



Bend Metro Park & Recreation District

December 3, 2024

Board of Directors Agenda and Reports

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play for life



Our Vision

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

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles through parks, trails and recreation.

Our Community Pledge

To reflect our community, welcome and serve equitably, and operate with transparency and accountability.

We Value

COMMUNITY by interacting in a responsive, considerate and efficient manner to create positive patron experiences and impact in the community.

INCLUSION by reducing physical, social and financial barriers to our programs, facilities and services, and making them more equitable for all.

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

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

SUSTAINABILITY by fostering a balanced approach to fiscal, environmental and social assets to support the health and longevity of the district, the environment and our community.

play for life

District Office

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



Board of Directors

December 3, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



AGENDA

The board will meet in person at 5:30 pm with virtual links to the 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

Mike Duarte

- Aaron Benson, PM2 Sports fields
- Kyle Themely, PM1 Neighborhood parks

Sasha Sulia

- Brandon Gilmore, GIS Asset Analyst

Jason Powell

- Jon Turnage, Construction 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. Athletic Field Report and Maintenance Program – *Becky Rexford, Mike Duarte and Clay Pendergrass (30 min)*
2. SDC Waiver Program Update – *Michelle Healy (40 min)*

CONSENT AGENDA

1. Minutes 11/19/2024

BUSINESS SESSION

1. Approve Manzanita Ridge Construction Contract – *Jason Powell (15 min)*
2. Budget Committee Applications or Appointment and Budget Calendar Review – *Sheila Reed (10 min)*

EXECUTIVE DIRECTOR’S REPORT

REPORTS – Planning and Development Project Update

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:	December 3, 2024
SUBJECT:	Athletic Field Report and Maintenance Program
STAFF RESOURCE:	Becky Rexford, Sports Manager Mike Duarte, Park Services Manager Clay Pendergrass, Landscape Supervisor
PREVIOUS BOARD ACTION:	February 6, 2018, Approved Athletic Field and Sport Program Policy Guidelines (modified on December 19, 2018)
ACTION PROPOSED:	No action proposed
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities
Strategy:	Maintain adopted levels of service targets for parks, trails and facilities

BACKGROUND

The annual athletic field report provides the board with a summary of athletic field use over the past year, including key data and trends that are used to help inform future needs and priorities. Because this report has not been given since 2019, this year will include data from 2020 to 2024 and an update on changes to the field use process. Staff will also provide an update on the field maintenance program, which includes the purchase of a robot field painter and how the Sports Division and Landscape Crew work together throughout the year to maximize use of fields.

BUDGETARY IMPACT

None. Athletic field reservation program and field maintenance program are included in adopted budget.

STAFF RECOMMENDATION

None. For information only.

MOTION

None

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 3, 2024
SUBJECT:	System Development Charge (SDC) Waivers for Affordable Housing
STAFF RESOURCE:	Michelle Healy, Executive Director Sara Anselment, Planner
PREVIOUS BOARD ACTION:	October 18, 2022 Adopted Resolution No. 2022-07, January 5, 2021 Adopted Resolution No. 2021-01 June 4, 2019 - Adopted Ordinance 12: System Development Charges, and accompanying Resolutions No. 421, 422, 423, 424, and 425.
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Priority:	Service
Goal:	Steward fiscal resources, and further environmental and social sustainability.
Strategy:	Use financial modeling and other planning tools to holistically evaluate, plan and forecast necessary expenditures for system expansion, operations and maintenance.

BACKGROUND

The Bend Park and Recreation District began providing System Development Charge (SDC) waivers to support affordable housing projects in 2019. These waivers are intended to help reduce costs for developers creating deed-restricted, affordable housing, which aligns with broader community goals to increase housing availability for lower-income residents. The district's SDC waiver program is scheduled to expire on December 31, 2024.

Below is a summary of past board actions on SDC waivers, the criteria for the program, an accounting of the number of waivers used, and a summary of the waived revenue.

Park SDC Waiver History of Board Actions

1. 6/14/19 – Adopted Resolution #423 providing 400 waivers for deed restricted affordable housing units until December 31, 2022.
2. 1/5/21 – Adopted Resolution #2021-01 providing 75 additional waivers per year starting January 1, 2021 until Dec 31, 2022, and unlimited waivers for shelters.

