



Bend Metro Park & Recreation District

April 05, 2022

# 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.



**District Office | Don Horton, Executive Director**

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**EXECUTIVE DIRECTOR'S REPORT**

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR**

**GOOD OF THE ORDER**

**ADJOURN**



**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 05, 2022
<b>SUBJECT:</b>	Update on the Deschutes River Trail – Galveston to Miller’s Landing Park Connection
<b>STAFF RESOURCE:</b>	Henry Stroud, Planner
<b>GUEST PRESENTER:</b>	David Abbas P.E., City of Bend Transportation and Mobility Director
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations & Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Work with the board to determine the District’s role in providing transportation options within the urban trail system in collaboration with the City of Bend

**BACKGROUND**

This presentation will provide the board with an update on the Deschutes River Trail Galveston to Miller’s Landing project. The presentation will cover:

1. Project background
2. Existing conditions
3. Proposed district & city of Bend joint project
4. Funding outlook
5. Next steps

The Deschutes River Trail downtown is the most heavily used trail in Bend, with more than 1,200 trail users per day, it is an important transportation and recreation facility. Between Galveston Road and Miller’s Landing Park, the trail runs along Riverfront Street; an aging street that is in poor condition and has a narrow, 40-foot, right-of-way. This is one of two remaining “gaps” in the Deschutes River Trail through downtown Bend. The other gap located between Drake Park and Pacific Park will be constructed by the district as part of the Drake Park improvement project.

The park district has long sought to improve the condition of the street and began developing designs to improve conditions for trail users beginning in 2015. The district developed 60% designs for two alternatives: a shared street similar to a “greenway,” and replacing the eastern sidewalk with a 10-foot wide trail. During the development of these alternatives, it became apparent that due to multiple utility impacts and the need to completely reconstruct the street (the city has

determined the street has deteriorated to a point beyond repair) the project would cost more to complete than the district had available.

The district and the city have been working together to restart the project as joint project. Under the new proposal, final design and construction would be led by the city with financial and technical support from the park district. In 2022, with help from the district, the city was successful in securing a grant from the Bend MPO for \$340k towards the project. In the coming months, staff from both agencies will begin work on an intergovernmental agreement (IGA) to formalize cost sharing, roles and responsibilities, and project delivery procedures. Staff will bring the IGA details to the board for consideration and approval at a future meeting.

**BUDGETARY IMPACT**

The district currently has \$703,604 in in system development charge funding allocated in the Capital Improvement Plan for the project. The city will combine these funds with the MPO grant funds and other city funds to complete the project. The need for additional city funds or other funding sources will be determined based on updated cost estimates created during the design phase of this project.

**STAFF RECOMMENDATION**

None

**MOTION**

None

**ATTACHMENT**

Project Map

# RIVERFRONT STREET PROJECT LOCATION

Attachment



**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 5, 2022
<b>SUBJECT:</b>	Potential Tax Exemption Programs Follow-up
<b>STAFF RESOURCES:</b>	Michelle Healy, Deputy Executive Director Rachel Colton, Park Planner Don Horton, Executive Director
<b>PREVIOUS BOARD ACTION:</b>	March 5, 2022 Property Tax Exemption Overview
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations and Management Practices
<b>Outcome:</b>	Financial well-being supported by strong business practices
<b>Strategy:</b>	Plan for long-term financial health

**BACKGROUND**

On March 1, city of Bend staff and council members Perkins and Campbell, briefed the board on three property tax exemption programs to help support and encourage high density development, multi-family residential development or other types of residential projects. These programs include:

- Non-Profit Tax Exemption (NPTE)
- Middle-Income Tax Exemption
- Multiple Unit Property Tax Exemption (MUPTTE)

These programs are complex, and each has different statutory requirements that govern project parameters. An explanation and comparison of the programs is included as Attachment 1 of this report. Additional information about these programs can be found in the presentation provided by the City on March 1, which is included as Attachment 2, as well as on the City's [webpage](https://www.bendoregon.gov/government/departments/economic-development/affordable-housing/property-tax-exemption) (<https://www.bendoregon.gov/government/departments/economic-development/affordable-housing/property-tax-exemption>) dedicated to this effort.

In partnership with the School District, Library District and County, BPRD submitted questions to the city about these programs on February 22, and received responses from the city on March 16. These questions and the city's responses are included as Attachment 3. The city has confirmed that the council will be holding a work session to discuss the tax exemptions on April 20, and anticipates that the council will take action on the NPTE at their May 4 meeting, and the Middle-Income tax exemption and MUPTTE at their May 18 meeting.



In advance of these meetings, staff wishes to provide the board with an update on these programs, and discuss the potential for submitting written comments to the city council in advance of their April 20 work session.

**BUDGETARY IMPACT**

If approved and implemented, these tax exemptions will impact district property tax collections. The scale of these impacts on the district's finances and ability to deliver services is undetermined at this time.

**STAFF RECOMMENDATION**

None, for informational purposes only.

**MOTION**

*None*

**ATTACHMENTS**

- A. Tax Exemption One-Page Comparison
- B. City Tax Exemption Presentation March 1, 2022
- C. City Response to Taxing District Questions

**\*City of Bend Property Tax Exemption Summary  
March 8, 2022**

Attachment A

<b>Multiple-Unit Property Tax Exemption (MUPTE)</b>		<b>Non-Profit Tax Exemption (NPTE)</b>	<b>Middle-Income Tax Exemption</b>
<b>Who is eligible</b>	For profit and non-profit developers	Property must be leased or owned by a 501C(3) or (4) charitable corporation - including tax credit partnerships	For profit and non-profit developers
<b>Approval Process</b>	Program approved by ordinance and each project approved individually by resolution	Program approved by ordinance and each project approved individually by resolution	Program approved by ordinance and each project approved individually by resolution
<b>Exemption applies to</b>	Improvements only (not land)	Land and improvements	Land and improvements
<b>Type of project</b>	Multi-unit housing. Commercial can be included, and may be required in certain areas of the City	Affordable housing, no unit minimum	New construction and significant rehabilitation of residential units. Applies to rental projects only
<b>Exemption length</b>	10 years, potentially longer for affordable housing projects	One year and non-profit must apply annually for renewal. No limit on length of exemption if criteria continue to be met year over year.	Up to 10 years and tied to a formula developed by the local agency
<b>Amount of exemption</b>	City is working on a formula, can be up to 100% of property taxes for improvements	100% of property taxes	100% of property taxes. City is exploring formula that would limit exemption to 40% of property taxes
<b>Where does it apply</b>	Core areas, transit oriented areas	City-wide	City-wide, but would only apply to missing middle housing types
<b>Role of taxing districts</b>	If 51% of combined levy taxing districts agree by board resolution to participate, all districts are included	If 51% of combined levy taxing districts agree by board resolution to participate, all districts are included	If 51% of combined levy taxing districts agree by board resolution to participate, all districts are included
<b>Affordable housing required?</b>	No, but could be included as a required public benefit	Yes - limited to persons who make 60% AMI or less, and local governments may choose to allow eligible income to rise to 80% after first year of occupancy.	Yes - income ranges can be set by local agency, generally go to 120% of AMI
<b>Public Benefits</b>	City can require public benefits in order for project to be approved	Not required	Not required
<b>State Program Sunset</b>	2032	2027	2027



# **PROPERTY TAX EXEMPTION PROGRAMS**

Bend Park and Recreation District  
March 1, 2022



Multiple Unit  
Property Tax  
Exemption  
(MUPTE)

Nonprofit  
Corporation Low  
Income Housing  
Exemption (NPTE)

Middle Income  
Housing Exemption

- Outreach and Development Process
- Tax Exemptions Overview
  - Non-Profit
  - Middle Income
  - MUPTE
- Input on Public Benefit Requirements
- Questions
- Next Steps



# BEND AMI AND HOUSING AFFORDABILITY



IF YOUR HOUSEHOLD  
EARNS THIS:

150% AMI  
\$120,600

120% AMI  
\$96,480

100% AMI  
\$80,400

80% AMI  
\$64,300

60% AMI  
\$48,240

Manager  
\$98,002

Civil Engineer  
\$86,575

System Admin  
\$78,362

System Operator  
\$70,482

Teacher  
\$70,529

Sales Rep  
\$77,224

Social Worker  
\$52,802

Web Developer  
\$58,883

Nursing Assistant  
\$33,506

Recreation Worker  
\$32,205

Photographer  
\$39,263

Salesperson  
\$34,122

...YOU CAN AFFORD THIS\*:

RENT  
\$3,015

HOME PRICE  
\$566,980

RENT  
\$2,412

HOME PRICE  
\$452,000

RENT  
\$2,010

HOME PRICE  
\$376,000

RENT  
\$1,608

HOME PRICE  
\$299,000

RENT  
\$1,206

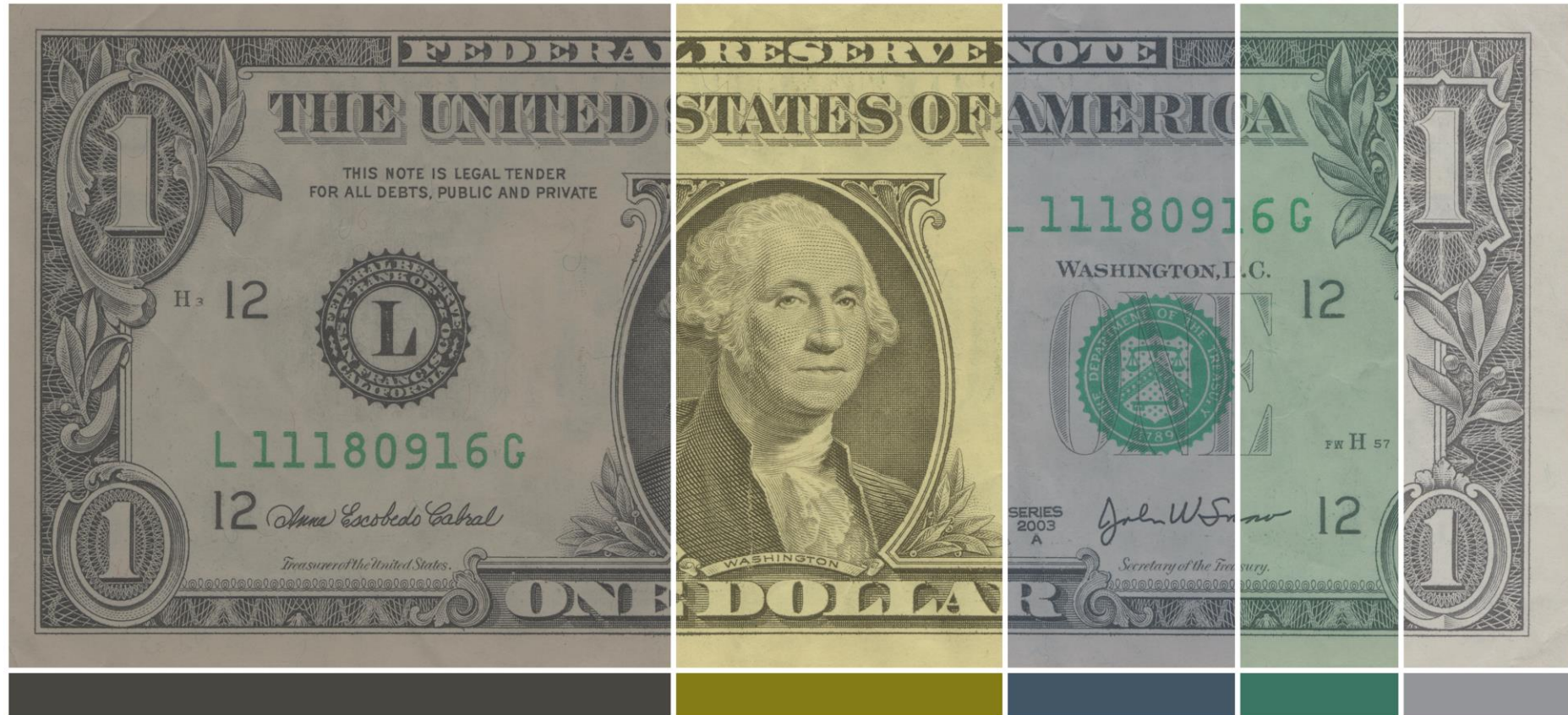
HOME PRICE  
\$222,251

Pilot Butte Apts  
2 bed, 2 bath  
(1097sf)  
\$2,830

The Hixon  
2 bed, 2 bath  
(975sf)  
\$2,355

Pilot Butte Apts  
1 bed, 1 bath  
(691 sf)  
\$2,000

\*Numbers based on 10% down payment, 3.943% interest over 30 years, mortgage insurance, no HOA 630-689 credit score, and no debt.



