



Bend Metro Park & Recreation District

March 5, 2024

Board of Directors

Agenda and Reports

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play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.



District Office | Don Horton, Executive Director

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

BUSINESS SESSION

1. Resolution No. 2024-03 Establishing Criteria and a Process for Considering Requests for Tax Exemptions and Fee Waivers – *Michelle Healy (20 Min)*
2. Central Oregon Veterans Community Outreach Non-Profit Property Tax Exemption Request – *Michelle Healy (20 min)*

EXECUTIVE DIRECTOR'S REPORT

REPORTS Recreation Report and Quarterly Administrative Update

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:	March 5, 2024
SUBJECT:	Comprehensive Plan – Unmet Needs Methodology Evaluation
STAFF RESOURCE:	Sara Anselment, Planner
PREVIOUS BOARD ACTION:	Board Update, September 5, 2023; October 3, 2023 December 19, 2023; January 2, 2024
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

The district recently completed its Community Needs Assessment survey, with the results presented to the board in early January. Subsequently, staff conducted an unmet needs analysis and compared the 2023 survey outcomes to those of 2017. The 2023 Community Needs Survey highlighted a significant increase in demand for all park and recreation amenities, with not a single amenity showing a decrease in need. Daily and weekly visits to BPRD facilities also saw a notable increase compared to 2017 (see attachments A and B).

Using the unmet needs methodology, amenities are categorized as "highest," "high," "moderate," and "low" priority based on the number of households expressing a need. The priority is determined by the percentage of households desiring a specific amenity. For instance, if more than 50 percent of households express a need, it falls into the "highest" priority category. These percentage ranges have been consistent since 2004. After analyzing the survey results, staff proposes adjustments to the priority ranges to better correlate with previous survey data, and to recognize new natural breaks in the data:

- The high priority and highest priority ranges will be adjusted to reflect a large natural break in the survey results. The bottom range of the highest priority category and the upper range of the high priority category will increase from 50 percent to 80 percent.
- The upper range of the moderate priority category will be adjusted upwards to 39 percent from 24 percent to correspond with the average increase in needs (15 percentage points).
- The upper end of the lowest range will be increased to 15 percent from 10 percent, following a natural break in the results.

The unmet needs methodology then determines how well each need is met based on its priority level. Staff does not propose any changes to this part of the methodology.

Staff will explain the proposed adjustments to the methodology, and share the results of the analysis in greater detail during the February 20 meeting.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None

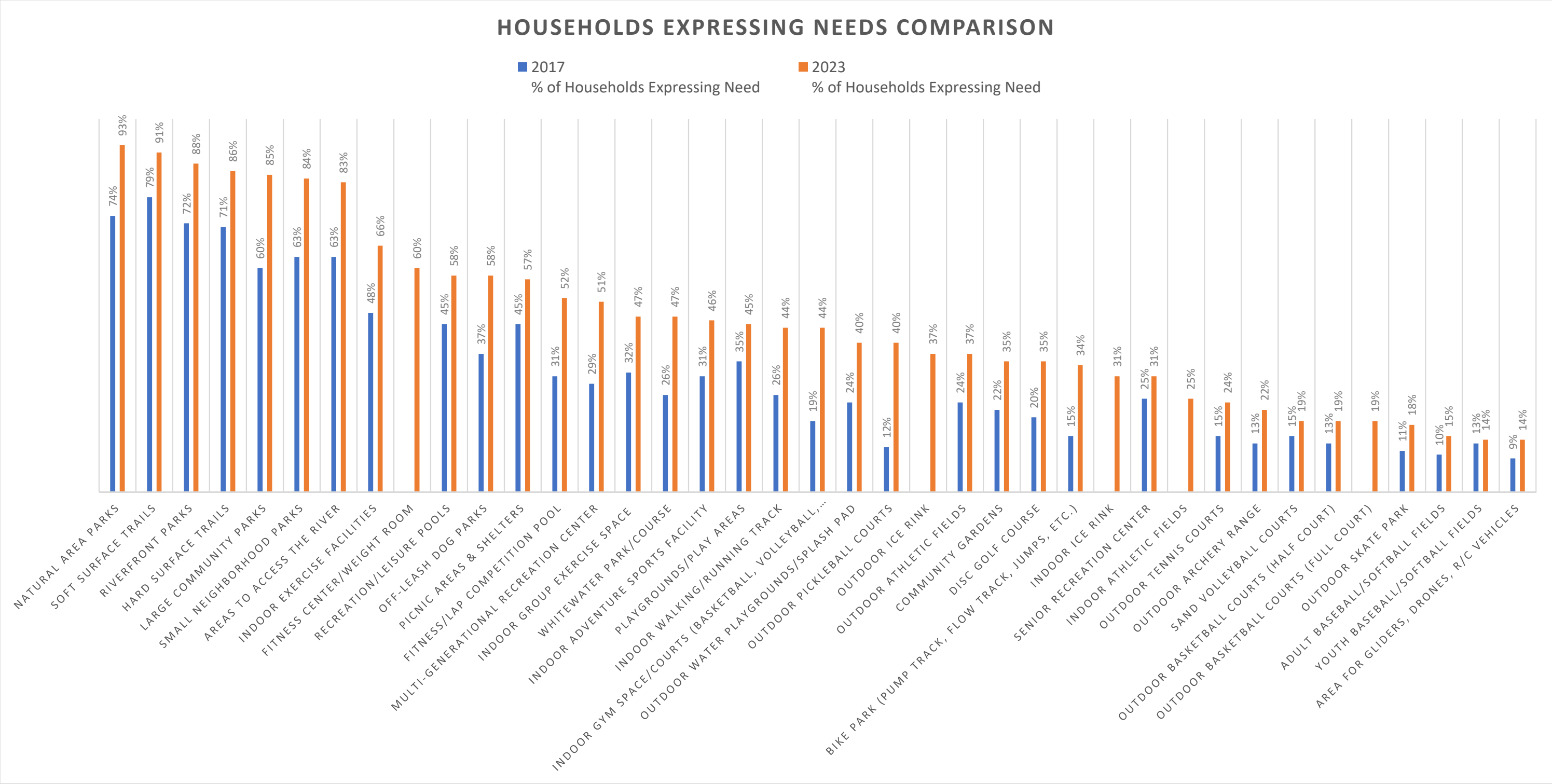
MOTION

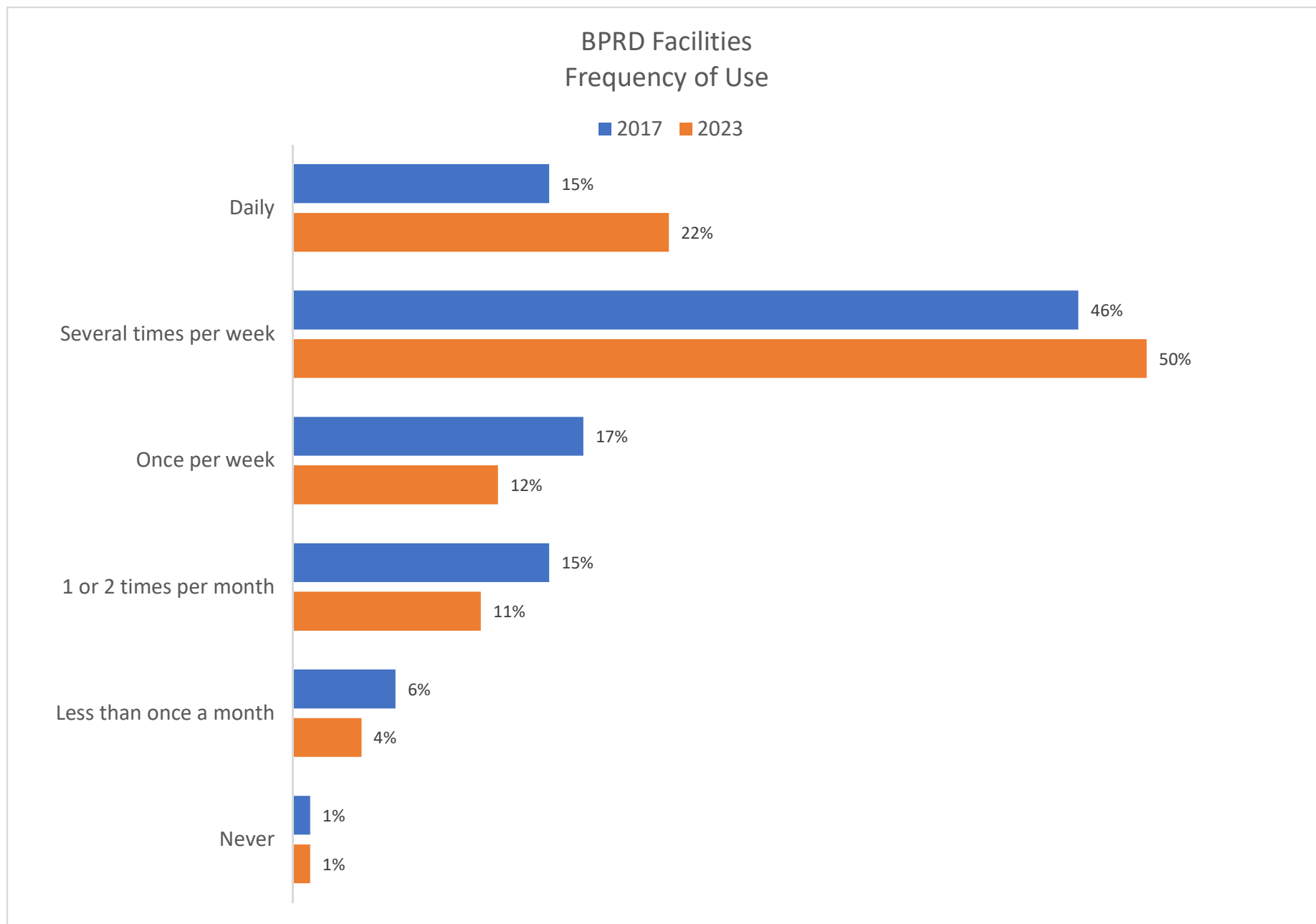
None

ATTACHMENTS

Attachment A: Households Expressing Need Comparison 2017 vs 2023

Attachment B: Frequency of Use 2017 vs 2023





BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 5, 2024
SUBJECT:	Mid-Term Comprehensive Plan Update – Amended Project List, Park Search Area Map and Trail Plan Map
STAFF RESOURCE:	Sara Anselment, Planner Henry Stroud, Planner
PREVIOUS BOARD ACTION:	Board Update, September 5, 2023; October 3, 2023 December 19, 2023; January 2, 2024
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

The 2018 Comprehensive Plan included 99 proposed projects. Currently, about half of these projects are either complete or in progress. As part of the mid-term comprehensive plan update, staff have updated the project list, which included evaluating the remaining projects in the plan and adding new ones. The new project list was influenced by existing district goals and policies, the new community needs assessment, the Capital Improvement Plan (CIP), Asset Management Plan, Deschutes River Access & Habitat Restoration Plan, input from the board, and community planning efforts by other entities, such as the City of Bend.

Attachment A is the proposed project list. Projects have been categorized into separate categories which include revised projects, new projects, removed projects and existing/unmodified projects.

Attachment B is the Park Search Area map. The updated park search area map excludes completed areas, and we've proposed six new park search areas and six crossing improvement areas, numbered 33–44. To refine and update the boundaries of existing park search areas, we considered factors such as park walksheds, barrier streets and zoning designations, which can change over time. We revised zoning-based boundaries to be less prescriptive, allowing for greater flexibility in defining park search areas. New areas were primarily based on recent city-planning efforts, including areas planned for redevelopment with high-density residential.

Attachment C is the new trails map. The trails map will be revised to accommodate two new trail extensions and four grade-separated (under- or over-) crossings. While not previously identified, grade-separated crossings are now highlighted separately due to their complexity, facilitating collaboration with other agencies and developers.

Attachment D is the new planned projects map. This map shows the locations of park development, renovation and asset management projects.

BUDGETARY IMPACT

There is not a budgetary impact at this time. However, the project list is the basis for the development of the district's future CIPs. In addition, the projects that help to serve future populations influences the district's system development charge project list and associated fees.

STAFF RECOMMENDATION

None – staff is seeking board input and feedback on the amended project list, and the park search area and trails maps.

MOTION

None

ATTACHMENTS

Attachment A: Project List

Attachment B: DRAFT Park Search Area Map

Attachment C: DRAFT Trail Plan Map

Attachment D: DRAFT Project Location Map

Revised Projects

Project Name	Project Type	Map Name	Map Reference	Project Description	Description of Revision
Neighborhood Park Land to Serve New Density Park Search Area 19	Park	Park Search Areas	Area 19	The district will continue to explore options for this park search area, which may include adding features along the Haul Road Trail to create a linear park.	REVISED DESCRIPTION: The description for Park Search Area 19 previously included acquisition and development a neighborhood park. Acquisition opportunities within this area are limited, but the existing Haul Road Trail may be further developed to include park features.
Neighborhood Park Land to Serve New Density Park Search Area 29	Park	Park Search Areas	Area 29	To serve future population growth, this project may develop a neighborhood park on a portion of existing district property. The district may also work to acquire additional park land or an alternative park site.	REVISED DESCRIPTION: Park Search Area 29 includes the High Desert Park site in SE Bend. The description of the project has been updated to reflect the possible surplus of all or a portion of the High Desert Park site due to its proximity to the SE Bend Regional Park Site (Rose Property), as well as the board's desire to acquire park land in the northern area of the search area.
Park Search Area 2	Crossing	Park Search Areas	Area 2	The District will work with developers through the land use process to ensure residents have access to Riley Ranch Nature Reserve.	REVISED DESCRIPTION: The description for this project has been updated to clarify that access to RRNR will be obtained when this area is developed, and that the district will work with developers as part of the land use entitlement process.
Park Search Area 23	Crossing	Park Search Areas	Area 23	The district will work with the city and/or developers through the land use process to build safer crossings of 27th Street and Ferguson Road to access future parks east of 27th Street and south of Ferguson Road.	REVISED DESCRIPTION: Although this remains Park Search Area 23, it has been changed from a typical park search area to a crossing improvement area. There is no vacant land available sufficient for a park. Staff has determined that this area will be best served with crossing improvements to 27th Street to facilitate access to the future park in Stevens Ranch, and south across Ferguson to access future parks within park search area 29. Park search areas that are further identified as crossing improvements areas are shown in blue on the Park Search Area Map.
Park Search Area DRT North Trailhead	Trailhead	Planned Project	57	The trailhead will serve the DRT and Riley Ranch Nature Reserve once the Riley Ranch bike/pedestrian bridge is completed. The district has secured an easement that allows for the construction of a trailhead parking area.	REVISED DESCRIPTION: The district has secured an easement of the trailhead, so the description has been updated to only now include construction of the trailhead.
Park Services Complex	Asset Management	Planned Project	58	The current Park Services facilities, built in the 1980s, no longer meet today's space, safety, and operational needs. The District is acquiring the City of Bend's public utility shop on Boyd Acres Rd to address these needs. The project includes design, permitting and construction administration for the tenant improvements to the complex.	REVISED DESCRIPTION: Updated description to indicate that an alternate site has been secured. Also updated planned project number to align with new project location on Boyd Acres Road.
Skyline Field Renovations	Asset Management	Planned Project	18	The majority of this project was completed in 2017 and included rebuilding two of the three infields, and increasing accessibility. Phase 2 will rebuild the remaining infield.	REVISED DESCRIPTION: Updated to reflect that the majority of this project has been completed and only one infield remains to be rebuilt.
Riley Ranch Nature Reserve Bike/Pedestrian Bridge	Bike/Pedestrian Bridge	Planned Project	15	This project will construct a bike/pedestrian bridge from the north end of Riley Ranch Nature Reserve, crossing the Deschutes River and ultimately connecting to the Deschutes River Trail.	REVISED DESCRIPTION: The description was simplified to remove the bridge specifications.
Central Oregon Irrigation District (COID) Natural Area Park	Park	Planned Project	21	This project will acquire and develop the natural area within the protected river corridor area of special interest adjacent to the Deschutes River with soft surface trails.	REVISED NANE AND DESCRIPTION: This project was updated to clarify that the scope of this projected is limited to the protected area near the river (upland areas of special interest, as defined by the City of Bend). The district may evaluate the potential to acquire additional property during future land use processes.
Coulter Park Site	Park	Planned Project	59	The district will develop a neighborhood park on existing district property. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.	REVISED DESCRIPTION: Park Search Area 18 includes the recently acquired "Coulter" property. Now that the land has been acquired, the description has been revised to eliminate acquisition from the project, and a planned project number has been assigned.
Manzanita Ridge Park	Park	Planned Project	60	Complete development of Manzanita Ridge Park with neighborhood park amenities.	REVISED NAME AND DESCRIPTION: The project title has been updated to match the name of the park (previously Park Search Area 9), and the description has been updated to indicate that the project is in process. A planned project number has also been assigned.
Pine Nursery Park Phase 5	Park	Planned Project	13	The scope of this project will develop additional improvements in Pine Nursery Park consistent with the approved park concept plan, such as athletic fields, lighting, trails, courts, maintenance facility and accessibility enhancements.	REVISED DESCRIPTION: Project is in process so description has been updated to more closely align with the scope of work.

