



Bend Metro Park & Recreation District

June 7, 2022

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.

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

June 7, 2022

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



4:00 p.m. EXECUTIVE SESSION

This meeting will be held pursuant to ORS 192.660(2)(i) for the purpose of reviewing and evaluating the performance of an officer, employee, or staff member. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

The board will meet in person, the public is invited to attend the meeting and provide public comment in-person. The public may also provide public input via the virtual Zoom link.

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/84713219029?pwd=UGMwYUppTWg3MGtvQzZyeEYrdlh5dz09>

Passcode: 878721

Or Telephone:

US: +1 669 900 6833

Webinar ID: 847 1321 9029

Passcode: 878721

5:30 p.m. CONVENE MEETING

STAFF INTRODUCTIONS

Ted Taylor

WORK SESSION

- Whitewater Park Evaluation and Recommendations for Reopening – *Don Horton (45 min)*

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 in-person or virtually. Meeting attendees who wish to speak are asked to submit a comment card provided at the sign-in table. To provide a public comment virtually, 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.

CONSENT AGENDA

1. Minutes 5/3/2022

BUSINESS SESSION

1. Accept Reopening Plan for the Surf Wave – *Don Horton (15 min)*
2. Adopt Resolution No. 2022-03 Adopting the 2023-2027 CIP – *Michelle Healy (15 min)*
3. Hold Public Hearing – Adopting the Budget and Making Appropriations for Fiscal Year 2022-23
 - a. Adopt Resolution No. 2022-04 – Adopting the Budget and Making Appropriations for Fiscal Year 2022-23
 - b. Adopt Resolution No. 2022-05 - Imposing and Categorizing Taxes for Fiscal Year 2022-23 – *Kristin Donald (15 min)*

EXECUTIVE DIRECTOR’S REPORT

PROJECT REPORT

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2022
SUBJECT:	Whitewater Park Evaluation and Recommendations for Reopening
STAFF RESOURCE:	Don Horton, executive director; Brian Hudspeth, development manager
GUEST PRESENTER:	Justin Rae, president, Bend Paddle Trail Alliance
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Discussion and request to accept Reopening Plan for the Surf Wave

BACKGROUND

On April 30, there was an accident in the Bend Whitewater Park at the surf wave. A surfer went down and got stuck at the interface between a static gate and pneumatic gate. As a part of the rescue efforts, the pneumatic gate was closed and has remained that way until such time that the board can review evaluation findings and approve reopening procedures.

District staff has worked diligently through the design process and operations to build facilities for enjoyment of the public. Some facilities, such as skate and bike parks, swimming pools and whitewater parks and even playgrounds, come with inherent risk. When an accident like this happens, it is incumbent upon district staff to learn from the accident and to make modifications deemed necessary to further reduce risks.

An evaluation of the accident started on May 2. In order to help with the evaluation, staff brought in engineers and whitewater experts to help assess the condition of the river and surf wave equipment to determine how this accident occurred, and then to propose modifications to the equipment and operational changes that could be implemented to reduce risk. It is important to note that elimination of risk is not possible; nonetheless, there are lessons to be learned and improvements to be made anytime we learn more about hazards that lead to injury or tragic events.

Staff will present findings of the evaluation and recommendations to be implemented to help mitigate the risks that lead to this event. It is recommended that the surf wave reopen on June 18, following implementation of risk minimization procedures identified in the report.

As a part of the evaluation, staff asked the Bend Paddle Trail Alliance (BPTA) to conduct an independent review of the recommendation and operational procedures for reopening. This

committee was made up of Bend Fire Department, swift water rescue experts and experienced surf and whitewater users. Their recommendations will be presented by Justin Rae, president of BPTA.

MOTION

I make a motion to accept the equipment modification and operational changes to improve risk management of the surf wave and the reopening procedures as presented (or with the following modifications), and schedule the surf wave to reopen on June 18 following the implementation of the changes proposed.



Board of Directors

May 03, 2022

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA

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

BOARD PRESENT

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
 Kristin Donald, Administrative Services Director
 Sheila Reed, Executive Assistant
 Brian Hudspeth, Development Manager
 Bronwen Mastro, Landscape Architect
 Joanna Edwards, Information Specialist
 Sasha Sulia, Superintendent of Park Operations

MEDIA

Richard Coe, The Bulletin
 Michael Kohn, The Bulletin
 Barney Lerten, KTVZ
 Kelsey McGee, KTVZ

Director Méndez made opening remarks about the tragedy that occurred over the weekend at the Whitewater Park that resulted in the death of a young man. Executive Director Horton spoke about the steps the district is taking to find out how this happened and prevent it from happening again. He shared what the district is doing now and some discussions that he has had with the pastor of the family that lost their son. He said as staff learns more, the information will be shared. Director Schoen also shared some thoughts on the tragic event.

