



Bend Metro Park & Recreation District

January 19, 2016

# 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

January 19, 2016

District Office Building | 799 SW Columbia | Bend, Oregon

## **AGENDA**



### **5:30 p.m. CONVENE MEETING**

#### **STAFF INTRODUCTIONS**

- Randy Pine
- Amy Crawford
- Blanche Taber
- Terri Bergstrom

#### **WORK SESSION**

1. Community Relations and Marketing Plan – Jan Taylor & Colleen McNally (30 min.)
2. Community Sponsored Projects – Quinn Keever (30 min.)

### **6:50 p.m. BREAK/TRANSITION**

### **7:00 p.m. REGULAR MEETING**

#### **VISITORS**

This is the time provided for individuals wishing to address the Board regarding items **not** listed in the business session. The Board may elect to ask for comment on business session items at the appropriate time. Visitors who wish to speak are asked to submit a public comment card provided at the sign-in table. The visitor’s section is not designed for a lengthy presentation. If you have a proposal for Board consideration, briefly introduce the subject, and request that the Board consider adding discussion to a future Board meeting agenda. Please state your name and address at the time you address the Board. Please limit your remarks to three minutes.

#### **CONSENT AGENDA**

1. Meeting Minutes - 11/17/2015 and 12/1/2015
2. Hamilton Contract Amendment

#### **BUSINESS SESSION**

1. Accept 2014-15 Audited Financial Statement – Price/Fronk CPAs & Lindsey Lombard (20 min.)
2. Approve Eagle Park Master Plan – Jim Figurski and Ian Isaacson (30 min.)

#### **EXECUTIVE DIRECTOR’S REPORT**

#### **BOARD MEETINGS CALENDAR REVIEW**

#### **GOOD OF THE ORDER**

#### **ADJOURN**

**EXECUTIVE SESSION** - The Board will meet in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(h) and ORS 192.660(2)(e) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media. Matters discussed in executive session that relate to current litigation or litigation likely to be filed shall not be disclosed by the news media.

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	January 19, 2016
<b>SUBJECT:</b>	Community Relations & Marketing Plan
<b>STAFF RESOURCE:</b>	Jan Taylor, Community Relations Manager Colleen McNally, Marketing Manager
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None – informational only
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Strengthen community awareness and understanding of BPRD’s full range of benefits and services.

### **BACKGROUND**

Whether it’s marketing programs or managing public relations, BPRD delivers thoughtful communications in our pursuit to build and maintain strong, positive and long-term relationships with our community. We are value-driven and strive to see that all communications are based in truth, clarity and with the highest regard for our patrons.

The District’s first marketing plan was developed in 2003 when the emphasis was all about using the logo and tag line! The first Community Relations and Marketing Plan was developed in 2007 and has since evolved in keeping with District growth and community input. In 2014, the Plan was formalized as a result of national accreditation standards. The Community Relations and Marketing Plan has seven sections:

1. Organization and Department – provides an overview of how we are structured
2. Situational and Market Assessment - speaks to our understanding of the community as it relates to communication objectives
3. Segmentation, targeting and positioning – speaks to how we define who we are speaking to and what message we are sending to different segments of our community
4. Strategic focus and marketing plan – speaks to our brand, style guide, specific marketing objectives
5. Marketing methods and mix – defines the breadth of tools with which we use to conduct our work, gives a sample of the many mini-campaigns undertaken in a year, strategy on website and social media communications as well as internal communication strategies, among many others
6. Community Relations Plan – defines the goals and strategies specific to public relations
7. Evaluation Methods– speaks to tools to evaluate success

Staff will share the plan and speak to the overarching themes that drive the District’s approach to communications.

### **BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

None, information provided for discussion only.

**MOTION**

None, information provided for discussion only.

**ATTACHMENTS**

None

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	January 19, 2016
<b>SUBJECT:</b>	Community Sponsored Projects
<b>STAFF RESOURCE:</b>	Quinn Keever, Planning Analyst Michelle Healy, Director of Planning and Park Services
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	None
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Cultivate Partnerships
<b>Initiative:</b>	Seek strategic alliances to support targeted capital projects

### **BACKGROUND**

Throughout the years, Bend Park and Recreation District has partnered with individuals and groups in the community to develop capital projects. Recently, interest in Community Sponsored Projects—projects initiated, planned and implemented by community members—has grown and is requiring more staff time and attention throughout the year to manage. Until now, requests for Community Sponsored Projects (CSP) have been directed to various staff within Park Services, Planning and Development and Community Relations. However, because BPRD has not had a formal process for managing CSPs, there has been a lack of efficiency, consistency and transparency in how requests are addressed.

