



Bend Metro Park & Recreation District

October 3, 2023

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

October 3, 2023

District Office Building | 799 SW Columbia | Bend, Oregon

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

AGENDA

The board will meet in person with a virtual link to the regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

Please use the link below to join the webinar:
<https://us02web.zoom.us/j/84713219029?pwd=UGMwYUppTWg3MGtvQzZyeEYrdlh5dz09>

Or Telephone:
US: +1 669 900 6833
Webinar ID: 847 1321 9029

5:30 pm CONVENE MEETING

VISITORS

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

STAFF INTRODUCTIONS

David Madden
Cayla Gleaton
Becky Rexford
Adam Kau

WORK SESSION

1. Mid-term update to 2018 Comprehensive Plan – *Rachel Colton and Henry Stroud (60 min)*
2. Strategic Plan Update – *Rachel Colton (15 min)*

CONSENT

1. Minutes: 9/5/23 and 9/19/23
2. Resolution No. 2023-08 Land and Water Conservation Fund Grant – Columbia Park River Access Project
3. Approve Contract to Purchase Fleet Vehicles

BUSINESS SESSION

1. Compenstation - *Theresa Albert and Nathan Hovekamp (5 min)*

EXECUTIVE DIRECTOR'S REPORT
REPORTS – Project Report
BOARD MEETINGS CALENDAR REVIEW
GOOD OF THE ORDER
ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

| | |
|-------------------------------|---|
| AGENDA DATE: | October 3, 2023 |
| SUBJECT: | Mid-term update to 2018 Comprehensive Plan Presentation #2: Core Area Planning |
| STAFF RESOURCE: | Rachel Colton, Planner Henry Stroud, Planner |
| PREVIOUS BOARD ACTION: | None |
| ACTION PROPOSED: | None |
| STRATEGIC PLAN: | |
| Pillar: | Operations & Management Practices |
| Outcome: | A balance between caring for existing infrastructure and new development |
| Strategy: | Ensure the district is maintaining its adopted level of service targets |

BACKGROUND

This agenda item is the second in a series related to the district’s mid-term Comprehensive Plan update. In August 2020 via the approval of the Core Area Plan, the City of Bend designated a 637-acre area surrounding the Bend Parkway (Hwy 97) and 3rd Street corridor as the “Core Area Urban Renewal/TIF Area” (Core Area). The Core Area was identified by the city for redevelopment from its current condition of primarily non-residential uses, into a dense urban core that will contain approximately 1,800 new residential units by 2040. The Core Area is also defined by large transportation infrastructure and higher classification roadways that create barriers to non-motorized transportation and access to nearby parks. More details about the Core Area can be found in the city’s May [2020 Core Area Project Report](#).

During the development of the district’s 2018 Comprehensive Plan, the Core Area was zoned primarily for non-residential uses and the district did not identify any park search areas within it. In anticipation of the city’s Core Area planning effort, the comprehensive plan did identify a project to “support the Bend Central District to acquire land and develop an urban plaza or parklet,” however this project is mostly undefined and on its own would not provide adequate levels of service for the anticipated residential growth within the Core Area.

Since the Core Area was created in 2020, the city has initiated several programs and projects to promote development within the Core Area. These include a Tax Increment Finance (TIF) program, the multiple unit property tax exemption (MUPTTE) program, Business Assistance Program, Development Assistance Program and several projects aimed at reducing barriers to non-motorized transportation, notably the Hawthorne Crossing project which aims to create a new pedestrian bridge over the parkway to connect the Core Area to downtown. Additionally, several new state laws have passed that promote both denser residential development and residential development

in areas not zoned for residential uses. The combination of these factor will likely accelerate development within the Core Area.

At the board meeting, district staff will present an overview of the Core Area, including existing levels of service for parks, potential strategies for park development, recent and potential changes to the district’s development standards (attachment A), and anticipated updates to the district 2018 Comprehensive Plan. If the city’s vision for the Core Area as a dense urban area is realized, the district will need to employ several strategies, including the development of new types of smaller urban parks, to adequately meet our level of service targets.

BUDGETARY IMPACT

The Core Area Tax TIF is a 30-year program with a maximum indebtedness of \$195M. These monies can be utilized to finance projects and programs within the Core Area. The August 2020 [Report Accompanying the Core Area TIF Plan](#) identifies approximately \$19M of the \$195M for open space, facilities, amenities and wayfinding. A portion of these monies could be used for parkland acquisition and/or development.

At this point, the budgetary impact to address parks and open space needs in the Core Area is unknown. If the district identifies new projects or park search areas within the Core Area, the district will need to budget for the development of these facilities. This will be discussed in more detail during a future presentation about the necessary changes to our SDC project list associated with the midterm Comprehensive Plan update.

STAFF RECOMMENDATION

None, for informational purposes only.

MOTION

None

ATTACHMENT

- A. February 2023 BPRD Development and Design Standards - <https://www.bendparksandrec.org/about/planning-and-development/development-standards/>

| |
|-----------------------------------|
| BOARD AGENDA COMMUNICATION |
|-----------------------------------|

| | |
|-------------------------------|---|
| AGENDA DATE: | October 3, 2023 |
| SUBJECT: | Strategic Plan Update |
| STAFF RESOURCE: | Rachel Colton, Park Planner Michelle Healy, Deputy Executive Director |
| PREVIOUS BOARD ACTION: | June 18, 2019: Strategic Plan Adoption Feb. 4, 2020: Annual Action Plan Update and Performance Measures Feb. 2, 2021: Annual Action Plan Update and Performance Measures Sept. 7, 2021: Strategic Plan Update and Extension Jan. 31, 2022: Annual Action Plan Update and Performance Measures Sept. 6, 2022: Strategic Plan Update |
| ACTION PROPOSED: | None |
| STRATEGIC PLAN: | N/A |

BACKGROUND

The 2019-2022 Strategic Plan (Plan) was adopted on June 18, 2019 with a three-year implementation horizon. As a result of shifting priorities resulting from the COVID-19 pandemic and staffing shortages, Plan implementation was extended by two-years through the 2023/2024 fiscal year. The Plan has an internal/operational focus and includes actions that will drive the district towards achieving goals and serving the public in an inclusive manner. Other planning documents like the comprehensive plan are more externally facing, with a more development focused view.

The Plan is comprised of three foundational pillars - employees and workplace culture, community relationships, and operations and management practice. These pillars are supported by desired outcomes, strategies, actions and performance metrics. The adopted plan includes 62 actions. Over the course of the Plan implementation, 23 additional action items have been added, and two action items have been removed, for a total of 83 action items. The additional action items were necessitated by the COVID-19 pandemic, which significantly strained staff resources and required that priorities be shifted to address more immediate needs, as well as new priorities identified during the Plan's implementation. District staff closely tracks action item status and provides updates to the board twice per year. It's important to note that these actions do not represent all of the work that the district staff completes, rather, they are key actions that help support achievement of the Strategic Plan's goals.

Fiscal Year 2022/2022 Q3 and Q4 Action Item Progress

A total of 43 action items were included in the action plan for the third and fourth quarters of fiscal year 2022/2023. Great progress was made on the action items this period, with six action items

completed and the majority being complete or in progress. In summary, 99-percent of the action items are complete, complete/in-progress or in progress, with only one-percent, or one action item that has not been started. A full summary of action item progress in the third and fourth quarters of fiscal year 2022/2023 action items is included as attachment A of this report.

Fiscal Year 2023/2024 Action Items

Given the successful completion of six action items in the third and fourth quarters of fiscal year 2022/2023, there are 37 action items remaining, with a total of 46 action items already completed during the Plan’s implementation period. Staff will continue work to complete these remaining action items, and will provide another status update to the board at the 2024 board workshop.

Performance Measures

Performance measures are a valuable tool to help the district track progress towards achieving desired outcomes. The current Plan is the first time the district has formally employed the use of performance measures, and the Plan includes suggested measures for consideration. Staff used those measures as a starting point and has developed 14 performance measures to date, which are updated annually, or as frequently as data is available. The board was provided with a comprehensive performance measure update in February at the board workshop. Updated performance measure data will be shared with the board at the 2024 board workshop.

New Strategic Plan

Staff plans to begin work on the development of a new strategic plan in 2024. More information about the scope and timing of that planning process will be shared with the board this winter.