5:30 p.m. MEETING CONVENED

VISITORS

Scot Brees: Mr. Brees remarked about the quality of care that he has witnessed online and in person by staff in response to the whitewater park tragedy.

WORK SESSION

1. Employee Engagement Survey – *Sheila Reed and Bob Lavigna*

Ms. Reed introduced Bob Lavigna with CPS HR Consulting the contractor that conducted the district employee engagement survey. She stated that the district engagement surveys were previously done internally, but district leadership recognized that a more sophisticated survey should be performed. She said CPS HR offers a unique opportunity to benchmark results with other government and private agencies.

Mr. Lavigna gave some background on CPS HR, the survey, the additional questions asked and the process. He said participation was high and results overall were very positive. The district employee responses came out much higher when benchmarked with other government agencies and private industry. He discussed the key drivers of engagement, the definitions, some of the results of the survey and areas to improve and maintain.

Questions asked that were identified as areas for improvement:

- When changes are made in my organization, they are usually for the better
- I feel encouraged to seek professional development opportunities

Questions asked that were identified as areas to maintain:

- I feel that my organization as a whole is managed well
- My organization keeps me informed about matters that affect me
- My organization is successful at accomplishing its mission
- I feel I can make a difference by working here
- I regularly receive the information I need to do my job well
- My supervisor motivates me to be more effective in my job
- My supervisor helps me to understand how I contribute to my organization's mission
- I feel valued for the work I do
- I feel like I belong here

Mr. Lavigna explained the results of the survey on DEI, life factors and intentions to stay or leave questions. He next reviewed engagement levels by demographics.

Executive Director Horton spoke about next steps and agreed with Director Borja that engaging other local agencies to bring a holistic approach to DEI issues could be a good approach.

2. District Sustainability Plan –Sasha Sulia, Bronwen Mastro and Joanna Edwards

Ms. Edwards introduced the district sustainability plan, she gave a history of the sustainability committee and the seven initiatives identified in the policy. She explained the employee engagement form that is used for employees to make suggestions including an e-bike program that has been included in the next fiscal year budget. She shared how the plan was created and goals for the areas of improvement.

Ms. Sulia spoke about the Strategic Energy Management (SEM), she explained the program, the goals and who is involved internally and in the community. She reviewed the performance tracking tool for energy use in the facilities. She pointed out the progress the district has made in saving energy particularly at Juniper Swim and Fitness and discussed the results and milestones that have resulted in savings and monetary awards from the program.

Ms. Mastro explained the Community Solar program that the district has recently committed to using. She gave the history of the program and spoke about how the district will be using the power.

CONSENT AGENDA

1. Minutes 4/5/2022
2. Minutes 4/19/2022

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

BUSINESS SESSION

1. Adopt Resolution No. 2022-02 – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2022 – *Kristin Donald*

Ms. Donald explained the system development charge (SDC) fee is revised annually and tied to the upcoming budget. She reviewed the methodology for revising the fee. She showed the board the 9.82% impact to the SDC fees and gave a background on how the fees have risen and dropped over the years.

Director Kropf said he would have liked the presentation to encompass more than raising the SDF fee and speak about the district's role for affordable housing and SDC waivers. Director Hovekamp responded that the revised SDC fee is an annual agenda item.

Director Hovekamp made a motion to adopt Resolution No. 2022-02, Adopting a Fee Schedule for System Development Charges effective July 1, 2022. Director Schoen seconded. The motion passed, 4-1. Director Kropf voted against the motion.

2. Bend Elks Baseball Club Lease Amendment – *Kristin Donald and Don Horton*

Executive Director Horton presented the background on the Vince Genna Stadium, he explained the use of the facility was minimal prior to the Bend Elks leasing it. The requirements of the lease include a responsibility to the tenant to keep the stadium in good condition and make capital improvements. The capital improvement projects have included ADA improvements, netting, beer garden upgrade, paved parking lot and now the infield turf. The Bend Elks are requesting a modification to the lease to ensure that they can get the value from the investment in the turf.

