



**DISTRICT ADVISORY BOARD  
MEETING AGENDA**

**Date:** April 3, 2013  
**Time:** 4:00 p.m.  
**Location:** North Clackamas Aquatic Park

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- I. Call to order
- II. Citizen Participation\* (limited to 3 minutes)
- III. Approval of Minutes from February 13, 2013
- IV. Fiscal Year 2013-2014 Proposed Budget
  - A. Budget Goals
  - B. Revenues – Sources of Funds
  - C. Expenses – Uses of Funds
  - D. Expenses By Program
    - a. Administration
    - b. Parks Maintenance
    - c. Aquatic Park
    - d. Recreation
    - e. Milwaukie Center
    - f. Nutrition & Transportation
    - g. Community Relations
    - h. Planning
    - i. Natural Resources
    - j. Capital Projects
    - k. Fixed Assets
- V. Action Item:  
FY 2013-2014 Proposed Budget – Forward NCPRD FY 2013-2014 budget to Budget Committee for Approval
- VI. Division Reports – Dave Miletich, Jeroen Kok and Laura Zentner
- VII. Director’s Comments
- VIII. Board Members’ Comments
- IX. Adjournment

**Agenda time: 2 hrs.**

**\*\*Please note\*\*** *Dinner will be provided.*



## DISTRICT ADVISORY BOARD

**Date:** April 3, 2013  
**Time:** 4:00 p.m.  
**Location:** North Clackamas Aquatic Park

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- I. The District Advisory Board meeting was called to order at 4:03 p.m.

Budget Committee members present: Macy Gast, Eric Shawn, Renee King, and Rick Frank.

DAB members present: Bill Bersie, Michael Morrow, Lynn Fisher, Robin Condie, Susan McCarty and Marylee Walden.

Staff present: Laura Zentner, Gary Barth, Dave Miletich, Jeroen Kok, Joe Loomis, Kevin Cayson, Tonia Burns, Marty Hanley, Kandi Ho, Jason Kemmerich, Jason Amos, Annie Pierce, Katie Dunham, Kelly Stacey and Rachelle Bonsi.

- II. Citizen Participation\* (limited to 3 minutes) – no members of the public present.

- III. Approval of Minutes from February 13, 2013 – Bill asked for a motion to approve the meeting minutes as prepared. Lynn Fisher made the first and Michael Morrow made the second motion, all were in favor and motion was approved.

- IV. Fiscal Year 2013-2014 Proposed Budget - Laura Zentner reviewed and presented the budget documents for fiscal year 2013-2014 – an excel spreadsheet as well as a PowerPoint presentation. Note: Staff prepared and distributed the line-item detail excel spreadsheet a week prior to the meeting to ensure full transparency and allow sufficient time for DAB members to review.

A. Budget Goals –

- Adequately fund recreation, fitness, education and enrichment service programs for the citizens of the District.
- Ensure long term financial stability of the District.
- Directly charging each fund with all expenses attributed to their programs.
- Maintain the infrastructure at a level adequate to protect the District's capital investment.
- Build a Capital Asset Replacement fund sufficient to meet short term capital asset needs.
- Proactively increase revenues and decrease expenses where possible.

- B. Revenues – Total property tax revenue is projected to increase by a total of \$380,000, with \$280,000 due to the closure of the Urban Renewal District. The Assessor's office has confirmed that the Urban Renewal District is closing. Fee revenue is up 12 percent due to new program revenue which equal approximately \$200,000.

- C. Expenses – Personnel cost make up about 43 percent of total expenditures, increasing by 7.16 %, about \$235,000.
- This is a status quo budget- meaning that there are no new proposed FTE
    - i. There was a request for one new staff position; however the request was not approved.
- D. Expenses By Program -
- a. Administration- Staff will utilize forecast to assure long term financial stability of the district. Cost Recovery analysis will be implemented to determine cost recovery rates for current and future services. The five year forecast and funding strategy for Nutrition and Transportation fund will also be completed.
  - b. Parks Maintenance – Staff will continue to support recreational programming and special events. Continuing to provide staff training and licensing in areas such as backflow testing, pesticide applicators, playground safety inspection. The playground at Ardenwald Park will be refurbished and an equipment storage building at Hood View Park will be constructed.
  - c. Aquatic Park- The 2013/14 objectives are to implement cost recovery pyramid to reduce net subsidy to Aquatic Park programs. Staff will also utilize the newest trends in social media to increase marketing exposure. Staff will continue to explore options for revenue enhancements and evaluate and improve customer service delivery.
  - d. Recreation - The cost recovery pyramid will be implemented to reduce net subsidy to recreation and sports programs. Sports fields scheduling software will be evaluated to determine best practices for sports field scheduling. Researching trends and implementing new programs that will encourage healthy habits and build community while increasing revenue.
  - e. Milwaukie Center - The 2013/14 objectives are as follows: Review programs and services versus benefits and financial constraints. Implement marketing plan to increase rentals and community use. Implement cost recovery pyramid and/or evaluate programs to reduce net subsidy to social service programs.
  - f. Nutrition & Transportation goals are to remodel and update Pete’s Café. Increase sales and leverage Pete’s Café as a fundraiser to support Milwaukie Center programs. Fundraising efforts for ‘March for Meals’ will continue and the cost recovery pyramid will be implemented to reduce net subsidy to nutrition programs.
  - g. Community Relations – The marketing staff will continue to improve brand awareness through the web presence, social media, advertising and email marketing of NCPRD’s parks, trails, open spaces, facilities and other programs. Staff will continue to market by signage and photography of new projects and key focus areas identified in the Master Plan and Strategic Plan.
  - h. Planning – The 2013/14 objectives are to complete the Master plan, construct Trillium creek Park, design and construct Hood View Park playground. Acquire land and build Sunnyside Village Park #5. Create partnership with Metro and Happy Valley to open the new Scouter Mountain Nature Park. Begin master planning for four neighborhood parks in Milwaukie. Start implementation of the North Clackamas Park North Side Master Plan, and Johnson Creek property. Acquire property in the Happy Valley area for Mt. Scott/Scouter Mountain regional trail.