Project Name	Project Type	Map Name	Map Reference	Project Description	Description of Revision
Sunset View Park	Park	Planned Project	19	This project may include basic improvements and connectivity improvements. The scope of the project will be determined by community needs and a public input process	REVISED DESCRIPTION: The description was simplified, as the neighborhood's desire for park improvements may change. Public input will help inform the project's scope.
Hollinshead Park Renovation	Renovation	Planned Project	5	This project will renovate and improve Hollinshead Park. Plans include improving access and parking, fencing the off-leash area, and possibly adding permanent restrooms.	REVISED DESCRIPTION: Project is in process so description has been updated to more closely align with the scope of work.
Sawyer Park Redevelopment	Renovation	Planned Project	28	This project will relocate the existing parking lot, construct permanent restrooms, add additional picnic facilities, improve accessibility, and improve the trail system within the park.	REVISED DESCRIPTION: Project is in process so description has been updated to more closely align with the scope of work.
Sylvan Park Planning Process and Renovation	Renovation	Planned Project	29	This project will develop a plan to renovate the existing park and playground, including access improvements from the existing parking lot to the playground.	REVISED DESCRIPTION: The description was updated to remove the last sentence indicating that the tennis courts are not part of the scope of work.
Shevlin Park North - Tumalo Creek Bike/Pedestrian Bridge	Bike/Pedestrian Bridge	Trail Plan	31A	The goal of this project is to build a bike/pedestrian bridge over Tumalo Creek to connect to the future Tumalo Creek Trail extension and to the Deschutes River Trail and Tumalo State Park.	REVISED DESCRIPTION: This description has been simplified to remove precise location descriptors because the general location is shown on the trail plan map.
Central Oregon Historic Canal Trail from Blakely Road to Reed Market Road to Hansen Park Site	Trail	Trail Plan	7B	This project includes securing trail easements, surface repairs, placement of aggregate, signage, trail amenities and other improvements necessary to prepare the Central Oregon Irrigation District Canal Trail for public use.	REVISED TITLE: The trail segment from Blakely to Reed Market is complete, so the title was revised to "...Reed Market to Hansen" to align with the trail segment that remains as a project. Very minor updates were made to the description to be consistent with other trails' description.
Central Oregon Historic Canal Trail from Eastgate Park to The Badlands	Trail	Trail Plan	7D	This project includes securing trail easements, surface repairs, placement of aggregate, signage, trail amenities and other improvements necessary to prepare the Central Oregon Irrigation District Canal Trail for public use.	REVISED DESCRIPTION: The description has been updated to be consistent with other trails of similar scope.
Central Oregon Historic Canal Trail from Hansen Park to Eastgate Park	Trail	Trail Plan	7C	This project includes securing trail easements, surface repairs, placement of aggregate, signage, trail amenities and other improvements necessary to prepare the Central Oregon Irrigation District Canal Trail for public use.	REVISED DESCRIPTION: The description has been updated to be consistent with other trails of similar scope.
Deschutes River Trail (DRT) Putnam to Riley Ranch Nature Reserve (RRNR) Bike/Pedestrian Bridge	Trail	Trail Plan	13A	This project includes securing additional easements and construction of a new portion of the Deschutes River Trail from Putnam Road to the proposed Riley Ranch Nature Reserve Bridge.	REVISED DESCRIPTION: This description has been simplified to remove precise location descriptors because the general location is shown on the trail plan map.
DRT Galveston to Miller's Landing	Trail	Trail Plan	13E	This project will look at options for redesigning the streetscape in coordination with City of Bend to provide enhanced trail connectivity between Miller’s Landing Park and Drake Park along Riverfront Street.	REVISED DESCRIPTION: The district is currently working with the City of Bend on a redesigned streetscape for Riverfront Street that will include pedestrian enhancements.
DRT Kirkaldy Court to Putnam Road	Trail	Trail Plan	13C	This project involves evaluating and designing a new trail extension from the end of Kirkaldy Court to Putnam Road, within an existing Tumalo Irrigation District (TID) easement.	REVISED DESCRIPTION: This description has been simplified to remove precise location descriptors because the general location is shown on the trail plan map.
Hansen to Big Sky Park Trail	Trail	Trail Plan	17	This project includes securing trail easements, surface repairs, placement of aggregate, signage, trail amenities and other improvements necessary to complete the Big Sky Trail between the Hansen Park Site and Big Sky Park.	REVISED NAME AND DESCRPTION: This trail project was previously titled "Hansen to Big Sky Park Trail". To maintain consistency with other trail names, it has been simplified to "Big Sky Trail. The description of the project was revised to be consistent with other, similar trail projects.
High Desert Trail	Trail	Trail Plan	19	This project includes development of the High Desert Trail between 15th Street and the SE Bend Regional Park Site.	REVISED DESCRIPTION AND MAP: The alignment of the High Desert Trail was updated to include an extension to the SE Bend Regional Park Site.
North Unit Canal Trail	Trail	Trail Plan	22A	This project includes trail easement acquisition, securing a use agreement, and surface repairs to the North Unit Irrigation Canal Trail in the north of town. This section of trail is from BNSF railroad line on the west to Hamehook Road on the east, passing through Pine Nursery Park.	REVISED DESCRIPTION: This project's description has been updated to be consistent with other, similar trail projects.
Pilot Butte Canal Trail	Trail	Trail Plan	23	This project includes securing trail easements, surface repairs, placement of aggregate, signage, trail amenities and other improvements necessary to prepare the Pilot Butte Canal Trail for public use.	REVISED DESCRIPTION: The description has been updated to be consistent with other trails of similar scope.
Powerline Trail	Trail	Trail Plan	26	This project includes securing trail easements, surface repairs, placement of aggregate, signage, trail amenities and other improvements necessary to prepare the Powerline Trail for public use.	REVISED DESCRIPTION: The description has been updated to be consistent with other trails of similar scope.

Project Name	Project Type	Map Name	Map Reference	Project Description	Description of Revision
TransCanada Trail	Trail	Trail Plan	33	This project aims to develop a trail along the TransCanada gas line easement that is east of town. The trail connects to U.S. Forest Service (USFS) land to the south, the planned High Desert Trail and the Steven's Road Tract UGB expansion area.	REVISED DESCRIPTION AND MAP: The description has been updated to more accurately describe the location of the trail and the trails map has been updated to illustrate a minor realignment of the trail to reduce road crossings.
Arnold Canal Trail and Trailhead Development Bend Lava Trail	Trail and Trailhead	Trail Plan	3	The goal of this project is to develop a trail on Arnold Irrigation Canal Trail south of town. The trail starts at Highway 97 on the west and terminates at Knott Road on the east. The district will also aim to develop a trailhead between China Hat Road and the Baker/Knott US97 interchange in order to serve the Arnold Canal Trail and ODOT's planned Bend Lava Trail. The district will encourage other agencies to complete the alignment from Knott Road to 15th Street.	REVISED TITLE AND DESCRIPTION: This trail project was previously going to consider an off-leash trail, but will now connect to a larger trail system that may not be off-leash. The name of the trail was also updated to align with the Forest Service's name for the trail.
Discovery West Discovery West Outback Trail	Trail	Trail Plan	16	In order to serve trail needs in a new neighborhood, this project will develop a trail from the future Discovery West residential development to Shevlin Park and Discovery Park.	REVISED TITLE AND DESCRIPTION: This project is covered by our development agreement with Brooks Resources. It will be constructed by the developer under the active agreement.
Quail Trail	Trail	Trail Plan	27	The scope of this project is to develop a trail from Quail Park on Awbrey Butte, moving westward over UGB Expansion Area 17 and to connect to Shevlin Park by way of Three Pines Park. This project would include an easement or user agreement and trail development.	REVISED LOCATION: This section of the Quail Trail will be constructed as trail in lieu of sidewalk with the development of the Talline Subdivision. The location has been revised based on the approved site development plan.

New Projects from CIP

Project Name	Project Type	Map Name	Map Reference	Project Description	Notes
Bend Whitewater Park Maint. & McKay Access Project	Asset Management	Planned Project	51	Enhancements at McKay Park include improved river access, addressing erosion, and enhancing user circulation. The Bend Whitewater Park will also be evaluated to ensure its current features align with the original design.	Enhancements at McKay Park is a project resulting from the River Plan and the Whitewater Park maintenance project is from the district's asset management plan. These projects were combined because the Whitewater Park is accessed from McKay Park.
JSFC Main Chiller Unit Replacement	Asset Management	Planned Project	45	The main chiller unit is nearing the of it's life span and needs to be replaced.	This project is from the district's asset management plan.
JSFC Outdoor Cover Replacement	Asset Management	Planned Project	46	The outdoor pool cover is nearing the of it's life span and needs to be replaced.	This project is from the district's asset management plan.
JSFC Outdoor Pools Wall Liner Replacement	Asset Management	Planned Project	47	The outdoor pool wall liner is nearing the of it's life span and needs to be replaced.	This project is from the district's asset management plan.
JSFC Roof Replacement (South/East Wing)	Asset Management	Planned Project	48	The scope of work will replace the existing roofing material over the SE wing of Juniper Swim and Fitness Facility.	This project is from the district's asset management plan.
Mirror Pond Dredge Commitment	Asset Management	Planned Project	49	The sediment load within Mirror Pond has reached maximum carrying capacity since the last time it was dredged in the 1980's. The dredge will remove approximately 83,000 cubic yards of silt from the bottom of Mirror Pond.	This project is from the district's asset management plan.
Pavilion Flooring Replacement	Asset Management	Planned Project	50	This project will expand and replace the original rubber flooring material within the interior of the Pavilion.	This project is from the district's asset management plan.
Art Station	Facility	Planned Project	52	This project will build a new facility at Larkspur Park to permanently house and enhance the district's ongoing art programs.	This project will replace the formerly leased location with a new district owned facility at Larkspur Park.
Columbia Park Access Project	Renovation	Planned Project	56	Columbia Park's river access point has experienced significant erosion since its designation in 2011. This project includes bank stabilization and revegetation, and will provide neighborhood-scale river access.	This projected originated from the River Plan.
Larkspur Park Playground Renovation	Renovation	Planned Project	53	This project will replace the existing playground surfacing.	This project resulted from Park Services' maintenance management plan.
Millers Landing Access Project	Renovation	Planned Project	55	This project will improve river access points and restore habitat.	This projected originated from the River Plan.
River Access at Riverbend Park	Renovation	Planned Project	61	This project will refine access for river users at Riverbend Park. Work may include a redesign of the beach and off-leash river-access area.	This projected originated from the River Plan.
Stover Park Renovation	Renovation	Planned Project	54	This project will replace the existing playground and includes new surfacing and improves accessibility.	This project resulted from Park Services' maintenance management plan.

New Projects

Project Name	Project Type	Map Name	Map Reference	Project Description	Notes
Natural Area Acquisition	Park/Trail	N/A	N/A	The district will work to acquire natural areas when they increase close to home access, protect habitat or increase access along the Deschutes River, or provide a large area for trail development.	Natural areas are the highest need expressed in the 2023 community survey. It is not the district's intent to acquire remainder tracts or small open spaces associated with a subdivision, but it may consider the acquisition of large open space areas that align with the district's vision, mission and values.
Community Park for Future UGB Expansion Park Search Area 35	Park	Park Search Area	Area 35	Stevens Road Tract The City of Bend has identified a 29 acre community park to be located within the Stevens Road Tract UGB expansion area. The district will work to acquire the land and develop a community park.	Since the 2018, the City of Bend has been permitted to expand the urban growth boundary (UGB) to annex state owned land east of Bend. As part of the UGB expansion, the city developed several concept plans; the selected plan includes a 29 acres regional park. A park search area was created to account for this new UGB expansion area.
Neighborhood Park Land to Serve New Density Park Search Area 37	Park	Park Search Area	Area 37	Proposed Climate Friendly & Equitable Community North of Hwy 20 The district will work to acquire land and develop a neighborhood park, parklet or plaza to support redevelopment in this area. This park search area's boundaries are supported by the best available information on the city's proposed Climate Friendly and Equitable Communities (CFEC) designated areas and may change as CFEC planning is refined.	The city of Bend is required by the state to designate "Climate Friendly and Equitable Communities". These areas are anticipated to redevelop as walkable neighborhoods with high density residential development. To facilitate walkability, a park, plaza or similar amenity is needed.
Neighborhood Park Land to Serve New Density Park Search Area 38	Park	Park Search Area	Area 38	Proposed Climate Friendly & Equitable Community South of Hwy 20 The district will work to acquire land and develop a neighborhood park, parklet or plaza to support redevelopment in this area. This park search area's boundaries are supported by the best available information on the city's proposed Climate Friendly and Equitable Communities (CFEC) designated areas and may change as CFEC planning is refined.	The city of Bend is required by the state to designate "Climate Friendly and Equitable Communities". These areas are anticipated to redevelop as walkable neighborhoods with high density residential development. To facilitate walkability, a park, plaza or similar amenity is needed.
Neighborhood Park Land to Serve New Density Park Search Area 33	Park	Park Search Area	Area 33	Bend Core Area Urban Renewal/TIF Area - North of Hawthorne Avenue As identified in the Core Area Report and related Core Area TIF Plan, the City of Bend and district will partner to fund and acquire land, and subsequently develop a park, plaza, recreation site, trail and/or open space.	These two park search areas will replaced a previous project that called for developing a park or plaza in the Bend Central district. Since 2018, the Bend Central district, also known as the Core Area, has been further refined by the City and is anticipated to be redeveloped with high density residential development. Two park search areas were created that account for numerous barrier streets within the area.
Neighborhood Park Land to Serve New Density Park Search Area 34	Park	Park Search Area	Area 34	Bend Core Area Urban Renewal/TIF Area - South of Hawthorne Avenue As identified in the Core Area Report and related Core Area TIF Plan, the City of Bend and district will partner to fund and acquire land, and subsequently develop a park, plaza, recreation site, trail and/or open space.	
Neighborhood Park Land to Serve New Density Park Search Area 36	Park	Park Search Area	Area 36	North of Neff Rd, East of Purcell, West of 27th Street The district will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.	This area is developed with a mix of commercial uses (primarily medical) and high density residential. It is bounded by busy roadways and lacks a park to serve residents and employees within the area. The is limited land availability, but by designating a park search area, the district is better poised to take advantage of acquisition opportunities.
Park Search Area 39	Crossing	Park Search Area	Area 39	The district will coordinate with the city for safe at-grade crossings of Country Club Road to the future neighborhood park in Park Search Area 27.	Crossing improvement areas are designated in areas where acquisition of parkland is unfeasible, but a nearby park may serve residents. A future park in Park Search Area 27 can serve the small neighborhood located on the opposite side of Country Club Road.
Park Search Area 40	Crossing	Park Search Area	Area 40	The district will coordinate with the city for safe at-grade crossings of 15th Street to Larkspur Park and the Larkspur Community Center.	15th Street between Reed Market Road and Wilson Avenue dos not have any marked crossings. Residents of the neighborhood on the west side of 15th Street may have to travel out of their way to cross at a roundabout to access Larkspur Park and Larkspur Community Center.

Project Name	Project Type	Map Name	Map Reference	Project Description	Notes
Park Search Area 41	Crossing	Park Search Area	Area 41	The district will coordinate with the city for safe at-grade crossings of 9th Street to Hillside Park.	Hillside Park is located on the east side of 9th street, which is considered a barrier street due to traffic volumes and vehicle speeds. A safe crossing will facilitate access to the park for residents on the west side of 9th Street.
Park Search Area 42	Crossing	Park Search Area	Area 42	The district will coordinate with the city for safe at-grade crossings of Colorado Avenue and Simpson Avenue to The Pavilion, River Bend Park, and McKay Park.	This area is anticipated to develop with more high density residential. Safer at-grade crossings will facilitate access to existing river parks and The Pavilion.
Park Search Area 43	Crossing	Park Search Area	Area 43	The district will coordinate with the city for safe at-grade crossings of Butler Market Road and Eagle Road to Fieldstone Park and Eagle Park.	This small neighborhood south of Butler Market Road and east of Eagle Road does not have access to park without crossing a barrier street. Crossings and sidewalk infill will facilitate access to two existing parks within walking distance to this neighborhood.
Park Search Area 44	Crossing	Park Search Area	Area 44	The district will coordinate with the city for safe at-grade crossings of Revere Avenue and 8th Street to Goodrich Pasture Park and Orchard Park.	Revere Avenue and 8th Street are both barrier streets; infrastructure improvements to both streets will provide residents access to two existing parks.
Big Sky Trail Undercrossing at Hwy 20	Crossing	Trail Plan	NA	The district will work with ODOT and/or future developers to build an undercrossing at Hwy 20 for the Big Sky Trail.	A new affordable housing development is being constructed along HWY 20 and ODOT has begun a planning study to dictate how HWY20 develops in the future in this area. district staff anticipate the need for an underpass to allow safe crossing of HWY20 in this location.
Deschutes River Trail Overcrossing at Archie Briggs Road	Crossing	Trail Plan	NA	The district will work with the city to construct an undercrossing at Archie Briggs Road for the Deschutes River Trail.	The city of Bend has conducted preliminary work for an elevated crossing of Archie Briggs Road. A sharp curve in the road limits drivers' visibility, making a grade separated crossing the safest option.
Deschutes River Trail Undercrossing at Portland Avenue	Crossing	Trail Plan	NA	The district will work with the City of Bend to construct an undercrossing at Portland Avenue bridge to connect the Deschutes River Trail between Pacific Park and Pioneer Park.	An undercrossing at this location will provide a safer option for trail users to cross Portland Ave. Currently, trail users must cross Portland Avenue at-grade and navigate several 90 degree turns along the ramp into Pioneer Park.
Discovery Trail Grade-Separated Crossing at Century Drive	Crossing	Trail Plan	NA	The district will work with City of Bend and/or future developers to build an to under- or over-crossing of Century Drive to connect the Discovery Trail to the Haul Road Trail.	High vehicle speed along Century Drive will require either an under or over crossing to connect the Discovery Trail to the Haul Road Trail.
High Desert Trail Undercrossing at Knott Rd/27th Street	Crossing	Trail Plan	NA	The district will work with the City of Bend and/or future developers to build an undercrossing at Knott Rd/27th Street to connect to the SE Bend Regional Park Site and the TransCanada Trail.	High vehicle speed and traffic volumes along Knott Road/27th Street will increase as SE Bend develops. Staff has identified a need for a safe crossing at 27th/Knott Road to provide access to the SE Bend Regional Park Site, as well as to the TransCanada Trail. An undercrossing is best suited for the grades at this location.
Farewell Bend Park – Beach Enhancements	Renovation	Planned Project	40	Enhancements at Farewell Bend Park include accessibility improvements and addressing erosion at the existing beach.	This projected resulted from the River Plan
Farewell Bend Park (North)	Renovation	Planned Project	41	The scope of this project will improve the existing canoe launch to address erosion.	This projected resulted from the River Plan
Farewell Bend Park (South)	Renovation	Planned Project	42	This project will consolidate and improve access points, and restore habitat along the river.	This projected resulted from the River Plan
First Street Rapids Park	Renovation	Planned Project	43	This project will close user-created access points on the east and west sides of the river to protect vegetation and the trail. The scope of work will also include fencing and revegetation.	This projected resulted from the River Plan
River Rim Park Site river access and restoration	Renovation	Planned Project	44	This project will enhance the user experience and protect sensitive habitat within the River Rim Park Site.	This projected resulted from the River Plan

Projects to be Removed/Replaced

Project Name	Project Type	Map Name	Map Reference	Project Description	Description of Revision
Park Land in Central district	Park	Removed	Removed	The goal of this project is to support the Bend Central District’s desire to acquire land and develop an urban plaza or parklet to support redevelopment in this area.	PROJECT TO BE REPLACED: This project has been replaced with two separate park search areas.
Discovery Park Phase 2	Park	Removed	Removed	The district will conduct public outreach to determine what amenities the community would like to see added to Discovery Park. Potential amenities may include a playground, a water feature and infrastructure for events.	PROJECT TO BE REMOVED: SDC waivers were provided to this development in lieu of additional park development.
Heritage Square Plaza	Park	Removed	Removed	The scope of this project is to assess opportunities to develop the existing parking lot between the Bend-La Pine School District administrative building and City Hall into a civic plaza.	PROJECT TO BE REMOVED: This project is for a downtown plaza as part of redevelopment of City Hall and in collaboration with the school district. The project is now unlikely to happen with the relocation of City Hall.
Pioneer Park Phase 2	Renovation	Removed	Removed	Phase 2 of this project will include constructing additional parking and improving driveway circulation. Options for a community garden will also be explored.	PROJECT TO BE REMOVED: This project will be reevaluated when the parking lot needs to be replaced.
Cedarwood Trailhead	Trailhead	Removed	Removed	This project will evaluate the property for use as a trailhead to access the Deschutes River Trail. Currently trail users are parking on public streets that do not meet City standards, causing congestion and conflict on neighborhood roads.	PROJECT TO BE REMOVED: This project was removed after public outreach determined additional parking was not desired.
Acquire Land Adjacent to Riverbend Park	Park	Removed	Removed	Currently the property to the east of Riverbend Park is privately owned. The District leases the property for an off-leash dog park and overflow parking. If the land can be acquired, the District would formalize the existing off-leash dog area, add additional off-leash water access to meet the community’s unmet need, and make parking and circulation improvements.	PROJECT TO BE REMOVED: This project was removed because it was cost prohibitive to acquire the leased dog park area in fee-title. Replaced in part by the River Access at Riverbend Park project.
Shevlin Park Southhead Trailhead Parking	Trailhead	Removed	Removed	Upon acquisition of an appropriate parcel of land, the District would construct a parking lot and associated amenities for use as a trailhead for the Shevlin Park trail system.	PROJECT TO BE REMOVED: District was unsuccessful in acquiring land for dedicated trailhead parking; on-street parking within Discovery West neighborhood will be sufficient for trail access.