Director Borja made a motion to authorize the executive director to negotiate and sign amendments to the leases with the Bend Elks Baseball Club that extends the term of the leases to expire in 2038 and allows for the Bend Elks to convert the grass infield to an artificial turf infield and to assure that the carpet of the infield is replaced in year 10 of the amended lease term. Director Hovekamp seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton covered the following topics:

- He asked the board if they would like to have virtual board meetings on days that concerts are scheduled. The board indicated that they would like to try the first meeting and see how it goes before making any changes.
- He reviewed the summer calendar with the board to ensure a quorum for the meetings.
- He asked for two board members to volunteer for the SDAO Leadership Academy. Director Schoen volunteered.
- He told the board the SDAO Self-Evaluation is in their files and asked them to review it and offered to add to a future agenda if the board would like to discuss.

PROJECT REPORT

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

- Director Kropf commented on the young person that lost his life last weekend and encouraged staff to find out what happened.
- Director Borja said he really appreciates seeing staff out and involved in other functions. He also commented on the tragedy at the Whitewater Park.
- Director Hovekamp addressed the SDC agenda item and said that he would hesitate to support revising the SDC methodology on a frequent basis.
- Director Schoen attended the open house at Little Fawn Park, she said staff made it interactive and tried to involve all guests. She mentioned that she tried the pool at Juniper and said the pool bottom was wonderful. She also acknowledged that she values public comment and the emails that the board receives for more amenities.
- Director Méndez made positive remarks about the footage of the pedestrian bridge that just went in at Alpenglow park.

ADJOURN 8:12 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:	June 7, 2022
SUBJECT:	Resolution 2022-03 Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2023-2027
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Kristin Donald, Administrative Services Director Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	The board last adopted the Capital Improvement Plan on June 1, 2021
ACTION PROPOSED:	Adopt Resolution No. 2022-03, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2023-2027
STRATEGIC PLAN:	
Pillar:	Operations and 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

The district's Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed district capital expenditures and revenue sources for a period of five years into the future. The board of directors revises and adopts the district's five-year CIP during the annual budget process. The CIP summary for fiscal years ending 2023-2027, attached to Resolution No. 2021-05 as Exhibit A, was presented to the budget committee on May 17, 2022.

BUDGETARY IMPACT

The 2023-2027 Capital Improvement Plan totals \$58,158, 865 in planned capital expenditures. \$38,929,865 (67%) is funded with System Development Charge revenues, \$16,151,200 (28%) is funded with property tax revenues, and \$3,096,018 (5%) is funded with alternative funding (i.e. grants, contributions, debt, surplus property sales).

STAFF RECOMMENDATION

Staff recommends adoption of Resolution No. 2022-03 adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2023-2027.

MOTION

I make a motion to adopt Resolution No. 2022-03, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2023-2027.

ATTACHMENTS

1. Resolution No. 2022-03 Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2023-2027
2. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2023-2027

BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2022-03

**A RESOLUTION ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEARS ENDING 2023-2027**

WHEREAS, pursuant to ORS 223, the Bend Park and Recreation District adopted a Capital Improvement Plan (“CIP”) on June 1, 2021 with BPRD Resolution No. 2021-05, and

WHEREAS, the board has re-examined the park and facility needs for the district and finds that the projects identified on the attached Exhibit A: Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2023-2027 are in the public interest and necessary to serve park, recreation, facility and trail needs of the district; and

WHEREAS, the board has adopted Ordinance No. 12 and Resolution No. 421, A Methodology for Calculating Systems Development Charges, indicating the intention to adopt this resolution.

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

1. The Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2023-2027, attached hereto as Exhibit A, is hereby adopted.
2. The CIP includes those projects that are needed to serve the park, recreation facility and trail needs of district residents in fiscal years ending June 30, 2023-2027 including future need related to residential growth and development as specified in Ordinance No. 12 and Resolution No. 421, and pursuant to ORS 223.
3. The CIP identifies both those projects and portions of projects eligible to be funded using System Development Charge (“SDC”) revenue as well as those projects funded by other revenue sources. Those expenditures from the SDC Improvement Fee fund and the SDC Reimbursement Fee fund shall be accounted for separately in accordance with statutory requirements for the use of SDC revenues.

ADOPTED by the Board of Directors of the district on this 7st day of June 2022.