- i. Natural Resources – The 2013-14 objectives are to control invasive plants, maintain natural areas and trails; apply for grants through partnerships with other agencies, community groups and volunteers. Implement natural resource projects with Oak Lodge Sanitary District at Stringfield, River villa and Risley parks. Partner with Oak Lodge Sanitary District to enhance natural resources and access to nature at Boardman Wetlands. Continue to survey and inventory natural resource elements within the District’s natural areas including implementing grant tracking, maintenance and GIS databases. Staff will continue to implement strategic plan.
  - j. Capital Projects - the projects for the proposed fiscal year 13-14 budget were reviewed and discussed.
  - k. Fixed Assets- staff is working on a spreadsheet to track and depreciate the fixed assets which will help to determine the dollar amount that needs to be set aside each year for the repair and replacement of fixed assets.
- V. Action Item: Chair Bersie ask for a motion to forward the Fiscal Year 2013-2014 Budget as proposed to the NCPRD Budget Committee for approval. Lynn Fisher made the first motion and Michael Morrow made the second motion, all were in favor and the motion passed.
- VI. Division Reports –
- Dave Miletich reported that his team is aggressively marketing to increase Aquatic Park attendance and increase fee revenue. Concessions revenue should also contribute to additional revenue if Aquatic Park attendance is increased. Dave introduced Marty Hanley; he was selected as the new Human Services Supervisor.
- Jeroen Kok reported that the park maintenance staff has moved into the new facility. Staff is really pleased with the facility. Tonia Burns’s staff will also operate out of this location. Jeroen reviewed some of the upcoming objectives with the Park Maintenance staff. They will be providing service at the Ardenwald Park location and will be refurbishing the playground equipment. Jeroen reported staff will continue to work with Green Play to move forward with the Master Plan.
- VII. DAB Chair Comments – Chair Bersie passes out a document from the CCAB as follows:
- a. The CCAB recognizes the challenges in developing a budget that reflects the costs of running the Milwaukie Center. The CCAB recommends the following steps to address the Nutrition/Transportation fund balance:

- The reallocation process that has been used for the Nutrition/Transportation budget should also be used for the Recreation Services budget to more accurately portray costs at the MC.
- Transfer \$100,000 for fiscal year 2012-13 and 2013-14 from the General Fund to the Nutrition/Transportation Fund.
- The fund balance should be considered for possible facility improvements as it relates to the site master plan and the district master plan. The CCAB is requesting that staff develop a work plan by October 31<sup>st</sup> 2013.

Discussion followed and Chair Bersie asks for a motion to transfer \$100,000 in FY 2012/13 and \$100,000 in 2013/14 as per the CCAB request.

Laura Zentner suggested transferring \$200,000 in FY 2013/14 so that a supplemental budget would not need to be prepared and presented to the Board of County Commissioner's in fiscal year 2012-13.

Susan McCarty makes the motion to transfer \$200,000 from the General Fund in FY 2013/14 into the Nutrition/Transportation Fund and that the reallocation process that has been used for the Nutrition and Transportation budget is also used for the Recreation Services budget to more accurately portray true costs at the Milwaukie Center. Marylee Walden seconds the motion and all were in favor. The motion passed unanimously.

#### VIII. Board Members' Comments

- Chair Bersie ask for Annie Pierce, Marketing Specialist to attend next month and make a presentation regarding the Marketing program.
- Chair Bersie ask for signs to be put up noting "upcoming happenings" to the skate park at Happy Valley Park and display the NCPRD logo on signs.
- Chair Bersie ask for the status of the naming of SSV Park #5 - Katie replied that the public comment period has taken place, next it will go to the naming sub- committee and then the proposed name will be presented to the DAB.
- Chair Bersie ask for a review of the IGA's with City of Milwaukie and City of Happy Valley.
- Chair Bersie – states that the Bob's Red Mill will match contributions to the Friends of the Milwaukie Center dollar for dollar up to \$20,000; Chair Bersie requests that this information be posted to the NCPRD website.

#### IX. Adjournment - meeting adjourned at 7:12 p.m.

**Agenda time: 2 hrs.**