In response to the increased interest in CSPs, the District has developed a process to address project requests. Staff researched CSP processes in other jurisdictions and adapted these processes to be consistent with BPRD's mission, vision and values. This effort produced two documents; the Community Sponsored Projects *Procedures* (Attachment A) and the Community Sponsored Projects *Application* (Attachment B).

The *Procedures* explain the steps in the process, evaluation criteria and required information to be included in an application. The *Application* asks detailed information about the proposed project, ranging from questions about the site plan, to fundraising, to long term maintenance.

The CSP *Procedures* and *Application* will be posted on the District's website and available in hard copy at the District Office, pending Board approval. A designated staff person will be identified as the point of contact for the CSP process—to answer questions and serve as a liaison between the applicant and the District. By designating one staff person to manage project requests, the CSP process will be more efficient and consistent, and ultimately provide better customer service to community members seeking to work with the District on capital projects.

The CSP process is intended to allow flexibility, both for the public and the District. The designated staff person will work with the public throughout the year to answer questions and offer guidance on the process. In some cases, it may be necessary to address a project request outside of the CSP process and schedule.

**BUDGETARY IMPACT**

None, information provided for discussion only.

**STAFF RECOMMENDATION**

None, information provided for discussion only.

**MOTION**

None, information provided for discussion only.

**ATTACHMENTS**

Attachment A: Community Sponsored Projects *Procedures*

Attachment B: Community Sponsored Projects *Application*

# Community Sponsored Projects *Procedures*

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Over the years, Bend Park and Recreation District (BPRD) has partnered with individuals and groups within our community to develop outstanding projects. Recently, interest in Community Sponsored Projects—projects initiated, planned and implemented by community members—has grown. In response to this increased interest, BPRD has standardized the way it works with those requesting projects. Please note that the District’s funding and staff availability vary from year to year, and will influence the District’s ability to facilitate Community Sponsored Projects.

The application for Community Sponsored Projects is available online at:

[www.bendparksandrec.org/fill this in](http://www.bendparksandrec.org/fill_this_in). Please review the application and attend the orientation meeting in October to learn more about the process and ask any questions you may have. For more information about this process, please contact Quinn Keever at 541-706-6130 or via email at [quinn@bendparksandrec.org](mailto:quinn@bendparksandrec.org).

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## **Application Steps**

Applications for Community Sponsored Projects (CSP) are accepted once a year, in November. The CSP process can require some or more of the following steps, depending upon the scale, complexity and breadth of impact of the proposed project. Each of these items are explained at the orientation meeting, which is the first step for all projects:

1. Orientation meeting hosted by BPRD for people interested in applying for a Community Sponsored Project (Mid-October)
2. CSP applications due (Mid-November)
3. CSP committee reviews applications (Mid-November through late November)

4. Designated CSP staff member follows-up with applicants about any questions, if necessary (Early December)
  5. CSP committee conducts site visits with top applicants (Mid-December)
  6. If site visits are positive, top applicants are invited to submit final drafts of applications with any missing information completed and/or clarified (Mid-December)
  7. CSP committee recommendation to the BPRD Board of Directors for a go/no-go decision on the preferred project (January)
  8. Notice of Intent to approve project (Early February)
  9. Update Capital Improvement Plan (Mid-February)
  10. Write first draft of Project Agreement (March)
  11. Adopt Capital Improvement Plan (July)
  12. Formal project approval and finalized Project Agreement (July)
  13. Project implementation (August)<sup>1</sup>
  14. Project completion and debrief
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### **Necessary Application Information**

- Applicant name and contact information
- Project name
- Project description
- Project location
- Square footage of project area
- Site plan
- Applicant's contribution to project
- Project budget
- Project funds and their sources
- Schedule

<sup>1</sup> Actual project implementation date will vary depending upon applicant's fundraising timeline.

- Need for the project
  - Explanation of why BPRD should be involved
  - Who will benefit and how?
  - Demonstrated community support
  - Contribution to long-term maintenance
- 

### **Project Criteria**

- Is the project consistent with the Parks, Recreation and Green Spaces Comprehensive Plan?
- Is the project consistent with BPRD policies?
- Does the applicant have sufficient funding?
- Does applicant funding include funds with a limited window of availability?
- Has the applicant demonstrated community support for the project?
- Is the project timeline compatible with other BPRD projects?
- Is the project location compatible with other BPRD projects?
- Are the demands on BPRD staff within existing capacity?
- Are land use approvals or building permits needed?
- Will the applicant be the entity that applies for any necessary permits?
- Will project development require additional funding from BPRD?
- Will the applicant provide long-term maintenance (e.g., park adoption, maintenance endowment)?
- Will the project require operational funds from BPRD?
- Would approval of this project contribute to a broad and equitable distribution of park development projects?