3. 3/16/21 – Adopted Resolution #2021-03 providing 15 waivers for the Veteran’s Village project. (This was a project-specific shelter waiver because the project was built on County property and could not meet the deed restriction criteria.)
4. 10/18/22 – Adopted Resolution #2022-07 providing 75 additional waivers per year starting January 1, 2023 until December 31, 2024, and unlimited waivers for shelters. (Attached))
5. 12/5/2023 – Adopted Resolution #2023-10 providing seven additional waivers for the Veteran’s Village project. (This was a second project-specific waiver because the project was built on County property and could not meet the deed restriction criteria.)
6. 11/19/24 – Adopted Resolution # 2024-08 providing 28 additional waivers for the Nine Peak project beyond the annual cap for calendar year 2024.

Approval Criteria:

- ✓ 80 AMI or lower for units to be purchased.
- ✓ 60 AMI or lower for units to be leased.
- ✓ 30-year minimum deed restriction.
- ✓ Exempted from City SDCs.
- ✓ Individual projects with 54 or fewer units may receive SDC waivers for up to 100% of the units within a single development phase. Projects with 55 or greater units, may receive SDC waivers for up to 50% of the total units (rounded up to next full unit) in a single development phase. No single project shall receive more than 75 total waivers (in any one development phase).
- ✓ No waiver cap on emergency or short-term shelters, such as homeless or domestic violence shelters, but they must be provided by non-profit or government entity at no cost to residents, and are subject to deed restriction requirements.
- ✓ Up to five additional waivers for Affordable Housing in mixed income developments after the annual cap is reached.

Usage and Value of Waivers Used

Table 1. Waiver Usage for Affordable Housing from July 1, 2019 through Nov. 20, 2024

Years	Waivers provided (units)	Waivers used (units)
2019 – 2022	400	388
2021	75	0
2022	75	70
2023	75	76 ¹
2024	103	103
Subtotal	728	637
2021 - 2024 Shelter units	No cap (32)	32
Total	760	669

Table 2. Value of Park SDC Waivers Provided from July 1, 2019 through Nov. 20, 2024

Housing Type	SDCs Waived	Park SDC Amount Waived
Single Family	67	\$554,421
Multi-family ²	570	\$3,607,508
Subtotal	637	\$4,161,929
Shelters ³	32	\$200,737
Total	669	\$4,362,666

¹ Program provides for up to five additional waivers for Affordable Housing in mixed income developments after the annual cap is reached.

² District multifamily definition includes townhomes, duplexes, triplex (shared walls).

³ Shelters do not count towards overall waiver cap.

There is a request from the city that the district renew the SDC waiver program. If the board desires to renew the program, staff is seeking feedback on the specifics to include in the renewal such as, the number of waivers to provide, duration of the program, whether the waivers are capped by year or not, changes to the approval process, etc. Staff will provide more specific questions and program suggestions for discussion during the board meeting.

BUDGETARY IMPACT

SDCs are the main source of funding for the development of parks, trails and recreation facilities to serve growth. They support the district’s goals of maintaining the same level of parks, trails and recreation facilities as the district’s population increases. The SDC methodology establishes the park SDC fees, which influence future revenues for SDC eligible projects in the district’s adopted Capital Improvement Plan.

The total value of the revenue waived by the district’s SDC waiver program from July 1, 2019 until November 20, 2024 is \$4,362,666. Should the board choose to renew the waiver program, the amount of reduced SDC revenue will ultimately depend upon the number, size and type of affordable housing or shelter developments that occur, the SDC rates in place at the time of those developments, and the overall duration of the program.

STAFF RECOMMENDATION

None, for discussion only.

MOTION

None

ATTACHMENTS

Attachment A: Resolution No. 2022 – 07

BMPRD RESOLUTION NO. 2022-07**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS PROVIDING FOR SDC WAIVERS FOR CERTAIN AFFORDABLE HOUSING, TEMPORARY HOUSING, AND MIXED INCOME HOUSING**

WHEREAS, the high demand and limited supply for housing in Bend has led to an increase in the cost of housing for both owner-occupied and rental units, and most new housing being developed is affordable only for those with above-median income; and

WHEREAS, the cost to develop housing includes not only the cost of land and construction, but also the cost of associated permits and fees, including System Development Charges (“SDCs”); and

WHEREAS, BMPRD Ordinance No. 12, and the associated Methodology Report: Parks System Development Charges, includes provisions allowing the Board to designate by resolution the types of residential development for which a waiver from park SDCs may be applied; and

