



Bend Metro Park & Recreation District

September 3, 2024

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

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

Our Mission

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

We Value

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

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

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

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

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

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

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

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

play for life

District Office | Don Horton, Executive Director

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



Board of Directors

September 3, 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 transactions and ORS 192.660(2)(h) for the purpose of consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

The board will meet in person 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

STAFF INTRODUCTIONS

Becky Rexford

- Peter Darquea, Sports Program Supervisor
- Josh Motenko, Sports Program Supervisor
- Bailey Adams, Sports Program Supervisor

Sue Glenn

- Paul Reinhardt, Larkspur/BSC Supervisor

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.

WORK SESSION

1. Art Station Project Update – *Jason Powell and Matt Mercer and Corey Martin, Hacker Architects (30 min)*
2. 2019 Strategic Plan – Final Action Item Update – *Rachel Colton (15 min)*

CONSENT

1. Minutes: 7/16/2024

BUSINESS SESSION

1. IGA with the City of Bend for Transportation Fee Billing – *Kristin Toney (10 min)*

EXECUTIVE DIRECTOR’S REPORT

REPORTS –Planning and Development Project Update, Seasonal Recreation Report and Quarterly Admin Report

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

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

BOARD AGENDA COMMUNICATION

AGENDA DATE:	September 3, 2024
SUBJECT:	Art Station Project Update
STAFF RESOURCE:	Jason Powell, Construction Manager Matt Mercer, Director of Recreation
GUEST PRESENTER:	Corey Martin, Principle Architect – Hacker Architects
PREVIOUS BOARD ACTION:	September 19, 2023, Future Art Station Facility December 19, 2023, Award Professional Services Contract for the Art Station Project
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The district has provided a comprehensive art program for youth and adults since taking over operations of the Art Station from Arts Central seven-years ago. The Art Station was located in the old train depot in the Old Mill District across from the amphitheater at a reduced rent. The lease was discontinued in April 2022 in order for the building to be used to support the growing use of the amphitheater. Over the past year and a half, the district has offered art programs at Larkspur Community Center, Harmon Hobby Hut and in various Bend area schools. During this same period, district staff explored potential sites and facilities for a future centralized home for district art programs.

In September of 2023, district staff recommended to the board locating a new Art Station facility at Larkspur Park, across the lawn area from the Larkspur Center. Staff received board consensus to move forward with the project at Larkspur Park and proceed with hiring an architect.

On October 5, 2023, the district advertised the Request for Proposal (RFP) for professional design services for the Art Station Project. The scope-of-work in the RFP included project management, survey, design development, construction documents, permitting, cost estimating, bidding and construction administration services. On December 19, 2023, a contract was awarded to Hacker Architects for the Art Station Project.

Since that time the architectural team and staff have conducted interviews and outreach with key staff to help develop the conceptual plan being shared with the board during the meeting. The

design team will advance the project towards construction level documents with an anticipated submittal to the city for permits early this coming winter. Pending permit issuance, construction is anticipated to start in late 2025 and continue into 2026.

The district's Capital Improvement Plan (CIP) allocates \$3 million dollars for the project. The preliminary total project cost estimate is \$4.29 million dollars. Staff will be considering all options to preserve the function of the building while reducing costs through the design process. During the board meeting, staff will share a more detailed update on the project, the current conceptual design and preliminary cost estimates.

BUDGETARY IMPACT

The 2025-2029 CIP allocates \$3,000,000 total funding for the project. Of this funding \$2,300,000 is System Development Charge (SDCs) funds and \$700,000 is property taxes. To date, the district issued a design contract to Hacker Architects for \$235,000. The remaining funding is designated for permitting, construction and other miscellaneous owner's costs.

The project's current cost estimate is over the district's funding allocation in the CIP. The Art Station project is eligible for more SDC funding in the district's SDC methodology and the district can apply additional SDC funds to offset the higher than anticipated development costs. Staff proposes to increase the project's SDC funding allocation during the forthcoming CIP preparation cycle (i.e., draft 2026-2030 CIP) with the most up to date development costs. This information will then be factored into the district's financial forecast and reviewed with the board during the budget workshop this winter.

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	September 3, 2024
SUBJECT:	2019 Strategic Plan – Final Action Item Update
STAFF RESOURCE:	Rachel Colton, Park Planner
PREVIOUS BOARD ACTION:	<p>June 18, 2019: Strategic Plan Adoption</p> <p>Feb. 4, 2020: Annual Action Plan and Performance Measures Update</p> <p>Feb. 2, 2021: Annual Action Plan and Performance Measures Update</p> <p>Sept. 7, 2021: Strategic Plan Update and Extension</p> <p>Jan. 31, 2022: Annual Action Plan and Performance Measures Update</p> <p>Sept. 6, 2022: Strategic Plan Update</p> <p>Feb. 3, 2023: Annual Action Plan and Performance Measures Update</p> <p>Oct. 3, 2023: Strategic Plan Update</p> <p>Feb. 2, 2024 Annual Action Plan and Performance Measures Update</p>
ACTION PROPOSED:	None
STRATEGIC PLAN:	N/A

BACKGROUND

The 2019-2024 Strategic Plan (Plan) implementation horizon ended on June 30, 2024. As intended, the plan was adjusted as necessary over the implementation period to adapt to changing conditions. Specifically:

- **Plan Duration:** When the Plan was adopted, it had a three-year implementation period. However, the plan duration was extended by two years as a result of shifting priorities resulting from the COVID-19 pandemic and staffing shortages.
- **Action Items:** The adopted plan included 62 actions. Over the course of the Plan implementation, 23 additional action items were added, and two action items were removed, for a total of 83 action items. The additional action items were necessitated by the COVID-19 pandemic, which significantly strained staff resources and required that priorities be shifted to address more immediate needs, as well as new priorities identified during the Plan's implementation

Over the duration of plan implementation, district staff has closely tracked action item status and provided updates to the board twice per year. This update is the last and final update for this Plan. It's important to note that these actions do not represent all of the work that the district staff completes, rather, they are key actions that help support achievement of the Strategic Plan's goals.

Action Item Progress

A total of 30 action items were included in the action plan for the third and fourth quarters of fiscal year 2023/2024. Great progress was made on the action items this period, with 22 action items completed, seven remain in progress and one is on-hold. When looking holistically at all 83 action items in the plan, 90-percent of the action items are complete, eight-percent are in progress and one-percent are on-hold. The action items that have not been completed can be considered as actions that could be included in implementation of the next Strategic Plan. A full summary of action item progress in the third and fourth quarters of fiscal year 2023/2024 is included as Attachment A of this report.

Performance Measures

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

New Strategic Plan

Staff is drafting the new strategic plan, and will review a draft with the board at the September 17, 2024 board meeting.

BUDGETARY IMPACT

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

STAFF RECOMMENDATION

None

MOTION

None

ATTACHMENTS

Fiscal Year 2023/2024 Q3 and Q4 Action Item Update



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

**Employees &
Workplace Culture**
*Becoming a workplace
that is second to none in
performance and
satisfaction*



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

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



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

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



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



**BEND PARK AND RECREATION DISTRICT
2019-2024 STRATEGIC PLAN
SUMMARY OF FISCAL YEAR 2023/2024 Q1 AND Q2
ACTION ITEM STATUS BY PILLAR**

**Employees &
Workplace Culture**
*Becoming a workplace
that is second to none in
performance and
satisfaction*



- 5 complete
- 3 in-progress

8

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



- 13 complete
- 1 in-progress
- 1 on-hold

15

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



- 4 complete
- 3 in-progress

7

Total Action Items 30



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

Employees and Workplace Culture

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

Completed (5)

- Recruit to new audiences
- Collect and analyze data to inform and improve employee retention strategies in areas with high turnover
- Review existing benefit package, as well as new, and non-traditional benefits.
- Evaluate effectiveness of onboarding process. Enhance consistency and delivery methods district-wide based upon evaluation
- Evaluate effectiveness and value of mandatory training

In-Progress (3)

- Forecast and communicate potential future positions
- Provide supervisors and managers tools and/or training to improve the performance evaluation process
- Address the need for on-call support in all departments.



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

Community Relationships

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

Complete (13)

- Create stronger and more meaningful partnerships with government agencies
- Educate our workforce on how to respond effectively and professionally to misinformation about BPRD
- Support the community relations department in publishing a minimum of two magazines per year
- Increase knowledge of and access to the district's scholarship program
- Invest in targeted programming that minimizes barriers for low-income populations
- Expanded targeted outreach for the Latinx population
- Analyze recreation participant data to identify underserved geographic areas in programming
- Evaluate the effectiveness of the Needs Based Assistance (NBA) policy and plans in 2022 and adjust as necessary
- Evaluate and prioritize removal of additional barriers to participation
- Improve registration processes and technology to address first day registration challenges and provide exceptional customer service.
- Revise the District's current partnership policy to define different levels of collaborative relationships and criteria
- Develop a BPRD 101 fact sheet, presentation template and talking points
- Create a BPRD tour where district staff and/or Board members can present district information and happenings of interest Increase knowledge of and access to the district's scholarship program

In-Progress (1)

- Develop and implement a Customer Loyalty Program

On-hold (1)

- Create a district customer experience program which includes expectations and how-tos, helpful hints, etc.



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

Operations & Management Practices

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

Complete (4)

- Plan and prioritize funding for a new Park Services Shop
- Integrate sustainability values and practices in recreation programming when feasible
- Education and outreach for staff about the Comprehensive Plan, LOS targets and current status
- Create a public awareness campaign to inform the public about the district's sustainability practices

In-Progress (3)

- Define minimum and desired staff levels for each service area of the district
- Evaluate the steps necessary for a collaborative process to further consider the South UGB bridge project
- Develop specific environmental responsibility guidelines which drive purchasing decisions



Board of Directors

July 18, 2024

District Office Building | 799 SW Columbia | Bend, Oregon

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

BOARD PRESENT

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

STAFF PRESENT

- Michelle Healy, Executive Director
- Matt Mercer, Director of Recreation
- Kristin Toney, Administrative Services Director
- Julie Brown, Director of Community Engagement
- Sheila Reed, Assistant to the Executive Director
- Sasha Sulia, Director of Park Services
- Brian Hudspeth, Director of Planning and Development
- Ian Isaacson, Landscape Architect
- Henry Stroud, Principal Planner

VISITORS

- Bruce Churchill:** Mr. Churchill commented about Hollinshead Park and shared his concerns about the plan for the fenced dog park. He said it is too large and changes the flow of the park and the picnic use of the park.
- Kimberlee Lear:** Ms. Lear shared her concerns about Hollinhead Park. She is opposed to the asphalt trail that is planned. She said there are parks nearby that offer paved trails. She showed a map that she provided and pointed out her areas of concern.
- Donn Curry and Ken Kelso:** Mr. Kelso spoke about the egress of the pathways and the invasion of privacy at his fence and backyard. He added that he did not think the design honored the intent of the donors of the land.
- Lincoln Mayer:** Mr. Mayer said he objects to the dog park, he said he feels that it is too big for the park. He mentioned the historic nature of the park and the incompatibility of the dog park. He suggested not adding the dog park and requiring dogs to be leashed at all time and suggested adding a dog park to Al Moody Park.
- Daniel Philip:** Mr. Philips said he lives on the border of the park and removed his fence to access the park easier. He said the area used by people is fenced off in the plan and the fencing makes accessing the park from his home more difficult.
- Daniela Ahmed:** Ms. Ahmed said she visits Hollinshead Park with her dog. She said she keeps her dog on a leash due to all the dogs. She acknowledged that the park is out of control and requested that it

become a park that requires a leash. She suggested that people that want to have their dog off leash can go to other areas to have their dog off leash.

John Heylin: Mr. Heylin said he advocates for adding two additional county commissioner seats. He attended Munch and Music stated there was no water to drink. He suggested a water filler by the stage and a requirement of event planners to provide free water. He advocated for the paved path at Hollinshead and the South UGB Bridge.

Brigitte Cronier: Ms. Cronier said she goes to Hollinshead every day and lives in the neighborhood. She is opposed to the fenced dog park, she said she has a shy dog that doesn't do well entering in a gated and fenced dog park.

Tryg Baxter: Mr. Baxter said he has been going to Hollinshead his whole life and is opposed to the asphalt path in the park and the fenced in dog park.

Mike Baughoran: Mr. Baughoran expressed his concern for keeping Hollinshead Park as a natural and historic park. He said he takes his dog to the park and said he thinks fencing the dog park will cause more problems than it helps. He encouraged the board to take action to make some changes in the park.

Kelsey Schwartz: Ms. Schwartz said she agreed with Ms. Ahmed. She said that she finds that Hollinshead is not a park that she can visit with her dog due to number of dogs that are not controlled in the park as it is. She said the dog poop is not picked up and is all over the park. She stated that it is a community park, not a neighborhood park and everyone should be able to use it.

Tricia Gardner: Ms. Gardner said she has used Hollinshead Park for the last 11 years. She mentioned the amenities that she enjoys and expressed concern for the dog park area for the dog park is too small. She commented that the fenced in area is takes up too much space of the park.

Robin Vora: Mr. Vora said he does not understand why the district is prioritizing dogs over people. He thinks the park should be kept to the intention of the space when it was donated.

Andrew Dimfeekarb: Mr. Dimfeekarb said his family loves Hollinshead Park, the park is well attended and holds people well. He said the fence would change the park from that. He said he favors keeping the park as it is. He supports the ADA improvements and restrooms.

Maitreya Sriram: Mr. Sriram supports the S. Bend footbridge. He said that he does not think that the community opposes the bridge and used the support in the room as an example.