## **Maintenance Criteria**

- Is the project compatible with existing uses and facilities?
- Does the proposed site have adequate capacity to accommodate the use without adverse effects to the environment, existing uses, facilities and adjacent properties?
- Are the project design and materials consistent with BPRD specs and standards?
- Do the design and materials meet BPRD maintenance standards?
- Will the project require additional on-going maintenance work or reduce on-going maintenance for BPRD after completion?

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# Community Sponsored Projects *Application*

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## **Applicant Information**

Please identify one person to serve as the project coordinator through the life cycle of the project and list his/her contact information below.

**Applicant Name:**

**Mailing address:**

**Email address:**

**Phone number:**

## **Project Information**

Please provide as much information for the review committee as possible. The more details the committee has, the better the chance the project will move forward. If you do not have enough information to answer a question at this time, you will be given an opportunity to add details if the project is selected to move forward.

If you are completing this document electronically, you may add lines between questions if you require more space. If you are completing this document in hard copy, you may attach additional pages if you require more space.

**Please complete this application and email it as an attachment to:**

**[quinn@bendparksandrec.org](mailto:quinn@bendparksandrec.org)**

**Or send it to:**

**Bend Park and Recreation District  
c/o Quinn Keever  
799 SW Columbia St.  
Bend, OR 97702**

- 1. Project name:**
  
- 2. Please give an overview of your project, followed by a description of each project element.**
  
- 3. Describe the project location in as much detail as possible.**
  - a. What type of site does your project require?**
  
  - b. Why is the proposed site the best site for this project?**
  
- 4. Please list the square footage of the project area.**
  
- 5. Please attach a site plan. (A site plan is a schematic drawing, as viewed from above, of the site and the location of key project elements).**

- 6. What are the applicant's contributions to the project? (Describe the project applicant or project team's relevant skills and availability to contribute labor, materials, funding, or other resources to the project).**
  
- 7. Please attach a detailed budget. (List project components and what they will cost).**
  
- 8. Please describe how the project will be funded and list the funding sources.**
  
- 9. If your project is dependent on a fundraising effort, please address the following:**
  - a. What percentage of the project will be funded as a result of fundraising?**
  
  
  
  
  
  
  
  
  
  
  - b. How much of the funds do you currently have in cash dedicated to this project?**
  
  
  
  
  
  
  
  
  
  
  - c. Describe your fundraising plan, including:**
    - i. Financial goal(s) including estimated amount from in-kind and cash:**
  
  
  
  
  
  
  
  
  
  
    - ii. Accounting mechanism. Is a 501-c-3 organization behind this effort?**

**iii. Fundraising timeline, including financial goal benchmarks:**

**iv. Fundraising strategies:**

**v. Describe your group's experience in fundraising leadership and/or contracted fundraising experience.**

**10. Please provide the project schedule. (List key milestones and the dates you plan to reach them).**

**11. Please describe the community need for this project.**

**12. Who will benefit from the project and how? (Provide as much detail as possible about who will use or enjoy or benefit from this project once completed).**

**13. Please explain why BPRD should be involved in this project. (List in detail anything you are expecting or hoping BPRD will contribute to the project).**

**14. Please demonstrate community support for the project. (Describe the public support you already have, and how will you continue to engage the public to show that there is community support. The bigger the project, the broader support you will need to demonstrate).**

**15. What is the applicant's long term contribution to maintenance? (Please provide details about how the project will be maintained after completion).**

**Thank you for your interest in Community Sponsored Projects with the Bend Park and Recreation District!**



**7:00 PM REGULAR MEETING** – convened at 7:18 p.m.

**VISITORS**

James Prehoda – Mr. Prehoda said he was a Sunrise Village resident and was speaking on behalf of the Sunrise Village Board of Directors. He stated he was asking the Board to direct staff to remove bridge options 4 and 5 from the options under consideration. Mr. Prehoda stated the main reasons for this request were that the citizen advisory committee had decided option 3 was the best location and options 4 and 5 would go through Sunrise Village property and the trail would adversely affect property value and aesthetics of the neighborhood. He added that most importantly, it is the most pristine and inaccessible area in Bend.

Keith Scott – Mr. Scott commended the ongoing excellent service and work of the park District, including park and facilities maintenance and sports programs.

