



ADOPTED BUDGET

FISCAL YEAR 2020 | 2021



NCPRD IS A SERVICE DISTRICT OF CLACKAMAS COUNTY, OREGON





NORTH CLACKAMAS PARKS and RECREATION DISTRICT
A division of Business and Community Services

FISCAL YEAR 2020-2021
Adopted Budget

BUDGET COMMITTEE

Board of County Commissioners

Jim Bernard, Chair
Sonya Fischer, Commissioner
Ken Humberston, Commissioner
Paul Savas, Commissioner
Martha Schrader, Commissioner

Citizens

Christina Day
Macy Gast
Eric Shawn
Dick Shook
Luca Derito

Clackamas County Administrator/Budget Officer
Gary Schmidt

Clackamas County Business and Community Services Director
Laura Zentner

Clackamas County Business and Community Services Deputy Director
Sarah Eckman

North Clackamas Parks and Recreation District Director
Scott Archer

Prepared by:
Elizabeth Gomez, NCPRD Financial Operations Manager
Kallie Guentner, Accountant





TABLE OF CONTENTS

FY 20-21 Adopted Budget

This document is intended to provide budget committee members and citizens served by North Clackamas Parks & Recreation District (NCPRD) with the information necessary to make reasonable judgments leading to discussion, approval and subsequent adoption of the budget. Additionally, this document is intended to afford the reader a general understanding of the functions and services provided by NCPRD as a Special Service District that is part of Business and Community Services.

Budget Message	7
-----------------------------	----------

INTRODUCTION

Department Organization Chart	15
General Budget Guidelines	17
Fund Accounting Structure	19
Revenue/Expenditure Charts	20
Interfund Transfers	25
Mission Statement & Overall Goals and Objectives	27
Revenue/Expenditures Summary-By Program	28
NCPRD Performance Clackamas	31

BUDGET BY ACTIVITY

Administration Statement and Objectives	45
Resources	46
Requirements	47
Expenditure Detail	48
Parks Maintenance Statement and Objectives	49
Resources	50
Requirements	51
Expenditure Detail	52
Recreation Services Statement and Objectives	53
Resources	54
Requirements	55
Expenditure Detail	56
Sports Statement and Objectives	57
Resources/Requirements	58
Expenditure Detail	59
Milwaukie Center Statement and Objectives	61
Resources	62
Requirements	63
Expenditure Detail	64
Aquatic Park Statement and Objectives	65
Resources	66
Requirements	67
Expenditure Detail	68



TABLE OF CONTENTS

FY 20-21 Adopted Budget

Marketing & Communications Statement and Objectives.....	69
Requirements	70
Expenditure Detail	71
Planning Statement and Objectives	73
Resources/Requirements.....	74
Expenditure Detail	75
Natural Resources Statement and Objectives	77
Resources/Requirements.....	78
Expenditure Detail	79
Nutrition Statement and Objectives	81
Resources	82
Requirements	83
Expenditure Detail	84
Transportation Statement and Objectives	85
Resources/Requirements.....	86
Expenditure Detail	87
System Development Charges Zone 1 Statement	89
Resources/Requirements Zone1.....	90
System Development Charges Zone 2 Statement	91
Resources/Requirements Zone 2.....	92
System Development Charges Zone 3 Statement	93
Resources/Requirements Zone 3.....	94
Debt Service Statement 2010 Issue	95
Resources/Requirements.....	96
Debt Service Statement 2008 Issue	97
Resources/Requirements.....	98
Capital Projects Statement and Objectives	99
Resources/Requirements Summary	100
Resources/Requirements Cost Center.....	101
Resources/Requirements Zone 1 Milwaukie	102
Resources/Requirements Zone 1 UGMA	103
Resources/Requirements Zone 2 UGMA	104
Resources/Requirements Zone 3 UGMA	105
Resources/Requirements Zone Happy Valley.....	106
Capital Budget Detail	107
CIP Detail Forms	109
Capital Asset Repair & Replacement Statement and Objectives	119
Resources/Requirements	120
Expenditure Detail	121



TABLE OF CONTENTS
FY 20-21 Adopted Budget

APPENDICES

A. Summary of Staffing	123
B. Personnel Services Summary	124
C. Glossary	127
D. Notice of Budget Hearing (Form LB-1)	133
E. Notice of Property Tax and Certification of Intent (Form LB-50)	134
F. Staff Report.....	135
G. Resolution	136
H. Exhibit A	137



May 26, 2020

Budget Message for FY 20-21

North Clackamas Parks and Recreation District Board of Directors, Budget Committee Members and Residents,

I am pleased to present the North Clackamas Parks and Recreation District (NCPRD) Proposed Budget in the amount of \$33,048,388 for fiscal year (FY) 20-21, from July 1, 2020 through June 30, 2021. This budget represents the District's comprehensive financial plan for achieving the organization's mission of providing, protecting and promoting access to exceptional parks and recreation opportunities for District residents.

At the writing of this budget message, the world is facing a pandemic known as COVID-19, a respiratory disease that spreads from person-to-person and poses a serious public health risk. This is an ever-changing and dynamic time. In accordance with Governor Kate Brown, the Oregon Health Authority and Clackamas County's orders and advisement, and in an effort to help slow the spread of COVID-19 and protect the health of patrons, visitors, staff and all persons, on March 13, 2020, NCPRD closed all facilities and canceled all programs for an indefinite period of time. This will have an effect on both resources and expenditures, which is unknown at this time. As this event progresses, we will continue to review the impact on the budget and make adjustments as necessary.

District Profile

Voters approved the formation of the District in 1990, addressing the need for greater parks and recreation services in the urbanized northern portion of the county. Now the second largest parks district in Oregon by population, the District serves more than 100,000 residents in a large area encompassing the city of Milwaukie as well as the unincorporated areas of Jennings Lodge, Oak Grove, Sunnyside, and more.

NCPRD is a service district of Clackamas County and is a division of the Business and Community Services Department. As a county service district, the five-member Board of County Commissioners serves as the NCPRD Board of Directors. As a special district with taxing authority, NCPRD levies a permanent rate of \$0.5382 per \$1,000 of assessed value. This is projected to generate approximately \$6.2 million in the coming fiscal year.

All District personnel are contracted through Clackamas County, and expenditures to pay personnel costs are budgeted in the Materials and Services category. NCPRD contracts with the County for 35.39 full-time equivalents (FTE) regular status employees, and employs hundreds of seasonal and temporary positions annually. FTE are recognized in the Clackamas County Budget; FTE counts in the NCPRD budget are provided for informational purposes.

NCPRD protects, maintains and promotes 40 parks, more than 125 acres of natural areas and 9.5 miles of trails, including the 6-mile Trolley Trail, North Clackamas Aquatic Park, Hood View Park and the Milwaukie Center.

NCPRD also offers a wide range of recreational opportunities for residents of all ages. Programs and activities range from swimming lessons to sports leagues, health and fitness, and educational and cultural offerings. The District serves all populations, including older adults and those with disabilities, offering vital social and health services, including nutrition support and transportation services to home bound individuals.

The District sponsors several community events annually at no cost to participants such as Movies in the Park, RecMobile, seasonal celebrations, and more. In addition, NCPRD sponsors special events including park grand openings and the annual Airing of the Quilts event, in partnership with the Friends of the Milwaukie Center.

Strategic Plan

NCPRD's first-ever Strategic Plan was completed in 2017 and focused on achieving the District's mission to provide, protect, and promote access to exceptional parks and recreation opportunities. NCPRD uses the Strategic Plan goals as the foundation for the planning and budgeting process. These goals are:

1. Maximize (grow) community support
2. Develop and improve partnerships
3. Build a strong business foundation
4. Provide exceptional parks and recreation experiences

Over the past fiscal year, the District undertook numerous initiatives to achieve these goals. Efforts to maximize brand awareness across the District resulted in a record number of attendees at free programs and special events, and the District's social media following is larger than ever. NCPRD also worked collaboratively on projects with a number of key organizational partners, including Water Environment Services (WES), Oak Lodge Water Services District (OLWSD), Metro and the State of Oregon's Parks and Recreation Department. In addition, staff have developed and implemented processes to further increase efficiencies in service provision and reduce District costs.

Performance Clackamas

NCPRD also developed strategic goals using a strategic plan and process model known as Managing for Results (MFR) through Clackamas County's Performance Clackamas initiative. MFR is a comprehensive and integrated management system focused on achieving results for the customer. This process helps identify clear outcome measures and quantifiable performance targets, while ensuring a deliberate and transparent budget plan.

There are five basic components of Performance Clackamas/MFR:

1. Identify the priorities for county residents
2. Develop an overall plan for addressing those priorities
3. Develop policies, programs, activities and services that align to those priority areas
4. Organize and implement budgeting, accounting and management systems to support the strategies, goals and objectives specified in the plan
5. Develop and track costs and performance data to allow the county and its residents to gauge the county's progress toward reaching its goals and objectives

This process aligns well with the implementation of NCPRD's Cost Recovery Program, where every program and service is assigned a cost-recovery goal based on defined measures, such as level of community benefit.

Cost Recovery Plan

The District sets program and service fees according to the Cost Recovery Plan. This model is based on the degree to which the operational and maintenance costs of service provision are financially supported by user fees and/or other applicable funding mechanisms.

Within the plan, programs and services are grouped based on the users who benefit. For instance, a free Movies in the Park event is categorized as a *Mostly Community Benefit*, whereas a private swimming lesson leads to a *Mostly Individual Benefit*. These categorizations help staff set target cost recovery goals for each program.

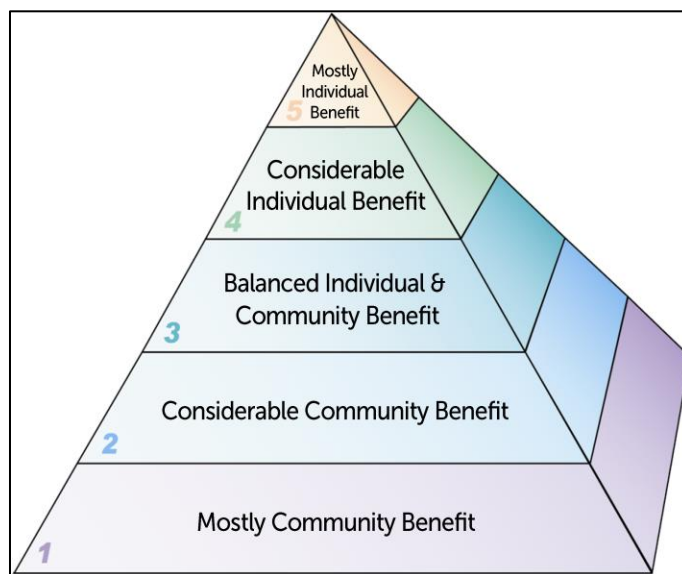


Figure 1. Cost Recovery Pyramid with Tier Labels

Costs for programs and services with greater community benefit are not recovered by user fees or alternative funding. They are offered to participants for free or at subsidized rates. In contrast, programs with greater individual benefit have higher cost recovery targets. These programs typically have higher participation fees that help offset the cost of providing the free and subsidized services with greater community benefit.

Fiscal Planning

The budget for FY 20-21 represents the District's financial plan to achieve the following goals and priorities:

- Ensure the long-term financial stability of the District
- Ensure District resources are aligned with current community needs and expectations for parks and recreation programs, services and facilities
- Provide exceptional recreation, fitness, education and older adult services programs to District residents that are appropriately priced through the cost recovery methodology, reach the greatest number of residents utilizing resources available and align with the needs and desires of the District's population
- Execute the District's Adopted Capital Improvement Plan, adding needed facilities that can be sustainably operated and maintained
- Operate and maintain existing District parks and facilities in a cost-effective and efficient manner, focusing on projects that will maintain the safety, security and longevity of all District assets.
- Implement Performance Clackamas and the Cost Recovery Plan to inform management and enable better decision making

Significant Changes

On December 3, 2019, the Board of Directors for the North Clackamas Parks and Recreation District and the Happy Valley City Council approved a settlement agreement that resolved a multi-year legal dispute over the provision of parks and recreation services. The agreement called for

both jurisdictions to collaboratively develop and support legislation that would withdraw Happy Valley from NCPRD in exchange for both parties dropping all legal claims. The settlement agreement and subsequent withdrawal allows both parties to move forward from a long-standing legal stalemate, and focus on building new parks and providing excellent recreation programs and services to their respective residents. The settlement agreement was contingent on passage of legislation during the 2020 legislative session. This occurred on February 27, 2020, when HB 4106 was signed into law. This legislation created a legal path for withdrawal of the City of Happy Valley from the North Clackamas Parks & Recreation District (NCPRD) by June 30, 2020. As a result, effective July 1, 2020, Happy Valley will become its own parks and recreation provider. With the completion of the city's withdrawal, NCPRD is able to move forward with certainty about its district boundaries, focusing its efforts and resources on providing high quality parks and recreation services to its more than 100,000 remaining residents.

Specifically, the agreement included:

- Collaboration between Clackamas County and Happy Valley that developed and supported legislation in the 2020 legislative session, withdrawing Happy Valley from NCPRD.
- Payment of \$14.3 million to City of Happy Valley. The funds for this payment were generated from development fees in Happy Valley as well as a portion of the Hood View Park sale proceeds.
- Transfer of the following parks to City of Happy Valley, relieving NCPRD of ongoing maintenance and management costs:
 - Southern Lites
 - Village Green
 - Ashley Meadows
 - District-owned properties adjacent to Mt. Talbert
 - Hidden Falls
 - Mt. Scott Creek Trail
- Agreement from the City not to withdraw properties currently inside NCPRD boundaries if or when they annex to Happy Valley.

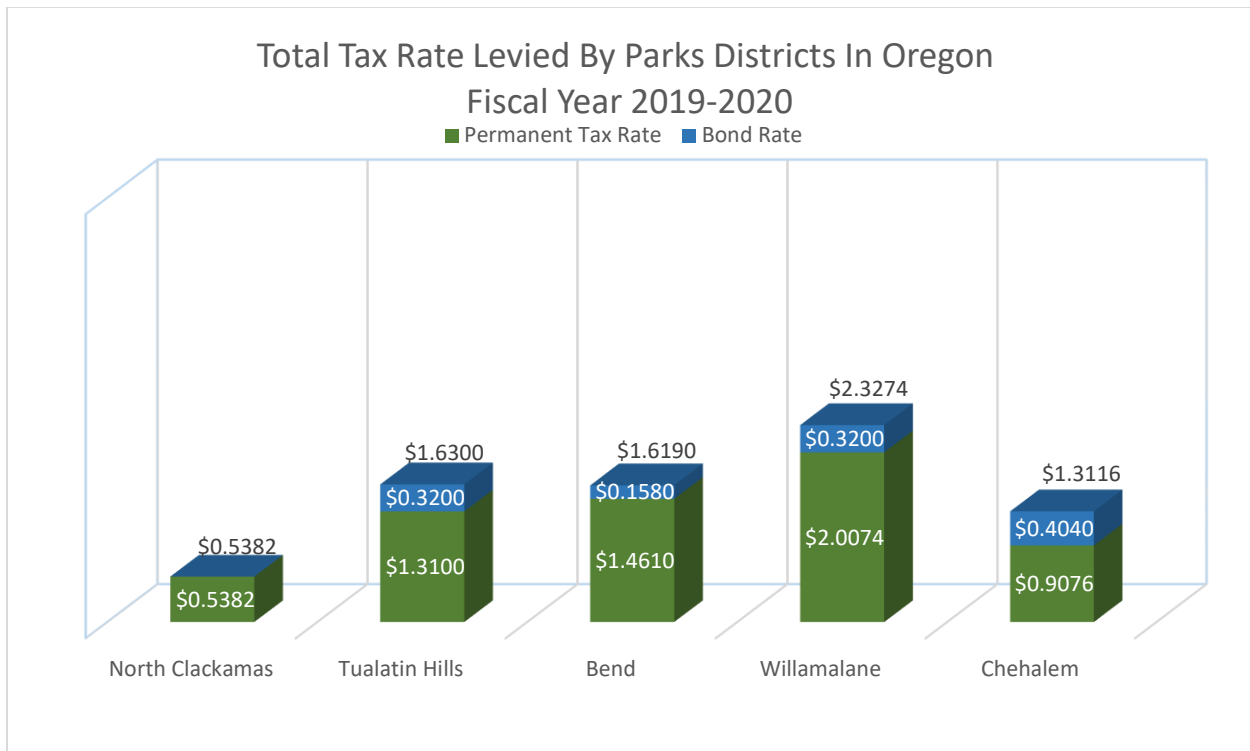
Finally, the agreement ends several years of uncertainty and potential risks for both parties in ongoing litigation.

