



Bend Metro Park & Recreation District

June 4, 2024

# Board of Directors Agenda and Reports

[www.bendparksandrec.org](http://www.bendparksandrec.org)



*play for life*



## **Our Vision**

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

## **Our Mission**

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

## **We Value**

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

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

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

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

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

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

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

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

*play for life*

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | [www.bendparksandrec.org](http://www.bendparksandrec.org) | (541) 389-7275



# Board of Directors

June 4, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



## **AGENDA**

### **4:00 pm EXECUTIVE SESSION**

The board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property and to ORS 192.660(2)(i) for the purpose of reviewing and evaluating the performance of an officer, employee, or staff member. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org).

The board will meet in person at 5:30 pm with virtual links to the work session and regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84132444317>

**Or Telephone:**

**253 215 8782**

**Webinar ID: 841 3244 4317**

### **5:30 pm CONVENE MEETING**

#### **ROLL CALL**

#### **VISITORS**

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

#### **EMPLOYEE RECOGNITION**

Jeff Hagler, Rich Ekman and Greg Brady

#### **CONSENT**

1. Minutes: 5/7/2024
2. Approve Sponsorship Policy – *Julie Brown*

#### **BUSINESS SESSION**

1. Adopt Resolution No. 2024-05 Adopting the 2025-2029 CIP – *Michelle Healy (5 min)*
2. Hold Public Hearing and Adopt Resolution No. 2024-06 – Adopting the Budget and Making Appropriations for Fiscal Year 2024-25, and Adopt Resolution No. 2024-07 - Imposing and Categorizing Taxes for Fiscal Year 2024-25 – *Kristin Toney (10 min)*

**EXECUTIVE DIRECTOR'S REPORT**

**REPORTS** –Planning and Development Project 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](mailto:sheilar@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.



# Board of Directors

May 7, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



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

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

## **BOARD PRESENT**

- Nathan Hovekamp
- Donna Owens
- Deb Schoen
- Jodie Barram
- Cary Schneider

## **STAFF PRESENT**

- Don Horton, Executive Director
- Michelle Healy, Deputy Executive Director
- Matt Mercer, Director of Recreation
- Kristin Toney, Administrative Services Director
- Julie Brown, Manager of Communications and Community Relations
- Sheila Reed, Assistant to the Executive Director
- Sasha Sulia, Superintendent of Park Services
- Joanna Edwards, Information Specialist
- Rachel Colton, Planner
- Kelsey Schwartz, Planning and Property Specialist
- Dave Arnold, IT Manager
- Henry Stroud, Planner
- Zara Hickman, Natural Resources and Trails Manager
- Sara Anselment, Planner

## **VISITORS**

Leif Wiebe: Mr. Wiebe advocated for the footbridge, he said he lives in the Pinebrook area and would like access to the forest without driving to it.

## **WORK SESSION**

1. BPRD 50<sup>th</sup> Anniversary Proclamation and Celebration Plan– *Julie Brown*

Ms. Brown said the district is celebrating its 50th anniversary as a special district this month. She noted this as an opportunity to show appreciation for the 1974 vote that established the district as its own taxing entity. Ms. Brown said that staff is planning a campaign to include both community involvement and activities for staff to boost morale. She shared the anniversary logo with the board and reviewed the celebration plans from May through September.

She asked the board to help kick off the 50<sup>th</sup> anniversary with reading of the proclamation in the business session tonight.

## 2. ORPA Leadership Academy Presentation – *Joanna Edwards*

Ms. Healy introduced the ORPA Leadership Program and Joanna Edwards. Ms. Edwards shared that she grew up in Bend and spoke about her experiences with park and recreation activities in the area. She said her project involved an in-depth exploration of the commercial use of electric equipment and she worked with a mentor from Tualatin Hills Park and Recreation District.

Ms. Edwards explained that there are four phases to her project:

- Identify key factors that need to be considered and analyze the pros and cons
- Compare costs of battery-operated equipment and gas-powered equipment
- Staff input from BPRD and THPRD
- Purchasing framework for decision makers

She reviewed the equipment she investigated: string trimmer, backpack blower, chainsaw and riding mower and said she compared each with gas powered equipment of like size and explained the criteria she considered. She evaluated the cost of each over ten years, the electric sting trimmer and backpack blower were cheaper overall, the chainsaws were about equal in costs and the gas-powered mover was less expensive.

Ms. Edwards spoke about her staff surveys of the people that use this equipment and incorporated the data and her research into a purchasing framework matrix that includes ease of use in certain circumstances along with costs. She said the overall outcome is not a one size fits all, she added a balanced approach is best to ease into purchasing electric equipment, she encouraged staff to keep testing because technology is moving fast.

## 3. Strategic Plan Update – *Rachel Colton, Kelsey Schwartz, Kristin Toney*

Ms. Colton reminded the board that staff are doing the strategic plan without a consultant this time. She said the presentation will review the data, priorities, vision/mission/values and next steps.

Ms. Schwartz explained the data sources and summary of an anonymous survey and SWOT exercises with the leadership team, executive team and board. She reviewed the identified strengths, weaknesses opportunities and threats.

Ms. Toney spoke about the existing priorities (pillars) and the proposed new priorities simplified to team, service and community.

Ms. Colton sought board feedback on the vision, mission, and values. The board expressed appreciation for the value statement and mission. Ms. Colton inquired whether the DEI action plan guiding vision—"To be an organization that reflects our community, welcomes and serves equitably, and operates with transparency and accountability"—should be elevated. She reviewed the district's current eight values and suggested reducing the list to five, making them easier for staff to remember.

The board offered some suggestions on combining some of the value terms and generally supported consolidation or simplification. The board asked for more time to consider elevating the DEI action plan guiding vision and expressed some thoughts about making one value more prominent than the others.

Ms. Colton explained the next steps:

- Continue outreach through June
- Write plan/review internally
- Board review of draft and final plans

### **CONSENT**

1. Minutes: 4/16/2024
2. Adopt Annual Resolution No. 2024-04 for SDC Annual Index Increase and Tiers

***Director Schoen made a motion to approve the consent agenda. Director Owens seconded. The motion was approved unanimously, 5-0.***

### **BUSINESS SESSION**

Ms. Brown opened the business session with a reading of the 50<sup>th</sup> anniversary proclamation.