Justin Gottlieb – Mr. Gottlieb said he was representing the high desert cannabis community. He said he had prepared a counter offer to resolution #384 and was planning on releasing it to the general public around Thanksgiving.

**CONSENT AGENDA**

1. Meeting Minutes 10/20/15
2. Award construction contract for Canal Row Park
3. Codify Personnel Policies

**Director Schoenborn made a motion to approve the consent agenda. Director Fuller seconded. The motion passed unanimously, 5-0.**

**BUSINESS SESSION**

1. Pavilion Operations Plan Update – *Matt Mercer, Russ Holliday, Kevin Collier*

Mr. Mercer explained that the presentation was to share progress since the update at the April Board meeting. He shared the planning mission and values. With assistance from Mr. Holliday and Mr. Collier, Mr. Mercer provided the following highlights on progress:

- Season and Hours – ice hours have been expanded based on demand
- Opening Plan – opening with holiday schedule, including many open skate opportunities
  - open Christmas eve, Christmas, and new year’s eve
  - full regular schedule to begin January 3
- Pavilion schedule breakdown - there is balanced use of the facility, with many drop-in opportunities
- Fees/structure – age categories, pass or single visit. Did not include season pass this year, schedule is going to change and modify this first year, do not have a use pattern to look at how to price a season pass
- Premium Sessions – add on fee
- Group rates, school rates and party packages
- Sponsorship Program
- Marketing and Promotion – Playbook, Website, social media, print materials, early (pre-opening) advertising
- Opening & Future Promotion - consideration of a dedication event

- Major Items Completed
- Items to be completed – hiring, training, concession, sponsorships, advertising, final set up and move in, develop operations and maintenance procedures, implement opening marketing plan

In addition to the points above, the Board and staff discussed sponsorships, advertising, naming rights and safety concerns.

## 2. Resolution No. 384 - Recommending Buffers Between Marijuana Dispensaries and Parks

Executive Director Horton said that Resolution #384 had been prepared as directed by the Board at the last meeting. He pointed out the last paragraph stating, “NOW, THEREFORE, the Bend Park and Recreation District Board of Directors recommends to the Bend City Council that a 250 foot buffer be placed around all of the community’s parks separating recreational marijuana from places children play in order to help protect children from a greater exposure to the marketing and dispensing of recreational marijuana.” Executive Director Horton said that if approved, this would be signed by the Chair and then passed on to City Council for their consideration when they consider the recommendation by MTAC and the Planning Commission in December.

Each Board member briefly shared their position on the resolution. Director Grover stated a conflict of interest.

**Director Schoenborn made a motion to approve Resolution No. 384 - Recommending Buffers Between Marijuana Dispensaries and Parks. Director Fuller seconded.**

Roll call vote:

Director Grover abstained because of a conflict of interest.

Director Schoenborn – Yay

Director Fuller – Yay

Director Chenoweth - Yay

Director Hovehamp - Nay

**The motion passed, 3-1.**

## EXECUTIVE DIRECTOR’S REPORT – Don Horton

### **Upper Deschutes Watershed Council – River Planning Efforts**

Staff have been meeting with Upper Deschutes Watershed Council to discuss possible planning partnership for stewardship of the river through Bend. This relates to our effort to work with the city on the idea of a general permit to help expedite permitting for projects along the river bank. The discussion with UDWC is to take a broader look at the river and come up with a coordinated plan that everyone could use to help guide river and riverbank stewardship. Currently in the discussion stages and will more info with the board when a proposal is prepared.

### **State Parks Commission – Scenic Waterway Rulemaking**

Steve Jorgensen is headed to the State Parks Commission meeting in Hood River tomorrow. Public comment period is open until Friday, 11/20. He will provide public comment at the meeting and submit a letter of testimony on behalf of BPRD.

### **Moda – play equipment**

Moda will be partnering with the Portland Trail Blazers again this season to raise money to provide kids in communities the opportunity to play. Moda and the Blazers will each donate \$5 per assist per game. The total funds raised will be used to donate all-ability access play equipment at a park somewhere in the state of Oregon. The funds raised during the 2013 – 2014 season were used to provide all-ability access equipment at Birnie Park in La Grande. The dollars raised during the 2014 – 2015 season are being used to provide all-ability access at Cully Park in Portland. MODA's plan is to select 4 parks in four different cities around the state, present those parks/cities to fans and invite all to vote to determine which park will be the recipient of the equipment.