Funding

The District faces ongoing financial challenges in the areas of both operations and capital maintenance (repair and replacement). Ongoing expenditures for personnel, health care and other operating expenditures continue to outpace annual revenue increases. In addition, the loss of property tax revenue from the City of Happy Valley's withdrawal results in a \$1.7 million annual reduction of revenue. NCPRD has taken several steps to mitigate this loss. In FY 19-20, NCPRD paid off its remaining debt, allowing the District to be debt-free for the first time in its history. This will save \$500,000 annually in debt service, paid from the NCPRD General Fund. In addition, we are not budgeting a transfer from the General Fund to the capital repair and replacement funds in FY 20-21.

NCPRD's tax base of \$0.5382 per \$1,000 of assessed value continues to be among the lowest rates for comparable districts in the state, which makes it challenging to meet the expectations and service needs of District residents. For example, Tualatin Hills Parks & Recreation District has a permanent tax rate of \$1.31 per \$1,000 of assessed value, Bend Parks & Recreation District

is at \$1.46 and Willamalane Parks & Recreation in Springfield is at \$2.00. In addition, these Districts have passed multiple ballot measures for general obligation bonds (noted below on the graph in blue) to strengthen their service levels.



While the NCPRD Master Plan calls for two \$25 million general obligation bonds, or a total of \$50 million to fund capital expenditures, the District has never presented a ballot measure for any such bonds to District voters. This lack of a dedicated source of capital funding is unusual for a parks district, and has led NCPRD to budget both operational and capital expenditures from the permanent tax base revenue, typically reserved for operational purposes. Nearly one million dollars has been transferred annually from the NCPRD General Fund to the Capital Repair and Replacement Fund. As noted previously, we have not budgeted for this transfer in FY 20-21, and have a more focused approach to capital repair and replacement spending; concentrating on projects that will maintain the safety, security, and longevity of all District facilities. This approach to funding capital asset repair and replacement is not a sustainable model and will need to be addressed in the next couple of years.

Current Year Highlights

Parks & Facility Maintenance

- Maintained over 40 parks and 15 miles of trails, totaling 662 acres
- Repaved Aquatic Park parking lot and main drive
- Replaced Milwaukie Center automated door
- Added engineered wood fiber playground chips to 14 sites

Parks, Trails, & Natural Areas

- Planted hundreds of native plants at natural areas and parks to enhance habitat for pollinators and other native wildlife
- Formed a partnership with the Willamette River Rio Laja Twinning Program to partner with El Puente Elementary School in Milwaukie to monitor shared migratory birds in both watersheds and received grant money to enhance habitat (including pollinator) at Robert Kronberg Park
- Constructed a nature trail and overlook at Robert Kronberg Park
- Continued to work as a partner with Water Environment Services (WES) on habitat enhancement projects and ongoing stewardship at multiple natural areas within the District
- Partnered with Oak Lodge Water Services District (OLWSD) to complete development of the new nature park in Jennings Lodge
- Conducted surveys and monitoring in natural areas
- Hosted more than 13 local volunteer events in natural areas throughout the District in conjunction with partner agencies, and local groups

Aquatic Park

- Replaced 25 year-old lockers with seven hundred upgraded lockers
- Locker rooms and pool natatorium received a new color scheme and fresh paint throughout
- Expanded the Saturday Swim lesson program by an additional hour, creating 27 more classes to help meet increased demand for lessons
- Hosted four local high school competitive swim teams, three private swim teams and two master teams
- Hosted seven home swim meets where more than 1,500 local participants and parents were in attendance
- Began offering end of Sports camp safety day at the pool for NCPRD Sports camps
- Completed training of over 100 part-time temporary staff and seven full-time staff in several health and safety programs, including mandatory reporter, Global Harmonized Systems and AED/CPR/First Aid

Older Adult Services

- Hosted over 800 volunteers in over 50 different volunteer jobs. The hours contributed by these volunteers had an estimated value to the District of nearly \$1.5 million dollars
- Generated approximately \$140,000 for the nutrition program through contributions, donations and fundraising (in addition to the \$20,000 worth of free product from Bob's Red Mill)
- Generated over \$80,000 in revenue through rentals of the Milwaukie Center, Sara Hite Memorial Rose Garden and North Clackamas Park A-frame
- Served approximately 220 daily meals to Meals on Wheels recipients in the community as well as another 50 daily congregate meals in Pete's Café, located at the Milwaukie Center
- Provided approximately 7,000 rides primarily to and from the Milwaukie Center, but also to local grocery stores and recreation destinations

Recreation & Sports

- Hosted over 1,200 attendees at the six Movies in the Park events
- Engaged over 900 youth in District parks with the NCPRD RecMobile
- Hosted over 500 people of all ages at Winter Celebrations, a multi-cultural and inter-generational event that includes music, dancing, delicious food and photo booth
- Introduced new art classes and American Sign Language classes
- Increased participation in the Hoopers Basketball by 9% to 1,734 participants
- Increased participation in Sideout Volleyball by 7% to 293 participants

Special Events & Marketing

- Supported the Clackamas County on Tap and Uncorked event for the third year
- Published the District's Annual Report for FY 18-19
- Increased social media followers by 11% over the previous year

Capital Projects

- Continued the Concord Property planning process, in partnership with the Oak Lodge and Gladstone Library projects. The partners, led by the Business and Community Services Department, are currently in the process to revitalize the NCPRD-owned Concord property for public use, including the potential for a community center, park and library.
- Completed the final design phase of the Milwaukie Bay Park project and developed a funding plan and began securing funds for the Milwaukie Bay Park project, in collaboration with the City of Milwaukie. NCPRD also began the procurement process for development of construction documents and preconstruction during FY 20-21. Guided by a robust public outreach process to gather input from the community, the final design reflects the public's consensus on how they want to gather, play and enjoy nature at the park.
- Completed construction of the Boardman Wetland Complex in partnership with Oak Lodge Water Services District (OLWSD), and with the support of grants from Metro and Oregon Parks and Recreation Department.
- Completed a soft-surface pathway and habitat preservation and restoration of Robert Kronberg Nature Park in collaboration with the City of Milwaukie and in coordination with the multi-use trail completed by the City of Milwaukie. This project completes implementation of the master plan for the park.

This proposed FY 20-21 budget was developed through the efforts of many, and will be submitted for approval to the NCPRD Budget Committee. The final step will be adoption of the FY 20-21 budget by the Board of County Commissioners acting in its capacity as the NCPRD Board of Directors. I would like to thank the Budget Committee, the NCPRD Board of Directors, the District Advisory Board, and the District residents for their continued dedication and support of the North Clackamas Parks and Recreation District.

Respectfully submitted,



Gary Schmidt
County Administrator, Clackamas County

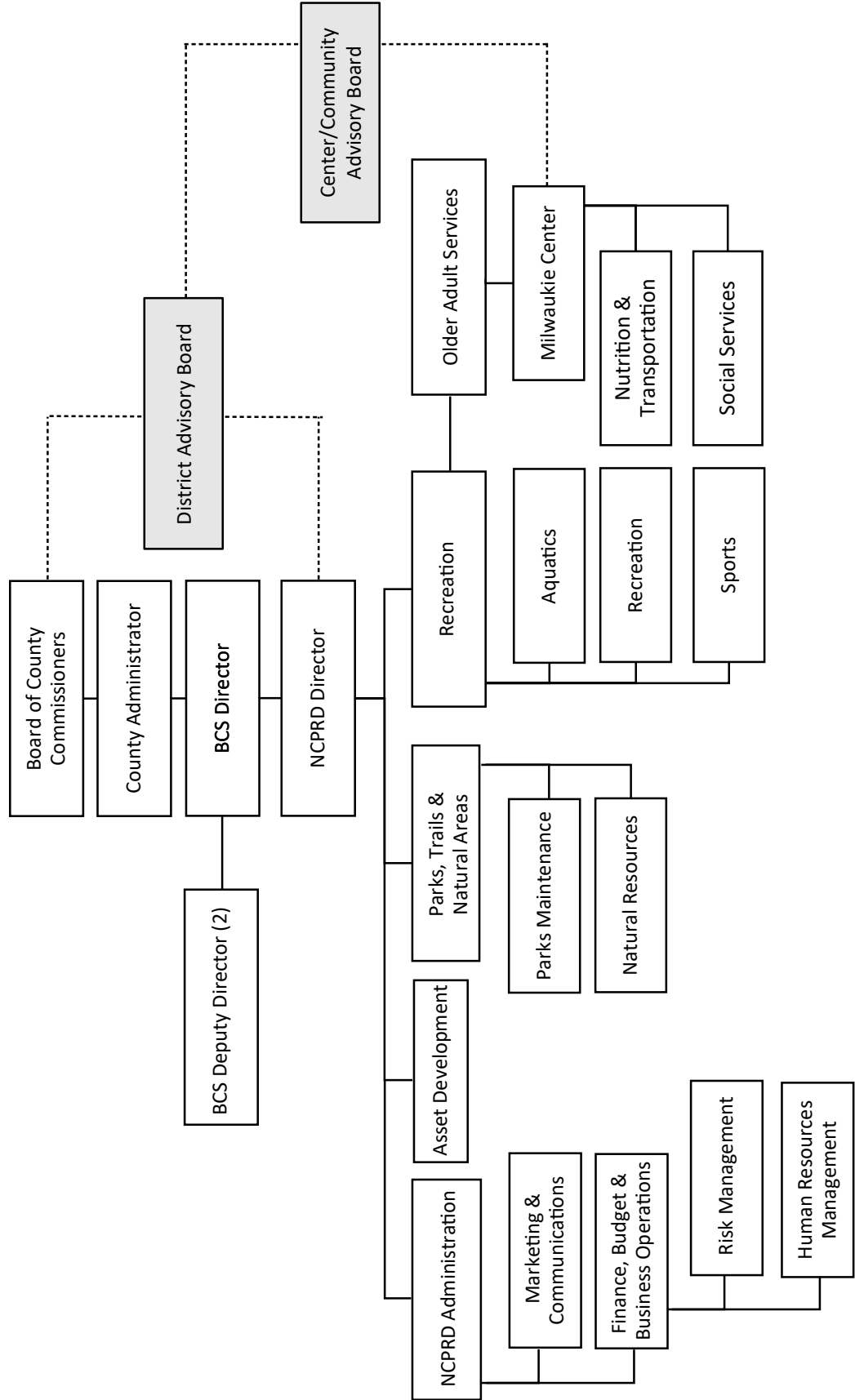




North Clackamas Parks and Recreation District

Organization Chart

FY 20-21





**North Clackamas Parks and Recreation District
FY 20-21**

General Budget Guidelines – Operating Funds

- The District shall maintain an ***emergency contingency*** funded at a minimum of 5 percent of general fund operating expenditures. This contingency is for unexpected expenditures that staff could not have known about at the time the budget was prepared.
- The District shall maintain an ***operating fund balance*** funded at a minimum of 10 percent of operating expenditures or the minimum cash flow necessary to cover operating expenditures in amounts sufficient to bridge months in each year during which inflows of revenues and outflows of expenditures fluctuate, whichever is greater. This will help maintain the minimum cash flow necessary to ensure the District will not need to issue Tax Anticipation Notes (short-term borrowing).
- The District shall recognize that the beginning fund balance is a one-time, non-recurring resource. To the extent feasible, one-time resources will be applied toward one-time expenditures. This application will ensure a balance between current, recurring revenues and expenditures. It also should help to ensure a stable ending fund balance.
- The District shall, to the extent feasible, balance current (recurring) revenues and current (recurring) expenditures. Fund balance shall not be used to pay for ongoing revenues and expenditures.
- The District shall maintain a policy of aggressively collecting accounts receivable whereby after District staff has exhausted all in-house collection alternatives, accounts are assigned to a private collection agency.
- The District's general fund shall not pick up any expenditure that can be attributed or charged to another fund. This is achieved through an administrative allocation to the various funds. This policy will help to maintain the long-term stability of the general fund.
- The District shall maintain its infrastructure at a level adequate to protect the District's capital investment and to minimize future maintenance and replacement costs. It shall be the goal of the District not to defer maintenance of infrastructure.
- The District shall continue to transfer sufficient funds to the Capital Asset Replacement Fund to meet short-term capital asset needs while saving for future repair and replacement of assets.
- The District shall proactively increase revenues and decrease expenses where possible through lean processes allowing for increased efficiency and more cost-effective operations.