Christine Seidel: Ms. Seidell said she loves to ride her bike and loves nature. She would like the S. UGB bridge to go through and added it more important now to spread the recreational use in Bend.

Erik Fernandez: Mr. Fernandez said he supports the work of the district. His concern about the bridge is the precedent that it would set for other protected areas of the river. He encouraged the board to explore other downstream options. He said this has divided the community and suggested other areas of focus for staff to work on instead. He criticized the survey taken by the district and said that the question about the bridge was not asked fairly.

Katrina Hays: Ms. Hayes thanked the district for the river trail. She said she voted for the bond in 2012 for the sole reason of the bridge proposal. She said she cannot reach forest service land without a 25 min. drive. She said the district should show their work more, and added the district does good work, but does not show it off enough.

Michael Ogle: Mr. Ogle said he has lived in Bend since 1972 and spoke in opposition of the S. UGB bridge.

He said the bridge would result in more urbanization. He asked the board to let this proposal die a natural death.

Craig Lacy: Mr. Lacey is opposed to the S. UGB bridge. He gave some history of the community and the wild and scenic designation on the river. He said if the community was properly polled, they would still

oppose the bridge. He spoke of the value of the wildlife in the proposed bridge and spoke about the impact a bridge would have on the area.

Mary Fleischman: Said she opposes the bridge and spoke about the history of the protected area. She said her concern is that it would weaken the protections in other areas.

Michael Doram: Mr. Doram is opposed to the S. UGB bridge. He said this has been rejected twice by the board and fails to understand why it keeps coming up. He said the forest service opposes it and there is an environmental impact that the bridge would create.

Michael Tripp: Mr. Tripp shared that he opposes the S. UGB bridge and gave several reasons and cited laws in place that protect the area.

Jerry Freilich: Mr. Freilich said he is opposed to the bridge project. He said the bridge does not connect the trail as promised by the district. He advocated for an alternate location that has forest service land on both sides. He said the current site has no place for parking.

Royce Kallerud: Mr. Kallerud said the bridge was promised 12 years ago. He said he is here to ask the board to explore the topic and fact finding. He said another footbridge was just built in a wild and scenic designation in the state. He asked board to pursue the facts on building the bridge.

Doug White: Mr. White said he supports the prohibition of bridges in the wild and scenic designation. He read a statement to support the statement. He also remarked that the McKenzie River bridge was a replacement and not a new bridge

Peter Baer: Mr. Baer is opposed to the bridge. He said that he thinks the community saw the growth coming and wanted to protect the community. He said the forest service land is already being loved to death and a bridge would only cause more harm.

Ambrose Su: Mr. Su said he has lived on the river since 1999 and has experienced the overcrowding and dramatic change to the area on the west side of the river. He shared his concerns for the bridge and the increased traffic it would bring. He added that the city is looking at a bridge further down river as part of the transportation plan that will help the east side residents access the area.

Bob Ratcliff: Mr. Ratcliff said the bridge does not provide benefit to him, in his career he worked on protecting areas and is in favor of the bridge. He said the park district's interest is providing the community equitable access to recreation areas. He said he understands the concerns, but footbridges have been installed all over the country on wild and scenic areas.

Robin Vora: Mr. Vora said he doesn't understand why the board would want to approve a bridge that benefits people that are not district tax payers, it degrades the land, and the owners in the area don't want a bridge. He said he is opposed to the bridge.

Courtney Underhill: She said her family is desperate to have the bridge built. She said there are no sidewalks or parks in DRW and the bridge would really help to gain access. She said it is an underserved area with a lot of kids.

WORK SESSION

1. Deschutes River Trail South Project Update – *Henry Stroud*

Mr. Stroud explained the trail and planned trail alignment by showing a map of the location of the area of the trail and proposed bridge site. He explained the planned route of the trail and its design to close one of the remaining gaps on the Deschutes River Trail.

He reviewed the past plans beginning in 1996 and through up to the current plan. He said the current plan is part of the Deschutes National Forest Alternative Transportation Feasibility study in 2015 and is in the BPRD Comprehensive plan.

He spoke about the federal and state river protections in the area, including the state scenic river segment and federal recreation river segment and the state scenic and river community segments. Director Hovekamp pointed out the homes have been developed in the area since the designations. Mr. Stroud explained the federal and state river protections either discourage or prohibit bridges, there is still some flexibility through a notice of intent procedure. He described the procedure as providing a notice of intent to Oregon Park and Recreation Department (OPRD) and then may proceed after a 1-year waiting period if OPRD does not take further action against the project.

Mr. Stroud spoke about the bridge project initiation, including voter approval on the 2012 park bond, application in 2013 to OPRD for the bridge which was denied and indicating that no further action would be taken, but then rescinded the application due to lack of property ownership. He explained in 2015 a citizen advisory committee was formed that included landowners, stakeholders and meetings were open to the public, five potential bridge locations were evaluated and the current location was selected. OPRD convened an advisory group to investigate if a wider review of the river rules should occur, the advisory group ultimately decided against any changes to the river guidelines. Mr. Stroud said that in 2017-2018 two bills were introduced to outright prohibit a trail bridge on the Upper Deschutes and both measures failed signaling that this was a local issue.

Mr. Stroud said that because of the legislation and district resolution #409, the district hired a 3rd party facilitator to write a report with the goal of building consensus amongst the various stakeholders. The report led to the creation of resolution #419, which postponed the project until such time that the community shares a vision on how to proceed, directed staff to focus on other river restoration efforts and removed the project from the district's CIP and SDC project list.

Director Hovekamp asked staff if the district has followed through on resolutions 409 and 419, staff responded yes.

Mr. Stroud said that since 2019, the district has focused on the Deschutes River Access and Habitat Restoration Plan. He said that outside interest in the bridge has grown with Connect Bend and recent surveys have revealed public support as well, the district has had some limited contact with the forest service and OPRD to see if anything has changed, both agencies have submitted letters to the district clarifying their positions.

OPRD:

Letter received Nov. 13, 2023

- Affirmed the process outlined in ORS 390.845 that application for bridge would result in denial and start of 12-month waiting period
- Typically work with applicant to review alternatives that could comply with administrative rules
- After 12-months if no agreement is reached then the project is not required to adhere to scenic waterway rules

Deschutes National Forest

Letter received July 9, 2024

- Has not taken a position on project
- Bridge could promote safe, equitable and sustainable access
- Proposed change (i.e. bridge) does not meet intent of CMP and could harm public trust

- Do not intend to submit proposal at this time
- *“We hope that we can engage in a broader community discussion of how to provide a sustainable experience of the WSR and SSW corridor. If we gain consensus on a vision of the future, and a pedestrian bridge is compatible with that vision, we would be willing to consider a revision to the CRMP to reflect that change.”*

Director Hovekamp commented on the extensive work the district has done to improve the river banks. He shared the views on both sides of the issue of the bridge (recreation vs. protection) and expressed his opinion that the footbridge can do both by creating opportunity to do more river stewardship, including a southside nature preserve, and provide equitable access to the community. He advocated that the board give staff direction to move this project forward.

The board asked questions to further clarify the letters and processes, parking and access and acknowledged that there may not be a community consensus, but there is strong support in the community that was not there before. Ms. Healy said the trust issue in the community is real and asked the board if they would like staff to put some thought in and come back with some ideas about how to move forward to build trust and gain consensus.

Director Barram said she would like to hear more and look at data driven decision making, she would like to be clear on what the will of the community is and the residents in the area. She remarked that community consensus doesn't mean all are going to be in agreement, and she would support allowing staff to gather data.

Director Owens expressed some concern for the amount of energy staff would have to put into this project to move forward and shared concerns about public trust.

Director Schneider suggested looking at all the options in a comprehensive and broad manner, including looking at the city plans. He shared his concerns with the financial resources that would be dedicated to this project

The board directed staff to come back with some ideas of incremental steps to explore the project.

CONSENT

1. Minutes: 7/2/2024

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

*Director Hovekamp abstained from the vote because he was absent from the meeting.

BUSINESS SESSION

1. Approve initial design concepts for Hollinshead Park – *Ian Isaacson*

Mr. Isaacson showed the project location and described it as a 16-acre community park. He noted some of the features of the park. He explained the project focus areas:

- Renovation to the parking lot and extension of maintenance drive

- New permanent restroom
- Accessibility improvements including a new paved loop trail
- Off-leash area fencing
- History walk
- Historical structures maintenance report

He spoke about the extensive public outreach including the district website, A frame poster boards in the park, emails to stakeholders and neighborhood associations, surveys kickoff surveys, mailers to nearby homes, open house events and press releases.

Mr. Isaacson reviewed the project list:

- Proposed parking lot and maintenance drive, no additional spaces just reconfiguring them for safety and improved ADA access.
- Proposed permanent restroom, as single unisex ADA compliant stall with a drinking fountain and bottle fill station.
- Proposed ADA improvements – 6’ wide path around the park.
- Proposed off leash area (OLA) fencing, dog park will be roughly the same size and will provide more balance to the park with more safety, animal welfare and cleanliness to the park.
- Proposed interpretive history walk, nodes will be designed that include interpretive signage and seating areas.
- Maintenance Report, this guide will provide park maintenance staff with recommendations for the care and upkeep pf the park’s historic structures.

The board asked about the surface of the ADA path and alternatives. Mr. Isaacson explained that the loop path would need to be a hard-surfaced trail due to the grade and other materials would be more costly in the hard surface options. The board acknowledged that the open OLA has created problems in the park due to dogs running wild in the park and through events at the bard and recognized that removing the dog park would not be a popular option.

Mr. Isaacson reviewed the budgetary impact of \$1.1M in costs to improve the park. Director Schneider thanked all the staff work to provide information and receive comments on the project and shared his appreciation to the community for their participation.

Director Hovekamp made a motion to approve the Hollinshead Park updated preferred concept plan. Director Schoen seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTORS REPORT

Executive Director Healy thanked the board for reviewing all the public commentsfor the meeting tonight.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Schneider appreciated all the public comments from the community.
- Director Owens said she enjoyed passing out popsicles at the July 4th event.

ADJOURN: 9:25 pm



Prepared by,
Sheila Reed
Assistant to the Executive Director

Jodie Barram, Chair

Donna Owens, Vice-Chair

Deb Schoen

Cary Schneider

Nathan Hovekamp

BOARD AGENDA COMMUNICATION

AGENDA DATE:	September 3, 2024
SUBJECT:	City –Intergovernmental Agreement (IGA) for Transportation Fee Billing
STAFF RESOURCE:	Kristin Toney, Administrative Services Director Michelle Healy, Executive Director
ACTION PROPOSED:	Approve the executive director to sign IGA with the city of Bend for transportation fee billing
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The city of Bend adopted Bend Municipal Code Chapter 3.110, Transportation Fee on April 3, 2024, pursuant to Ordinance No. NS-2494, and an implementing fee schedule. The Transportation Fee funds are restricted and may only be used for operations and maintenance of the city transportation system, including pavement restoration, street preservation, signs, striping, sidewalk and other concrete work, bicycle and multi-modal system enhancements, street sweeping and cleaning, winter operations such as snow removal, and implementation of programs identified in the 2020 Transportation System Plan.

The attached IGA outlines an annual billing of the district for one payment a year rather than adding it to the district's numerous monthly utility bills. The district is assessed the fee in two ways, first per square foot of building space for building other than incidental bathrooms or other structures, which will total \$14,539.65 annually. Second, per acre for parks with off-street parking that will total \$2,330.42 annually. Also, included is the one residential account (Genna Stadium House) for \$67.20, which is the standard residential rate.

This is the first phase of the city's transportation fee implementation. The IGA includes language that the city and district will pursue discussions about a potential credit back to the district for the trails operated and maintained by the district that are part of the overall transportation system.

BUDGETARY IMPACT

The budget impact has already been included in the adopted FY2024-2025 budget, with the fee totaling \$16,937.27.

STAFF RECOMMENDATION

Staff recommends the board approve the Intergovernmental Agreement with the city of Bend regarding transportation fee billing.

MOTION

I move to authorize the executive director to sign the IGA with the city of Bend regarding transportation fee billing.

ATTACHMENT

Intergovernmental Agreement – Transportation Fee Billing

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CITY OF BEND AND BEND PARK AND RECREATION DISTRICT:
TRANSPORTATION FEE**

This Intergovernmental Agreement ("IGA") for payment of the City's Transportation Fee, is between the City of Bend, an Oregon municipal corporation ("City"), and the Bend Park and Recreation District, an Oregon special district (the "District"), each a "Party" and together the "Parties".

Recitals

- A. ORS 190.003 through 190.110 authorize state and local governmental entities and agencies to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform.
- B. The City adopted Bend Municipal Code Chapter 3.110, Transportation Fee on April 3, 2024, pursuant to Ordinance No. NS-2494, and an implementing fee schedule under Resolution 3368 (as it may be amended, revised, or replaced, the "Fee Resolution").
- C. Transportation Fee funds are restricted and may only be used for operations and maintenance of the City transportation system, including pavement restoration, street preservation, signs, striping, sidewalk and other concrete work, bicycle and multi-modal system enhancements, street sweeping and cleaning, winter operations such as snow removal, and implementation of programs identified in the 2020 Transportation System Plan. Expenditures will be determined through the biennial budget process, which is overseen by a budget committee of appointed community members, in public meetings, and adopted by Council following public hearings.
- D. The District operates "parks" as defined under Bend Municipal Code ("BMC") Section 3.110.020.K and is therefore subject to BMC Section 3.110.060.C. with a per acre unit assessment. The per Transportation Fee rate, as of the Effective Date of this IGA, for the District is \$0.45 per acre, for parks with off-street parking as determined by the City, pursuant to line 6.10.02d of the Fee Resolution, and per square foot of building space for building other than incidental bathrooms or other structures, as determined by the City, prorated based on a 30-day billing cycle.
- E. BMC 3.110.060 anticipates that the Transportation Fee will be billed for most accounts on the monthly utility bill sent by the City. However, due to the multiple utility accounts held by the District and for ease of administration of the Transportation Fee for the City and other public entities, the Parties wish to consolidate the bills for the Transportation Fee due from the District, and to set the frequency and terms of payment of the Transportation Fee under this Agreement.