WHEREAS, on November 1, 2017, the City of Bend adopted City Ordinance No. NS-2298, an exemption from transportation, water, and sewer SDCs for qualified affordable housing projects; and

WHEREAS, on June 4, 2019, the District approved Resolution No. 423 adopting SDC waivers for up to 400 units of Deed Restricted Affordable Housing, available through December 31, 2022; and

WHEREAS, on January 5, 2021, the District approved Resolution No. 2021-01, which increased the number of SDC waivers for Deed Restricted Affordable Housing available through December 31, 2022, temporarily waived all SDCs for certain short-term, temporary housing projects; and temporarily created additional SDC waiver opportunities for certain mixed income housing; and

WHEREAS, Bend continues to exhibit a shortage of: (1) Deed Restricted Affordable Housing, (2) short-term, temporary housing to meet emergency or other immediate housing needs such as homeless shelters or housing for victims of domestic violence, and (3) smaller multi-family developments comprised of both market rate and affordable housing units; and

WHEREAS, the Board desires to renew and/or extend the SDC waiver opportunities provided under Resolution No. 2021-01 through December 31, 2024.

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

Deed Restricted Affordable Housing Waivers

1. Subject to the limitations below, the Parks SDCs shall be waived for Deed Restricted Affordable Housing units approved for exemptions from City transportation, water, and sewer SDCs by the City of Bend Affordable Housing Advisory Committee and that meet or exceed the 30-year deed restriction requirement.
2. The SDC waivers for Deed Restricted Affordable Housing authorized by this Resolution shall not exceed 75 units in any calendar year.
3. Deed Restricted Affordable Housing projects with 54 or fewer units, in all phases, may receive SDC waivers for up to 100% of the units within a single development phase. Deed Restricted Affordable Housing projects with 55 or greater units, in all phases, may receive SDC waivers for up to 50% of the total units (rounded up to next full unit) in a single development phase.

Notwithstanding anything herein to the contrary, no project may receive waivers for more than 75 units in any one development phase.

4. If the City of Bend requests that District provide additional park SDC waivers for Affordable Housing beyond December 31, 2024, a work group of City and District representatives should be established, in advance of the sunset date, to discuss and consider extension of the program, including strategies to support Affordable Housing development that reduces the impact on District SDC revenues.

Homeless/Emergency Shelter

1. Parks SDCs shall be waived for short-term, temporary housing projects approved for exemptions from City transportation, water, and sewer SDCs by the City of Bend Affordable Housing Advisory Committee, and that meet or exceed the 30-year deed restriction requirement.
2. In addition to City of Bend exemption approval, qualifying short-term, temporary housing units must be owned and operated by a government agency or 501(c)(3) charitable organization and must be available at no cost to persons in need of short-term, temporary housing.
3. The limitation on the number of waivers that may be approved for Deed Restricted Affordable Housing units shall not apply to waivers for eligible short-term, temporary housing units.

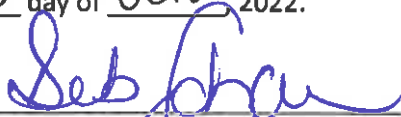
Mixed Income Developments

1. Once the annual limitation on the number of waivers that may be approved for Deed Restricted Affordable Housing units has been reached, Parks SDCs may be waived for a maximum of 5 additional Deed Restricted Affordable Housing units in any multi-family project with at least 5 market-rate units; provided that such Deed Restricted Affordable Housing units are approved for exemptions from City transportation, water, and sewer SDCs by the City of Bend Affordable Housing Advisory Committee, and that meet or exceed the 30-year deed restriction requirement.


Miscellaneous

1. This Resolution will be effective for all purposes on January 1, 2023 and will automatically sunset, and all SDC waivers provided herein will cease to be available, after December 31, 2024.
2. Capitalized terms used, but not defined, in this Resolution shall have the meanings given such terms in Ordinance No. 12.
3. All pronouns contained in this Resolution, and any variations thereof, will be deemed to refer to the masculine, feminine, or neutral, singular, or plural, as the context may require. The singular includes the plural, and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by resolution of the Board to cure editorial or clerical errors.

ADOPTED by the Board of Directors of the District on this 10 day of October 2022.