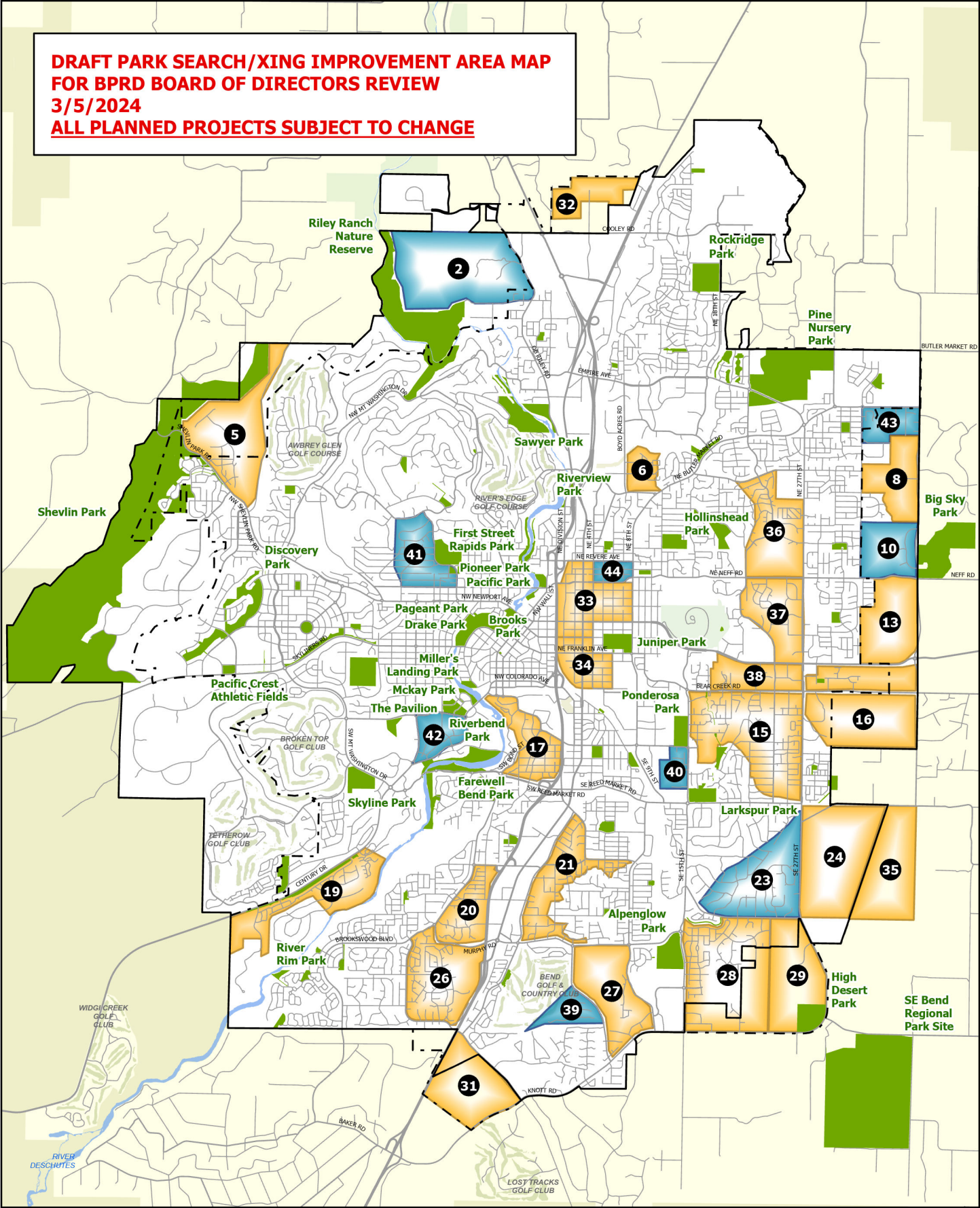
Existing Projects

Project Name	Project Type	Map Name	Map Reference	Project Description
Westside Recreation Center Planning and Development	Indoor Recreation	N/A	N/A	The scope of this project is to develop a preferred concept plan and construct an indoor recreation facility on the westside of Bend. Amenities will be determined based on public need.
Neighborhood Park Land for Current UGB Expansion area	Park	Park Search Areas	Area 24	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land for Future UGB Expansion	Park	Park Search Areas	Area 5	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land for Future UGB Expansion	Park	Park Search Areas	Area 8	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land for Future UGB Expansion	Park	Park Search Areas	Area 13	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.

Project Name	Project Type	Map Name	Map Reference	Project Description
Neighborhood Park Land for Future UGB Expansion	Park	Park Search Areas	Area 16	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 20	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 21	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 26	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 6	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 14	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 15	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 17	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 27	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 28	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 31	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Density	Park	Park Search Areas	Area 32	The District will work to acquire land and develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.
Neighborhood Park Land to Serve New Development (Discovery West)	Park	Park Search Areas	Area 11	The District will develop a neighborhood park, approximately 1.5-6 acres in size. In addition to typical neighborhood park amenities, other opportunities will be determined by community needs and a public input process.

Project Name	Project Type	Map Name	Map Reference	Project Description
Park Search Area 10	Crossing	Park Search Areas 10	Area 10	The District will work with the City of Bend and Deschutes County for safer crossings at Neff and Hamby Roads to Big Sky Park.
Pine Nursery Park Phase 4 (Pending Partnership)	Park	Planned Project	13	This project includes a partnership with Bend FC Timbers to design and construct two new soccer fields and associated improvements .
Riley Ranch Nature Reserve Phase 2	Park	Planned Project	27	The scope of this project is to develop a conceptual plan for the Jeffers house and surrounding property.
Brandis Square Redesign	Renovation	Planned Project	26	Staff will coordinate with the City of Bend to renovate and repair Brandis Square.
Hillside Park Phase 2	Renovation	Planned Project	32	The scope of this project is to construct the planned skate spot, outdoor half basketball court, and other amenities that were not constructed during the park renovation project in 2017.
Ponderosa Park Renovation	Renovation	Planned Project	25	Staff will develop a plan for renovation of the existing Hal Puddy baseball field, seating area, and original skate park on the northwest side of the site.
Shevlin Park Transportation Improvements	Renovation	Planned Project	17C	In order to improve safety for visitors, this project will realign the driveways off of Shevlin Park Road and redesign the parking lots. Staff will work with Deschutes County and the City of Bend to implement traffic calming techniques for safer pedestrian crossings at the driveway entrances.
Hansen Park Trailhead	Trailhead	Planned Project	22	This project is to develop a trailhead at Hansen Park to serve the Central Oregon Historic Canal Trail. Hansen Park is located near 27th Street, intersects the canal and would provide parking and amenities for trail users.
Manzanita Trail	Trail	Trail Plan	21	In order to serve residents in this future neighborhood, the District will work to gain an easement or user agreement and develop a trail in this area. The trail will connect the north portion of Discovery Park to Shevlin Park.
South Deschutes River Trail (DRT) Buck Canyon Trailhead	Trail	Trail Plan	13F	The goal of this project is to acquire property and develop a trailhead parking lot off of Buck Canyon Road for the South UGB bike/pedestrian bridge to access the DRT and USFS trails.
Tumalo Creek Trail	Trail	Trail Plan	34	This project is to gain an easement or user agreement to develop a trail from the proposed Tumalo Creek bike/pedestrian bridge northward to Oregon State Parks property, then turning back south to connect to the DRT.
DRT Connector to Shevlin Park	Trail	Trail Plan	14	This project is to gain an easement or user agreement and to develop a trail to connect the DRT to Shevlin Park. The trail alignment starts from the northeast corner of Shevlin Park on the west to the DRT, north of Putnam Road on the east.
DRT South Urban Growth Boundary (UGB) & Bike/Pedestrian Bridge	Trail & Bike/Pedestrian Bridge	Trail Plan	13F	There is currently no connection of the Deschutes River Trail from the east side of the river in the River Rim neighborhood (south UGB) over the Deschutes River to the Deschutes National Forest and associated trails. This project evaluates the feasibility of constructing a new bike/pedestrian bridge, trail connections and installing a small trailhead parking area in the vicinity of the Cinder Cone Natural Area.

**DRAFT PARK SEARCH/XING IMPROVEMENT AREA MAP
FOR BPRD BOARD OF DIRECTORS REVIEW
3/5/2024
ALL PLANNED PROJECTS SUBJECT TO CHANGE**



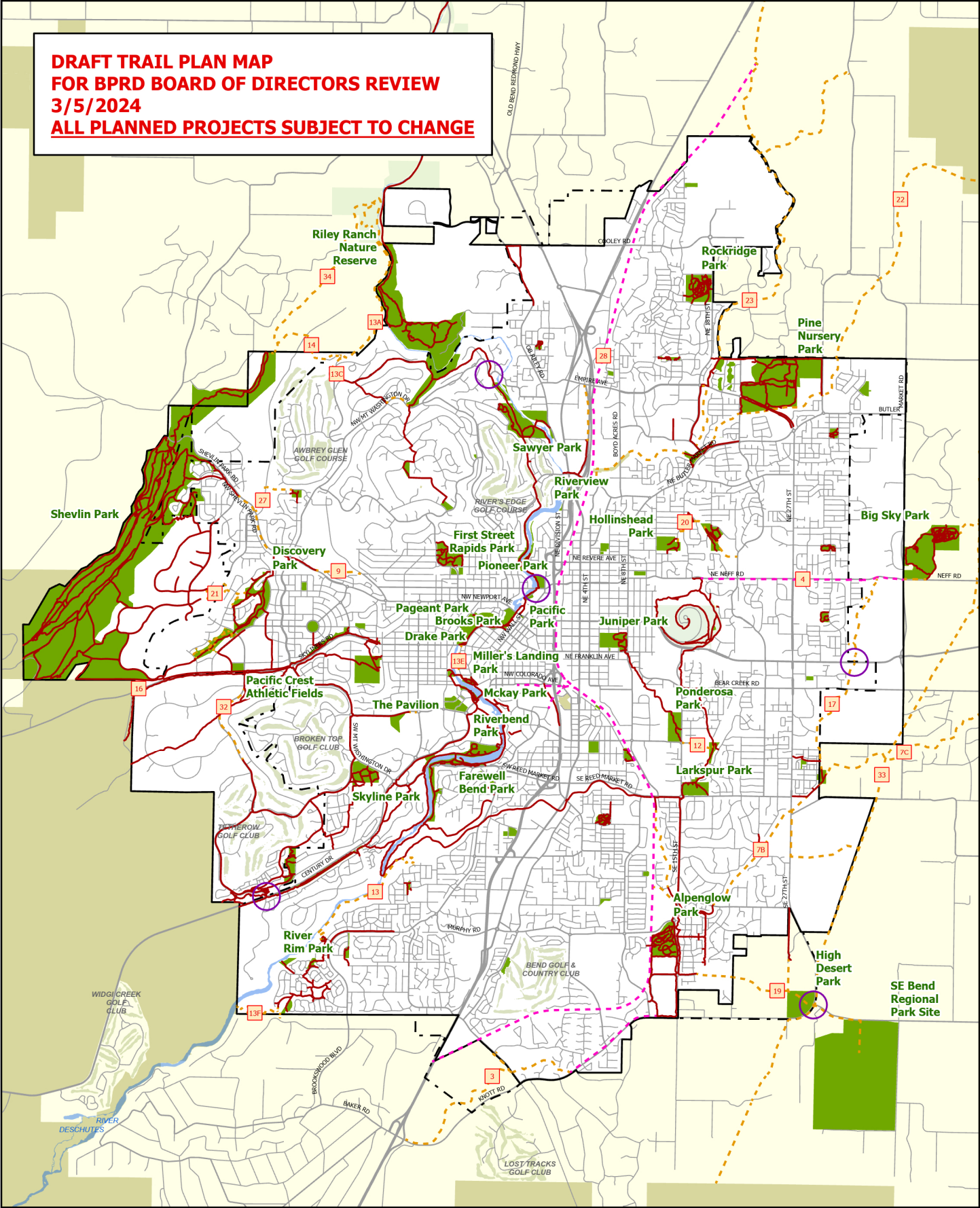
- District Boundary
- Urban Growth Boundary
- Park Search Area
- Crossing Improvement Area
- Oregon State Park
- Federal Land

Date:
Source:

Miles



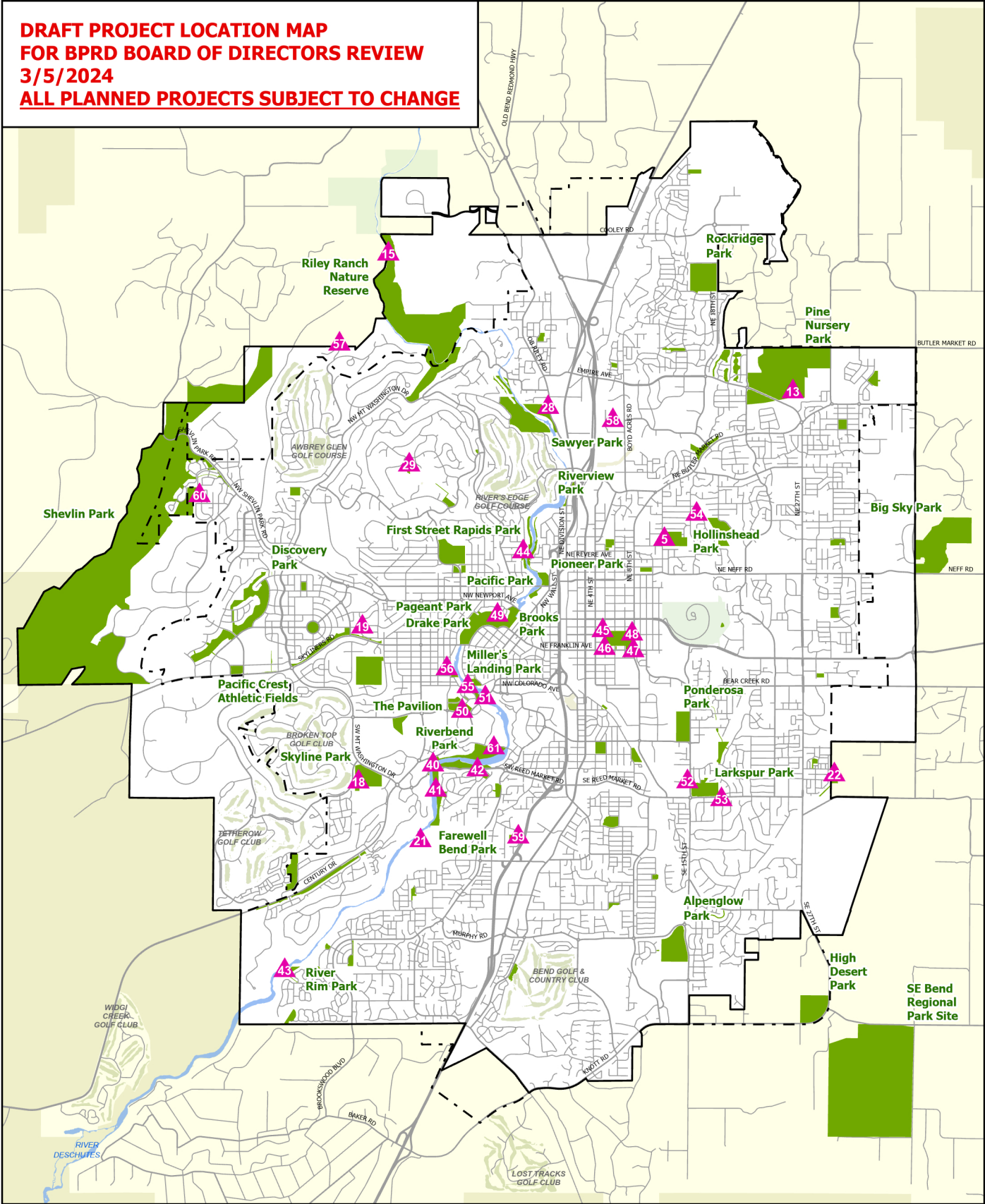
**DRAFT TRAIL PLAN MAP
FOR BPRD BOARD OF DIRECTORS REVIEW
3/5/2024
ALL PLANNED PROJECTS SUBJECT TO CHANGE**



- Existing Trail
- Planned Trail
- Other Agency Planned Trail
- Planned Grade Separated Crossing
- District Park
- Oregon State Park
- Federal Land

Date:
Source:





- ▲ Project Location
- ▭ District Boundary
- - - Urban Growth Boundary
- District Property
- Federal Land

Date:
Source:



January 16, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



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

Nathan Hovekamp
Donna Owens
Deb Schoen
Jodie Barram

Zavier Borja

Don Horton, Executive Director
Michelle Healy, Deputy Executive Director
Matt Mercer, Director of Recreation
Sheila Reed, Assistant to the Executive Director
Henry Stroud, Planner
Rachel Colton, Planner
Sasha Sulia, Superintendent of Park Services
Mike Duarte, Park Services Manager
Zara Hickman, Natural Resources Manager
Justin Sweet, Contracts and Risk Administrator
Brian Hudspeth, Development Manager
Kristin Toney, Administrative Services Director
Julie Brown, Manager of Communications and Community Relations

David Boltz: Mr. Boltz advocated for the South UGB bridge connection to the forest service land. He said he would be able to walk from his house to access the national forest trails and avoid traffic in town. He said as an environmentalist, he disagrees with those opposed to the bridge for environmental reasons.