BUDGETARY IMPACT

The action items identified in the Strategic Plan are incorporated into the district’s budget on an annual basis. Additional funding was included in the Planning and Development Department’s 2023/2024 operating budget to support the preparation of a new plan.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

- A. Fiscal Year 2022/2023 Q3 and Q4 Action Item Update



**BEND PARK AND RECREATION DISTRICT
2019-2024 STRATEGIC PLAN
PILLARS AND DESIRED OUTCOMES**



- Sufficiently staffed with well-qualified employees in all positions
- Employees have the opportunity to learn and grow
- A workforce that is heard, informed, involved and valued

**Community
Relationships**
*Strengthening community
connections and
partnerships*



- The district is strategic about partnerships
- A community better informed about the district
- District services that are accessible to all
- Exceptional customer and community experiences

**Operations &
Management Practices**
*Building upon current
management practices
that support responsible
use of resources and
stability*



- Staffing levels that are consistent with district growth
- Balance between caring for existing infrastructure and new development
- Be a local leader in environmental stewardship
- Financial well-being supported by strong business practices



**BEND PARK AND RECREATION DISTRICT
2019-2024 STRATEGIC PLAN
SUMMARY OF FISCAL YEAR 2022/2023 Q3 AND Q4
ACTION ITEM STATUS BY PILLAR**

| | | | |
|---|--|---|-----------|
| | | <ul style="list-style-type: none"> • 1 complete • 4 complete/in-progress actions • 6 in progress actions | 11 |
| <p>Community Relationships <i>Strengthening community connections and partnerships</i></p> | | <ul style="list-style-type: none"> • 2 complete action • 10 complete/in-progress actions • 6 in progress actions | 18 |
| <p>Operations & Management Practices <i>Building upon current management practices that support responsible use of resources and stability</i></p> | | <ul style="list-style-type: none"> • 3 complete actions • 6 complete/in-progress actions • 4 in progress actions • 1 not started action | 14 |
| | | Total Action Items | 43 |



**BEND PARK AND RECREATION DISTRICT
2019-2024 STRATEGIC PLAN
FISCAL YEAR 2022/2023 Q3 AND Q4 ACTION ITEM SUMMARY**

Sufficiently staffed with well-qualified employees in all positions
Employees have the opportunity to learn and grow
A workforce that is heard, informed, involved and valued

Completed (1)

- Develop alternative training delivery methods

Completed/In Progress (4)

- Recruit to new audiences
- Enhance professional development program for interested employees
- Forecast and communicate potential future positions
- Provide supervisors and managers tools and/or training to improve the performance evaluation process

In Progress (6)

- Collect and analyze data to inform and improve employee retention strategies in areas with high turnover
- Review existing benefit package, as well as new, and non-traditional benefits.
- Evaluate effectiveness of onboarding process. Enhance consistency and delivery methods district-wide based upon evaluation.
- Evaluate effectiveness and value of mandatory training
- Evaluate the effectiveness of the recognition program
- Address the need for on-call support in all departments.



**BEND PARK AND RECREATION DISTRICT
2019-2024 STRATEGIC PLAN
FISCAL YEAR 2022/2023 Q3 AND Q4 ACTION ITEM SUMMARY**

The district is strategic about partnerships
A community better informed about the district
District services that are accessible to all
Exceptional customer and community experiences

Complete (2)

- Develop maps, signage and other information highlighting accessible recreation opportunities
- Develop operational and communications strategies for the opening of the bike park at Big Sky and unique amenities at Alpenglow

Complete/In Progress (10)

- Create stronger and more meaningful partnerships with government agencies
- Educate our workforce on how to respond effectively and professionally to misinformation about BPRD
- Support the community relations department in publishing a minimum of two magazines per year
- Increase knowledge of and access to the district's scholarship program
- Invest in targeted programming that minimizes barriers for low-income populations
- Expanded targeted outreach for the Latinx population
- Analyze recreation participant data to identify underserved geographic areas in programming
- Evaluate the effectiveness of the Needs Based Assistance (NBA) policy and plans in 2022 and adjust as necessary
- Evaluate and prioritize removal of additional barriers to participation
- Improve registration processes and technology to address first day registration challenges and provide exceptional customer service.

In Progress (6)

- Revise the District's current partnership policy to define different levels of collaborative relationships and criteria
- Develop method for ongoing education with the Board, budget committee members and the public on district finances and resource allocation decisions
- Develop a BPRD 101 fact sheet, presentation template and talking points
- Create a BPRD tour where district staff and/or Board members can present district information and happenings of interest Increase knowledge of and access to the district's scholarship program
- Develop and implement a Customer Loyalty Program
- Create a district customer experience program which includes expectations and how-tos, helpful hints, etc.



BEND PARK AND RECREATION DISTRICT 2019-2024 STRATEGIC PLAN FISCAL YEAR 2022/2023 Q3 AND Q4 ACTION ITEM SUMMARY

Staffing levels that are consistent with district growth
Balance between caring for existing infrastructure and new development
Be a local leader in environmental stewardship
Financial well-being supported by strong business practices

Complete (3)

- Develop a tool to forecast O&M costs prior to a project being listed on the CIP
- Implement a risk-based approach to reserves and periodically evaluate.
- Research best practices, methods and tools for long term planning and forecasting to enhance scenario analysis

Complete/In Progress (6)

- Cross train employees to ensure there is back up and support for key functions in order to balance work loads
- Determine additional steps and resources necessary to fully implement the district's Asset Management Plan
- Plan and prioritize funding for a new Park Services Shop
- Evaluate current and preventative maintenance practices and adjust as needed
- Measure progress on meeting the LOS targets for parks and trails in the adopted Comprehensive Plan and CIP
- Integrate sustainability values and practices in recreation programming when feasible

In Progress (4)

- Define minimum and desired staff levels for each service area of the district
- Evaluate the steps necessary for a collaborative process to further consider the South UGB bridge project
- Develop specific environmental responsibility guidelines which drive purchasing decisions
- Create a public awareness campaign to inform the public about the district's sustainability practices

Not Started (1)

- Education and outreach for staff about the Comprehensive Plan, LOS targets and current status



Board of Directors

September 5, 2023

District Office Building | 799 SW Columbia | Bend, Oregon



The board held an executive session prior to the regular meeting pursuant to ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. This session was closed to all members of the public except for representatives of the news media.

A video of the regular board meeting can be viewed on the website:

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

BOARD PRESENT

- Deb Schoen
- Nathan Hovekamp
- Donna Owens
- Jodie Barram
- Zavier Borja - virtual

STAFF PRESENT

- 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, Assistant to the Executive Director
- Brian Hudspeth, Development Manager
- Rachel Colton, Planner
- Sara Anselment, Planner
- Henry Stroud, Planner
- Ian Isaacson, Landscape Architect
- Kelsey Schwartz, Planning and Property Specialist

LEGAL

- Paul Taylor, LBJ Lawyers

5:30 pm CONVENE MEETING

VISITORS

Jan Baker: Ms. Baker applauded the design work for the riverfront parks, but wanted to provide comments specifically for the Columbia access. She expressed three primary concerns. First, while the design is good for the location, it will not mitigate noise for surrounding neighbors. She requested the board to consider how they would each feel if they lived there and how the district would best deal with the noise. Second, Ms. Baker believes the improved access point will increase parking and traffic issues on Riverfront Street as people use the bridge to get to the access point. Finally, she reminded the board that at the first meeting, it was the staff’s recommendation to not have access at Columbia, but after the vocal neighbors expressed

keeping it open, it is now back in the design without legitimate reasons that it is more beneficial than closing the access.

WORK SESSION

1. Mid-term Update to the 2018 Comprehensive Plan – *Sara Anselment*

Ms. Anselment briefly reviewed the 2018 Comprehensive Plan and discussed the goals for this mid-term update. She said the update will be a supplemental, standalone document; more technical in nature and focused on key areas of the 2018 Comp Plan with some new elements staff have deemed valuable for inclusion. The new elements will be the Core Area and the Equity Map. Ms. Anselment also expanded on the park search area review and why it will be done.

Ms. Anselment explained the statistically valid community needs survey will launch mid-September, followed by an additional open link survey. The results will be compared against the 2017 Community Needs Survey, which will help staff determine unmet needs and prioritize new and other projects that may need to be added to the capital improvement plan (CIP). Ms. Anselment shared key milestones for the update and when further board updates will be presented through Summer 2024.

Director Hovekamp asked how many surveys would be done and the timing of the statistically valid survey versus the open link. Ms. Anselment said about 5,000 households would be contacted and explained the reasons for the timings of the surveys. Director Schoen confirmed with Ms. Anselment that this update would be a supplement to, and not changing, the 2018 comprehensive plan, and then expressed her desire that staff keep the open link survey available longer than the planned two weeks. Ms. Anselment said that while the statistically valid results will be primarily used, she would ask the consultant about extending the time period. Director Owens asked if the updates would be added to the currently approved 23-24 CIP and Ms. Anselment said she did not believe so and that any project adjustments would be in future fiscal years.

2. City of Bend Multiple Unit Property Tax Exemption Program – *Michelle Healy and Rachel Colton*

Ms. Healy recapped the Multiple Unit Property Tax Exemption (MUPTE) program for the board and shared that the City of Bend would like to have a formalized program with a set process for all MUPTE projects instead of the current case-by-case procedure.

Ms. Colton presented an overview of the proposed MUPTE program. She explained that it is a 10-year property tax exemption program, focused on core and transit-supported areas, and required to provide a minimum of three public benefits. The exemption begins on July 1 after construction is complete. She added that there are no affordable housing requirements as a public benefit. Ms. Colton shared a map of eligible MUPTE areas and a table showing the qualifying items for public benefit, one of them being open space/park. This item would be most beneficial to the park district since the district would not normally have a voice in land use and park acquisition for the Core area.