***Director Schoen made a motion to approve the 50<sup>th</sup> anniversary proclamation. Director Schneider seconded. The motion was approved unanimously, 5-0.***

1. Approve Sponsorship Policy – *Julie Brown*

Ms. Brown discussed the sponsorship policy for district-supported sponsorships and those benefiting the district. She explained the various types of district sponsorships, including sports programs, facilities events, dasher boards, and others.

Ms. Brown reviewed the policy's goals: to establish guidelines, ensure the district benefits from collaborations, provide staff guidance, and streamline budgeting and documentation. She explained all sponsorships will serve the district's intent to address one or more of the following:

- Expand district resources to server community members
- Enhance projects and programs in achieving the district's mission and goals
- Increase public support and involvement in the delivery of park and recreation services

She also highlighted the differences in the existing policy and outlined prohibited sponsorships:

- Clarified subjective language
- Removed redundancy with gifts and donations policies
- Added best practices language about prohibited sponsorship affiliations
- Added donation of services/in-kind sponsorship that are requested frequently
- Updated approval levels of authority
- Centralized budgeting

Ms. Brown shared approval levels and budgeting for sponsorships.

The board briefly considered whether increasing sponsorship revenue would justify staff time required to secure them. They also discussed the implications of allowing commercial activities within district parks and facilities. The board requested a re-evaluation of the current policy with stronger language opposing commercialism. They asked for a revised version of the policy to be presented at a future meeting.

**EXECUTIVE DIRECTORS REPORT**

- Executive Director Horton invited Sara Anselment to discuss the city’s tree code. She said there is still time for the district to provide comments and offered to meet with individual board members for their thoughts. Director Hovekamp offered some comments about protecting trees and supporting density and shared that he believes they can both be accomplished.
- Executive Director Horton thanked directors Schoen and Owens for agreeing to attend the homeless presentation with the city.
- He shared the new concessions manager catered an event at Larkspur and reported that the food was excellent.
- He gave an update on the Boys & Girls Club and said there are some problems with the building that the district will need to repair.
- He said the high wheel in Drake Park needs some repair, he shared that he received a quote for \$49,000 to fix the high wheel and said he now plans to elevate the wheel, repaint and change the irrigation spray for a lot less money.
- He announced the budget meeting next week, and said it will have to be completed in one meeting and said the May 21<sup>st</sup> board meeting is canceled.

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

- Director Owens thanked staff for the budget tour, she said it is a highlight for her. She reported that she watched a report from the city that said the district is the second highest user of water in Bend. She said she knows staff is working on water use and she appreciates it. Executive Director Horton said the district is likely the second highest user of city water, but other facilities use more water that comes from irrigation.
- Director Schneider said he appreciates the Weekly Report articles that Julie Brown sends to the board and staff. He said he was in Shevlin Park and ran into visitors that were commenting about the cleanliness and beauty of the park.
- Director Schoen said she is appreciative of the new sound system at Larkspur for Zumba and enjoyed the fundraiser at Mountain Burger last night.

**ADJOURN: 8:14 pm**





Prepared by,

Sheila Reed  
Assistant to the Executive Director

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Nathan Hovekamp, Chair

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Jodie Barram, Vice-Chair

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Donna Owens

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Deb Schoen

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Cary Schneider

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	June 4, 2024
<b>SUBJECT:</b>	Sponsorships Policy
<b>STAFF RESOURCE:</b>	Julie Brown, community engagement director
<b>PREVIOUS BOARD ACTION:</b>	N/A
<b>ACTION PROPOSED:</b>	Approve Sponsorship Policy
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Community Relationships Operations & Management Practices
<b>Outcome:</b>	Exceptional customer and community experiences; Financial well-being supported by strong business practices
<b>Strategy:</b>	Provide exceptional experiences during each facet of the customer's interaction with the district; Plan for long-term financial health.

**BACKGROUND**

In March 2011, district staff adopted a Sponsorships Program Policy. The policy defined guidelines and a process by which the district manages sponsorships with businesses for district programs, events and services.

The updated policy draft establishes guidelines and criteria to be used in evaluating and agreeing to a sponsorship relationship. This policy is intended to help ensure that the district and community is better served as a result of the collaboration. Per direction at the May 7, 2024 board meeting, staff added language to convey the intent to keep sponsorship visual representation to a minimal level to preserve the experience in parks, trails and recreation facilities.

**BUDGETARY IMPACT**

The new policy is not expected to have a significant impact on overall revenue from sponsorships. For efficiency, centralized budgeting will occur in Community Engagement beginning with fiscal year 2024-25.

**STAFF RECOMMENDATION**

Staff recommends the board approve the draft of the Sponsorships Policy to replace the 2011 administrative policy.

**MOTION**

*I make a motion to adopt the Sponsorships Policy as presented to replace the 2011 administrative policy.*

**ATTACHMENT**

- A. Proposed 2024 Sponsorships Policy



Board Policy  
Sponsorships Policy Approved  
Date: June 4, 2024

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Nathan Hovekamp, Chair

Page 1 of 4

## **Sponsorships Policy**

### **General information**

Bend Park and Recreation District has earned a favorable reputation in the community and other organizations and businesses may wish to affiliate themselves with the district or seek support for their projects and events.

This policy establishes guidelines and criteria to be used in evaluating and agreeing to a sponsorship relationship. This policy is intended to help ensure that the district and community is better served as a result of the collaboration.

### **Policy**

All sponsorship relationships will serve the district's intent to address one or more of the following:

- Expand district resources to serve community members;
- Enhance projects and programs in achieving the district's mission and goals; and/or
- Increase public support and involvement in the delivery of park and recreation services.

The establishment of a sponsorship agreement does not constitute an endorsement by the district of the sponsor's organization, products or services.

### **Definitions**

**Sponsorship:** A transaction that may include financial or other resource support to associate the sponsor's name, products and services with an organization's programs, events, services and reputation for negotiated benefits.

A sponsorship differs from a partnership because it does not include equitable stake in each other's success or equitable resources invested into the program or event. One organization is doing the majority of the effort with support from the other.