20

WORK SESSION

1. Integrated Pest Management – *Mike Duarte and Zara Hickman*

Mr. Duarte said integrated pest management uses effective and multi-faceted pest control strategies, it is cost effective, sustainable and minimizes the negative impact on the environment and human health.

Ms. Hickman explained how the program works, describing prevention, monitoring, mechanical practices and control. Mr. Duarte gave some examples of the program that include: using more native disease resistant plant materials in the design, using non-irrigated areas to discourage weeds, removal of noxious weeds and employing best practices with turf care.

Ms. Hickman spoke about hand pulling weeds and spray application. She said some weeds cannot be pulled effectively and staff must evaluate and take into consideration various elements to make that decision. She reviewed natural area weed control with the goal of promoting and protecting plant native species. She explained that weed control aids in fire prevention and reviewed noxious weeds regulations.

Mr. Duarte said the state offers a Pesticide Applicators License and although it is not required by the state, the district does require it. He reviewed the herbicide types that are used and when they are used and Ms. Hickman covered the alternatives including organized weed pulls and the use of goats.

Ms. Hickman said some of the staff challenges includes public misperceptions on what is district property, different standards for other property owners, landscaping trends and ongoing disturbance of the land due to construction. They each explained the statistics of applications and spraying methods used in developed landscapes and the natural resources and trails department, showing minimal use of product for the acreage served.

Director Owens asked if spray applications are employed when pollinators are still active. Ms. Hickman replied that the products are used when pollinators are least likely to be out; when pollinators are active, staff is hand pulling the area.

2. 2024 Strategic Plan Development Approach – *Rachel Colton*

Ms. Colton explained the data that she has reviewed to collect information to drive the approach to creating the new strategic plan. She said she used information from sources such as the comprehensive plan, various surveys, recreation annual report, district policies and action plans, and district mission, visions and values. She introduced her tasks including a review of the data and key actions, staff and board feedback from surveys and focus groups, develop outline of the plan, draft the plan and finalize and approval of plan by early fall.

She said the next steps are to complete the data review, conduct staff surveys and focus groups and board workshops with updates to the board along the way. She added that the current plan sunsets June 2024.

3. Trail Planning Update – *Henry Stroud*

Mr. Stroud said his presentation is high level and an overview of the plans for trails for the district. He discussed the ways that trails are developed by the district, the city, through development and other projects. Currently there are 122 miles of trails in the district boundary and 88 miles are maintained by the district.

Mr. Stroud listed the most recent accomplishments of district trails:

- New trail maintenance and operations division
- Drake Park trail improvements and boardwalk
- Riverbend Park trail and access improvements

Next Mr. Stroud gave the following updates on the trail projects:

North Unit Canal Trail

Progress is being made to connect Canal Row Park to Fieldstone Park in Petrosa, there are challenges with spillways, topography and easements.

Manzanita Trail and Outback Trail

Trails are planned to connect Shevlin Park to Discovery Park. Part of the trail is paved and lighting has been installed. The Manzanita trail will grow as the housing developments continue to build.

Big Sky to Larkspur Connector Trail

Not a district project, connects Pilot Butte State Park to Big Sky Park. This is funded through the city's transportation plan. The intention is a path at least on one side of Neff Rd.

Deschutes River Trail (DRT) – North

Extend the DRT from the terminus through to Riley Ranch. Some easements exist, but still need to negotiate two more easements to get the trail.

Deschutes River Trail (DRT) – Riverfront Street

In partnership with the city of Bend. The city has selected a design consultant for designs complete by summer of 2025.

Deschutes River Trail (DRT) – South

Last gap on the DRT pending agreement with COID to reopen the trail on their property with signage provided by the district. Completion of the trail further south would require a footbridge to connect to the forest service land across the river.

CO Historic Canal Trail – American Lane to Hansen Park

There are two gaps to this trail at Nottingham Square and Ferguson to 27th Street. The Nottingham Square HOA is resistant to the easement. Canal areas on Ferguson are individually owned by each property owner. Easement acquisition is a challenge to complete this section.

Mr. Stroud reviewed the city's plans for improving the trail up Mt. Washington and the connection that crosses Archie Briggs. He added that the district would like to incorporate BPRD trails in the city's low stress network and county transportation system plan (TSP).

CONSENT AGENDA

1. Minutes: 01/02/2024

Director Schoen made a motion to approve the consent agenda. Director Barram seconded. The motion was approved unanimously, 4-0.

BUSINESS SESSION

1. Public Hearing - Amended Public Contracting Rules – *Justin Sweet*

Director Hovekamp opened the public hearing for public comments, there were none and the public hearing was closed.

Mr. Sweet summarized the agenda item He said the contracting rules for the state have been updated with some recent changes. The changes have been included in the resolution and consist of:

- Executive Director contract approval authority from \$120,000 to \$250,000
- Removes unnecessary restatement of administrative rule to keep the rules in alignment with administrative rule as they are changed
- Updated class special procurements which better reflect the district/s current needs and the marketplace.

The board asked why staff wants to make these changes now. Mr. Sweet said this is a formal review of the policy that is done every five years and the changes reflect state law changes. Executive Director Horton explained to the board that just because he has the authority to approve projects does not mean that they won't come before the board, especially if it is board interested or there is community interest.

Director Schoen made a motion to adopt Resolution No. 2024-01 amending and restating the district's public contracting rules. Director Barram seconded. The motion was approved unanimously, 4-0.

2. Riverfront IGA amendment – *Henry Stroud and Brad Tower*

Mr. Stroud said he is seeking an amendment to the intergovernmental agreement (IGA) between the district and the city for the Riverfront project. He gave some background on the project and the agreement terms including that each agency agreed to fund 50% of the design costs. Mr. Tower gave an overview of the scoring criteria for selection of Harper Hough Peterson Righellis Inc. (HHPR). He said the city finalized the project scope and would like to award the contract to HHPR for \$683,684 which exceeds the initial estimation of \$500,000, staff from both agencies have reviewed and recommend the contract

Mr. Stroud explained the proposed amendment as:

- Increase district's initial allocation from \$253,000 to \$346,750.
- Change design completion date to October 2025.
- Update estimated construction costs to \$3-5 million.
- Clarify that the city's design portion will be funded with a \$325,945 grant and \$20,805 from street preservation funds.
- Clarify that future funding contributions for construction will be contingent upon approval by the district or the city.

Mr. Tower spoke about the timeline. He said the design is scheduled Feb. 2024 - Summer 2025 and will include

- Data collection
- Alternative Analysis
- Utility Coordination/Final design

He added that construction will be determined based on available funding.

The board asked questions about some of the language in the original IGA and asked who would determine the alternative analysis. Mr. Tower responded that there will be decisions made with the consultant, but ultimately the decision will be up to the city with input from the district as directed by the IGA.

The board made some suggested amendments to the IGA and asked for an opportunity for joint final approval. Mr. Tower said the direction will be provided formally by the city, but with partnership input along the way. Mr. Stroud replied that the initial IGA does ensure that the city brings design phases to the district and those can be brought to the board. Director Hovekamp proposed that the board see alternative phase designs, Mr. Stroud confirmed that is the intention. Mr. Tower explained the difficulty in further changing the IGA tonight due to the vote going before the city council tomorrow.

Director Hovekamp said he is likely to vote no on this amendment to try to gain more authority over the final approval for the good of the public process. Director Owens said she thinks the language is there (in the IGA) to assure that the district board will get opportunity for review.

Director Schoen made a motion to authorize the executive director to finalize and execute Amendment 1 to the Intergovernmental Agreement for the Riverfront Street Improvements project with the city of Bend. Director Barram seconded. The motion was approved, 3-1 director Hovekamp voted against.

3. Accept Pickleball Lights donation – Matt Mercer

Mr. Mercer said the Pickleball Club has raised the funds for lights on the existing courts at Pine Nursery that district staff will install. The amount raised for the lights is over the dollar amount for gifts that district staff can receive without board approval.

Director Owens asked about the type of lighting and concerns about light pollution. Ms. Healy said the district will make every attempt to be dark sky compliant. She added that the lights will be seen, but staff will mitigate the light emitted as best as possible.

Director Barram made a motion to accept the gifts and donations for the purpose of purchasing and installing lights at the pickleball courts at Pine Nursery Community Park. Director Schoen seconded. The motion was approved unanimously, 4-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton shared the following items:

- He passed out a photo of some vandalism that occurred in the tunnel at Skyline Ranch crossing. He said the paint caused enough damage that the artist will have to be called back in to help repair.
- The city is holding a public hearing on adopting the new SDC methodology. Staff will send a letter in addition to the letter already sent by the board.
- The school district has adopted approval for the city to give the MUPTE approval to projects in the TIF area. He asked the board their thoughts on approving MUPTE developments that fall outside of the TIF. Director Hovekamp said a response from the city to the letter written would influence his opinion. Director Schoen said she would be hesitant to approve outside of the TIF since this board has no say over the ones inside the TIF, but needs more time to consider. Director Owens agreed that she needs more time too. Director Barram said she would like to have more conversations with the city about the program and would like to see some changes.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Owens thanked staff for all the snow removal and keeping facilities open for patrons during the snowy weather. She said that she doesn't think the board needs to make decisions on the South UGB bridge based on conveniences.
- Director Schoen commented on staff keeping facilities and classes going and snow removal.
- Director Barram also commented on the staff and the impressive work they did during the cold snap. She also mentioned the executive director search. Director Hovekamp recapped the recruitment process and spoke about the candidate that has been chosen. Director Barram thanked Directors Hovekamp and Schoen for their thorough work on this process and she thanked Michelle Healy, the chosen candidate.

The board discussed a motion to move forward on the executive director hiring process.

Director Barram made a motion name Michelle Healy, as the top candidate chosen for the executive director position with details to be worked out. Director Hovekamp seconded. The motion was approved unanimously, 4-0.

Ms. Healy thanked the board and said she is looking forward to the position.

- Director Hovekamp asked if administrative and board policies could be more accessible to the public.

ADJOURN 9:45 pm

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

Prepared by,

Sheila Reed
Assistant to the Executive Director

Nathan Hovekamp, Chair

Jodie Barram, Vice-Chair

Donna Owens

Zavier Borja

Deb Schoen

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 5, 2024
SUBJECT:	Resolution No. 2024-02 Local Government Grant Program – Miller’s Landing Access and Restoration Project
STAFF RESOURCE:	Rachel Colton, Park Planner Ian Isaacson, Landscape Architect
PREVIOUS BOARD ACTION:	November 2, 2021 – Board adopted the Deschutes River Access & Habitat Restoration Plan January 17, 2023 - Project Update and Professional Services Contract Amendment #1 approval March 21, 2023 – Initial Concept Design approval July 18, 2023 – Professional Services Contract Amendment #2 approval September 5, 2023 – Approve Preferred Concepts and Implementation Prioritization for the McKay, Miller’s Landing, and Columbia Parks River Access Project
ACTION PROPOSED:	Adopt Resolution No. 2024-02 authorizing a 2024 Local Government Grant Program Application for Miller’s Landing 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

Miller’s Landing Park is a 4.5-acre community park and one of 16 district owned or managed parks along the Deschutes River. The park was acquired in 2011 and developed in 2014. The park includes two river access points. Access point 1 includes a boardwalk, which is difficult to use for river access and isn't accessible for individuals with mobility needs. Access point 2 is downstream from access point 1, is not improved, and suffers from significant erosion. The district’s 2021 Deschutes River Access and Habitat Restoration Plan (River Plan), which is the guiding document for access and restoration improvements at district owned and managed facilities along the Deschutes River, identified a high priority project (project #21) at Miller’s Landing Park to improve the existing access points and restore habitat. To date, this project has been discussed collectively with river access improvements at McKay and Columbia parks due to their synergistic nature. This broader project inclusive of improvements at all three parks is included in the district’s adopted 2024-28 Capital Improvement Plan (CIP).

Starting at the end of 2022 through early 2023, staff completed the initial phase of work for the McKay, Miller's Landing and Columbia Parks River Access Project, which included site surveys, data collection, and the creation of initial concept drawings. Substantial feedback was received from the community and stakeholders, including 522 completed surveys, 1,268 individual written comments, 18 emails, 50 comments from the district's social media platforms, and approximately 40 attendees at two in-person open houses on February 1, 2023. This feedback informed site design and project elements. Staff worked with a consultant to develop preferred conceptual designs for the Miller's Landing Access and Restoration project, which were approved by the board in September of 2023. Since that time, staff has worked to further project design, submit permit applications and apply for grant funding.

The Local Government Grant Program (LGGP) funds site acquisition, and development and rehabilitation of outdoor recreation facilities. The district will be requesting about \$673,000 from the LGGP to help fund the following improvements at Miller's Landing Park:

- **Improved river access** – Improve existing river access points to provide independent recreation for all.
- **Habitat restoration** - Restore riparian, wetland and instream habitat in the project area.

BUDGETARY IMPACT

The district's adopted 2024-2028 Capital Improvement Plan (CIP) allocates \$993,295 for the McKay, Miller's Landing and Columbia Parks River Access Project– the majority of which is alternative funds from System Development Charge (SDC) reimbursement monies and grants. The draft CIP for 2025-2029 includes funding for the McKay, Miller's Landing and Columbia Parks River Access Project to complete the design at Miller's Landing Park. The draft CIP also includes the creation of three additional distinct projects to complete the designs and/or construction of improvements at McKay, Miller's Landing, and Columbia parks. For the new Miller's Landing River Access and Restoration Project, the draft CIP includes \$1,350,000 for construction. These monies are identified as alternative funds from grants and donations.

In addition to the forthcoming grant request from LGGP, staff also submitted grant requests to the Bend Sustainability Fund (BSF) and Oregon State Marine Board (OSMB) Waterway Access Grant (WAG) program. In December of 2023, the project was awarded \$300,000 from BSF, and the WAG program request is pending, with action from the OSMB board anticipated to occur in April. Staff is also exploring the opportunity to apply for a Travel Oregon grant this summer, dependent upon the outcome of the LGGP and WAG grant requests.

The LGGP grant requires a minimum match of 50 percent of the total project cost, which would be matched with district funds, BSF monies, donation monies, OSMB funds, if awarded, and potentially one additional grant. The grant application deadline for the LGGP grant is April 1, 2024, and requires the submittal of a board resolution approving the application. Staff has prepared the attached draft Resolution No. 2024-02 for board review and approval.

STAFF RECOMMENDATION

Staff recommends the board adopt Resolution No. 2024-02 supporting the 2024 Miller's Landing Access and Habitat Restoration Project Local Government Grant Program grant application.

MOTION

I move to adopt Resolution No. 2024-02 authorizing district staff to apply to the Oregon Parks and Recreation Department for a 2024 Local Government Grant Program grant in support of improvements at Miller's Landing Park.

ATTACHMENT

Resolution No. 2024-02

BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2024-02

**A RESOLUTION AUTHORIZING DISTRICT STAFF TO APPLY FOR THE 2024
OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT FUNDS**

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and,

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

WHEREAS, the Board of Directors has identified enhancements to Miller's Landing Park as a priority in the District's Five-Year Capital Improvement Plan (CIP) and 10-Year Deschutes River Access and Habitat Restoration Plan; and

WHEREAS, the Miller's Landing Access and Restoration Project includes improved river access and habitat restoration; 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, the Board of Directors hereby resolves that district staff is authorized to seek Local Government Grant funds to support enhancements in Miller's Landing Park.

ADOPTED by the Board of Directors of the District on this 20th day of February, 2024.

Nathan Hovekamp, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 5, 2024
SUBJECT:	Board Duties and Responsibilities Policy Manual
STAFF RESOURCE:	Don Horton, Executive Director Sheila Reed – Assistant to the Executive Director
PREVIOUS BOARD ACTION:	Board review of manual at the Board Workshop, February 2, 2024
ACTION PROPOSED:	Adopt policy
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	A community better informed about the district
Strategy:	NA

BACKGROUND

As recommended by the SDAO Best Practices Program, the district has undergone a review of the Board Manual. Utilizing recommended templates from SDAO, staff has crafted a draft Board Duties and Responsibilities Manual, which was presented to the board during the annual Board Workshop held in February. Following discussions, the board proposed minor edits and additions. The manual has been revised accordingly to incorporate these updates and is now prepared for approval by the board.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

Staff recommends the board approve this manual.

MOTION

I make a motion to approve the Board Duties and Responsibilities Manual.

ATTACHMENT

Board Duties and Responsibilities Manual

BOARD DUTIES AND RESPONSIBILITIES POLICIES MANUAL

Bend Park and Recreation District



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SECTION 1: PURPOSE

The purpose of this manual is to serve as a source of information and best practices for the Bend Park and Recreation District Board of Directors. It is a working tool to help guide decision-making and operations of the board. to provide for rules of order for how the board is to conduct business, and to outline statutory responsibilities of the elected body. This document is designed to set expectations of how board members are to conduct business, in order for the board to perform its work in an orderly manner. Board members' signature on the Acknowledgment Form, page 22 of this manual, constitutes board member's agreement to comply with the board policies and guidelines stated herein.

Board members are provided liability coverage by Special District Association of Oregon (SDAO) as long as they are acting with the duties of a board member. If acting outside the duties of a board member, SDAO will not cover actions of that member. This manual helps to outline the duties and responsibilities of a board member to assure that their actions are protected by SDAO.

SECTION 2: THE BOARD

2.1 Members of the Board

The Bend Park and Recreation District Board of Directors is comprised of five board members, who are duly elected public officials serving a term of four years. Each board member is charged with serving the best interests of the district, and will exercise and carry out the powers and authority granted by Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Bend Park and Recreation District, ORS Chapter 266. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except by delegation of the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered at a public meeting by a person authorized by the state of Oregon to administer oaths, usually the assistant to the executive director who is also the board clerk. Language of the oath shall be substantially similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of board member of the Bend Park and Recreation District to the best of my abilities; that I will abide by the rules, regulations, and policies of the Bend Park and Recreation District; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Board Officers

The board shall elect annually, officers as prescribed by the Principal Act of Bend Park and Recreation District. These shall include Chair, Vice-chair, Board, and Secretary. The board may also appoint a Legislative Liaison. Officers have the general powers and duties outlined below:

Chair – The chair of the board shall preside over board meetings and shall prepare or confer with the clerk on preparation of the meeting agenda. The chair is charged with conducting meetings, preserving order and enforcing the rules of the board. The board chair may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). He or she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The chair has the same right as other members of the board to move, second, debate and vote.