**42.6%**  
Bend-La Pine  
Schools

**21.2%**  
City of  
Bend

**14.8%**  
Deschutes  
County

**10.3%**  
Park  
& Rec

**11.1%**  
Other\*

\*COCC 4.7%, Library 3.5%,  
911 2.3%, High Desert ESD 0.6%



# NON-PROFIT TAX EXEMPTION FOR AFFORDABLE HOUSING DEVELOPMENT



## Program Requirements

Adopted by Ordinance

Annual application required for review and approval by local government

Exemption length is determined by City and can be for the length of affordability

Must be leased or owned by a 501(c) (3) or (4) charitable corporation, including tax credit partnerships

Allowed anywhere in City, can be partial, and there is no unit minimum

Limited to persons at 60% AMI or less: local governments may choose to allow eligible income to rise to 80% after first year of occupancy

100% exemption if approved by jurisdictions representing at least 51%







CENTRAL OR VETERAN & COMM OUTREACH INC  
 61510 S HIGHWAY 97 100  
 BEND OR 97702

# NON-PROFIT TAX EXEMPTION



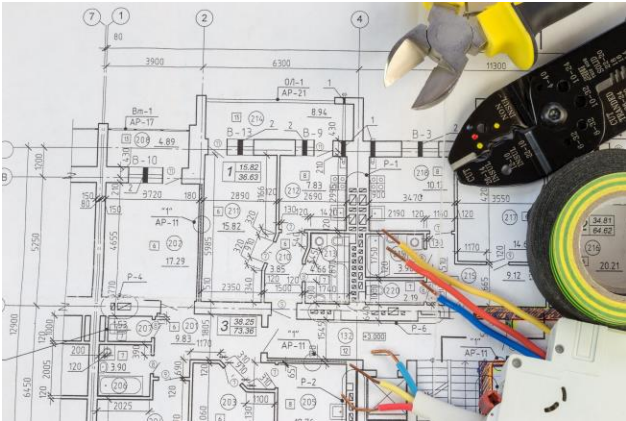
## Examples:

- Central Oregon Veterans Outreach
- Kor Community Land Trust
- Habitat for Humanity

### PROPERTY DESCRIPTION

**CODE:** 1001    **MAP:** 171233-CC-00601    **CLASS:** 101  
**SITUS ADDRESS:** 476 NE DEKALB AVE 1 BEND  
**LEGAL:** KEYSTONE TERRACE 3 9

VALUES:	LAST YEAR	THIS YEAR
REAL MARKET (RMV)		
LAND	164,020	213,100
STRUCTURES	0	262,080
TOTAL RMV	164,020	475,180
MAXIMUM ASSESSED VALUE	95,260	229,880
TOTAL ASSESSED VALUE	95,260	229,880
VETERAN'S EXEMPTION	0	0
NET TAXABLE:	95,260	229,880
TOTAL PROPERTY TAX:	1,475.11	3,643.03





## **MIDDLE INCOME TAX EXEMPTION (NEWLY REHABILITATED OR CONSTRUCTED MULTIUNIT RENTAL HOUSING)**

## MIDDLE INCOME TAX EXEMPTION



### Program Requirements

Local option, 100% of taxes exempted if 51% of taxing districts agree

Income ranges of future tenants can be defined by local agency, likely up to 120% AMI (currently \$96,480 for 4 person household)

Available for newly constructed or rehabilitated **rental** housing only

Length of exemption is tied to a formula created by the local government

Compiled as notes following ORS 307.867, exemption for newly rehabilitated or constructed multiunit rental housing

# MULTIPLE UNIT PROPERTY TAX EXEMPTION



# MUPTE



# MULTI-UNIT PROPERTY TAX EXEMPTION (MUPTE)



## Program Requirements

- Program adopted by Ordinance
- Each project approved by Resolution
- Core Areas, Transit Oriented Areas

- 
- Improvements exempt (not land) for up to 10 years
  - Affordable/Low Income exemption can be extended beyond 10 years
  - Exemptions can include associated parking and/or ground floor commercial space if required as part of development

- 
- Taxing District participation not required
  - If 51% of combined levy Taxing Districts agree by Board resolution to participate, all districts are included.
-

# POTENTIAL PUBLIC BENEFIT REQUIREMENTS



## Priority Public Benefits

- At least 10% of units Affordable Housing
  - <60% AMI for rent
  - <80% AMI for sale)
- At least 30% of units are Middle Income
  - <120% AMI
- Childcare facilities (commercial & in-home)
- Energy efficiency and/or Green Building Features
  - Net zero, or
  - 10% more efficient than code, or
  - REACH code, or
  - LEED or Earth Advantage certified
  - Solar energy production

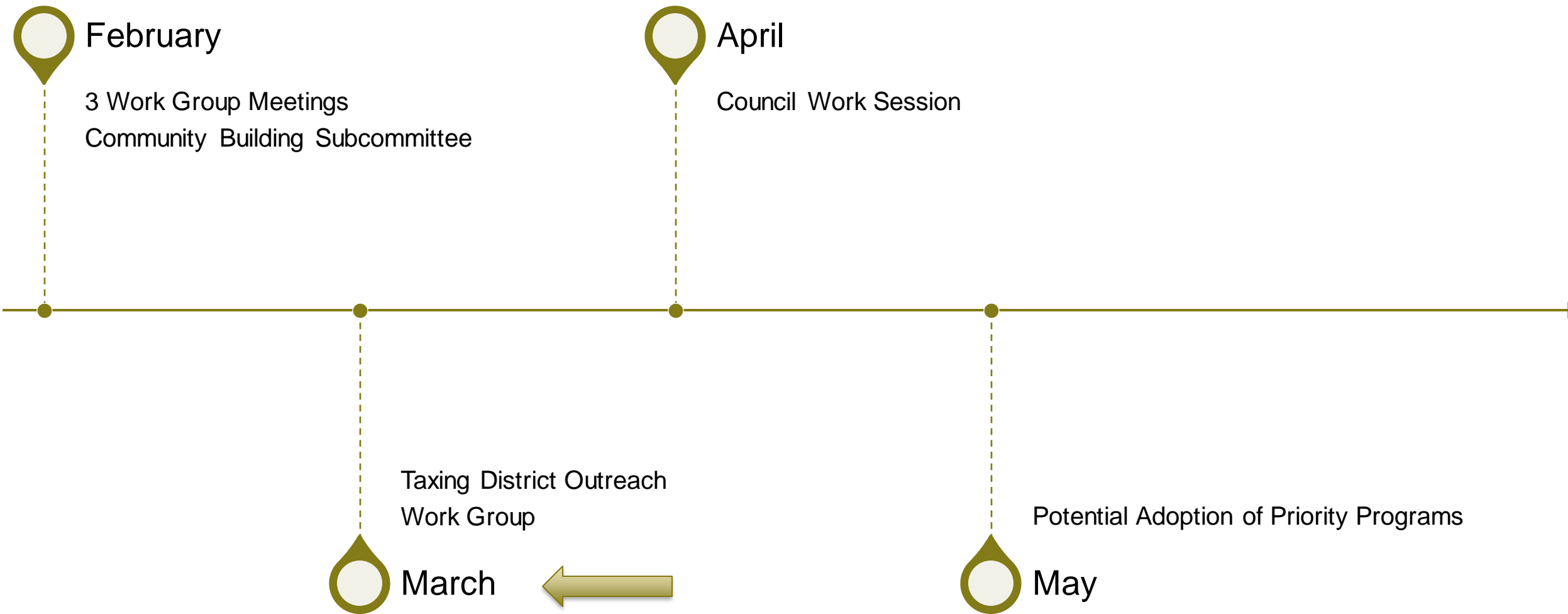
## Additional Public Benefits

- Transit supportive amenities
- Native, pollinator-friendly, waterwise landscaping
- Pedestrian-oriented design
- Extra costs associated with infill development
- Provide parking within a wrapped-structure
- Common meeting rooms open to the public
- Open space dedication (more than development minimum standards)
- Recreation supportive facilities
- Art supportive facilities
- Stormwater- site developed to treat more than a 25-year storm event
- Electric car charging stations
- Displacement plan for existing businesses and residents impacted by project

## PRELIMINARY TAXING DISTRICT OUTREACH



- Exemptions increase service needs while reducing revenue to provide services
- Exemptions impact taxing district operating budgets in addition to existing and new tax increment finance (TIF) area impacts
- How will success of program be defined and monitored?
- Clarity on anticipated financial impacts (ie. monetary caps, sunset dates)
- Is there a demonstrated need for these programs to incentivize development?
- Can priority for middle-income residents be prioritized for district employees?
- Request public benefit requirements that minimize impacts to special districts (affordable housing, additional open space, childcare facilities, recreation facilities, dedication of land for public use, etc)





March 16, 2022

RE: RESPONSES TO PROPERTY TAX EXEMPTION QUESTIONS

*Thank you for the opportunity to discuss property tax exemptions. Bend is experiencing a housing crisis. It affects every aspect of our community including the people that make up each of our organizations. The market cannot respond to address the need. Inflation, land supply issues, and supply chain shortages have resulted in significant construction cost escalation that is impacted developers locally and nationally. These tools are an effort to provide the incentives necessary to support both deed-restricted affordable housing for our non-profit partners, to encourage the development of housing types that our community needs and envisions including missing middle, multifamily, and mixed-use developments in the Central Core of our City. These incentives tools can be revisited and do not need to last forever but they may help provide a home for the families we employ, want to hire, and represent.*

Public Benefits

1. How will the City measure the success of public benefits and make sure the developer follows through with requirements? For example - If a developer provides a space for childcare, what requirements are in place to make sure it's operational and for what defined period of time (given known childcare staffing constraints, etc.)?

The City of Bend is still developing and prioritizing the list of possible public benefits. How the proposed exemptions will be evaluated and monitored/enforced are also part of that discussion. The City is open to suggestions and feedback around public benefits including the period of time an exemption is in place, sunset provisions, and reporting requirements.