Reviewer: Director of Community Engagement  
Last Review Date: June 2024  
Next Review Date: June 2029  
Review Schedule: 5 years

A sponsorship differs from a gift, which usually take the form of monetary donation, material, supplies, art or real property without expectation of an exchange of service. See Gifts and Donations Policy.

**Donation of service:** A contribution of goods and/or services not involving an exchange of money. This is most commonly associated with fee waivers for the use of a facility space. It may also be in the form of a voucher for use of a BPRD program or recreation facility use.

### **Sponsorship criteria**

Potential sponsorships will be considered with the following:

- Is the proposed sponsorship consistent with district mission, values and current priorities?
- Does the proposed sponsorship provide public benefit by increasing access to parks, trails and recreation facilities or programs?
- Does the proposed sponsor have the necessary competency, resources and license to engage in the proposed activity?
- Does the proposed sponsor have the ability to meet an established program delivery goal and timeline?
- Does the proposed sponsor have the ability to meet insurance coverage requirements as determined by the district?
- Does the proposed sponsorship add value that is complementary to district programs or facility offerings?
- Does the proposed sponsorship require the district to commit resources or create expectations of district commitments in the future?
- Does the proposed sponsorship adversely impact or alter public access to district parks, trails or recreation facilities?

### **Donation of services consideration**

If/when a community organization requests a fee waivers or donation of services from the district, the following criteria are considered by BPRD staff in addition to the above:

- Is the event and/or program organizer a Central Oregon-based non-profit 501 (c) (3) organization?
- Is the service/event open to the community and free to attend?
- Does the service/event celebrate, help serve new or underserved or diverse community members?

### **Donation of services – in-kind support or vouchers**

Requests must be in writing to address sponsorship criteria above and directed to the director of community engagement. If a request is granted, additional service fees may still apply. The district reserves the right to establish quantity limits or value on approved requests annually.

Use of the Riverbend Community Room at the District Office is available to non-profit 501 (c) (3) or public agencies without charge during regular office hours when not being used by the district. Additional service fees apply outside of regular office hours, for use of audio/video technology and when food and beverage is served. This space is not intended for regular, recurring

reservations due to high demand and is not typically available during the summer due to parking limitations.

The district may upon request donate a limited number of program vouchers and recreation facility passes to local non-profit organizations and schools whose primary purpose is to serve local youth or district mission, goals and outreach efforts. Requests must be submitted in writing and meet the criteria in the donation application form. The district may donate program vouchers and facility passes annually to the school district and other partner organizations in lieu of individual requests.

### **Prohibited sponsorship agreements**

The following industries and products are not eligible for sponsorship with the district and the district will not sponsor third-party organizations that are associated with:

- Companies whose business is substantially derived from the sale of tobacco, cannabis, firearms/weapons or pornography. See below for alcohol.
- Religious and political organizations unless the intended event or program meets criteria for broad general public participation.
- Organizations or individuals that discriminate against protected classes per state and federal laws.

In addition, the following content areas are prohibited from sponsorship:

- Promotion of the use or sale of firearms, explosives or other weapons or the depiction, suggestion or glorification of violence or acts of a violent nature.
- Depiction in any form of nudity, profanity, hate speech, obscenity or lewdness or sexually oriented products, activities or materials.
- Promotion of the use or sale of illegal products, activities, paraphernalia or material.
- Use of language or descriptive material which when taken in form and context is deemed to be unsuitable for or contrary to community standards of appropriateness for governmental use for family publication.

### **Alcohol**

Sponsorships for entities whose business are derived in part from the sale of alcohol (such as a restaurant) may be considered for sponsorship subject to approval by the executive director.

Sponsorship affiliations with companies associated with alcohol are subject to the following limitations:

- Sponsorships may not be directed at people or programs that primarily serve participants under 21 years of age
- Sponsorships may be for specific events or activities but not district-wide
- The district logo may not appear on alcoholic products/packaging or gear
- Sponsorships for specific alcoholic beverages will not be allowed

### **District sponsorship for outside organizations**

The district will evaluate requests to sponsor outside organization programs or events on a case-by-case basis. If/when sponsorship opportunities meet the sponsorship criteria outlined in this policy and are within budget resources for sponsorship activities, an agreement will be developed that documents details including fee, timeline, scope and benefits of the sponsorship.

Any sponsorship at or above \$5,000 in monetary or in-kind value must be approved by the executive director or designee. If less than \$5,000, the director of community engagement is authorized to approve or decline sponsorship opportunities within the budgeted limits annually.

A sponsorship at or above \$25,000 in monetary or in-kind value shall be considered by the district's board of directors for approval.

#### **Outside organizations as sponsors for BPRD programs, events and services**

- The district offers a limited number of sponsorship opportunities for outside organizations. These may include registration programs, space in district facilities and/or as support for district events.
- The sponsorship fee structure covers direct costs associated with the recognition (such as logo on jerseys) and a donation to support the district's needs-based scholarship program. In limited instances, funds may be used to support a specific program, event or purpose.
- In some cases, a trade for media advertising may be exchanged with in-kind value detailed in an agreement.
- The district may collaborate with a third-party facility use agreement renter on sponsorship opportunities, with approval by the executive director or a designee.
- Agreements must be in writing and include term of service details.
- Sponsor agreements and interest lists are maintained by the Community Engagement and Recreation departments.

#### **Visual representation of sponsorships**

The district's priority is to provide parks, trails and recreation opportunities for people to connect and to engage with the natural environment. Visual representation of sponsorships will be carefully considered and evaluated to minimize the impact on the surrounding environment and the park user experience. Limiting sponsorship visual markers in the park system allows the widest breadth of opportunities for individual interests to be served and minimally disturbed by commercialism while on district property.

#### **Budgeting and reporting**

Budgeting for sponsorship commitments for BPRD in relation to outside organizations will be centralized in Community Engagement as part of the annual budgeting process.

An annual report summary and list of sponsorships and partnerships will be available to the board of directors and to the public upon request.

The executive director is authorized to update the policy if changes are not substantial to the content of the policy.