Ariel Mendez, Board Chair

Attest:

Don P. Horton, Executive Director

Bend Park and Recreation District Five-Year Capital Improvement Plan (CIP) for Fiscal Years Ending 2023-2027

Resolution No: 2022-03
EXHIBIT A

Project Type	Project Number	Page Number	Project Map	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	Total FY 23-27	FY2023-27 Funding Allocation by Source				FY 22-23 Total	FY 23-24 Total	FY 24-25 Total	FY 25-26 Total	FY 26-27 Total
								Property Tax Revenue	SDC	Alternative	Alt. Type					
Community Parks																
Pine Nursery Park Ph. 4 (Pending Partnership)	013	27	1	Order of Magnitude	78,504	28,504	50,000	-	50,000	-		-	-	-	50,000	-
Pine Nursery Park Ph. 5	014	28	2	Order of Magnitude	5,000,000	-	5,000,000	-	5,000,000	-		400,000	2,300,000	2,300,000	-	-
Park Search Area 25 (Alpenglow Park)	016	29	3	Award/Bid	9,525,000	9,475,000	50,000	-	50,000	-		50,000	-	-	-	-
Big Sky Park Expansion	080	30	4	Award/Bid	4,810,000	3,323,300	1,486,700	100,000	1,036,700	350,000	1	150,000	200,000	-	1,136,700	-
Total Community Parks					19,413,504	12,826,804	6,586,700	100,000	6,136,700	350,000		600,000	2,500,000	2,300,000	1,186,700	-
Neighborhood Parks																
Land Acquisitions	017	31	N/A	Order of Magnitude	3,273,729	-	3,273,729	-	3,273,729	-		1,026,770	-	1,090,280	-	1,156,679
Neighborhood Parks Design & Development	019	32	N/A	Order of Magnitude	2,846,853	-	2,846,853	-	2,846,853	-		-	1,381,364	-	1,465,489	-
Little Fawn Park	155	33	5	Design Development	2,370,559	817,641	1,552,918	-	1,552,918	-		1,423,418	129,500	-	-	-
Park Search Area 1 (Northpointe Park)	130	34	6	Award/Bid	2,680,716	2,610,716	70,000	-	70,000	-		70,000	-	-	-	-
Park Search Area 4 (Fieldstone Park)	174	35	7	Award/Bid	2,906,800	42,400	2,864,400	-	2,864,400	-		2,864,400	-	-	-	-
Park Search Area 5 (Tallline)	189	36	8	Order of Magnitude	250,000	-	250,000	-	250,000	-		-	-	-	-	250,000
Park Search Area 9 (Shevlin West)	173	37	9	Order of Magnitude	1,667,510	164,442	1,503,068	-	1,503,068	-		200,000	1,303,068	-	-	-
Park Search Area 11 (Discovery West Park/TH)	156	38	10	Order of Magnitude	2,673,050	-	2,673,050	-	2,673,050	-		70,000	65,000	-	966,300	1,571,750
Park Search Area 14 (Bear Creek)	161	39	11	Order of Magnitude	2,176,400	-	2,176,400	-	2,176,400	-		-	-	1,000,000	1,176,400	-
Park Search Area 24 (Stevens Ranch)	192	40	12	Order of Magnitude	1,587,500	-	1,587,500	-	1,587,500	-		-	225,000	1,362,500	-	-
Park Search Area 27 (Country Side)	190	41	13	Order of Magnitude	2,867,700	-	2,867,700	-	2,867,700	-		-	-	920,500	-	1,947,200
Park Search Area 28 (SE Area Plan)	193	42	14	Order of Magnitude	2,412,763	-	2,412,763	-	2,412,763	-		-	564,000	1,848,763	-	-
Total Neighborhood Parks					27,713,580	3,635,199	24,078,381	-	24,078,381	-		5,654,588	3,667,932	6,222,043	3,608,189	4,925,629
Trails																
Galveston to Millers Landing	033	43	15	Order of Magnitude	800,000	96,396	703,604	-	703,604	-		-	703,604	-	-	-
Riley Ranch Nature Reserve Bridge	082	44	16	Design Development	1,200,000	-	1,200,000	-	1,200,000	-		-	-	1,200,000	-	-
Putnam to Riley Ranch	036	45	17	Order of Magnitude	155,000	440	154,560	-	154,560	-		-	154,560	-	-	-
Kirkaldy to Putnam	037	46	18	Order of Magnitude	63,100	3,662	59,438	-	59,438	-		-	42,203	17,235	-	-
Deschutes River Trail North Trailhead	083	47	19	Order of Magnitude	320,000	-	320,000	-	320,000	-		-	20,000	300,000	-	-
Miscellaneous Trails	41	48	N/A	Order of Magnitude	640,000	-	640,000	-	640,000	-		40,000	150,000	150,000	150,000	150,000
COHCT Crossings	175	49	20	Award/Bid	84,082	64,000	20,082	-	20,082	-		-	20,082	-	-	-
North Unit Irrigation Canal Trail (NUID)	176	50	21	Conceptual/Schematic Design	212,207	43,505	168,702	-	168,702	-		168,702	-	-	-	-
COHCT Blakley To Hansen Park	TBD	51	22	Order of Magnitude	395,535	-	395,535	-	395,535	-		75,000	75,000	-	25,000	220,535
Total Trails					3,869,924	208,003	3,661,921	-	3,661,921	-		283,702	1,165,449	1,667,235	175,000	370,535