2. Would the City consider requiring and prioritizing public benefits that would help minimize the impacts to special districts if tax exemptions are approved?

Absolutely, as noted in the answer above, the City is open to the feedback and recommendations from the taxing districts. Affordable housing, childcare, recreation facilities, and open space are all included in the recommended list of public benefits under consideration for the MUPTE program. Climate and/or environmental considerations are also recommended by the Property Tax Exemption Work Group and transit considerations were suggested by both Councilor Campbell and our Environment and Climate Committee. We would ask for the assistance of your organizations in prioritizing those options.

The Non-Profit Exemption is strictly for affordable housing, which is a benefit. Similarly, the Middle-Income Exemption public benefit is specifically middle-income housing available to those making 120% Area Median Income (AMI) or less.

3. How many/what percentage of dwelling units would be required to be made affordable (deed restriction, etc.) in a multi-family project to be eligible for the tax exemption?

The City of Bend is in the process of developing program requirements.





For the Middle-Income tax exemption, the City of Bend is able to develop an exemption formula consistent with state statute requirements that the number of consecutive property tax years for which the exemption is granted, up to a maximum of 10 years, increases directly with the percentage of units constituting the eligible rental property that are rented to households with an annual income at or below 120 percent of the Area Median Income.

The slide below represents possible recommendations for public benefit requirements for a MUPTE program. Staff are exploring options to tailor eligibility requirements based on market conditions in different areas of the City. For example, projects in stronger markets (Century Westside, KorPine area), developments would need to meet a higher number of public benefit requirements including a higher number of priority public benefits. For projects in weaker market areas (Bend Central District, Inner Highway 20/Greenwood, East Downtown), projects would still need to meet a minimum number of public benefits but less than in stronger market areas.

## PUBLIC BENEFITS



### Priority Public Benefits

- At least 10% of units Affordable Housing
  - <60% AMI for rent
  - <80% AMI for sale
- At least 30% of units are Middle Income
  - <120% AMI
- Childcare facilities (commercial & in-home)
- > 50% of ground floor dedicated to non-residential uses
- Energy efficiency and/or Green Building Features
  - Net zero, or
  - 10% more efficient than code, or
  - LEED or Earth Advantage certified
  - Solar energy production

### Additional Public Benefits

- Transit supportive amenities
- Native, pollinator-friendly, waterwise landscaping
- Pedestrian-oriented design
- Extra costs associated with infill development
- Provide parking within a wrapped-structure
- Common meeting rooms open to the public
- Open space dedication (more than development minimum standards) or recreation supportive facilities
- Art supportive facilities
- Stormwater- site developed to treat more than a 25-year storm event
- Electric car charging stations
- Displacement plan for existing businesses and residents impacted by project
- Ground floor dedicated to non-residential uses

Staff is also exploring options to scale the maximum exemption allowed based on project scale (size) by number of units or by number of stories that are still being refined.

### Financial

4. Clarify the anticipated total number of projects for each tax exemption program, and the associated collective financial impact to special districts. This includes reduction in property taxes due to TIF (where applicable), all potential property tax exemptions, and SDCs (where applicable).

The number of anticipated projects for each exemption program is market driven and difficult to forecast. To ensure the financial impact is manageable, the Work Group recommends program caps.

Staff are still working to conduct more research to inform program caps for Middle Income and MUPTE; however no program cap is recommended for the Non-Profit tax exemption.



Please remember that although we expect MUPTE to generate the most interest in the short term, any developments in the TIF district will not affect the taxing district “frozen base” revenue. The effect of this exemption in the TIF district is to TIF collections. The staff recommendation is to build in a review timeframe and sunset for the MUPTE program to ensure we are building capacity in the Central Area and not reducing TIF beyond recoverable levels.

Non-Profit examples:

The City of Salem case study slide or that the City estimates the foregone revenue for non-profit exempted property to be \$239,282.86 for 22/23. This represents 11 projects and 5 vacant lots held for development.

MUPTE: Salem’s MUHTI program, established in 1976, has approved a total of 10 projects in the last 45 years including 708 residential units. Exact financial impacts are unknown by their City staff.

We will follow up with additional information related to program caps, specific project examples with associated impacts to taxing districts, and estimated impacts and encourage taxing districts to provide input into how much they are willing to pay to meet community housing needs.

5. Would the City consider including sunset dates for the tax exemption programs, and caps on the total monetary value of property tax exemptions, in order to give all taxing districts clarity on potential financial impacts for the suggested exemptions?

Yes, the tax exemption programs can sunset and we are actively discussing caps on programs. These are the length of exemptions that are being discussed for each program:

MUPTE has a 10-year exemption on improvements only, though affordable/low income qualified property can have the exemption extended beyond the 10 years.

The Non-Profit Exemption can be the length of a property’s affordability, though projects are required to reapply each year.

Middle-Income Exemption length is tied to the formula created by the City

The staff recommendation is to sunset MUPTE no later than 10 years from implementation, with a review of outcomes in year 5 and 7. There is no sunset recommended for the non-profit exemption. Staff welcome suggestions for a sunset for the middle-income program.

6. Section 307.606.3 of the enacting legislation for MUPTE requires that the agency approving use of the program, hold a public hearing to determine whether multiple unit housing consistent with City stated requirements would not otherwise be built/preserved in the designated area without the benefits of the applicable legislation. What data does the City have indicating that these types of projects would not move forward without property tax exemptions? Given the large number of housing starts that are currently active for various housing types and affordability levels, is there an exhibited need for these programs to incentivize development?

Apologies for the delay, we are awaiting our legal team’s review of this response.

7. How do tax exemptions affect existing bonds?

Apologies for the delay, we are awaiting our legal team’s review of this response.

8. Please confirm that property tax exemptions only apply to the net change in value between the existing improvements and post redevelopment. Related, please confirm our understanding that in a



TIF district, taxing districts will still get the frozen base.

The answer to this question depends on the exemption program under consideration.

For the non-profit tax exemption program, if projects are located within any of the City's Urban Renewal/TIF districts, then taxing districts will not collect the frozen base because this program includes a full exemption on both land and improvements.

For middle-income, this will depend on the formula that is developed. Staff are still working to determine an appropriate formula.

For MUPTE, we also estimate that the exemption level will not be enough to impact the frozen base and that the frozen base will continue to be distributed to taxing districts at the full amount since the exemption is only allowed on improvements, not land.

Remember that with MUPTE, the goal is to incentivize higher intensity development that would generate significant additional revenue in the long term, after the exemption is expired.

### General

9. What is/are the goal(s) of City Council with these tax exemptions? What does success look like?

The public has made three priorities clear to Council: affordable housing, middle income housing, and a need to maximize the efficiency and scale of the Central Area. The three exemptions we are proposing are directly in response to the public's requests of us. Council continues to set aggressive housing goals to ensure our workforce can remain in Bend. The goal is increased housing supply and success looks like a variety of housing types and options for community members especially for those making up to 120% of median income.

10. What other programs/tools has the City considered to incentivize the types of development you are targeting? Could alternatives like reduced permitting times/fees, reduced infrastructure costs, opportunity zones, etc. also be considered?

The City of Bend has explored significant development incentive tools to support Affordable Housing (up to 80% AMI). Because of continuous code changes, SDC exemptions, expedited permitting, density bonuses, an existing property tax exemption, property purchases and "incubation" of non-profit shelters to help create capacity in our community, and cash subsidies, the City of Bend is recognized as doing more for affordable housing than any other comparably sized jurisdiction in the Northwest. Beyond the basics, we have performed ROI studies on annexation areas to ensure we're prioritizing staff time and budget on the areas with the most housing output, we've realigned our CIP to meet the needs of affordable housing development, and continue to work with State and Federal partners to ensure funds are directed to our region. Because of our low tax base, we are a fee supported program in CDD and are legally unable to charge higher fees on some development to offset the cost of reducing fees for others. A new program and revenue source would need to be created to support fee reduction.

We have an SDC deferral and financing program in place now that is being retooled to be more effective.

MUPTE and Non-Profit are utilized by multiple Oregon cities to encourage housing development. They are proven mechanisms. The Middle Housing Exemption is an innovative opportunity to address a critical need in our community that the market is no longer able to provide due to a variety of reasons, particularly construction cost escalation. In February, a new home Bend costs, on average, \$740,000, which is far outside the grasp of most families.



11. What requirements will the City include in the MUPTE program to ensure that it will result in the preservation, construction, addition or conversion of units at rental rates or sale prices accessible to a broad range of the general public?

We are looking into specific public benefit requirements that would require developers to commit to either 10% deed restricted Affordable Housing Units (<60% AMI for rent, <80% AMI for sale) or 30% of units as Middle Income (<120% AMI). We encourage districts to weigh in on their thoughts on public benefit requirements.

12. How will residents be selected for the middle-income properties? Can priority be given to special/school district/County/City employees who work (and also may currently live) within the City? Would these properties be deed restricted and if so, for how long?

Tenants would be income qualified similar to existing affordable housing properties and programs. There are significant fair housing issues with “holding” certain units for special populations, with some exceptions. For instance, a federal exemption has been made to allow for preference in certain housing developments for teachers and artists, but those must be pre-approved at the federal and state level and still not immune from liability. We are continuing to work through whether preferences may be an option locally, but with a very homogeneous community, it is unlikely to be feasible except in limited circumstances. We would encourage taxing districts to speak with their legal counsel directly about this issue if it’s of interest.

The deed restriction would be tied to the length of the exemption, up to 10 years for middle-income, and permanent for non-profit.

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 5, 2022
<b>SUBJECT:</b>	Needs-Based Assistance Plan Approval
<b>STAFF RESOURCE:</b>	Matt Mercer, Recreation Services Director
<b>PREVIOUS BOARD ACTION:</b>	March 14, 2022 – Shared draft of 2022-23 Needs-Based Assistance Plan for board input April 20, 2021 - Approved Needs-Based Assistance Plan for Fiscal Year 2021-22 February 19, 2019 – Approved Revised User Fees and Charges Policy
<b>ACTION PROPOSED:</b>	Approval
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships
<b>Outcome:</b>	District services that are accessible to all
<b>Strategy:</b>	Develop solutions and required resources to mitigate identified barriers to participation and involvement.

**BACKGROUND**

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

Staff shared the proposed Needs-Based Assistance Plan for Fiscal Year 2022-23 at the March 15, 2022 Board Work Session for board input and feedback prior to preparing a final draft for approval. There were no board directed changes so the plan has been finalized for board approval under the consent agenda.

**BUDGETARY IMPACT**

The funding requirements and resources for next year's Needs-Based Assistance program is included in the Need's based Assistance Plan for Fiscal Year 2022-23. The budget impacts were also included in the Financial Forecast provided to the Board at the January 31 Annual Board Workshop.

**STAFF RECOMMENDATION**

Staff recommends that the Board of Directors approve the proposed Needs-Based Assistance Plan for Fiscal Year 2022-23.



**MOTION**

***I move to approve the Needs- Based Assistance Plan for Fiscal Year 2022-23 and include funding resources to support the plan in the 2022-23 Budget Proposal.***

**ATTACHMENT**

Needs-Based Assistance Plan for Fiscal Year 2022-23



## **Needs-Based Assistance Plan – FY 2022-2023**

### **Eligibility Standards**

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

### **Application and Qualification Process**

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

### **Registration Process**

1. Individuals must be approved for assistance before registering.
2. Participants are responsible for paying the remainder of the fee at the time of registration. In the event that a household is unable to pay their portion of the fee at the time of registration, designated staff will work with the household to set up a payment plan, access gap funds or provide other assistance that allows them to participate.