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	June 4, 2024
<b>SUBJECT:</b>	Resolution 2024-05 Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2025-2029
<b>STAFF RESOURCE:</b>	Michelle Healy, Deputy Executive Director Kristin Donald, Administrative Services Director Brian Hudspeth, Development Manager
<b>PREVIOUS BOARD ACTION:</b>	The board last adopted the Capital Improvement Plan on June 6, 2023
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 2024-05, Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2025-2029
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations and Management Practices
<b>Outcome:</b>	A balance between caring for existing infrastructure and new development
<b>Strategy:</b>	Ensure the district is maintaining its adopted level of service targets

**BACKGROUND**

The district's Capital Improvement Plan (CIP) identifies and summarizes all approved and proposed district capital expenditures and revenue sources for a period of five years into the future. The board of directors revises and adopts the district's five-year CIP during the annual budget process. The CIP summary for fiscal years ending 2025-2029, attached to Resolution No. 2024-05 as Exhibit A, was presented to the budget committee on May 14, 2024.

**BUDGETARY IMPACT**

The 2025-2029 Capital Improvement Plan totals \$79,729,023 in planned capital expenditures. \$50,629,098 (64%) is funded with System Development Charge revenues, \$19,992,173 (25%) is funded with property tax revenues, and \$9,107,752 (11%) is funded with alternative funding.

**STAFF RECOMMENDATION**

Staff recommends adoption of Resolution No. 2024-05 adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2025-2029.

**MOTION**

*I make a motion to adopt Resolution No. 2024-05, adopting the Five-Year Capital Improvement Plan for fiscal years ending 2025-2029.*



**ATTACHMENTS**

- A. Resolution No. 2024-05 Adopting the Five-Year Capital Improvement Plan for Fiscal Years Ending 2025-2029
- B. Exhibit A: Five-Year Capital Improvement Plan Summary for Fiscal Years Ending 2025-2029

**BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2024-05**

**A RESOLUTION ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN  
FOR FISCAL YEARS ENDING 2024-2029**

**WHEREAS**, pursuant to ORS 223, the Bend Park and Recreation District adopted a Capital Improvement Plan (“CIP”) on June 6, 2023 with BPRD Resolution No. 2023-05, and

**WHEREAS**, the board has re-examined the park and facility needs for the district and finds that the projects identified on the attached Exhibit A: Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2025-2029 are in the public interest and necessary to serve park, recreation, facility and trail needs of the district; and

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

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

1. The Bend Park and Recreation District Five Year Capital Improvement Plan for Fiscal Years Ending 2025-2029, attached hereto as Exhibit A, is hereby adopted.
2. The CIP includes those projects that are needed to serve the park, recreation facility and trail needs of district residents in fiscal years ending June 30, 2025-2029 including future need related to residential growth and development as specified in Ordinance No. 12 and Resolution No. 421, and pursuant to ORS 223.
3. The CIP identifies both those projects and portions of projects eligible to be funded using System Development Charge (“SDC”) revenue as well as those projects funded by other revenue sources. Those expenditures from the SDC Improvement Fee fund and the SDC Reimbursement Fee fund shall be accounted for separately in accordance with statutory requirements for the use of SDC revenues.

**ADOPTED** by the Board of Directors of the district on this 4<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Nathan Hovekamp, Board Chair

Attest:

