



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

DISTRICT ADVISORY BOARD
MEETING AGENDA

Date: March 13, 2013

Time: 4:00 p.m.

Location: AQUATIC PARK

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- I. Call to order
 - II. Citizen Participation*
 - III. Action Items – Approve meeting minutes from January 9th and January 23rd.
 - IV. Presentations
 - a. Field scheduling - Dave Miletich/Kandi Ho 25 min
 - b. NCPRD coordination with cities – Gary Barth 20 min
 - c. CIP review – Michelle Healy/Katie Dunham 20 min
 - d. Master Plan Update – Gary/Michelle 30 min
 - V. Divisional Reports – Laura Zentner, Michelle Healy, Dave Miletich 10 min
 - VI. Director’s Comments 10 min
 - VII. Board Members’ Comments 10 min
 - VIII. Adjournment

Agenda time: 1 hr. 55 m

*Citizen Participation is limited to 3 minutes per citizen.

was moved to send the two applications to the BCC; motioned was seconded and approved with all in favor.

- d. ADA Assessment –Damon Walker, an intern that worked for NCPRD and a recent graduate of the Master's of Public Administration program at Portland State University, presents his findings of his assessment of ADA standards required in public parks and programs. NCPRD's - ADA transition plan needs to be updated. The current plan is dated 2006. Developed trails, play areas, and structures need to be adapted to meet requirements. Stringfield Parks is currently undergoing ADA compliant transitions. Damon recommends the establishment of a committee to assure that at least one significant ADA improvement is made annually.

VI. Divisional Reports- staff reviewed division reports.

VII. Director's Comments- Director Barth stated by the end of the month staff will have the Administrators message which will include property tax collection rates, growth rates, and compression. Laura will prepare a budget calendar for NCPRD as it relates to the County's process.

The newly elected Commissioners Tootie Smith, Martha Schrader and Chair Ludlow have now been sworn in and are in full swing of getting up to speed.

The collective bargaining agreements have now been finalized. As the board recalls NCPRD and the county are not allowed to budget for certain negotiated items. Staff is now going through a forecasting process as the Finance Department has completed the forecast for all of our divisions including NCPRD. Laura has completed her own analysis and is working on a forecast to see the financials impacts as they are.

Director Barth reviews the status update of the Trolley Trail/Light Rail project as it impacts segment two – where they align and co-exist. NCPRD and Tri Met staff continues to work together on the re-design of segment two of the Trolley Trail. Michelle reiterates that NCPRD is not supporting or rallying against the Light Rail; the focus of NCPRD remains the Trolley Trail project.

VIII. Board Members' Comments - no discussion items at this time.

IX. Adjourned – motion to adjourn and second was approved. Meeting adjourned at 6:16 p.m.



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

DISTRICT ADVISORY BOARD

Date: January 23, 2013
Time: 5:00 p.m.
Location: North Clackamas Aquatic Park

- I. Meeting was called to order at 5:04 by Susan McCarty
In attendance: Gary Barth, Dave Miletich, Michelle Healy, Katie Dunham and Bill Bersie, Laura Zentner, Commissioner Paul Savas, and Rachelle Bonsi.

DAB members present: Susan McCarty, Robin Condie, MaryLee Walden, Michael Morrow, and Mike Miller, Lynn Fischer, Kristen Mitchell.

Susan McCarty will chair the meeting today. Dave Miletich announced that Bill Bersie will chair his first meeting in February.

- II. Citizen Participation- No citizens present.

- III. Presentations

- a. 5-year Financial Forecast – Laura Zentner presents the five year forecast, she will answer three questions for you. 1. The financial health of the district. 2. The impact of the Town Center urban renewal district closing. 3. The challenges that the district will face. Laura states that the forecast is a snap shot of the district at a point in time, changing daily, weekly and monthly. The forecast is based on hundreds of assumptions. Laura likes to focus on trends so she can give the managers good information allowing them to make the necessary budget decisions. NCPRD operates under Oregon Budget Law; the budget is balanced every year. Laura reports that the County has received the PERS rates effective July 1, 2013. Employee Association Union contracts have been settled for three years, further stating that the non-represented employees have parity with the union, and the Urban Renewal (UR) District Town Center will be closing as of June 2013 generating property taxes for the district in November. The total NCPRD taxes projected to increase \$381,000 this is an additional \$280,000 revenue due to the UR District closure.