3. The district may reserve spaces in some critical high-demand, limited capacity programs for scholarship-eligible participants to ensure more equitable access.
4. There are currently no limitations on the number of programs that people may register for or the amount of assistance received; however, limitations may be put in place should requests exceed available funds.

### **Recreation Scholarship Assistance**

The following charts summarize the level of assistance provided to individuals through the Recreation Scholarship Program for most programs in the 2022-23 Fiscal Year.

**Table 1: Recreation Program Assistance Levels**

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

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

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

### **Definitions/Explanations**

1. The percentages shown in the charts represent the portion of the regular fee that is provided through the Recreation Scholarship Program.
2. Disabled is defined as individuals with permanent physical or developmental disabilities, including those qualifying for long-term disability assistance. Documentation may be required in some cases (i.e., long-term disability award letter or SSI).
3. Core and Complementary program classifications are identified through the Recreation Department's Program Assessment Tool.
4. Some programs and services are not eligible for Recreation Scholarship assistance. This includes programs identified as specialized programs in the Program Assessment Tool (ex. personal training, advanced instruction), private services (ex. facility rentals, concessions) and low-cost programs already heavily subsidized.

5. Recreation Scholarship assistance for programs offered through independent contractors is limited to 25% for both high and moderate need households unless the independent contractor opts in to match the district, in which case assistance is 50%.
6. The Recreation Scholarship Program does not apply to the out-of-district portion of the fees. Non-district residents must pay the full out-of-district fee; however, they are eligible for scholarship assistance on the In-District fee.

## **Funding**

Recreation Scholarship Program revenues and expenses are included in the General Fund Recreation Department Budget each year, although some funds come from donations, grants and partnerships. The estimated funding requirements and funding sources for the Fiscal Year 2022-23 follow:

### **1. Estimated Funding Requirements**

Recreation Scholarship Fund Use	\$425,000
---------------------------------	-----------

### **2. Estimated Funding Sources**

General Fund Tax Support	\$256,500
Cell Tower Leases	\$75,000
Sponsorships/Advertising	\$55,000
Bend Park and Recreation Foundation Donations	\$23,500
Grants and Partnerships	<u>\$15,000</u>
Total Resources	\$425,000

There are several other funding sources that provide assistance to scholarship-eligible participants by paying all or a portion of the non-scholarship fee. These funds show as regular revenue and therefore are not included in the scholarship budget.

- Opdycke Fund – Supported by donations from the Opdycke family and managed by the Bend Park and Recreation Foundation, this fund supports participants in Therapeutic Recreation programs by directly paying a portion of the participant fees a. \$10,000-\$15,000 in funds are expected to be distributed in the 2022-23 fiscal year.
- Foundation Gap Fund – Supported and managed by the Foundation, this fund provides financial assistance to those who need support above and beyond what the district's Scholarship program provides. These funds can be used to assist with the participant portion of fees after scholarships, equipment needs and transportation to and from programs. \$1,000-\$2,000 in funds are expected to be distributed in the 2022-223 fiscal year.

## **Other Recreation Services Supporting Lower-Income Families**

In addition to the Recreation Scholarship Program, the district provides other programs and services that serve lower-income individuals and families. Funding for these programs is included in the Recreation Services budget and supported by general fund resources. Services planned for the Fiscal Year 2022-23 include:

- Outreach Services – our outreach team of two full-time staff is focused on reaching and removing barriers to participation for lower-income families and other underrepresented populations, including the growing Latino community through grassroots efforts, collaboration with other community organizations and special events.
- Discover the Outdoors – this program provides underrepresented youth the opportunity to experience outdoor activities and public lands by removing barriers including cost, transportation, equipment, language and experience. The program is partially funded by a \$5,000 grant for the Children’s Forest of Central Oregon.
- Outreach Events – hosted at a variety of locations, these events include activities for kids and families while introducing people to district opportunities and resources, including the Recreation Scholarship Program.
- Free Family Nights at JSFC and Larkspur Community Center – this popular program is expected to return after a 2-year hiatus during the pandemic
- Family Skates at The Pavilion – Low fee family skate opportunities on most Sunday mornings.
- Senior Social Programs – Free and low fee social-oriented programs for seniors at the Bend Senior Center including dances, movies, book clubs, cards, games and more.
- Senior Resource Services – Free education and resource sessions for seniors at the Bend Senior Center offered in partnership with a variety of local agencies.



March 15, 2022

**District Office Building | 799 SW Columbia | Bend, Oregon**

<https://www.bendparksandrec.org/about/board-meeting-videos/>

Ariel Méndez  
Deb Schoen  
Jason Kropf  
Nathan Hovekamp  
Zavier Borja

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Kristin Donald, Administrative Services Director  
Matt Mercer, Director of Recreation  
Sheila Reed, Executive Assistant  
Brian Hudspeth, Development Manager  
Bronwen Mastro, Landscape Architect

## None

1. Needs Based Assistance Annual Report and Recommendation for Fiscal Year 22-23 – *Matt Mercer*

Mr. Mercer explained the Needs-based Assistance Program as a combination of the scholarship program, outreach and partnerships and targeted programs that are free or low cost. He said COVID impacted the year 2020 that was on the trajectory to exceed the prior year and due to a reduction of services offered, the scholarship use declined. He added that Increasingly, the district is serving more high need people over the past couple of years.

Although the amount of people served in the scholarship program decreased, the dollar amount has increased as the district has lowered the requirements and offered higher assistance amounts. Most scholarships are used for youth recreation, including Kids INC.

Mr. Mercer reviewed where the scholarship dollars come from: grants, tax support, cell phone tower leases, sponsorships and donations. He explained that grant funding for FY 21-22 made the higher support scholarships possible and said he is unsure if grant funding will continue.

Mr. Mercer reviewed the planned assistance levels for the upcoming fiscal year, projected scholarship uses and funding sources. He spoke about the supporting plan to continue outreach efforts, recreate targeted programs, increase emphasis on equitable registration access, integrate efforts with the DEI plan and seek other funding sources.

### **CONSENT AGENDA**

1. JSFC Pool Tank replacement project design build post construction evaluation
2. Minutes 3/01/2022

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

### **BUSINESS SESSION**

1. Award Construction Contract Hollygrape Park ADA - *Jason Powell*

Mr. Powell spoke about the location and history of the park. He explained the repairs that will be done in the park. He said the work has been delayed due to the pandemic; the recent bids came in higher than the bids from a couple of years ago and will need additional money to be approved for the project.

***Director Kropf made a motion to authorize the executive director to award a construction contract to Wilson Curb Inc., for construction of the Hollygrape Park ADA Renovation project for a total amount of \$140,750, and to approve an additional 10% construction contingency of \$14,075, for a total construction budget not to exceed \$154,825. Director Borja seconded. The motion passed unanimously, 5-0.***

2. COCC/OSU Scholarship Program Approval – *Matt Mercer*

Mr. Mercer said he does not have a lot to add to this subject since last meeting when he spoke to the board. He explained some of the savings to the district of the scholarship program by saving on other benefits. He said the projected budget impact is expected to be small.

The scholarships are not needs-based and are open to all majors.

***Director Hovekamp made a motion to approve the OSU Cascades/COCC Kids INC Scholarship Program and authorize the executive director to execute an agreement for the program. Director Schoen seconded. The motion passed unanimously, 5-0.***

Executive Director Horton reminded the board of upcoming important dates. In-person meetings are starting in April, he asked the board to think about running board meetings virtually on concert nights. He spoke about the trail work at Drake Park stating that a couple of the ponderosas in the plan are likely to be preserved in the project.

## BOARD MEETINGS CALENDAR REVIEW

- Director Hovekamp said he is looking forward to in-person meetings and commented that he has learned again that board members are most effective when staying at policy level.
- Director Schoen said she is on vacation in Palm Springs, she toured three parks and met with the director. She said it was a good experience and learned about the priorities of that district. She commented that BPRD district staff is excellent and is honored to serve with this board.
- Director Borja acknowledged that this is women's history month and spoke about the lifting of the mask mandates and keeping district spaces as safe and inviting with where people are at with masks. He said he attended an event at OSU Cascades and he was impressed that seven BPRD staff were also in attendance.
- Director Méndez said he and Director Schoen and Executive Director Horton met with city staff and a city councilor. They talked about some errors that were presented at the last meeting and asked the board to check their email for the updates. He mentioned the district's attempt to be a part of the safe parking program and said the district could not get approval from the county due to zoning requirements for a location that was selected. There is a city project for restrooms that the district may help with and a presentation will be brought to the board. He shared some drawings of some root systems and commented on the difficulty for staff to make judgements about knowing what is below ground due to the complexity of tree root systems.

Prepared by,

Ariel Méndez, Chair

Deb Schoen, Vice-Chair

Jason Kropf

Nathan Hovekamp

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**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 5, 2022
<b>SUBJECT:</b>	Project 155 – Bend Golf Club Site Park Naming
<b>STAFF RESOURCE:</b>	Rachel Colton, Park Planner
<b>PREVIOUS BOARD ACTION:</b>	October 5, 2021 Award Professional Services Contract for Project 155 – Bend Golf Club Site
<b>ACTION PROPOSED:</b>	Approve Name for Project 155 – Bend Golf Club Park Site Property
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

Per the adopted Park, Facility and Trail Naming Policy, a five-member Naming Committee makes recommendations to the board regarding the naming of district assets. The Naming Committee met on March 10, 2022 to discuss potential names for the “Project 155 – Bend Golf Club Site” neighborhood park property. Potential names considered by the committee included:

- Parrell Park
- Hidden Greens Park
- North Slope Park
- Outcrop Park
- Little Fawn Park
- Deer View Park
- Mule Deer Ridge Park
- Bitterbrush Park

Additional information, including more details about each potential park name, is provided in the Naming Committee staff memorandum included as Attachment A of this report. After discussing the potential names, the Naming Committee members unanimously recommended Little Fawn Park as the name for the Project 155 – Bend Golf Club Site park property. More information about the committee’s discussions related to the potential park name is provided in the Naming Committee March 10, 2022 meeting notes included as Attachment B of this report.

**BUDGETARY IMPACT**

Naming of the Project 155-Bend Golf Club park site will have no direct budgetary impacts to the district. Park signage is already included in the budget for the park site, and the park’s entry sign will include the approved park name.

**STAFF RECOMMENDATION**

Staff recommends that the board approve Little Fawn Park as the name for the “Project 155 – Bend Golf Club Site” neighborhood park property.