\_\_\_\_\_  
Don P. Horton, Executive Director

**Bend Park and Recreation District  
Five-Year Capital Improvement Plan (CIP)  
for Fiscal Years Ending 2025-2029**

Project Type	Project Number	Page Number	Project Map	Project Stage	Approved Funding Allocation	Prior and Current Fiscal Years	FY2025-29 Funding Allocation by Source					FY 24-25 Total	FY 25-26 Total	FY 26-27 Total	FY 27-28 Total	FY 28-29 Total
							Property Tax Revenue	SDC	Alternative	Alt. Type	Total FY 25-29					
<b>Community Parks</b>																
Pine Nursery Park Ph. 4 (Pending Partnership)	013	19	1	Order of Magnitude	78,504	28,504	-	50,000	-	-	50,000	-	-	50,000	-	-
Pine Nursery Park Ph. 5	014	20	2	Design Development	8,750,000	621,438	-	7,728,562	400,000	2	8,128,562	1,000,000	5,728,562	1,400,000	-	-
Big Sky Park Expansion	080	21	3	Design Development	4,722,250	3,583,403	-	838,847	300,000	-	1,138,847	-	-	-	1,138,847	-
Sawyer Park	158	22	4	Construction Documents	2,952,613	316,354	587,933	-	2,048,326	1	2,636,259	1,318,130	1,318,129	-	-	-
Land Acquisition (Rose Property)	102	23	5	Order of Magnitude	4,250,000	4,084,726	165,274	-	-	-	165,274	165,274	-	-	-	-
<b>Total Community Parks</b>					<b>20,753,367</b>	<b>8,634,425</b>	<b>753,207</b>	<b>8,617,409</b>	<b>2,748,326</b>		<b>12,118,942</b>	<b>2,483,404</b>	<b>7,046,691</b>	<b>1,450,000</b>	<b>1,138,847</b>	<b>-</b>
<b>Neighborhood Parks</b>																
Land Acquisitions	017	24	N/A	Order of Magnitude	9,524,835	-	-	9,524,835	-	-	9,524,835	2,090,280	1,830,000	1,656,679	1,500,000	2,447,876
Little Fawn Park	155	25	6	Construction Documents	2,892,704	2,610,559	-	282,145	-	-	282,145	282,145	-	-	-	-
Manzanita Ridge Park	173	26	7	Design Development	1,767,510	299,810	-	1,467,700	-	-	1,467,700	850,000	617,700	-	-	-
Park Search Area 5 (Talline)	189	27	8	Order of Magnitude	1,517,500	-	-	1,517,500	-	-	1,517,500	-	-	250,000	1,267,500	-
Park Search Area 11 (Discovery West Park/TH)	156	28	9	Order of Magnitude	2,923,050	135,000	-	2,788,050	-	-	2,788,050	-	966,300	975,000	846,750	-
Park Search Area 14 (Parkside Place)(Bear Creek)	191	29	10	Order of Magnitude	2,176,400	-	-	2,176,400	-	-	2,176,400	571,900	-	-	400,000	1,204,500
Park Search Area 24 (Stevens Ranch)	192	30	11	Order of Magnitude	1,684,178	-	-	1,684,178	-	-	1,684,178	-	-	300,000	1,384,178	-
Park Search Area 27 (Constellation Crest)	190	31	12	Order of Magnitude	2,888,000	-	-	2,888,000	-	-	2,888,000	-	853,500	750,000	1,284,500	-
Park Search Area 28 (Easton) (SE Area Plan)	193	32	13	Order of Magnitude	2,128,763	-	-	2,128,763	-	-	2,128,763	266,000	662,763	1,000,000	200,000	-
Park Search Area 18 (Coulter Property)	TBD	33	14	Order of Magnitude	1,750,000	-	-	1,750,000	-	-	1,750,000	300,000	200,000	950,000	300,000	-
Park Search Area 15	208	34	15	Order of Magnitude	2,400,000	-	-	2,400,000	-	-	2,400,000	2,400,000	-	-	-	-
Park Search Area 20	209	35	16	Order of Magnitude	1,500,000	-	-	1,500,000	-	-	1,500,000	300,000	-	600,000	600,000	-
Park Search Area 26	210	36	17	Order of Magnitude	1,725,000	-	-	1,725,000	-	-	1,725,000	475,000	-	-	600,000	650,000
Park Search Area 6	TBD	37	18	Order of Magnitude	3,000,000	-	-	3,000,000	-	-	3,000,000	-	-	-	-	3,000,000
Park Search Area 21	TBD	38	19	Order of Magnitude	1,000,000	-	-	1,000,000	-	-	1,000,000	-	1,000,000	-	-	-
Park Search Area 32	TBD	39	20	Order of Magnitude	100,000	-	-	100,000	-	-	100,000	-	-	100,000	-	-
<b>Total Neighborhood Parks</b>					<b>38,977,940</b>	<b>3,045,369</b>	<b>-</b>	<b>35,932,571</b>	<b>-</b>	<b>-</b>	<b>35,932,571</b>	<b>7,535,325</b>	<b>6,130,263</b>	<b>6,581,679</b>	<b>8,382,928</b>	<b>7,302,376</b>
<b>Trails</b>																
DRT Galveston to Millers Landing	033	40	21	Conceptual Design	800,000	496,396	-	248,884	54,720	5	303,604	-	303,604	-	-	-
Riley Ranch Nature Reserve Bridge	082	41	22	Design Development	1,200,000	-	-	984,000	216,000	5	1,200,000	-	-	1,200,000	-	-
DRT Putnam to Riley Ranch	036	42	23	Order of Magnitude	155,000	440	-	126,744	27,816	5	154,560	-	154,560	-	-	-
DRT Kirkaldy to Putnam	037	43	24	Order of Magnitude	63,100	3,662	-	48,738	10,700	5	59,438	42,203	-	17,235	-	-
Deschutes River Trail North Trailhead	083	44	25	Order of Magnitude	320,000	-	-	262,400	57,600	5	320,000	-	20,000	300,000	-	-
Miscellaneous Trails	041	45	N/A	Order of Magnitude	1,450,000	-	-	1,189,000	261,000	5	1,450,000	300,000	300,000	300,000	250,000	300,000
North Unit Irrigation Canal Trail (NUID)	176	46	26	Conceptual Design	512,207	212,207	-	220,708	79,292	5	300,000	300,000	-	-	-	-
COHCT Blakley To Hansen Park	199	47	27	Order of Magnitude	425,175	-	-	348,644	76,531	5	425,175	-	-	275,175	150,000	-
<b>Total Trails</b>					<b>4,925,482</b>	<b>712,705</b>	<b>-</b>	<b>3,429,118</b>	<b>783,659</b>		<b>4,212,777</b>	<b>642,203</b>	<b>778,164</b>	<b>2,092,410</b>	<b>400,000</b>	<b>300,000</b>
<b>Regional / Community Wide</b>																
River Access McKay, Millers, & Columbia Project	188	48	28	Design Development	569,470	509,470	-	-	60,000	1,5	60,000	60,000	-	-	-	-
River Access Riverbend Park	195	49	29	Order of Magnitude	1,775,000	23,053	-	-	1,751,947	1,5	1,751,947	-	-	226,947	1,525,000	-
Art Station	200	50	30	Conceptual Design	3,000,000	250,000	700,000	2,050,000	-	-	2,750,000	100,000	2,650,000	-	-	-
Millers Landing Access Project	TBD	51	31	Design Development	1,325,000	-	-	-	1,325,000	1,2,5	1,325,000	1,225,000	100,000	-	-	-
Columbia Park Access Project	TBD	52	32	Design Development	788,820	-	-	-	788,820	1,2,5	788,820	-	725,000	63,820	-	-
Natural Area Land Acquisition	212	53	N/A	Order of Magnitude	1,500,000	-	650,000	-	850,000	1,2	1,500,000	1,500,000	-	-	-	-
Bend Whitewater Park Maint. & McKay River Access Project	185	54	33	Order of Magnitude	2,000,000	50,000	1,250,000	-	700,000	1,5	1,950,000	150,000	150,000	1,650,000	-	-
<b>Total Community Wide</b>					<b>10,958,290</b>	<b>832,523</b>	<b>2,600,000</b>	<b>2,050,000</b>	<b>5,475,767</b>		<b>10,125,767</b>	<b>3,035,000</b>	<b>3,625,000</b>	<b>1,940,767</b>	<b>1,525,000</b>	<b>-</b>
<b>Asset Management Projects</b>																
Accessibility Improvements	052	55	N/A	Order of Magnitude	500,000	-	500,000	-	-	-	500,000	-	125,000	125,000	125,000	125,000
Asset Management Projects (\$5,000-\$50,000)	071	56	N/A	Order of Magnitude	950,000	-	950,000	-	-	-	950,000	300,000	150,000	200,000	150,000	150,000
Park Services Complex	054	57	34	Construction Documents	9,150,000	126,899	9,023,101	-	-	-	9,023,101	225,000	8,798,101	-	-	-
Skyline Field Renovation	056	58	35	Order of Magnitude	625,000	279,135	345,865	-	-	-	345,865	-	345,865	-	-	-
Hollinshead Park ADA & Preferred Design	159	59	36	Conceptual Design	1,100,000	300,000	450,000	250,000	100,000	4	800,000	800,000	-	-	-	-
Ponderosa Park (North)	163	60	37	Order of Magnitude	1,200,000	-	850,000	350,000	-	-	1,200,000	-	150,000	1,050,000	-	-
Mirror Pond Dredge Commitment	160	61	38	Construction Documents	300,000	-	300,000	-	-	-	300,000	-	-	-	300,000	-
Pavilion Flooring Replacement	TBD	62	39	Construction Documents	202,000	52,000	150,000	-	-	-	150,000	-	-	-	-	150,000
JSFC Outdoor Roof Cover Replacement	TBD	63	40	Order of Magnitude	300,000	-	300,000	-	-	-	300,000	300,000	-	-	-	-
JSFC Roof Replacement (South/East Wing)	TBD	64	40	Order of Magnitude	170,000	-	170,000	-	-	-	170,000	-	-	170,000	-	-
JSFC Outdoor Pools Wall Liner Replacement	TBD	65	40	Order of Magnitude	500,000	-	500,000	-	-	-	500,000	-	-	500,000	-	-
JSFC Main Chiller Unit Replacement	TBD	66	40	Order of Magnitude	300,000	-	300,000	-	-	-	300,000	-	-	-	300,000	-
Sylvan Playground Replacement	TBD	67	41	Order of Magnitude	600,000	-	600,000	-	-	-	600,000	150,000	450,000	-	-	-
Providence Park Renovation	TBD	68	42	Order of Magnitude	1,200,000	-	1,200,000	-	-	-	1,200,000	-	-	-	400,000	800,000
Larkspur Park Playground Renovation	TBD	69	43	Order of Magnitude	500,000	-	500,000	-	-	-	500,000	-	500,000	-	-	-
Stover Park Renovation	TBD	70	44	Order of Magnitude	500,000	-	500,000	-	-	-	500,000	-	-	-	500,000	-
<b>Total Asset Management Projects</b>			<b>(\$)</b>		<b>18,097,000</b>	<b>758,034</b>	<b>16,638,966</b>	<b>600,000</b>	<b>100,000</b>		<b>17,338,966</b>	<b>1,775,000</b>	<b>10,518,966</b>	<b>2,045,000</b>	<b>1,775,000</b>	<b>1,225,000</b>
<b>Total CIP Funding Allocations</b>					<b>93,712,079</b>	<b>13,983,056</b>	<b>19,992,173</b>	<b>50,629,098</b>	<b>9,107,752</b>		<b>79,729,023</b>	<b>15,470,932</b>	<b>28,099,084</b>	<b>14,109,856</b>	<b>13,221,775</b>	<b>8,827,376</b>

