awarded for the project. The district is continuing efforts to obtain the remaining easements for the project, and expects the notice to proceed on the LWCF grant shortly.

In the meantime, staff proposes to proceed with construction of phase 1 of the project that does not require easements (see exhibit 1). Proceeding with phase 1 would avoid expiration of the

approved water overlay permit (WOZ) in February 2022. Currently, the existing WOZ permit for the project does not allow for work to happen without all of the necessary easements in place. Therefore, the district has submitted a modification to the WOZ permit that would allow the district to proceed with phase 1 work that does not require easements from adjacent property owners. Pending approval of the WOZ permit modification, and a final notice to proceed on the LWCF grant, the phase 1 work could begin in December of this year, if this amendment is approved by the board.

Emery and Sons provided the district with an estimated cost for the early work amendment in October to construct the phase 1 improvements. Staff worked with them to refine the estimate, including some value engineering to the project, and received an official cost quote of \$1,787,133 on November 1.

Staff expects the rest of the easements to be obtained prior the completion of the phase 1 work, and will request the guaranteed maximum price (GMP) for the remainder of the project in hopes of avoiding any gaps in mobilization on the full project. The GMP will come to the board for approval once available.

BUDGETARY IMPACT

The district's 2022-26 Capital Improvement Plan (CIP) includes a total funding allocation of \$7,380,000 for the project. To date approximately \$1,047,470 has been spent on design, permitting, easement acquisition and demolition of the old district office building in Pacific Park.

The construction cost for the phase 1 amendment is \$1,787,133 and includes a 5% contractor contingency. Adding an additional 5% owner contingency would increase the amendment by \$90,000 to \$1,877,133. This leaves \$4,455,397 left to complete the project (includes construction, final easements, permitting, miscellaneous costs, etc.).

It is anticipated that the remaining funds will not be sufficient to complete the project. Staff is working with the contractor to estimate the remaining costs and will bring options to the board during a future board meeting or during the CIP workshop later this winter for further discussion.

STAFF RECOMMENDATION

Staff recommends approving the early work amendment with Emery and Sons Construction in an amount of \$1,787,133. Staff also recommends adding an additional 5% owner's contingency of \$90,000 for a total of \$1,877,133.

MOTION

I move to authorize the executive director to negotiate an early work amendment with Emery and Sons Construction Group, LLC not to exceed \$1,787,133, and to authorize an additional 5% owner's contingency of \$90,000 for a total cost of \$1,877,133 dollars.

ATTACHMENT

Exhibit A – Map of Phase 1 work



Project: **Mirror Pond Bank & Trail Improvements**
Bend Park and Recreation District
750 SW Columbia St.
Bend, OR 97702
541-386-5435
info@bendparksandrec.org