**MOTION**

***I make a motion to approve Little Fawn Park as the name for the “Project 155 – Bend Golf Club Site” neighborhood park property.***

**ATTACHMENT**

Attachment A – Naming Committee Staff Memorandum – Project 155: Bend Golf Club Site Park Naming

Attachment B – Naming Committee March 10, 2022 Meeting Notes





TO: Bend Park and Recreation District Naming Committee

FROM: Rachel Colton, Park Planner

DATE: March 3, 2022

RE: Project #155 - Bend Golf Club Site Park Naming

The Bend Golf Club park site (park site) is a neighborhood park site located at the intersection of Hawes Lane and Parrell Road. The site is approximately 3.4 acres in size and of an irregular shape. Attachment A: Site Map illustrates the property boundaries. The existing site condition is undeveloped property with ponderosa and juniper trees, rock outcrops and an adjacent golf course - Bend Golf Club. Images of the site are available in Attachment B: Site Photos. The north end of the site is flat, and gradually rises in elevation as you move to the south. Possible features to develop at the site will include, but are not limited to, a parking area, open lawn, picnic and gathering space, play area, paved path, and natural soft surface trails per the [District's development standards for neighborhood parks](#).

The park site was historically owned by the State of Oregon, and purchased by the Bend Golf Club in 1927. In 2018, the Bend Golf Club subdivided their property into three sites, which included this park site. At that time, it was anticipated that townhomes would be built on the park site. However, given market conditions, townhome development did not proceed, and the district was able to purchase the park site in late 2018 in order to facilitate development of a neighborhood park. Development of this neighborhood park will help address a park deficiency that currently exists in this area.

The project to develop this park site commenced in August of 2021, with distribution of a design services request for proposals, and park construction is expected to be complete by June of 2023.

### **Outreach**

The Parks, Facility and Trail Naming Policy (naming policy) requires community outreach for district asset naming. Specifically, for neighborhood parks, "requests for potential names shall be solicited from the applicable Neighborhood Association and its membership, and as part of the planning and design process." This park site is the first one that is subject to the outreach requirements of the recently updated naming policy.

As part of the project kick off, the district distributed door hangers to approximately 760 residential units within one-half mile of the project site to alert residents about the project, ways to provide feedback, and how to receive project updates. In addition, the district engaged with the Southeast Bend Neighborhood Association, who shared the engagement opportunities, which included a public survey, and other details about the project with their membership via email. The door hangers and email

directed interested parties to the [projects' website](#), which at that time, included information about in-person and virtual opportunities to learn more and comment on the project, and a link to a survey to provide feedback on the project. In addition to the survey, the district also hosted two in-person outreach events, one in English and one in Spanish. As a result of these two outreach events and the survey, approximately 150 people provided feedback on the project. Categories for feedback were extensive, and included the opportunity to suggest potential names for the park site. Results of feedback related to the naming are included as Attachment C of this report (a complete report of all public comment can be found [here](#)). It should be noted, that just because a name got multiple votes, that does not mean it was the most popular name. Rather, the feedback mechanism used influenced whether a name received multiple votes. Specifically, for the online survey, participants could suggest any name they liked (fill in the blank). At the in-person meetings, names could be suggested and were added to a white board, and other attendees could support those names by adding a dot next to any particular name. A total of 28 potential names were suggested by the community during the outreach process.

The naming process is occurring between the first and second phases of outreach. Staff intends to share the chosen name with the public, along with conceptual park plans, during the second phase of outreach.

### Potential Names

When considering potential names, staff worked to determine names that fell into one of the five naming categories identified in the naming policy:

- Geographic
- Indigenous, Cultural or Historic
- Native Flora or Natural Feature
- People
- Community Organization

Research to determine potential names included:

- Discussion with Naming Committee members and district staff
- Information from the Deschutes Historical Museum to inform history of the site
- Internet research to better understand the history and context of potential names

A total of eight potential names are recommended for the park. These names are discussed below.

- **Parrell Park** – This name aligns with the geographic naming category. Names in this category are place based and can help support wayfinding and establishing a sense of place. Even those who do not live close to this park would understand the general location of the park given the parks location directly adjacent to Parrell Road. It is expected that the park will include a parking lot, which will be accessible from Parrell Road. In addition, the assigned park address is 61012 Parrell Road.
- **Hidden Greens Park** – This name aligns with the geographic naming category given the fact that the park will be directly adjacent to the existing Bend Golf Course. One thing to keep in mind with this potential name is that there is always the possibility for redevelopment of any site. As

such, though there are no known plans for redevelopment of the golf course, this is something that could occur in the future and render this name less relevant.

- **North Slope Park** – This name aligns with the Native Flora or Natural Feature naming category. This name reflects the topography of the park, which includes a prominent north facing slope.
- **Outcrop park** – This name aligns with the Native Flora or Natural Feature naming category. As visible on some of the site photos (and easier to see when there isn't snow), there are numerous outcroppings on the park site. Some, if not all of these outcroppings will be maintained when the park is developed.
- **Little Fawn Park** – This name best aligns with the Native Flora or Natural Feature naming category. A number of local residents have noticed that a native deer herd lives in the area and in the spring, fawns are visible. This name would serve as a reminder and connection to the wildlife that has, and continues to exist at and close to the park.
- **Deer View Park** – This is another option similar to Little Fawn park that could serve as a reminder and connection to local wildlife.
- **Mule Deer Ridge Park** – This is another option similar to Little Fawn and Deer View Parks that signifies a connection to nature.
- **Bitterbrush Park** – This name aligns with the Native Flora or Natural Feature naming category. Bitterbrush is prevalent on the park site and the district expects that some will be maintained as part of the park development. Bitterbrush is also a prominent plant species in Central Oregon.

The Naming Committee can consider these recommended names, as well as any others when discussing potential names and making their recommendation to the district's board of directors. The board of directors is tentatively scheduled to review potential names for this park site at their regular meeting on April 5, 2022.