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

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	June 4, 2024
<b>SUBJECT:</b>	Public Budget Hearing, Adoption of the 2024-25 Budget, and Imposing and Categorizing Taxes
<b>STAFF RESOURCE:</b>	Kristin Toney, Administrative Services Director
<b>PREVIOUS BOARD ACTION:</b>	The 2023-24 budget was previously adopted by the board on June 6, 2023.
<b>COMMITTEE ACTION:</b>	The 2024-25 proposed budget was previously approved by the Budget Committee on May 14, 2024.
<b>ACTION PROPOSED:</b>	Hold a public hearing to discuss the budget for fiscal year 2024-25, adopt Resolution No. 2024-06 Adopting the Budget and Making Appropriations for Fiscal Year 2024-25, and adopt Resolution No. 2024-07 Imposing and Categorizing Taxes.
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Operations and Management Practices
<b>Outcome:</b>	Financial well-being supported by strong business practices
<b>Strategy:</b>	Invest in services that provide the greatest community benefit while maintaining financial stability

### **BACKGROUND**

The Proposed 2024-25 Budget was made public May 3, 2024 and presented at the Budget Committee May 14, 2024. The State of Oregon Local Budget Law requires a public hearing be held to discuss the budget as approved by the Bend Park and Recreation District Budget Committee. After receiving public comment, the board shall close the public hearing.

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

After the public hearing and the staff presentation, the governing body must enact the proper resolutions to adopt the budget, make appropriations, and impose and categorize the taxes. The resolution adopting the budget should state the total amount of all the budget requirements, and a schedule of appropriations must be included. This schedule provides the local government with legal spending authority throughout the fiscal year.

Per Oregon Revised Statute (ORS) 294.435(1), local governments that are using ad valorem property taxes to balance their budgets must declare the tax rate by resolution. The resolution should state the rate being certified to the county assessor. Property taxes are imposed for the tax year on the assessed value of all taxable property within the district. The Bend Park & Recreation District's permanent tax rate is \$1.461 per \$1,000 assessed value. The amount approved by the budget committee to be levied for the General Obligation Bond debt service for the upcoming fiscal year is \$2,196,335.

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

### **BUDGETARY IMPACT**

The district's Fiscal Year 2024-25 budget shows a balanced budget with healthy reserves for planned future projects and maintaining assets. The proposed budget is anticipating \$51.5 million in revenues and \$53.5 million in expenditures for total budgeted requirements of \$106.5 million, which includes contingencies and reserves. This budget will support 297 full-time equivalent (FTE) employees for \$26 million and has \$15 million in capital spending. Revenues for the district are expected to increase by \$3.2 million, a 7% increase over last year's budget due to growth in property taxes and SDCs along with growing programming. Expenditures for the district's proposed budget are projected to decrease by \$4.5 million, an 8% decrease compared to last year's budget. The decrease is mainly in capital spending with large projects that are in the planning phase. Personnel and operating expenditures each saw a 3% increase.

### **STAFF RECOMMENDATION**

Staff recommends that the board adopt Resolution No. 2024-06 adopting the budget and making appropriations for fiscal year 2024-25.

Staff also recommends that the board adopt Resolution No. 2024-07 imposing and categorizing taxes for fiscal year 2024-25 for the district's permanent rate tax and for debt service for general obligation bonds.