Deb Schoen, Board Chair

Attest:


Don P. Horton, Executive Director

serve seniors and persons with disabilities. She explained that the project met all the criteria set by the district for SDC waivers. She stated that 45 waivers were requested for the project, with 28 exceeding the waivers authorized by the board for 2024. She reviewed the criteria for consideration and detailed the district's potential impact of \$214,508 in uncollected SDC fees. She emphasized that approving additional waivers could establish a precedent for future requests. She pointed out that a district park is located within half a mile of the project site and would serve the residents of the complex.

Director Hovekamp inquired about the project's time sensitivity and whether it could be postponed until next year when additional waivers would become available.

Mr. Keith Wooden from Housing Works joined the discussion and explained that they had substantial commitments from the state for tax credits and other resources tied to specific timelines. He noted that they were targeting December 15 for permits and emphasized that delaying the project could risk code changes or other issues that might trigger a redesign and further delays.

Director Hovekamp acknowledged the significant impact of the waivers and asked which park projects might be affected. Executive Director Healy explained that while it is difficult to pinpoint specific projects, the overall funds available for future spending will be impacted when the CIP is updated. Director Hovekamp suggested that if the board continues the waiver program, 28 waivers should be deducted from the future approved waivers.

Director Schneider inquired whether the park serving the area would need updates or improvements to accommodate increased use. Staff responded that the park is not currently listed on the CIP for needed upgrades, it is a larger park capable of handling greater use.

Director Schoen expressed support for the project but emphasized her concern about setting a precedent for future requests exceeding the waivers approved by the board. She noted, however, that adding these waivers would keep the district under the cumulative total of waivers authorized by the board.

Director Barram voiced her support for the project, highlighting the merits of its location and design

Director Schneider made a motion to adopt Resolution No. 2024-08 Approving Additional System Development Charge Waivers for Deed Restricted Affordable Housing, which provides 28 additional waivers for the Nine Peaks development. Director Schoen seconded. The motion was approved unanimously, 5-0.

~~2. 1565 NE 1st Street City of Bend Income Qualified Property Tax Exemption Request
—Rachel Colton (20 min)~~

Item #2 was removed from the agenda due to the approval by the school district that automatically approves the waiver for all taxing agencies. The board shared some of their concerns about exemptions that the board does not have a vote on and some disappointment that staff put time into this item when it was already approved and the district was not notified.

3. 2024 Midterm Update to the Comprehensive Plan Adoption – *Sara Anselment*

Ms. Anselment reviewed the updates to the comprehensive plan, as detailed in Attachment B of the board report. The changes included:

1. Clarification of level of service and unmet needs analysis.
2. Adjustments to table titles and removal of specific wording.
3. A reference to the 2018 plan for additional details about recreation programming.
4. Consolidation of South UGB bridge and trailhead parking for the project.
5. Inclusion of a project to account for a potential one-time UGB expansion.
6. Correction to a label on the trails map.
7. Changes to tables addressing needs and unmet needs analysis for parks and trails.
8. Revisions to text to align with the updated tables.

She discussed community interest in a westside recreation center at the Simpson site and suggested that there is a need to discuss initial planning, including site suitability, financial feasibility, and partnership opportunities.

Ms. Anselment provided a potential motion for approval that incorporated amendments to the text.

Director Hovekamp expressed appreciation for beginning the preliminary steps toward a westside facility, acknowledging that it is a long-term project likely requiring 10 years to complete.

The board expressed unanimous support for the updates to the comprehensive plan.

Director Schoen made a motion to adopt the Bend Park and Recreation District Comprehensive Plan: 2024 Midterm Update with the amended text as shown on page 35. Director Hovekamp seconded. The motion was approved unanimously, 5-0.

4. Approve Resolution No. 2024 – 09 Liability Protections for Public Trail Use – *Henry Stroud and Paul Taylor, LBJ*

Mr. Stroud explained that the state requires the board to formally opt in to take advantage of an opportunity to receive immunity related to trail use. He reviewed the relevant Oregon Revised Statutes (ORS) addressing recreational immunity and highlighted a recent court case that led to this new process for trail protections in 2024. He noted that the ORS expanded the definitions of recreation types, the kinds of lands protected, and modified a separate statute that previously applied only to cities.

He outlined that most district trails are located on district-owned properties, while others are situated on public easements, under use agreements, within rights-of-way, or on city property. By opting in, the district can expand its recreational immunity coverage to include non-recreational uses in certain areas.