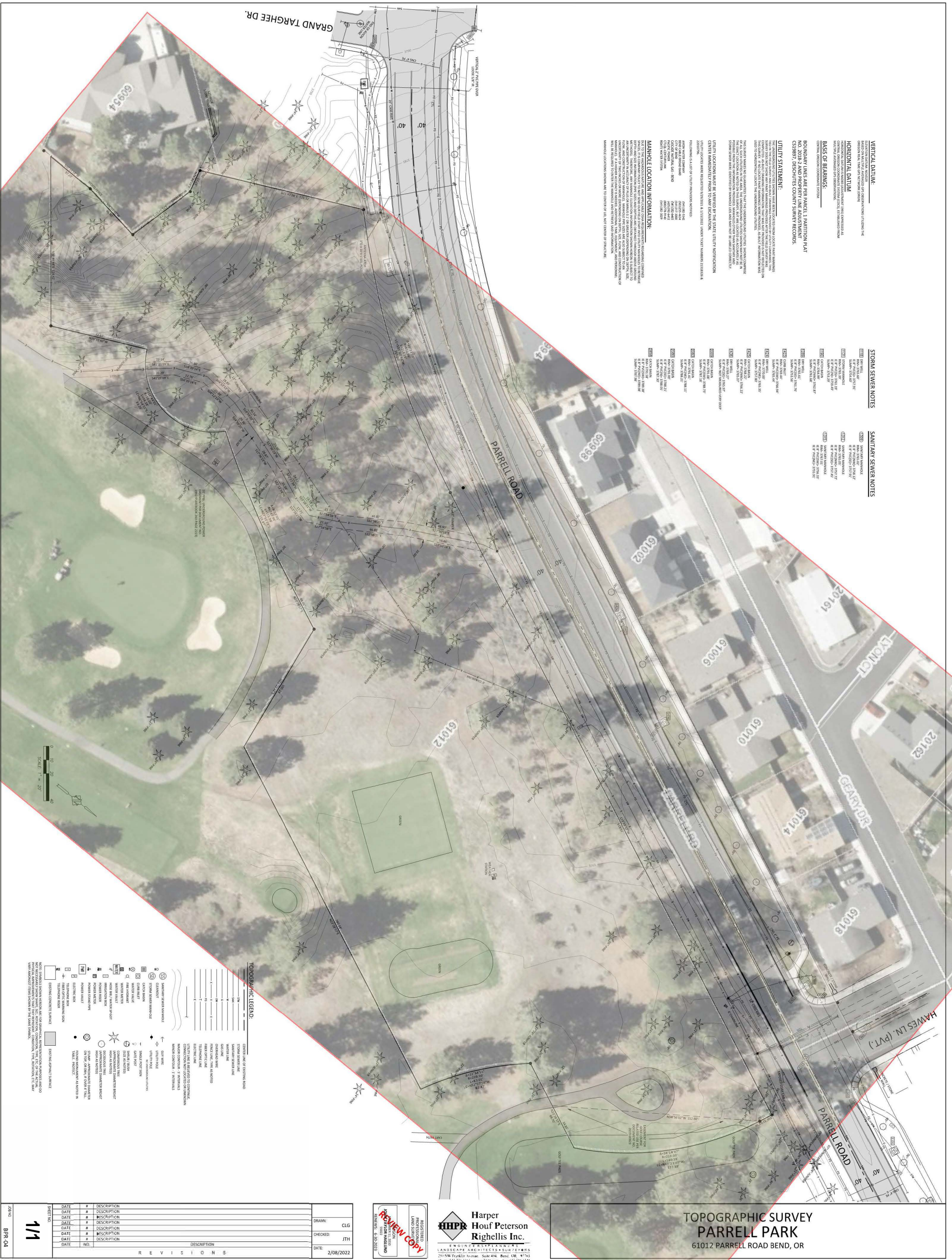
Attachment A: Site Map

Attachment B: Site Photos

Attachment C: Outreach Results - Naming



## Site Map





**Project #155 – Bend Golf Club Park Site Photos**



Looking at park site from Parrell Road



Looking towards eastern boundary of park site





On park site looking towards Parrell Road



Mature Trees on-site





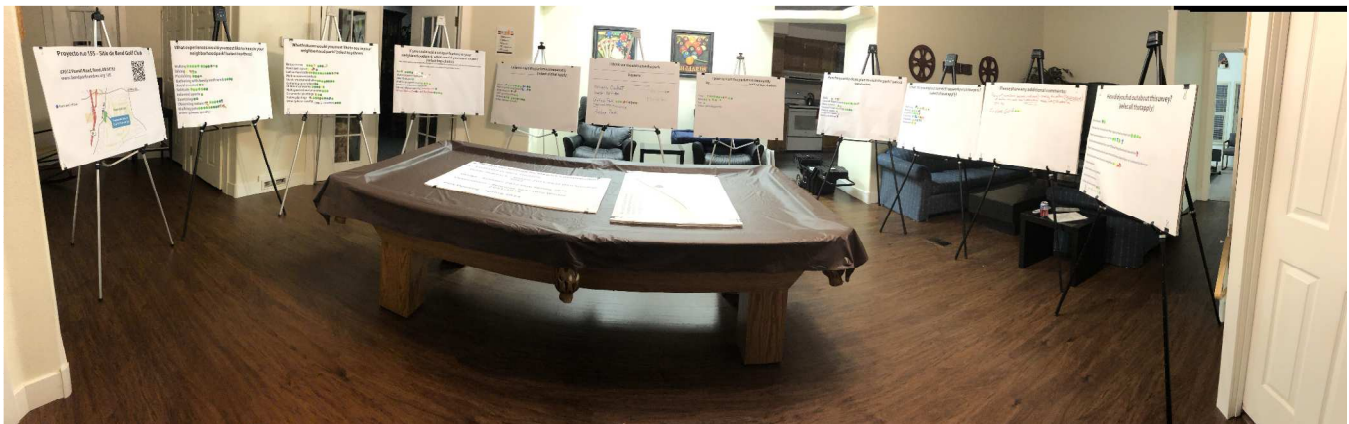
View of neighboring residence



View of park from southern boundary

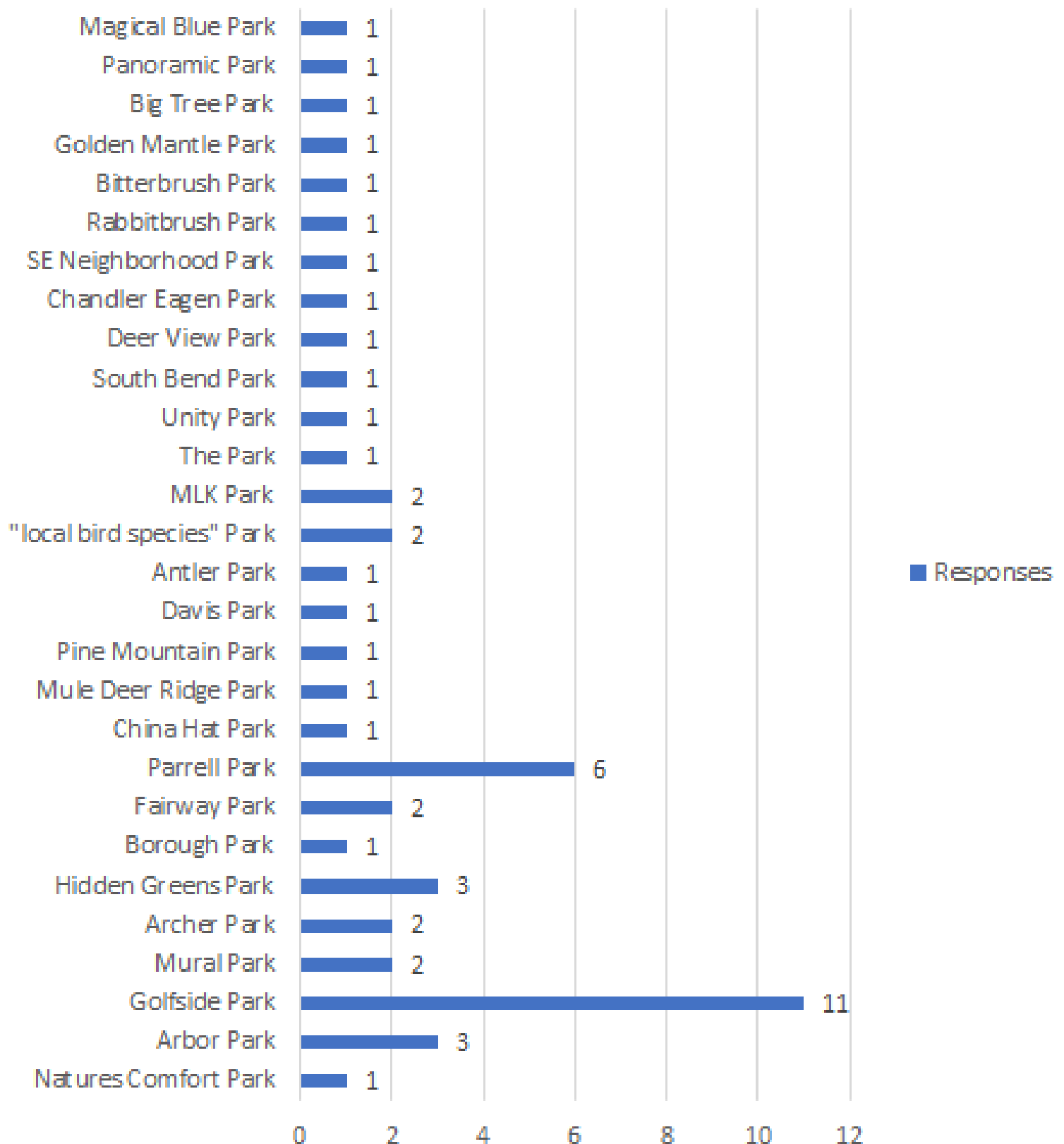
# Public Outreach Round 1 Results

## Project #155 – Bend Golf Club Site



The following results are a compilation of **all** feedback collected during the first round of public outreach via online surveys, in person events and online comment forms.

I think we should name the park \_\_\_\_\_.







## Naming Committee Meeting Notes

Meeting Date: March 10, 2022

Meeting Time: 8:30am

Location: Bend Park and Recreation District Conference Room A, 799 SW Columbia Street

### 1. Welcome and Staff Introductions

- a. Present
  - i. Committee: Carrie Ramoz, Jane Dunham, Rebekah Averette, Tom Fisher
  - ii. Staff: Rachel Colton and Ian Isaacson
- b. Absent
  - i. Mike Berry

### 2. Project 155 – Bend Golf Club Site Park Naming

- a. Staff presentation, committee discussion and naming recommendation
  - i. Staff provided an overview of the project site, project history, community outreach completed, and staff recommended names for committee consideration
  - ii. Committee discussion
    - 1. Carrie
      - a. Remove Parrell, Hidden Green and Mule Deer Ridge names. If Mule Deer Ridge is kept, change to Deer Ridge for simplicity.
      - b. Prefers the deer names over Bitterbrush. Prefers Little Fawn the most as it is unique, whereas deer is a more common word.
    - 2. Rebekah
      - a. Agrees to remove Parrell and Hidden Green.
      - b. Also prefers one of the deer names and likes Little Fawn the most because it reminds her of innocence and play.
      - c. Does like Bitterbrush, but not more than Little Fawn.
      - d. North Slope and Outcrop could also be removed.
    - 3. Tom
      - a. Remove North Slope, Outcrop, Parrell.
      - b. Likes Bitterbrush and the deer names.
    - 4. Jane

- a. Agrees with what others have said, and her top choice is Little Fawn
  - b. Jane agrees with Rebekah's comments about innocence and play related to Little Fawn.
- 5. Group Discussion
  - a. Of the deer names, favorite of the group is Little Fawn because its more distinctive than the others.
  - b. No concerns with Little Fawn being mistaken for the forest service campground up at Elk Lake given that it's not proximate to district boundaries and not a park.
  - c. **Committee Recommendation: The Committee unanimously recommended the name "Little Fawn Park" for board consideration at their April 5, 2022 board meeting.**

### 3. Next steps

- a. Board review of Project 155 – Bend Golf Club Site park names
  - i. Scheduled for April 5, 2022
- b. Upcoming Asset Naming – staff confirmed that there is no anticipated naming in the near term. Spoke about the North Unit Canal Trail Project and future neighborhood parks that will come before the Naming Committee later this year and in the years to come.
- c. Tom Fisher asked about the Core area, Rachel explained the challenges of getting land in the area which has a need for a park. Based upon rough estimation using City population projections, the identified park need in that area for neighborhood and community parks is approximately 18 acres. District staff is brainstorming with the city to determine how to meet parkland needs in the Core Area.
  - i. Rachel confirmed she can send the committee background materials related to the Core Area.

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	April 5, 2022
<b>SUBJECT:</b>	Utility Easement at Riverbend Park
<b>STAFF RESOURCE:</b>	Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	February 18, 2014 – Approve Easement Policy
<b>ACTION PROPOSED:</b>	Authorize the executive director to negotiate and execute a utility easement with PacifiCorp to Benefit Holmer Bend Commercial, LLC.
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

Recently, the Architect for Holmer Bend Commercial, LLC. (the developer for the parcel of land adjacent to Riverbend Park on the NW side) contacted the district about obtaining a utility easement for PacifiCorp within Riverbend Park. Riverbend Park is a community park located in southeast Bend along the Deschutes River on SE Columbia St.

If approved, the Developer's contractor will excavate a utility trench from the transformer located along side Columbia Street west of the park entrance, approximately 70 feet west to the property boundary. The installation of the power line is to provide utility service to the new building being constructed on the vacant parcel of land northwest of the park. The easement is proposed to be located on the south side of the sidewalk adjacent to Columbia Street on park property (see Exhibit A). The easement area (i.e., existing landscaping) will be restored after installation of the underground utility line.

Although the easement is being requested by the developer of the parcel, the easement is between the district and PacifiCorp, since the power supply is a primary power line serving the parcel, and would be owned and maintained by PacifiCorp.

**BUDGETARY IMPACT**

Per the district's easement policy, the developer supplied the district with the required easement application, draft easement document, legal description and an offer letter of payment for the easement. The offer is based on an appraisal by Farewell Bend Real Estate Appraisal, Inc. (Exhibit B). The value of the easement is assessed at 25% of the land cost estimated at \$31.00 per square foot. The area of easement totals 700 square feet, making the easement payment \$5,425. The developer has offered to make payment to the district upon receipt of a signed easement.

The only direct cost to the district for this easement is to cover legal expenses required to review the proposed easement documents. The district estimated the legal fees to be between \$2,500-\$3,000, the developer has agreed to the estimate. The actual legal fees will be added to the overall cost of the easement, and paid by the developer prior to the district signing the document.



**STAFF RECOMMENDATION**

Staff recommends authorizing the executive director to negotiate and execute a utility easement with PacifiCorp at Riverbend Park for a new underground power line.

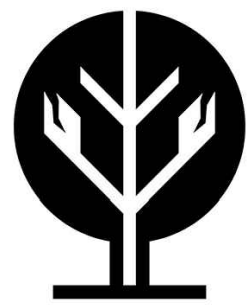
**MOTION**

***I make a motion to authorize the executive director to negotiate and execute a utility easement with PacifiCorp for an underground power line across Riverbend Park to serve the new development being constructed adjacent to the park by Holmer Bend Commercial LLC.***