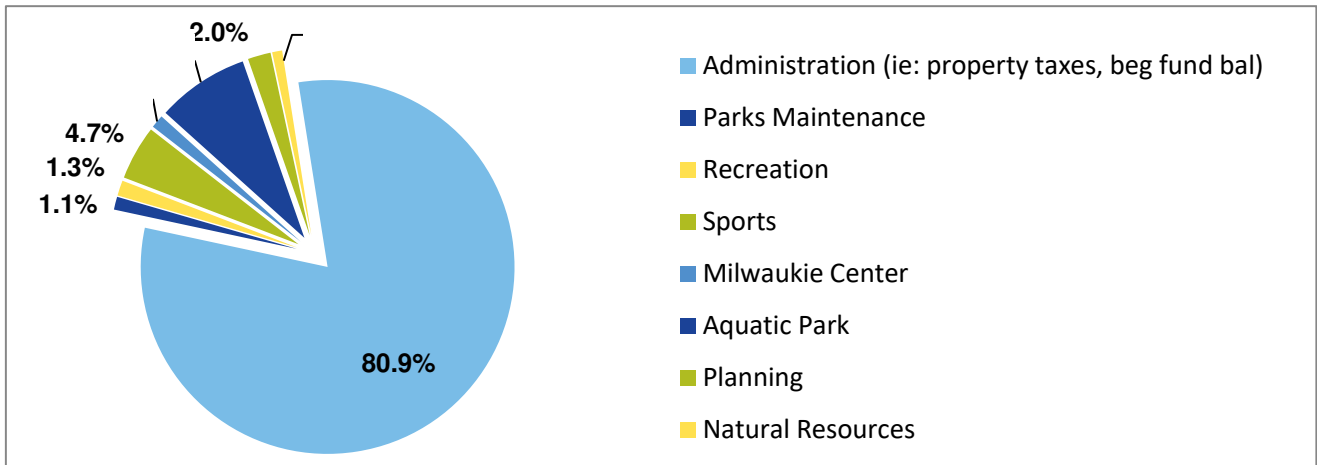


North Clackamas Parks & Recreation District

Fund Accounting Structure

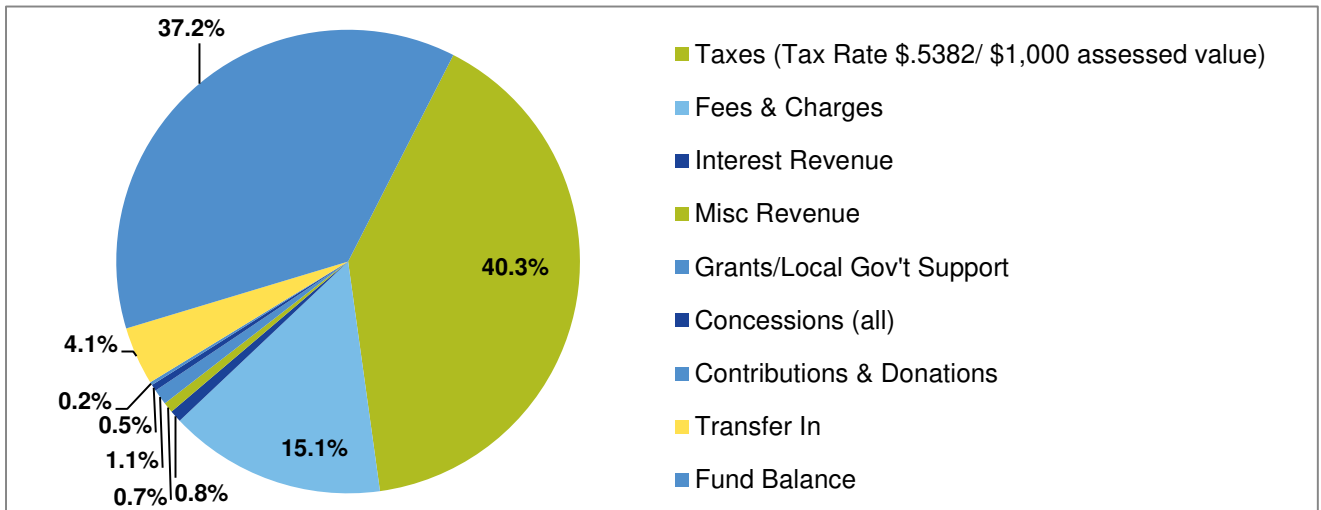
Activity Type	Fund	Major Revenue Source(s)	Major Expense(s)
<u>Operating Funds</u>			
General Fund	113	Property Tax, Fees and Charges, Grants, Donations	Operations
Nutrition and Transportation Fund	270	Other Government Agencies, Grants, Fees and Charges, Donations	Restricted to operations of Nutrition and Transportation activities at Milwaukie Center
<u>Acquisition & Construction</u>			
System Development Charge Funds	281-283	System Development Charges	Transfer dollars to Capital Projects Fund
Capital Projects Fund	480	Grant funds, Transfers from the General Fund and System Development Charges Funds	Acquisition and Construction
<u>Reserves</u>			
Capital Asset Repair and Replacement Fund	481	Transfer from General Fund	Repair and Replacement of Capital Equipment and Capital Assets
<u>Debt Service</u>			
Debt Service Fund-2010 Issue	382	Transfer from General Fund	2010 Full Faith and Credit Obligations
Debt Service Fund-2008 Issue	383	Transfer from SDC Fund	2008 Full Faith and Credit Obligations

North Clackamas Parks & Recreation District
FY 20-21 Budget - General Fund 113
Revenue by Program



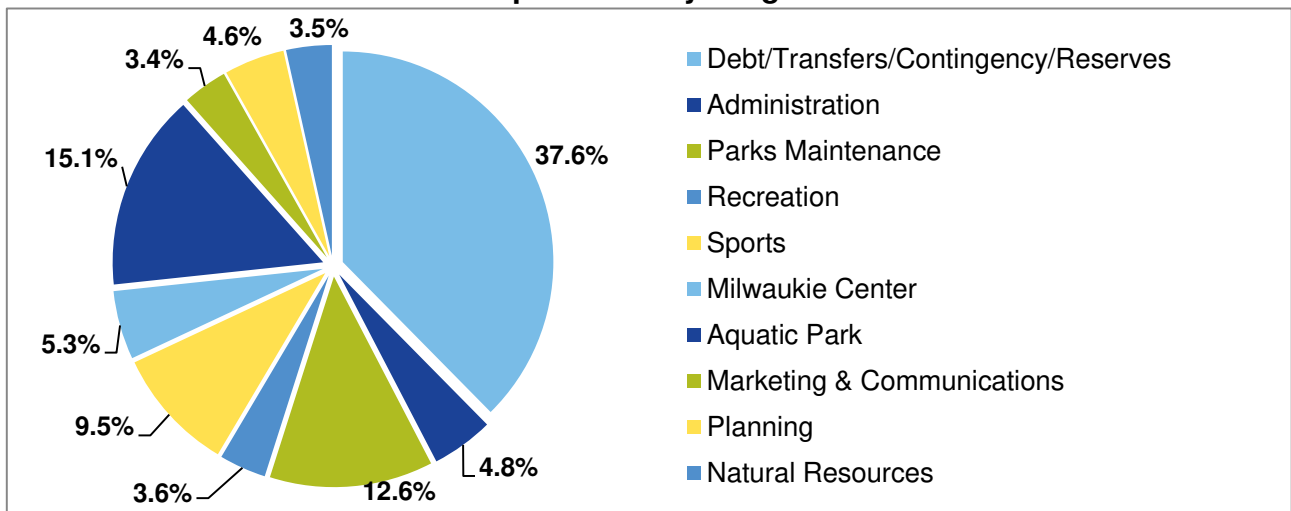
Administration (ie: property taxes, beg fund bal)	\$	12,539,633	80.9%
Parks Maintenance		173,268	1.1%
Recreation		205,100	1.3%
Sports		730,000	4.7%
Milwaukie Center		176,800	1.1%
Aquatic Park		1,238,500	8.0%
Planning		308,337	2.0%
Natural Resources		133,920	0.9%
Total	\$	15,505,558	100.0%

Revenue by Source



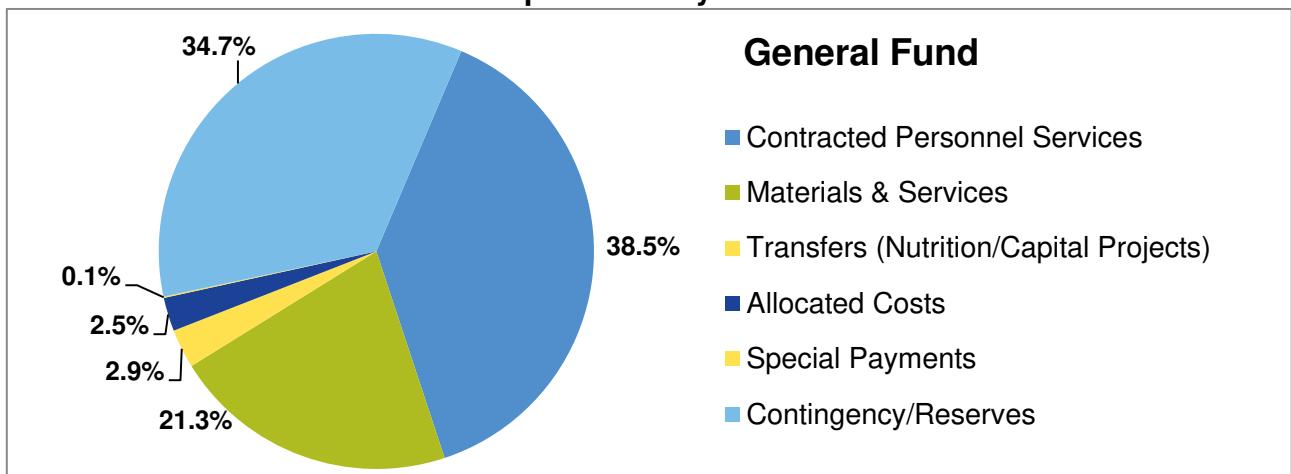
Taxes (Tax Rate \$.5382/ \$1,000 assessed value)	\$	6,248,995	40.3%
Fees & Charges		2,349,027	15.1%
Interest Revenue		130,000	0.8%
Misc Revenue		112,982	0.7%
Grants/Local Gov't Support		168,550	1.1%
Concessions (all)		71,000	0.5%
Contributions & Donations		34,000	0.2%
Transfer In		629,025	4.1%
Fund Balance		5,761,979	37.2%
Total	\$	15,505,558	100.0%

North Clackamas Parks & Recreation District
FY 20-21 Budget - General Fund 113
Expenditure by Program



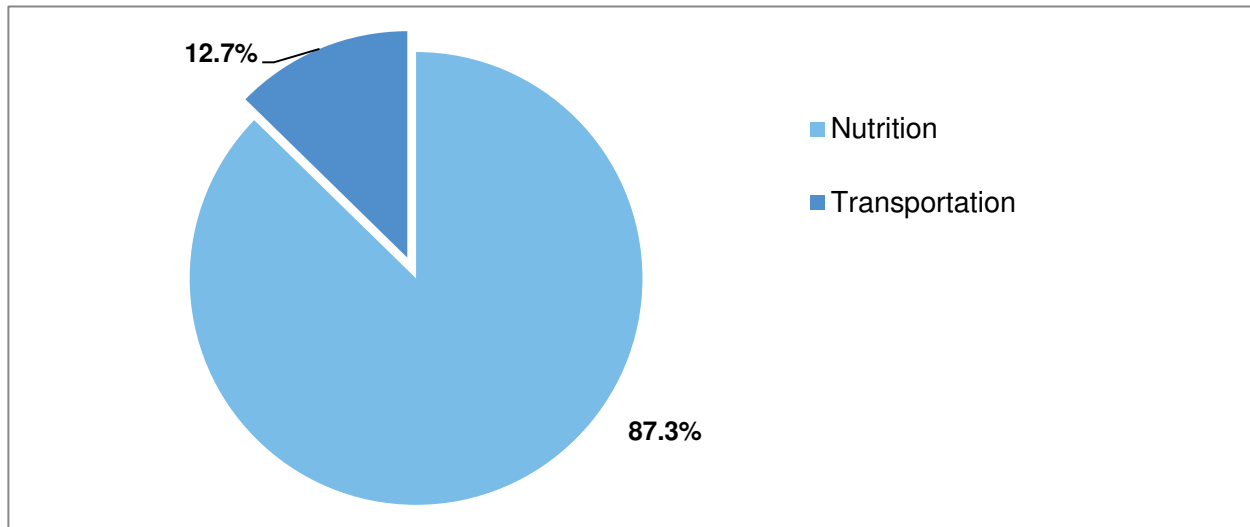
Debt/Transfers/Contingency/Reserves	\$	5,834,986	37.6%
Administration		737,649	4.8%
Parks Maintenance		1,946,889	12.6%
Recreation		558,569	3.6%
Sports		1,476,477	9.5%
Milwaukie Center		818,786	5.3%
Aquatic Park		2,345,412	15.1%
Marketing & Communications		532,172	3.4%
Planning		719,913	4.6%
Natural Resources		534,705	3.5%
Total	\$	15,505,558	100.0%

Expenditure by Source



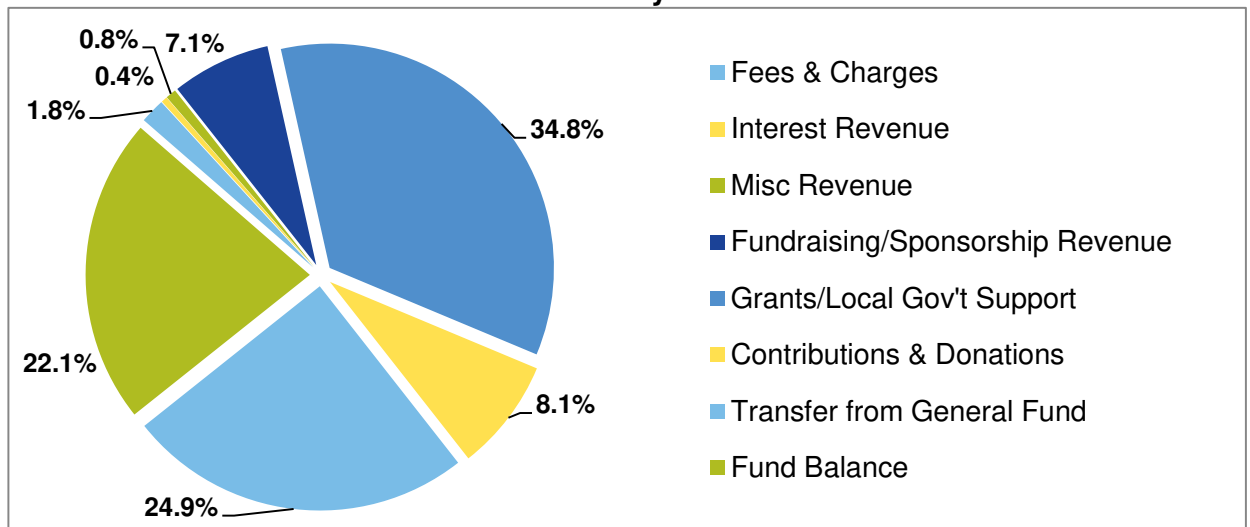
Contracted Personnel Services		5,975,651	38.5%
Materials & Services	\$	3,295,008	21.3%
Transfers (Nutrition/Capital Projects)		449,520	2.9%
Allocated Costs		398,913	2.5%
Special Payments		1,000	0.1%
Contingency/Reserves		5,385,466	34.7%
Total	\$	15,505,558	100%

**North Clackamas Parks & Recreation District
FY 20-21 Budget - Nutrition and Transportation Fund 270
Revenue by Program**



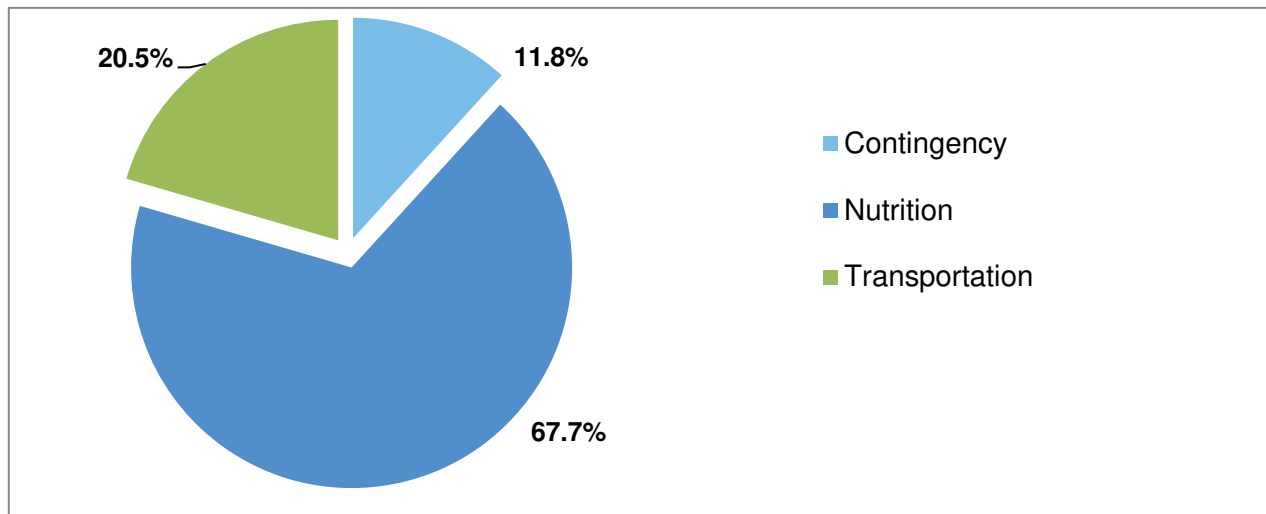
Nutrition	\$	806,679	87.3%
Transportation		117,100	12.7%
Total	\$	923,779	100.0%