Board members took time to ask Ms. Colton questions about details of the program and expressed thoughts about its benefits and drawbacks for the park district. Ms. Colton reminded board members that if open space was a benefit offered for the MUPTE development, the developer would be required to consult and work with the park district. Additionally, an external proforma was required by the city and is included in the ordinance. Ms. Colton said there are six other cities in Oregon who have MUPTE programs and she will forward the information in an email to all the board members for their review.

Ms. Healy shared the four ideas from staff of how the district can approach this program.

1. Review each MUPTE project case by case
2. Approve resolution not supporting the program
3. Approve blanket resolution that supports all MUPTE projects
4. Approve a resolution approving MUPTE applications with conditions (staff recommendation)

Ms. Healy then reviewed why staff recommend option four and the conditions the park district will be requesting.

- All applications would be approved within the Core TIF area
- Approves MUPTE applications outside of the Core TIF area up to a calendar year annual cap of \$34.5M in annual assessed property value.
- No yearly roll-over of unused assessed value.
- Sunset for Core TIF area projects of February 1, 2030, and December 21, 2025 for projects outside the Core TIF area.
- Coordination with other taxing districts
- Contingent on and Intergovernmental Agreement (IGA) - requires compliance with the Core Area Report/TIF Reports vision for open space, requires the city to ensure compliance with annual cap for projects outside the Core TIF area, and provides the district the opportunity to provide annual feedback on city tracking

Ms. Healy said staff want to ensure that parks are built with these projects to provide a level of service to residents in these areas since the community has been very vocal about the importance of open space. Lastly, Ms. Healy reviewed the financial implications to the park district. For projects within the core, she said the impacts are indirect. The funding for urban renewal projects is already forgone. For projects outside the core, the impacts are direct since the district would forgo revenue on the developments. As a note, there would be a proposed cap to have limitations on the financial loss.

Ms. Healy explained that the draft of the MUPTE resolution is in process and the district can suggest and review requirements based on the board's suggestions. She shared a chart Ms. Donald created to show the estimated amount of tax abatement by every two years. After the 10-year exemption and sunset dates, the district would see a dramatic reduction in financial loss with taxes being enforced again. Director Hovekamp noted that if something within the 10 years changed and the sunset goes away, then it the implication to the park district would keep going up.

Executive Director Horton shared how other taxing districts view how the program should work. The school district is very supportive of the proposed program with conditions on projects outside the Core TIF area, as does COCC, the ESD, and the library. The county differs at this time in how it sees the project review on the outside projects. The school district does not want to be in the position to decide for all the other taxing districts, and would like language that says all taxing districts must adopt similar resolutions regarding the proposed MUPTE program, or, if it is case by case, then each taxing district must approve the project for it to move forward.

Director Hovekamp expressed concern about the financial impacts to the district and the lack of a checks and balances process like there would be on federal or non-profit projects. Board members further discussed the program and agreed that option four is the best path forward with additional stipulations they would like considered. They thanked staff for their work and time towards this resolution, as well as meeting with the other taxing districts.

In addition to this topic, Director Schoen mentioned that she had reviewed the comprehensive plan and it states that the district will inform the public about how it can and cannot use money, and now that the district is being asked to do something outside of its mission, and asked if this should be included in the survey. Ms. Healy said the consultant has provided direction that these types of questions are not included as they are difficult to phrase without bias. Executive Director Horton noted that in a past survey, questions about system development charges (SDC) received a lot of responses of “I don’t know” or they were very split responses. He believes focus groups would provide better information.

CONSENT AGENDA

1. Minutes: 7/18/2023

*Director Barram noted that there was a typo on page 12, under the executive director’s report, 2nd bullet, word change of come to came.

Director Schoen made a motion to approve the consent agenda with the edit recommended by Director Barram on page 12. Director Borja seconded. The motion was approved unanimously, 5-0.

BUSINESS SESSION

1. Approve Preferred Concepts and Implementation Prioritization for MMC Project – *Ian Isaacson*

Mr. Isaacson reviewed the Miller’s, McKay and Columbia (MMC) parks project and indicated these projects came out of the 2021 River Plan. He then discussed each park and access point, specifying the changes from the initial concepts to the preferred concepts being presented, including the estimated cost for construction.

McKay Park – Design changes include stair location change, additional pathway connection at the abutments, handrails, and cement color. The estimated cost is \$490,000, but does not include put back costs because this project would be combined with the upcoming white water park maintenance project. Combining the two projects will allow for time and cost savings.

- Director Hovekamp asked about water exposure to the handrails. Mr. Isaacson said that level of design was not in process at this time, but said water exposure would be considered.
- Director Owens said she appreciates the extra shade added to this location.
- Director Hovekamp asked about the affects to the turf and Mr. Isaacson confirmed he has spoken to park service crews and they believe it will function like the turf at Riverbend Park.

Miller’s Landing- Access Point 1: Design changes include reducing the footprint size of the boulder terracing area into the river, keeping a small area of the sandbox, colored concrete, adding handrails, changing to a transfer station shade structure, and editing the boat launch to have three entry options. The exact roller system details will be decided in the final design.

- Director Barram asked about the hazards and/or liabilities facing the district with the roller entry system. Mr. Isaacson said the design team is looking at very low-profile roller systems in case there was foot entrapment and will continue to engage the board in the design process for the launch. He also shared that the design team has looked at other completed access designs to use those results for this project.
- Mr. Isaacson confirmed to the board that user groups such as Bend Paddle Trail Alliance (BPTA) and Oregon Adaptive Sports (OAS) have provided input through the initial designs and are very excited.

Miller’s Landing - Access Point 2: Design changes increased restoration and stabilization around the large ponderosa, color concrete, removing some understory plantings, and lighting.

- Director Owens asked if there will be fencing along the entirety of the riparian area between the access points and expressed concern that people may use it as a shortcut. Mr. Isaacson said that was not the current plan, but that he understands this concern and believes improving these access points will reduce most users from going into riparian areas as staff has seen at Riverbend South. There will be fencing on each end of the riparian area to protect part of it.
 - Director Hovekamp asked if the cedar fence at Miller's would have the same metal/mesh for river animal access like at Riverbend South and Mr. Isaacson confirmed it would.
 - Director Barram is not convinced the 2nd access point is necessary.
- The estimated cost is about 1 million for both access points work.

Columbia Park - Design changes include reducing the footprint size of the boulder terracing area, focusing on revegetation along the bank, paved pathway, a concrete landing and accessible entry, and cedar fencing.

- The estimated cost is \$520,000
 - Mr. Isaacson noted that while the access point is the focus, majority of this project is the bank stabilization. The cost would still be around \$400,000 if the access point was not included.

Mr. Isaacson then reviewed the funding and construction outlook adding that staff believes 90% of the work at Miller's, and 50% of the work at Columbia, could be covered by grants. He said grants will be necessary to bring these projects to fruition and will be part of the capital improvement plan (CIP) budget discussion. The Miller's Landing work could begin winter 2024 opening in summer 2025, and the Columbia Park work could begin Winter 2025 opening in Summer 2026.

Virtual public comment was offered by Mr. David Markey. Mr. Markey appreciates that the new design is trimmed down and less intrusive to the river, but he asked the board to consider if it is necessary to spend the additional money at Columbia with the other access points upriver. He stated that Columbia is very close to the channel and not as safe, and it may become a preferred take out point for floaters, increasing parking in the neighborhoods, and increasing noise for those living by the park. He added that district staff opposed putting access at Columbia, noting it was a neighborhood park, and that people opposing the access had legitimate concerns while those in favor did not.

Board members took time to each express thoughts and concerns regarding the project. Director Schoen inquired if staff utilized information from the Riverbend South project when developing the MMC concept plans and Mr. Isaacson replied that to date, Riverbend South is working better than anticipated and the success of the boulder terracing is the biggest takeaway from this design. She also asked if Mr. Isaacson knew how many complaints the district receives for after-hours problems, but Mr. Isaacson said he was unsure. Director Owens asked if the access points have closing times and Mr. Isaacson said they would be subject to the associated park closing time, but he believes the concern is people making noise at the access points after hours. Director Owens believes the current design is an improvement, but is concerned about the disruption to the neighborhood it would cause.

Director Barram recommended that the board vote separately on each access point instead of the whole. She appreciates the access at Columbia being significantly reduced and would like to note that there is a separate project happening for Riverfront Street that will help address some of those concerns. Director Borja agreed with the individual voting and believes this project will be a benefit for the community. He asked if Mr. Isaacson's recommendation on the Columbia access point changed after going through the design process. Mr. Isaacson said it has not in consideration to the objective factors that remain for that park. Lastly, Director Hovekamp acknowledged that staff and the board don't have statistically valid results from the community about Columbia's access point, but board members did

receive powerful comments about having river access at that park. He noted that any time the district improves or offers an amenity, there will be outcomes and impacts.