### **Bend Patrol Services**

Working with Bend Patrol Services (BPS) on our contract to provide additional park patrol staff in lieu of a police officer – currently BPS closes gates, check buildings and patrol parks after hours. BPS would provide up to 3 additional BPS employees to support the park stewardship staff with coverage 7 days a week. They would be tasked with the issues of greater safety concerns for employees. Our existing agreement with the Bend PD has provided seasonal coverage with one officer.

### **Bend 2030 – Bend Livability Conference**

Currently working with Bend 2030 on the Bend Livability Conference Steering Committee. The conference is in the planning stages and will take place in the spring. The conference will focus on housing, transportation, economic development, neighborhood livability and leisure (included recreation, arts, library, the environment, etc.) The purpose is to have a community discussion around livability. The findings from the conference will help inform policy.

### **Relationship with City Council**

Discussions have taken place with Eric King to find ways to build a better relationship at the policy making level with City Council. Two ideas that came up that may help are to host meetings with the Chairs of both the Board and Council and to have a Board member attend the City Council "Office Hours" public meetings.

### **ORPA Awards**

Jan Taylor received the Dave Clark Award

Colleen McNally received the ORPA Young Professional Award

Millers Landing Park (accepted by Chelsea Schneider) received the Design Award

**SDAO Award for the Bend Whitewater Park**

We were recently notified that BPRD will be receiving the 2015-2016 SDAO Outstanding Special District Program award for the Bend Whitewater Park at the SDAO conference in February. This award recognizes innovative projects and programs, outstanding safety, public information, public involvement in a district decision making process, and outstanding achievement.

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

Director Fuller asked if Chair Chenoweth would be making any comment at an upcoming City Council meeting in regards to buffers between marijuana dispensaries and parks. The Board briefly discussed who would attend a City Council meeting and resolved that Chair Chenoweth will represent the working group at City Council.

**ADJOURN** 9:01 p.m.

**EXECUTIVE SESSION** – The Board did not meet in Executive Session.

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- **Benefits of Collaboration**
  - Resource and relationship benefits
  
- **Costs & Risks of Collaboration**
  - Staff intensive
  - Extend project timeline
  - Give up some control
  - Entitlement issues
  - Resources used are not available for other projects
  - Risk that group does not follow through
  
- **Lessons Learned**
  - Each project relationship is unique
  - MOUs have served as a great foundation
  - Items to consider earlier and more specifically:
    - Define clear roles in decision making
    - Require fundraising plans and expertise
    - Specify donor and sponsor recognition
    - Determine potential for naming rights
    - Develop operational and facility use agreements
    - Realistic expectations
    - Clearly define project scope and limits
    - Coordinating with 5 yr CIP is challenging
    - Do not underestimate staff time requirements
  
- **Moving Forward**
  - Timbers – modify and extend lease terms
  - BPTA – support education and stewardship efforts
  - Pickleball Club – facility use, program collaboration and stewardship
  - Bend Ice – facility use, program assistance and technical support
  - Process for evaluating future proposals – Michelle shared inquiries/requests and new formal process being developed

## **2. FC Timbers Update – Matt Mercer**

Bend FC Timbers representatives, Ryan Shore and Rod Buzzas, provided background on fundraising efforts and updated the Board on the current status of their efforts and the request to amend the ground lease. They shared their campaign report and explained the phased approach they are hoping to implement in the amendment to the ground lease. There was no formal motion. The Board collectively supported staff to move forward with the ground lease amendment, making sure to build in bench marks.

## **REGULAR MEETING**

### **BUSINESS SESSION**

1. Bend 2030

Erin Foote Marlowe and Vic Martinez shared the model and vision of Bend 2030. They updated the Board on current and upcoming projects and shared information on the Bend Livability Conference. They thanked the Board for their support and asked for continued support at the same level. There was no formal vote; the Board was in agreement to support Bend 2030 at the same level of \$5,000.

## 2. Budget Committee Member appointment(s) – Lindsey Lombard

Ms. Lombard provided a recap of the last Board meeting where applicant information was shared and the process for appointment was confirmed. She shared the rankings received from the Board and explained that one candidate, Cliff Walkey, had respectfully removed his name for personal reasons. The ranking sheet provided showed ratings assuming Cliff Walkey was part of the process, of those ratings there was one top candidate, Brian Thorsness; second by one point was Jeanine Faria. After a brief discussion a motion was made to appoint Brian Thorsness to the Budget Committee.