Agreement

Based upon the above recitals, the Parties agree to the following:

1. Term and Termination

This IGA is effective July 1, 2024, and is effective as long as BMC Chapter 3.110 is in effect or until terminated or amended in writing by the Parties.

2. Basis of Fee.

A. The acreage of parks and the square footage of buildings to which the Transportation Fee applies is attached as Exhibit A, along with an initial estimate of the Transportation Fee as of the Effective Date. The Parties may update Exhibit A by written amendment to this Agreement, to reflect changes to parks or buildings to which the Transportation Fee applies. The City reserves the right to charge the Transportation Fee to all parks and buildings to which the Transportation Fee applies, whether or not an amendment has been made to this Agreement.

B. Within 60 days of opening a new facility or park, or changing the square footage or acreage of a building or park, to which the Transportation Fee may apply, the District shall inform the City of the park acreage and/or building square footage, as applicable.

C. In the next phases of implementation of the Transportation Fee, the Parties will discuss whether a credit should be granted to the District as it relates to the purposes of the Transportation Fee, which may change the rate charged to the District under this Agreement beginning in future phases of implementing the Transportation Fee. The parties will make good faith efforts to discuss whether a credit is appropriate and the method(s) for calculating a credit, but the City is under no obligation to authorize or agree to a credit. Any agreement on a credit will be memorialized through an amendment to this Agreement.

3. Assessment and Payment of Transportation Fee

A. The Transportation Fee rate charged to the District will be set annually by Council Resolution. The City will invoice, and the District agrees to pay, at the then-current rate for the Transportation Fee.

B. The City will invoice the District on or about June 15 of each calendar year for the Transportation Fee due for the prior fiscal year, beginning in 2025, for fiscal year 2024-2025. The District shall pay the amount owing within 30-days of the date of the invoice. Late payment may be subject to late fees, interest, or other penalties as set forth in applicable ordinances, resolution, or policy adopted by the City and applicable to the Transportation Fee.

C. Payment shall be directed to the City of Bend, Attention: Accounts Receivable, P.O. Box 1458, Bend, Oregon 97709, or by electronic means pursuant to delivery instructions provided by City. Verification of payment delivery is the responsibility of the District if it elects to pay electronically. City will not reverse or refund any late payments, penalties, or interest, for a late or missed payment due to failure of delivery of an electronic payment. If a payment is delivered on a non-business day, the payment

shall be considered received on the next day the City's Finance Department is open for business.

D. The Transportation Fee is subject to the provisions of BMC Chapter 3.110 and the Fee Resolution, as each may be modified or amended by City Council, except as otherwise set forth in this Agreement. The District may seek a charge adjustment or appeal as set forth in BMC 3.110.070.

E. Termination. The Parties may terminate this Agreement as follows:

- i. At any time by mutual consent of both Parties.
- ii. By either Party, upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
- iii. Any termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to the termination.
- iv. Upon termination, the District shall owe the Transportation Fee pursuant to BMC Chapter 3.110 and the Fee Resolution, as it may be amended or replaced by the City Council, on its monthly utility bills.

Access to Records. City shall have the right to review records sufficient in the City's sole discretion to verify park acreage and/or building square footage at any time, and the District shall, within a reasonable time of City's request, furnish such records to City.

F. Attorney Fees & Governing Law. In the event an action, suit or proceeding, including appeals, is brought for failure to observe any of the terms of this Agreement, the prevailing party shall be entitled to attorney fees, expenses, costs, and disbursements for the action, suit, proceeding, or appeal. The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any claim, action, suit, or proceeding between City and the District arising from or relating to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Deschutes County, Oregon, or, if the claim must be brought in a federal forum, the United States District Court for the District of Oregon. The District hereby consents to in personam jurisdiction of said courts.

G. Correspondence regarding this Agreement shall be directed to City Accounts Payable at the email address provided above. All notices and demands of a legal nature that either party may be required or may desire to serve upon the other party shall be in writing and shall be served upon the other party by personal service, by facsimile transmission, email followed by mail delivery of the original of the notice, by overnight courier with proof of receipt, or by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the District
Michelle Healy
Executive Director
Bend Park & Recreation District
799 SW Columbia Street
Bend, Oregon 97702
michelleh@bendparksandrec.org

If to City
City of Bend
Attn: Eric King, City Manager
710 NW Wall Street
Bend, Oregon 97703
Phone: 541-388-5505 Fax: 541-385-6676
Email: eking@bendoregon.gov

With a copy to:
City of Bend
Attn: City Attorney
710 NW Wall Street
Bend, Oregon 97703
Phone: 541-388-5505 Fax: 541-385-6676
Email: legalnotice@bendoregon.gov

Service by mail shall be deemed complete on the date of actual delivery or three business days after being sent via certified mail. Service by facsimile transmission or E-Mail shall be deemed served upon receipt of the facsimile or E-Mail, followed by mail delivery.

H. Waiver. No waiver made by any Party with respect to the performance, or manner, or time thereof of any obligation of any other Party, or any condition inuring to its benefit under this Agreement, shall be considered a waiver of any other rights of the Party making the waiver. No waiver by the City of any provision of this Agreement or any breach thereof shall be of any force or effect unless in writing, and no such waiver shall be construed to be a continuing waiver.

I. Severability. If any provision of this Agreement is held illegal or unenforceable in any respect, the enforceability of the provision in any other respect and of the remaining provisions will not be impaired unless the illegal or unenforceable provision affects a significant right or responsibility, in which case the adversely affected party may request renegotiation of the Agreement, and if negotiations fail, may terminate the Agreement.

J. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

K. Amendments. The Parties may amend this Agreement by a written amendment properly executed by both Parties.

[signatures on next page]

CITY OF BEND

BEND PARK AND RECREATION DISTRICT

Eric King, City Manager

Michelle Healy, Executive Director

Date: _____

Date: _____

Approved as to form:

City Attorney's Office

Exhibit A - Bend Park and Recreation Phase 1 Transportation Fee Cost Basis

Phase 1 Non-Residential Standard Fees

Building Name	SQFT	Cost Per Month
Juniper Swim and Fitness Center	62,040	\$366.68
Larkspur Community Center	50,117	\$313.03
Park Services Office Administration Main & Trailer	13,820	\$86.38
Riverbend Park District Office	25,974	\$162.34
The Pavilion	40,780	\$254.88
Hollinshead Park Barn & Museum	4,535	\$28.34
Total SQFT	197,266	

Monthly Phase 1 Non-Residential Standard Transportation Fee = \$1,211.64

Annual Phase 1 Non-Residential Standard Transportation Fee = \$14,539.65

Phase 1 Residential Fees

Residence Name	Classification	Cost Per Month
Vince Gemma Caretaker House	Single-Family Residential	\$5.60

Monthly Phase 1 Residential Transportation Fee = \$ 5.60

Annual Phase 1 Residential Transportation Fee = \$ 67.20

Phase 1 Non-Residential Special Unit (Parks with Off-Street Parking) Fees

Park Name	Acres	Cost Per Month
Alpenglow Park	36.40	\$16.38
Blakely Park	3.56	\$1.60
Canal Row Park	8.21	\$3.70
Cedarwood Trailhead	1.59	\$0.72
Farewell Bend Park	23.90	\$10.75
Foxborough Park	1.36	\$0.61
Hillside Park	29.14	\$13.11
Hollinshead Park	16.10	\$7.25
Juniper Park	22.47	\$10.11
Larkspur Park	19.32	\$8.69
Miller's Landing Park	3.71	\$1.67
Mountain View Park	4.29	\$1.93
Pacific Park	2.11	\$0.95
Pioneer Park	5.13	\$2.31
Ponderosa Park	20.13	\$9.06
Providence Park	4.33	\$1.95
Riverbend Park	20.05	\$9.02
Rockridge Park	36.70	\$16.51
Sawyer Park	49.00	\$22.05
Shevlin Park	74.10	\$33.35
Skyline Park	24.24	\$10.91
Summit Park	3.80	\$1.71
Sylvan Park	3.80	\$1.71
The Pavillion	10.92	\$4.91
Vince Genna	6.27	\$2.82
Woodriver Park	0.92	\$0.41
Total Acres	431.56	

Monthly Phase 1 Non-Residential Special Unit Transportation Fee = \$ 194.20

Annual Phase 1 Non-Residential Special Unit Transportation Fee = \$ 2,330.42

Total Monthly Phase 1 Transportation Fee \$ 1,411.44

Total Annual Phase 1 Transportation Fee \$ 16,937.27



PLANNING & DEVELOPMENT PROJECT UPDATES September 2024

COMMUNITY AND REGIONAL PARK PROJECTS



Sawyer Park Upgrades: The Land and Water Conservation Fund (LWCF) grant was submitted for federal award with special conditions while the cultural and historic resource mitigation coordination is finalized. Additionally, the building and engineering permit applications were submitted in July.



Pine Nursery Park Phase 5: The 60% construction document set and the planning review application with the City of Bend are in progress.

NEIGHBORHOOD PARK PROJECTS



Manzanita Ridge: Work continues on the 95% Construction Document set and the project is planning to advertise for bid in late September.



Little Fawn Park: Park landscaping is taking shape with irrigation, sod and trees installed, and the playground components and surfacing will be going in soon. Park completion is expected this fall of 2024.



Hollinshead Park ADA and Preferred Concept Design: Staff presented, and the board approved, the preferred conceptual designs in July. Staff continues to work with the design team to update the designs to reflect public input and board direction. Construction is slated to begin in 2026.

FACILITY PROJECTS



Art Station: The preferred concept is being refined with cost estimates on preliminary concept design driving the refinements. The board will receive an update at a September board meeting.



Park Services Complex: Preliminary space plans have been developed and were reviewed by staff. With staff feedback and input, the design team is refining the design. A preliminary cost estimate will be developed once the preferred schematic design is complete.

TRAIL PROJECTS



North Unit Canal Trail: Flagline Engineering has completed 60% design plans. The district recently received the Right of Way permit from the City of Bend for construction of the Brinson Road crossing and are preparing to release an RFP for bids for construction. The district has also finalized valuation of the needed easements for the trail and is in the process of formulating offers.



Manzanita Trail: The district is working with Pahlisch Homes to acquire the final easements necessary to complete the Manzanita Trail between Discovery Park and Shevlin Park. Pahlisch recently completed rough grading for a portion of the trail that will be completed by district staff and have begun paving the sections of the trail they are constructing. The district will also acquire a 3.44 acre piece of property adjacent to Discovery Park that the trail will pass through. 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.



Riverfront Street Deschutes River Trail Improvements: Using the feedback received at the April 18th open house and an online survey, the City's consultants are working through utility coordination and design alternatives for the project.

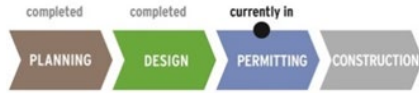


Discovery Park/Outback Trail Connections: The district's trail crew has completed the first two of five planned neighborhood trail connections from the Outback Trail in Discovery Park. These natural surface trails provide critical links between the Discovery West neighborhood, the Outback Trail, and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

RIVER PROJECTS



Bend White Water Park Maintenance and McKay Park River Access Project: The project team is preparing the informational report for staff to review and determine next steps of this project.



Miller's Landing Park River Access Project: This project, which is still currently working its way through the local, state and federal permitting processes, is proposed to begin construction in winter 2024/2025 and be completed by summer 2025. Construction bid documents will be publicly released on August 22, 2024.



Columbia Park River Access Project: This river access project was prioritized in the 2018 Deschutes River Access and Habitat Restoration Plan and the preferred concept design was completed under the McKay, Miller's, and Columbia River Access project. The design includes bank improvements to enhance the natural area within this reach of river frontage. Also included is a small hardened access point for river users to enter and exit the river, or to sit and relax by the water. 90% design drawings are complete and staff are beginning the cultural and historical resources study as required by the LWCF grant received for the project in April 2024.

OTHER PROJECTS AND FUTURE DEVELOPMENT



Rose Property Land Acquisition: The zone change application was submitted to the County on June 27th, 2024. It is currently under review by staff, but will require a public hearing. County planning staff anticipate the hearing to be scheduled this fall, but a date has not been set.

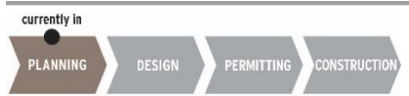


Discovery Park Art Corridor: After the district approved the installation of up to four art pieces along the Outback Trail in Discovery Park, Brooks Resources applied for and received a \$100,000 grant from Visit Bend's Sustainability Fund for the installation of three art pieces. District staff is currently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



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: Staff is finalizing a draft of the updated plan with the intention of presenting it to the board in the fall.



Strategic Plan Update: The 2019 Strategic Plan implementation period has come to an end, and staff is working to complete a new Strategic Plan. A draft of the new Strategic Plan is being finalized, and will be reviewed with the board on September 17th.