Director Horton suggested to board members that they visit the access point and that he is concerned about use spilling into the restoration area. He reminded board members that while many people in favor of the access point came forward, it is not a true representation of all the neighbors. This location is not easy to patrol and the district will likely receive complaints from neighbors and the police.

Director Barram made a motion to approve the preferred concept and implementation prioritization for the McKay access point. Director Schoen seconded. The motion was approved unanimously, 5-0.

Director Barram made a motion to approve the preferred concept and implementation prioritization for the Miller's access point 1. Director Owens seconded. The motion was approved unanimously, 5-0.*

Director Schoen made a motion to approve the preferred concept and implementation prioritization for the Miller's access point 2. Director Borja seconded. The motion was approved 4-1, Director Barram opposed.

Director Schoen made a motion to approve the preferred concept and implementation prioritization for the Columbia access point. Director Barram seconded. The motion was approved 3-2, Director Owens and Director Borja opposed.

EXECUTIVE DIRECTOR'S REPORT

- Ms. Albert needs two board members to help with policy review. Director Schoen and Director Owens volunteered to help.
- Director Horton asked if any board members would like to help review the budget audit proposals. There were no volunteers, but board members agreed they trusted staff for this matter and do not feel the need to participate.
- New board members must attend an Oregon ethics training. Ms. Reed will send out information to board members to complete the training.
- The City of Bend is having a transportation fee discussion. A handout was provided in each board member's packet for review. The fee will be for maintenance and will show up on utility bills. The park district would be affected by the non-residential rate that is still being decided. Another round table is scheduled for September 13th.
- Executive Director Horton shared that Ms. Donald's financial team received a CAPRA award and Ms. Donald explained the award and how her staff met the criteria.
- Executive Director recruitment – Director Horton shared the procedures for internal versus external recruitment process. Director Schoen has been working with Ms. Albert and her Human Resources (HR) staff, and due to timelines, the district needs to begin the process very soon. After board discussion, it was agreed that the internal recruitment process was the preferred course, with the option to do an external process if a suitable internal candidate was not found. Director Hovekamp directed HR to move forward with the internal process.

GOOD OF THE ORDER

- Director Borja expressed his appreciation on the ability to have open and candid conversation amongst board members, as well as staff and community members who were involved.
- Director Owens attended an SDOA training earlier this summer. It was very enjoyable and she learned a lot. She also participated in a ride along with the stewards on August 31st and had a

wonderful introduction to what they did each day. Director Owens was very impressed by this group of employees and she is proud to be on the board.

- Director Schoen offered congratulations to staff on a widely successful summer. Park maintenance staff have kept the parks looking as good as the beginning of the summer season. She also expressed how phenomenal the Drake Park project was, and that she has received the most positive comments about this project than anything else. She thanked Mr. Hudspeth for leading the project through. She also shared about the Oregon State Marine Board tent set up at Riverbend Park a few weeks back and thanked staff who arranged their visit. Finally, Director Schoen wanted to acknowledge the recent letters about e-bikes submitted to the board.
- Director Barram has loved reading about what the district is doing currently and what is coming in the future. Congratulations were expressed for the grants the recreation department received to offer scholarships and support to the underserved youth. Finally, Director Barram noted she will be leaving for another fire assignment and will participate virtually at the next board meeting.
- Director Hovekamp thanked the Planning and Development Department for their continued project updates in the board packet. He also expressed congratulations for the Drake Park project and praised staff's commitment to accessibility through the MMC project.

ADJOURN: 9:08 pm



Prepared by,

Kelsey Schwartz
Planning and Property Specialist

Nathan Hovekamp, Chair

Jodie Barram, Vice-Chair

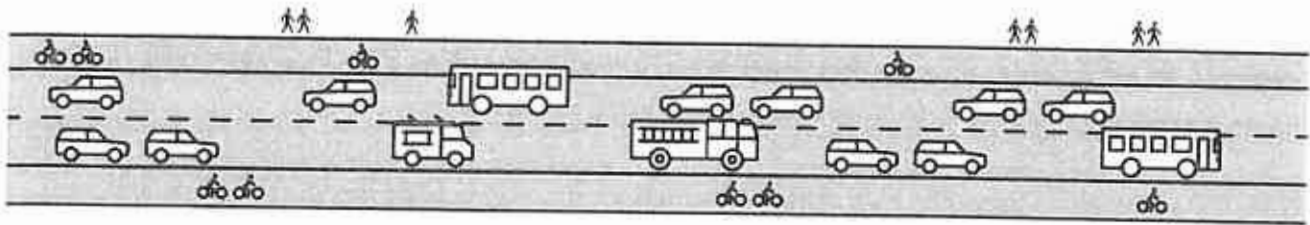
Donna Owens

Zavier Borja

Deb Schoen



Transportation Fee Roundtable Preparation



BACKGROUND:

The City of Bend is preparing to establish a Transportation Fee, a monthly fee to be collected from residents and businesses through their City utility bill, to create an ongoing source of funding to sustain Streets & Operations core duties, enhance level of service for all transportation users, increase safety, and transportation options. This includes funding elements of each near-term (next 10 years) programmatic goal from the City of Bend's 2020 Transportation System Plan (TSP). The TSP programs recommended for near-term implementation (by 2030), based on significant community engagement (see Table 5-2), were created to help upgrade the City's infrastructure and operations to serve people of all ages and abilities using a variety of travel modes. Currently there are no dedicated funding sources for these TSP programs, but the forthcoming Transportation Fee is a mechanism for funding these programmatic goals. The City needs to generate approximately \$15M annually to achieve all of these goals for the transportation system.

ROUNDTABLE GOALS:

This memo provides more information on each of these TSP programs recommended for near-term implementation. The programs are interrelated in their scope and all of them are needed to achieve the goals intended by the TSP. They can be broadly grouped into the following transportation values:

- Enhanced plowing and sweeping for all users
- Enhanced street quality
- Improved safety across the transportation system
- More and improved sidewalks and paths for people who walk and roll
- More and safer routes for people who cycle
- More micromobility options (e.g., bikeshare, rideshare, mobility hubs)
- Reduced traffic congestion

Participants in the Transportation Fee roundtables are being asked to review this memo to ground the August 9, 2023 roundtable discussion on uses of revenue. The discussion will inform Council decision-

making on the immediate uses of Transportation Fee funds, as the City will not be able to implement all of these programs at once.

City of Bend Transportation & Mobility Department staff provided status information on each of these programs, including more accurate cost estimates and progress-to-date. Thus, the information in this memo is more current than what is reflected within Table 5-2 of the TSP.

Note: The progress-to-date icon that appears throughout this memo indicates the extent to which progress has taken place on each program since 2020 using available resources – the City has maximized existing staff and resources to start work on many programs. This allows roundtable participants and City Council to consider the efficiencies of leveraging where momentum is already underway versus where the City may be starting from scratch.

NEAR-TERM PROGRAM RECOMMENDATIONS:

1) Program: Multi-Modal Facility Maintenance Program

Description: City program to fund multi-modal focused infrastructure maintenance beyond current level of service. Expanded services would prioritize increasing accessibility and year-round use of the transportation system. Program needs include items such as: additional pavement preservation funding for repaving greenways on neighborhood streets; adding missing accessibility infrastructure like

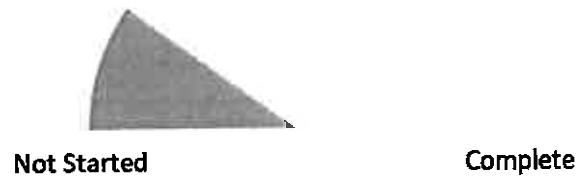
countdown pedestrian signals and push buttons; multi-modal signal enhancements to improve flow for all users; increasing the frequency of winter snow plowing and year-round debris clearing along key greenways, pedestrian, and bicycle facilities; repairing broken sidewalks.

Cost estimate: An additional \$300k-\$5M per year, depending on desired scope

Other considerations: The City maintains a growing transportation system that includes 882 lane miles (an 11% increase since 2008), which requires more maintenance for the growing striped, separated, and buffered bike lane network (111 miles and counting) in recent years. The City's current program provides year-round maintenance of arterial and collector streets, bridges, and roundabouts.

Additionally, the City provides limited winter maintenance on local streets during large storms. Note: For those following along with TSP Table 5-2, this program recommendation combines programs P-1

Progress To-Date



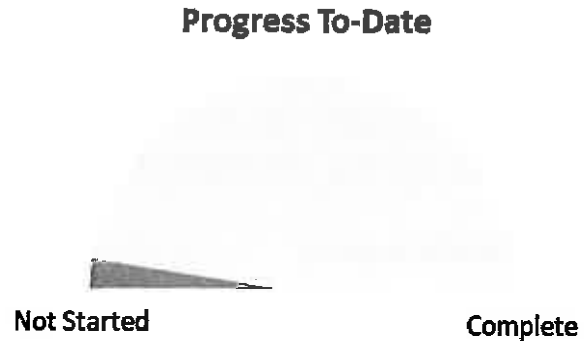
Not Started

Complete

(Address ongoing maintenance needs for new capital projects) and P-6 (Bicycle and Pedestrian Facility Maintenance) into one program that focuses on enhanced maintenance for all users.

