



**DISTRICT ADVISORY BOARD
MEETING AGENDA**

Date: May 29, 2013
Time: 4:00 p.m.
Location: North Clackamas Aquatic Park

- I. Call to order
- II. Citizen Participation* (limited to 3 minutes)
- III. Commissioner Update Paul Savas
- IV. Presentations:
 - Marketing presentation - Annie Pierce
 - Committee Report on Field Allocation - Joe Loomis and Kandi Ho
 - Quarterly Financial Report - Kelly Stacey
- V. Action Item:
 - A. Naming SSV #5 – Katie Dunham
 - B. Fence mitigation Jeroen Kok
- VI. Division Reports – Jeroen Kok and Laura Zentner
- VII. Director's Comments –
- VIII. Board Members' Comments
- IX. Adjournment

Agenda time: 2 hrs.



NORTH CLACKAMAS PARKS & RECREATION DISTRICT

TO: NCPRD District Advisory Board
FROM: Jeroen Kok, Planning, Development, and Resource Manager
Katie Dunham, Senior Planner
DATE: May 29, 2013
SUBJECT: Proposed name for the Sunnyside Village Park #5

The Board has approved a purchase agreement and development agreement for acquisition and construction of the 2.2 acre Sunnyside Village Park #5. The park is the last park to be developed as part of the Sunnyside Village community. Staff held a community meeting in June, 2012, to gather input on the desired amenities and develop a concept plan for Park #5, and worked with Icon, the developer of the adjoining community, and Mears Design Group, Landscape Architect, to develop final construction plans and specifications. The final concept plan is included as an attachment to this staff report. The developer has begun construction of the park and NCPRD will take ownership of the park at completion. The park is expected to be complete in summer, 2013.

The DAB approved a park naming process for the Sunnyside Village #5 property in January, 2013. DAB members Bill Bersie, Kristin Mitchell, and Marylee Walden volunteered to participate in the process. The membership committee also included NCPRD staff member Katie Dunham.

Staff and the naming committee, in accordance with the adopted NCPRD Park Naming Policy, followed this process:

- 1) NCPRD invited the submission of names from residents of the District via a press release, notice on the NCPRD web site and Facebook page. The Cities of Happy Valley and Milwaukie invited the community to take part in the process on their websites. An invitation to take part was also forwarded to the Sunnyside United Neighbors Citizens Planning Organization and to individuals that attended the community park planning meeting in June.
- 2) The committee considered public comment and all nominated names during a meeting on April 23.

The committee received eight park name nominations through the above process. The committee discussed applicability of the names within the local community and the approved naming process guidelines and narrowed the list of eight names to three names that best fit the proposed park and the local neighborhood. Listed in order of preference, the top three names are: Pioneer Park, Trails West, and Hidden Falls. The committee recommends naming the future park **Pioneer Park**. This name was recommended by two members of the community, refers to the local history of Clackamas County, and refers to the road, SE Pioneer Drive that provides access to the park. The name "Pioneer Park" does not currently exist in any other local NCPRD or Clackamas County neighborhood parks and fits in well with the rocks and logs playground theme that is being built at the park.

Recommended Actions:

The naming committee recommends that the DAB advance the Pioneer Park name and one alternative name (Trails West) to the District's Board of Directors (the Clackamas County Board of County Commissioners).



NORTH CLACKAMAS

PARKS & RECREATION DISTRICT

NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
Park and Facility Naming Policy and Process
Approved by District Advisory Board, March 2006
Approved by the Board of County Commissioners, April 18, 2006

Applicability:

This policy shall apply to the naming of parks and facilities except as provided below:

- a) Previously named parks transferred from another agency to North Clackamas Parks and Recreation District (NCPRD).
- b) Future park sites where a name has been specified as a component of a purchase and sale agreement or other contractual agreement approved by the District Advisory Board (DAB) and Board of Directors.
- c) Park facilities where naming rights are conveyed to an individual or business in return for financial remuneration to the District as specified in a contractual agreement approved by the DAB and Board of Directors.

Policy:

It is the policy of NCPRD to provide opportunities for public input related to the naming of parks and facilities. It shall be the responsibility of the DAB to initiate a process to name a park and/or facility and forward a recommendation to the Board of Directors for consideration and a final decision.

In pursuing their responsibility, the DAB shall avoid names that:

- a) Have the capacity to be construed as culturally insensitive or offensive.
- b) Duplicate existing geographic names or that may confuse the public.
- c) Create the potential for copyright infringement issues.