New health care legislation has been put into place for January 2014 – it does state that NCPPRD will be required to provide health care coverage for employees working over 30 hours per week. Staff will work with the Department of Employee Services to define the look back period from three to twelve months. Laura said that she has requested the longer period of 12 months for

the look back period. Staff will offer certain employees the health benefit if they fit the criteria and staff will have to weigh the off-set the cost of health care.

Revenue Assumptions / Property Taxes – Assessed Value increased 1.85% for Fiscal Year 12/13. Property Tax Revenue increased .87% for Fiscal Year 12/13, Projecting 2% increase in Assessed Value for 13 and 14/15. Commissioner Savas states that even though the assessed value went up 50 percent, however; in actuality only 3% is allowed under Measure 50.

Laura would like to come back to the board and review - creating a dedicated fund for repairs and replacement of capital assets. Laura gives the example of setting aside 10 percent fee on all of our programs and services with the exception of the Milwaukie Center at 10% 156,000 per year and Big Surf would go from \$5.00 to \$5.50. Laura states annually the district needs approximately one million for repairs and or replacement. Laura further gives a bottom line on forecast- expenditures are increasing at a faster rate than revenues; NCPRD runs a very lean operation, keeping staffing at 37 FTE which is 1/3 of comparable districts. District staff continues to try to meet long term challenges by closing the gap between revenues and expenses which is being addressed in the current master plan and will continue to evaluate all operations for efficiencies, evaluate strategies to pay off debt and further plan for new Healthcare Legislation.

b. Master Plan Work Session – Michelle Healy & Katie Dunham

Michelle Healy reviews the Master Plan and Strategic Plan – SWOT Analysis Results, which stands for Strengths, Weakness, Opportunities and Threats and explains that internal influences are strengths and weaknesses, while external or environmental influences are opportunities and threats.

Katie reviews NCPRD top 10 strengths:

1. Responsiveness/customer service
2. Quality of maintenance of all assets with little funding
3. Ownership and pride in work
4. Staff quality, resourceful, teamwork
5. Safety of facilities and programs
6. Relationship with and perception of NCPRD by users
7. Financial management, fiscal stewardship
8. Leverage of funding and resources
9. Regional signature attractions
10. Re-branding/leadership/marketing

Michelle reviews SWOT analysis-

1. NCPRD mission/vision statement- All of the board agree that the mission statement is long, outdated and in need of an update concurrent with Master Plan update.
2. Currently NCPRD is a unique governance structure under ORS 451 and needs to be re-evaluated; such as an ORS 266 Parks and Recreation District.
3. The lack of a central facility for staff creates challenges with customer service and internal communication, a possible solution is a facility located within the district.

4. For some time capital replacement has been deferred an evaluation is needed to provide adequate funding to start replacing assets and continue partnerships with other agencies until such funds can be provided.
5. A lack technology tools has limited staff with data collection; hardware and software need to be included in the CIP.
6. Outdated policy and procedures need to be addressed within the strategic plan
7. The lack of a current cost recovery method - the current model outdated and resulted in a lack of use. Currently NCPRD is developing a cost recovery fund.
8. Acceptance of NCPRD as park provider – NCPRD has to prioritize by addressing ownership and determine how it is best to provide said services. Staff needs to work with current IGA's to provide the best service and recognize and work with the other municipalities on fundamental issues.
9. Lack of park and recreational facilities to meet the needs of the community – the Master Plan will guide use of existing facilities to meet current needs.