2) Program: Transportation Demand Management program for major employers and institutions

Description: Transportation Demand Management refers to a set of strategies and policies aimed at reducing traffic congestion by encouraging more sustainable transportation options. Measures may include promoting public transportation, bicycling, carpooling, walking, and remote work to alleviate the demand for single-occupancy vehicle use. This program would likely address five key areas in the City (OSU-Cascades, COCC, Downtown, St. Charles, and Juniper Ridge) to reduce vehicle miles traveled and system congestion.

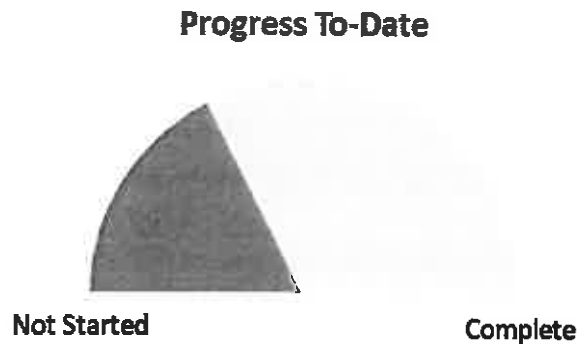


Cost estimate: \$200k for initial study and \$150k annually to fund staff position to maintain the program

Other considerations: There is currently no working group or coalition to support this work, although this may be considered as part of Climate-Friendly and Equitable Communities implementation. Tracking and execution may be a challenge, and willing partners, code changes, and incentives to motivate behavior change should be considered as part of the program.

3) Program: Transportation Safety Action Plan implementation

Description: The program would complete the safety projects and implement programs defined by the Bend Area Transportation Safety Action Plan, including items such as installing preventative safety measures (e.g., signing, striping, lane reconfiguration, mode separation, street lighting, signal timing, etc.) in higher-risk locations, safety education, and speed management. This program includes education and smaller projects to help reduce the number of people involved in crashes and the severity of crashes. Investments could range from completing a speed management plan, to quick-



build speed management projects, to targeted education campaigns, to additional treatments at the 15 high-crash intersections identified in the plan, to hiring a regional safety coordinator.

Cost estimate: \$150k-\$1M per year, depending on desired scope

Other considerations: Twelve of the 15 high-crash intersections have some type of project programmed and are incorporating safety improvements where applicable. Additionally, the Bend Metropolitan Planning Organization (MPO) has applied for a federal grant to fund an update to the Transportation Safety Action Plan to refresh crash data and create a more defined project list for multi-modal and Vision Zero (e.g., eliminating all traffic-related fatalities and serious injuries) projects.

4) Program: Bicycle Program

Description: A comprehensive program to facilitate bicycle travel within the City.

Program would include implementation and updates to the bicycle Low Stress Network and Neighborhood Greenways, including wayfinding signage, crossings, and traffic calming. Projects are geared toward separating people biking from people

walking and driving, so all modes travel efficiently and safely. Funding would be used to support quick-build medians, crossing enhancements, and greenways that extend the network from the key routes projects so more people can travel by bicycle.

Cost estimate: \$200k-\$1.5M per year, depending on desired scope

Other considerations: New infrastructure including separated paths, bike lanes, greenways, and enhanced crossings primarily along key routes are being built with other funds, including the 2020 General Obligation (GO) Bond. Additional funding can help address missing sections of the bikeway Low Stress Network that are not covered by GO Bond funds. This program also overlaps with the existing Neighborhood Street Safety and Safe Routes to School programs.

5) Program: Pedestrian Program

Description: Carry out a Pedestrian Master Plan to identify and prioritize pedestrian routes and to build sidewalks, enhanced crossings, and other facilities to remove barriers for people walking. The program

Progress To-Date



Progress To-Date

targets completing missing links and repairing damaged sidewalks to connect people of all ages and abilities to community amenities like transit, schools, and parks.

Cost estimate: \$200k for initial study and \$2M per year

Not Started

Complete

Other considerations: Funding is needed to conduct the next phase of the Pedestrian High Need Implementation Plan, including completing citywide pedestrian inventory (note: this overlaps with Climate-Friendly and Equitable Communities requirements) and developing a sidewalk repair and missing sidewalk link connection program. There is limited accessibility funding to build short sidewalk improvement projects and a minimal complaint-based repair compliance monitoring program. More funding would allow the City to expand its efforts to be more citywide connectivity-based rather than complaint-based, and would better connect pedestrian facilities to existing key route projects.

6) Program: Parking pricing and management in downtown Bend

Description: Implement the 2017 Downtown Parking Plan. Staff recommends expanding and renaming this to be a Parking, Mobility, and Curb Management program to include the interrelated curbside management and mobility goals.

Cost estimate: \$500k for initial technology investment and \$250k per year

Progress To-Date



Not Started

Complete

Other considerations: One-time funding may be needed to implement some elements of the parking management program, but ultimately this program is self-sustaining through parking revenues. Additionally, a percentage of paid parking revenue is intended to fund new mobility and transportation options, such as rideshare. Where additional funding could be valuable is to address curbside management in the City. Curbside management is the oversight of activities that occur at the curbside of streets and involves balancing the sometimes competing uses of curbside space, including parking, loading and unloading, public transit stops, bike lanes, and pedestrian access. It may involve implementing strategies like designated parking zones, time restrictions, loading zones, and clear signage to guide drivers and pedestrians.

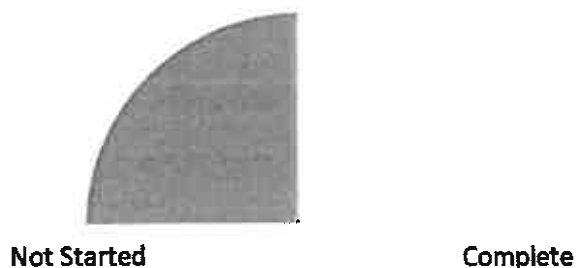
7) Program: Implementation of the Deschutes County Intelligent Transportation System (ITS) Plan, including traffic signal coordination, improvements along signalized corridors, including freight and transit Signal Priority

Description: Intelligent Transportation Systems (ITS) involve the application of advanced technologies and management techniques to manage congestion, enhance safety, provide information to travelers, and assist transportation system operators in implementing suitable traffic management strategies for all travel modes. ITS focuses on increasing the efficiency of existing transportation infrastructure, which enhances the overall system performance and reduces the need to add capacity (e.g., travel lanes). The Deschutes County ITS Plan scope within the City includes US 97 (mainline and ramp terminals), 3rd Street, 27th Street, Colorado/Arizona couplet, and US 20 (3rd Street and Greenwood corridors).

Cost estimate: \$500k annually

Other considerations: Some technology improvements have been implemented, such as modernizing traffic controllers, connecting the signals to a central monitoring system, and installing a touchless pedestrian buttons pilot on 3rd Street. There is an additional \$5M GO Bond funding to support 27th Street and other prioritized programs of the over \$10M identified City projects. This program requires coordination with partner agencies, especially ODOT, which maintains traffic signals within the City.

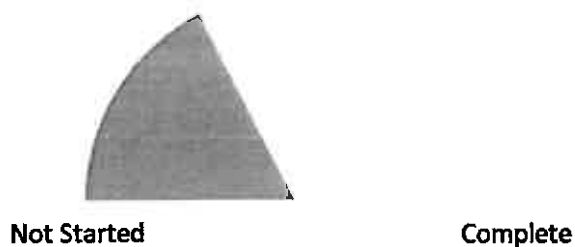
Progress To-Date



8) Program: Transportation Equity Program

Description: City program to assess equity in funding and implementation of transportation projects. The Equity Department has since been created and staffed, and staff is beginning to initiate outreach and engagement. Advancing equity work within transportation could involve additional staff, collecting data to better identify underserved populations and associated transportation

Progress To-Date



needs, creating a transportation “Bill of Rights” modeled after Los Angeles’ Transportation Happiness Framework, or other related priorities.

Cost estimate: \$150k per year

Other considerations: Program needs to be to be further scoped, but as part of the City’s commitment to equity, the City aims to use an equity framework to guide each of the transportation programs recommended for near-term implementation.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Sarah Hutson at shutson@bendoregon.gov or 541-693-2132; Relay Users Dial 7-1-1.



Board of Directors

September 19, 2023

District Office Building | 799 SW Columbia | Bend, Oregon



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

BOARD PRESENT

- Zavi Borja
- Nathan Hovekamp
- Donna Owens
- Deb Schoen
- Jodie Barram (virtual)

STAFF PRESENT

- 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
- Brian Hudspeth, Development Manager
- Kelsey Schwartz, Planning and Property Specialist
- Eric Baird, Finance Manager
- Sue Boettner, Recreation Manager
- Jen Padilla, JSFC Center Supervisor
- Brian Hames, Enrichment Supervisor
- Kathya Avila Choquez, Latino Community Outreach Specialist
- Henry Stroud, Planner
- Jen McGee, Community Outreach Supervisor

VISITORS

Larry Waters - Mr. Waters from Connect Bend and a River Rim resident, expressed his desire for the board to continue their attention to the South UGB bridge. He said there is still support for this project and Mr. Waters shared a story of how difficult it was for him to ride his bike from forest service property from his home.