**Director Fuller made a motion to appoint Brian Thorsness to serve on the Bend Park and Recreation District's Budget Committee for a term of three fiscal year budget processes each, beginning with the 2016-17 fiscal year budget process. Director Grover seconded. The motion passed unanimously, 3-0.**

## CONSENT AGENDA

### 1. Meeting Minutes - 11/10/15

**Director Fuller made a motion to approve the Consent Agenda. Director Grover seconded. The motion passed unanimously, 3-0.**

## STAFF REPORTS

Staff reports were provided to the Board as an update on ongoing projects for informational purposes only.

## EXECUTIVE DIRECTOR'S REPORT – Executive Director Don Horton

- December 15 Board meeting canceled; SDAO Board training at 5:00 pm in its place.
- SDAO annual conference in Sunriver in February. If you are interested in attending contact Vanessa.
- Recreational marijuana dispensary buffer update– Last night City Council held a work session and talked about creating 150 foot buffers around parks to be consistent with what they are doing with day cares. There seems to be a consensus on City Council that a 150 foot buffer would be something they could support. Chair Chenoweth and Brady Fuller will represent the Board at the City Council meeting on Wednesday evening.
  
- Upcoming Public Meetings
  - Farewell Bend Bridge WOZ City of Bend Planning Commission hearing – December 28th 5:00pm (tentative date)
  - Eagle Park Master Plan Public Meeting – January 6, 2016 from 5:30pm to 7:30pm at Hollinshead Barn 1235 NE Jones
  
- Heritage Square – The City of Bend is looking at a zone change for Troy Field; there has been some resistance in the community to selling Troy Field. The School District asked if

BPRD would provide a letter in support of their desire to have the zoning changed. A letter was provided and stated that Troy Field is not part of BPRD's plans for property acquisition or parks development and BPRD had no objections to the proposal.

- Bend Whitewater Park Update – The design team has designed a wave drop at drop number 3 and has recently got a change order from the contractor to provide for that work. The change order is not only for the wave but other improvements as part of the project. The Board will be asked to ratify the change order and reset another contingency at the next meeting.

### **BOARD MEETINGS CALENDAR REVIEW**

### **GOOD OF THE ORDER**

**ADJOURNED:** 8:38 p.m.

**EXECUTIVE SESSION** - The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions.

DRAFT

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	January 19, 2016
<b>SUBJECT:</b>	Ratification of Hamilton Construction Company Construction Contract Amendment
<b>STAFF RESOURCE:</b>	Brian Hudspeth, Construction Manager Chelsea Schneider, Landscape Architect Michelle Healy, Planning & Park Services Director
<b>PREVIOUS BOARD ACTION:</b>	September 16, 2014 Award Construction Contract
<b>ACTION PROPOSED:</b>	Amend Construction Contract
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Analyze and Adapt to Changing Community Need
<b>Initiative:</b>	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

### **BACKGROUND**

On September 16, 2014, the Board approved a contract for \$7,621,985.10 with Hamilton Construction for the construction of the Bend Whitewater Park and a total project funding allocation of \$9,681,985.10. The total project funding allocation included funds for all soft costs (i.e., engineering, design, permitting), the Hamilton CMGC construction contract (including a 9% contingency) and an additional BPRD project contingency of \$350,000 (yet to be spent).

After opening the park in September of 2015, several items were identified by the users, engineers and staff that needed to be done to enhance the safety as well as the usability of the park. Hamilton Construction provided a Change Order Request in the amount of \$473,053.90 to construct the desired changes. This additional cost exceeded the total construction contract award approved by the Board in September of 2014 by \$97,822.48. Although overall the project has funding available to cover the change order request (from the \$350,000 BPRD contingency approved by the Board) the construction contract does not.

To expedite the work during the short winter construction window the Executive Director approved the change order in December 2015 with the intention of the Board ratifying this decision in January 2016. The Executive Director briefed the Board during the December 15 board meeting where a consensus was reached to move forward with the alterations being proposed.

The changes includes adjustments to the whitewater channel on drops 2, 3, and 4; changes to the floater passage to better direct floaters through the channel.; build a walking path along river left; create a surf wave at drop 3, and other minor modifications identified by the engineers.

### **BUDGETARY IMPACT**

The current Capital Improvement Plan (CIP) allocates \$9,681,985.10 for the Bend Whitewater Park project. Funding to cover Hamilton's construction contract amendment would come from the \$350,000 project contingency approved by the Board in September 2014. After Board ratification of this change order with

Hamilton Construction, the District estimates spending a total of \$9,477,113 on the project, leaving \$204,872 remaining from the original project CIP funding allocation.