Vice-Chair – In the chair's absence, the vice-chair shall act as chair pro tempore, and shall have the powers and duties of the chair of the board as prescribed by district policies.

Secretary – The board shall appoint a secretary, such as the Executive Director. The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated to a staff member by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. The board secretary will also serve as the district's public meeting grievance officer per requirements of HB 2805.

Legislative Liaison - The legislative liaison is not statutorily required and is appointed by the board to work closely with the executive director to advise on bills in the state or federal legislature that could have an impact on the operations of the district. While the legislature is in session, it is common for quick decisions to be made in support or opposition of a bill. While this doesn't happen often, the liaison is available to the executive director to talk through decisions on how to respond to legislative issues. There is a policy that guides the relationship between the board, legislative liaison, and executive director.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Deschutes County is to appoint a replacement. The

appointed replacement shall serve until the next regular election of board members regardless of term expiration. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Quorum

A quorum refers to the minimum number of members required to be present at a meeting or assembly in order to conduct business. It ensures that decisions are made with the participation of a sufficient number of members to represent the board's interests.

The quorum requirement for the district's five-member board is three members in attendance. If a quorum is not met, the board may not conduct business.

For a motion to pass, the majority of the board (not just the majority present) must vote in favor. In other words, the board must have an affirmative vote from three or more members for a motion to pass regardless of the number of members present

Board members should avoid creating a quorum outside of noticed board meetings. While board members may gather socially, they must refrain from discussing board-related topics or making decisions. If board members are gathering for official business with or without making decisions, the gathering is to be publicly noticed as a public meeting and subject to open meetings and public records acts.

2.6 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the executive director. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing*, and approve the duties in a regular session of the board, the board member's operational duties/functions, and the board chair and executive director shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least three calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting. Items designated for Executive Session should only be identified by reference to the particular authorizing statute permitting such discussions.
- C. Notice shall be given in at least two of the following ways:
 - 1. By publication in newspaper of general circulation in the community.
 - 2. By publication on the district website.
 - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.

3.3 Agenda

The board clerk shall prepare an agenda for each regular board meeting, special meeting, or executive session. If the responsibility to prepare the agenda is delegated to the clerk, the board chair shall review and approve the final agenda. The agenda for regular board meetings will include:

- A. CALL TO ORDER
- B. ROLL CALL
- C. VISITORS/PUBLIC COMMENT
- D. WORK SESSION
- E. CONSENT AGENDA

F. BUSINESS SESSION

G. PUBLIC HEARING (if any)

H. EXECUTIVE DIRECTORS REPORT

I. CALENDAR REVIEW AND GOOD FOR THE ORDER

J. ADJOURNMENT

Board members may request items to be placed on an agenda through the board chair, board clerk or executive director. Agenda suggestions by board members should be made at least 30 days in advance of meeting to allow time for staff to prepare. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to board members and to the public at least two days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under the Business Session.

The board chair may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public except for the media, who must be allowed to have a representative at the meeting, with the exception of sessions regarding labor negotiations (the district does not engage in labor negotiations because the work force is not represented by an association or union). The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.6 Minutes

Written minutes shall be taken at every meeting of the board. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect attendance, the matters discussed, motions and votes by the board. The board secretary and clerk are responsible for ensuring that minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Voice or video recordings of meetings are not required, but may be used at the board's discretion, and, if used, will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of a recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. A summary discussion on any matter; and
- E. Reference to, or a copy of, any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the clerk so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board approves minutes of the meeting and must authorize, via a vote, any substantial changes to the meeting minutes.

3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall generally use Robert's Rules of Order to decide such issue.

A. Motions - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
2. Board member motions will be clearly and concisely stated. The chair will state the name of the board members making the motion and the second.
3. The chair will repeat the motion prior to a board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the chair prior to speaking on the motion.
7. The chair may ask for a voice vote or a roll-call vote. Votes are to be taken on all final decisions. **All members must vote on each motion unless legally disqualified.** A member abstaining from a vote must state the basis for any conflict of interest or other disqualification (see more on conflicts of interests below.) The clerk will maintain a record of all votes.
8. The chair will announce the results of any vote. Board members may explain their votes but must do so succinctly.

B. Ties: A motion receiving a tie vote fails.

C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board. A motion may not be withdrawn by any other member.

D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.

E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and

amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

- F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member should have one opportunity to speak before the motion is called. Once called, the chair will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
- H. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- J. Control of Meeting: The chair of the board, or vice-chair in the chair's absence, shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the board chair in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the chair. The following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the chair to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.

- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.9 Public Participation/Comment

Except in limited circumstances, Public Meetings Law does not require that participation be allowed by the public. In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Bend Park and Recreation District to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (E) *Visitors/Public Comment*). During this time members of the public (visitors) may speak to the board about district items that are not already included on the agenda. This is a time for public comment and is not intended to be a forum for a public conversation. Once recognized by the board chair, visitors shall state their name and address for the record and then may address the board. The board may set time limits (typically 3 min.) for comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
- B. Board members should not respond to comments made during public testimony except to ask clarifying questions. Any follow up or public requests for board action should be referred to staff for review before being placed on a future agenda. Board members choosing to comment should keep comments limited to fact and not express personal opinions.
- C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board chair, unless otherwise decided by the board. The chair may also limit duration or subject matter.

3.10 Virtual Attendance

In-person public meetings of the board of Bend Park and Recreation District shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The clerk or other such staff person as deemed appropriate will oversee remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means a link and instructions for attending the meeting and making public comment.
- C. Virtual attendees will have the same opportunity as in-person attendees for public comment, if requested. The designee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for public comment. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

SECTION 4: COMMITTEES

4.1 General

A. The board will create district committees/advisory committees as needed. The board may create a committee, determine the number of committee members and length of term, and appoint members to district committees by resolution. Qualifications for committee members will be as follows:

- 1. Committee members shall be residents of the district.
- 2. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
- 3. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
- 4. Candidates for committees will complete a board-approved application or statement of interest.
- 5. Committee members may be removed from their committee for illegal actions or behavior that is inconsistent with district values or mission.

- B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.
- C. The district will give public notice of committee vacancies.
- D. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.
- E. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.
- F. Committees will determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, and as needed to board members and executive director.
- G. All advisory committee meetings are public meetings under state law **and subject to all requirements thereof.**

4.2 Standing Advisory Committees

A. The board will create standing advisory committees as needed to assist the board in conducting their duties or as required by state statute. Terms for standing advisory committees will be 2-4 years. The executive director may, at his or her discretion, appoint a staff liaison to be present at committee meetings. Standing advisory committees will make a report and respond to questions from the board as needed, unless more frequent reports are requested by the board. Standing committees are advisory to the board and do not make final decisions. Examples for standing committees include the budget committee and park naming committee.

4.3 Ad Hoc Advisory Committees

The board may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, review policy recommendations, recommend long-range goals and plans, or any other needs as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board. Board members asked to serve on a standing committee are often requested by the executive director. The benefits committee is an examples of an ad-hoc committee.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's executive director. Administrative authority for the daily operations of the district and the management of all district personnel is delegated to the executive director. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the executive director. Any board communications relative to district business must be directed to the board chair, who will then communicate the question, request, or concern to the executive director

5.2 Management

The board shall be responsible for the following supervisory duties:

A. Executive Director:

1. Hire the executive director.
2. Identify goals for the district to be carried out by the executive director.
3. Approve the contract and amount of compensation, to include salary, benefits, bonuses, vacation, travel, etc.
4. Annually evaluate the executive director.
5. Provide advice and consultation to executive director on matters within the purview of the board's responsibilities.
6. With the assistance of legal counsel, engage in any necessary disciplinary action As it relates to the executive director, up to and including termination.

B. Financial:

1. Approve contracts for professional services required by and for the board, and any other contracts binding the district that are outside the authority of the executive director.
2. Approve the form and amount of reimbursement for board members if needed.
3. Approve specific important projects.
4. Review and approve the annual budget and capital improvement plan.

5. Review and approve any employee benefit plans.
 6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
 7. Select the district's independent municipal auditor and annually approve the audit report.
- C. District Plans and Objectives:
1. Become familiar with and abide by all laws and policies governing the operation of the district.
 2. Approve any significant departure from established plans or policy.
 3. Develop and approve long-range plan of growth and development for the district.
 4. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
 5. Receive, discuss and take action on committee or other planning body recommendations.
 6. Pass district resolutions and adopt ordinances.
- D. Compliance and Legal
1. Select legal counsel and consultants for the district.
 2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the executive director to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the executive director, with the exception of issues related to performance of the executive director.
 3. Ensure that the district is in compliance with all federal, state, and local laws.

5.3 Board Member Expenses and Compensation

A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to \$50 per day of duties performed in service of the board. Board member compensation may be set per resolution passed by the board or members can serve as unpaid volunteers.

B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include transportation, lodging, meals, registration fees for conferences, conventions and seminars and, other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense. Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by staff and, if deemed unreasonable, may be declined for reimbursement.

SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. All board members are required by law (HB 2805) to attend or view training provided by the Oregon Ethics Commission at least once during the member's term of office and verify attendance. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a

relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.

- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups that is not in the best interest of the district.
- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board chair and/or the executive director. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

7.2 Communication Coordination with Executive Director

The board will respect the separation between policymaking and administration (board and executive director functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the executive director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the executive director or staff designated by the executive director for requests that concern relevant matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The executive director will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by board members that is relevant to a topic before the board or a topic the board should be made aware of will be submitted to the entire board and include a notation stating who requested the information.
- F. The board chair will refer comments or questions regarding district personnel or administration to the executive director. The executive director may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

From time to time the board will meet in executive session where matters of confidentiality are discussed. These matters fall into three categories: personnel, legal, and land. When discussions take place in executive session they are expected to be confidential. Meeting materials are often used so support the topic being discussed. These materials and all discussions related to the matter are confidential.

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position

- is not compromised. No mention of the information read or heard should be made to anyone other than the board members, executive director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the executive director, legal counsel, or designated board member.
 - C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board is responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

- A. Budget Process
 - 1. The board appoints a budget officer (usually the executive director) (ORS 294.331).
 - 2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).
 - 3. Vacancies on the budget committee are filled by appointment of a majority of the board.
 - 4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
 - 5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
 - 6. The budget committee meets, and the budget officer delivers the budget message in a series of meetings. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)

7. The budget committee considers the budget and any comments made by the public and makes any final recommendations. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and forward it to the Board for final consideration and adoption.
8. The budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456). The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
11. The board certifies taxes to the county assessor. (ORS 310.060)

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

9.2 Minimum Requirements

All board members will be required to complete certain curricula. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

- A. Attend or view Oregon Ethics Commission Training once per term, board appointed committee members must also attend once per term.
- B. Attend an SDAO Board Training at the beginning of the board member's first term and every other year after.

- C. Read and be familiar with Oregon Ethics Guide for Public Officials.
- D. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- E. Read and be familiar with all board policies and duties outlined herein.

Bend Park and Recreation District

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected board member of the board of Bend Park and Recreation District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have/will read and understand the policies contained in the Manual.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 5, 2024
SUBJECT:	Resolution No. 2024-03 Establishing Criteria and a Process for Considering Requests for Tax Exemptions and Fee Waivers
STAFF RESOURCE:	Michelle Healy, Deputy Executive Director Don Horton, Executive Director
PREVIOUS BOARD ACTION:	February 2, 2024 - Draft resolution considered at the Board Workshop
ACTION PROPOSED:	Adopt Resolution No. 2024-03
STRATEGIC PLAN:	
Pillar:	Community Relationships
Outcome:	The district is strategic about partnerships
Strategy:	Partner when there is shared mission and broad community benefit

BACKGROUND

Over the years, the district has been approached with various requests to support community initiatives through direct financial contributions to projects or causes, fee waivers for services or system development charges (SDC), or by approving tax exemptions. While some of these requests directly align with the district's mission, others address broader community initiatives that may not be as closely tied to the statutorily designated purpose of the district. To assist with decision-making, the board of directors tasked staff with developing a policy to evaluate requests that serve a broader community initiative and tend to be more substantial in scale.

The attached Resolution No. 2024-03 is designed as a decision-making tool, serving as a framework rather than an exhaustive checklist of criteria or considerations guiding board decisions. Much of the criteria outlined is subjective and is intended to collectively assess the merits of a request. It is not expected that staff will necessarily recommend supporting or denying a request but will assist the board by providing information addressing the criteria specified in the resolution when drafting a board communication.

The district also receives other community-based requests, often from non-profit organizations, for smaller initiatives such as fee waivers for rentals or direct contributions to projects like the Envision Bend visioning project. These requests typically do not involve SDC fee waivers, tax exemptions, or other costly, multi-year commitments. Such requests will continue to be reviewed individually and approved either by the board of directors or the executive director.

BUDGETARY IMPACT

There is no budgetary impact for adopting this resolution, however, a measurable budgetary impact could occur when granting larger requests for tax exemptions or SDC fee waivers. The budgetary impact will ultimately depend upon the scope of the requests.

STAFF RECOMMENDATION

Staff recommends the board adopt Resolution No. 2024-03 setting criteria for consideration of requests for tax exemptions or fee waivers.

MOTION

I move to adopt Resolution No. 2024-03 establishing criteria for the consideration of requests for tax exemptions or fee waivers.

ATTACHMENT

Resolution No. 2024-03

BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2024-03

A RESOLUTION ESTABLISHING CRITERIA AND A PROCESS FOR CONSIDERING REQUESTS FOR TAX EXEMPTIONS AND FEE WAIVERS

WHEREAS, the Bend Park and Recreation District (“District”) is an Oregon park and recreation district deriving its authority from Oregon Revised Statutes (ORS) chapter 266; and,

WHEREAS, through ORS 266.410(5), the District’s Board of Directors (“Board”) is authorized “to assess, levy and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining any lakes, parks, recreation grounds and buildings that may be acquired, or any lawful claims against the district, and the running expenses of the district”; and,

WHEREAS, the authority to manage the financial affairs of District necessarily includes the authority to exempt taxes, or waive fees, including but not limited to system development charges (SDCs) and user fees, when the Board determines it is in the best interests of the public to do so; and

WHEREAS, the District recently conducted a needs assessment survey of residents that further indicated that the District should concentrate its resources on projects and operations that meet the intent of its mission; and,

WHEREAS, the Board likewise has a fiduciary duty to manage the District’s financial affairs properly, responsibly and with due consideration; and

WHEREAS, the Board seeks to establish objective criteria for its consideration when responding to a request for a waiver of taxes or fees;

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

1. When considering a request for a tax exemption or fee waiver the Board shall consider, at minimum, the following criteria:
 - A. Whether a decision to grant the exemption or waiver is consistent with existing law, code, regulation, or District policy.
 - B. Whether the decision would, or has the potential to, set precedent.
 - C. Whether foregoing the revenue that would otherwise be derived from the fee or tax assessment will have an effect on the District’s overall financial health and its ability to provide services to the community it serves.
 - D. How the proposed decision supports the District’s mission of providing park and recreation services.

- E. Whether the decision has a one-time financial impact, or a cumulative impact due multiple requests within any given year, or over multiple years.
 - F. The type and size of a project, and if future phases may come with a request for tax exemption, SDC waivers or both.
 - G. Whether the requesting entity offers a means upon which to account for any lost revenue that otherwise would have been used for the provision of park and recreation services.
 - H. Degree to which the foregone funds from a waiver or exemption would be re-invested into the local economy.
 - I. The degree to which park and recreation service are provided in the area of town where the waiver or exemption is sought.
 - J. Any other criteria (such as, but not limited to, the provision of deed restricted affordable housing, environmental benefits, or financial need of population served) which, in the Board's discretion, are appropriate for consideration given the nature and content of the request.
2. Each request for a tax exemption or fee waiver must be submitted in writing and address criteria 1.D through 1.H listed above.
 3. The Board will evaluate each request based on the criteria stated herein and will issue a decision to the person or entity making the request.
 4. The Board, at their sole discretion, may approve separate policies or resolutions for programs that provide categorical fee exclusions, waivers or tax exemptions. Nothing herein shall preclude the Board from separately granting such approvals.

ADOPTED by the Board of Directors of the district on this ____ day of ____ 2024.

Nathan Hovekamp, Board Chair

Attest:

Don P. Horton, Executive Director

BOARD AGENDA COMMUNICATION

AGENDA DATE:	March 5, 2024
SUBJECT:	City of Bend Non-Profit Property Tax Exemption Program – Central Oregon Veteran and Community Outreach (COVO)
STAFF RESOURCES:	Michelle Healy, Deputy Executive Director
PREVIOUS BOARD ACTION:	Board work sessions on city tax exemption programs March 1, 2022, April 5, 2022, September 5, 2023
ACTION PROPOSED:	Approve the Non-Profit Property Tax Exemption request by COVO
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Financial well-being supported by strong business practices
Strategy:	Plan for long-term financial health

BACKGROUND

Previously the city of Bend shared information with the district and other taxing districts on several property tax exemption programs they were considering to support housing production. The board submitted the attached letter with comments to the city on the different programs (attachment A). The board expressed reservations about two of the proposed programs, but indicated support for a Non-Profit Property Tax Exemption program. Following the city's outreach to the taxing districts, the city council established the Multiple Unit Property Tax Exemption (MUPTE) and Non-Profit Property Tax Exemption (NPTE) programs in 2022. A comparison of the requirements of the MUPTE and NPTE programs is attached (attachment B).

While the board discussed MUPTE during several recent meetings, this is the first agenda item specific to the NPTE program. The NPTE program is specifically designed to support affordable housing that is provided by non-profits, 501c (3) or (4) charitable corporations. The duration of the NPTE exemption is one year and exemptions must be applied for each year. Properties are eligible for renewal of the exemption as long as affordability requirements and other program criteria are met.

Central Oregon Veteran and Community Outreach (COVO) applied for a NPTE for eight properties. All eight properties are deed-restricted for low-income rental housing for veterans and their families. Seven of the eight lots support 16 individual housing units, and one vacant lot is reserved for future low-income housing. COVO's application (attachment C) is the first for the city's NPTE program since its inception, and they are seeking a property tax exemption from all taxing districts. The state statutes for the NPTE program provides for the exemption of property taxes levied by all taxing districts if 51% of the total rate of taxation within the jurisdiction approves the exemption.

The attached letter from COVO (attachment D) and the separate letter from the city (attachment E) provides a summary of COVO's request and additional information about the NPTE program.