WORK SESSION

1. Family Swim Lessons Short Film – *Jenny McGee and Kathya Avila Choquez*

Ms. McGee shared the opportunity to be a part of a movie series for Hispanic Heritage month and Welcoming Week here in Bend that Vamanos Outside presented district staff. The video showcased the Latino Family Swim Lessons developed by the outreach team in 2017. She and Ms. Avila Choquez will present the video at NRPA this fall.

Ms. Avila Choquez shared how the program began and said the video not only shows the result of this initiative, but a glimpse into what parks and recreation can do when it engages in opportunities to serve our community.

After the film, the board members praised the efforts of everyone who played a role in the program and making the video. Director Borja additionally complimented the amount of heart and love Ms. Avila Choquez has put

into the district and this family swim program truly shows the power of relationships as programs like this can take years to develop. Director Barram noted how impactful the video was and how it confirms that the district's priorities are being met.

2. Recreation Annual Report – *Matt Mercer and Michael Egging*

Mr. Mercer and Mr. Egging prepared a slideshow to share the annual recreation data. The report date is based on a September 1 through August 31 calendar year. Mr. Mercer noted that behind all the data and numbers they will share, it is stories just watched in the Family Swim Lesson video that are at the heart of recreation.

Overall, the number of facility drop in use has increased dramatically. He said since the COVID years ended, there has been continual growth, which also coincided with the Larkspur Community Center opening. Staff ambitiously planned for the goal of 5.5 visits per resident per year before Larkspur opened, and the current year numbers are 6.2 visits. The type of visits tracked in order from highest to lowest are: pools, fitness centers, fitness classes, and the Pavilion. Although the lowest, the Pavilion has seen growth over time with increased seasonal activities.

Mr. Mercer shared that passholders have grown to almost 1,000 over a year, which is a 35% increase. Director Schoen asked if there was a targeted marketing campaign that led to this dramatic increase. Mr. Mercer said that there was not, but there has been a lot of overall marketing from the district's Community Relations team and believes the rest is due to experience and word of mouth.

Next, Mr. Egging shared programming numbers for enrollments versus capacity. This past year, enrollments were near 87%. Enrollments by type and in order from highest to lowest are: sports, aquatic, enrichment and art, summer/no school day camps, pavilion programs, and therapeutic recreation. Director Schoen asked if most of this programming occurred at the schools, and Mr. Egging said many do, but some are at other organizations' facilities, the Pavilion, or other district facilities. Director Hovekamp inquired about district capacity now versus the future and how do we know when we will need another facility. Mr. Mercer said things like waitlists are not always a great indicator, and some capacity issues are based on time of day. Director Horton added that subsidies are required to build a facility, so decisions are also based on when the district can afford that addition. Director Schoen wondered if some of the capacity is based on caretakers who are there watching and not using the facility themselves. Mr. Egging said those numbers are accounted for in drop in visit data.

For the Kids Inc program, the district served 1,215 unique students throughout the entire school year. Per month, there were over 1,000 students using Kids Inc. over 14 school sites.

Lastly, the key data shows that the total unique individuals in district programs have almost doubled since 2020 and 2021. The largest age group using our programs are children with the older generations slowly growing. For Spanish speaking participants, the highest use was in 2022 due to the grant the district received that allowed for free family passes. Without the free passes available, the use numbers dropped in 2023, but they were still higher than 2021 before the grant program which shows promise for increased use in the future.

Mr. Mercer said that moving forward, the district will ask for individual's race in program registration, so staff can have improved data next year for a clearer make up of district patrons. Mr. Mercer also shared that scholarship use was more than anticipated this year, so staff will need to look at how the scholarship program is managed and shared some strategies staff is considering. Director Barram asked if staff knew the number of scholarship recipients in each program in relation to capacity. Mr. Mercer said while staff does not have an exact number, they know Kids Inc had the highest use at 15%.

Lastly, Mr. Egging showed a slide of expenses and revenue. He said subsidies fill in the discrepancy, but the amount of the subsidies are staying similar since the revenues and expenses are growing equally together.

3. Future Art Station Facility – *Matt Mercer, Brian Hudspeth*

Mr. Mercer and Mr. Hudspeth shared the history of the Art Station since its creation in 2016 after the district took over for Arts Central, and how it exists today in the multiple locations after losing use of the train depot in the Old Mill District. Mr. Mercer discussed the facility needs long term, including items like square feet, types of amenities inside the space, and connections to outdoor space. After reviewing all search options for the Art Station, it was concluded that constructing a new building on an existing district property was the best option for the district due to lower development and operating costs, proximity to complementary facilities, connection to the outdoors, and the district's control over the property and project schedule.

He said multiple properties were considered based on the criteria and Larkspur Park is recommended for the Art Station. It will be built on the opposite side of the lawn from the community center natatorium, next to the existing basketball court. The property has existing parking, offers ample outdoor and natural space, has other facilities, and is an underutilized area of the park. Mr. Mercer showed board members a simple drawing of the envisioned space. The project is estimated to cost \$2.5 million and be completed over a 2 ½ - 3-year timeline. If the board approves this direction, a request for proposal (RFP) will be issued in October 2023, with an estimation of the Art Station opening summer 2026. Jason Powell will be the project manager.

Mr. Hudspeth reviewed considerations and concerns determined by district staff. These include parking capacity during peak times, the future needs of the community and expansion capabilities for the building, and budget. He explained that the district can increase parking at this site per the existing preferred concept plan and staff is already tracking parking use in anticipation of this project. Staff may need to figure out a drop off/pick up/delivery zone for the building to aid in parking. Director Hovekamp expressed his appreciation of the thought toward expansion capabilities for the next decade as that was also a concern he shared. He thanked district staff for their time and consideration of other properties to determine the best location option.

Director Owens asked if there are prefabricated options for the building to aid in the timeline of the project. Mr. Hudspeth said that most prefab buildings are smaller in size and block shaped, which would not provide the needs for this building. Additionally, while prefab buildings can reduce construction time, most of the items on this project that will create the most time are earthwork and non-building construction items. Director Owens also asked about the number of trees that would be removed for this project and Mr. Hudspeth said that there will be a fair number, but staff will work save what trees they can. This discussion also prompted Mr. Hudspeth to share that due to project type and existing land use decisions, this project should not require a land use process, or offsite responsibilities. He said it is possible a traffic impact analysis will be required, but staff believes this is unlikely since the Larkspur Community Center was built overparked per city code.

Lastly, Director Hovekamp asked if alternative funding, like grants, has been considered for this project since arts are often underfunded. Mr. Hudspeth said it had not, but project staff can look to see if there are opportunities available. Director Owens asked if the current locations being utilized for programming could be used until the new Art Station is complete. Mr. Mercer confirmed that they are and added that due to money spent to revitalize the Hobby Hut, it may continue to host some art programs and other types of programming in the future.

The board members expressed support for the direction of the project and did not have any additional suggestions or comments for district staff.

EXECUTIVE DIRECTOR'S REPORT

- Director Horton thanked Julie Brown and her team for the creation of the video presented at tonight's meeting.
- The Needs Assessment statistically valid survey is expected to go out in another week or two.
- Last week, the district hosted the SHIFT conference. The focus of the conference was health and nature. Multiple district staff were involved in presentations and the experience offered to attendees. Director Horton received a lot of positive feedback about staff involvement, and said it confirms the work the district does and what it provides for the community.

GOOD OF THE ORDER

- Director Owens asked how the tree ordinance committee is progressing. Ms. Healy shared that Ms. Anselment said staff members did not need to worry about at this time as the committee is moving slowly. Director Owens emphasized the importance of this issue and encouraged staff to continue to be a voice in the discussion.
- Director Schoen said she will email the executive director recruitment information to other board members in the next few days and requests they each hold December 6th and 7th for presentations. She also attended the State of the City event at Alpenglow Park and heard many positive comments about the park.
- Director Hovekamp thanked all the staff members who attend the board meetings. He asked Mr. Stroud about the new chain link fence that had been installed at the River's Edge Golf Course to prevent users from trespassing. Mr. Stroud shared information about the trail and said staff has some early concepts for routing the trail through the golf course and addressing safety after the homeowners association reached out. He shared that the city has proposed replacing the gravel shoulder on Mt. Washington to help with this area and he has a meeting scheduled next week with city staff.