Revenue by Source



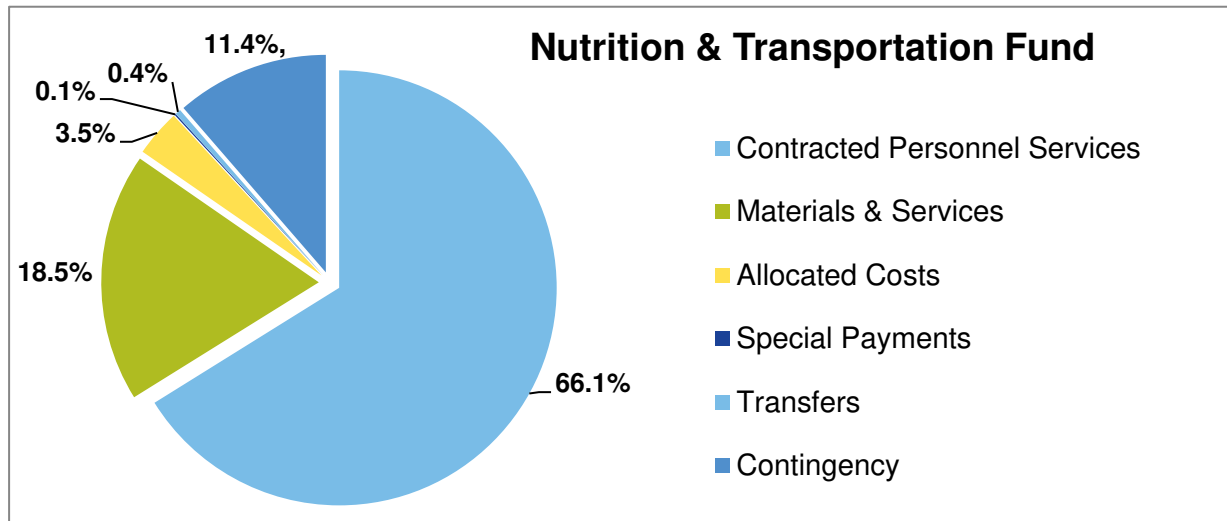
Fees & Charges	\$	16,500	1.8%
Interest Revenue		4,000	0.4%
Misc Revenue		7,000	0.8%
Fundraising/Sponsorship Revenue		66,000	7.1%
Grants/Local Gov't Support		321,600	34.8%
Contributions & Donations		75,000	8.1%
Transfer from General Fund		230,000	24.9%
Fund Balance		203,679	22.1%
Total	\$	923,779	100.0%

**North Clackamas Parks & Recreation District
FY 20-21 Budget - Nutrition and Transportation Fund 270
Expenditure by Program**



Contingency & Transfers	\$	108,749	11.8%
Nutrition		625,747	67.7%
Transportation		189,283	20.5%
Total	\$	923,779	100.0%

Expenditure by Source



Contracted Personnel Services	\$	610,998	66.1%
Materials & Services		170,807	18.5%
Allocated Costs		32,225	3.5%
Special Payments		1,000	0.1%
Transfers		3,800	0.4%
Contingency		104,949	11.4%
Total	\$	923,779	100.0%



North Clackamas Parks & Recreation District
Interfund Transfers
Fiscal Year 2020-2021
Budget

Transfers In - 390XXX						Transfers Out - 470XXX					
Fund #	Fund Name	Amount	Fund #	Fund Name	Amount	Description					
113	General	\$ 3,800	270	Nutrition/Trans.	\$ 3,800	Milwaukie Center utility charges					
113	General	\$ 202,860	281	SDC - Zone 1	\$ 202,860	Capital personnel expenses					
113	General	\$ 65,991	282	SDC - Zone 2	\$ 65,991	Capital personnel expenses					
113	General	\$ 44,249	283	SDC - Zone 3	\$ 44,249	Capital personnel expenses					
113	General	\$ 312,125	382	Debt	\$ 312,125	To close Fund 382					
270	Nutrition/Trans.	\$ 230,000	113	General	\$ 230,000	General Fund support					
480	Capital Projects	\$ 219,520	113	General	\$ 219,520	General Funds for Non-SDC expenditures					
480	Capital Projects	\$ 906,012	281	SDC - Zone 1	\$ 906,012	SDC transfer to Capital Projects Fund					
480	Capital Projects	\$ 206,297	282	SDC - Zone 2	\$ 206,297	SDC transfer to Capital Projects Fund					
480	Capital Projects	\$ 46,171	283	SDC - Zone 3	\$ 46,171	SDC transfer to Capital Projects Fund					
		<u>\$ 2,237,025</u>			<u>\$ 2,237,025</u>						



NORTH CLACKAMAS PARKS AND RECREATION DISTRICT FY 20-21

MISSION STATEMENT:

North Clackamas Parks and Recreation District's (NCPRD) mission is to enrich community vitality and promote healthy living through parks and recreation.

NCPRD's goals further the Board of County Commissioners' goals of creating a network of vibrant communities, while also following the principle of keeping our residents safe, healthy, and secure.

OVERALL GOALS AND OBJECTIVES:

- Operate and maintain all business and park operations of the District, assuring compliance with District, County, State, and Federal rules and regulations.
- Ensure the long-term financial stability of the District.
- Ensure District resources are aligned with current community needs and expectations for NCPRD programs, services and facilities based on the results of the 2014 Master Plan.
- Provide exceptional recreation, fitness, education and social services programs to District residents that are data-driven, priced through the cost recovery methodology, reach the greatest number of residents with resources available and align with the needs and desires of the District population.
- Execute the District's Capital Improvement Plan.
- To implement projects that will maintain the safety, security, and longevity of all District facilities.
- Implement Performance Clackamas and the Cost Recovery Model to inform management and enable better decision making.
- Continue revising and updating NCPRD policies and procedures.

Program Requirements	Budget FY 19-20	Adopted FY 20-21
Administration	\$ 6,707,150	\$ 6,572,635
Parks Maintenance	1,965,156	1,946,889
Recreation	540,099	558,569
Sports	1,440,802	1,476,477
Milwaukie Center	784,253	818,786
Aquatic Park	2,278,426	2,345,412
Marketing & Communications	502,715	532,172
Planning	877,684	719,913
Natural Resources	502,437	534,705
Nutrition	850,579	734,296
Transportation	179,100	189,483
System Development Charges (All Zones)	17,308,919	7,356,898
Debt Service 2010 Issue	2,937,202	312,125
Capital Projects	12,104,422	5,667,457
Capital Asset Repair and Replacement	5,125,240	3,282,571
	\$ 54,104,184	\$ 33,048,388
Total Regular Full-Time Equivalent (FTE) Positions*	35.39	35.39
Total Temporary and Part-Time FTE Positions**	45.93	46.59
Total NCPRD Staffing	81.32	81.98

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15 budget

North Clackamas Parks & Recreation District
District Revenue Summary - By Program
FY 20-21

Fund	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
General						
Administration	11,961,538	11,719,958	12,806,280	12,539,633	12,539,633	12,539,633
Parks Maintenance	43,216	129,185	170,112	173,268	173,268	173,268
Recreation	200,026	211,683	202,500	205,100	205,100	205,100
Sports	767,997	727,219	700,000	730,000	730,000	730,000
Milwaukie Center	175,086	185,907	158,500	176,800	176,800	176,800
Aquatic Park	1,250,755	1,244,014	1,194,000	1,238,500	1,238,500	1,238,500
Marketing & Comm	-	-	-	-	-	-
Planning	77,771	68,973	208,530	308,337	308,337	308,337
Natural Resources	70,067	78,411	158,800	133,920	133,920	133,920
Total	14,546,456	14,365,350	15,598,722	15,505,558	15,505,558	15,505,558
Nutrition & Transportation						
Nutrition	816,481	873,118	914,779	806,679	806,679	806,679
Transportation	133,192	114,685	114,900	117,100	117,100	117,100
Total	949,673	987,803	1,029,679	923,779	923,779	923,779
System Development Charges						
Total	17,777,900	17,626,753	17,308,919	7,356,898	7,356,898	7,356,898
Debt Service - Series 2010						
Total	2,143,402	2,181,960	2,937,202	312,125	312,125	312,125
Debt Service - Series 2008						
Total	5,333,187	-	-	-	-	-
Capital Projects						
Total	10,878,131	11,819,461	12,104,422	5,667,457	5,667,457	5,667,457
Capital Asset Repair and Replacement						
Total	4,616,470	4,753,358	5,125,240	3,282,571	3,282,571	3,282,571
TOTAL REVENUE	\$ 56,245,219	\$ 51,734,685	\$ 54,104,184	\$ 33,048,388	\$ 33,048,388	\$ 33,048,388

North Clackamas Parks & Recreation District
District Expenditure Summary - By Program
FY 20-21

Fund	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
General						
Administration	2,332,467	1,906,073	6,707,150	6,572,635	6,572,635	6,572,635
Parks Maintenance	1,617,566	1,626,918	1,965,156	1,946,889	1,946,889	1,946,889
Recreation	424,539	438,481	540,099	558,569	558,569	558,569
Sports	1,234,874	1,217,674	1,440,802	1,476,477	1,476,477	1,476,477
Milwaukie Center	694,916	745,568	784,253	818,786	818,786	818,786
Aquatic Park	1,866,349	1,966,200	2,278,426	2,345,412	2,345,412	2,345,412
Marketing & Comm	458,161	474,370	502,715	532,172	532,172	532,172
Planning	298,782	396,451	877,684	719,913	719,913	719,913
Natural Resources	343,606	384,727	502,437	534,705	534,705	534,705
Total	9,271,260	9,156,462	15,598,722	15,505,558	15,505,558	15,505,558
Nutrition & Transportation						
Nutrition	506,199	509,573	850,579	734,296	734,296	734,296
Transportation	168,362	169,313	179,100	189,483	189,483	189,483
Total	674,561	678,886	1,029,679	923,779	923,779	923,779
System Development Charges						
Total	1,637,733	1,265,281	17,308,919	7,356,898	7,356,898	7,356,898
Debt Service - Series 2010						
Total	496,375	495,310	2,937,202	312,125	312,125	312,125
Debt Service - Series 2008						
Total	5,333,187	-	-	-	-	-
Capital Projects						
Total	1,162,491	2,497,378	12,104,422	5,667,457	5,667,457	5,667,457
Capital Asset Repair and Replace						
Total	422,980	257,788	5,125,240	3,282,571	3,282,571	3,282,571
TOTAL EXPENDITURES	\$ 18,998,587	\$ 14,351,105	\$ 54,104,184	\$ 33,048,388	\$ 33,048,388	\$ 33,048,388



Department Budget Summary by Fund

*
*

General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax. Subsidy does not include resources generated by operations such as charges for service (including costs allocated to users) and grants



Business and Community Services

Department Mission

The mission of the Business and Community Services Department is to provide essential economic development, public spaces, and community enrichment services to residents, businesses, visitors, and partners so they can thrive and invest in a healthy, vibrant, and prosperous Clackamas County both now and into the future.

Business and Community Services

Laura Zentner - Director
Sarah Eckman - Deputy Director
Vacant - Deputy Director
FTE 77.09
Total BCS Request \$91,265,155
(Includes NCPRD & Library District)
General Fund Support \$2,562,920

BCS Administration Laura Zentner Director Sarah Eckman Deputy Director Vacant Deputy Director Total Requested \$1,807,172 Gen Fund \$ -	Fair & Event Center Laura Zentner Director Vacant Deputy Director Total Requested \$2,377,314 Gen Fund \$ -	Economic Development Laura Zentner Director Sarah Eckman Deputy Director Total Requested \$4,786,931 Gen Fund \$ -	Library Laura Zentner Director Vacant Deputy Director Total Requested \$34,244,055 Gen Fund \$ 2,352,038	Parks, Golf & Recreation Laura Zentner Director Sarah Eckman Deputy Director Total Requested \$7,297,275 Gen Fund \$ 210,882	Assets Laura Zentner Director Sarah Eckman Deputy Director Total Requested \$7,704,020 Gen Fund \$ -	North Clackamas Parks & Recreation District Laura Zentner Director Scott Archer NCPRD Director Total Request \$33,048,388 Gen Fund \$ -
Office of the Director Laura Zentner Director FTE 2.15 Total Request \$810,289 Gen Fund \$ -	County Fair & Rodeo Laurie Bothwell Executive Director FTE 0.00 Total Request \$1,559,464 Gen Fund \$ -	Economic Development Sarah Eckman Deputy Director FTE 4.20 Total Request \$3,891,615 Gen Fund \$ -	Library Support Systems Kathryn Kohl Manager FTE 12.00 Total Request \$7,297,087 Gen Fund \$ 2,352,038	Stone Creek Golf Club Gordon Tolbert Manager FTE 0.00 Total Request \$4,013,907 Gen Fund \$ -	Forest & Timber Management Rick Gruen Manager FTE 2.86 Total Request \$4,388,938 Gen Fund \$ -	NCPRD Administration Scott Archer NCPRD Director FTE 1.30 Total Request \$7,104,807 Gen Fund \$ -
Financial Mgmt & Analysis Vacant Deputy Director FTE 2.85 Total Request \$996,883 Gen Fund \$ -	County Event Center Laurie Bothwell Executive Director FTE 0.00 Total Request \$817,850 Gen Fund \$ -	Land Bank Authority Vacant Executive Manager FTE 1.50 Total Request \$895,316 Gen Fund \$ -	Oak Lodge Library Mitzi Olsen Manager FTE 4.50 Total Request \$2,105,977 Gen Fund \$ -	County Parks Rick Gruen Manager FTE 5.74 Total Request \$3,283,368 Gen Fund \$ 210,882	Property Disposition Rick Gruen Manager FTE 1.20 Total Request \$2,800,082 Gen Fund \$ -	Recreation Kandi Ho Manager FTE 12.43 Total Request \$4,380,458 Gen Fund \$ -
			Gladstone Library Mitzi Olson Manager FTE 4.50 Total Request \$1,678,676 Gen Fund \$ -		Tax Title Land Rick Gruen Manager FTE 0.00 Total Request \$515,000 Gen Fund \$ -	Older Adult Services Kandi Ho Manager FTE 7.51 Total Request \$1,742,565 Gen Fund \$ -
			Library District Laura Zentner Director Vacant Deputy Director FTE 0.00 Total Request \$23,162,315 Gen Fund \$ -			Parks, Trails & Natural Areas Kevin Cayson Manager FTE 11.30 Total Request \$2,481,594 Gen Fund \$ -
						Asset Development Kathryn Krygier Manager FTE 2.85 Total Request \$17,338,964 Gen Fund \$ -



North Clackamas Parks and Recreation District

Line of Business Purpose Statement

The purpose of the North Clackamas Parks and Recreation District Line of Business is to provide administration and management of the parks, trails, natural areas, recreation programs, and facilities in the northern urban portion of the county and to provide exceptional educational, recreational, and support services to its District residents.