**STAFF RECOMMENDATION**

Staff recommends ratification of the Executive Director's approval of the amendment to Hamilton Construction Company's contract in the amount of \$147,127.87, adjusting the total value of the contract from \$7,621,985.10 to \$7,767,113. This amendment included funds to cover the change order as well as a contingency of \$47,305.42 on the construction contract to finish out the project.

**MOTION**

***I make a motion to ratify the decision of the Executive Director to amend the contract with Hamilton Construction Company for the construction of the Bend White Water Park for an additional \$97,822.48, plus \$47,305.42 in contingency, for a new total construction contract not to exceed \$7,767,113.***

**ATTACHMENTS**

None

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	January 19, 2016
<b>SUBJECT:</b>	Fiscal year 2014-15 audited financial report
<b>STAFF RESOURCE:</b>	Lindsey Lombard, Finance Director Amy Crawford, Finance Manager
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Accept fiscal year 2014-15 audited financial report
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Financial Stewardship
<b>Objective:</b>	Maintain financial stability
<b>Initiatives:</b>	Provide responsible financial planning and management to support the district's existing and future levels of service.

### **BACKGROUND**

Oregon Revised Statute 297.405 – 297.555, the Oregon Municipal Audit Law, requires an annual financial report audit of all municipal corporations. The Secretary of State, Audits Division, in cooperation with the Board of Accountancy, and in consultation with the Oregon Society of CPAs, prescribes the minimum standards for the presentation of the report and the conduct of the audits.

The annual report, presented in the form of financial statements and schedules, is required to be independently audited by CPAs licensed by the Oregon State Board of Accountancy to perform audits of municipal corporations. The annual audit process contributes to the integrity of Oregon local governments by requiring an independent review of fiscal affairs and assuring that local taxpayers are provided a reliable and complete financial report that can be used to evaluate their local governments' performance.

The District has received a clean audit opinion for fiscal year 2014-15 (and for all years prior since the District's first audit for fiscal year 1976-77). The auditor will be presenting the audited financial report to the board during the business session.

### **BUDGETARY IMPACT**

Our contract with Price/Fronk and Co. for the 2014-15 annual financial report audit is \$15,500. This is the fourth year of a five-year contract with this auditor. This fee is budgeted in the General Fund.

### **STAFF RECOMMENDATION**

Staff recommends the Board receive the auditor's presentation of the audited financial report for the District for the fiscal year 2014-15 and make a motion to officially accept them.

### **MOTION**

***I move to accept the District's 2014-15 audited financial report.***

### **ATTACHMENT**

The audited financial report for fiscal year 2014-15 is posted on the District's website [www.bendparksandrec.org](http://www.bendparksandrec.org) for review. Click on "About BPRD" at the top right corner of the main page and scroll down to and click on "Finance." Click on "Audited Financial Statements" in the middle of the Finance Department page and click on "View BMPRD Audited Financial Statement FY 2014-15."

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	January 19, 2016
<b>SUBJECT:</b>	Eagle Park Master Plan
<b>STAFF RESOURCE:</b>	Jim Figurski, Landscape Architect Ian Isaacson, Landscape Designer Michelle Healy, Director of Planning and Park Services
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Approve Eagle Park Master Plan
<b>STRATEGIC PLAN:</b>	
<b>Theme:</b>	Community Connection
<b>Objective:</b>	Analyze and Adapt to Changing Community Need
<b>Initiative:</b>	Acquire land, and plan and develop trails, river access, parks, natural areas and recreation facilities to meet identified community demand and future need.

### **BACKGROUND**

The 2016-2020 Capital Improvement Plan (CIP) includes the development of neighborhood park improvements to the Eagle Neighborhood Park property. Eagle Park is a four acre site located in northeast Bend, off of NE Butler Market Road and Eagle Road in the Mirada subdivision. The park site is bounded on all four sides by local streets: Flagstone Avenue on the north, Nolan Street on the east, Marea Drive on the south and Daniel Drive on the west. Development of this park property is intended to address a neighborhood park deficiency for residents living in Neighborhood Park Service Area 10 (defined in the District's Neighborhood Park Plan). The park development also helps satisfy the District's *2012 Parks, Recreation and Green Spaces Comprehensive Plan* neighborhood park standard of providing 1.5 acres per 1,000 population and park access within a 1/2 mile walking distance to all District residents.

In June 2015, District staff began the master planning process for the Eagle park site. The planning process relied upon a series of public involvement activities to inform design options and create the master plan being presented to the Board for approval. The primary methods of public involvement and outreach included

- A series of three neighborhood meetings held on: August 26, 2015, October 28, 2015 and January 6, 2016. Notice of each neighborhood meetings was provided by BPRD to residents and property owners within a ½ mile radius of the park through direct mailing. BPRD has also
- A project website that includes background information, project updates, information about neighborhood meetings and staff contact information for comments or questions.