ADJOURN: 7:24 pm



Prepared by,

Kelsey Schwartz
Planning and Property Specialist

Nathan Hovekamp, Chair

Jodie Barram, Vice-Chair

Donna Owens

Zavier Borja

Deb Schoen

| |
|-----------------------------------|
| BOARD AGENDA COMMUNICATION |
|-----------------------------------|

| | |
|-------------------------------|--|
| AGENDA DATE: | October 03, 2023 |
| SUBJECT: | Resolution No. 2023-08 Land and Water Conservation Fund Grant – Columbia Park River Access Project |
| STAFF RESOURCE: | Rachel Colton, Park Planner Ian Isaacson, Landscape Architect |
| PREVIOUS BOARD ACTION: | Approved conceptual plan for Columbia Park River Access Project, September 5, 2023 |
| ACTION PROPOSED: | Adopt Resolution No. 2023-08 authorizing a 2023 Land and Water Conservation Fund Grant Application for Columbia Park |
| 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

To better manage increased recreational river use, improve the experience for river users, and facilitate sustainable use of our river resource, BPRD initiated the 2021 Deschutes River Access & Habitat Restoration Plan (River Plan). The River Plan identified 28 potential projects, including improvements at McKay, Miller’s Landing and Columbia parks. In March of 2022, district staff began work to inform the preferred concepts for improvements at these parks, in an effort known as the [McKay, Miller's Landing, and Columbia \(MMC\) Park's River Access and Habitat Project](#).

Since March of 2022, district staff has worked diligently to gather essential data for this project through site reconnaissance and public outreach. These activities provided invaluable insights, shaping the development of conceptual plans for improvements at each park. These conceptual plans were approved by the board on September 5, 2023, and staff is now moving forward with design and requesting grant support to help make these projects a reality.

Columbia Park is already encumbered with Land and Water Conservation Fund (LWCF) requirements, having received three previous grants in 1966, 1969 and 1971. To continue our efforts to improve the park, we are seeking another LWCF grant. This grant will support the following improvements at the park:

- Paved ADA accessible pathway;
- ADA accessible river access; and
- Habitat restoration.

The grant requires a minimum match of 50% of the total project cost, which would be matched with district funds. The grant application deadline is November 1, 2023 and requires the submittal of a Board Resolution approving the application. Staff has prepared the attached Resolution No. 2023-08 for board review and approval.

BUDGETARY IMPACT

The district's approved 2024-2028 Capital Improvement Plan (CIP) allocates \$933,295 for the MMC Project - \$142,168 in property tax funds and \$791,127 in Alternative Funding. As noted above, the Columbia Park River Access Project is part of the broader MMC project, which may be broken into separate projects in future CIPs. As part of future CIP updates, staff will recommend allocating additional funds to the MMC Project for the design and construction of the project. Based upon conceptual cost estimates, staff proposes to request grant funding of up to approximately \$300,000 to fund a portion of the project

STAFF RECOMMENDATION

Staff recommends the board adopt Resolution No. 2023-08 supporting the 2023 Columbia Park River Access and Restoration Project Land and Water Conservation Fund Grant application.

MOTION

I move to adopt Board Resolution No. 2023-08 authorizing district staff to apply to the Oregon Parks and Recreation Department for a 2023 Land and Water Conservation Fund grant in support of improvements at Columbia Park.

ATTACHMENT

Resolution No. 2023-08

BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2023-08

A RESOLUTION AUTHORIZING DISTRICT STAFF TO APPLY FOR THE 2023 OREGON PARKS AND RECREATION DEPARTMENT LAND AND WATER CONSERVATION FUND GRANT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Land and Water Conservation Fund Grant Program; and

WHEREAS, Bend Park and Recreation District desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

WHEREAS, the Bend Park and Recreation District Board of Directors have identified improvements at Columbia Park as a priority in the district’s Five-Year Capital Improvement Plan and the Deschutes River Access and Habitat Restoration Plan; and

WHEREAS, the Columbia Park River Access and Restoration Project includes an upgraded ADA-compliant pathway and river access point, and a restoration design that will restore riparian, wetland and instream habitat; and

WHEREAS, Bend Park and Recreation District has available local matching funds to fulfill its share of the obligation related to this grant application should the grant funds be awarded; and

WHEREAS, Bend Park and Recreation District will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED that the Bend Park and Recreation District Board of Directors hereby authorizes district staff to seek Land and Water Conservation Fund grant funds to support improvements at Columbia Park.

ADOPTED by the Board of Directors on this 3rd day of October, 2023

Nathan Hovekamp, Board Chair

Attest:

Don P. Horton, Executive Director

| |
|-----------------------------------|
| BOARD AGENDA COMMUNICATION |
|-----------------------------------|

| | |
|-------------------------------|--|
| AGENDA DATE: | October 3, 2023 |
| SUBJECT: | Approve Contract to Purchase Fleet Vehicles |
| STAFF RESOURCE: | Justin Sweet, Contracts and Risk Administrator |
| PREVIOUS BOARD ACTION: | None |
| ACTION PROPOSED: | Award Public Contract |
| STRATEGIC PLAN: | N/A |

BACKGROUND

The district currently maintains a fleet of 79 vehicles. These vehicles have a planned 20-year service life. This requested purchase includes replacement of three vehicles (vehicle #'s 5001, 5016, and 5031) that have met service lifespans and were budgeted in the fiscal year 2023-24 budget.

This purchase will be placed under a State of Oregon's Cooperative Price Agreement, ensuring compliance with state and local public procurement requirements and best value. Each of the three vehicles are priced at approximately \$43,000.

BUDGETARY IMPACT

The fiscal year 2023-24 adopted budget includes \$180,000 for the purchase of the three replacement vehicles.

STAFF RECOMMENDATION

Staff recommends that the board authorize the Executive Director to purchase three vehicles from Kendall Ford of Bend for an amount not to exceed \$129,000.

MOTION

I make a motion to authorize the Executive Director to execute a purchase agreement for acquisition of three vehicles from Kendall Ford of Bend for an amount not to exceed \$129,000.

ATTACHMENT

None

| |
|-----------------------------------|
| BOARD AGENDA COMMUNICATION |
|-----------------------------------|

AGENDA DATE: October 3, 2023

SUBJECT: Compensation

STAFF RESOURCE: Theresa Albert, Human Resources Manager
Nathan Hovekamp, Board Chair

PREVIOUS BOARD ACTION: None

ACTION PROPOSED: Approve compensation for Executive Director

BACKGROUND

The Board of Directors conducted a performance evaluation for the Executive Director for the June 21, 2022- June 20, 23 performance period. The performance evaluation would have resulted in a merit increase; however, as a result of a negotiated salary increase in 2021, the Executive Director forewent a merit increase until fiscal year 2026-27. Although the Executive Director is not eligible for a merit increase, the Executive Director's employment contract amendment 7 (see attached highlighted language) expressly provides for a cost of living adjustment and a bonus, representing the performance detailed in his performance evaluation.

BUDGETARY IMPACT

The current year General Fund adopted budget includes funds for a 3% merit increases for all staff, including a bonus for the executive director.

RECOMMENDATION

In accordance with the Executive Director's employment contract amendment 7, it is recommended the board of directors acknowledge the Executive Director's performance with a bonus. Employees receive up to 3% merit increases this fiscal year. In prior years, the Executive Director received a bonus mirroring the employee merit increase percentage.

MOTION

I make a motion to acknowledge the Executive Director's outstanding performance for the June 21, 2022 through June 20, 2023 performance period with a ___% bonus.

**AMENDMENT NO. 7 EMPLOYMENT AGREEMENT
EXECUTIVE DIRECTOR**

This Amendment No. 7 to Employment Agreement Executive Director ("Amendment") is between Bend Metro Park and Recreation District (the "District") and Don P. Horton (the "Executive Director") effective June 21, 2021 (the "Effective Date")

RECITALS

The District and the Executive Director (the "Parties") entered into an Employment Agreement Executive Director, dated January 1, 2007, as amended by that certain Amendment No 1 to Employment Agreement Executive Director, dated February 27, 2008, Amendment No. 2 to Employment Agreement Executive Director, dated June 7, 2011, Amendment No. 3 to Employment Agreement Executive Director dated February 4, 2014, Amendment No.4 to Employment Agreement Executive Director, dated June 30, 2015, Amendment No. 5 to Employment Agreement Executive Director, dated May 31, 2019, and Amendment No.6, dated July 7, 2020 (as amended, the "Agreement"). The Parties desire to further amend the Agreement.

AGREEMENT

1. Amendments.

- a. Section 3.1 of the Agreement is amended in its entirety to read as follows:

"3.1 Base Salary. The base salary of the Executive Director shall be \$211,595.00 per year payable in monthly installments beginning June 21, 2021, and each year thereafter, the Executive Director shall be entitled to an annual cost of living ("COLA") increase which, in addition to any merit increase described in the paragraph below and in Section 4 "Performance Evaluation," becomes the new base salary. COLA increases will be based on the percentage increase in the Consumer Price Index published by the Bureau of Labor and Statistics of the United States Department of Labor, U.S. City Average-All Urban Consumers. In the event the Board changes the index used to calculate COLA for all other employees, the index used to calculate the Executive Director's COLA will automatically change to be the same as that price index used for all other employees. Except as otherwise provided in this Section 3.1, the Executive Director's base salary shall not be increased until Fiscal Year 2026-27.