Business and Community Services

Laura Zentner - Director
Sarah Eckman - Deputy Director
Vacant - Deputy Director
Total Request \$91,265,155

General Fund Support \$2,562,920

North Clackamas Parks & Recreation District

Laura Zentner
Scott Archer
Total Request
\$33,048,388

Gen Fund \$ -

NCPRD Administration

Scott Archer
NCPRD Director
Total Request
\$7,104,807

Gen Fund \$ -

Recreation

Kandi Ho
Manager
Total Request
\$4,380,458

Gen Fund \$ -

Older Adult Services

Kandi Ho
Manager
Total Request
\$1,742,565

Gen Fund \$ -

Parks, Trails & Natural Areas

Kevin Cayson
Manager
Total Request
\$2,481,594

Gen Fund \$ -

Asset Development

Kathryn Krygier
Manager
Total Request
\$17,338,964

Gen Fund \$ -



North Clackamas Parks & Recreation District

NCPRD Administration

Purpose Statement

The purpose of the NCPRD Administration program is to provide leadership, community engagement, strategic planning, and financial and operational support services to the Board of Directors and District staff so they can make informed decisions and effectively provide services to District residents.

Performance Narrative

The key performance measures for the NCPRD Administration program focus on marketing and fiscal responsibility. All NCPRD social media pages, including the Aquatic Park, Milwaukie Center, and Sports pages increased 11% during the first half of FY 19-20. The Finance Office, a resource within the Office of the Director, completed a fiscally responsible budget document in compliance with Oregon Budget Law. A new measure was added for FY 20-21 to complete budget to actual reports within 4 weeks of the end of the quarter.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	Actual as of (12/31/19)	FY 20-21 Target
Result	10% growth of total social media followers at the end of the current fiscal year	N/A	9% growth	10% growth	11% growth	10% growth
Result	100% of budget to actual reports published within 4 weeks after the end of the quarter	New	New	New	New	100%
Result	Percentage of budget documents prepared in accordance with Oregon Budget Law	N/A	100%	100%	100%	N/A

Leveraging social media is a key part of NCPRD's outreach strategy. Having a presence on social media helps to humanize the NCPRD brand and provides an open line of communication with residents and partners, resulting in increased transparency and engagement. Additionally, social media is an important tool for increasing awareness around NCPRD programs, activities, and events; driving more website traffic and registrations.

By comparing the quarterly information to the previous year's information for the same quarter, quarterly reports give the Board of Directors, District staff, and District residents insight to the District's performance and growth.

Oregon Budget Law (ORS 294.338) states that a municipal corporation may not expend money or certify to the assessor an ad valorem tax rate or estimated amount of ad valorem taxes to be imposed in any year unless the municipal corporation has complied with ORS 294.305 to ORS 294.565. As a government agency, NCPRD is required to follow Oregon budget law and has prepared their budget documents in accordance with Oregon Budget Law since their inception.

Program includes:

Mandated Services ☐ Y

Shared Services ☐ Y

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation: NCPRD is a **state-mandated service** with a dedicated tax base funding for specific District costs. In 1990, District voters approved a Parks & Recreation District for North Clackamas County with a permanent rate of .5382 per thousand of assessed value. All funds are accounted for specifically in NCPRD. NCPRD receives no general fund support. NCPRD is listed on the Association of Counties' list as a **shared state-county service**.



North Clackamas Parks & Recreation District

NCPRD Administration

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Adopted Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	4,648,606	5,275,196	4,835,023	5,208,888	5,761,979	926,956	19.2%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	7,157,876	6,172,004	7,712,932	7,712,932	6,248,995	(1,463,937)	-19.0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	1,097	1,339	1,300	1,322	1,300	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	17,833	86,188	123,125	86,583	44,398	(78,727)	-63.9%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	104,304	178,767	130,000	130,000	130,000	-	0%
Interfund Transfers	31,823	6,464	3,900	3,100	352,961	349,061	8950.3%
Operating Revenue	7,312,933	6,444,762	7,971,257	7,933,937	6,777,654	(1,193,603)	-15.0%
Total Rev - Including Beginning Bal	11,961,538	11,719,958	12,806,280	13,142,825	12,539,633	(266,647)	-2.1%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	1,136,293	1,175,027	1,211,091	1,078,408	1,176,500	(34,591)	-2.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	94,499	84,693	96,979	96,979	93,321	(3,658)	-3.8%
Capital Outlay	-	-	-	-	-	-	0%
Operating Expenditure	1,230,792	1,259,720	1,308,070	1,175,387	1,269,821	(38,249)	-2.9%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	1,559,836	1,120,723	1,692,334	696,625	449,520	(1,242,814)	-73.4%
Reserve for Future Expenditures	-	-	-	-	1,885,466	1,885,466	0%
Contingency	-	-	4,209,461	-	3,500,000	(709,461)	-16.9%
Total Exp - Including Special Categories	2,790,628	2,380,443	7,209,865	1,872,012	7,104,807	(105,058)	-1.5%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	1.44	1.25	1.25	1.25	1.30	0.05	4%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	1.18	1.25	1.25	1.25	1.30		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	0.26	0.00	0.00	0.00	0.00		

* Personnel Services are contracted through Clackamas County, and expenses are budgeted in Materials & Services in the NCPRD budget. FTE is counted by Clackamas County. FTE counts in the NCPRD budget are provided for informational purposes.

Significant Issues and Changes

For FY 20-21, property taxes have been budgeted reflecting the withdrawal of the City of Happy Valley. We have not budgeted a transfer to the Capital Repair and Replacement fund for FY 20-21 and no transfer is needed for debt, as we paid the debt in full in FY 19-20. We will continue to monitor the effect of the withdrawal of the City of Happy Valley on revenues and expenses.



North Clackamas Parks & Recreation District

Recreation

Purpose Statement

The purpose of the Recreation program is to provide aquatics, sports, programming, and enrichment services to NCPRD residents and visitors so they can pursue a healthy lifestyle and build community through play, socialization, learning, health and fitness activities.

Performance Narrative

The NCPRD Recreation Program offers hundreds of community education classes for both youth and adults throughout the year. Programs like art, drama, dance, exercise and fitness, outdoor adventures, camps and sports are offered to district residents of all ages. Classes are available online and at various locations throughout the District. The Recreation Program increases program offerings in response to the needs of District residents and evaluates the satisfaction of the current offering with participants.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	Actual as of (12/31/19)	FY 20-21 Target
Result	2% change in total program offerings provided	N/A	11% growth	2% growth	15%	2% growth
Result	80% of surveyed respondents who report they are satisfied or better with the program offerings in which they participated	N/A	93%	80%	93%	80%

Participation in the NCPRD Recreation Program increased 15% between Fall 2018 and Fall 2019 with an additional 29 courses added.

93% of the participants who responded to surveys during the first half of FY 19-20 rated the NCPRD programs as "satisfactory" or better. The Recreation Program reviews these results to determine the most popular courses and develops additional classes to meet the needs of the community.

Program includes:

Mandated Services	<input type="text" value="Y"/>
Shared Services	<input type="text" value="Y"/>
Grant Funding	<input type="text" value="N"/>

Explanation: NCPRD is a **state-mandated service** with a dedicated tax base funding for specific District costs. In 1990, District voters approved a Parks & Recreation District for North Clackamas County with a permanent rate of .5382 per thousand of assessed value. All funds are accounted for specifically in NCPRD. NCPRD receives no general fund support. NCPRD is listed on the Association of Counties' list as a **shared state-county service**.



North Clackamas Parks & Recreation District

Recreation

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Adopted Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	3,500	3,500	0%
Charges for Service	2,210,194	2,168,966	2,087,500	1,313,221	2,158,500	71,000	3.4%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	8,584	13,950	9,000	8,650	11,600	2,600	28.9%
Interfund Transfers	-	-	-	-	-	-	0%
Operating Revenue	2,218,778	2,182,916	2,096,500	1,321,871	2,173,600	77,100	3.7%
Total Rev - Including Beginning Bal	2,218,778	2,182,916	2,096,500	1,321,871	2,173,600	77,100	3.7%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	3,393,778	3,479,945	4,090,191	3,530,300	4,217,182	126,991	3.1%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	131,984	142,410	169,136	169,136	163,276	(5,860)	-3.5%
Capital Outlay	-	-	-	-	-	-	0%
Operating Expenditure	3,525,762	3,622,355	4,259,327	3,699,436	4,380,458	121,131	2.8%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
Total Exp - Including Special Categories	3,525,762	3,622,355	4,259,327	3,699,436	4,380,458	121,131	2.8%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	12.64	12.24	12.33	12.33	12.43	0.10	0.8%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	11.54	12.24	12.33	12.33	12.43		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	1.10	0.00	0.00	0.00	0.00		

* Personnel Services are contracted through Clackamas County, and expenses are budgeted in Materials & Services in the NCPRD budget. FTE is counted by Clackamas County. FTE counts in the NCPRD budget are provided for informational purposes.

Significant Issues and Changes

The Recreation Program relies heavily on part-time, temporary employees for Sports, Aquatics, and Recreational programming. As such, expenditures have increased due to the increase in minimum wage and the Affordable Care Act. Revenue remains relatively static, and new opportunities exist for recreational activities in the District's three new facilities: Concord, Clackamas, and Wichita Elementary Schools.



North Clackamas Parks & Recreation District

Older Adult Services

Purpose Statement

The purpose of the Older Adult Services program is to provide social engagement and essential life services to older adults and those with disabilities so they can stay healthy, connected, and active in their community.

Performance Narrative

The NCPRD Older Adult Services Program offers many different opportunities for volunteering. Opportunities include data entry, tax preparation, fundraising, respite program aides, arts and crafts, and delivery drivers. The Milwaukie Center is a popular place, and often has more volunteer applications than can be placed. The Nutrition Program is a provider of Meals on Wheels, a fresh, well-balanced meal delivered by volunteers to home-bound older adults and their caregivers to improve nutrition for folks who cannot shop or cook for themselves.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	Actual as of (12/31/19)	FY 20-21 Target
Result	65% of volunteer applicants successfully placed	N/A	81%	65%	68%	65%
Result	100% of Meals on Wheels meals covered through contributions and fundraising	N/A	New	New	New	100%
Result	Percentage of Meals on Wheels clients served	N/A	100%	100%	100%	N/A

During the first half of FY 19-20, the NCPRD Older Adult Services Program had 28 volunteer applications. Of those applications, 19 volunteers were placed in positions. Applicants must complete an application and emergency contact form, and must also pass a criminal background check. Each year, the volunteer program is so popular at the Center, there are often more applicants than positions to fill.

The Nutrition Program has a goal of being self-sufficient and covering its total operating budget without utilizing general tax funding. Currently we receive federal reimbursements and rely on fundraising events including March for Meals, client donations, and gifts from the community at large in addition to support from the NCPRD general fund. We take pride in providing a healthy meal to anyone within the District that requests Meals on Wheels.

Each year, the Nutrition Program receives hundreds of requests from District residents for Meals on Wheels services. During the first half of FY 19-20, the Milwaukie Center received 341 requests for services and was able to fulfill 100% of the requests.

Program includes:

Mandated Services	<input type="text" value="Y"/>
Shared Services	<input type="text" value="Y"/>
Grant Funding	<input type="text" value="Y"/>

Explanation: NCPRD is a **state-mandated service** with a dedicated tax base funding for specific District costs. In 1990, District voters approved a Parks & Recreation District for North Clackamas County with a permanent rate of .5382 per thousand of assessed value. All funds are accounted for specifically in NCPRD. NCPRD receives no general fund support. NCPRD is listed on the Association of Counties' list as a **shared state-county service**. Older Adult Services receives grant funding from the State of Oregon Medicaid program and from Clackamas County grants.



North Clackamas Parks & Recreation District

Older Adult Services

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Adopted Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	300,098	275,110	214,544	308,916	203,679	(10,865)	-5.1%
Prior Year Revenue	-	-	-	2,628	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	54,254	59,138	56,000	69,000	62,000	6,000	10.7%
Charges for Service	495,879	556,187	610,385	408,770	488,100	(122,285)	-20.0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	114,227	129,674	107,250	110,929	113,000	5,750	5.4%
Interfund Transfers	160,300	153,600	200,000	200,000	233,800	33,800	16.9%
Operating Revenue	824,660	898,599	973,635	791,327	896,900	(76,735)	-7.9%
Total Rev - Including Beginning Bal	1,124,758	1,173,709	1,188,179	1,100,243	1,100,579	(87,600)	-7.4%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	1,284,654	1,358,939	1,682,710	1,431,228	1,557,421	(125,289)	-7.4%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	74,523	61,915	76,043	76,043	75,395	(648)	-0.9%
Capital Outlay	-	-	-	-	-	-	0%
Operating Expenditure	1,359,177	1,420,854	1,758,753	1,507,271	1,632,816	(125,937)	-7.2%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	1,000	-	1,000	-	0%
Interfund Transfers	10,300	3,600	-	-	3,800	3,800	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	54,179	-	104,949	50,770	93.7%
Total Exp - Including Special Categories	1,369,477	1,424,454	1,813,932	1,507,271	1,742,565	(71,367)	-3.9%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	7.34	7.46	7.46	7.46	7.51	0.05	0.7%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	8.03	7.46	7.46	7.46	7.51		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	-0.69	0.00	0.00	0.00	0.00		

* Personnel Services are contracted through Clackamas County, and expenses are budgeted in Materials & Services in the NCPRD budget. FTE is counted by Clackamas County. FTE counts in the NCPRD budget are provided for informational purposes.

Significant Issues and Changes

Older Adult Services receives funding from the State of Oregon Medicaid program, Clackamas County grants, and community donations. The opportunity for program expansion continues as the demand for Meals on Wheels, educational, and social services needs increase for older adults within the District.



North Clackamas Parks & Recreation District

Parks, Trails & Natural Areas

Purpose Statement

The purpose of the Parks, Trails and Natural Areas program is to provide management, maintenance, and ongoing stewardship services to NCPRD residents and visitors so they can access safe, clean, and well-maintained Parks, Trails, and Natural Areas both now and into the future.

Performance Narrative

During the first half of FY 19-20, the Parks Maintenance department completed over half of the ten capital repair and replace projects scheduled, including painting of the Aquatic Park natatorium and replacement of the safety bark chips at all NCPRD playgrounds. In addition, during the first half of FY 19-20, the department completed 96% of the work orders within 90 days of receipt.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	Actual as of (12/31/19)	FY 20-21 Target
Result	95% of Maintenance Work Orders completed within 7 days of receipt	N/A	New	New	New	95%
Result	90% of existing capital repair/replace projects completed per the annual Capital Improvement Plan (CIP)	N/A	46%	90%	55%	90%
Result	Percentage of Maintenance Work Orders completed within 90 days	N/A	100%	95%	96%	N/A

The NCPRD capital repair and replacement program ensures that District assets are repaired and replaced in a systematic and cost-effective manner. The performance and continued use of these capital assets is essential to the health, safety, and quality of life for the citizens of North Clackamas Parks and Recreation District and surrounding communities. The District inventories all assets and annually budgets dollars in a repair and replacement reserve with the goal of fully funding the repair or replacement of the asset in the year scheduled.