The proposed improvements included in the Eagle Park Master Plan are illustrated in the master plan drawing attached to this board report. Additional drawings, also attached illustrate proposed site furnishings and play equipment as presented at neighborhood meetings.

### **BUDGETARY IMPACT**

The preliminary estimate of probable cost for completing all the improvements identified in the Master Plan is \$1,255,781 including a 15% construction contingency. Construction is expected to include the all of the neighborhood park elements shown on the attached drawing. A refined cost estimate and phasing plan for construction (if necessary) will be completed during design development following approval of the Master Plan.

The fiscal-year 2016-2020 CIP includes \$1,170,000 in system development charges for the planning, design, construction documents, permitting and construction of Eagle Park.

**STAFF RECOMMENDATION**

Staff recommends approval of the Eagle Park Master Plan. Once the project is bid, it will go back to the Board for consideration of the construction contract.

**MOTION**

*I move to approve the Eagle Park Master Plan.*

**ATTACHMENT**

Draft Eagle Park Master Plan

Draft Eagle Park Furnishings Board

**Board Calendar  
2015-2016**

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

**February 2**

Staff Introductions

Sue Glenn  
Charlie Redline  
Mark Cain

Work Session

- ◆ Effects of Alcohol and Marijuana on Youth - *Jessica Jacks, Prevention Programs Supervisor, Deschutes Co. Health Services (30 min)*
- ◆ Bend Park and Recreation Foundation – *Jan Taylor (30 min)*

**February 16**

Staff Introductions

Work Session

- ◆ District Comprehensive Plan update – *Steve Jorgensen and Quinn Keever*
- ◆ River Stewardship Planning – *Chelsea Schneider and UDWC*

Business Session

- ◆ Approve FC Timbers Ground Lease Revision – *Matt Mercer*
- ◆ Approve a Resolution to apply for a Land & Water Conservation Grant for Shevlin Park – *Quinn Keever (consent)*

**March 1**

Work Session

- ◆ Needs-Based Assistance Program – *Matt Mercer*
- ◆ Latino Outreach Program

Business Session

**March 15**

Work Session

- ◆ District-wide Website – *Jan Taylor*

Business Session

**April 5**

Work Session

- ◆ Bend-La Pine Schools – *Superintendent Mikalson*
- ◆ CIP 3<sup>rd</sup> Quarter Review – *Michelle Healy, Lindsey Lombard*

Business Session

- ◆ Adopt Resolution - SDC Fee Schedule annual adjustment – *Lindsey Lombard*

**April 19**

Work Session

- ◆ Community Needs Assessment
- ◆ District-wide Outreach Plan – *Jan Taylor*

Business Session

## **April 20<sup>th</sup> - Budget Committee Tour**

### **May 3**

#### **Work Session**

- ◆ Water Conservation Planning – *Chelsea Schneider and Mike Duarte*

#### **Business Session**

## **May 16<sup>th</sup> & 17<sup>th</sup> BUDGET MEETINGS**

### **May 18**

*Tentative Budget Meeting*

### **June 7**

#### **Work Session**

#### **Business Session**

- ◆ Adopt Resolution – Adopting Budget – *Lindsey Lombard*
- ◆ Adopt Resolution - Categorizing Taxes – *Lindsey Lombard*
- ◆ Adopt Resolution – Adopting the Capital Improvement Plan (CIP) – *Lindsey Lombard*

### **June 21**

#### **Work Session**

- ◆ CIP – 4<sup>th</sup> Quarter Review

#### **Business Session**

## **TBD**

Purchasing Policies

Wildside

Approve DRT easements for Putnam to RRNR segment – *Steve Jorgensen (consent)*

Early lease extension request from Cascade School of Music – *Don Horton*

Performance measurements

Strategic Plan measurements

Strategy for assessing park maintenance shop/office needs

Economic impact study

DRT - Kirkaldy Ct. to Putnam Rd. easement

GFOA Certificate of Excellence - Budget – *Lindsey Lombard*

GFOA Certificate of Excellence - Financial Reporting – *Lindsey Lombard*

Naming Rights

Senior Center Expansion Business and Programming Plan

Senior Center (Larkspur) Contract

Culture

Scanlon & Lundgren fields renovation (Skyline Park) – *Park Services*

Non-profit support from the District – *Jan Taylor & Don Horton*

Athletic Field Report – *Matt Mercer*

River Stewardship Planning – *Chelsea Schneider*