The NPTE program has a 30-day time line for approvals of an application once it is submitted, which is regulated by state statute. In addition to review by the district, COVO's application is being considered by the county on February 28, the school district on March 12, and the city on March 20.

BUDGETARY IMPACT

The amount of district property taxes requested by COVO to be exempted is \$3,294 (+/- \$200-\$300) this year. The amount will escalate over time as property taxes increase. The total amount exempted depends on the ultimate duration of the exemption. *

Only one of the properties (476 NE Dekalb Avenue), which consists of two units, received a park system development charge (SDC) waiver of \$11,288 in 2020.

The overall budgetary impact of the NPTE program to the district will depend upon the number of applications submitted, the scope and scale of each project and the ultimate duration of the individual exemptions.

*The NPTE program requires that applicants submit for exemptions on an annual basis. Once an organization receives an initial approval for an exemption from 51% of the taxing districts, subsequent renewal applications for the exemption are only reviewed and approved by the city. The city is responsible, on behalf of all of the taxing districts, to assure that the applicant continues to meet all of the program requirements.

STAFF RECOMMENDATION

Staff has reviewed the information submitted by COVO and the city. Below is a summary based on the districts' proposed resolution 2024-03.

- This tax exemption request is permitted under state law (ORS 307.540 - 548) and city code (BC 12.30), and meets the requirements of each.
- This application doesn't set precedent as each NPTE application will be evaluated based on its own individual merits.
- The financial impact of this tax exemption is \$3,294 (+/- \$200-\$300) for the first year. This is a negligible impact on the district's operations. The exemption amount will escalate over time as property taxes increase and the total amount exempted depends on the duration of the exemption.
- This exemption does not directly align with the district's mission of providing park and recreation services. However, approval of this applicant aligns with prior board actions to provide SDC waivers for deed restricted affordable housing and shelters (\$3.8 M since July 2019), and to provide financial needs-based assistance (>\$670,000 last year) to support lower income community members.
- If approved, this request is required to be re-approved on an annual basis by the city to make sure it continues to meet eligibility requirements. Therefore, this exemption has the

potential to continue indefinitely as long as the applicant continues to meet NPTE program requirements, and there are no other changes to local or state regulations.

- COVO could request SDC waiver(s) for the vacant property at 475 NE Emerson when it is developed. Approval would depend upon if waivers are available at the time and if the project meets the program requirements.
- There is no financial offset proposed.
- The funds saved from the proposed tax exemption remain local with COVO, who stated in their applicant that they would use them to reduce rents for, and provide services to low income individuals and families.
- Most of the properties do not meet the district's defined level of service target of being within a half mile walk of a neighborhood or community park without crossing major streets (i.e., arterials and collectors).

Additional considerations:

- COVO's request supports critical affordable housing for low income veterans/community members.
- COVO has a track record of success serving low income community members, including people experiencing homelessness (e.g. their recent collaboration with the Bend Heroes Foundation on the Veterans Village project).

MOTION

I move to approve the exemption of district property taxes, as part of the city of Bend's non-profit property tax exemption program, for Central Oregon Veteran and Community Outreach on the following properties: 1407 NE 10th Street; 466 NE DeKalb Avenue; 61172 Larkwood Drive; 475 Emerson Avenue; 1985 NE Monroe Lane; 20900 Spinnaker Street; 3079 NE Wells Acre Road; and 476 NE Dekalb Avenue.

ATTACHMENTS

Attachment A: BPRD letter to city on tax exemption programs

Attachment B: MUPTE and NPTE comparison

Attachment C: COVO NPTE Application

Attachment D: COVO request letter

Attachment E: City letter on NPTE and COVO's request



April 19, 2022

Bend City Councilors
710 NW Wall Street
Bend, OR 97701

SUBJECT: BPRD Comments on Proposed Property Tax Exemptions

Dear Councilors:

Thank you for the opportunity to be engaged and comment on the property tax exemptions that the city is currently considering to support the creation of housing and higher density developments. We appreciate the council and staff's efforts to involve and inform BPRD throughout the process.

At the districts' board meeting earlier this month, there was extensive discussion regarding the contemplated property tax exemptions. Though the board took no formal action related to the proposed property tax exemptions, we do wish to share some feedback and questions raised by some of the board members in advance of your April 20 work session. It is important for us to understand the potentially large effect that these programs have on reducing the district's ability to provide core services. The district does not have the same kinds of additional means that the City or other districts have to mitigate foregone revenue from System Development Charges (SDC) or property tax exemptions. As a result, exemptions lead more directly to cuts in park and recreation services provided to the community.

- Bend's housing challenge** – the board commends the work the city is doing to address the affordable housing crisis. The lack of affordable housing is a pressing issue that is detrimental to the fabric of our community, and action is necessary to help address this challenge. Given that a lack of affordable housing impacts the entire community, we all have a role to play in the provision of affordable housing. To that end, BPRD has already made significant contributions to affordable housing in Bend including waiving \$2.25M in SDCs to date, providing property tax exemptions for some affordable housing projects, and supporting the Core Area Tax Increment Financing (TIF) Plan, which will result in approximately \$26.7M in foregone property taxes that would normally fund parks and recreation programs and facilities. The district believes this investment of more than \$29M in affordable housing and transformation of the Core Area, is a significant contribution to help address the housing challenge our community faces. To put this in context, \$29M

play for life

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approximately represents the combined costs of the recent Larkspur Community Center expansion (\$23.3M), two neighborhood parks (~\$2M/each), four years of the property tax contributions to recreation scholarship programs (~\$1M), and recently approved increases in staff costs associated with filling frontline positions including for summer camps, Kids, Inc., and lifeguards (~\$1.5M).

- **Cumulative impact of programs** – as a result of the rapidly rising cost of providing public services, which are already outpacing the district’s property tax collections due to the existing property tax limitations in Oregon, the district is anticipating a reduction in overall revenues to help fund district assets, our operations and maintenance requirements, and the provision of affordable recreation programs to serve the community. These rising costs, coupled with the current city programs to support affordable housing and redevelopment, and proposed property tax exemptions, leave the district concerned our level of service to the community will degrade. Particularly given the unknown financial impacts of both the Non-Profit Property Tax Exemption (NPTE) and the Multiple-Unit Property Tax Exemption (MUPTe), the district is concerned that the existing and proposed city programs could significantly impact the district’s ability to simply maintain services, let alone expand services and amenities to meet expected population growth.
- **Support for Non-Profit Tax Exemption** – the district supports the NPTE program, which will help facilitate the creation and maintenance of affordable rental housing for those members of our community who make up to 60 percent of the area median income (and up to 80 percent after year one). This program supports deed restricted affordable housing, which is something there is an exhibited unmet need for in our community.
- **Support for not pursuing Middle Income Exemption** – it’s the board’s understanding that city staff will recommend not pursuing this program at this time in order to work with the legislature to make changes to the applicable statute. BPRD supports city staff’s recommendation to not pursue the Middle-Income Exemption, and if the City does wish to pursue this exemption in the future, we look forward to better understanding how this program will yield the product it’s identified to catalyze, and projected financial impacts to taxing districts.
- **Multiple Unit Property Tax Exemption** – though the board understands the intent of the MUPTe program, we feel there are opportunities for refinement and areas where the district still has questions.
 - Necessity for program – additional data would be beneficial to confirm these property tax exemptions for market rate developers are necessary in order to make projects financially viable. Though BPRD supports the development of housing and densification in the Core Area, we are unclear if other tools may be more effective in meeting the city’s goals, while balancing impacts to other community needs.
 - Third party proforma review – the board is encouraged by our understanding that city staff will be recommending that developers submit a proforma as part of their



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application to demonstrate financial need. We believe there may be value in third party review of the proforma, and encourage the city to consider requiring this.

- Public benefits – given the small parcel sizes and the challenges with parcel assemblage in the Core Area, the district does not anticipate that many, if any, developments will be required by the Bend Development Code to dedicate land for parks and open space. As such, it's critical that other tools are utilized to ensure open space, parks, and access to recreation opportunities are provided to serve new residents within the Core Area, many of whom may have minimal private open. We appreciate staff's inclusions of open space dedication, open space in-lieu fees, and privately owned public open space as potential public benefits. We encourage the City to explore the addition of other tools to ensure adequate parks, open space, trails, and access to recreation facilities in the Core Area, particularly given the desired high-density residential development in this area.
- Tax Increment Finance – the board agrees with concerns expressed by city staff and the Tax Exemption Working Group related to the potential impact of MUPTF on available TIF funds for improvements in the Core Area. Given that there is currently no park search area in the Core, TIF will be one of the main revenue sources to fund parkland acquisition and development in this area. We appreciate city staff's recommendation to review these programs at least every three years, and encourage the Council and staff to be diligent in their review and analysis of the impacts of MUPTF on the TIF and the success of the Core Area.

The board appreciates the city engaging BPRD about these property tax exemptions, and looks forward to continued conversations on this topic. We hope that in addition to these property tax exemptions, the City will consider other tools to help support the development of additional affordable housing throughout the City, such as an affordable housing bond, and amendments to the SDC deferral program.

Sincerely,



Ariel Méndez, Board Chair
Bend Park and Recreation District



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***City of Bend Property Tax Exemption Summary
Feb. 2024**

Attachment B

	Multiple-Unit Property Tax Exemption (MUPTE)	Non-Profit Tax Exemption (NPTE)
City Code	Bend Code, Chapter 12.35	Bend Code, Chapter 12.30
Who is eligible	For profit and non-profit developers	501C(3) or (4) charitable corporation - including tax credit partnerships
Approval Process	Program approved by ordinance and each project approved individually by resolution	Program approved by ordinance and each project approved individually by resolution
Exemption applies to	Improvements only (not land)	Land and improvements
Type of project	Multi-unit/multi-story residential; some commercial and parking may be exempted if required by code	Affordable rental housing, no unit minimum
Exemption length	10 years	One year; must apply annually for renewal. No limit on length of exemption if affordability and other criteria met year over year.
Amount of exemption	Up to 100% of property taxes for improvements only	100% of property taxes
Eligible areas	Core area (TIF), Central business district, High density areas next to TIF, HB 2450 Urban Dwelling sites	City-wide
Role of taxing districts	If 51% of combined levy taxing districts agree by resolution to participate, all districts are included	If 51% of combined levy taxing districts agree by resolution to participate, all districts are included
Affordable housing required?	No, but could be included if selected by developer as a public benefit	Yes - limited to person (s) with income at or below 60% AMI the first year, up to 80% after first year
Public Benefits	Public benefits required in order for project to be approved (defined in program)	Not required
Program Sunset	Feb. 1, 2030, however, program is currently on pause as of Feb. 2024 pending evaluation.	2027 for new applications, renewals can continue

Nonprofit tax exemption application for **1407 NE 10th**

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 1407 NE 10th St, 100% of the property will be used for low income housing this includes 6 units.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for 466 Dekalb

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 466 NE Dekalb, 100% of the property will be used for low income housing this includes 4 units.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for 476 Dekalb

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 476 NE Dekalb, 100% of the property will be used for low income housing this includes 2 units.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for 475 Emerson

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at (475 NE Emerson Ave Bend, Oregon 97701) 100% of the property will be used for low income housing this includes (0, vacant lot) units.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is a vacant lot, being held for future development of Low Income Housing.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for 61172 Larkwood

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 61172 Larkwood, 100% of the property will be used for low income housing this includes 1 unit.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for 1985 Monroe

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 1985 Monroe, 100% of the property will be used for low income housing this includes 1 unit.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for 20900 Spinnaker

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 20900 Spinnaker, 100% of the property will be used for low income housing this includes 1 unit.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

Nonprofit tax exemption application for **3079 Wells Acres**

Project description questionnaire and submittal checklist

A. Statement of project charitable purpose and property proportion

1. Describe the project charitable purpose:

COVO provides low income housing to military veterans and others in need. This includes individuals and families who are homeless, in housing crises or ~~or~~ in imminent risk of losing housing. All renters are at or below the 60% AMI for Bend when they began renting. Some renters utilize HUD/VASH vouchers, some receive support from Supportive Services for veterans Families from the VA, others pay their own rent. COVO also provides case management services as needed from grants and donations at no cost to the recipient

2. Describe the portion of the property use for this charitable purpose:

This property is located at 3079 Wells Acres, 100% of the property will be used for low income housing this includes 1 unit.

B. Project benefit to resident:

1. Describe how tax exemptions will benefit the project residents:

The requested tax exemption will contribute directly to the low income renters by helping to keep the rents at affordable low rates and to provide maintenance to those facilities. All of COVO funds are used to support low income individuals through wrap around services including case management, temporary shelter, food, clothing and other support services as needed. Any funds saved through tax exemption will go directly back to low-income individuals and families.

C. Description of future development

1. This property is not being held for future development. Low income property rental unit(s) presently exists.

D. Describe how the corporation and the property meet the criteria provided and Bend Municipal Code 12.0300.15.

COVO is a nonprofit corporation, 501(c)3 that is exempt from income taxation under section 501(a) of the Internal Revenue Code.

COVO owns the property for which the low income tax exemption is requested. This property is and will be occupied by low income veterans and others in need, meeting the 60% AMI requirement at time of renting. Tax savings from this exemption will be returned to benefit the low income residents through maintaining low rents.

February 22, 2024

To: Bend Parks and Recreation Board

Subject: Central Oregon Veterans Outreach (COVO) request for approval of NONPROFIT TAX EXEMPTION application

In accordance with Bend Code Chapter 12.30, COVO is applying for Nonprofit Property Tax Exemption for eight properties deeded solely for low-income rentals. COVO is requesting that the County approve this request.

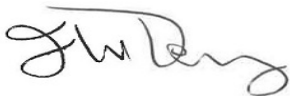
COVO is a 501(c)3 non-profit corporation that provides food, clothing, case management and assistance, temporary shelter, homeless camp outreach and low-income rental housing to military Veteran and their families who are homeless or at imminent risk of losing housing. Our goal is to get as many homeless Veterans as possible into permanent housing. Our case management process focuses on achieving stability in the lives of Veterans and their families so they can return to or remain able to take care of themselves and their families.

COVO serves the homeless community at large in Bend. COVO was founded to assist military Veterans and their families experiencing homelessness, and that remains the core of our services. Many Veterans experiencing homelessness or who are at risk of losing their housing live with problems associated with their military service that become barriers to having stable lives and therefore to keeping housing. These Veterans are among those whom without assistance can stay caught in a cycle of failure which only exacerbates mental and physical struggles that resulted from their service. Many of our Veteran clients are not receiving Veterans Administration benefits to which they are entitled. Our case managers help Veterans to obtain these benefits, including housing assistance, medical care, behavioral health care, disability payments and vocational rehabilitation. Non-veteran clients receive the same type of case management support, but by trust deed are only eligible for COVO housing in two properties, one (1407 NE 10th Street) of which is on this request for property tax exemption.

COVO is requesting your support for our Nonprofit Tax Exemption Application for eight low-income properties that COVO is paying property tax on, consisting of 16 individual housing units and one vacant lot reserved for building low-income housing.

All funds not paid in taxes will benefit our renters by being applied to maintaining low rents, property maintenance and continued support services for Veterans and the homeless community.

Thank you for your consideration,



JW Terry
Executive Director



Les Bivens
Board President

61510 S. Hwy 97 • Bend, OR 97702 Phone: 541-383-2793 • FAX 541-383-6639 Email: covo@covo-us.org

Central Oregon Veterans & Community Outreach, Inc dba Central Oregon Veterans Outreach (COVO), is a 501c3 organization. Tax ID #76-0822755.



CITY OF BEND
HOUSING

February 9, 2024

LOCATION

710 NW Wall Street
Downtown Bend

MAILING ADDRESS

PO Box 431
Bend, OR 97709

PHONE

(541) 323-8550
Relay Users Dial 7-1-1

WEB

bendoregon.gov/housing

MAYOR

Melanie Kebler

MAYOR PRO TEM

Megan Perkins

CITY COUNCILORS

Anthony Broadman
Barb Campbell
Ariel Méndez
Megan Norris
Mike Riley

CITY MANAGER

Eric King

Michelle Healy
Deputy Executive Director
Bend Parks and Recreation District
799 SW Columbia Street
Bend, Oregon 97702

Dear Michelle,

On March 1, 2022, City Councilor Perkins and City staff **presented** to the Bend Parks and Recreation Board that the City would be considering a Nonprofit Property Tax Exemption to support existing and planned affordable housing developments. Oregon's legislature enacted the Nonprofit Property Tax Exemption in 1985 (ORS 307.540 – 307.548) to benefit low-income renters by easing property tax burden on those organizations providing affordable rental housing. City Council **adopted** by resolution its Nonprofit Property Tax Exemption under Bend Code Chapter 12.30 with applications being eligible for exemptions for tax years beginning on or after July 1, 2023.

Under Bend Code Chapter 12.30, a nonprofit organization or charitable corporation under 501c(3) or (4) may annually apply for a property tax exemption for affordable housing developments, including bare land holding intended to be developed into affordable housing. The qualified housing must be limited to households at 60 percent Area Median Income (AMI) or less for the first year and up to 80 percent AMI each subsequent consecutive year of occupancy. If approved by 51 percent of the taxing districts, then the exemption applies to 100 percent of the property taxes.

The annually required Nonprofit Property Tax Exemption application must be filed on or before March 1. Within 30 days of the applications filing, City Council must determine whether the applicant meets the requirements under Bend Code Chapter 12.30. If the applicant meets the requirements, then the City will bring the property tax exemption before the County Assessor and certify the property is exempt from property taxation by the April 1 deadline pursuant to ORS 307.540 – 307.548.

The City of Bend expects to receive an application for a Nonprofit Property Tax Exemption from Central Oregon Veteran and Community Outreach (COVO), an Oregon nonprofit corporation, for eight tax lots, where deed restricted affordable rental housing units house veterans and their families. The total property tax for these tax lots is projected below, with a standard deviation of \$200 to \$300, depending on the County Assessor's valuation.

Property	Total Amount	Schools	City	County	Parks	Other
1407 NE 10 th Street	\$7,512.44	\$3,040.59	\$1,618.58	\$1,718.04	\$736.23	\$399.00
466 NE Dekalb Avenue	\$4,594.00	\$1,859.54	\$989.88	\$1,069.05	\$450.22	\$225.32
61172 Larkwood Drive	\$3,587.00	\$1,451.92	\$772.89	\$834.71	\$351.53	\$175.95
475 Emerson Avenue	\$1,765.00	\$714.46	\$380.33	\$410.75	\$172.97	\$86.49
1985 NE Monroe Lane	\$2,941.00	\$1,190.38	\$633.67	\$684.35	\$288.22	\$144.38
20900 Spinnaker Street	\$4,438.00	\$1,796.29	\$956.21	\$1,032.69	\$434.93	\$217.88
3079 NE Wells Acres Rd	\$4,232.00	\$1,712.71	\$911.72	\$984.64	\$414.74	\$208.19
476 NE Dekalb Avenue	\$4,547.00	\$1,840.33	\$979.65	\$1,058.01	\$445.61	\$223.40
Total	\$33,616.44	\$13,606.22	\$7,242.93	\$7,792.24	\$3,294.44	\$1,680.61

COVO provides food, clothing, case management and assistance, temporary shelter and very low-income permanent housing to households experiencing homelessness, in housing crisis or at imminent risk of losing housing. The organizational goal is placing houseless community members into permanent housing and keeping them there. COVO's Case Management Specialists help with providing stability for clients and enabling them to take care of themselves and their families. A significant part of stabilization is to provide low-income housing.