A number of capital asset projects were scheduled to be repaired or replaced in FY 19-20, including painting of the Aquatic Park interior and natatorium, paving of the Aquatic Park parking lot, new bark chips at all NCPRD playgrounds, and installing an updated automated door at the Milwaukie Center. These projects were successfully completed in the first half of FY 19-20.

*As of the writing of this report, 55% of the capital repair and replace projects have been completed for FY 19-20, as follows:

Interior painting Aquatic Park 100%
 Interior painting Aquatic Park Natatorium 100%
 Parking Lot paving Aquatic Park 100%
 Playground safety chips Districtwide 100%
 Milwaukie Center Front Automated Doors 100%
 Aquatic Park Lockers 50%
 Site plan for Clackamas Elementary School 0%
 Orchard Summit Boundary delineation (NR)
 NCP Trail connection repair (NR)
 Aquatic Park fire alarm panel replacement 0%

Program includes:

Mandated Services	<input type="text" value="Y"/>
Shared Services	<input type="text" value="Y"/>
Grant Funding	<input type="text" value="Y"/>

Explanation: NCPRD is a **state-mandated service** with a dedicated tax base funding for specific District costs. In 1990, District voters approved a Parks & Recreation District for North Clackamas County with a permanent rate of .5382 per thousand of assessed value. All funds are accounted for specifically in NCPRD. NCPRD receives no general fund support. NCPRD is listed on the Association of Counties' list as a **shared state-county service**. NCPRD Parks, Trails, and Natural Areas has applied for federal grant funding from the United States Forest Service for planting and maintenance within riparian habitats at several natural areas within the District.



North Clackamas Parks & Recreation District

Parks, Trails & Natural Areas

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Adopted Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	7,732	-	34,100	15,000	15,000	(19,100)	-56.0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	66,375	72,309	79,750	74,750	91,750	12,000	15.0%
Charges for Service	450	250	121,551	121,551	127,629	6,078	5.0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	27,952	120,566	5,000	14,633	5,000	-	0%
Interfund Transfers	10,774	14,471	88,511	16,123	67,809	(20,702)	-23.4%
Operating Revenue	113,283	207,596	328,912	242,057	307,188	(21,724)	-6.6%
Total Rev - Including Beginning Bal	113,283	207,596	328,912	242,057	307,188	(21,724)	-6.6%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	1,747,219	1,944,171	2,393,824	2,179,575	2,408,679	14,855	0.6%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	78,115	67,475	72,769	72,769	71,915	(854)	-1.2%
Capital Outlay	-	-	-	-	-	-	0%
Operating Expenditure	1,825,334	2,011,646	2,466,593	2,252,344	2,480,594	14,001	0.6%
Debt Service	-	-	-	-	-	-	0%
Special Payments	135,838	-	1,000	-	1,000	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
Total Exp - Including Special Categories	1,961,172	2,011,646	2,467,593	2,252,344	2,481,594	14,001	0.6%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	12.08	11.45	11.45	11.45	11.30	(0.15)	-1%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	9.81	11.45	11.45	11.45	11.30		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	2.27	0.00	0.00	0.00	0.00		

* Personnel Services are contracted through Clackamas County, and expenses are budgeted in Materials & Services in the NCPRD budget. FTE is counted by Clackamas County. FTE counts in the NCPRD budget are provided for informational purposes.

Significant Issues and Changes

In FY 20-21, NCPRD will continue to support the maintenance of three new facilities: Concord, Clackamas, and Wichita Elementary Schools. In addition to the ongoing maintenance for the District's parks and trails, NCPRD has scheduled projects at North Clackamas Park and the Aquatic Park, as well as various other parks and natural areas during FY 20-21. Federal and state grants help subsidize the revenue for parks and trails maintenance.



North Clackamas Parks & Recreation District

Asset Development

Purpose Statement

The purpose of the NCPRD Asset Development Program is to provide planning, acquisition, and development services to NCPRD residents so they can experience additional parks, facilities, trails, and natural areas that meet identified needs.

Performance Narrative

The NCPRD Asset Development Program coordinates acquisition of park land and organizes development of parks, trails, and recreation facilities within the district. This includes conceptual planning, submitting land-use applications, applying for and managing grants, and supervising capital project construction. NCPRD partners in many regional park projects and is committed to engaging residents in the planning and development process. The Master Plan guides long-term planning efforts. The Clackamas County Board of Commissioners approved the NCPRD Parks and Recreation Master Plan in 2004.

Key Performance Measures

		FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Target	Actual as of (12/31/19)	FY 20-21 Target
Result	33% NCPRD Project Phases (acquisition, planning, design, construction) that are completed per the annual Capital Improvement Plan	N/A	New	New	New	33%
Result	Percentage of growth in District's developed parks, trails and natural areas in acres	N/A	5%	7%	2%	N/A
Result	Percentage of planning projects completed	N/A	33.33%	58%	16.67%	N/A

Capital projects have multiple phases, including planning, acquisition, design, and construction, and may take several years to complete. In FY 20-21, we will measure the completion percentage of each phase of the planned capital improvement projects.

In FY 19-20, twelve capital improvement projects were planned, totaling over \$5.6 million dollars. These projects are funded by System Development Charges, grants, and the NCPRD General Fund. Included in these budgeted projects were the Milwaukie Bay Park planning, Concord Elementary Master Plan, and Boardman Wetland Natural Area.

Program includes:

Mandated Services	<input type="text" value="Y"/>
Shared Services	<input type="text" value="Y"/>
Grant Funding	<input type="text" value="Y"/>

Explanation: NCPRD is a **state-mandated service** with a dedicated tax base funding for specific District costs. In 1990, District voters approved a Parks & Recreation District for North Clackamas County with a permanent rate of .5382 per thousand of assessed value. All funds are accounted for specifically in NCPRD. NCPRD receives no general fund support. NCPRD is listed on the Association of Counties' list as a **shared state-county service**. In FY 20-21, Asset Development is budgeted to receive \$64,000 **grant funding** from local and state grants.



North Clackamas Parks & Recreation District

Asset Development

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Adopted Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	21,033,932	31,696,325	30,269,200	31,865,774	14,298,242	(15,970,958)	-52.8%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	2,338,138	1,073,696	2,069,000	555,000	644,359	(1,424,641)	-68.9%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	25,713	234,458	-	-	-	-	0%
Local Grants & Revenues	-	448,755	505,610	241,719	64,000	(441,610)	-87.3%
Charges for Service	39,460	23,596	10,644	11,644	60,000	49,356	463.7%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	14,424,106	768,985	259,519	351,923	278,332	18,813	7.2%
Interfund Transfers	2,965,512	2,204,691	4,570,340	2,285,548	1,582,455	(2,987,885)	-65.4%
Operating Revenue	19,792,929	4,754,181	7,415,113	3,445,834	2,629,146	(4,785,967)	-64.5%
Total Rev - Including Beginning Bal	40,826,861	36,450,506	37,684,313	35,311,608	16,927,388	(20,756,925)	-55.1%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	321,377	388,458	1,175,102	382,863	1,002,682	(172,420)	-14.7%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	17,870	19,036	23,726	23,726	27,231	3,505	14.8%
Capital Outlay	1,585,201	2,755,083	16,754,520	2,007,331	14,524,346	(2,230,174)	-13.3%
Operating Expenditure	1,924,448	3,162,577	17,953,348	2,413,920	15,554,259	(2,399,089)	-13.4%
Debt Service	5,828,827	494,925	2,924,702	2,704,063	-	(2,924,702)	-100.0%
Special Payments	-	-	14,305,000	14,300,000	1,000	(14,304,000)	-100.0%
Interfund Transfers	1,598,273	1,254,705	3,170,417	1,831,184	1,783,705	(1,386,712)	-43.7%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
Total Exp - Including Special Categories	9,351,548	4,912,207	38,353,467	21,249,167	17,338,964	(21,014,503)	-54.8%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	2.20	1.30	2.90	2.90	2.85	-0.05	-1.7%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	0.70	1.30	2.10	2.10	2.85		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	1.50	0.00	0.80	0.80	0.00		

* Personnel Services are contracted through Clackamas County, and expenses are budgeted in Materials & Services in the NCPRD budget. FTE is counted by Clackamas County. FTE counts in the NCPRD budget are provided for informational purposes.

Significant Issues and Changes

Nine capital projects are planned for FY 20-21: a District Master Plan and Capital Improvement Plan; a Trails Master Plan; System Development Charges Methodology Update; Concord Elementary School Master Plan; Milwaukie Bay Park Design Completion; Scott Park Master Plan; Jennings Lodge Elementary School Improvement plan; District Ball Fields planning, and Dogwood Park improvement planning. Disposition proceeds from the sale of Hood View Sports Park to North Clackamas School District have been budgeted in this program. Two additional part-time, temporary positions were included in the Planning budget for FY 20-21 to assist with the projects.



General Fund - Administration 113-5400-07701

Program Statement:

The purpose of the NCPRD Administration program is to coordinate and manage all aspects of District business and operations, including financial reporting, budget monitoring and preparation, risk management, purchasing, and contract management to ensure compliance with applicable rules and regulations.

Fiscal Year 20-21 Objectives:

To utilize forecasting and quarterly reporting to assure long-term financial stability of the District and anticipate financial challenges.

To update and complete the Master Plan, including the Capital Improvement Plan and System Development Charges (SDC) Methodology update.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	696,330	718,276	727,820	663,466	663,466	663,466
Allocated Costs	76,301	67,074	77,535	74,183	74,183	74,183
Interfund Transfer	1,559,836	1,120,723	1,692,334	449,520	449,520	449,520
Reserve for Future Expenditures	-	-	-	1,885,466	1,885,466	1,885,466
Contingency	-	-	4,209,461	3,500,000	3,500,000	3,500,000
Total Budget	\$ 2,332,467	\$ 1,906,073	\$ 6,707,150	\$ 6,572,635	\$ 6,572,635	\$ 6,572,635
Regular Full-Time FTE	-	-	-	-	-	-
Temporary & Part-Time FTE**	-	-	-	-	-	-
Total Program Staffing	-	-	-	-	-	-

Major Revenue Source(s)

The major revenue source for the Administration program is property taxes.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Administration
113-5400-07701

Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07701							
302001	Beginning Fund Balance	\$ 4,648,606	\$ 5,275,196	\$ 4,835,023	\$ 5,761,979	\$ 5,761,979	\$ 5,761,979
311100	Current Taxes	7,044,218	5,882,681	7,592,932	6,153,995	6,153,995	6,153,995
311310	Delinquent Taxes	94,938	268,708	100,000	75,000	75,000	75,000
311350	Int & Penalties-Prop Tax	18,719	20,615	20,000	20,000	20,000	20,000
331250	Housing In Lieu of Tax	1,097	1,339	1,300	1,300	1,300	1,300
341809	Facilities Rental	8,500	8,813	9,125	9,398	9,398	9,398
347125	Special Use Fee	-	77,000	114,000	15,000	15,000	15,000
347422	Milw Parks-Special Events & Act	9,333	375	-	20,000	20,000	20,000
360001	Misc. Revenue	-	2,015	-	-	-	-
361000	Interest Earned	104,304	176,752	130,000	130,000	130,000	130,000
390281	I/F Transfer From Fund 281	19,481	6,366	2,000	16,815	16,815	16,815
390282	I/F Transfer From Fund 282	628	98	700	14,413	14,413	14,413
390283	I/F Transfer From Fund 283	11,714	-	1,200	9,608	9,608	9,608
390382	I/F Transfer From Fund 382	-	-	-	312,125	312,125	312,125
Total Resources		\$ 11,961,538	\$ 11,719,958	\$ 12,806,280	\$ 12,539,633	\$ 12,539,633	\$ 12,539,633

General Fund - Administration
113-5400-07701

Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07701							
421100	General Office Supplies	\$ 4,755	7,415	\$ 5,000	\$ 5,500	\$ 5,500	\$ 5,500
421110	Postage	639	10,531	500	1,000	1,000	1,000
422400	Food	553	680	500	500	500	500
422910	Misc. Meeting Expense	531	655	500	500	500	500
431000	Professional Services	2,706	30,886	700	1,000	1,000	1,000
431100	Audit	25,000	25,850	26,300	27,100	27,100	27,100
431420	Legal	81,008	59,673	75,000	40,000	40,000	40,000
431480	Hearing/Meeting Expense	-	3,864	-	5,000	5,000	5,000
431918	Internal Cty Contracted Svcs	503,179	446,306	412,302	412,302	412,302	412,302
432100	Telephone	5,391	5,964	6,100	6,100	6,100	6,100
432700	Data Processing	5,165	3,554	4,000	500	500	500
433100	Travel & Per Diem	2,844	2,236	5,400	6,250	6,250	6,250
433110	Mileage Reimbursement	1,871	2,623	2,200	3,772	3,772	3,772
434100	Printing & Duplicating Services	4,971	5,340	3,000	3,000	3,000	3,000
437210	Office Equipment Repairs	1,086	496	500	500	500	500
438110	Office Rent	49,206	51,057	52,588	54,166	54,166	54,166
439200	Training/Staff Development	2,985	3,188	4,600	5,650	5,650	5,650
439400	Publications & Subscriptions	4,440	16,571	14,630	15,626	15,626	15,626
454000	Program Materials & Supplies	-	41,387	114,000	75,000	75,000	75,000
470270	I/F Transfer To Fund 270	150,000	150,000	200,000	230,000	230,000	230,000
470382	I/F Transfer To Fund 382	496,025	494,925	500,000	-	-	-
470480	I/F Transfer To Fund 480	13,811	25,798	92,334	219,520	219,520	219,520
470481	I/F Transfer To Fund 481	900,000	450,000	900,000	-	-	-
478101	Accounting Services	8,728	4,950	6,141	5,120	5,120	5,120
478102	Information Services	17,250	15,224	16,013	15,843	15,843	15,843
478103	Building Maintenance	37,208	33,235	40,748	39,528	39,528	39,528
478104	Public & Government Rel	2,135	878	2,069	2,069	2,069	2,069
478105	Records Management	96	72	158	132	132	132
478106	Purchasing Services	1,772	3,475	3,981	3,319	3,319	3,319
478107	Courier Services	1,355	969	1,012	905	905	905
478112	County Administration	1,700	1,649	1,648	1,648	1,648	1,648
478117	Mailroom Overhead	174	151	81	81	81	81
478201	Electric Utility	4,476	4,566	4,519	4,264	4,264	4,264
478202	Natural Gas	300	810	31	27	27	27
478203	Water Utility	735	687	685	796	796	796
478204	Trash Removal	372	408	449	451	451	451
490001	Reserve for Future Expenditures	-	-	-	1,885,466	1,885,466	1,885,466
499001	Contingency	-	-	4,209,461	3,500,000	3,500,000	3,500,000
Total Requirements		\$ 2,332,467	\$ 1,906,073	\$ 6,707,150	\$ 6,572,635	\$ 6,572,635	\$ 6,572,635
Total Resources		\$ 11,961,538	\$ 11,719,958	12,806,280	\$ 12,539,633	\$ 12,539,633	\$ 12,539,633

General Fund - Administration
113-5400-07701

North Clackamas Parks and Recreation District
Org: 5400
Program: Administration

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Park Association conference - Three Attending	4,050
National Recreation and Park Association conference - One Attending	2,700
Oregon Government Finance Officers Association conference - Two attending Fall & Spring	3,922
Special Park District Forum	2,000
Various computer and skills training	500
Mileage	2,500
Total Budget Request for Activity	15,672

Publications and Subscriptions (439400)

Intertwine Alliance membership dues	10,000
National Recreation and Park Association membership dues	1,100
Oregon Recreation and Park Association membership dues	2,000
Special Districts Association of Oregon membership dues	135
Oregon Government Finance Officers Association membership dues (3)	330
Government Finance Officers Association membership dues (1)	160
North Clackamas County Chamber of Commerce membership dues	780
WUFOO	400
Costco (1)	60
Engaging Local Government Leaders (1)	40
FlashAlert	203
Survey Monkey	408
Clackamas Review (online)	10
Total Budget Request for Activity	15,626

Internal County Contracted Services (431918)

Allocated charges for Business and Community Services administration	412,302
Total Budget Request for Activity	412,302

Transfer to Nutrition & Transportation (470270)

General Fund support for Nutrition & Transportation division budgets	230,000
Total Budget Request for Activity	230,000

Transfer to Capital Projects Fund (470480)

Capital projects for which SDCs or other revenue is not available	219,520
Total Budget Request for Activity	219,520

General Fund - Parks Maintenance 113-5400-07702

Program Statement:

The purpose of the NCPRD Parks Maintenance program is to ensure the safety and care of the NCPRD properties and facilities, minimizing the risk exposure and protecting public health and safety for all District residents and visitors in a cost-effective manner.