Submit: 100% CDs
Sheet Title: **KEY MAP**

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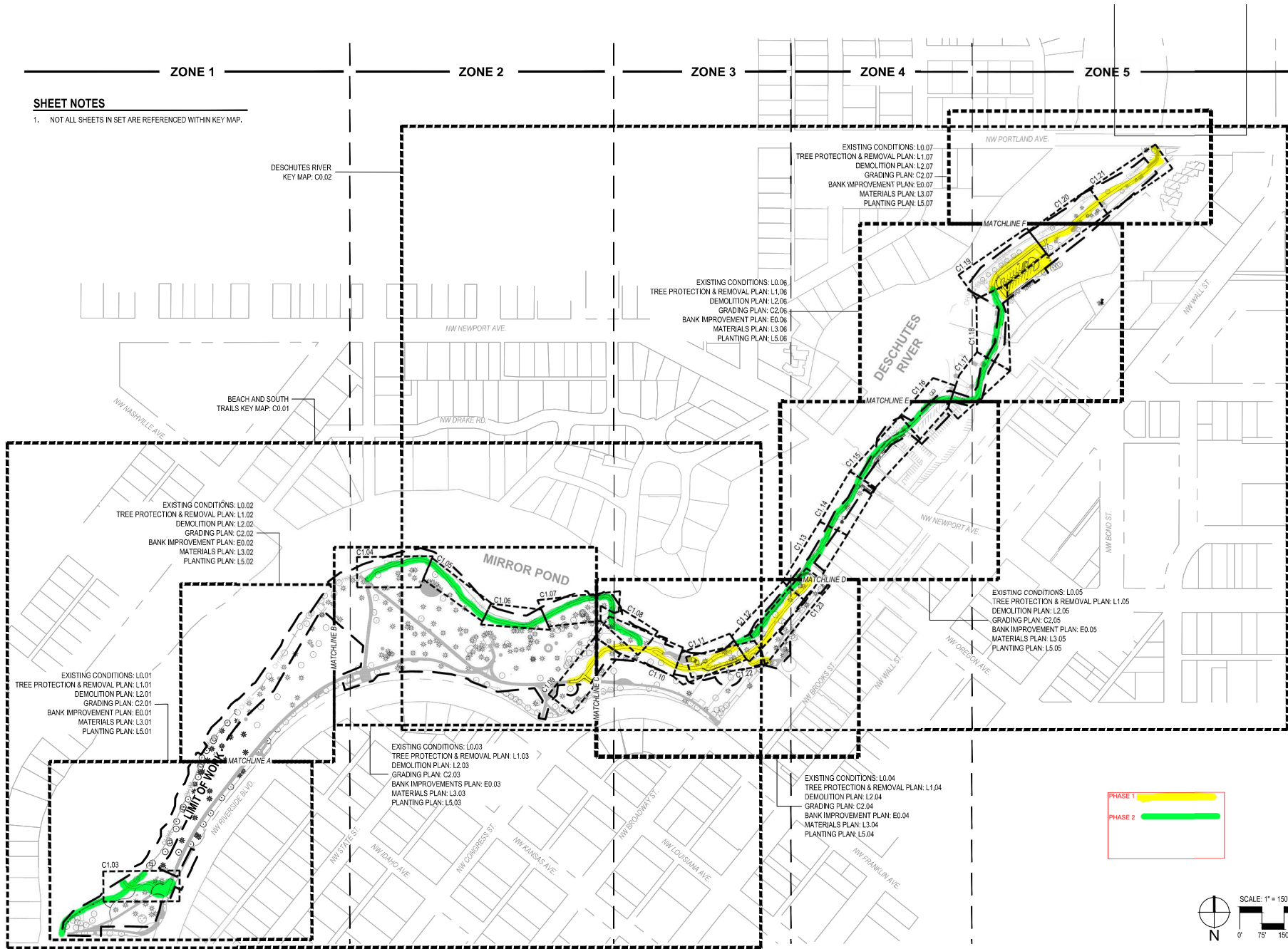
Date: 02-21-2020
Revisions:

Drawn By: WS / BD
Checked By: JF / JD
Job No: 116205.2
Approved: MF

G0.03
Sheet No. 13 of 151

SHEET NOTES

1. NOT ALL SHEETS IN SET ARE REFERENCED WITHIN KEY MAP.



Board Calendar 2021-2022

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

December 7 – Board Retreat

December 21 – Canceled

January 4

Work Session

- ◆ Park Services Report – *Jason Monaghan (20 min)*
- ◆ Service Levels Update – *Matt Mercer (20 min)*

Business Session

- ◆ Accept 2020-21 Comprehensive Annual Financial Report – *Finance Director and Brenda Bartlett (15 min)*
- ◆ Appoint Budget Committee Member– *Finance Director (15 min)*
- ◆ Approval of name for the park in the Petrosa subdivision – *Rachel Colton (30 min)*

January 18

Work Session

- ◆ Service Levels Update – *Matt Mercer (20 min)*

Business Session

- ◆ NUCT ROW and Design Consult Contract Approval – *Henry Stroud (30 min)*
- ◆ DEI Initiative Final Assessment Report Acceptance – *Bronwen Mastro and Talitha Consultants (45 min)*

February 1 (Board Workshop)

February 15

Work Session

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

Business Session

March 1

Work Session

Business Session

March 15

Work Session

Business Session

April 5

Work Session

Business Session

April 13 Budget Tour

April 19

Work Session

Business Session

May 3

Work Session

Business Session

May 17, 19, 20 Budget Committee Meetings

May 17

Work Session

Business Session

June 7

Work Session

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2022 –
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2022-23, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2021-22 –
- ◆ Adopt CIP – *Michelle Healy*

June 21

Work Session

Business Session

Award Construction Contract – *Hollygrape Park ADA Jason Powell (15 Min)*

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

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

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

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

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

Sustainability Plan

Website Update/Data Sharing

Special/Public event policy – *Matt Mercer and Michael Egging (30min)*

Park Maintenance Shop