The District also reserves the right to issue a bonus and/or increase the salary and other benefits effective June 21 of each year based upon the Performance Evaluation provided in Section 4, scheduled to occur by June 21 of each year, without entering into a new agreement or modifying this Agreement. However, in no event shall the Executive Director be paid less than the salary received by the Executive Director for the preceding year. Any action taken regarding base salary shall be an addendum to this Agreement when approved by the Parties and adopted by the Board of Directors.

in addition to the Executive Director's base salary, the District shall contribute \$17,264.00 into the Executive Director's 457 retirement plan account during the first Agreement year in equal monthly installments beginning July 2021. Each year thereafter, beginning with the July installment, the District's 457 retirement plan account contribution shall be increased by the then-current COLA adjustment amount, and shall continue to be made in equal monthly installments."

b. Section 6.4 of the Agreement is amended in its entirety to read as follows:

"Executive Director may terminate this Agreement by providing not less than two (2) months' prior written notice to the District Board Chair; provided, however, the effective date of such termination shall be no earlier than June 30, 2024."

2. **Other Provisions.** The provisions of the Agreement that are not amended by this Amendment remain unchanged and in full force and effect.
3. **Signatures.** The Amendment may be signed to counterparts. An electronic transmission of a signature page will be considered an original signature page. At the request of a party, the other party will confirm an electronic-transmitted signature page by delivering an original signature page to the requesting part.

Bend Metro Park and Recreation District

Executive Director

By: 
Nathan Hovekamp, Board Chair


Don P. Horton



PLANNING & DEVELOPMENT PROJECT UPDATES October 2023

COMMUNITY AND REGIONAL PARK PROJECTS



Drake Park DRT & Bank Improvement Project: The project is now nearly complete. The trail is open to the public and continues to see ample use with positive feedback from the community. Remaining work is the railing under Newport Avenue bridge and some additional railing components along the boardwalks.



Sawyer Park Entrance and Parking Lot Upgrades: The preferred concept design is being revised per Tribal input. Tribal coordination regarding cultural resources within the project site is required through the State Historic preservation Office (SHPO) and will continue throughout the project.



Pine Nursery Park Phase 5: The initial concept design has been reviewed internally and comments have been returned to the design team for further refinement. The conceptual design and cost estimating process will continue through the end of the year.

NEIGHBORHOOD PARK PROJECTS



Manzanita Ridge: Three initial conceptual designs are complete and the third round of public outreach will take place this month; the first is on Sunday, October 15th from 12:00-3:00 pm at the park site and the second is on Wednesday, October 18th from 4:30-6:30 pm at the district office. Community members will be asked to provide input on which conceptual design they prefer and why. Additionally, an online survey will be open from October 9th-20th.



Little Fawn Park: The project went out to bid in September. If the bidding and contracting process go as expected, construction should begin in winter 2023/2024.

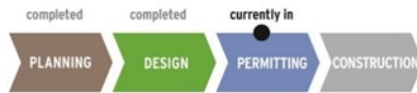


Fieldstone Park: Pahlisch (developer) has submitted their letter of completion per the requirement of the development agreement and district staff have completed and returned the project punch list. While the majority of the main park components are installed, a significant amount of work remains including landscape elements, bike park elements, and grading and restoration. The developer will need to complete the items on the punch list prior to the district issuing a notice of completion. At that time, the district and Pahlisch can close on the sale of the property and the district will pay for the development of the park. Upon payment, the district will take over ownership and maintenance of the park. Completion is expected fall or winter of 2023.



Hollinshead Park ADA and Preferred Concept Design: This park improvement project includes four main components aimed at enhancing user experience, safety, and accessibility. The first involves the installation of permanent restrooms in the park with ADA access, the second is to improve the existing parking facilities, the third is to fence the existing off-leash area according to BPRD standards, and last is to enhance ADA access to and around Hollinshead Barn. These improvements will improve the experience for the increased use and demand of this historic park as the community has grown. Staff released a Request for Proposals (RFP) for design services in September and will get a consultant under contact once the proposals have been scored.

TRAIL PROJECTS



North Unit Canal Trail: Flagline Engineering continues to make progress on the design and permitting for Phase 1. 60% design plans are complete and staff has submitted the right of way permit application to the City of Bend for the Brinson Road crossing. Epic Land Solutions completed their initial appraisals and the district is working on developing offers to land owners to acquire the necessary trail easements.



Riverfront Street Deschutes River Trail Improvements: The district has partnered with the City of Bend for design improvements to Riverfront Street that increase access for trail users between Drake Park and Miller’s Landing Park. In April of 2023, BPRD and the city of Bend entered into an intergovernmental agreement to restart the project with shared costs and resources to complete the project designs. The city issued a request for proposal (RFP) for a design consultant in June and they are currently in contract negotiations with the selected consultant. In anticipation of the upcoming work, BPRD and the city will cohost a minimum of two public meetings.

RIVER PROJECTS



McKay, Miller’s Landing and Columbia Parks River Access Project: With the approval of the preferred conceptual designs at the September 5th board meeting, district staff will now begin working on construction level drawings at all access locations and permit applications for Miller’s Landing Park. Staff will also begin the process to apply for grant funding. A grant request will be submitted to Visit Bend’s Bend Sustainability Fund (BSF) at the end of

September to help fund construction at Miller’s Landing, and then to the Land and Water Conservation Fund at the beginning of November (LWCF) for improvements at Columbia Park.

OTHER PROJECTS AND FUTURE DEVELOPMENT



Art Station: With the loss of the lease for the Art Station in the Old Mill District, the district needs a new location for art programs. The temporary locations, while functional, have split the programming, making it difficult for staff to manage long term. After discussing options and opportunities, the district plans to build an approximately 5,000 square foot building at Larkspur Park adjacent to the basketball court to permanently house and enhance the district’s ongoing art programs. Design will begin early 2024 with opening planned for summer 2026.



Discovery West Land Acquisition: Brooks Resources is preparing to transfer another park parcel to the district for ownership and maintenance. This parcel, identified as Park Parcel 4 in the development agreement, is an 18.9-acre parcel that will be as open space, and also contains a newly paved section of the Outback Trail that connects Discovery Park to the Shevlin Park Trailhead at the Tree Farm neighborhood.



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

- *Staff has been working with Hayden Homes regarding a potential new park in the Parkside Place (Ponds) Subdivision. A draft PSA has been shared with Hayden and district staff is currently working to address questions and suggested edits from Hayden staff.*
- *Staff continues working with Epic Land Solutions to acquire land in other priority park search areas, not associated with development.*



SDC Waivers for Affordable Housing: Park SDC waivers for 518 units have been approved through coordination with the City of Bend’s Affordable Housing Committee at a cost to the district of about \$3.02 million in waived SDC fees. Following the board approval of an additional 75 waivers for 2023, a remaining 16 waivers are available through the end of the year. Staff and legal counsel have completed the necessary deed restriction documents for 11 of the developments, totaling 394 units. In addition, BPRD has approved SDC waivers for two temporary shelter projects, totaling 25 units.



Diversity, Equity and Inclusion (DEI) Initiative: The DEI workgroup reconvened in September after a summer break. The group has decided to continue meeting monthly to work on progress toward action plan goals.

currently in



Comprehensive Plan Update: The 2018 Comprehensive Plan requires a mid-term update, which will begin with a community needs assessment survey. The statistically valid survey will be mailed to approximately 5,000 households, followed by an open link survey that will be available online. The board will receive regular updates that started with an overview of the scope and timeline at the September 5th meeting. The next update at the October 3rd board meeting which will focus on potential approaches for addressing parks and recreational needs in the Core Area.

Board Calendar 2023

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

October 17

WORK SESSION

BUSINESS SESSION

- Approve Land Acquisition – *Michelle Healy (10 min)*
- Approve consultant contract for Hollinshead Park – *Ian Isaacson (15 min)*

November 7 – Canceled for ORPA

November 21

WORK SESSION

BUSINESS SESSION

- Approve construction contract for Little Fawn Park – *Jason Powell (15 min)*
- MUPTC Project Review – *Rachel Colton and Applicant (15 min)*

December 5

WORK SESSION

BUSINESS SESSION

- Accept 2022-23 Annual Comprehensive Financial Report – *Eric Baird and Brenda Bartlett (20 min)*
- Approve consultant contract for the Art Station – *Jason Powell (15 min)*

December 19

WORK SESSION

- Community Needs Survey report – *Sara Anselment and RRC (30 min)*

BUSINESS SESSION

- Appoint Budget Committee Members– *Kristin Donald (15 min)*
- Adopt Resolution No.XXX Approving new Local Contracting Rules – *Justin Sweet (15 min)*
- Approve Lease Amendment for Boys and Girls Club – *Justin Sweet (15 min)*

January 2

WORK SESSION

BUSINESS SESSION

- Approve Pine Nursery Phase 5 concept plan – *Bronwen Mastro (15 min)*
- Approve preferred concept for Manzanita Ridge – *Bronwen Mastro (15 min)*