- c. Sunnyside Village Park No. 5 (SSV #5) Park Naming Process – Michelle Healy and Katie Dunham
A couple of committee members are needed to be on a naming committee to follow through with receiving park name suggestion and then bring those suggestions back to the DAB.
*Motion to initiate a park naming process – Michael Morrow made the first the motion. Marylee Walden made the second and all approved. Marylee Walden, Kristin Mitchell and Bill Bersie volunteered to be on the Park Naming Committee.

- IV. Director's Comments – Director Barth reports request from Milwaukie City Manager and City of Happy Valley Manager in regard to the park asset issues and continuing to foster a positive, strong working relationship with both those cities and how we all handle our limited resources. Director Barth has a recurring monthly meeting with Bill Monahan and Jason Tuck to discuss park issues, economic development and library ideas.
- V. Board Members' Comments noted - Robin Condie left at 6:35 p.m.
- VI. Adjourned at 6:52 p.m.



DISTRICT ADVISORY BOARD

NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
DISTRICT ADVISORY BOARD
EXECUTIVE SESSION
JANUARY 23, 2013

- CALL TO ORDER** District Director Gary Barth called the Executive Session of the Board of Members of North Clackamas Parks and Recreation District in Clackamas County, Oregon to order at 6:55 p.m. in the Aquatic Park office in accordance with ORS 192.6602 (e) real property negotiations.
- PERSONS PRESENT** Declaration of a Quorum: Director Gary Barth present, Business Operations Director Laura Zentner, Chairperson Susan McCarty and DAB members Bill Bersie, MaryLee Walden, Michael Morrow, and Mike Miller, Lynn Fischer, Kristen Mitchell. Staff present: Katie Dunham, Michelle Healy, Dave Miletich, and Rachelle Bonsi.
- Director Barth and District Advisory Board members discussed matters related to real property negotiations.
- ADJOURN** Adjourned Executive session at 7:33 p.m.

Meeting between the City of Milwaukie and the North Clackamas Park & Recreation District

February 21, 2013 4:00 PM

Questions:

1. What portion of NCPRD's annual budget is allocated to the City of Milwaukie?
2. Are we (Milwaukie) getting what we are paying for?" – (chart provided by the City of Milwaukie).

North Clackamas Parks District Property Taxes in Milwaukie:

	2012	Est. 3% AV Increase PY 2013	Est. 3% AV Increase PY 2014
Milwaukie Assessed Value per County	1,654,236,859	1,703,863,965	1,754,979,884
Park North Clackamas Tax Rate	0.5382	0.5382	0.5382
Gross Permanent Taxes Levied:	890,310	917,020	944,530
Total Property Taxes (Estimated Collection Rate - 94%)	836,892	861,998	887,858

Response to Questions:

1. Short answer, none directly. The NCPRD budget guidelines do not prescribe a specific allocation to the cities of Milwaukie or Happy Valley, with the exception of an annual payment to Happy Valley for park maintenance at Happy Valley Park performed by city staff. NCPRD prepares annual Operations and Maintenance (O&M) budgets by functional area as well as an annual Capital Improvement Plan (CIP) budget. Both budgets are developed in an effort to best serve residents District-wide with the resources available. Budgets are reviewed with our nine-member District Advisory Board (DAB) and a ten-member District Budget Committee before approval by the NCPRD Board.
2. It is the opinion of NCPRD staff that NCPRD residents, including those that live within the cities of Milwaukie and Happy Valley, are indeed receiving value for their taxes paid to NCPRD.
 - a. Property taxes make up approximately 54% of NCPRD revenue for FY 12/13, or \$5.4MM in FY 12/13 budget. NCPRD residents within the city limits of Milwaukie contribute approximately 16% of this general fund revenue and about 9% of NCPRD's total budgeted revenue of \$9.8MM for FY12/13
 - b. The average household in the District pays around \$10 per month in property taxes to NCPRD which helps support the development, operations, maintenance and programming of the Aquatic Park, North Clackamas Park, the Milwaukie Center, Mt.