**ATTACHMENTS**

1. Attachment A – Easement Depiction
2. Attachment B – Offer Letter





CRABTREE  
ARCHITECTURE + DESIGN



RETAIL  
**PATIO WORLD 665 SW COLUMBIA**  
BEND, OREGON

DATE	SUBMITTAL
6/11/21	1ST BLDG SUBMITTAL
11/12/21	2nd BLDG SUBMITTAL

SITE PLAN  
**A1.0**

SITE PLAN NOTES

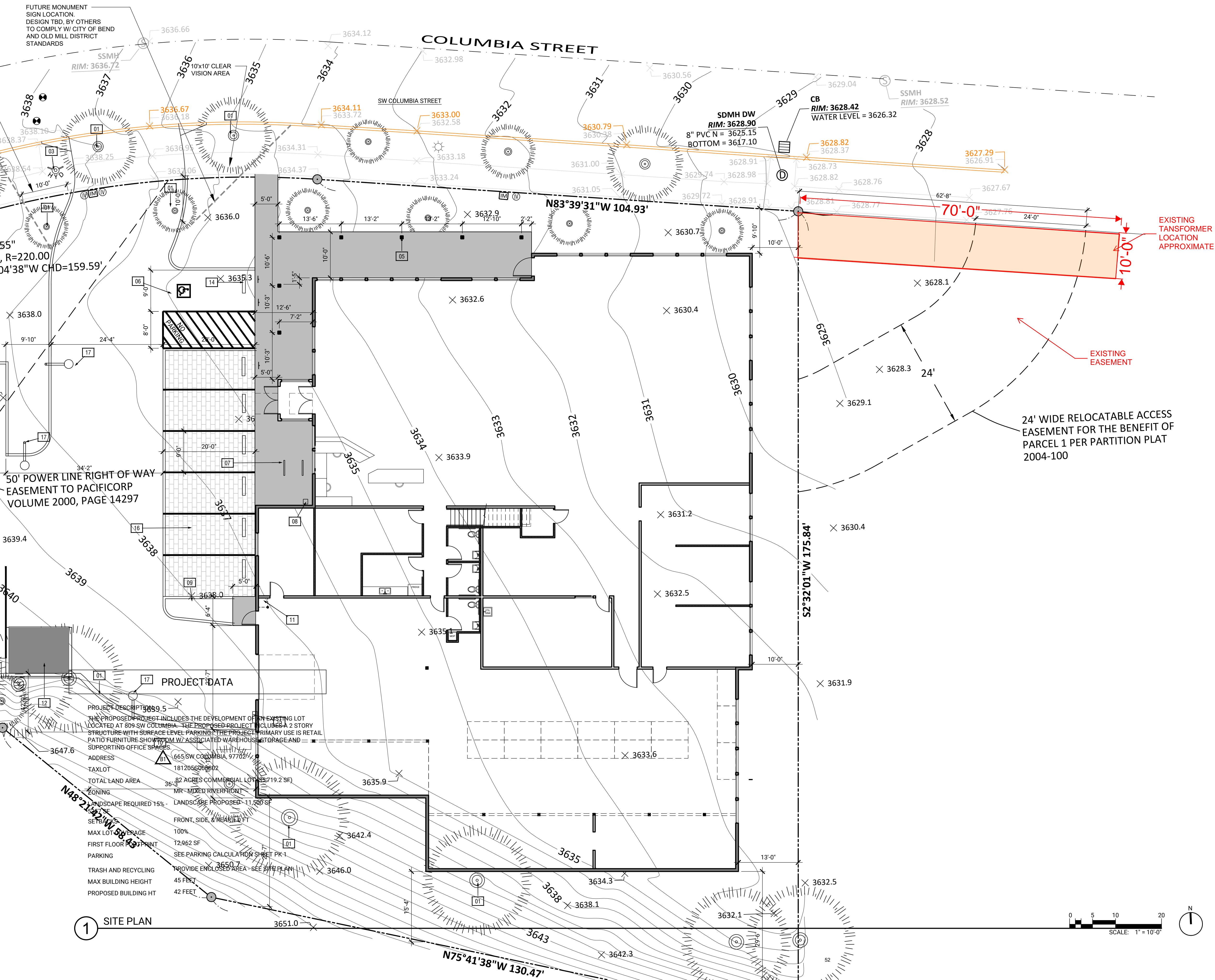
- BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL BE ARABIC NUMERALS OR ALPHABETICAL LETTERS. NUMBERS SHALL BE A MINIMUM OF 4" HIGH WITH A MINIMUM STROKE WIDTH OF 1/8". VERIFY MINIMUM HEIGHT REQUIREMENTS WITH LOCAL FIRE DEPARTMENT AND USE MORE RESTRICTIVE.
- DURING CONSTRUCTION/GROUND DISTURBING ACTIVITIES, THE APPLICANT SHALL IMPLEMENT THE FOLLOWING PARTICULATE (DUST) CONTROL MEASURES. THE CONTRACTOR OR BUILDER SHALL DESIGNATE A PERSON OR PERSONS TO MONITOR THE DUST CONTROL PROGRAM AND TO ORDER INCREASED WATERING, AS NECESSARY, TO PREVENT TRANSPORT OF DUST OFF SITE. THEIR DUTIES SHALL INCLUDE HOLIDAY AND WEEKEND PERIODS WHEN WORK MAY NOT BE IN PROGRESS. THE NAME AND TELEPHONE NUMBER OF SUCH PERSONS SHALL BE PROVIDED TO THE APCD PRIOR TO COMMENCEMENT OF CONSTRUCTION.
  - REDUCE THE AMOUNT OF DISTURBED AREA WHERE POSSIBLE.
  - USE OF WATER TRUCKS OR SPRINKLER SYSTEM IN SUFFICIENT QUANTITIES TO PREVENT AIRBORNE DUST FROM LEAVING THE SITE. RECLAIMED (NONPOTABLE) WATER SHOULD BE USED WHENEVER POSSIBLE.
  - VEHICLE SPEED FOR ALL CONSTRUCTION VEHICLES SHALL NOT EXCEED 15 MPH ON ANY UNPAVED SURFACE AT THE CONSTRUCTION SITE.
  - ALL TRUCKS HAULING DIRT, SAND, SOIL, OR OTHER LOOSE MATERIALS ARE TO BE COVERED OR SHOULD MAINTAIN AT LEAST TWO FEET OF FREEBOARD (MINIMUM VERTICAL DISTANCE BETWEEN TOP LOAD AND TOP OF TRAILER) IN ACCORDANCE WITH CALIFORNIA VEHICLE CODE.
  - SWEEP STREETS AT THE END OF EACH DAY IF VISIBLE SOIL MATERIAL IS CARRIED ONTO ADJACENT PAVED ROADS. WATER SWEEPERS WITH RECLAIMED WATER SHOULD BE USED WHERE FEASIBLE.
  - ALL DIRT STOCK-PILE AREAS SHOULD BE SPRAYED DAILY AS NEEDED.
- LANDSCAPING AREAS ARE EXISTING TO REMAIN. LANDSCAPING AREAS DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED TO ORIGINAL CONDITION OR BETTER. REPAIR AND RELOCATE IRRIGATION LINES AS NEEDED.
  - ALL ACCESSIBLE ROUTES/WALKING SURFACES SHALL COMPLY WITH ANSI 402.
  - WALKING SURFACES MUST HAVE RUNNING SLOPES NOT STEEPER THAN 1:20 WITH EXCEPTION OF RAMPS AND CURB RAMPS AS NOTED ON PLANS.
  - WALKING SURFACE CROSS SLOPES SHALL NOT BE STEEPER THAN 1:48
- ALL TREES SHOWN ON PLAN ARE EXISTING TO REMAIN UNO. TREE PROTECTION MEASURES SHALL BE IN PLACE DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY IF CONSTRUCTION PROCESS REQUIRES REMOVAL OF ADDITIONAL TREES.
- SEE 4/A8.1 FOR ADDRESS NUMBER DETAIL
- ALL EXTERIOR SCORGES & POLE MOUNTED LIGHTING SHALL BE 2700K

KEYNOTES

- EXISTING TREE TO BE REMOVED
- 6" CONC. CURB TYP. OR RETAINING. SEE CIVIL DRAWINGS FOR GRADING INFO.
- EXISTING FIRE WATER TO REMAIN.
- ALL PARKING STALLS ARE 9'X20' TYP.
- 8X8 WOOD COLUMN, SEE FLOOR PLANS AND STRUCTURAL FOR MORE INFO.
- ADA PARKING STALLS PER OREGON TRANSPORTATION COMMISSION DETAILS AUG 2018. SEE DETAILS FOR MORE INFO. 1/A8.1. SEE COMPLETE DOCUMENT FOR ADDITIONAL INFO.
- (2) U SHAPED BIKE RACKS PER CITY STANDARD. SEE COVERED BIKE PARKING DETAIL FOR MORE INFORMATION - 2/A8.1
- APPROX LOCATION OF GAS METERS.
- LANDSCAPE PLANTER ISLAND
- APPROX LOCATION OF EXTERIOR AC UNITS. SEE MECHANICAL DRAWINGS. PROVIDE CEDAR SLAT FENCE SCREENING. - 3/A8.1
- FIRE RISER LOCATION INDOORS.
- TRASH ENCLOSURE. SEE 5/A8.1, SEE CIVIL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION
- APPROX. LOCATION OF TEMP. PORTABLE RESTROOMS DURING CONSTRUCTION.
- PROVIDE WHEEL STOPS INSTALLED PER CITY STANDARDS TYP. WHERE SHOWN.
- ELECTRICAL METER LOCATION. SEE UTILITY & ELEC. PLANS
- PERMEABLE PAVERS INSTALLED PER CIVIL PLANS. PROVIDE PRODUCT SUBMITTAL PRIOR TO ORDER/INSTALL
- POLE MOUNTED PARKING LOT LIGHTING. SEE ELEC. PLANS LITHONIA RAD1 LED

ARC REVIEW NOTES

- TRUCK AXLE WEIGHTS 15 TO 17K LBS PER AXLE. W/ EXCEPTION OF CONCRETE TRUCK FRONT AXLE IS APPROX. 20K LBS.
- ANY TRACKING OF DIRT THAT MAKES ITS WAY OFFSITE WILL BE CLEANED UP DAILY. THERE SHALL BE A DEDICATED STREET CLEANUP BROOM/SHOVEL ON SITE.



1 SITE PLAN



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*F*arewell Bend

Eminent Domain • Consulting • Litigation

Real Estate Appraisal Inc.

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January 14, 2022

Job No. 22001

Brian Hudspeth, Development Manager  
Bend Park and Recreation District Office  
799 SW Columbia Street  
Bend, OR 97702

Re: Basis and Offer for Compensation  
700 sq. ft. Utility Easement for PacifiCorp  
River Bend Park Property  
799 SW Columbia  
Deschutes County APN 181205C000801

Dear Mr. Hudspeth:

The firm of Farewell Bend Real Estate Appraisal, Inc., with myself as principal, has been retained by Crabtree Architecture and Design to provide a basis and offer for compensation for a proposed easement for underground utilities to be granted to PacifiCorp on the above-referenced property. The easement will provide utilities to a new commercial development located on the parcel adjacent to the east, located at 809 (655) SW Columbia Street, owned by Holmer Bend Commercial, LLC.

To aid in the following discussion, please refer to the **attachments** provided with this letter, including the PacifiCorp draft easement document, and scaled site plan produced by Crabtree Architecture and Design.

**It is specifically noted that this letter is not an appraisal** and does not contain an opinion of value for the River Bend Park property or Holmer Bend property to the immediate west, but merely provides information on the proposed easement as stipulated by Bend Park & Recreation District procedures, as well as commentary relevant to an offer for compensation.

*BP & R Procedures:*

With regard to the stipulations of Bend Park & Recreation District's Board *Policy for Easements on District Property* Section E (1), the proposed easement measures 700 sq. ft. (70' x 10') and is to be located at the extreme northwest corner of the River Bend Park site, in an area of vacant land and landscaping. No existing structural improvements are located in the proposed easement area. The

timeline for construction commences on the date of District approval, with an expected project completion date no later than September 30, 2022. It is further understood that:

- **The proposed easement will consist primarily of underground improvements.**
- **Any landscaping disturbed or otherwise impacted by installing the utilities on site would be preserved in place, or replaced in kind at no expense to Bend Park & Recreation District.**

Proposed compensation to the District will be addressed in the following sections of this letter.

To address *Policy* Section E (2), a scaled site map showing the boundaries of the project is provided as an attachment to this document.

To address *Policy* Section E (3)(a – f), written assurances for compensation, insurance, a restoration plan, public safety measures, assumed costs, and neighbor notifications will be provided directly by Holmer Bend Commercial, LLC under separate cover.

*Basis for Offer:*

*Permanent Easements* are best understood as to the specific terms of the easement – that is to say, the rights accorded to the grantee versus the rights retained by the owners – and their impact on the Grantor’s bundle of rights (fee ownership). A percentage of impact can be derived by analyzing the impact to the real property as a result of the rights and uses to be acquired within the easement.