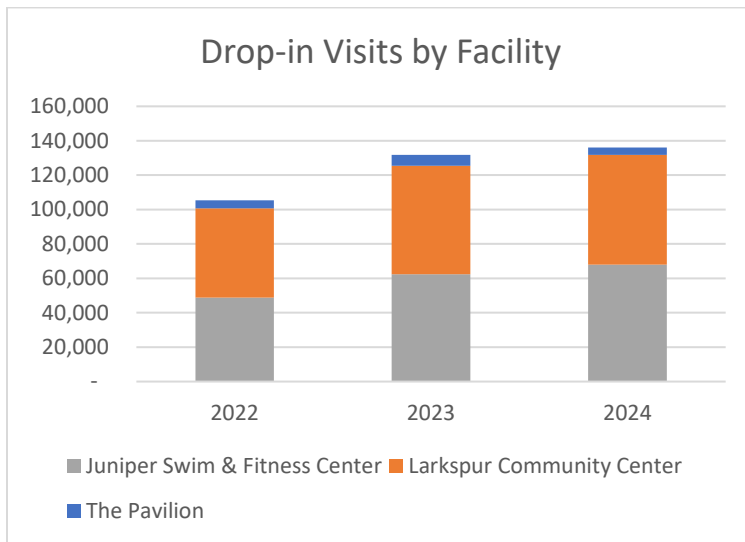
Diversity, Equity and Inclusion (DEI) Initiative: The DEI committee delivered four sessions of staff training as part of the Supervisor Development Initiative in July and reviewed the draft of the Comprehensive Plan update. They are currently working on staff demographics and planning for a DEI Action Plan update in 2025.

Recreation Seasonal Report – Spring 2024

The Recreation Seasonal Reports are intended to provide a high-level summary of recreation services offerings and performance. The Spring Season report covers programs and services offered from April - through the end of the school year on June 18, 2024 and in most cases include data for prior years for comparison purposes and to identify trends. Each graph includes a brief interpretation of the data followed by an explanation of the data (in italics).

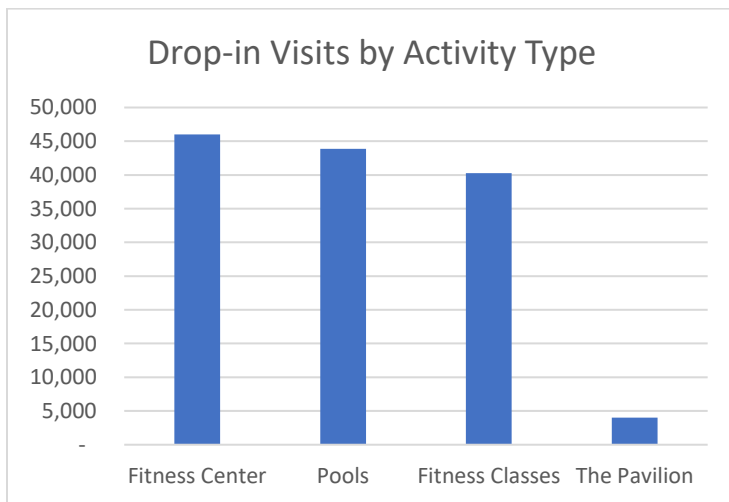
Summary

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



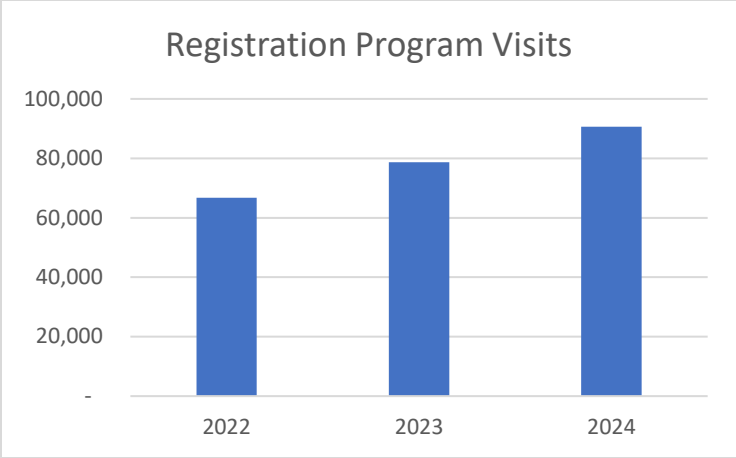
Total drop-in visits to facilities increased 3.4%. This slower pace was expected as the additional capacity provided by Larkspur has been largely filled. JSFC visits increased 9% while Larkspur visits were up 1%. The Pavilion visits were down slightly due to the timing of the ice season.

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



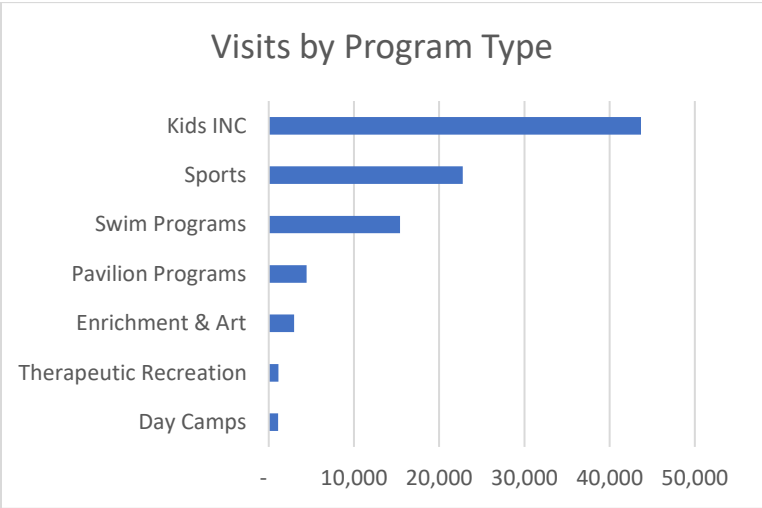
Use continues to be balanced between the three primary drop-in uses at JSFC and Larkspur. Fitness Center visits were up 17% and Fitness Classes were up 5% compared to last spring. Pool visits were down 5% largely due to Larkspur pool maintenance closure.

This shows the primary purpose of each visit even though some use multiple facilities during a single visit. Water exercise classes are shown under Fitness Classes and not Pools. Pool visits also do not include swim lessons and competitive team use.



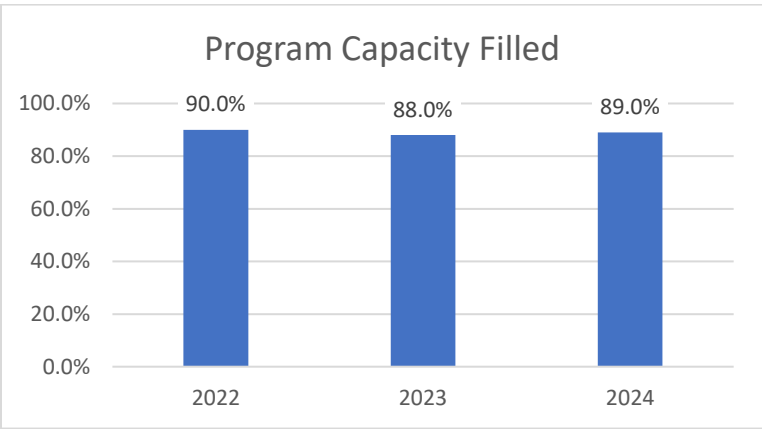
Program visits to registered recreation programs increased 15% over last spring. This is due to higher capacity in Kids INC as well as expanded capacity in other program areas.

Program visits are the number of visits generated by registered programs. They account for both the number of participants and the number of times programs meet.



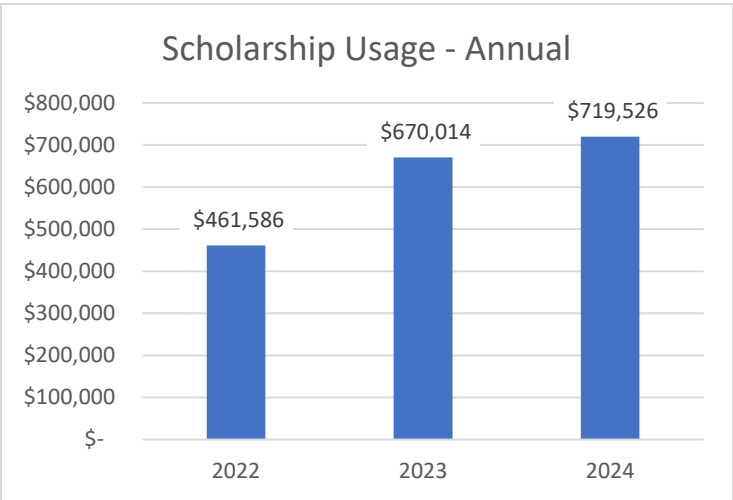
Kids INC generates the most visits during much of the school year as it serves over 1,000 kids on a daily basis. Sports and swim programs serve more unique participants but meet less frequently resulting in fewer program visits.

Program visits are the number of visits generated by registered programs. They account for both the number of participants and the number of times programs meet.



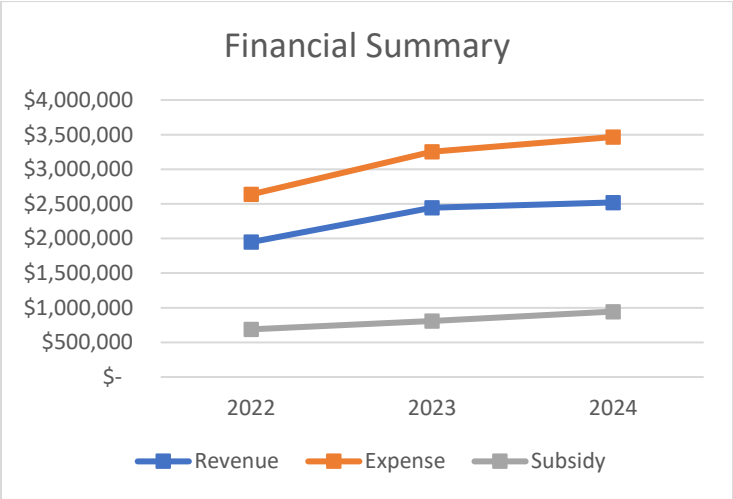
Program capacity filled continues to hover around 90% despite adding capacity. This demonstrates that our programs continue to be in high demand but it also shows that capacity is strained in many areas. This is further reinforced by waitlists for many popular programs.

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



Scholarship use for the full fiscal year increased 7% over last year and 56% over the previous year. This is on par with overall recreation revenue growth and shows a stabilizing of use after several years of rapid growth. This is important for the long-term financial sustainability of this critical service.

Scholarship use shows the amount of scholarship support applied to registration and passes during the period.



Revenue and expenses for the final quarter of the fiscal year remain in alignment and expenses remain within adopted budget. The tax subsidy for the full fiscal year is estimated to be \$675,000 higher than last year but \$1 million less than budgeted.

Total revenue and expenses for the Recreation Department for the period, with the subsidy being the difference.

Spring Spotlights

- **Community Celebration:** The quarterly event organized by our outreach team was held at Larkspur Community Center for the first time on April 12th with a dozen community organizations participating to provide activities, information and resources to traditionally underserved communities while people enjoyed swimming, food prepared by our own Andy Hatz and more.
- **“For the Health of It” Health and Wellness Fair:** Larkspur Community Center hosted the annual event on June 11th. The event is free and open to the public featuring many local health and wellness providers, especially for older adults. The event, sponsored by PacificSource Health Plans, St Charles and Whispering Winds Retirement, also included free health screening and a barbeque lunch served to over 500 community members.
- **Roller Pride:** The Pavilion hosted the annual Roller Pride events on June 14 and 15 with over 300 people enjoying skating under the disco ball, dancing and games. Friday ‘s all ages event was popular among teens and tweens with parents and guardians expressing gratitude for offering such a welcoming, safe and fun event for their kids. Saturday’s 18+ night attracted a very diverse crowd with a great community feel.
- **Expanded Program Offerings in Spanish:** We have added several options for Spanish speaking individuals and families to participate in programs instructed by bilingual staff. In addition to family swim lessons, which we have for several years, we are now offering roller skating lessons, parent-child art classes and Zumba fitness classes. We also continue our efforts to recruit bilingual staff for all front facing positions so that more programs can welcome Spanish speaking community members.
- **Zumba Fiesta:** 90 people of all ages participated in this new event in the Community Room at the Bend Senior Center which included a Cinco de Mayo Celebration and presentation in collaboration with Vamanos Outside.
- **Kids INC Registration:** Kids INC registration for the 2024-25 school-year took place in late May and early June. We received 1,547 applications for the lottery-based selection process compared to 1,443 last year. We were able to offer spots to 1,459 leaving only 88 on the waitlist. This compares to 1,205 offered spots and 238 on the wait list last year. In order to accommodate as many families as possible, 1110 people who requested full-time spots received part-time spaces. Currently eight schools are full with waitlists and six schools have space. Families that missed the initial application and lottery can register for open spots at available schools or get in on the waitlist for full schools.