NORTH CLACKAMAS

PARKS & RECREATION DISTRICT

To: District Advisory Board
From: Michelle Healy, Deputy Director
Katie Dunham, Senior Planner
Date: March 13, 2013
Re: NCPRD 2013-2014 Capital Program Review

In anticipation of the upcoming budget process, staff has developed a recommended list of capital projects for inclusion in the fiscal year (FY) 2013-2014 capital budget. These projects will be discussed during the board meeting.

Attached is the 2013-2014 Capital Program Review spreadsheet. The spreadsheet is divided into two sections:

1. **Capital Projects recommended for funding in the 2013/2014 Fiscal Year** (includes Hood View debt service). The projects included on this list were evaluated with the following criteria:
 - Is the project in the Master Plan?
 - Is the project in the CIP and the 5-year CIP list?
 - Where does the project fall within the CIP priority ranking?
 - Is the project already underway or in an existing park?
 - Are there project partners?
 - Is outside funding from partners or grants available and/or secure?
 - Are projects equitably distributed throughout the District?
 - Timeliness and planning – are we taking advantage of opportunities and preparing for future projects?
 - Are there safety or other issues that necessitate the project?
 - Does the *District have the ability to maintain the project at completion?*
 - Is rehabilitation necessary to prevent a more expensive repair in the future?
 - Do we have staff capacity to manage or coordinate the project?

The recommended projects have generally risen to the top because of their inclusion in the 5-year Capital Project List and CIP, are currently underway, or are opportunities that have evolved from partnerships.

2. **Additional projects for consideration**, including those remaining on the 2007-2013 5-year Capital Project List, and **Planning level projects** that are in currently in process, or have been requested by our partners or jurisdictions within the District. These projects require staff time to manage or coordinate. In addition, they may be presented as recommended Capital projects in the future.

Project cost estimates and revenue projections are still being developed and will be shared during the budget process. Preliminary figures indicate that the District should have sufficient funding to move forward with most, if not all, of the capital projects recommended for funding (pending projected