Fiscal Year 20-21 Objectives:

To continue ongoing maintenance and support for all NCPRD facilities.

To work to prepare a Site Plan & Design of a District Maintenance & Operations building.

To maintain District Park sites.

To continue working with all NCPRD departments to provide ongoing support.

To continue to maintain professional licensing and complete continuing education in ISA, ODA, and NPSI to maintain professional knowledge of maintenance methods and techniques.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 1,030,488	\$ 1,052,897	\$ 1,239,611	\$ 1,220,152	\$ 1,220,152	\$ 1,220,152
Materials and Services	397,450	524,459	673,268	674,088	674,088	674,088
Allocated Costs	53,790	49,563	51,277	51,649	51,649	51,649
Special Payments	135,838	-	1,000	1,000	1,000	1,000
Total Budget	\$ 1,617,566	\$ 1,626,919	\$ 1,965,156	\$ 1,946,889	\$ 1,946,889	\$ 1,946,889
Regular Full-Time FTE	8.88	9.15	9.15	9.05	9.05	9.05
Temporary & Part-Time FTE**	5.00	3.62	3.62	3.50	3.50	3.50
Total Program Staffing	13.88	12.77	12.77	12.55	12.55	12.55

Major Revenue Source(s)

The major revenue source for the Parks Maintenance program is property taxes.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Parks
113-5400-07702

General Fund - Parks Maintenance
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07702							
331096	FEMA Reimbursement	\$ 7,732	\$ -	\$ -	\$ -	\$ -	\$ -
333078	Marine Board Boat Ramp	4,750	4,750	4,750	4,750	4,750	4,750
341809	Facilities Rental	-	-	121,551	127,629	127,629	127,629
347422	Milw Parks - Special Events & Act	50	250	-	-	-	-
360001	Misc. Revenue	27,952	115,809	5,000	5,000	5,000	5,000
360500	Insurance Proceeds	-	2,757	-	-	-	-
367000	Contributions & Donations	-	2,000	-	-	-	-
390281	I/F Transfer From Fund 281	1,125	2,582	36,911	14,356	14,356	14,356
390282	I/F Transfer From Fund 282	510	1,006	700	12,561	12,561	12,561
390283	I/F Transfer From Fund 283	1,096	31	1,200	8,972	8,972	8,972
Total Resources		\$ 43,216	\$ 129,185	170,112	\$ 173,268	\$ 173,268	\$ 173,268

**General Fund - Parks
113-5400-07702**

General Fund - Parks Maintenance
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07702							
421100	General Office Supplies	\$ 165	\$ 1,357	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
422720	Uniform/Clothing Expense	2,269	505	3,500	3,500	3,500	3,500
424130	Maintenance Supplies	59,799	44,870	70,900	70,900	70,900	70,900
424423	Contracted Maintenance	37,937	92,158	131,519	152,882	152,882	152,882
424711	Sign Materials	431	3,807	4,250	4,250	4,250	4,250
424920	Chemicals	5,551	5,534	10,100	10,100	10,100	10,100
425100	Small Tools & Minor Equip.	9,237	10,880	18,200	18,200	18,200	18,200
431450	Licenses & Permits	1,375	1,014	1,800	1,800	1,800	1,800
431900	Contracted Services	1,030,488	1,052,897	1,239,611	1,220,152	1,220,152	1,220,152
432100	Telephone	6,851	9,599	8,580	8,580	8,580	8,580
432700	Data Processing	3,353	5,165	2,500	3,500	3,500	3,500
433100	Travel & Per Diem	4	-	350	1,500	1,500	1,500
433110	Mileage Reimbursement	-	-	-	400	400	400
434100	Printing & Duplicating Services	116	229	100	150	150	150
435130	Liability Insurance	9,087	7,579	8,560	7,662	7,662	7,662
436100	Electricity	20,681	33,201	60,333	49,976	49,976	49,976
436200	Sewer	8,229	18,781	26,358	24,987	24,987	24,987
436210	Water	98,520	128,860	119,463	120,002	120,002	120,002
436310	Natural Gas Fuel	3,112	14,280	25,000	20,125	20,125	20,125
436500	Trash Removal	18,424	21,766	24,961	24,961	24,961	24,961
437100	Building Repairs & Maintenance	7,127	8,972	19,900	11,343	11,343	11,343
437200	Equipment Repairs & Maint.	17,116	20,305	23,000	23,000	23,000	23,000
437210	Office Equipment Repairs	-	93	500	1,022	1,022	1,022
437910	Park Maintenance	-	-	3,000	3,000	3,000	3,000
437945	Vandalism Expense	1,385	738	3,000	3,000	3,000	3,000
438190	Misc. Rent	62,809	67,492	67,244	69,098	69,098	69,098
438320	Equipment & Vehicle Rental	20,831	22,341	31,200	31,200	31,200	31,200
439200	Training/Staff Development	1,429	2,925	3,800	3,800	3,800	3,800
439400	Publications & Subscriptions	215	215	50	50	50	50
454013	Safety Equipment Materials	-	979	1,400	1,400	1,400	1,400
454095	Drug & Alcohol Testing	1,398	814	2,200	2,200	2,200	2,200
465002	Payments to Local Governments	135,838	-	1,000	1,000	1,000	1,000
478101	Accounting Services	19,119	13,818	14,257	14,555	14,555	14,555
478102	Information Services	17,249	10,874	11,438	11,316	11,316	11,316
478104	Public & Government Rel	2,135	878	2,066	2,066	2,066	2,066
478105	Records Management	212	200	367	375	375	375
478106	Purchasing Services	3,882	9,699	9,240	9,433	9,433	9,433
478111	Personnel Administration	9,319	12,294	12,183	12,178	12,178	12,178
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	174	151	76	76	76	76
Total Requirements		\$ 1,617,566	\$ 1,626,918	1,965,156	\$ 1,946,889	\$ 1,946,889	\$ 1,946,889
Total Resources		\$ 43,216	\$ 129,185	170,112	\$ 173,268	\$ 173,268	\$ 173,268

General Fund - Parks Maintenance
113-5400-07702

North Clackamas Parks and Recreation District
Org: 5400
Program: Parks Maintenance

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Park Association conference - Two Attending	2,700
Pesticide Core credit classes - Seven Attending	1,050
National Playground Safety Inspections (NPSI) training and certification	800
International Society of Arboriculture (ISA Arborist) training and certification	800
Backflow testing training and certification - One Staff Member	350
Total Budget Request for Activity	5,700

Publications and Subscriptions (439400)

Playground Safety Magazine subscription	50
Total Budget Request for Activity	50

Park Maintenance, Contracted Maintenance (424423, 437910)

Pollinator-Friendly Plants	3,000
Tree trimming & removal services - District-wide	2,500
Ground sweeping - District parks & Aquatic Park	2,500
Brush removal services - District-wide	5,000
Electrical & plumbing - District-wide	9,000
Dry toilet services - District-wide- United Site Services	10,000
Building Controls Systems - District-wide Clima Tech	4,255
Fire extinguisher services - District-wide Cintas	2,000
Field aeration services - Pfeifer Park- PST	8,411
Alarm monitoring- entry control - locations included	10,000
Fire Sprinkler systems - Concord, Clackamas - United Fire	7,590
Repair services for automatic gate - Location(s)	1,000
Building maintenance contracts - Clackamas & Concord - Enviser	46,326
Paving/Concrete Repairs	5,000
Building janitorial services - locations included	5,000
Annual elevator servicing and repair - Concord - Wilamette Elevator	1,200
Turf services and repair - Hood View Park- Field turf	2,500
Barrier relocation - Trolley Trail	3,500
Dock services / debris management - Milwaukie Bay Park - High View Construction	7,800
Geese management - Milwaukie Bay Park	19,300
Total Budget Request for Activity	155,882

General Fund - Recreation

113-5400-07703

Program Statement:

The purpose of the NCPRD Recreation program is to provide a variety of recreational and educational opportunities directly and in partnership with other providers to enhance personal health and the quality of life for all residents of the District.

Fiscal Year 20-21 Objectives:

To enhance inclusive program offerings.

To expand outreach and utilize feedback from community on programming needs within the District.

To stay up to date on recreational trends and new programs that encourage healthy habits.

To increase cost recovery of program offerings and reduce net subsidy of identified recreation programs using the Cost Recovery Model.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 279,212	\$ 294,770	\$ 359,333	\$ 370,726	\$ 370,726	\$ 370,726
Materials and Services	123,386	117,792	154,476	161,802	161,802	161,802
Allocated Costs	21,941	25,919	26,290	26,041	26,041	26,041
Total Budget	\$ 424,539	\$ 438,481	\$ 540,099	\$ 558,569	\$ 558,569	\$ 558,569
Regular Full-Time FTE	2.96	2.26	2.29	2.29	2.29	2.29
Temporary & Part-Time FTE**	1.75	1.88	1.89	1.89	1.89	1.89
Total Program Staffing	4.71	4.14	4.18	4.18	4.18	4.18

Major Revenue Source(s)

The major revenue sources for the Recreation program are property taxes and user fees.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Recreation
113-5400-07703

General Fund - Recreation
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07703							
347419	General Recreation	\$ 174,127	\$ 174,008	\$ 175,000	\$ 172,000	\$ 172,000	\$ 172,000
347422	Special Events/Activities	7,225	19,042	8,000	14,000	14,000	14,000
347424	Class Registration	15,674	12,683	15,500	15,500	15,500	15,500
362000	Advertising Revenue	3,000	5,950	4,000	3,600	3,600	3,600
Total Resources		\$ 200,026	\$ 211,683	\$ 202,500	\$ 205,100	\$ 205,100	\$ 205,100

**General Fund - Recreation
113-5400-07703**

General Fund - Recreation
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07703							
421100	General Office Supplies	\$ 892	\$ 745	\$ 1,500	\$ 800	\$ 800	\$ 800
421110	Postage	73	95	100	100	100	100
424600	Motor Vehicle Materials & Supp.	1,910	156	1,000	800	800	800
424930	Technical Supplies	3,078	6,000	6,000	6,000	6,000	6,000
431900	Contracted Services	279,212	294,770	359,333	370,726	370,726	370,726
431902	Misc. Contracted Svc	15,185	13,350	15,000	15,000	15,000	15,000
431920	Program Contracts	68,263	75,898	93,000	103,700	103,700	103,700
432100	Telephone	2,518	1,731	2,500	2,000	2,000	2,000
432700	Data Processing	-	-	-	4,000	4,000	4,000
433100	Travel & Per Diem	216	730	1,000	750	750	750
433110	Mileage Reimbursement	177	-	500	650	650	650
434100	Printing & Duplicating Services	-	-	2,500	1,000	1,000	1,000
435130	Liability Insurance	4,309	3,820	3,921	3,502	3,502	3,502
437210	Office Equip. Repairs & Maint.	93	-	250	250	250	250
438320	Equipment & Vehicle Rental	5,246	563	2,500	800	800	800
439200	Training/Staff Development	649	1,141	1,700	1,300	1,300	1,300
439953	Merchant Charge	1,427	3,581	1,800	3,500	3,500	3,500
450105	Special Events	13,187	8,428	17,205	13,650	13,650	13,650
454000	Program Materials & Supplies	6,165	1,554	4,000	4,000	4,000	4,000
478101	Accounting Services	4,709	3,637	3,986	4,000	4,000	4,000
478102	Information Services	8,625	13,049	11,438	11,316	11,316	11,316
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	52	53	103	103	103	103
478106	Purchasing Services	956	2,553	2,583	2,593	2,593	2,593
478107	Courier Services	731	712	657	707	707	707
478111	Personnel Administration	2,858	3,236	3,731	3,530	3,530	3,530
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	151	76	76	76	76
Total Requirements		\$ 424,539	\$ 438,481	540,099	\$ 558,569	\$ 558,569	\$ 558,569
Total Resources		\$ 200,026	\$ 211,683	202,500	\$ 205,100	\$ 205,100	\$ 205,100

General Fund - Recreation
113-5400-07703

North Clackamas Parks and Recreation District
Org: 5400
Program: Recreation

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Park Association conference - One Attending	1,350
Staff training	900
Mileage	450
Total Budget Request for Activity	2,700

Program Contracts (431920)

Instructors for community education classes in partnership with Clackamas Community College (CCC)	65,000
Instructors for Special Courses - Computer, dance, meditation and yoga	23,800
Youth Programming; Dance, Computer and Theater Camps	14,900
Total Budget Request for Activity	103,700

Special Events (450105)

Movies in the Park	3,500
Concerts in the Park	4,000
Family Valentine Event	3,850
Winter Celebrations	400
Teen Event	500
Special Event and Inclusive Event	1,400
Total Budget Request for Activity	13,650

General Fund - Sports 113-5400-07717

Program Statement:

The purpose of the NCPRD Sports program is to provide a wide array of recreational sports opportunities directly and in partnership with other providers to enhance the personal health and quality of life for all residents of the District.

Fiscal Year 20-21 Objectives:

To provide sports programming for all ages.

To identify programming that meets the needs of the wide variety of District residents' interests and abilities.

To work with local partners and develop a transition plan for programming at Hood View Park site.