Mr. Stroud remarked that existing statutes are not always clear, making it challenging to fully understand the scope of coverage across all areas. He acknowledged that while adopting the

resolution tonight would only add protections to a small portion of the district's trails, it would extend coverage for non-recreational uses as well.

Director Hovekamp made a motion to adopt Resolution No. 2024-09 Opting to Limit Liability for Certain Claims Arising from the Use of Public Trails or Structures in Public Easements and Unimproved Rights-Of-Way Pursuant to ORS 105.668. Director Schneider seconded. The motion was approved unanimously, 5-0.

5. Trident Contract and Budget changes – *Julie Brown and Kristin Toney (15 min)*
 - a. Approve Contract Amendment with Trident Services
 - b. Approve Resolution No. 2024-10 Budget Appropriation Transfer Between Administration and Community Engagement categories

Ms. Brown said the district conducted a competitive bid process in June 2023 for contracted security services to support the work of the Park Stewards. Trident Security was awarded the two-year contract. She reminded the board that the Park Stewards are now part of the Community Engagement team, and added with the additional services provided by Trident Security, there is a need to increase and amend the contract.

Ms. Brown requested an additional \$10,000 for the contract, which would require a budget amendment and an appropriation transfer from the General Fund. She noted that Ms. Toney plans and budgets for unexpected expenses, allowing flexibility to address such needs.

Director Schoen made a motion a motion to adopt Resolution No. 2024-10 approving the appropriation transfer for Fiscal Year 2024-25. Director Hovekamp seconded. The motion was approved unanimously, 5-0.

Director Schoen made a motion to authorize the executive director to execute amendment No. 2 of the professional services contract with Trident Professional Security. Director Hovekamp seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTORS REPORT

Executive Director Healy spoke about the following:

- Sue Boettner, Carolyn Creedican and the Natural Resources Department were honored with awards at the ORPA Conference this fall.
- She acknowledged the staff work on the comp plan update that was done without a consultant.
- She invited the board to attend a Larkspur volunteer appreciation event tomorrow at 1:30, with fresh baked pie.
- Miller's Landing work is going to begin soon, just waiting on two permits.
- Staff expects to have a fully executed contract for demolition of the house and building on the Coulter property within the next week. Work will begin once the contractor secures appropriate permits. Staff has contacted Habitat for Humanity to see if they would like anything first and they may salvage some windows and doors.

- Additional gate and parking bumpers have been installed at Simpson (Park & Float) parking lot. Half of the lot is now closed for the season. This work was done to mitigate the street racing issues that have been ongoing at the lot for years.
- The first year of the Supervisor Development Initiative (SDI) is complete. SDI was launched in November 2023 for a few reasons: first was to improve the professional development tools offered to employees, second was to ensure consistent understanding of district philosophy, policy, and employment law administration, and third was to create a reliable training program with year-long training opportunities. Attendees dove into a variety of topics such as recruitment, employment law, finance, communication and DEI, and safety. We have had 54 supervisors and 14 employees on a professional development plan go through the training program.

A survey was conducted, the responses were overwhelmingly positive and identified some key areas to improve, such as providing an online format, adding soft skill topics like coaching, and diversifying in-person sessions for better attendance. We plan to continue, and improve upon, the program as we move into the new year.

- She shared that she has had a few monthly meetings with the Bend Chief of Police, she said they are creating a new dashboard that park stewards and Trident will have access to and that will help them with their jobs. Staff continues to discuss enforcement and appreciates the partnership that includes providing access to the police to district security cameras when needed. Juniper Park continues to be the area of biggest concerns for the district.
- The hearing to change the zoning on one of the parcels of the Rose property from SM (and EFU), to RR10 hearing was last Tuesday evening, before a Hearings Examiner. Unfortunately, at the last hour, Central Oregon Land Watch submitted testimony in opposition to the request. Staff had checked in with Land Watch earlier in the year and they indicated they were not concerned with the property. The district asked for an extension of time to provide rebuttal to their testimony. Fourteen days were granted (record left open), then 7 days for rebuttal of any new opposition, and a final 7 days for only the applicant to respond. This means the Hearings Examiner will make a final decision in late December. Then it goes to the County Commissioners for final approval/denial. It is still unclear if Land Watch would appeal if the request is approved. She said board member attendance could be important at some of the future meetings.