FY2023-2024

Quarterly Administrative Update

4th Quarter- PRELIMINARY
(UNAUDITED)
July 2023 - June 2024

Prepared For:
BOARD OF DIRECTORS



Prepared by Kristin Toney Administrative Services Director

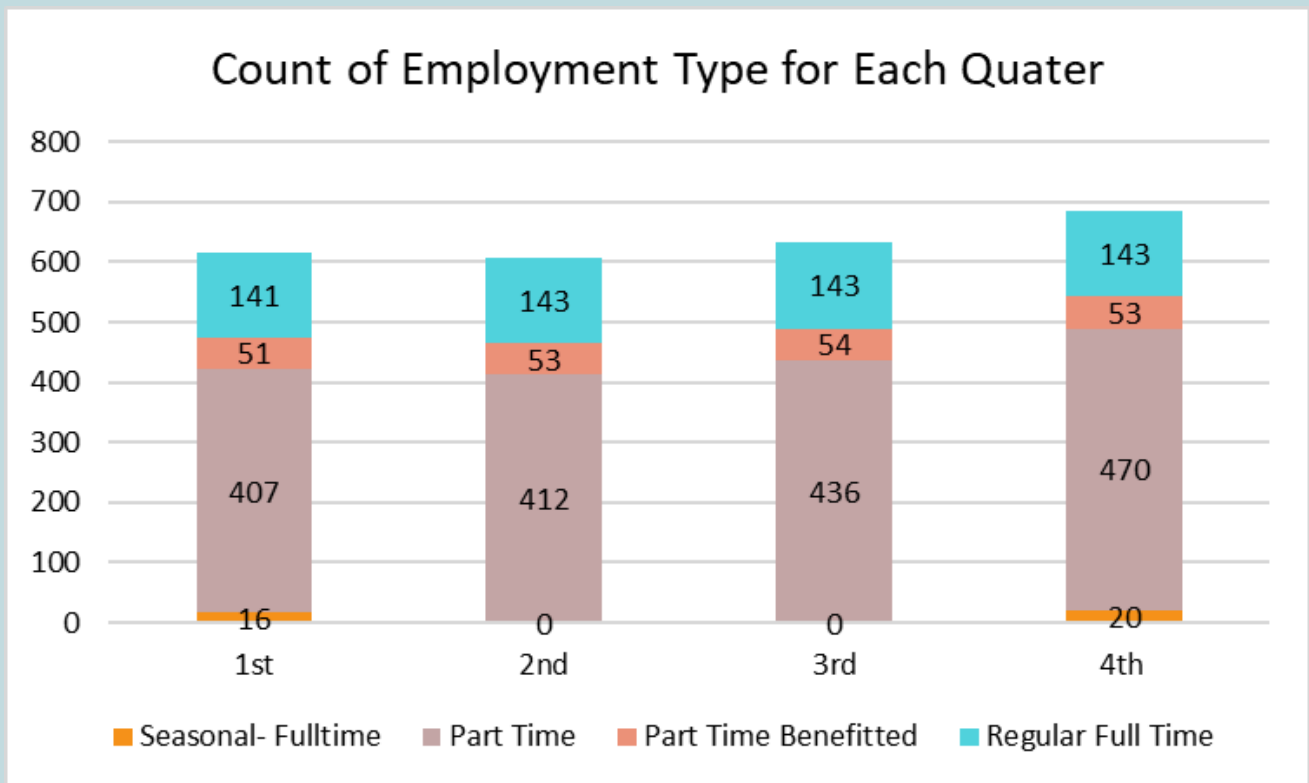
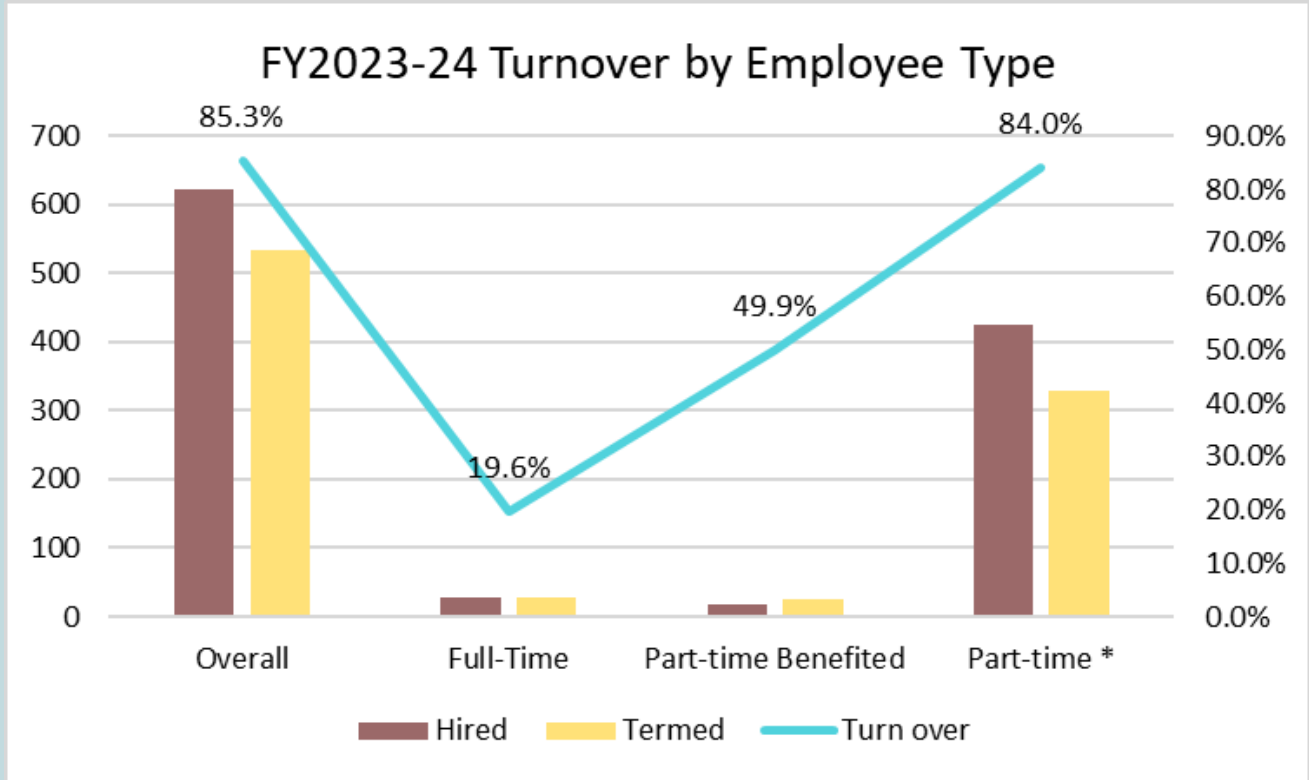
4th Quarter of FY2023-2024 PRELIMINARY (UNAUDITED)

The district looks good closing out the year. We are in compliance with our budget authority for all funds. Revenues exceeded our budget estimates and our operating expenditures were about 90% of budget. Capital expenditures were lower than expected due to delays in equipment availability and construction timing.

This Quarter in the numbers

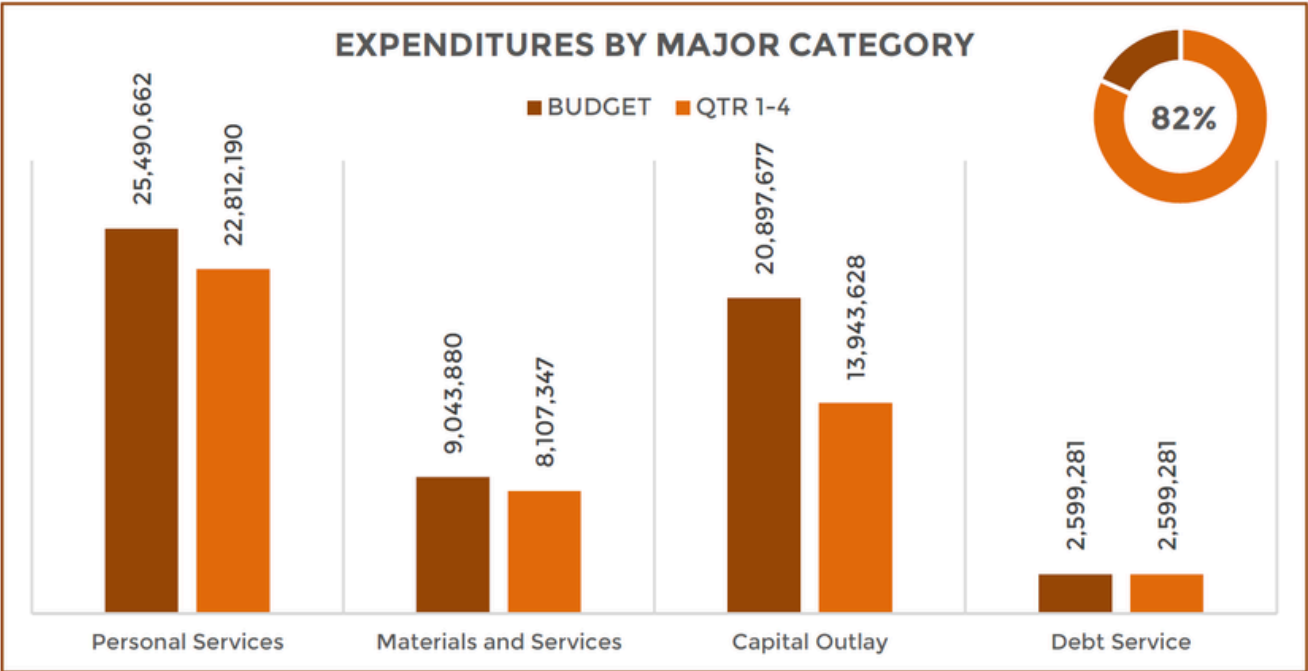
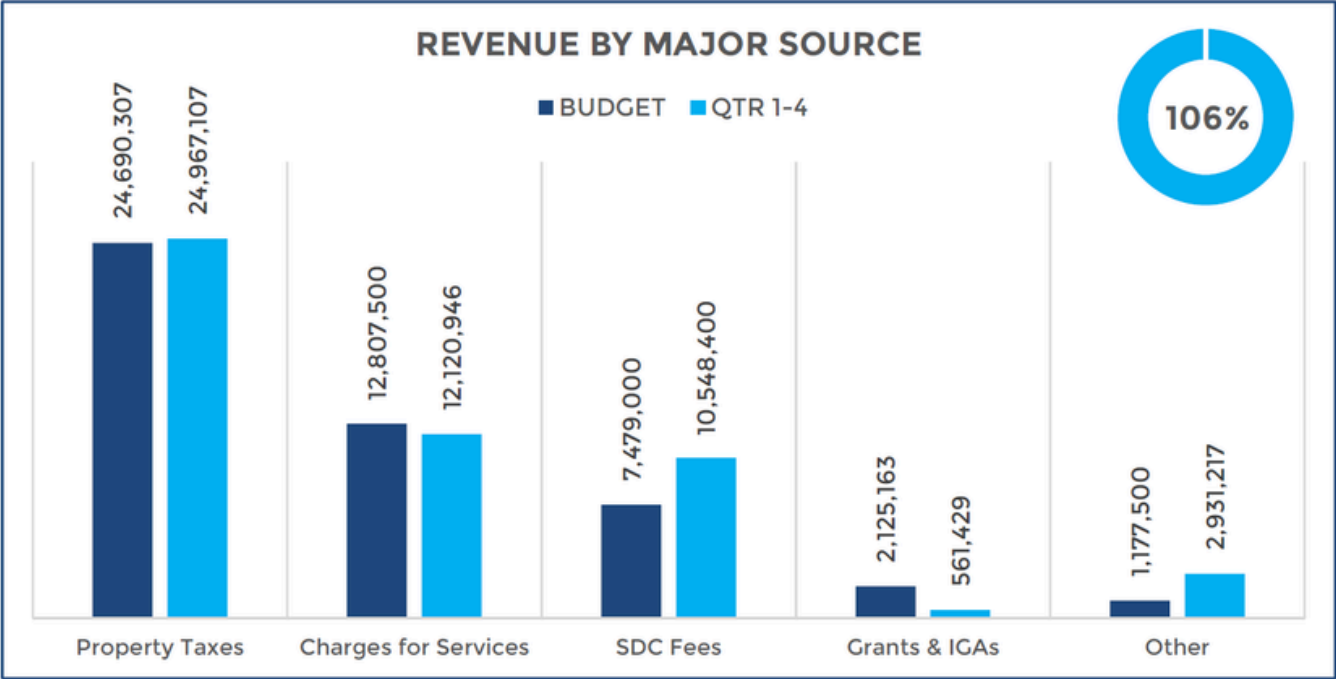
- Expended about 82% of budgeted dollars
 - 90% of the personnel budget
 - 90% of Materials and Services
 - 67% of capital
- Received 106% of Estimated Revenues