Bend Park and Recreation District Five-Year Capital Improvement Plan (CIP) for Fiscal Years Ending 2023-2027

Project Type	Project Number	Page Number	Project Map	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	Total FY 23-27	FY2023-27 Funding Allocation by Source				FY 22-23 Total	FY 23-24 Total	FY 24-25 Total	FY 25-26 Total	FY 26-27 Total
								Property Tax Revenue	SDC	Alternative	Alt. Type					
Community Wide																
Drake Park DRT Trail & Bank Improvements	065	52	23	Award/Bid	8,092,175	2,346,545	5,745,630	334,967	4,452,863	957,800	1	5,745,630	-	-	-	-
Riverbend South Restoration & Access Project	177	53	24	Construction Documents	279,100	24,900	254,200	254,200	-	-		254,200	-	-	-	-
River Access McKay, Millers, & Columbia Project	188	54	25	Order of Magnitude	492,168	25,000	467,168	117,168	-	350,000	1,5	100,000	367,168	-	-	-
River Access Riverbend Park	195	55	26	Order of Magnitude	1,075,000	5,000	1,070,000	-	-	1,070,000	1,5	45,000	200,000	525,000	300,000	-
Total Community Wide					9,938,443	2,401,445	7,536,998	706,335	4,452,863	2,377,800		6,144,830	567,168	525,000	300,000	-
Asset Management Projects																
Accessibility Improvements	052	56	N/A	Order of Magnitude	500,000	-	500,000	500,000	-	-		50,000	75,000	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	071	57	N/A	Order of Magnitude	1,120,000	-	1,120,000	1,120,000	-	-		180,000	200,000	240,000	250,000	250,000
Park Services Complex	054	58	27	Order of Magnitude	9,150,000	102,000	9,048,000	9,048,000	-	-		-	-	-	7,996,000	1,052,000
Skyline Field Renovations + Parking Lot Lights	056	59	28	Order of Magnitude	625,000	309,135	315,865	315,865	-	-		-	315,865	-	-	-
JSFC Flooring Replacement	061	60	29	Order of Magnitude	200,000	-	200,000	200,000	-	-		200,000	-	-	-	-
Sawyer Park	158	61	30	Design Development	1,100,000	35,000	1,065,000	815,000	-	250,000	1	1,000,000	65,000	-	-	-
Hollinshead Park ADA & Preferred Design	159	62	31	Order of Magnitude	1,000,000	-	1,000,000	650,000	250,000	100,000	4	100,000	900,000	-	-	-
Ponderosa Park (North)	163	63	32	Order of Magnitude	1,200,000	-	1,200,000	850,000	350,000	-		-	150,000	1,050,000	-	-
Hollygrape Park ADA Renovation	157	64	33	Award/Bid	190,000	64,000	126,000	126,000	-	-		126,000	-	-	-	-
Mirror Pond Dredge Commitment	160	65	34	Construction Documents	300,000	-	300,000	300,000	-	-		300,000	-	-	-	-
Larkspur Center Re-Roof (Senior Center)	TBD	66	35	Order of Magnitude	410,000	-	410,000	410,000	-	-		410,000	-	-	-	-
Pavilion Flooring Replacement (ReActive)	TBD	67	36	Order of Magnitude	140,000	-	140,000	140,000	-	-		-	-	140,000	-	-
JSFC Outdoor Pool Renovations	TBD	68	37	Order of Magnitude	300,000	-	300,000	300,000	-	-		300,000	-	-	-	-
JSFC Outdoor Cover Replacement	TBD	69	38	Order of Magnitude	270,000	-	270,000	270,000	-	-		-	-	-	270,000	-
JSFC Roof Replacement (South/East Wing)	TBD	70	39	Order of Magnitude	170,000	-	170,000	170,000	-	-		-	-	-	-	170,000
JSFC Air Handling Unit Yoga Wing Replacements	TBD	71	40	Order of Magnitude	130,000	-	130,000	130,000	-	-		130,000	-	-	-	-
Total Asset Management Projects					16,805,000	510,135	16,294,865	15,344,865	600,000	350,000		2,796,000	1,705,865	1,555,000	8,641,000	1,597,000
Total CIP Funding Allocations					77,740,451	19,581,586	58,158,865	16,151,200	38,929,865	3,077,800		15,479,120	9,606,414	12,269,278	13,910,889	6,893,164