### **MOTION**

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

***Motion #1: I make a motion to adopt Resolution No. 2024-06 Adopting the Budget and Making Appropriations for Fiscal Year 2024-25.***

***Motion #2: I make a motion to adopt Resolution No. 2024-07 Imposing and Categorizing Taxes for Fiscal Year 2024-25.***

### **ATTACHMENTS**

- A. Resolution No. 2024-06 Adopting the Budget and Making Appropriations
- B. Resolution No. 2024-07 Imposing and Categorizing Taxes

<b>BOARD AGENDA COMMUNICATION</b>
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### **ATTACHMENTS**

- A. Resolution No. 2024-06 Adopting the Budget and Making Appropriations
- B. Resolution No. 2024-07 Imposing and Categorizing Taxes
- C. [Proposed 2024-25 Budget](#)

**BMPRD RESOLUTION NO. 2024-06****A RESOLUTION OF THE BEND METRO PARK AND RECREATION DISTRICT BOARD OF DIRECTORS  
ADOPTING THE BUDGET AND MAKING APPROPRIATIONS****ADOPTING THE BUDGET**

**BE IT RESOLVED** that the Board of Directors of the Bend Metro Park and Recreation District hereby adopts the budget for fiscal year 2024-25 in the total amount of \$106,558,748.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below are hereby appropriated:

**General Fund**

Director's Office and Administrative Services	\$	4,606,508
Planning and Design		1,723,502
Community Engagement		2,003,560
Park Services		9,037,042
Recreation Services		17,544,695
Debt Service		504,875
Interfund Transfers		6,500,000
Contingency		-
<b>Total Appropriations</b>		<b>41,920,182</b>

**Rental Fund**

Recreation Services		527,890
Interfund Transfers		100,000
Contingency		100,000
<b>Total Appropriations</b>		<b>727,890</b>

**System Development Charges Special Revenue Fund**

Planning and Design		9,729,528
Interfund Transfers		615,000
Contingency		2,000,000
<b>Total Appropriations</b>		<b>12,344,528</b>

**Facility Reserve Fund**

Planning and Design		4,058,410
Parks Services		127,500
Recreation Services		470,900
Contingency		2,000,000
<b>Total Appropriations</b>		<b>6,656,810</b>



**Equipment Reserve Fund**

Director's Office and Administrative Services	55,000
Parks Services	735,400
Recreation Services	236,700
Contingency	150,000
<b>Total Appropriations</b>	<b>1,177,100</b>

**GO Bond Debt Service Fund**

Debt Service	2,135,732
<b>Total Appropriations</b>	<b>2,135,732</b>

**Total Bend Metro Park and Recreation District**

Total appropriations including contingency	64,962,242
Total unappropriated and reserve amounts	41,596,506
<b>Total Bend Metro Park and Recreation District Budget</b>	<b>\$ 106,558,748</b>

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

**ADOPTED** by the Board of Directors of the District on this 4th day of June 2024.

\_\_\_\_\_  
Nathan Hovekamp, Board Chair

Attest:

\_\_\_\_\_  
Don P. Horton, Executive Director

**BMPRD RESOLUTION NO. 2024-07**

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

**IMPOSING THE TAX**

**BE IT RESOLVED** that the Board of Directors of the Bend Metro Park and Recreation District hereby imposes the following ad valorem property taxes for tax year 2024-25 upon the assessed value of all taxable property within the District:

1. At the rate of \$1.461 per \$1,000 of assessed value for permanent rate tax; and
2. In the amount of \$2,196,335 for debt service for general obligation bonds.

**CATEGORIZING THE TAX**

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

**General Government Limitation**

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

**Excluded from Limitation**

General Obligation Bond Debt Service .....\$2,196,335

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

**ADOPTED** by the Board of Directors of the District on this 4th day of June 2024.

\_\_\_\_\_  
Nathan Hovekamp, Board Chair

Attest:

\_\_\_\_\_  
Don P. Horton, Executive Director



## PLANNING & DEVELOPMENT PROJECT UPDATES June 2024

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### COMMUNITY AND REGIONAL PARK PROJECTS

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**Sawyer Park Entrance and Parking Lot Upgrades:** The building and engineering permit sets are in progress and will be reviewed by staff this month. Agency coordination related to planning, utilities, cultural and historic resources is ongoing.



**Pine Nursery Park Phase 5:** Geotechnical investigations and additional survey work are complete. Design development is in progress and a review set will be submitted in early July.



**Bend White Water Park Maintenance and McKay Park River Access Project:** The engineering analysis to look at the current functionality of the existing park features is complete, and the results were presented to staff in May. These results will be documented and presented to the district in the form of a report to help inform recommendations for potential corrections and needed maintenance.

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### NEIGHBORHOOD PARK PROJECTS

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**Manzanita Ridge:** The 60% construction document set was reviewed by staff last month. Documents for building and engineering permits will be submitted this month.



**Little Fawn Park:** The construction of Little Fawn Park is underway. Right of Way work is continuing, and site work, including the irrigation mainline, hardscaping and base rock for pathways and plazas, are being installed. Park completion is expected this fall of 2024.

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**Hollinshead Park ADA and Preferred Concept Design:** A public Open House was held on May 20<sup>th</sup>, along with a public survey, neighborhood association presentation, and online outreach. Staff is now organizing and reviewing the comments that have been received on the initial design plans, which are still available for review and comment on the project webpage. Initial designs and project updates are proposed to be brought before the board of directors in July.

## FACILITY PROJECTS



**Art Station:** Conceptual design is in process, working toward a preferred concept and preliminary cost estimates. Utility needs and site improvements are also being assessed to determine project scope. The project is posted to the BPRD website to inform the community about the work and submit questions or comments. Staff plans to present the conceptual plan to the Board in July.



**Park Services Complex:** The design consultant conducted additional site investigations and are preparing their base drawings. They are evaluating preliminary programming information provided by staff, and additional programming and design coordination with staff will take place this summer.