REPORTS

CALENDAR

GOOD FOR THE ORDER

- Director Hovekamp shared his concerns for district and board time that is spent on discussing housing projects and waivers. He said these discussions can begin to undermine other district priorities and weaken land use laws with bump outs to the Urban Growth Boundary as one-time events that continue to occur and changes to zoning laws in Bend.
- Director Schoen said in relation to the SDC waivers that some of the money has been made up with the access the district has had to grants. She said she is concerned that some of the grant money could diminish with the new federal administration next year. Executive Director Healy reassured the board that most grants are funded locally and are likely to remain available. She also highlighted that higher interest rates have increased interest earnings on SDC funds, which may prompt further discussions in the future.
- Director Schneider said he went to Little Fawn Park and complimented staff on the design and development of the park.

- Director Barram said she participated in the ORPA Conference and encouraged everyone to go to Central Oregon gives and donate to the district foundation.

ADJOURN: 7:07pm



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:	December 3, 2024
SUBJECT:	Award Manzanita Ridge Park Construction Contract
STAFF RESOURCE:	Jason Powell, Construction Manager
PREVIOUS BOARD ACTION:	Park Naming, June 20, 2023 Approve Preferred Concept Design for Manzanita Ridge Park, January 2, 2024
ACTION PROPOSED:	Award Construction Contract
STRATEGIC PLAN:	
Priority:	Service
Goal:	Support the recreational needs of an evolving community through programming, parks, trails and facilities
Strategy:	Maintain adopted levels of service targets for parks, trails and facilities

BACKGROUND

The Manzanita Ridge Park is an undeveloped 3.5-acre neighborhood park site located in Park Search Area #9. Land for the park was dedicated to the district in 2021 to meet the open space requirement for the surrounding Shevlin West subdivision development. The park is adjacent to a district-owned natural area to the west with soft-surface trail connections from the park via the Manzanita Trail to adjacent neighborhoods and the Shevlin Park trail system.

On October 10, 2024, the district advertised the Manzanita Ridge Park Project as a lump sum bid for construction. A mandatory pre-bid meeting was held for all prospective bidders on October 24, 2024. Bids were opened and read on November 14, 2024.

The following three bids were received:

Deschutes Construction Corporation:	Base Bid: \$1,574,484.00
Capture Energy:	Base Bid: \$1,481,506.00
Mountain Sky, Inc.:	Base Bid: \$1,222,480.39

The lowest bid was Mountain Sky, Inc. in the amount of \$1,222,480.

BUDGETARY IMPACT

The district's adopted 2025-2029 Capital Improvement Plan (CIP) allocates \$1,767,510 in system development charges for the planning, design, construction documents, permitting and construction of Manzanita Ridge Park. To date, \$242,507 has been spent on costs related to property acquisition, frontage improvements, design, permitting and related expenses, leaving \$1,525,003 available for the remainder of the project. By accepting the low bid of \$1,222,480 and

approving a 10% contingency of \$122,248 for construction, the remaining \$180,275 will be available for other owner incurred costs.

STAFF RECOMMENDATION

Staff recommends that the board award a construction contract to the low bidder, Mountain Sky, Inc., for a total contract amount of \$1,222,480. Staff further recommends the board approve a 10% contingency of \$122,248, for a total construction budget not to exceed \$1,344,728.

MOTION

I move to authorize the executive director to award a construction contract to Mountain Sky, Inc., for construction of the Manzanita Ridge Park for a total amount of \$1,222,480, and to approve an additional 10% construction contingency of \$122,248, for a total construction budget not to exceed \$1,344,728.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 3, 2024
SUBJECT:	Budget committee applications or appointment and budget calendar review
STAFF RESOURCE:	Sheila Reed
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Decide on action for Budget committee seats and discuss FY 2025-26 budget calendar dates

BACKGROUND

The district's budget committee comprises five members appointed by the board of directors. To be eligible to serve on the budget committee, candidates must meet the requirements outlined in Oregon's Local Budget Law: they must reside within the district's boundaries, be registered voters, and commit to a three-year term. Currently, there are two vacant seats on the committee, as Daryl Parrish and Abigail Schneider completed their terms at the conclusion of the fiscal year 2024-25 budget process.

In previous years, when a budget committee member's term expired and they expressed interest in continuing to serve, the board has reappointed them for another term.