NORTH CLACKAMAS

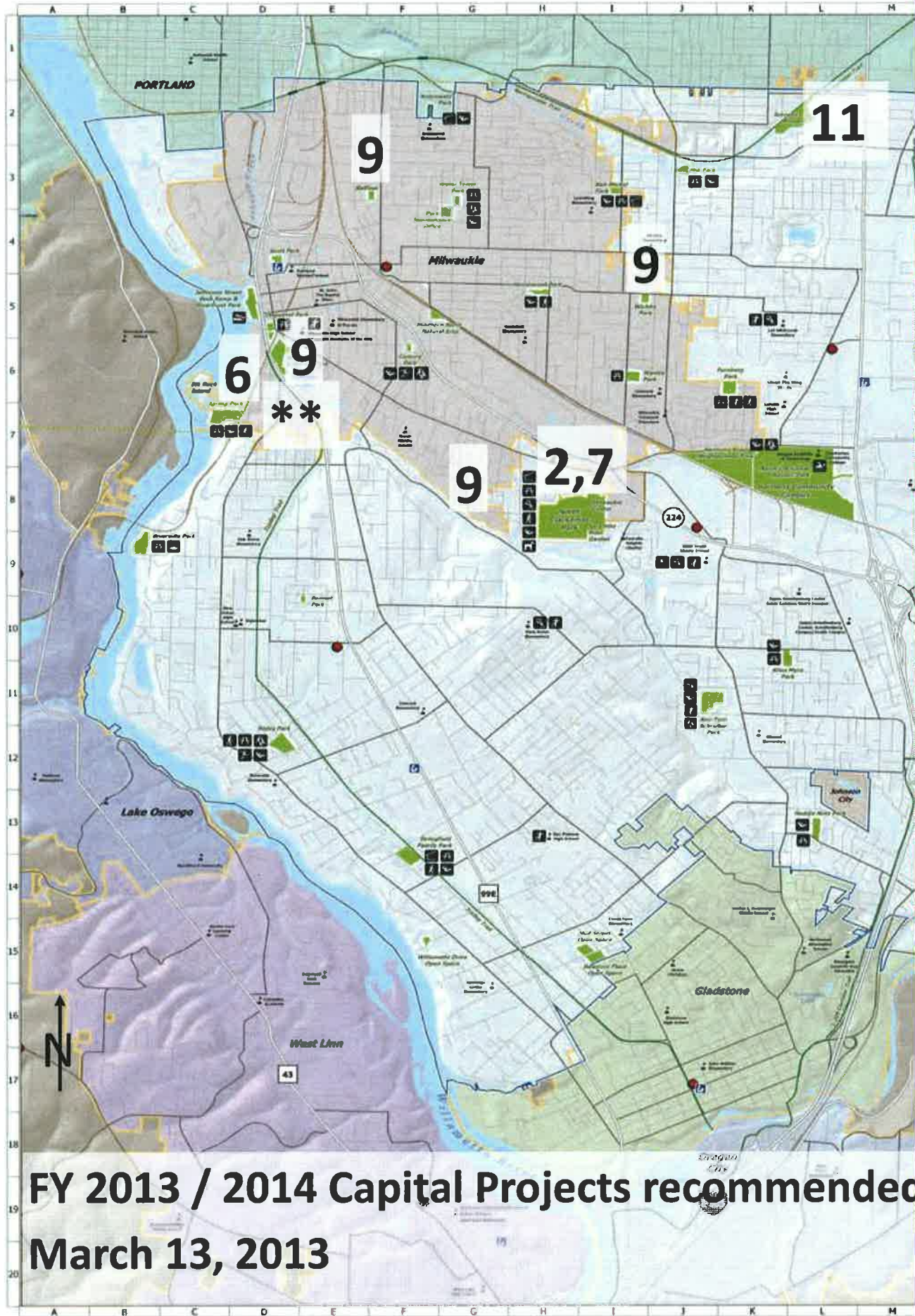
PARKS & RECREATION DISTRICT

revenues from SDCs, grants, and/or partnerships). Final confirmation of the list of capital projects will occur during the budget process.

Please keep in mind that even after the budget is approved, the District continually monitors capital budget revenues and expenditures. While we are conservative in our revenue forecasts and maintain healthy project contingencies, we do not proceed with projects until funding is secured.

Recommended Actions:

Staff is requesting that the DAB review and provide feedback on the recommended capital project priorities for FY 2013/2014. These priorities will be used to develop the capital budget.



FY 2013 / 2014 Capital Projects recommended
March 13, 2013



FY 2013/2014 Capital Projects recommended for funding:

Priority	In 2004 Master Plan?	CIP Plan Priority	In 5-year CIP?	Project	NCPRD SDC Proposed Contribution	NCPRD General Fund Proposed Contribution	Other Funding	Estimated Total Cost	Park Type	Neighborhood
*	YES	1	YES	Hood View Park - Phase 1 & 2 Debt Service	585,000	-	-	585,000	Community	Happy Valley
**	N/A	1	NO	ADA Transition Plan Implementation		10,000	-	10,000	All types	District-wide
**	N/A	N/A	N/A	Master Plan / Strategic Plan	28,000	-	-	28,000	Master Plan	District-wide
**	YES	1	YES	Trolley Trail - reserve	700,000	-	-	700,000	Linear	Milwaukie
1	YES	2	YES	Sunnyside Village (SSV) Park No #5	-	-	538,297	538,297	Neighborhood	Sunnyside
2	YES	1	YES	North Clackamas Park North Side Phase 2	239,000	-	-	239,000	Community	Milwaukie
3	YES	1	YES	Hood View Park Phase 3A - Playground	103,000	-	77,000	180,000	Community	Happy Valley
4	YES	1	YES	New Community Park - Scouter Mtn.	150,000	-	358,271	508,271	Community	Happy Valley
5	YES	2	NO	Trillium Creek Park	20,000	-	346,000	366,000	Neighborhood	Damascus
6	YES	2	NO	Spring Park - Phase 2	25,000	-	125,000	150,000	Natural Resource	Milwaukie
7	NO	N/A	NO	Milwaukie Center - improvements to Parking Lot			30,000	30,000	Facility	Milwaukie
8	NO	N/A	NO	Happy Valley Skatepark Contribution	50,000	-	133,000	183,000	Community	Happy Valley
9	YES	2 and 3	NO	Master Plan 4 Neighborhood Parks in Milwaukie, including: Wichita Park, Balfour, Bowman & Brae, and Kronberg	-	80,000	-	80,000	Neighborhood	Milwaukie
10	YES	2	YES	Land Acquisition for MS/SM Trail	-	-	1,200,000	1,200,000	Linear / Natural Resource	Happy Valley
11	YES	2	YES	Johnson Creek Property	30,000	-	30,000	60,000	Community	Southgate