Many of those COVO serves are military veterans with problems connected to their military service and without assistance are often under employed and unhoused. Frequently COVO clients are not receiving Veterans Administration benefits to which they are entitled. COVO's Case Management Specialist help veterans obtain these benefits, including housing assistance. Non-veteran clients receive the same type of case management and assistance.

COVO owns 26 apartment and housing units, all of which are utilized for low-income housing.

COVO is requesting the Bend Parks and Recreation District's support for its Nonprofit Tax Exemption application. All funds not paid in taxes will benefit low-income renters by maintaining low rents and property maintenance.

Please let me know when COVO may be able to make such a request to the Board. If you have any further questions, don't hesitate to contact me.

Sincerely,



Racheal Baker

Affordable Housing Manager

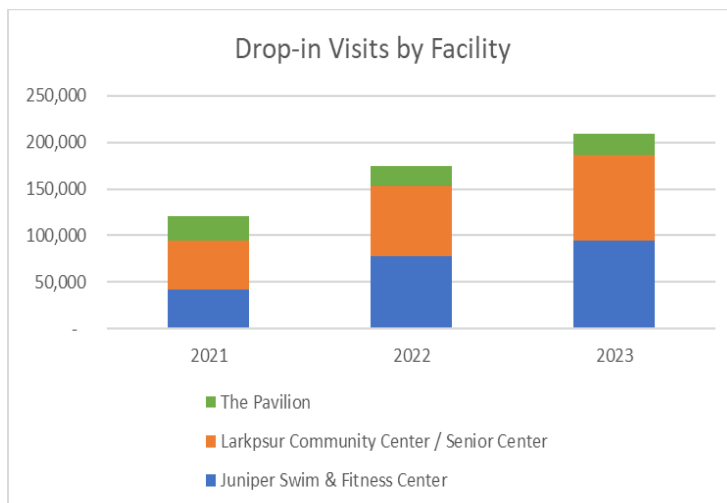
Housing Department

rbaker@bendoregon.gov

Recreation Seasonal Report – Fall/Early Winter 2023

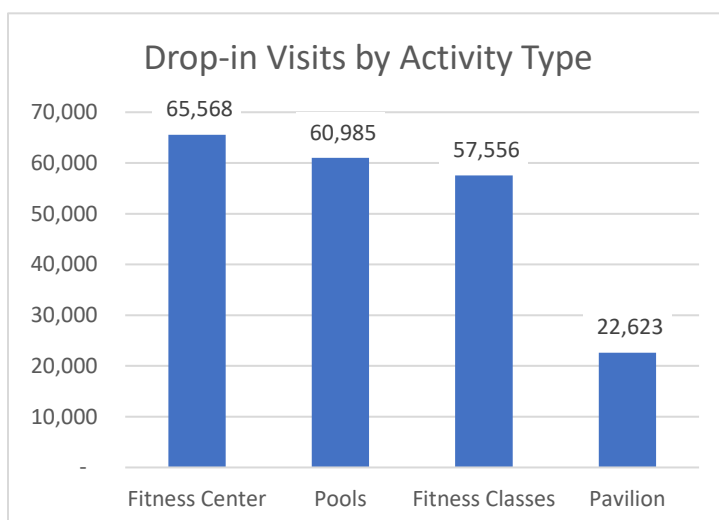
The Recreation Seasonal Reports are intended to provide a high-level summary of recreation services offerings and performance. The Fall/Early Winter Season report cover programs and services offered from September 5 through December 31, 2023 and in most cases include data for prior years for comparison purposes and to identify trends. Each graph includes a brief interpretation of the data followed by an explanation of the data (in italics).

Overall visitation to recreation facilities and participation in recreation programs continues to show strong growth. As anticipated, the growth is beginning to slow as facilities and programs begin to reach capacity after rapid expansion and growth related to the strong rebound from the pandemic and the opening of Larkspur Community Center.



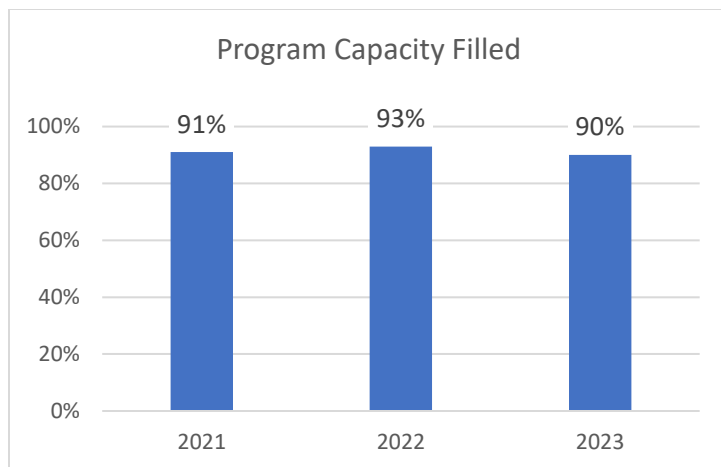
Total drop-in visits increased 20% over last year as we continue to see growth at all three facilities. JSFC and Larkspur both increased 22% over last year while The Pavilion was up 5%.

Drop-in visits include passholder and single-visit users at recreation facilities. It does not show visits for registered programs (such as swim lessons), facility rentals and competitive user groups.



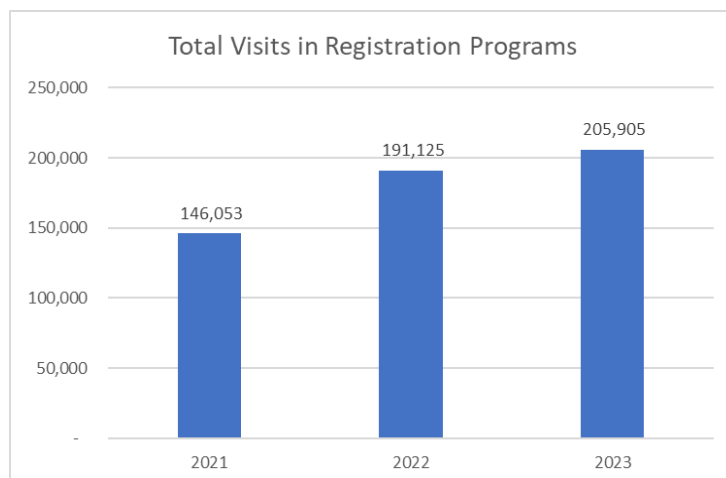
All major areas experienced considerable growth over last year and the order remained the same with Fitness Centers generating the most visits, followed closely by Pools and Fitness Classes.

The primary purpose for a visit is selected by the user at time of entry. While some people participate in more than one activity in a single visit, they are only counted under their primary purpose. Water exercise classes are shown under Fitness Classes and not Pools. The Pool visit also does not include swim lessons and competitive team use.



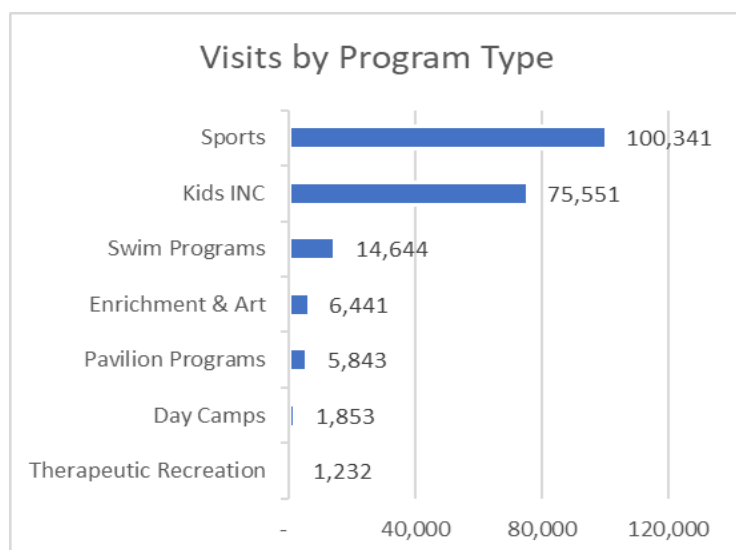
Overall program capacity continues to be very high as demand remains high for almost all programs. A more typical capacity would be 75-80%. There are also large waitlists for many of the more popular programs.

Program capacity is the % of all available spots filled in registered recreation programs except Kids INC.



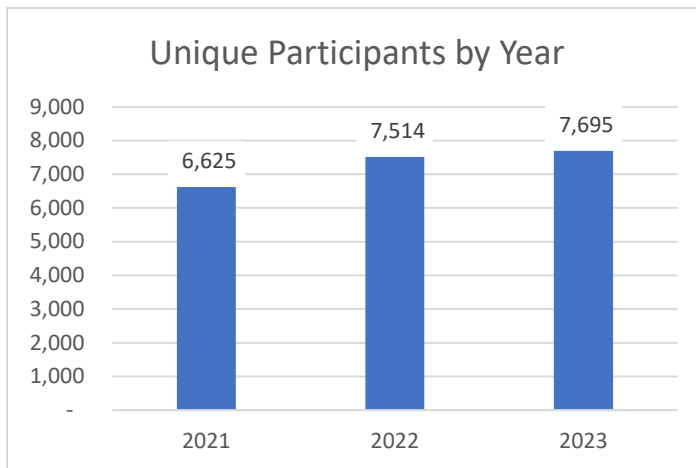
Program visits for all registered recreation programs increased 7.7% over last year and 41% over 2021. Program visits are likely to level off without the addition of new programs as we are at or near capacity in many areas.

Program visits are calculated by multiplying the number of people enrolled in a program by the number of times the program meets.



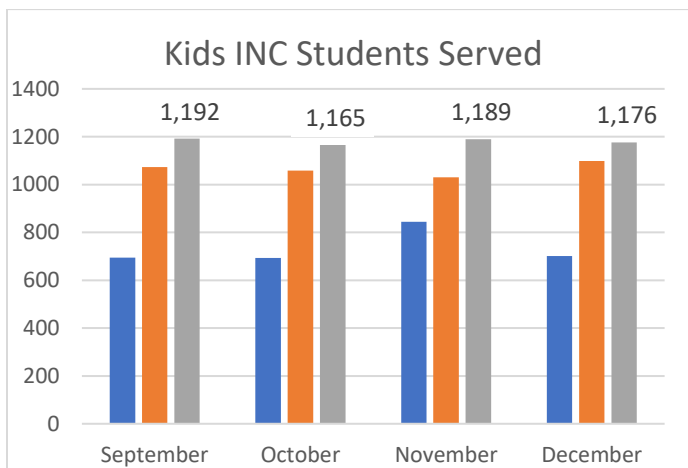
Sports programs generate the most visits in the Fall Season due to the high number of participants in fall youth sports leagues, especially soccer and flag football, and the relatively high number of times the programs meet between practices and games. Kids INC visits are consistently high as they meet daily throughout the school year.

Program visits are calculated by multiplying the number of people enrolled in a program by the number of times the program meets.

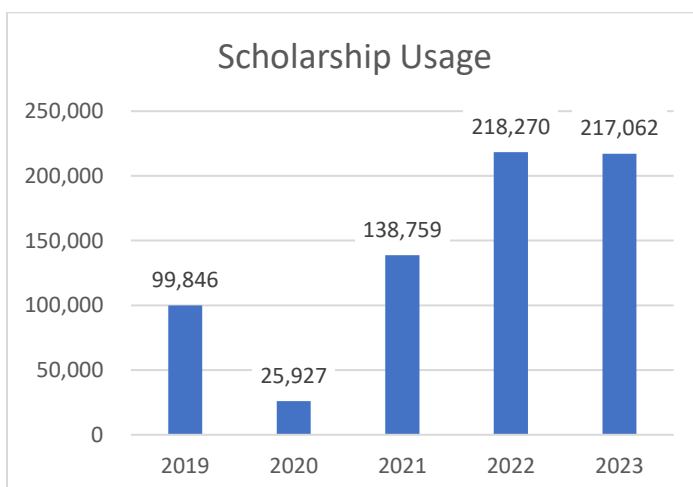


The number of individuals served in all registered recreation programs except Kids INC and adult sports leagues increased 2.4% over last fall. Like the program visit data, this shows that we are beginning to bump up against capacity in many programs.

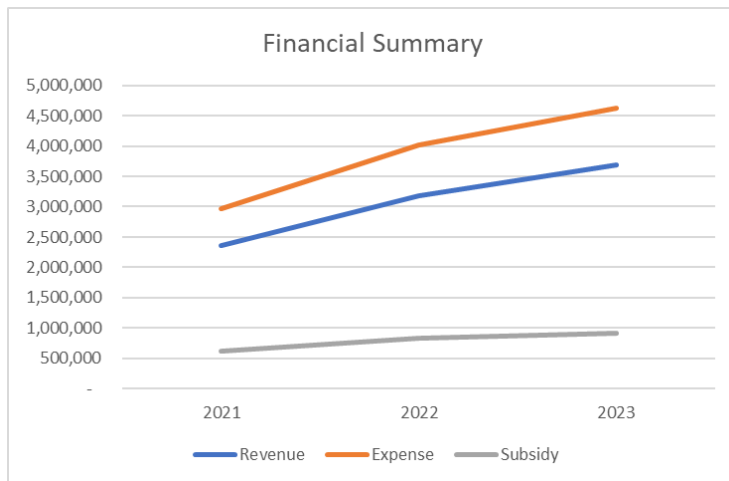
Unique individuals served only counts a person once regardless of the number of programs they registered for during the period.



We are serving nearly 11% more children this fall compared to last fall in Kids INC afterschool program and 61% more than 2 years ago. This is due to improved staffing conditions which have allowed us to restore capacity to peak pre-pandemic levels. 1,274 unique children have participated in Kids INC this fall.



Scholarship use has leveled off this fall after several years of rapid increase but remains more than double pre-pandemic levels. This is likely due to relatively low increase in people served and programs visits over the same period. It may also indicate that we have come closer to meeting the need in the community, especially with incomes rising, poverty rates decreasing and fewer households qualifying for state assistance programs.



Revenue and expenses remain in alignment and while significantly higher than last fall are tracking close to budget. At this early point in the fiscal year, the subsidy is anticipated to be less than budgeted as expenses are running underbudget while revenue is very close to budget.

Total revenue and expenses for the recreation department for the period with the subsidy being the difference.

Fall Highlights:

- **Fall Community Celebration:** The quarterly event organized by our outreach team was held at Juniper Park on October 6 with a dozen community organizations participating to provide activities, information and resources to traditionally underserved communities while people enjoyed activities in the park and playground
- **Juniper Flooring Project Completed:** The two-phase project included the replacement of the fitness room rubber flooring and the lobby and hallway vinyl flooring. The flooring replaced the original, deteriorating 17-year old flooring and provides a more slip resistant, easier to maintain and attractive surface.
- **Front Line Staffing:** While still a major challenge, front line staffing recruitment and retention has gradually improved. This has allowed us to increase capacity in many high demand programs including Kids INC and swim lessons. We have had 16 students take advantage of our Kids INC COCC/OSU Cascades Scholarship program, not in its second -year.
- **STEAM Programming in Kids INC:** With a \$150,000 grant received last year, we have been able to introduce a whole new level of STEAM curriculum and activities in our Kids INC program. The grant is funding over \$125,000 in program supplies that will serve us for years to come and has allowed us to hire a part-time STEAM Coordinator to develop the curriculum and train staff.

FY2023-2024

Quarterly Administrative Update

2ndQuarter
July 2023 - December 2023

Prepared For:
BOARD OF DIRECTORS



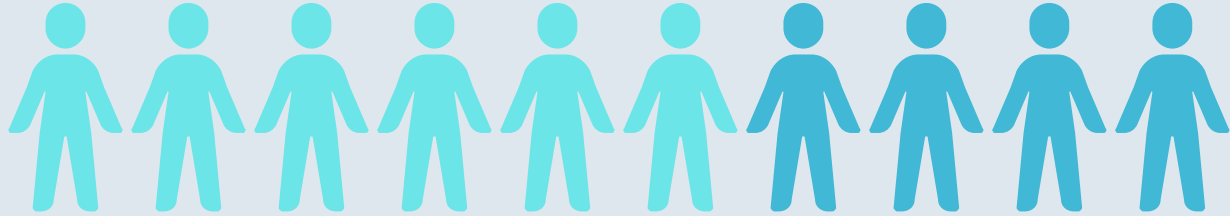
2nd Quarter of FY2023-2024

The district looks good for halfway through the year, with projects on the horizon. Administrative projects have kicked off with replacing the aging and unsupported phone system, and other new technologies. The district purchased the Rose property at the beginning of July and additional park land from SDC funds this quarter.