Process:

1. If appropriate, the DAB may initiate a process to recommend a park or facility name by inviting the submission of nominations from residents of the District or by creating an ad hoc committee that shall invite the submission of nominations from residents of the District. Such nomination shall include the reasons for name submission and the justification for the name.
2. Membership of the ad hoc committee shall include at least one (1) DAB member, NCPRD Director (or designee), one (1) member of the appropriate city council (when park is located within a municipality), one (1) citizen at large and one (1) member of the appropriate community planning organization or neighborhood association.
3. After the invitation for nominations, the DAB (or ad hoc committee if one has been established) will provide at least one opportunity for public comment on the list of nominated names. This opportunity shall be noticed in the same manner as DAB meetings.
4. The DAB or ad hoc committee will consider public comment and all nominated names.
5. If an ad hoc committee has been established, the committee shall forward a list of three recommended names in order of preference to the DAB within 30 days from the date public comment was taken.
6. The DAB shall select one preferred name and one alternative name for recommendation to the Board of Directors for consideration.
7. The Board of Directors may:
 - a. Approve the name recommended by the DAB.



NORTH CLACKAMAS

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- b. Approve the alternative name recommended by the DAB.
 - c. Request up to two (2) additional alternatives from the DAB.
 - d. Select a different name at their sole discretion.
8. The decision of the Board of Directors shall be final and shall not be subject to appeal.
9. **Note:** City of Milwaukie parks and facilities will follow the City of Milwaukie Policy and Procedures for Naming Policies (attached). In the case of a park or facility inside the city limits (for example if NCPRD provides funding for the park or facility), the process would include the following steps:
 - a. Follow the above procedure for approval and recommendation to the District Advisory Board, then
 - b. Present the name possibilities to the City Council for approval and recommendation, then
 - c. Present the name possibilities to the Board of County Commissioners for final approval and recommendation.