Each year staff develops a budget calendar for the upcoming fiscal year's budget process. The calendar includes:

- Board Workshop
- Budget Tour
- Budget Committee Meetings
- Budget Adoption

BUDGETARY IMPACT

The 2025-26 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on Tuesday, May 13.

STAFF RECOMMENDATION

Staff recommends the board consider reappointing Daryl Parrish and Abigail Schneider for another term as budget committee members. If either or both decline the reappointment, staff will initiate

a public application process for the vacant seat(s) and present candidates for the board's consideration at the January meeting.

Staff also recommends that the board note the dates for the board workshop, the budget tour, and the budget committee meetings, and inform staff as soon as possible if there is a scheduling conflict.

MOTION

I move to reappoint Daryl Parrish and Abigail Schneider to another term on the Budget Committee. If either or both decline, staff will initiate the open application process to fill the vacant seat(s).

ATTACHMENT

A. FY 2025-26 Budget Calendar



FY 2025-26 Budget Calendar

2024

December **December 9:** Publish ad seeking new budget committee members

December **December 26:** Board of directors receive committee applications and scoring packet for review

2025

January **January 3:** Board of directors send individualized scores to staff
January 7: Board of directors appoint new budget committee member(s)
January 31: Board Workshop

April **April 18:** Budget Tour

May **May 13 and 15:** Budget committee meeting to hear budget message, receive public input, review proposed budget, approve proposed budget, property tax rate, and property tax levy for debt service

June **June 3:** Public hearing held by board of directors to receive public input, adopt budget and impose and categorize property taxes



PLANNING & DEVELOPMENT PROJECT UPDATES December 2024

COMMUNITY AND REGIONAL PARK PROJECTS



Sawyer Park Upgrades: With input from the design team, the National Park Service (NPS) and Oregon State Parks (OSP) have drafted a memorandum of agreement (MOA) for the cultural and historic resource mitigation and it is in final review with NPS staff. It will then will be sent to the Confederated Tribes of Warm Springs, who have been identified as signatories to the MOA for input. Additionally, the city permit review is in progress and BPRD hopes to host a public meeting early 2025 to share information with the community



Pine Nursery Park Phase 5: The land use application was submitted in November. The design team is working on engineering and building permit sets ahead of completing the the 95% construction document set.

NEIGHBORHOOD PARK PROJECTS



Sylvan Park Playground Renovation:

Located at the top of Awbrey Butte, Sylvan is a popular park for neighbors. It features abundant natural areas, open lawn, mature trees, a playground, connections to the Sylvan to Summit trail, and tennis courts. The surrounding neighborhoods, encompassed by Mt. Washington Drive and Summit Drive, have grown considerably since the park was developed in 1993. The wood-based playground is showing its age and could better serve the neighborhood. This project will replace the playground and surfacing, and create an accessible route to the playground from the parking area. A site survey was completed in October to help inform the project, and staff are preparing an outreach plan for surrounding neighbors to provide direction for the new playground design.



Manzanita Ridge: Bids for construction were opened on November 14 and three bids were received. Mountain Sky, Inc. was the low bid and the contract award approval is scheduled for the December 3 board meeting.



Hollinshead Park ADA and Preferred Concept Design: The design team continues to work on and refine construction documents. Construction estimated to begin in 2026.

FACILITY PROJECTS



Art Station: District staff are currently reviewing the recently received 50% documentation. Permit applications are still anticipated to begin before the end of 2024.



Park Services Complex: Schematic design is complete. The design and cost estimate are being reviewed by staff to determine the scope for design development.

TRAIL PROJECTS



North Unit Canal Trail – Phase 1: The district has awarded Wilson Curb Inc. a contract for \$89,235.50 for the construction of the trail crossing improvements at Brinson Road. This portion of the project is scheduled to be completed early spring of 2025. The district has also begun sending offers out to private landowners for trail easement acquisitions between Canal Row Park and Deschutes Market Road.



Manzanita Trail: The district has acquired the final easements and a 3.44-acre piece of property necessary to complete the Manzanita Trail between Discovery Park and Shevlin Park. Construction of a portion of the remaining trail will begin this fall and the trail is planned to be fully constructed in spring of 2025.