Alternative Funding Type Key

- 1 - Grant Funding
- 2 - Contributions, Collaborations, Fundraising
- 3 - Debt Financing
- 4 - Facility Rental Special Revenue Fund
- 5 - Reimbursement SDCs

BOARD AGENDA COMMUNICATION

AGENDA DATE:	June 7, 2022
SUBJECT:	Public Budget Hearing, Adoption of the 2022-23 Budget, and Imposing and Categorizing Taxes
STAFF RESOURCE:	Kristin Donald, Administrative Services Director
PREVIOUS BOARD ACTION:	The 2021-22 budget was previously adopted by the board on June 1, 2021.
COMMITTEE ACTION:	The 2022-23 proposed budget was previously approved by the Budget Committee on May 17, 2022.
ACTION PROPOSED:	Hold a public hearing to discuss the budget for fiscal year 2022-23, adopt Resolution No. 2022-04 Adopting the Budget and Making Appropriations for Fiscal Year 2022-23, and adopt Resolution No. 2022-05 Imposing and Categorizing Taxes.
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Financial well-being supported by strong business practices
Strategy:	Invest in services that provide the greatest community benefit while maintaining financial stability

BACKGROUND

The Proposed 2022-23 Budget was made public May 11, 2022 and presented at the Budget Committee May 17, 2022. The State of Oregon Local Budget Law requires a public hearing be held to discuss the budget as approved by the Bend Park and Recreation District Budget Committee. After receiving public comment, the board shall close the public hearing.

After such time, the staff will present the approved budget to the board, and will recommend the budget's adoption. The board may adopt the budget as approved, or may make changes based upon public comment, staff recommendations or other reasons. By Oregon statute, no increases to expenditures may be greater than 10% of the total approved expenditures in any fund, without the budget requiring another public hearing. If the board changes the budget and increase expenses in any one fund by more than 10% over what was recommended by the budget committee a public hearing must be held. Expenditures in any fund can be reduced, without limitation, as long as resources and requirements in the fund remain in balance. Other than re-balancing if necessary, no additional process steps are required when expenditures are reduced.

After the public hearing and the staff presentation, the governing body must enact the proper resolutions to adopt the budget, make appropriations, and impose and categorize the taxes. The resolution adopting the budget should state the total amount of all the budget requirements, and a

schedule of appropriations must be included. This schedule provides the local government with legal spending authority throughout the fiscal year.

Per Oregon Revised Statute (ORS) 294.435(1), local governments that are using ad valorem property taxes to balance their budgets must declare the tax rate by resolution. The resolution should state the rate being certified to the county assessor. Property taxes are imposed for the tax year on the assessed value of all taxable property within the district. The Bend Park & Recreation District's permanent tax rate is \$1.461 per \$1,000 assessed value. The amount approved by the budget committee to be levied for the General Obligation Bond debt service for the upcoming fiscal year is \$2,014,018.

The governing body must also declare through resolution the tax limitation category into which each of the local government's tax is to be placed. This resolution must show the rate of ad valorem tax for the district's permanent rate tax, and the amount for debt service for general obligation bond debt service.

BUDGETARY IMPACT

Adoption of the district's budget for fiscal year 2022-23 allows expenditures within the appropriated organizational units and categories. Also, authorization of the imposition of property taxes funds those appropriations requiring property tax revenues.

The district's Fiscal Year 2022-23 budget shows a balanced budget with healthy reserves for planned future projects and maintaining assets. The budget is anticipating \$41.3 million in revenues and combined with fund balance for a total of \$83.8 in total resources. The district's budget is planning \$46.4 million in expenditures for total budget requirements of \$83.1 million, which includes contingencies and reserves. This budget will support 277.4 full-time equivalent employees and \$13.8 million in capital spending. The total district budget amount stated in Resolution No. 2022-04 is \$81,778,358. Of that, a total of \$22,268,362 is either in unappropriated ending fund balance, reserves for future expenditures, operating contingency or interfund transfers.