Staff in the Numbers for the Fiscal Year



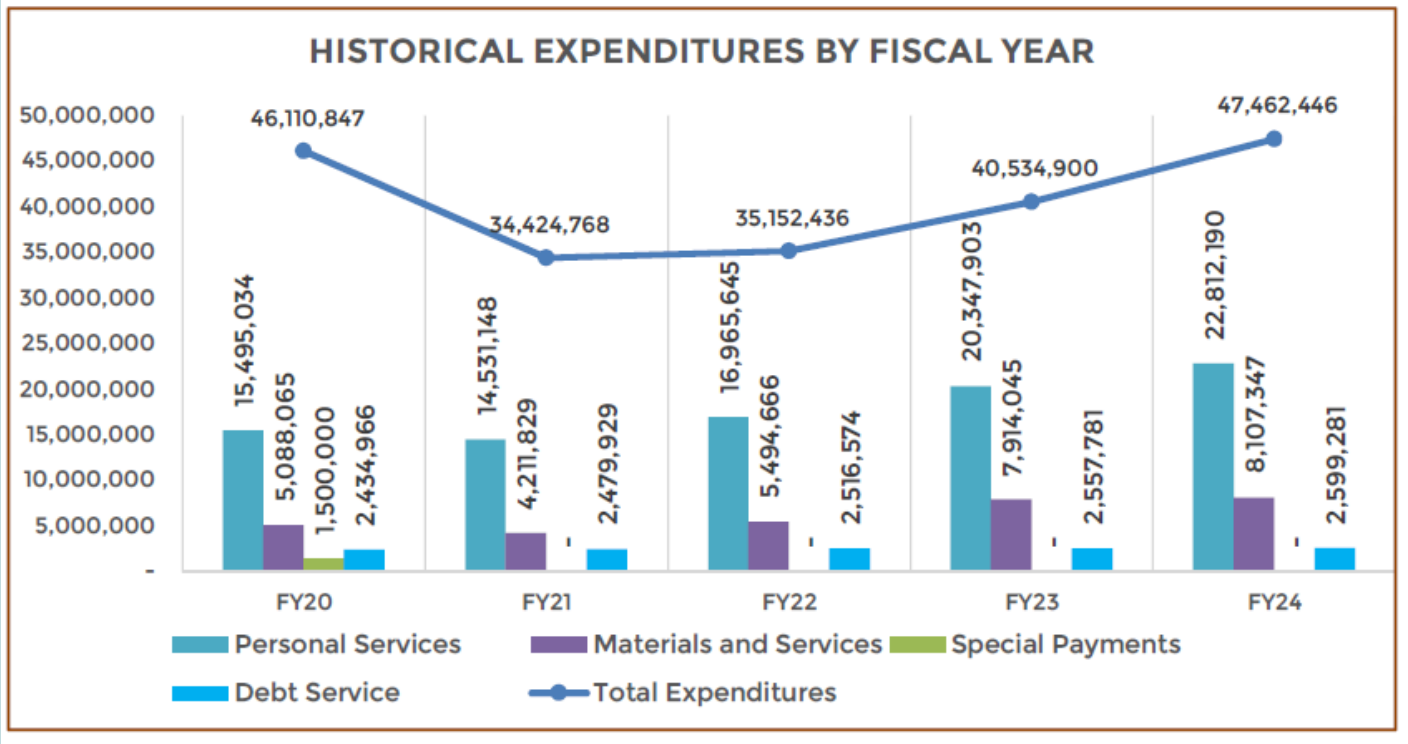
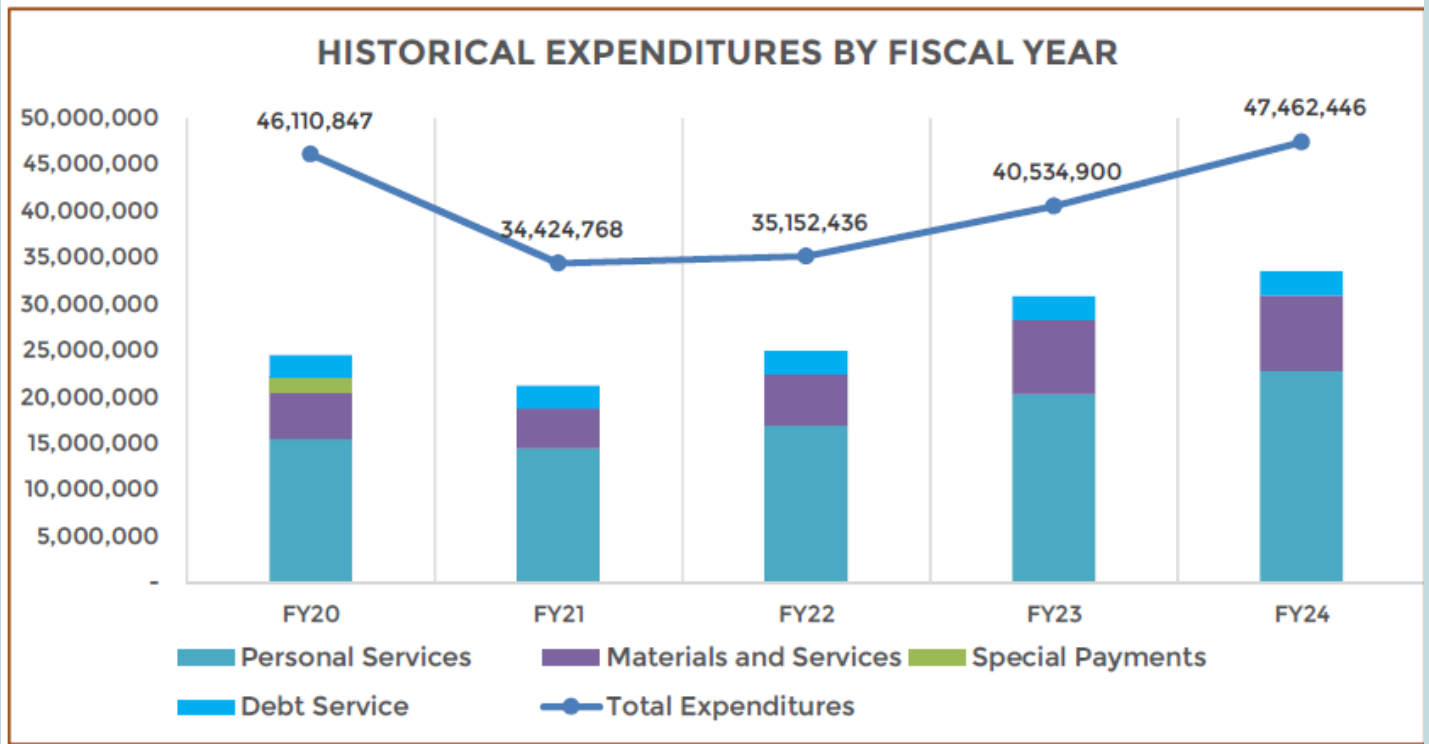
Our Q4 Financial Highlights

We have normal and expected spending for this point in the year.



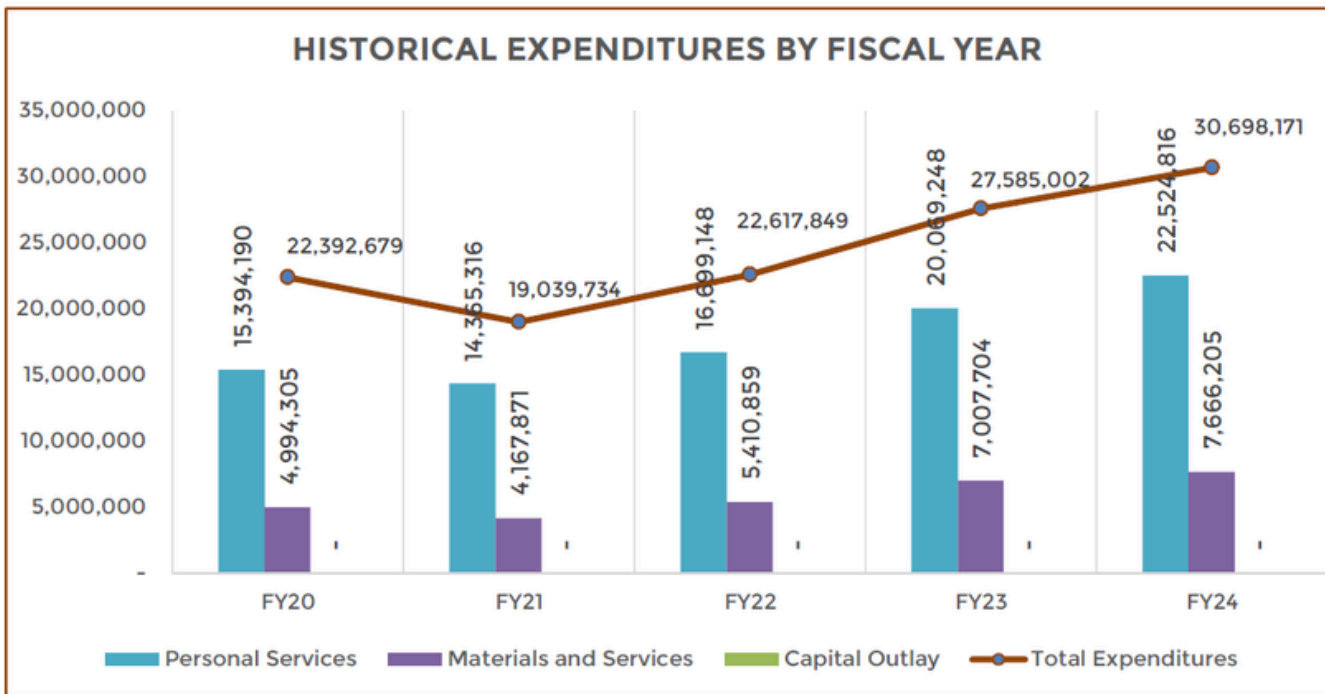
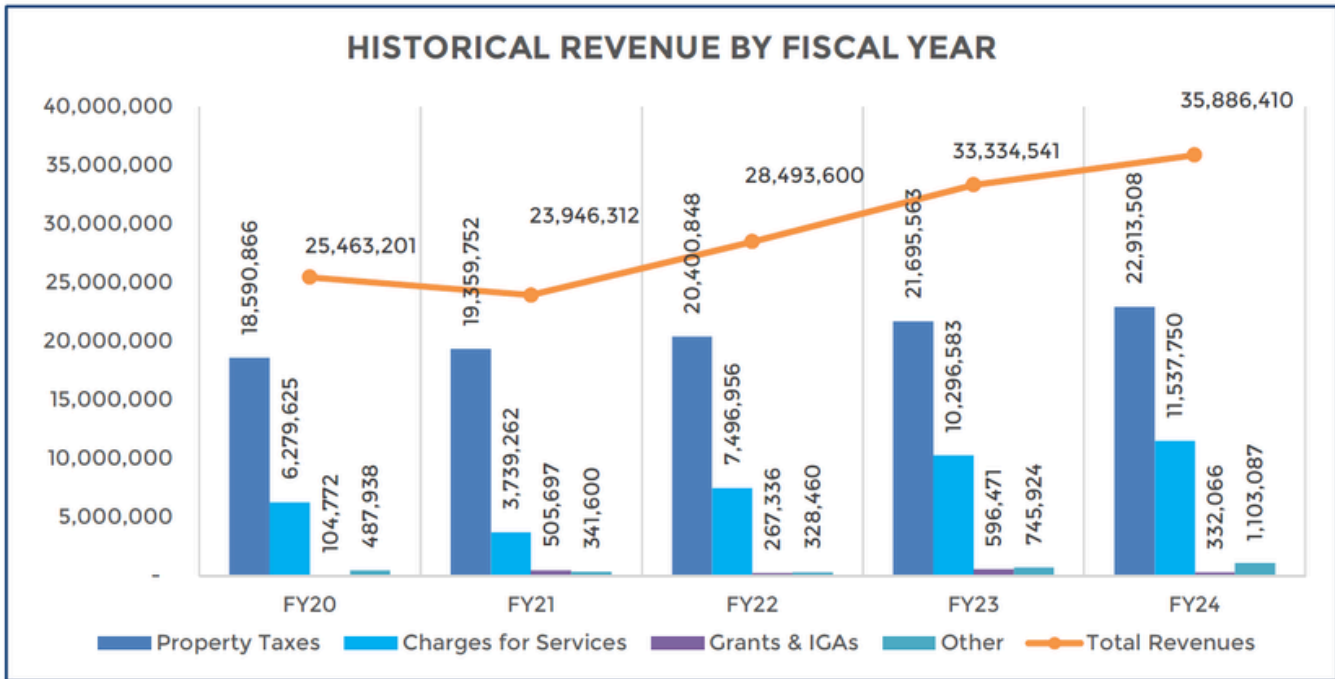
** Unaudited information and just a snapshot of the activity booked 7/1- 6/30 as of 8/16

Q4 Breakdown



Q4 Breakdown

General Fund



Helpful Links



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

BEND METRO PARK & RECREATION DISTRICT

PRELIMINARY DISTRICT WIDE Financial Statements

Fiscal Year 2024
through Period 12 ended June 30, 2024



**REPORTS
(UNAUDITED)**
Fund Financial Statements
District Wide Financial Graphs

Report Prepared by the Finance Department
(GL data as of 08/16/2024 - Interim Hard Close)

PRELIMINARY FUND FINANCIAL STATEMENTS (UNAUDITED)

District Wide (All Funds)
General Fund
SDC Fund
GO Bond Fund
Facility Reserve Fund
Equipment Reserve Fund
Rental Fund