*Required Debt Service Payment

1,930,000 120,000 2,807,568 4,857,568

**Projects are currently underway in 2012/2013 FY, or are required ADA improvements

FY 2013/2014 Additional capital and planning projects for consideration:

Priority	In Master Plan?	CIP Plan Priority	In 5-year CIP?	Project	NCPRD SDC Proposed Contribution	NCPRD General Fund Proposed Contribution	Other Funding	Estimated Total Cost	Park Type	Neighborhood
N/A	YES	1	YES	Jennings Lodge/Candy Lane Field Remodel				600,000	Other	Oak Grove
N/A	YES	1	YES	Hood View Park Remaining Phases - Skatepark, dog run, picnic areas, etc.				5,900,000	Community	Happy Valley
N/A	YES	1	YES	North Clackamas Park - north side - future phases	300,000.00			2,591,000	Community	Milwaukie
N/A	YES	1	NO	Community Center (East of I-205)				30,000,000	Other	District-wide
N/A	YES	2	YES	Happy Valley Local Park Acquisition # 1 of 6				2,000,000	Neighborhood	Happy Valley
N/A	YES	1	YES	Aquatic Park Capital Improvements - New Features				200,000	Facility	District-wide
N/A	NO	NA	YES	Maintenance / Natural Resource Shop				500,000	Facility	District-wide
P	YES	3	NO	Boardman Slough				Staff Time	Natural Resource	Oatfield

OLSD - Oak Lodge Sanitary District
 PPR - Portland Parks and Recreation
 NCSD - North Clackamas School District
 BES - Portland Bureau of Environmental
 NIN - Nature In Neighborhoods
 WES - Water Environment Services

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To: North Clackamas District Advisory Board
c/o Director, Gary Barth
Clackamas County, Development and Community Services
150 Beaver Creek Road
Oregon City, OR 97045

From: Residents and Altamont HOA Board Members

Date: March 8, 2013

Subject: Property Acquisition/Transfer

As you look around the Altamont community you see a planned neighborhood consisting of seven villages. Those villages include single family homes, condominiums and luxury apartments. The approved density is at a maximum with less than 15 vacant single home lots available or under development.

With more than 400 homes or condominiums and more than 400 apartments, this community is enjoying one, limited use park, Altamont Park (Track J). Adjacent to this youth playground is a large open area (Tracks K and I) currently owned by North Clackamas School District. Recently the School District has included this property in a list of potential revenue generating properties for sale.

Due to the current use limitations for this property, we resident, board members are proposing that there are a couple of potential options that may benefit North Clackamas Parks and Recreation and School Districts. 1) The land can remain as an open space either sold to another individual/district. 2) The land could be acquired by the Parks District for expansion of the current park and provide options for the District.

The current park has substantial usage with demographics including young children and their parents, varied age walkers and pet exercisers. The space lacks any other sports related facilities. There are no other parks available for field or court sports.

We request that this board initiate a plan to obtain this land for expansion of the current park. We believe that this option will benefit the Parks District and our community while providing an additional field for North Clackamas Parks District.

We plan to attend your March 13th meeting and request an opportunity to address the committee at that meeting.

Sincerely,

Jan Schumacher

Bob Ferguson (5037711632 home)