STAFF RECOMMENDATION

Staff recommends that the board adopt Resolution No. 2022-04 adopting the budget and making appropriations for fiscal year 2022-23.

Staff also recommends that the board adopt Resolution No. 2022-05 imposing and categorizing taxes for fiscal year 2022-23 for the district's permanent rate tax and for debt service for general obligation bonds.

MOTION

These are two separate motions that need to be voted on individually:

Motion #1: I make a motion to adopt Resolution No. 2022-04 Adopting the Budget and Making Appropriations for Fiscal Year 2022-23.

Motion #2: I make a motion to adopt Resolution No. 2022-05 Imposing and Categorizing Taxes for Fiscal Year 2022-23.

ATTACHMENT

1. Resolution No. 2022-04 Adopting the Budget and Making Appropriations
2. Resolution No. 2022-05 Imposing and Categorizing Taxes

BMPRD RESOLUTION NO. 2022-04**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
ADOPTING THE BUDGET AND MAKING APPROPRIATIONS****ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby adopts the budget for fiscal year 2022-23 in the total amount of \$81,778,358.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022 and for the purposes shown below are hereby appropriated:

General Fund

Director's Office and Administrative Services	\$	4,201,454
Strategic Planning and Design		1,642,781
Community Relations		972,276
Park Services		8,067,932
Recreation Services		13,794,186
Debt Service		508,050
Interfund Transfers		4,300,000
Contingency		4,961,735
Total Appropriations		38,448,414
Unappropriated Ending Fund Balance		643,657
Total General Fund		39,092,071

Facility Rental Fund

Facility Rental Program		468,076
Contingency		1,000,000
Total Appropriations		1,468,076

System Development Charges Special Revenue Fund

Strategic Planning and Design		11,008,153
Interfund Transfers		615,000
Contingency		2,000,000
Total Appropriations		13,623,153

Facility Reserve Fund

Parks Services		1,959,717
Recreation Services		1,138,990
Contingency		2,000,000
Total Appropriations		5,098,707

Equipment Reserve Fund

Director's Office and Administrative Services	79,001
Parks Services	429,000
Recreation Services	113,915
Contingency	200,000
Total Appropriations	821,916

GO Bond Debt Service Fund

Debt Service	2,049,731
Total Appropriations	2,049,731

Total Bend Metro Park and Recreation District

Total appropriations including contingency	61,509,997
Total unappropriated and reserve amounts	22,268,361
Total Bend Metro Park and Recreation District Budget	\$ 83,778,358

Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 7th day of June 2022.

Ariel Mendez, Board Chair

Attest:

Don P. Horton, Executive Director

BMPRD RESOLUTION NO. 2022-05

**A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS
IMPOSING AND CATEGORIZING TAXES**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Bend Metro Park and Recreation District hereby imposes the following ad valorem property taxes for tax year 2022-23 upon the assessed value of all taxable property within the District:

- 1. At the rate of \$1.461 per \$1,000 of assessed value for permanent rate tax; and
- 2. In the amount of \$2,014,018 for debt service for general obligation bonds.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

General Government Limitation

Permanent Rate Tax.....\$1.461 / \$1,000

Excluded from Limitation

General Obligation Bond Debt Service\$2,014,018

Miscellaneous. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the context may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 7th day of June 2022.

Ariel Mendez, Board Chair

Attest:

Don P. Horton, Executive Director



PLANNING & DEVELOPMENT PROJECT UPDATES June 2022

COMMUNITY AND REGIONAL PARK PROJECTS



Alpenglow Community Park: Park construction is nearing completion. The bridge from the park over the railroad to the Hidden Hills neighborhood is set, but the approaches are yet to be completed. The bouldering area is scheduled to have finishing touches installed the second week of June, then followed by inspections and staff training. Demonstration of a number of other elements such as the spray-ground, irrigation, plumbing, and electrical systems are scheduled as well as staff trainings on these items. The playground is undergoing some sizeable corrections, but is still expected to be finished up in the current schedule. The park is currently scheduled for a soft opening the week of June 19th, 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 28th 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 it to the board for approval, which will be the final construction piece for the project.



Big Sky Park Expansion: Construction on the Big Sky Park improvements has moved from clearing and grubbing to paving at the south end of the park. Roadways are being roughed in elsewhere including the new entry from Hamby. Utilities are being installed, irrigation changes as well as new installation are underway. The skills area and single-track areas of the bike park are also being roughed in and the built features and pump track elements are currently under construction. 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 site investigation and first round of public outreach are complete. The goal of the outreach was to learn more about how people access the park and the activities they enjoy there so that the conceptual designs respond to user needs. Conceptual design is in progress.