PROPOSED NEIGHBORHOOD PARK

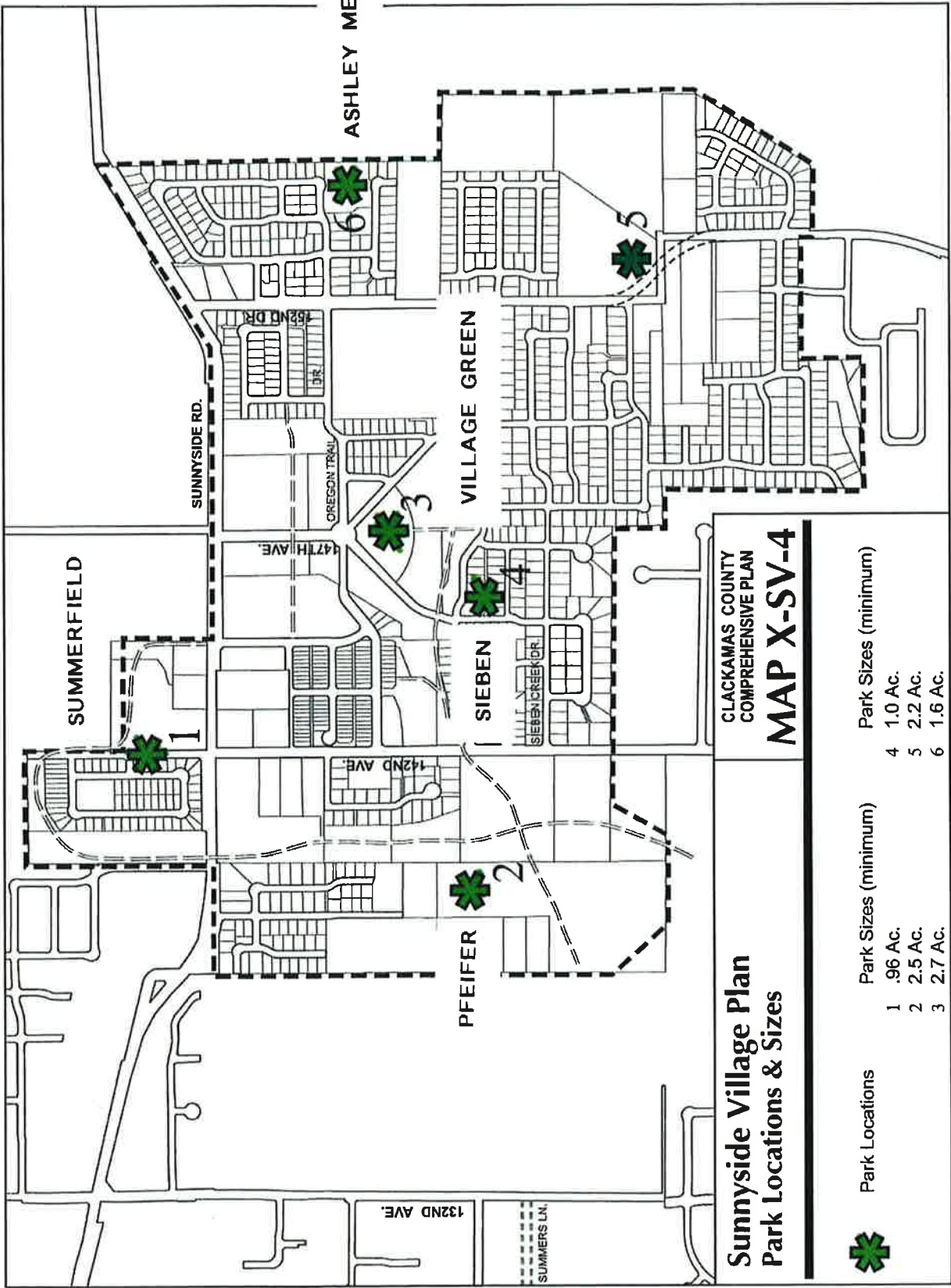
HIDDEN FALLS DEVELOPMENT, LLC

NORTH CLACKAMAS PARKS & RECREATION DISTRICT | MEARS DESIGN GROUP LANDSCAPE ARCHITECT | THETA ENGINEERING, LLC CIVIL ENGINEER | RICHARD E. GIVENS CONSULTING PLANNER

AUGUST 2, 2012
ALL FIGURES RESERVED BY ALL PARTIES



FINAL CONCEPT 'A'



CLACKAMAS COUNTY
COMPREHENSIVE PLAN
MAP X-SV-4

**Sunnyside Village Plan
Park Locations & Sizes**

Park Locations	Park Sizes (minimum)	Park Sizes (minimum)
1	.96 Ac.	4 1.0 Ac.
2	2.5 Ac.	5 2.2 Ac.
3	2.7 Ac.	6 1.6 Ac.



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

MEETING NOTES

DATE: April 24, 2013
MEETING/SUBJECT: Field Scheduling

DAB Committee: Bill, Lynn and Susan (Kristin was sick)
NCPRD Staff: Joe, Kandi and Dave

Discussion Items

- It does not matter where the league office is located
- Recreation leagues should be the primary focus of NCPRD
- Discussion: should number of players in the league determine allocation
- Leagues with 75% of players in-district should receive preference
- It's a choice for parents to go to Eastside or any league
- Eastside - schedule teams with NCPRD players at Happy Valley Park
- After daylight savings time we can open up fields at North Clackamas Park for limited use
- Changes to allocation process would impact every season and all sports
- NCPRD staff will monitor field use to the best of their ability
- Eastside and other leagues will be able to continue renting fields on a space available basis
- Recommend no changes in allocation process at this time
- Committee should monitor and review in the year ahead
- Bill and Lynn will report to DAB at May 22 meeting

North Clackamas Parks and Recreation District
July 1, 2012 through March 31, 2013
General Fund - 113