Riverfront Street Deschutes River Trail Improvements: The City of Bend and the district hosted a second public meeting at the district office on October 29 to gather public input on two preliminary design concepts that were developed for Riverfront Street. The concepts included both one-way and two-way street designs, each with a 10-foot wide trail in lieu of sidewalk on the west side of Riverfront Street. The meeting was attended by approximately 30 individuals and there was robust conversation about the merits of each design approach. The city is also currently hosting an online survey to solicit additional feedback. The results of this round of public outreach will be evaluated to determine which design alternative to pursue.



Discovery Park/Outback Trail Connections: The district’s trail crew recently completed all of the planned neighborhood trail connections and soft surface trails within the newly acquired portions of Discovery Park that connect the Outback Trail to the surrounding neighborhood. They also completed an extension of the Manzanita Trail that parallels to the Outback Trail. These natural surface trails provide critical links between the Discovery West neighborhood, the Outback Trail, and nearby schools.

RIVER PROJECTS



Bend White Water Park Maintenance and McKay Park River Access Project: Staff is reviewing the informational report prepared by the consultant team and will soon determine next steps of this project.



Miller’s Landing Park River Access Project: Mobilization by the contractor has begun on site and construction is expected to last through the winter with completion by summer of 2025.



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. Ninety percent design drawings are complete and staff has begun the cultural and historical resources study as required by the LWCF grant received for the project in April 2024.

OTHER PROJECTS AND FUTURE DEVELOPMENT



South East Bend Regional Park Site (aka Rose Property): Deschutes County held a public hearing for the district’s zone change request on November 12. Testimony against the zone change was submitted; the district’s attorney requested that the record be left open for two weeks to allow for additional evidence to be submitted. A recommendation from the Hearings Officer is now expected by the end of the year. Once the recommendation is issued, a hearing before the Board of County Commissioners will be scheduled, likely in the early months of 2025. The commissioner’s decision is followed by a 90-day appeal period before the ordinance becomes effective.



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: 2024 Midterm Update.



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; two sculptures and a community labyrinth. NWX2 LLC has begun construction of the labyrinth which is expected to be completed before the end of the year.



SDC Waivers for Affordable Housing: Park SDC waivers for 637 units have been approved through coordination with the City of Bend’s Affordable Housing Committee at a cost to the district of about \$4.16 million in waived SDC fees. Following the board approval of an additional 75 waivers for 2024, no waivers remain 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.



Strategic Plan Update: The fiscal year 2024-2029 Strategic Plan was adopted by the board on October 15, 2024 and staff has begun plan implementation. Draft actions will be presented to the board at their annual workshop in January 2025.



Diversity, Equity and Inclusion (DEI) Initiative: The DEI committee is currently working on staff demographics and planning for a DEI Action Plan update in 2025. The first step in patron demographic collection has begun, new household accounts will now be asked to voluntarily provide demographic information.

**Board Calendar
2024-2025**

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

DECEMBER 17

EMPLOYEE RECOGNITION

Matt Mercer

- Ann Story – Retirement

STAFF INTRODUCTIONS

WORK SESSION

- Park Rules Update – *Julie Brown and Joel Lee (30 min) Tentative*

BUSINESS SESSION

- Annual Comprehensive Financial Report and Audit – *Eric Baird and Audit Firm (30 min)*
- SDC Waiver Program – *Michelle Healy (30 min)*

JANUARY 7

EXECUTIVE SESSION: Land

WORK SESSION

- Bend Park and Recreation Foundation Overview – *Kim Johnson, Jane Dunham and Julie Brown – (20 min)*
- Community Sponsored Projects Update – *Rachel Colton (20 min)*
- Consider proposed Lease Amendment with Boys and Girls Club – *Kristin Toney (30 min) tentative*
- SDC Project List and Ordinance update- *Kristin Toney and Deb Galardi (45 min)*

CONSENT

- Approve Lease Amendment with Boys and Girls Club

BUSINESS SESSION

JANUARY 21

WORK SESSION

- UDWC Fish Passage – *Kris Knight*

BUSINESS SESSION

- Resolution No. XX - Update SDC project list – *Kristin Toney and Deb Galardi (15 min)*
- Public Hearing and First Reading of SDC Ordinance- *Kristin Toney and Deb Galardi (15 min)*

JANUARY 31

BOARD WORKSHOP 9am – 3pm

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*

DEI Update – Bronwen Mastro

Approve Exclusion Policy – *TBD (30 min)*

First Reading Park Rules and Regulation Ordinance – TBD 30 min

Second reading of Park Rules

Placer AI presentation – Henry Stroud