NEIGHBORHOOD PARK PROJECTS



Little Fawn Park - (Project #155): Staff continues to work with the design team to develop the preferred conceptual park design based on the feedback received in the second round of outreach, the opportunities and constraints of the site, and the BPRD development standards for neighborhood parks. Once this preferred concept is complete, staff will update the public again this summer. This preferred conceptual park design will then be brought to the board for review and approval in July.



Fieldstone Park – Park Search Area 4: The design of the park is complete and staff is working with Pahlisch to finalize project costs and update the development agreement with that final budget. 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. The asphalt paving is complete. The anticipated soft opening date is set for the week of June 20, 2022. Staff was able to change some of the seeded turf for sod, the highest anticipated use areas will now be installed as sod, which will make getting the park ready to open much easier.



Hollygrape Park ADA Improvements: The contract for construction was awarded in March and the contract is in place. 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.

TRAIL PROJECTS



Central Oregon Historic Canal Trail Crossing Safety Improvements: BPRD has completed installing safety upgrades at the Blakely Road and Brosterhous Road crossings which includes new signage, pavement markings, and accessibility upgrades. Final ROW inspections are expected soon for the completion of the project. 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: BPRD has entered into contract with Flagline Engineering the design and permitting for Phase 1 of the trail between Canal Row Park and Deschutes Market Road. A project kickoff meeting was held on May 23rd. BPRD will issue another RFP to hire a right of way agent to help with the complex property transactions that are expected later in 2022.

RIVER PROJECTS



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. Staff was also recently notified that the district had been awarded a grant for partial funding for phase one (data collection and conceptual design) of this project. The grant is provided by the Oregon State Marine Board Waterway Access Grant Program, investing 10-foot and longer nonmotorized boat permit fees paid by nonmotorized boaters for boating facility improvements.



Riverbend and Farewell Bend Parks River Access and Parking Analysis: This project is part of the implementation of the Deschutes River Access and Habitat Restoration Plan. Specifically, this project was prompted by Project 11 in the plan – The district shall complete a parking analysis for parking proximate to Farewell Bend and Riverbend parks to determine how best to adequately address parking needs for these parks. On April 1, the district released an RFP to bring on a consultant to support this analysis, but no responses were received. The district refined the RFP to focus on data collection and responses are due on May 24. One response has already been received and the district expects data collection to occur mid-July.



Riverbend South Access and Restoration Project: Staff continues to work with UDWC and will release a construction RFP this summer to solicit the services of a qualified contractor. The extensive permitting process continues to move forward with construction still estimated to begin this fall once the irrigation season is over and river levels drop for the winter.

OTHER PROJECTS AND FUTURE DEVELOPMENT



SDC Waivers for Affordable Housing: Park SDC waivers for 389 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 86 waivers are available through the end of 2022. Staff and legal counsel have completed the necessary deed restriction documents for eight of the developments, totaling 376 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 25 units.

currently in



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.

There are no new updates for Park Search Areas this month

currently in



Diversity, Equity and Inclusion (DEI) Initiative: Updates on the initiative will be shared with staff throughout June. Feedback will help shape the direction of the Action Plan development.

Board Calendar 2022

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

June 21

Work Session

- ◆ DEI Update – *Bronwen Mastro (30 min)*
- ◆ Recreation Registration Update – *Matt Mercer (20 min)*

Business Session

- ◆ Adopt Education Assistance Policy – *Theresa Albert (10 min)*
- ◆ Accept Mirror Pond Donation from Mirror Pond Solutions – *Don Horton (10 min)*
- ◆ Approve Executive Directors Evaluation

July 5

Work Session

Business Session

- ◆ Elect Board Chair and Vice-Chair
- ◆ Appoint Board Secretary
- ◆ Appoint Legislative Liaison
- ◆ Approve Board meeting dates and time
- ◆ Approve Park Event Rentals Policy – *Michael Egging and Becky Rexford (20 min)*
- ◆ Adopt revised Easement Policy – *Brian Hudspeth (20 min)*

July 19

Work Session

Business Session

- ◆ Approve Human Resources Management System (software) – *Justin Sweet (30-min)*
- ◆ Approve preferred concept for Little Fawn Park – *Ian Isaacson*

August 2

Work Session

Business Session

August 16

Work Session

Business Session

September 6

Work Session

- ◆ Strategic Plan update – *Rachel Colton (20 min)*

Business Session

September 20 NRPA Conference