	Budget 2012/13 A	Actual 03/31/2013 B	Projected 06/30/2013 C	Difference D = B - A	% Difference E = B/A
RESOURCES					
Beginning Balance	\$ 1,965,356	\$ 2,668,062 ¹	\$ 2,668,062	\$ 702,706	136%
Current Resources					
Taxes	\$ 5,335,902	\$ 5,145,371 ²	\$ 5,436,799	\$ (190,531)	96%
Interest Revenue	\$ 12,000	\$ 10,293 ³	\$ 17,500	\$ (1,707)	86%
Other Administration	\$ 12,299	\$ 8,890	\$ 11,009	\$ (3,409)	72%
Subtotal Administration	\$ 5,360,201	\$ 5,164,554	\$ 5,465,308	\$ (195,647)	96%
Maintenance	\$ 4,000	\$ 7,174	\$ 7,200	\$ 3,174	179%
Program Services	\$ 637,500	\$ 496,978	\$ 723,300 ⁸	\$ (140,522)	78%
Milwaukie Center	\$ 146,500	\$ 89,228 ⁴	\$ 132,300	\$ (57,272)	61%
Aquatic Center	\$ 1,097,000	\$ 743,540	\$ 1,091,389	\$ (353,460)	68%
Marketing & Communications	\$ -	\$ -	\$ -	\$ -	
Planning	\$ -	\$ 6,100 ⁵	\$ 6,100	\$ 6,100	
Natural Resources	\$ 281,142	\$ 169,946 ⁶	\$ 272,386 ¹⁰	\$ (111,196)	60%
Subtotal, Current Resources	\$ 7,526,343	\$ 6,677,520	\$ 7,697,983	\$ (848,823)	89%
Transfer In - From Fund 270	\$ 10,000	\$ 10,000	\$ 10,000 ³	\$ -	100%
Transfer In - From Fund 280	\$ 338,522	\$ 338,522	\$ 338,522	\$ -	100%
TOTAL RESOURCES	\$ 9,840,221	\$ 9,694,104	\$ 10,714,567	\$ (146,117)	99%
REQUIREMENTS					
Administration	\$ 1,075,733	\$ 875,474 ⁷	\$ 1,077,832	\$ (200,259)	81%
Maintenance	\$ 1,680,569	\$ 1,147,890	\$ 1,647,084	\$ (532,679)	68%
Program Services	\$ 987,534	\$ 714,570	\$ 1,053,231 ⁸	\$ (272,964)	72%
Milwaukie Center	\$ 674,299	\$ 509,169	\$ 677,964 ⁹	\$ (165,130)	76%
Aquatic Center	\$ 1,777,457	\$ 1,223,688	\$ 1,704,180	\$ (553,769)	69%
Marketing & Communications	\$ 338,602	\$ 171,205	\$ 320,315	\$ (167,397)	51%
Planning & Development	\$ 409,671	\$ 270,472	\$ 409,671	\$ (139,199)	66%
Natural Resources	\$ 481,802	\$ 345,192	\$ 482,494 ¹⁰	\$ (136,610)	72%
Subtotal, Current Expenditures	\$ 7,425,667	\$ 5,257,660	\$ 7,372,771	\$ (2,168,007)	71%
Transfers Out					
To Fixed Asset Fund 481	\$ 357,400	\$ 357,400	\$ 357,400	\$ -	100%
To Debt Service Fund 382	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	100%
Subtotal, Current Exp. & Transfers	\$ 8,283,067	\$ 6,115,060	\$ 8,230,171	\$ (2,168,007)	74%
Contingency	\$ 1,557,154	\$ -	\$ -	\$ (1,557,154)	0%
Ending Fund Balance	\$ -	\$ 3,579,044	\$ 2,484,396	\$ 3,579,044	
TOTAL REQUIREMENTS	\$ 9,840,221	\$ 9,694,104	\$ 10,714,567	\$ (146,117)	99%

Notes:

1. Beginning fund balance higher than budget due to FY 11/12 expenditures coming in less than projected.
2. Majority of property taxes received during the period November 2012 - January 2013.
3. Interest recorded through January 31, 2013.
4. Third quarter payment in the amount of \$10,766 from Clackamas County Social Services received in April 2013.
5. Reimbursement from the City of Milwaukie for Dennis Everson Project Management at Milwaukie Riverfront Park.
6. Grant revenue consists of Fire Management Plan grant reimbursement, Oak Lodge Sanitary District reimbursement, Soil and Water Conservation District joint project grant, Water Environment Services project grant, and Integrated Pest Management Grant.
7. Administration requirements high due to 100% of the BCS allocation being paid in December 2012. The Administration Division is requesting a budget adjustment to increase expenditures in the amount of \$32,000 due to increased legal fees related to capital projects, ongoing litigation and liability claims within the District and to pay additional contracted services expenditures related to staffing changes.
8. Program Services (Recreation) Division is requesting a budget adjustment to recognize additional revenue and expenditures in the amount of \$54,100 to manage a summer adult softball league which was previously operated by an outside contractor. Operation of this program by NCPRD staff will provide continuity in District programming and will provide more efficient scheduling of the facility.
9. The Milwaukie Center Division is requesting a budget adjustment in the amount of \$25,000 to increase expenditures for an organizational and facility assessment of the Milwaukie Center following the retirement of a long-term manager.
10. The Natural Resources Division is requesting a budget adjustment to recognize additional revenue and expenditures in the Natural Resources Division. The District applied for a grant in partnership with the Clackamas County Soil and Water Conservation District for the Mt. Scott Creek Alcove/Riparian restoration project in the amount of \$21,300. The impact to the budget is an increase in grant revenue and professional services expenditures in the amount of \$21,300.

May 29, 2013