This Quarter in the numbers

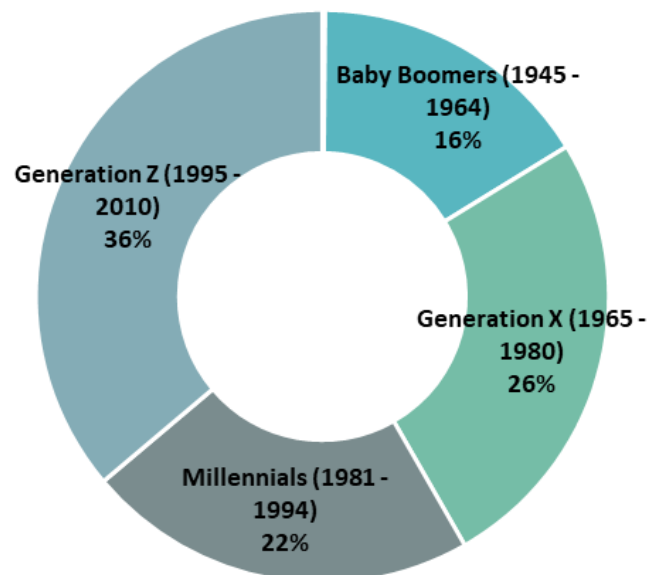
- Expended 50% of budgeted dollars
 - 46% of the personnel budget
 - 46% of Materials and Services
 - 56% of capital
- Received 74% of Estimated Revenues
 - Majority of our tax revenue has been collected

Staff in the Numbers for the 2nd Quarter



This QTR: Hired 121
staff 0.3% Growth

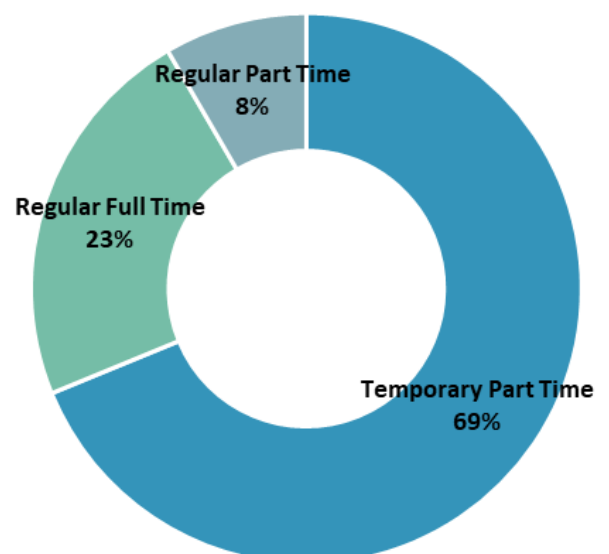
Termed 119 staff
19.2% Turnover



Year-to-date:

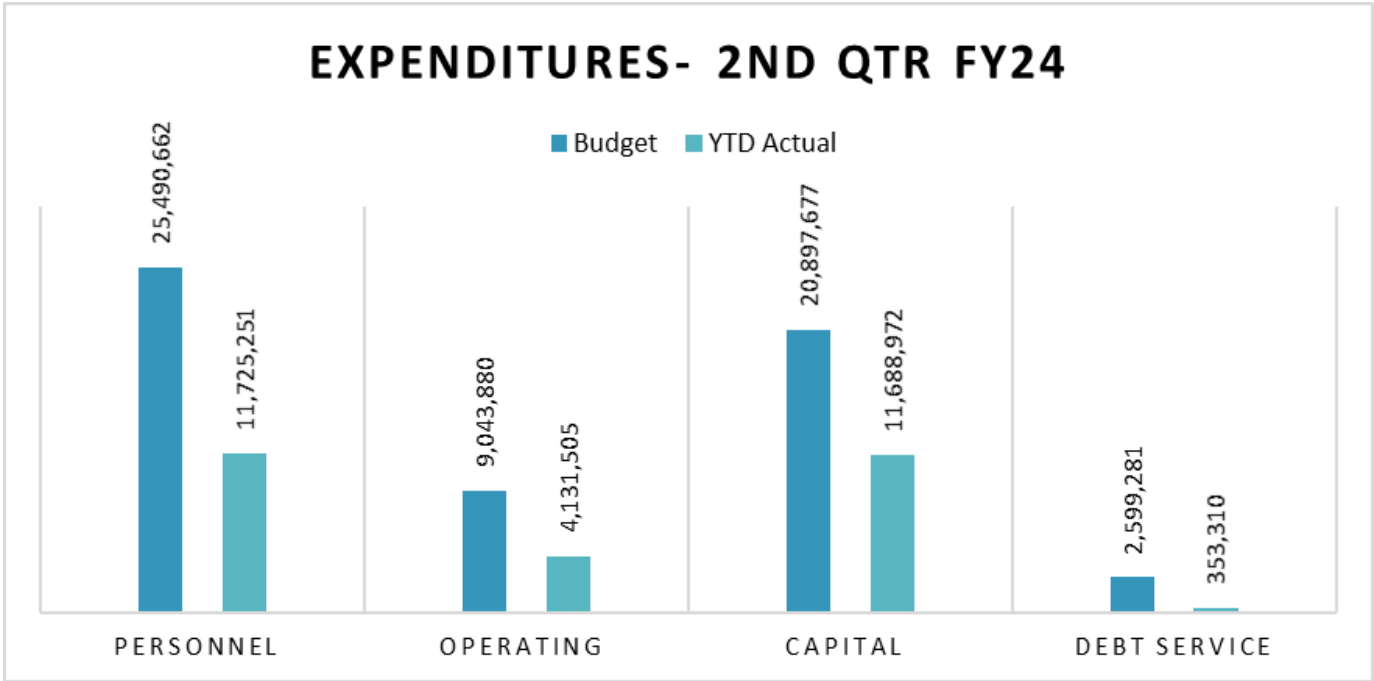
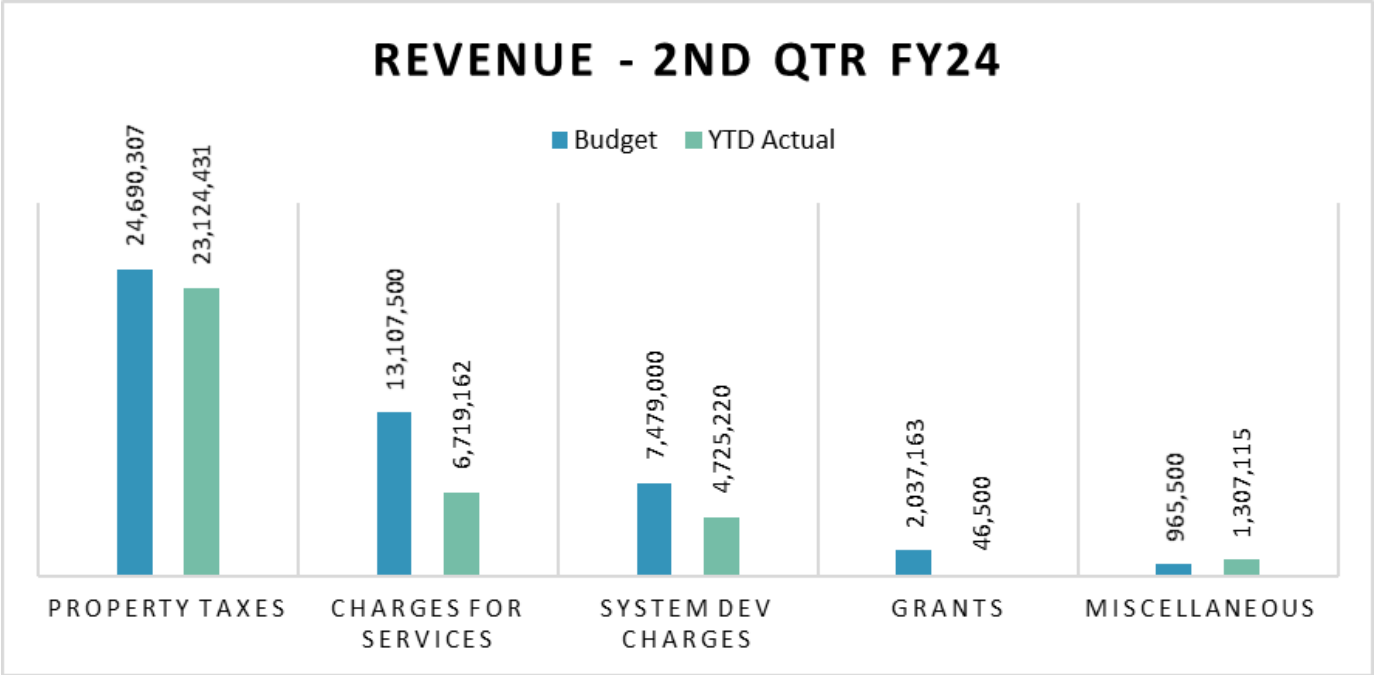
Hired 290 staff 5.2%
Growth

Termed 259 staff
42.4% Turnover



Our Q2 Financial Highlights

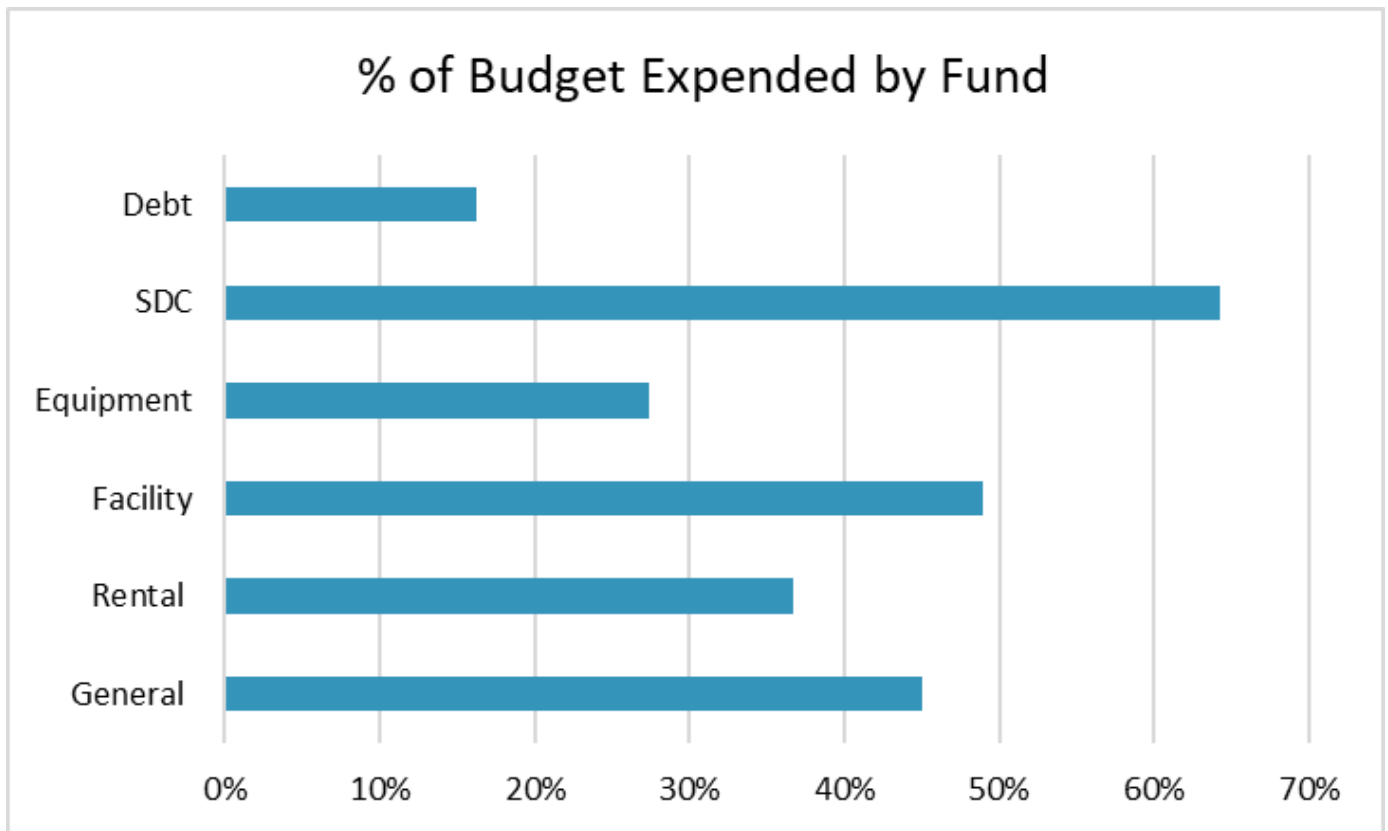
We have normal and expected spending for this point in the year.
Revenues are as predicted with property taxes not collected until the 2nd quarter.



** Unaudited information and just a snapshot of the Quarter activity booked 7/1- 12/31 as of 1/17

Q2 Breakdown

All funds

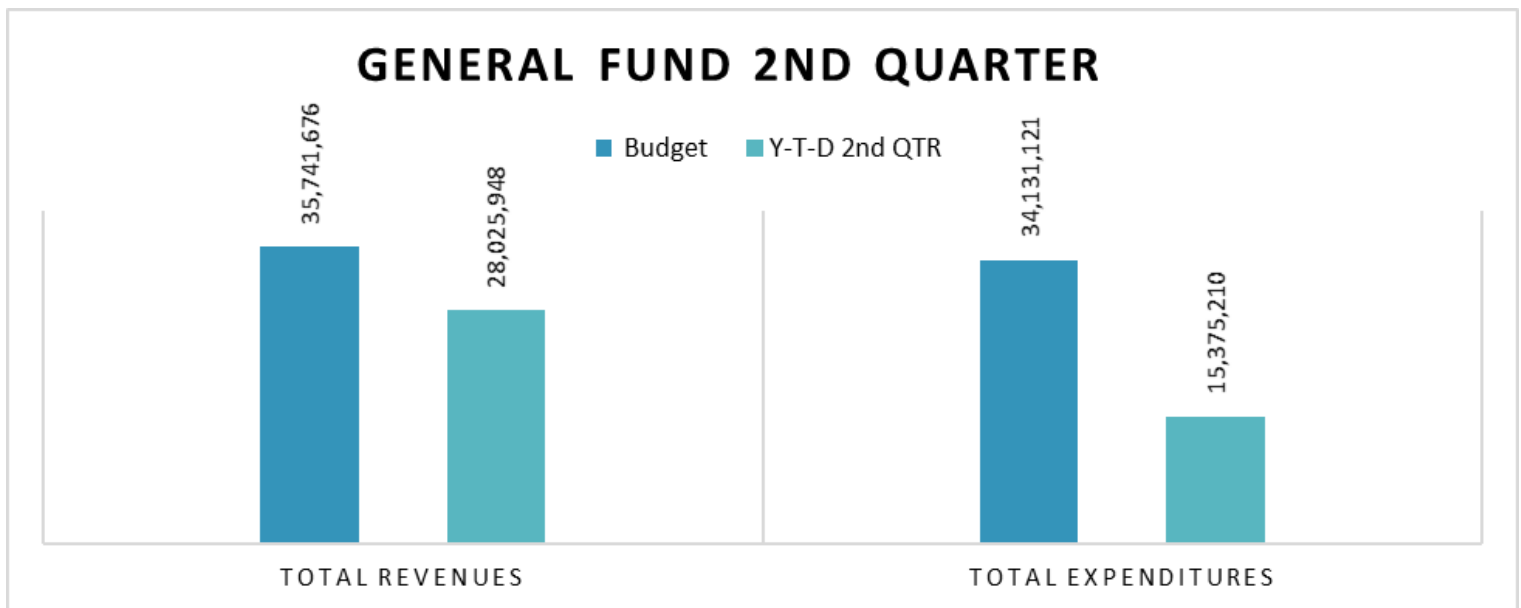


- Debt Service Fund- 2nd quarter saw tax collections and the half-year interest payment
- SDC Fund- PLand has been purchased and projects planned will ramp up spending in the 3rd quarter. We have also received 63% of estimated fees
- Equipment Fund- Purchasing of new and replacement equipment has begun
- Facility fund- The purchase of the Rose property occurred in July expending \$3.9million of the \$8.6 million budgeted, and projects have started.
- Rental Fund- Expenditures are in line with planned personnel and materials with planned capital beginning in the 3rd quarter
- General fund- Expenditures are in line with planned personnel and materials for this point in time along with revenue.

Q2 Breakdown

General Fund

	Administration	Planning & Development	Communications and Community Relations	Recreation	Parks	Total
Personnel	46%	46%	50%	45%	47%	46%
Operating	37%	16%	25%	46%	52%	42%
Total	39%	44%	43%	45%	48%	45%



- Revenue- Most of the General fund's revenue is property taxes which are mainly collected in the 2nd quarter
- Expenditures- 45% expended by the 2nd quarter is in line with previous years and planned spending

Helpful Links



- The FY2023-2024 Budget can be found at:
 - <https://www.bendparksandrec.org/about/finance/>

Board Calendar 2024

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

March 19

WORK SESSION

- Pine Nursery Phase 5 project update/plan – *Bronwen Mastro (20 min)*
- Comp Plan – Project Prioritization Results – *Sara Anselment (30 min)*

BUSINESS SESSION

- 445 Penn Avenue MUPTE review - *Rachel Colton (30 min)*
- River Concessions Contract – *Justin Sweet and Michael Egging (15 min)* **TENTATIVE**
- Approve Audit Services Contract Award – *Justin Sweet and Kristin Toney (15 min)*

April 2

STAFF INTRODUCTIONS

Zara Hickman – Natural Resources and Trails Manager

- Scott Schmidt – Trails Division
- Trails Coordinator

Mike Duarte – Landscape Manager

- Jim Stinger, Park Maintenance II
- Others

Jeff Hagler – Park Stewardship Manager

- Andre Dickey

WORK SESSION

- Central Oregon Sportsplex Alliance – *Derek Berry (20 min)*

BUSINESS SESSION

- Approve White Water Park project design consultant – *Ian Isaacson (30 min)*
- Approve Fiscal Policies – *Kristin Toney (30 min)*

April 16

STAFF INTRODUCTIONS

Clare Gordon

- Aly Roozee, Recreation Supervisor
- Tim Stumpf, FSL/Program Assistant

Katy Aceto

- Erica Pereda, Rentals and Events Specialist

Jen Padilla or Cayla

- FSL

WORK SESSION

BUSINESS SESSION

- Approve Boyd Acres Shop project design consultant – *Bronwen Mastro (15 min)*

April 26

Budget Committee Tour

May 7

STAFF INTRODUCTIONS

Ben Lewellen

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WORK SESSION

- BPRD 50th Anniversary Proclamation – *Julie Brown (10 min)*
- Strategic Plan Update – *Rachel Colton, Michelle Healy, Kristin Toney (75 min)*

BUSINESS SESSION

May 14 and May 16

BUDGET COMMITTEE MEETING

Future Topics

Approve MUPTTE Resolution and IGA – *Michelle Healy and Rachel Colton (20 min)*

SDC Waivers

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

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

City of Bend Tree Code Update – *Sara Anselment*

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

Website Update/Data Sharing – *Julie Brown*

IGA with NUID for canal trail – *Henry Stroud*

Approve SE Neighborhood Park Purchase and Sale Agreement – *Henry Stroud (20 min)*

Drake Park bank and trail improvement CMGC contract review – *Brian Hudspeth*

DEI Update – *Bronwen Mastro*

Approve easement acquisition NUC Trail

Trails count and River Use report

Hold a Public Hearing and Adopt Resolution No. 2024-XX approving the use of alternate contracting method for JSFC Outdoor Pool Cover – *Justin Sweet (30 min)*

Approve Exclusion Policy – *Jeff Hagler (30 min)*

Comprehensive Plan Draft Review– *Sara Anselment*

Comprehensive Plan Adoption – *Sara Anselment*

SDC Project List Update – *Sara Anselment and Michelle Healy*

South UGB Bridge – *Henry Stroud (60 min)*