**BEND METRO PARKS AND RECREATION DISTRICT
DISTRICT WIDE SUMMARY**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	ALL FUNDS ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ 24,690,307	\$ 24,967,107	\$ 276,800	101.1%
Charges for services	13,107,500	12,120,946	(986,554)	92.5%
System development fees	7,479,000	10,548,400	3,069,400	141.0%
Grants, contributions, and sponsorships	2,063,663	307,357	(1,756,306)	14.9%
Intergovernmental	61,500	254,072	192,572	413.1%
Investment earnings	388,500	2,681,742	2,293,242	690.3%
Reimbursement for interfund services	170,000	-	(170,000)	0.0%
Miscellaneous	319,000	249,475	(69,525)	78.2%
Total revenues	<u>48,279,470</u>	<u>51,129,099</u>	<u>2,849,629</u>	<u>105.9%</u>
Expenditures				
Personal services	25,490,662	22,812,190	2,678,472	89.5%
Salaries & wages	17,973,737	16,359,245	1,614,492	91.0%
Benefits	5,171,271	4,665,121	506,150	90.2%
Taxes	2,345,654	1,787,824	557,830	76.2%
Materials and services	9,043,880	8,107,347	936,533	89.6%
Capital outlay	20,897,677	13,943,628	6,954,049	66.7%
Debt service	2,599,281	2,599,281	(0)	100.0%
Principal	1,892,661	1,892,661	-	100.0%
Interest	706,620	706,620	(0)	100.0%
Total expenditures	<u>58,031,500</u>	<u>47,462,446</u>	<u>10,569,054</u>	<u>81.8%</u>
Excess (deficiency) of revenues over expenditures	<u>(9,752,030)</u>	<u>3,666,653</u>	<u>13,418,683</u>	<u>-37.6%</u>
Other Financing Sources and uses				
Transfers in	6,865,000	6,250,000	(615,000)	91.0%
Transfers out	(6,865,000)	(6,250,000)	615,000	91.0%
Operating contingency	(4,300,000)	-	4,300,000	0.0%
Reserves	(26,173,564)	-	26,173,564	0.0%
Total other financing sources and uses	<u>(30,473,564)</u>	<u>-</u>	<u>30,473,564</u>	<u>0.0%</u>
Net change in fund balance	(40,225,594)	3,666,653	43,892,247	
Fund balances, July 1, 2023	41,755,027	51,938,158	10,183,131	
Fund balances, June 30, 2024	<u>\$ 1,529,433</u>	<u>\$ 55,604,811</u>	<u>\$ 54,075,378</u>	
% of Budget		81.8%		
Appropriation by Function/Program				
Director's office and administrative services	\$ 4,610,406	\$ 4,148,042	\$ 462,364	90.0%
Planning and design	20,392,109	14,823,946	5,568,163	72.7%
Community relations	1,096,848	959,188	137,660	87.4%
Rental program	570,171	373,058	197,113	65.4%
Park services	10,053,297	8,994,396	1,058,901	89.5%
Recreation services	18,709,388	15,564,535	3,144,853	83.2%
Debt service	2,599,281	2,599,281	(0)	100.0%
Appropriation Total	<u>\$ 58,031,500</u>	<u>\$ 47,462,446</u>	<u>\$ 10,569,054</u>	<u>81.8%</u>

BEND METRO PARKS AND RECREATION DISTRICT

DISTRICT WIDE BY FUND

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	01 GENERAL FUND	09 SDC FUND	13 GO BOND FUND	02 FACILITY RESERVE	03 EQUIPMENT RESERVE	15 RENTAL FUND	TOTAL ALL FUNDS	VARIANCE TO BUDGET	% OF BUDGET
Revenues										
Property taxes	\$ 24,690,307	\$ 22,913,508	\$ -	\$ 2,053,599	\$ -	\$ -	\$ -	\$ 24,967,107	\$ 276,800	101.1%
Charges for services	13,107,500	11,537,750	-	-	-	-	583,196	12,120,946	(986,554)	92.5%
System development fees	7,479,000	-	10,548,400	-	-	-	-	10,548,400	3,069,400	141.0%
Grants, contributions, and sponsorships	2,063,663	77,995	-	-	220,500	8,863	-	307,357	(1,756,306)	14.9%
Intergovernmental	61,500	254,072	-	-	-	-	-	254,072	192,572	413.1%
Investment earnings	388,500	934,684	891,095	51,555	684,197	17,894	102,315	2,681,742	2,293,242	690.3%
Reimbursement for interfund services	170,000	-	-	-	-	-	-	-	(170,000)	0.0%
Miscellaneous	319,000	168,403	128	-	21,416	59,529	-	249,475	(69,525)	78.2%
Total revenues	48,279,470	35,886,410	11,439,624	2,105,154	926,113	86,286	685,512	51,129,099	2,849,629	105.9%
Expenditures										
Personal services	25,490,662	22,524,816	-	-	-	-	287,374	22,812,190	2,678,472	89.5%
Materials and services	9,043,880	7,666,205	61,519	-	224,016	80,674	74,933	8,107,347	936,533	89.6%
Capital outlay	20,897,677	-	8,655,334	-	4,736,989	540,553	10,752	13,943,628	6,954,049	66.7%
Debt service	2,599,281	507,150	-	2,092,131	-	-	-	2,599,281	(0)	100.0%
Total expenditures	58,031,500	30,698,171	8,716,853	2,092,131	4,961,005	621,227	373,058	47,462,446	10,569,054	81.8%
Excess (deficiency) of revenues over expenditures	(9,752,030)	5,188,239	2,722,771	13,023	(4,034,892)	(534,941)	312,453	3,666,653	13,418,683	-37.6%
Other Financing Sources and uses										
Transfers in	6,865,000	-	-	-	5,500,000	750,000	-	6,250,000	(615,000)	91.0%
Transfers out	(6,865,000)	(5,750,000)	-	-	-	-	(500,000)	(6,250,000)	615,000	91.0%
Operating contingency	(4,300,000)	-	-	-	-	-	-	-	4,300,000	0.0%
Reserves	(26,173,564)	-	-	-	-	-	-	-	26,173,564	0.0%
Total other financing sources and uses	(30,473,564)	(5,750,000)	-	-	5,500,000	750,000	(500,000)	-	30,473,564	0.0%
Net change in fund balance	(40,225,594)	(561,761)	2,722,771	13,023	1,465,108	215,059	(187,547)	3,666,653	43,892,247	
Fund balances, July 1, 2023	41,755,027	11,264,129	20,122,789	111,959	18,106,907	606,294	1,726,080	51,938,158	10,183,131	
Fund balances, June 30, 2024	\$ 1,529,433	\$ 10,702,368	\$ 22,845,560	\$ 124,982	\$ 19,572,015	\$ 821,353	\$ 1,538,533	\$ 55,604,811	\$ 54,075,378	
% of Budget		89.9%	75.2%	100.0%	57.2%	64.7%	65.4%	81.8%		
Appropriation by Function/Program										
Director's office and administrative services	\$ 4,610,406	\$ 4,012,699	\$ -	\$ -	\$ -	\$ 135,343	\$ -	\$ 4,148,042	\$ 462,364	90.0%
Planning and design	20,392,109	1,669,368	8,716,853	-	4,437,725	-	-	14,823,946	5,568,163	72.7%
Community relations	1,096,848	959,188	-	-	-	-	-	959,188	137,660	87.4%
Rental program	570,171	-	-	-	-	-	373,058	373,058	197,113	65.4%
Park services	10,053,297	8,564,216	-	-	79,686	350,494	-	8,994,396	1,058,901	89.5%
Recreation services	18,709,388	14,985,551	-	-	443,594	135,390	-	15,564,535	3,144,853	83.2%
Debt service	2,599,281	507,150	-	2,092,131	-	-	-	2,599,281	(0)	100.0%
Appropriation Total	\$ 58,031,500	\$ 30,698,171	\$ 8,716,853	\$ 2,092,131	\$ 4,961,005	\$ 621,227	\$ 373,058	\$ 47,462,446	\$ 10,569,054	81.8%

**BEND METRO PARKS AND RECREATION DISTRICT
GENERAL FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	<u>BUDGET</u>	<u>GF ACTUAL</u>	<u>VARIANCE TO BUDGET</u>	<u>% OF BUDGET</u>
Revenues				
Property taxes	\$ 22,626,576	\$ 22,913,508	\$ 286,932	101.3%
Charges for services	12,591,600	11,537,750	(1,053,850)	91.6%
System development fees	-	-	-	-
Grants, contributions, and sponsorships	93,000	77,995	(15,005)	83.9%
Intergovernmental	61,500	254,072	192,572	413.1%
Investment earnings	90,000	934,684	844,684	1038.5%
Reimbursement for interfund services	170,000	-	(170,000)	0.0%
Miscellaneous	109,000	168,403	59,403	154.5%
Total revenues	<u>35,741,676</u>	<u>35,886,410</u>	<u>144,734</u>	<u>100.4%</u>
Expenditures				
Personal services	25,157,191	22,524,816	2,632,375	89.5%
Salaries & wages	17,740,519	16,163,249	1,577,270	91.1%
Benefits	5,102,879	4,594,775	508,104	90.0%
Taxes	2,313,793	1,766,792	547,001	76.4%
Materials and services	8,466,780	7,666,205	800,575	90.5%
Capital outlay	-	-	-	-
Debt service	507,150	507,150	0	100.0%
Total expenditures	<u>34,131,121</u>	<u>30,698,171</u>	<u>3,432,950</u>	<u>89.9%</u>
Excess (deficiency) of revenues over expenditures	<u>1,610,555</u>	<u>5,188,239</u>	<u>3,577,684</u>	<u>322.1%</u>
Other Financing Sources and uses				
Transfers in	615,000	-	(615,000)	0.0%
Transfers out	(5,750,000)	(5,750,000)	-	100.0%
Operating contingency	-	-	-	-
Reserves	(5,550,982)	-	5,550,982	0.0%
Total other financing sources and uses	<u>(10,685,982)</u>	<u>(5,750,000)</u>	<u>4,935,982</u>	<u>53.8%</u>
Net change in fund balance	(9,075,427)	(561,761)	8,513,666	
Fund balances, July 1, 2023	10,604,860	11,264,129	659,269	
Fund balances, June 30, 2024	<u>\$ 1,529,433</u>	<u>\$ 10,702,368</u>	<u>\$ 9,172,935</u>	

% of Budget 89.9%

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE TO BUDGET</u>	<u>% OF BUDGET</u>
Appropriation by Function/Program				
Director's office and administrative services	\$ 4,386,806	\$ 4,012,699	\$ 374,107	91.5%
Planning and design	1,897,032	1,669,368	227,664	88.0%
Community relations	1,096,848	959,188	137,660	87.4%
Rental program	-	-	-	-
Park services	9,286,797	8,564,216	722,581	92.2%
Recreation services	16,956,488	14,985,551	1,970,937	88.4%
Debt service	507,150	507,150	0	100.0%
Appropriation Total	<u>\$ 34,131,121</u>	<u>\$ 30,698,171</u>	<u>\$ 3,432,950</u>	<u>89.9%</u>

**GENERAL FUND
5-YEAR HISTORICAL**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024 through Period 12 ended June 30, 2024

	HISTORICAL ACTUALS				FISCAL YEAR 2024			
	2020	2021	2022	2023	YTD 2024	BUDGET	VARIANCE TO BUDGET	% OF BUDGET
Revenues								
Property taxes	\$ 18,590,866	\$ 19,359,752	\$ 20,400,848	\$ 21,695,563	\$ 22,913,508	\$ 22,626,576	\$ 286,932	101.3%
Charges for services	6,295,328	3,739,262	7,496,956	10,296,583	11,537,750	12,591,600	(1,053,850)	91.6%
System development fees	-	-	-	-	-	-	-	-
Grants, contributions, and sponsorships	68,395	60,697	230,279	526,181	77,995	93,000	(15,005)	83.9%
Intergovernmental	36,377	445,000	37,057	70,290	254,072	61,500	192,572	413.1%
Investment earnings	205,998	86,388	80,801	537,159	934,684	90,000	844,684	1038.5%
Reimbursement for interfund services	154,501	149,762	86,316	77,467	-	170,000	(170,000)	0.0%
Miscellaneous	127,439	105,450	161,344	131,298	168,403	109,000	59,403	154.5%
Total revenues	25,478,904	23,946,312	28,493,600	33,334,541	35,886,410	35,741,676	144,734	100.4%
Expenditures								
Personal services	15,394,190	14,365,316	16,699,148	20,069,248	22,524,816	25,157,191	2,632,375	89.5%
Salaries & Wages	11,172,353	10,330,041	12,214,557	14,476,284	16,163,249	17,740,519	1,577,270	91.1%
Benefits	3,389,942	3,284,469	3,482,387	3,993,914	4,594,775	5,102,879	508,104	90.0%
Taxes	831,894	750,807	1,002,204	1,599,050	1,766,792	2,313,793	547,001	76.4%
Materials and services	4,994,305	4,167,871	5,410,859	7,007,704	7,666,205	8,466,780	800,575	90.5%
Special payments	1,500,000	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-	-
Debt service	504,185	506,547	507,843	508,050	507,150	507,150	0	100.0%
Total expenditures	22,392,679	19,039,734	22,617,849	27,585,002	30,698,171	34,131,121	3,432,950	89.9%
Excess (deficiency) of revenues over expenditures	3,086,224	4,906,578	5,875,750	5,749,539	5,188,239	1,610,555	3,577,684	322.1%
Other Financing Sources and uses								
Transfers in	404,616	375,114	396,967	248,232	-	615,000	(615,000)	0.0%
Transfers out	(1,350,000)	(5,220,000)	(5,500,000)	(4,300,000)	(5,750,000)	(5,750,000)	-	100.0%
Operating contingency	-	-	-	-	-	-	-	-
Reserves	-	-	-	-	-	(5,550,982)	5,550,982	0.0%
Total other financing sources and uses	(945,384)	(4,844,886)	(5,103,033)	(4,051,768)	(5,750,000)	(10,685,982)	4,935,982	53.8%
Net change in fund balance	2,140,841	61,691	772,717	1,697,772	(561,761)	(9,075,427)	8,513,666	
Fund balances, July 1, 2023	6,591,108	8,731,949	8,793,640	9,566,358	11,264,129	10,604,860	659,269	
Fund balances, June 30, 2024	\$ 8,731,949	\$ 8,793,640	\$ 9,566,358	\$ 11,264,129	\$ 10,702,368	\$ 1,529,433	\$ 9,172,935	