Per the proposed PacifiCorp easement document, (attached), the proposed easement is intended for:

*...the construction, reconstruction, operation, maintenance, repair, replacement, enlargement, and removal of [PacifiCorp’s] underground electric distribution and communication lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: wires, fibers, cables and other conductors and conduits therefor: and pads, transformers, switches, cabinets, vaults on across or under the surface [of the property]...together with the right of ingress and egress for [PacifiCorp], its contractors, or agents, to the right of way from adjacent lands for all activities in connection with the purposes for which this easement has been granted.<sup>1</sup>*

The easement document goes on to state that the Grantor may use the right of way “for other purposes not inconsistent, as determined by the Grantee, with the purposes for which this easement

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<sup>1</sup> While there is additional language in the easement document about keeping the easement area clear of brush and trees, it is understood that this is more or less boilerplate language that pertains to above-ground power lines and similar rather than underground utility easements.

*had been granted.*” This is taken to mean that any use of the land that does not disturb the underground improvements, such as using the area for landscape buffer, would likely be allowed under the easement agreement.

As mentioned above, the area to be impacted by the proposed easement is at the extreme northwest corner of the site. This is a setback area improved as landscape buffer between the park and public right of way. Based on the language of the easement and the assumptions discussed above, **the use and character of the affected land will not likely undergo significant change** once the easement is in place. Furthermore, utility easements located along roadways and other setback areas are very common throughout the commercial market. These factors would all suggest that the proposed easement would have a fairly minimal impact on the affected land – more or less equal to **25%** of fee interest.

River Bend Park and much of the surrounding lands are located in the MR (Mixed Use Riverfront) zone. As a component of the present offer, a series of comparable sales are noted that indicate prices for MR and similar lands. Please see the table below:

No.	Address	Zoning	Land Sq. Ft.	Sale Date	Price	Price/Sq. Ft.
1	809 SW Columbia	MR	35,719	9/10/21	\$1,143,014	<b>\$32.00</b>
2	SW Columbia & Shevlin Hixon Dr	MR	142,006	10/1/21	\$4,300,000	<b>\$30.28</b>
3	318 SW Bluff Drive	MR	26,136	7/14/21	\$1,275,000	<b>\$48.78</b>
4	954 SW Emkay Drive	MU	109,771	12/27/21	\$4,061,534	<b>\$37.00</b>
5	515 SW Century Drive	MU	65,340	8/27/21	\$1,500,000	<b>\$22.95</b>

Sale No. 1 is the recent purchase of the property immediately adjacent to River Bend Park and the beneficiary of the proposed easement. Sale No. 2 is of a vacant land parcel located across the street from River Bend Park. Sale No. 3 is an additional MR-zoned site located just outside of the Old Mill District. Sale Nos. 4 and 5 are MU-zoned sites located just northwest of River Bend Park about five blocks from the OSU campus.

These sales range on a price per square foot basis of \$22.95 to \$48.78, with an average of \$34.20 per square foot. The sales of lands immediately adjacent and across the street from the proposed easement area indicate a tighter range of \$30.28 - \$32.00 per square foot. These also being recent sales, this price range could be seen as that most likely relevant to an offer of compensation for the proposed easement. Settling on \$31.00 per square foot, which is near the middle of that range, and recalling the conclusion of 25% easement impact, an offer for the proposed easement could be calculated as follows:


$$700 \text{ sq. ft.} \quad \times \quad \$31.00/\text{sq. ft.} \quad \times \quad 25\% \quad = \quad \$5,425$$

Offer:

**The offer for compensation for the proposed easement is therefore \$5,425, with the foregoing discussion as basis.**

Respectfully Submitted,

FAREWELL BEND REAL ESTATE APPRAISAL, Inc.



Anne Pulis-Tappouni, Ph.D., MAI  
State of OR License No. C001200

cc: Greg Crabtree, Crabtree Architecture & Design

Attachments: PacfiCorp Underground Right of Way Easement CC#11216  
Subject Site Plan



## PLANNING & DEVELOPMENT PROJECT UPDATES April 2022

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### COMMUNITY AND REGIONAL PARK PROJECTS

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**Alpenglow Community Park:** Park construction will continue into the spring of 2022. Most elements of the park are nearly constructed, but there are many details yet to be completed. The restroom, event stage, and items such as signage and furnishings are in the process of getting finishing touches and being installed. Items like landscaping will be completed as weather allows and is anticipated to restart in April. The COID bridge is in place and the trail connections are in use. The pedestrian bridge that will span the railroad from the park to the Hidden Hills neighborhood is on site, the crane plan has been approved, and the schedule is currently in process with placement planned for this spring. The Park is currently scheduled for a soft opening the week of June 19<sup>th</sup>, 2022.



**Drake Park DRT & Bank Improvement Project:** Staff is still working with three landowners to obtain the required right of way easements needed to construct the trail. Construction started on Phase 1 of the project the week of February 28<sup>th</sup> and the building permit for Phase 2 has been submitted. Currently, work on the trail section leading to the city parking lots is underway. Pending the outstanding easements, Phase 2 construction should follow Phase 1. Staff will be asking the CMGC for the GMP (guaranteed maximum price), this spring, and will bring that to the board for approval, which will be the final construction piece for the project.



**Big Sky Park Expansion:** The current focus of this project is on site clearing and grading and some utility work. Most of this work is in the area of the new bike park features and includes the new park entry off Hamby and the new connection to the Neff entry. There is a large quantity of material, topsoil and base rock, that has been processed on site to be used in the construction of the project. Base rock should be going in soon as the first pave date is intended for mid-April. The perimeter trail is being roughed in, and the bike park elements are expected to begin construction in April. The bike park elements were in part funded through a grant from the Bend Sustainability Fund. Construction is expected to be complete in the summer of 2022.



**Sawyer Park Entrance and Parking Lot Upgrades:** The design consultant contract has been executed. The project kicks off April 7 with the consultant team. The first steps will be site survey and investigation.



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## NEIGHBORHOOD PARK PROJECTS

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**Bend Golf Club Park Site (Project #155):** Staff is working with the design team to develop three initial conceptual park design based on the feedback received in the first round of outreach, the opportunities and constraints of the site, and the BPRD development standards for neighborhood parks. Once these three initial concepts are complete, staff will engage the public again for the second round of outreach, collecting thoughts and feedback on the design layouts and park elements within. The second round of outreach is slated to take place this spring both electronically and in person.



**Fieldstone Park – Park Search Area 4:** Now that the board has approved the developer agreement and park preferred design concept, staff is coordinating with Pahlisch on the design and construction of the park and trails, and conveyance of ownership to BPRD. Ninety percent of the design on the park is complete and staff and the team are working towards the 100% construction document set. Construction is anticipated to start this summer, with completion in the spring of 2023.



**Northpointe Park:** Work on this park is progressing on schedule. The majority of the site concrete is complete, landscaping and irrigation has started. Asphalt paving is scheduled for this month. The anticipated soft opening date is set for the week of May 22, 2022, however, due to the turf growing period the turf areas may not be open until mid-summer.



**Hollygrape Park ADA Improvements:** The contract for construction was awarded in March and paperwork is in process. Work is anticipated to begin as soon as school is out and to be completed in early summer. The work includes replacing pathways and a plaza to meet accessibility requirements, converting one parking space to an ADA parking stall, as well as moving and reinstalling numerous site furnishings.

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## TRAIL PROJECTS

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**Central Oregon Historic Canal Trail Crossing Safety Improvements:** BPRD is currently installing safety upgrades at the Blakely Road and Brosterhous Road crossings which includes new signage, pavement markings, and accessibility upgrades. Completion will occur when temperatures allow for pavement markings and crack sealing. The district is working on a partnership with the City of Bend on the Ferguson Road crossing. The City has a planned sewer project that will impact the crossing area, and will be installing the improvements to the crossing on the north side of the road as part of that project. This leaves some minor work left on the south side of Ferguson Rd for BPRD to complete once the City's sewer work is done.



**North Unit Canal Trail:** In November, BPRD presented the project to the North Unit Irrigation District Board of Directors to seek approval to begin design work on Phase 1. North Unit has let the district know they will be supportive of the planned trail use along the ditch rider road. BPRD recently released an RFP to hire a design and permitting consultant for Phase 1 of the trail between Canal Row Park and Deschutes Market Road. Contract award is expected this May. Once design is underway, BPRD will issue another RFP to hire a right of way agent to help with the complex property transactions that are expected.

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## RIVER PROJECTS

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**Miller's McKay Columbia River Access Project:** The MMC project has begun with the awarded design consultant, Environmental Science Associates (ESA). This first phase on the project kicked off with survey and data collection happening on site. This information will be used to help inform the development of conceptual designs at each location later this fall.



**Riverbend South Access and Restoration Project:** With full funding for construction secured, staff and UDWC have begun to coordinate on what will likely be a long permitting process, with the goal of breaking ground on this project in the fall of 2022.

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## OTHER PROJECTS AND FUTURE DEVELOPMENT

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**Park Search Area Planning:** District planners regularly work with local developers or property owners selling large parcels of land to acquire property for new parks and trails in district Park Search Areas as defined by the 2018 Comprehensive Plan.

- **Easton Development – Park Search Area 28:** The “Easton” development is located immediately east of 15<sup>th</sup> Street and the newly opened Caldera High School. In March of this year district staff worked with the developer, Pahlisch Homes, to outline a future development agreement for a 2.1-acre neighborhood park. Under the terms of the proposed agreement, the developer will be responsible for developing the park before transferring ownership to the district for operation and maintenance.



**SDC Waivers for Affordable Housing:** Park SDC waivers for 388 units have been approved through coordination with the City of Bend's Affordable Housing Committee. Following the board approval of an additional 150 waivers, a remaining 162 waivers are available through the end of 2022. Staff and legal counsel have completed the necessary deed restriction documents for seven of the developments, totaling 328 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 31 units.

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currently in



**Diversity, Equity and Inclusion (DEI) Initiative:** Selection of a consultant to provide the Spanish translation of the assessment report is in progress, as well as development of the action plan and training program for the district.

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## Board Calendar 2021-2022

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

### **April 13 Budget Tour**

#### **April 19**

##### **Work Session**

- ◆ Budget Committee
- ◆ Volunteer Appreciation – *Kim Johnson (15 min)*
- ◆ Mobility Analysis presentation – *Sara Anselment (60 min)*
- ◆ Community Sponsored Projects program update – *Rachel Colton (20 min)*

##### **Business Session**

#### **May 3**

##### **Work Session**

- ◆ DEI Action Plan update – *Bronwen Mastro (30 min)*

##### **Business Session**

### **May 17, 19, 20 Budget Committee Meetings**

**May 17** – Canceled for Budget Committee Meetings

#### **June 7**

##### **Work Session**

##### **Business Session**

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2022 – *Kristin Donald (15 min)*
- ◆ Adopt Resolution No. XXX Adopting the 2023-2027 CIP – *Michelle Healy*
- ◆ 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 2022-23 – *Eric Baird*
- ◆ North Unit Canal Trail update – *Henry Stroud*

#### **June 21**

##### **Work Session**

##### **Business Session**

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

Award GMP for Drake Park DRT Project – Brian Hudspeth

NUCT ROW and Design Consult Contract Approval – *Henry Stroud (30 min)*

Updated easement policy