## TRAIL PROJECTS



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



**Riverfront Street Deschutes River Trail Improvements:** The first public meeting for the Riverfront Street project was held on April 18<sup>th</sup> at the District Office. About 30 people attended and staff received positive initial feedback for the project. The City also hosted a survey on their project website to gather feedback from the public, and their consultants will now begin work on the design alternatives for the project.



**Manzanita Trail:** The district is currently negotiating the final easements and land acquisitions necessary to complete the Manzanita Trail between Discovery Park and Shevlin Park. Construction of a portion of the remaining trail will begin this Fall and the trail is planned to be fully constructed by Spring of 2025. The trail is being constructed by the district's trail crew.



**Discovery Park/Outback Trail Connections:** The district’s trail crew has completed the first two of five planned neighborhood trail connections from the Outback Trail in Discovery Park. These natural surface trails provide critical links between the Discovery West neighborhood, the Outback Trail, and nearby schools. The district will continue to building these new neighborhood trail connections throughout 2024.

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## RIVER PROJECTS

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**McKay, Miller’s Landing and Columbia Parks River Access Project:** Construction level drawings at all access locations have progressed to 90% complete, and land use permit applications for Miller’s Landing have been submitted. At a recent City of Bend Planning Commission meeting, the districts Waterway Overlay Zone application was approved, a big step forward on the permitting front. Staff applied for additional grant funding from the Oregon State Marine Board’s (OSMB) Waterway Access Grant program in December to help fund construction at Miller’s Landing, and staff should find out this spring if that grant application is successful. The district was awarded a \$300,000 grant from the Visit Bend’s Bend Sustainability Fund (BSF) to help fund Miller’s Landing. In addition to the OSMB grant application for Miller’s Landing, staff has also applied to the Local Government Grant Program (LGGP) for Miller’s landing, as well as an application to the Land and Water Conservation Fund (LWCF) for improvements at Columbia Park which was awarded in April.



**Miller’s Landing Park River Access Project:** This project was prioritized from the 2018 Deschutes River Access and Habitat Restoration Plan and the Preferred Concept Design was completed under the McKay, Miller’s, and Columbia Park River Access project. The preferred concept design includes improved river access for boaters and river users with mobility restrictions. The plan also includes a hardened access point at the far down stream end of the park for swimming, wading, and slow water recreation. This project is proposed to begin construction in winter 2024/2025.

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## OTHER PROJECTS AND FUTURE DEVELOPMENT

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**Rose Property Land Acquisition:** The district has hired a soil scientist to analyze soil types for the zone change application. To support the zone change request, the majority of the site cannot have high-value soil. The initial test pit findings were positive in support of a zone change, meaning that the investigation shows insignificant areas of high value soils on the site. Additional soils samples were taken in late March to thoroughly cover the property and a report is expected in mid-May. If less than 50% of the site has high value soil, the district will proceed with a zone change on a portion of the property to a zoning designation that allows for a greater variety of park and recreation uses.



**Discovery Park Art Corridor:** After the district approved the installation of up to four art pieces along the Outback Trail in Discovery Park, Brooks Resources applied for and received a \$100,000 grant from Visit Bend’s Sustainability Fund for the installation of three art pieces. District staff is currently working with Brooks Resources on final designs for three art pieces, a labyrinth and two sculptures, that will be installed beginning this summer.



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

- *Staff continues working with Epic Land Solutions to acquire land in other priority park search areas, not associated with development.*



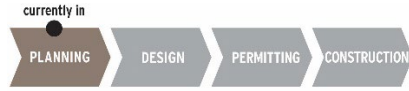
**SDC Waivers for Affordable Housing:** Park SDC waivers for 583 units have been approved through coordination with the City of Bend’s Affordable Housing Committee at a cost to the district of about \$3.75 million in waived SDC fees. Following the board approval of an additional 75 waivers for 2024, a remaining 26 waivers are available through the end of the year. Staff and legal counsel have completed the necessary deed restriction documents for 15 of the developments, totaling 426 units. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 32 units.



**Comprehensive Plan Update:** The 2018 Comprehensive Plan requires a mid-term update, which began with a community needs assessment survey in early October. Staff is working on a draft of the updated plan with the intention of presenting it to the board in early fall.



**Strategic Plan Update:** The 2019 Strategic Plan sunsets this year, staff kicked off an update of the Strategic Plan in January. Staff is currently in the outreach phase, which includes an all-employee survey, focus groups with the leadership and executive teams, and workshops with the board of directors. This phase will continue through June of this year.



**Diversity, Equity and Inclusion (DEI) Initiative:** The DEI committee is participating in the strategic plan review and update. They are also providing updates at multiple recreation staff training and community outreach events.

**Board Calendar  
2024**

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

**JUNE 18 – Canceled**

**JULY 2**

**WORK SESSION**

- Art Station project update – *Jason Powell and Matt Mercer (30 min)*

**BUSINESS SESSION**

- Elect Board Chair and Vice-Chair
- Appoint Board Secretary
- Appoint Budget Officer
- Appoint Legislative Liaison
- Approve board meeting dates and time

**JULY 16**

**BOARD PHOTOS**

**SAFETY PROCEDURES REVIEW**

**WORK SESSION**

- Presentation on the history of the South UGB Bridge – *Henry Stroud (60 min)*

**BUSINESS SESSION**

- Approve initial design drawings for Hollinshead Park – *Ian Isaacson (20 min)*
- Consider proposed Lease Amendment with Boys and Girls Club – *Kristin Toney (30min)* tentative
- Approve easement acquisition NUC Trail – *Henry Stroud (20 min)*

**AUGUST 6-Canceled**

**AUGUST 20-Canceled**

**SEPTEMBER 3**

**WORK SESSION**

- Trail Counter Program – *Zara Hickman and Andy Sommerville (20 min)*
- *Draft Strategic Plan – Rachel Colton (45 min)*
- Comprehensive Plan Draft Review (30 min) – *Sara Anselment*

**BUSINESS SESSION**

**SEPTEMBER 17**

**WORK SESSION**

**BUSINESS SESSION**

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

## **Future Topics**

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)*

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*

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 – *TBD (30 min)*

Comprehensive Plan Draft Review– *Sara Anselment*

Comprehensive Plan Adoption – *Sara Anselment*

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