	HISTORICAL ACTUALS				FISCAL YEAR 2024			
	2020	2021	2022	2023	YTD 2024	BUDGET	VARIANCE TO BUDGET	% OF BUDGET
Appropriation by Function/Program								
Director's office and administrative services	\$ 4,116,049	\$ 2,819,080	\$ 2,738,921	\$ 3,552,832	\$ 4,012,699	\$ 4,386,806	\$ 374,107	91.5%
Planning and design	1,268,746	1,311,791	1,437,025	1,585,518	1,669,368	1,897,032	227,664	88.0%
Community relations	745,628	615,216	690,569	805,827	959,188	1,096,848	137,660	87.4%
Rental program	-	-	-	-	-	-	-	-
Park services	6,542,215	6,448,993	6,743,630	7,666,667	8,564,216	9,286,797	722,581	92.2%
Recreation services	9,215,857	7,338,107	10,499,862	13,466,108	14,985,551	16,956,488	1,970,937	88.4%
Debt service	504,185	506,547	507,843	508,050	507,150	507,150	0	100.0%
Appropriation Total	\$ 22,392,679	\$ 19,039,734	\$ 22,617,849	\$ 27,585,002	\$ 30,698,171	\$ 34,131,121	\$ 3,432,950	89.9%

**BEND METRO PARKS AND RECREATION DISTRICT
SDC FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	SDC ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ -	\$ -	\$ -	-
Charges for services	-	-	-	-
System development fees	7,479,000	10,548,400	3,069,400	141.0%
Grants, contributions, and sponsorships	-	-	-	-
Intergovernmental	-	-	-	-
Investment earnings	206,000	891,095	685,095	432.6%
Reimbursement for interfund services	-	-	-	-
Miscellaneous	-	128	128	-
Total revenues	<u>7,685,000</u>	<u>11,439,624</u>	<u>3,754,624</u>	<u>148.9%</u>
Expenditures				
Personal services	-	-	-	-
Materials and services	17,000	61,519	(44,519)	361.9%
Capital outlay	11,580,909	8,655,334	2,925,575	74.7%
Debt service	-	-	-	-
Total expenditures	<u>11,597,909</u>	<u>8,716,853</u>	<u>2,881,056</u>	<u>75.2%</u>
Excess (deficiency) of revenues over expenditures	<u>(3,912,909)</u>	<u>2,722,771</u>	<u>6,635,680</u>	<u>-69.6%</u>
Other Financing Sources and uses				
Transfers in	-	-	-	-
Transfers out	(615,000)	-	615,000	0.0%
Operating contingency	(2,000,000)	-	2,000,000	0.0%
Reserves	(4,803,839)	-	4,803,839	0.0%
Total other financing sources and uses	<u>(7,418,839)</u>	<u>-</u>	<u>7,418,839</u>	<u>0.0%</u>
Net change in fund balance	(11,331,748)	2,722,771	14,054,519	
Fund balances, July 1, 2023	<u>11,331,748</u>	<u>20,122,789</u>	<u>8,791,041</u>	
Fund balances, June 30, 2024	<u>\$ -</u>	<u>\$ 22,845,560</u>	<u>\$ 22,845,560</u>	
% of Budget		75.2%		
Appropriation by Function/Program				
Director's office and administrative services	\$ -	\$ -	\$ -	-
Planning and design	11,597,909	8,716,853	2,881,056	75.2%
Community relations	-	-	-	-
Rental program	-	-	-	-
Park services	-	-	-	-
Recreation services	-	-	-	-
Debt service	-	-	-	-
Appropriation Total	<u>\$ 11,597,909</u>	<u>\$ 8,716,853</u>	<u>\$ 2,881,056</u>	<u>75.2%</u>

**BEND METRO PARKS AND RECREATION DISTRICT
GO BOND FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	GO BOND ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ 2,063,731	\$ 2,053,599	\$ (10,132)	99.5%
Charges for services	-	-	-	-
System development fees	-	-	-	-
Grants, contributions, and sponsorships	-	-	-	-
Intergovernmental	-	-	-	-
Investment earnings	3,500	51,555	48,055	1473.0%
Reimbursement for interfund services	-	-	-	-
Miscellaneous	-	-	-	-
Total revenues	<u>2,067,231</u>	<u>2,105,154</u>	<u>37,923</u>	<u>101.8%</u>
Expenditures				
Personal services	-	-	-	-
Materials and services	-	-	-	-
Capital outlay	-	-	-	-
Debt service	2,092,131	2,092,131	(0)	100.0%
Total expenditures	<u>2,092,131</u>	<u>2,092,131</u>	<u>(0)</u>	<u>100.0%</u>
Excess (deficiency) of revenues over expenditures	<u>(24,900)</u>	<u>13,023</u>	<u>37,923</u>	<u>-52.3%</u>
Other Financing Sources and uses				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Operating contingency	-	-	-	-
Reserves	(86,293)	-	86,293	0.0%
Total other financing sources and uses	<u>(86,293)</u>	<u>-</u>	<u>86,293</u>	<u>0.0%</u>
Net change in fund balance	(111,193)	13,023	124,216	
Fund balances, July 1, 2023	111,193	111,959	766	
Fund balances, June 30, 2024	<u>\$ -</u>	<u>\$ 124,982</u>	<u>\$ 124,982</u>	
% of Budget		100.0%		
Appropriation by Function/Program	BUDGET	ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Director's office and administrative services	\$ -	\$ -	\$ -	-
Planning and design	-	-	-	-
Community relations	-	-	-	-
Rental program	-	-	-	-
Park services	-	-	-	-
Recreation services	-	-	-	-
Debt service	2,092,131	2,092,131	(0)	100.0%
Appropriation Total	<u>\$ 2,092,131</u>	<u>\$ 2,092,131</u>	<u>\$ (0)</u>	<u>100.0%</u>

**BEND METRO PARKS AND RECREATION DISTRICT
FACILITY RESERVE FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	FACILITY RES ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ -	\$ -	\$ -	-
Charges for services	-	-	-	-
System development fees	-	-	-	-
Grants, contributions, and sponsorships	1,970,663	220,500	(1,750,163)	11.2%
Intergovernmental	-	-	-	-
Investment earnings	75,000	684,197	609,197	912.3%
Reimbursement for interfund services	-	-	-	-
Miscellaneous	200,000	21,416	(178,584)	10.7%
Total revenues	2,245,663	926,113	(1,319,550)	41.2%
Expenditures				
Personal services	-	-	-	-
Materials and services	393,000	224,016	168,984	57.0%
Capital outlay	8,286,668	4,736,989	3,549,679	57.2%
Debt service	-	-	-	-
Total expenditures	8,679,668	4,961,005	3,718,663	57.2%
Excess (deficiency) of revenues over expenditures	(6,434,005)	(4,034,892)	2,399,113	62.7%
Other Financing Sources and uses				
Transfers in	5,500,000	5,500,000	-	100.0%
Transfers out	-	-	-	-
Operating contingency	(2,000,000)	-	2,000,000	0.0%
Reserves	(14,686,881)	-	14,686,881	0.0%
Total other financing sources and uses	(11,186,881)	5,500,000	16,686,881	-49.2%
Net change in fund balance	(17,620,886)	1,465,108	19,085,994	
Fund balances, July 1, 2023	17,620,886	18,106,907	486,021	
Fund balances, June 30, 2024	\$ -	\$ 19,572,015	\$ 19,572,015	
% of Budget		57.2%		
Appropriation by Function/Program				
Director's office and administrative services	\$ -	\$ -	\$ -	-
Planning and design	6,897,168	4,437,725	2,459,443	64.3%
Community relations	-	-	-	-
Rental program	-	-	-	-
Park services	201,500	79,686	121,814	39.5%
Recreation services	1,581,000	443,594	1,137,406	28.1%
Debt service	-	-	-	-
Appropriation Total	\$ 8,679,668	\$ 4,961,005	\$ 3,718,663	57.2%

**BEND METRO PARKS AND RECREATION DISTRICT
EQUIPMENT RESERVE FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	EQUIP RES ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ -	\$ -	\$ -	-
Charges for services	-	-	-	-
System development fees	-	-	-	-
Grants, contributions, and sponsorships	-	8,863	8,863	-
Intergovernmental	-	-	-	-
Investment earnings	2,000	17,894	15,894	894.7%
Reimbursement for interfund services	-	-	-	-
Miscellaneous	10,000	59,529	49,529	595.3%
Total revenues	12,000	86,286	74,286	719.0%
Expenditures				
Personal services	-	-	-	-
Materials and services	68,000	80,674	(12,674)	118.6%
Capital outlay	892,500	540,553	351,947	60.6%
Debt service	-	-	-	-
Total expenditures	960,500	621,227	339,273	64.7%
Excess (deficiency) of revenues over expenditures	(948,500)	(534,941)	413,559	56.4%
Other Financing Sources and uses				
Transfers in	750,000	750,000	-	100.0%
Transfers out	-	-	-	-
Operating contingency	(200,000)	-	200,000	0.0%
Reserves	(213,945)	-	213,945	0.0%
Total other financing sources and uses	336,055	750,000	413,945	223.2%
Net change in fund balance	(612,445)	215,059	827,504	
Fund balances, July 1, 2023	612,445	606,294	(6,151)	
Fund balances, June 30, 2024	\$ -	\$ 821,353	\$ 821,353	

% of Budget

64.7%

	BUDGET	ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Appropriation by Function/Program				
Director's office and administrative services	\$ 223,600	\$ 135,343	\$ 88,257	60.5%
Planning and design	-	-	-	-
Community relations	-	-	-	-
Rental program	-	-	-	-
Park services	565,000	350,494	214,506	62.0%
Recreation services	171,900	135,390	36,510	78.8%
Debt service	-	-	-	-
Appropriation Total	\$ 960,500	\$ 621,227	\$ 339,273	64.7%

**BEND METRO PARKS AND RECREATION DISTRICT
RENTAL FUND**

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Fiscal Year 2024
through Period 12 ended June 30, 2024

	BUDGET	RENTAL ACTUAL	VARIANCE TO BUDGET	% OF BUDGET
Revenues				
Property taxes	\$ -	\$ -	\$ -	-
Charges for services	515,900	583,196	67,296	113.0%
System development fees	-	-	-	-
Grants, contributions, and sponsorships	-	-	-	-
Intergovernmental	-	-	-	-
Investment earnings	12,000	102,315	90,315	852.6%
Reimbursement for interfund services	-	-	-	-
Miscellaneous	-	-	-	-
Total revenues	527,900	685,512	157,612	129.9%
Expenditures				
Personal services	333,471	287,374	46,097	86.2%
Materials and services	99,100	74,933	24,167	75.6%
Capital outlay	137,600	10,752	126,848	7.8%
Debt service	-	-	-	-
Total expenditures	570,171	373,058	197,113	65.4%
Excess (deficiency) of revenues over expenditures	(42,271)	312,453	354,724	-739.2%
Other Financing Sources and uses				
Transfers in	-	-	-	-
Transfers out	(500,000)	(500,000)	-	100.0%
Operating contingency	(100,000)	-	100,000	0.0%
Reserves	(831,624)	-	831,624	0.0%
Total other financing sources and uses	(1,431,624)	(500,000)	931,624	34.9%
Net change in fund balance	(1,473,895)	(187,547)	1,286,348	
Fund balances, July 1, 2023	1,473,895	1,726,080	252,185	
Fund balances, June 30, 2024	\$ -	\$ 1,538,533	\$ 1,538,533	
% of Budget		65.4%		
Appropriation by Function/Program				
Director's office and administrative services	\$ -	\$ -	\$ -	-
Planning and design	-	-	-	-
Community relations	-	-	-	-
Rental program	570,171	373,058	197,113	65.4%
Park services	-	-	-	-
Recreation services	-	-	-	-
Debt service	-	-	-	-
Appropriation Total	\$ 570,171	\$ 373,058	\$ 197,113	65.4%

**Board Calendar
2024-2025**

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

SEPTEMBER 17

EXECUTIVE SESSION

STAFF RECOGNITION

- Don Horton, Theresa Albert

STAFF INTRODUCTIONS

Zara Hickman

- Rob Fox, PM2 Natural Resources
- Alan Vigent, PM1 Trails

Mike Duarte

Jason Monaghan

Roy Radcliff

Kristin Toney

- Joanne Edwards, Purchasing and Contract Coordinator

WORK SESSION

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

CONSENT AGENDA

- Codify personnel policies – *Theresa Albert*

BUSINESS SESSION

OCTOBER 1

STAFF INTRODUCTIONS

Michelle Healy

- Kathleen Hinman

Ben Lewellen

- FS2 at Pav and JSFC

Shannon Gillman

- Rec 4 – Aquatics

WORK SESSION

- Bend FC Ground lease Review – *Matt Mercer (20 min)*
- Bend FC Phase 2 Project Update – *Brian Hudspeth and Wayne Price & Kristina Johnson (Bend FC) (20 min)*
- Tentative Park Rules and Regulations Update – *TBD (20 min)*

CONSENT AGENDA

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

BUSINESS SESSION

OCTOBER 15

WORK SESSION

BUSINESS SESSION

- Award Miller’s Landing Construction contract – Jason Powell (15 min)
- Approve Strategic Plan – Rachel Colton (20 min)
- Approve Comprehensive Plan Update – Sara Anselment (20 min)

OCTOBER 29 Joint meeting with the City

NOVEMBER 5

WORK SESSION

- Consider proposed Lease Amendment with Boys and Girls Club – *Kristin Toney (30min) tentative*

CONSENT

- Approve Lease Amendment with Boys and Girls Club – *Kristin Toney*

BUSINESS SESSION

NOVEMBER 19

WORK SESSION

BUSINESS SESSION

- Approve Manzanita Ridge construction contract – *Jason Powell (15 min)*

Future Topics

SDC Waivers

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

DEI Update – Bronwen Mastro

Approve Exclusion Policy – *TBD (30 min)*

Comprehensive Plan Adoption – *Sara Anselment*

SDC Project List Update – *Sara Anselment and Kristin Toney*

The Robot -

First Reading Park Rules and Regulation Ordinance – *TBD 30 min*

Second reading of Park Rules