To explore ways to enable low-participation groups and disadvantaged populations to increase their involvement in sports programming.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 820,456	\$ 803,239	\$ 934,705	\$ 982,463	\$ 982,463	\$ 982,463
Materials and Services	365,590	368,656	446,535	436,017	436,017	436,017
Allocated Costs	48,828	45,779	59,562	57,997	57,997	57,997
Total Budget	\$ 1,234,874	\$ 1,217,674	\$ 1,440,802	\$ 1,476,477	\$ 1,476,477	\$ 1,476,477
Regular Full-Time FTE	4.05	4.16	4.16	4.16	4.16	4.16
Temporary & Part-Time FTE**	10.54	10.93	11.02	11.37	11.37	11.37
Total Program Staffing	14.59	15.09	15.18	15.53	15.53	15.53

Major Revenue Source(s)

The major revenue sources for the Sports program are property taxes and user fees.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Sports
113-5400-07717

General Fund - Sports
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07717							
347411	Concessions	\$ 60,847	\$ 47,585	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
347420	Sports/Open Gym	475,329	461,367	440,000	470,000	470,000	470,000
347421	Rental/Reservations	231,821	218,267	210,000	210,000	210,000	210,000
Total Resources		\$ 767,997	\$ 727,219	\$ 700,000	\$ 730,000	\$ 730,000	\$ 730,000

General Fund - Sports
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07717							
421100	General Office Supplies	\$ 2,996	\$ 4,188	\$ 3,500	\$ 3,000	\$ 3,000	\$ 3,000
422720	Uniform/Clothing Expense	7,116	3,474	4,000	5,000	5,000	5,000
424130	Maintenance Supplies	24,714	28,168	35,000	35,000	35,000	35,000
424930	Technical Supplies	2,930	4,000	4,000	8,600	8,600	8,600
431900	Contracted Services	820,456	803,239	934,705	982,463	982,463	982,463
431920	Program Contracts	87,351	99,979	125,000	120,000	120,000	120,000
432100	Telephone	10,964	10,406	11,000	11,000	11,000	11,000
432700	Data Processing	6,240	6,660	8,000	8,400	8,400	8,400
433100	Travel & Per Diem	1,551	2,030	2,128	3,000	3,000	3,000
433110	Mileage Reimbursement	1,279	1,618	2,600	3,600	3,600	3,600
434100	Printing & Duplicating Services	4,964	175	10,000	6,000	6,000	6,000
435130	Liability Insurance	8,718	6,332	7,912	7,136	7,136	7,136
436100	Electricity	42,330	35,949	47,160	45,000	45,000	45,000
436200	Water/Sewer	9,836	10,815	10,800	11,300	11,300	11,300
436210	Water	4,557	4,718	4,700	5,000	5,000	5,000
436310	Natural Gas	1,186	1,089	1,200	1,250	1,250	1,250
436500	Trash Removal	10,714	13,991	13,205	12,821	12,821	12,821
437100	Building Repairs & Maintenance	2,564	854	2,500	2,500	2,500	2,500
437200	Equipment Repairs & Maint.	576	354	1,500	1,500	1,500	1,500
437210	Office Equipment Repairs	2,598	2,566	3,000	3,000	3,000	3,000
438320	Equipment & Vehicle Rental	5,767	5,194	6,000	5,500	5,500	5,500
439200	Training/Staff Development	4,842	3,569	5,330	1,600	1,600	1,600
439400	Publications & Subscriptions	53	-	-	60	60	60
439953	Merchant Charge	9,214	9,696	9,000	10,000	10,000	10,000
454005	Program Supplies - Sports	112,532	112,831	129,000	125,750	125,750	125,750
478101	Accounting Services	13,778	9,027	11,065	10,671	10,671	10,671
478102	Information Services	20,124	19,574	27,449	27,160	27,160	27,160
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	152	131	285	275	275	275
478106	Purchasing Services	2,798	6,336	7,172	6,917	6,917	6,917
478111	Personnel Administration	7,968	8,032	9,799	9,182	9,182	9,182
478112	County Administration	1,699	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	174	151	76	76	76	76
Total Requirements		\$ 1,234,874	\$ 1,217,674	\$ 1,440,802	\$ 1,476,477	\$ 1,476,477	\$ 1,476,477
Total Resources		\$ 767,997	\$ 727,219	700,000	\$ 730,000	\$ 730,000	\$ 730,000

General Fund - Sports
113-5400-07717

North Clackamas Parks and Recreation District
Org: 5400
Program: Sports

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Park Association conference - Four Attending	5,400
Mileage	2,800
Total Budget Request for Activity	8,200

Program Contracts (431920)

<i>Officials/Referees - Adult Programs</i>	
Leagues	47,000
Tournaments	5,000
<i>Officials/Referees - Youth Programs</i>	
Hoopers Basketball	48,000
Sideout Volleyball	4,000
Fastpitch Tournaments	3,000
<i>Program Coordination</i>	
Tennis Camp	5,000
<i>League Association/Tournament Fees</i>	
Positive Coaches Alliance	4,000
USA/ASA	4,000
Total Budget Request for Activity	120,000

Program Supplies (454005)

Facility and field equipment and supplies - Hood View Park	6,500
Facility rentals through North Clackamas School District (NCSD)	46,000
Program supplies	9,000
Adult Programs	9,000
Youth Programs	
Camps	6,000
Cheer Starz	6,100
Hoopers Basketball	32,500
Sideout Volleyball	4,750
PTF Football	2,000
Fastpitch Tournaments	1,150
Staff recruitment and background checks	750
First Aid training and supplies	2,000
Total Budget Request for Activity	125,750



General Fund - Milwaukie Center
113-5400-07704

Program Statement:

The purpose of the Milwaukie Center program is to provide a variety of coordinated social, recreational, and educational services for older adults and people with disabilities to assist them in remaining independent with a sense of purpose. The Milwaukie Center also provides a place for the community to benefit from services, programs, and events through volunteer opportunities and rental activities.

Fiscal Year 20-21 Objectives:

To maintain a robust volunteer program in order to utilize community support for Milwaukie Center programs and activities.

To grow the memory enhancement and caregiver support programs, such as Early Memory Loss (EML) and A Place at the Center (APAC) programs.

To increase the number of after-hours facility use rentals.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 517,341	\$ 587,260	\$ 610,280	\$ 626,740	\$ 626,740	\$ 626,740
Materials and Services	133,923	122,775	130,397	148,876	148,876	148,876
Allocated Costs	43,651	35,533	43,576	43,170	43,170	43,170
Total Budget	\$ 694,915	\$ 745,568	\$ 784,253	\$ 818,786	\$ 818,786	\$ 818,786
Regular Full-Time FTE	3.90	3.92	3.92	3.88	3.88	3.88
Temporary & Part-Time FTE**	2.84	2.45	2.71	2.95	2.95	2.95
Total Program Staffing	6.74	6.37	6.63	6.83	6.83	6.83

Major Revenue Source(s)

The major revenue sources for the Milwaukie Center are property taxes, Clackamas County pass-through dollars (federal grants), activity fees, and facility rental fees.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

**General Fund - Milwaukie Center
113-5400-07704**

General Fund - Milwaukie Center
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07704							
347423	Respite Revenue	\$ 7,190	\$ 6,548	\$ 7,000	\$ 6,500	\$ 6,500	\$ 6,500
347426	Rental/Reservation Fees	72,263	80,664	70,000	83,000	83,000	83,000
347427	Contract w/Clack Cty Soc Svcs	59,441	67,539	57,000	57,000	57,000	57,000
360001	Misc. Revenue	1,288	325	500	500	500	500
367000	Contributions & Donations	10,604	13,166	10,000	12,000	12,000	12,000
367009	Friends of Milwaukie Center	14,000	14,065	14,000	14,000	14,000	14,000
390270	I/F Transfer From Fund 270	10,300	3,600	-	3,800	3,800	3,800
Total Resources		\$ 175,086	\$ 185,907	\$ 158,500	\$ 176,800	\$ 176,800	\$ 176,800

**General Fund - Milwaukie Center
113-5400-07704**

General Fund - Milwaukie Center
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07704							
421100	General Office Supplies	\$ 4,623	\$ 5,180	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
421110	Postage	53	29	100	100	100	100
422100	Supplies	893	337	850	850	850	850
422200	Janitorial Supplies	3,654	-	-	-	-	-
422720	Uniform/Clothing Expense	1,437	1,927	2,000	2,000	2,000	2,000
422910	Misc. Meeting Expense	-	-	100	100	100	100
431000	Professional Services	24,973	27,639	25,000	27,000	27,000	27,000
431900	Contracted Services	517,341	587,260	610,280	626,740	626,740	626,740
432100	Telephone	11,208	11,285	11,500	11,500	11,500	11,500
432700	Data Processing	6,916	3,060	3,500	3,500	3,500	3,500
433100	Travel & Per Diem	59	704	-	-	-	-
433110	Mileage Reimbursement	1,085	1,367	1,500	1,500	1,500	1,500
434100	Printing & Duplicating Services	368	233	1,000	500	500	500
435130	Liability Insurance	8,123	5,688	6,447	6,056	6,056	6,056
436100	Electricity	18,402	16,037	20,960	21,300	21,300	21,300
436200	Sewer	6,199	4,706	6,500	6,800	6,800	6,800
436210	Water	2,997	4,712	4,120	4,400	4,400	4,400
436310	Natural Gas	5,620	5,706	6,500	6,500	6,500	6,500
436500	Trash Removal	3,415	4,089	4,120	4,120	4,120	4,120
437100	Building Repairs & Maintenance	26,539	22,526	21,700	39,000	39,000	39,000
437210	Office Equipment Repairs	3,891	2,778	4,000	4,000	4,000	4,000
437211	Office Equip. Maint./Furn.	1,561	-	1,200	1,200	1,200	1,200
439200	Training/Staff Development	420	1,880	1,800	950	950	950
439953	Merchant Charge	613	1,331	1,000	1,500	1,500	1,500
454016	Volunteer Expenses	875	1,561	2,500	2,000	2,000	2,000
478101	Accounting Services	7,991	4,740	5,842	5,809	5,809	5,809
478102	Information Services	23,000	19,574	22,874	22,633	22,633	22,633
478104	Public & Government Rel	2,135	878	2,066	2,066	2,066	2,066
478105	Records Management	88	69	150	150	150	150
478106	Purchasing Services	1,623	3,327	3,787	3,765	3,765	3,765
478107	Courier Services	1,240	928	962	1,027	1,027	1,027
478111	Personnel Administration	5,699	4,218	6,170	5,995	5,995	5,995
478112	County Administration	1,700	1,648	1,649	1,649	1,649	1,649
478117	Mailroom Overhead	175	151	76	76	76	76
Total Requirements		\$ 694,916	\$ 745,568	\$ 784,253	\$ 818,786	\$ 818,786	\$ 818,786
Total Resources		\$ 175,086	\$ 185,907	\$ 158,500	\$ 176,800	\$ 176,800	\$ 176,800

**General Fund - Milwaukie Center
113-5400-07704**

**North Clackamas Parks and Recreation District
Org: 5400
Program: Milwaukie Center**

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Gerontological Association - Two Attending	350
Alzheimer McGinty Conference - Two Attending	200
Mileage	1,500
Staff Trainings	400
Total Budget Request for Activity	2,450

Professional Services (431000)

Janitorial and floor care services	25,000
Security services during after-hour rentals	2,000
Total Budget Request for Activity	27,000

Building Repairs and Maintenance (437100)

Repairs, replacements and improvements	8,700
Miscellaneous parts and tools	5,000
Janitorial supplies	4,000
HVAC and refrigeration systems repairs	2,000
Electrical repair services	600
Alarm services	1,000
Inspections and permits	700
Contracted maintenance services	17,000
Total Budget Request for Activity	39,000

General Fund - Aquatic Park
113-5400-07705

Program Statement:

The purpose of the NCPRD Aquatic Park program is to provide District residents and visitors a variety of water-based recreational activities, healthy leisure alternatives, and swimming instruction in a safe setting and cost-effective manner.

Fiscal Year 20-21 Objectives:

To expand health and safety programming focused in aquatics.

To explore alternative training incentives to increase certified staffing levels.

To increase cost recovery of aquatic program offerings.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 1,177,558	\$ 1,284,679	\$ 1,505,930	\$ 1,594,359	\$ 1,594,359	\$ 1,594,359
Materials and Services	627,577	610,809	689,212	671,815	671,815	671,815
Allocated Costs	61,215	70,712	83,284	79,238	79,238	79,238
Total Budget	\$ 1,866,349	\$ 1,966,200	\$ 2,278,426	\$ 2,345,412	\$ 2,345,412	\$ 2,345,412
Regular Full-Time FTE	5.63	5.82	5.88	5.98	5.98	5.98
Temporary & Part-Time FTE**	22.30	20.92	20.92	21.14	21.14	21.14
Total Program Staffing	27.93	26.74	26.80	27.12	27.12	27.12

Major Revenue Source(s)

The major revenue sources for the Aquatic Park are user fees and property taxes.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

**General Fund - Aquatic Park
113-5400-07705**

General Fund - Aquatic Park
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07705							
333000	Local Gov't Support-Grants	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500
347410	General Admissions/Open Swim	486,080	495,638	480,000	490,000	490,000	490,000
347411	Concessions	23,787	20,946	21,000	21,000	21,000	21,000
347412	Passes, laps	131,886	91,623	123,000	94,000	94,000	94,000
347413	Lessons	340,576	353,321	300,000	360,000	360,000	360,000
347414	Retail	29,991	26,684	29,000	28,000	28,000	28,000
347415	Rentals (Tubes/lockers)	28,619	23,845	28,000	25,000	25,000	25,000
347416	Climbing Wall	17,122	8,396	15,000	10,000	10,000	10,000
347417	Parties	86,122	102,472	85,000	90,000	90,000	90,000
347418	Pass Sales	42,706	44,839	43,000	43,000	43,000	43,000
347426	Rental/Reservation Fees	58,281	68,249	65,000	66,000	66,000	66,000
360001	Misc. Revenue	584	-	-	-	-	-
367000	Contributions & Donations	5,000	8,000	5,000	8,000	8,000	8,000
Total Resources		\$ 1,250,755	\$ 1,244,014	\$ 1,194,000	\$ 1,238,500	\$ 1,238,500	\$ 1,238,500

**General Fund - Aquatic Park
113-5400-07705**

General Fund - Aquatic Park
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07705							
421100	General Office Supplies	\$ 1,291	\$ 1,978	\$ 2,500	\$ 2,100	\$ 2,100	\$ 2,100
421110	Postage	238	308	250	300	300	300
422404	Party Supplies	38,383	39,713	40,000	40,000	40,000	40,000
422720	Uniform/Clothing Expense	5,874	3,048	3,500	3,500	3,500	3,500
424920	Chemicals	40,936	40,124	42,000	43,000	43,000	43,000
424930	Technical Supplies	13,969	14,455	14,000	14,000	14,000	14,000
431000	Professional Services	87,514	75,868	91,700	90,400	90,400	90,400
431450	Licenses & Permits	2,416	3,184	3,000	3,870	3,870	3,870
431900	Contracted Services	1,177,558	1,284,679	1,505,930	1,594,359	1,594,359	1,594,359
432100	Telephone	13,330	13,121	13,800	13,800	13,800	13,800
432700	Data Processing	3,058	-	-	1,500	1,500	1,500
433100	Travel & Per Diem	1,823	485	1,128	3,800	3,800	3,800
433110	Mileage Reimbursement	2,140	2,823	1,100	1,500	1,500	1,500
434100	Printing & Duplicating Services	560	-	2,500	1,000	1,000	1,000
435130	Liability Insurance	33,798	26,801	32,104	29,605	29,605	29,605
436100	Electricity	99,550	99,379	111,000	106,680	106,680	106,680
436200	Sewer	54,213	49,155	60,000	55,000	55,000	55,000
436210	Water	22,010	26,893	26,800	28,500	28,500	28,500
436310	Natural Gas	73,412	66,053	83,000	76,800	76,800	76,800
436500	Trash Removal	5,244	6,756	6,200	6,750	6,750	6,750
437100	Building Repairs & Maintenance	59,183	74,836	71,000	83,500	83,500	83,500
437200	Equipment Repairs & Maint.	482	2,695	2,000	2,000	2,000	2,000
437210	Office Equipment Repairs	2,681	2,770	3,500	3,000	3,000	3,000
439200	Training/Staff Development	1,040	1,393	3,130	3,150	3,150	3,150
439400	Publications & Subscriptions	53	-	-	60	60	60
439953	Merchant Charge	19,841	17,141	19,000	19,000	19,000	19,000
450002	Merchandise for Resale	19,858	19,171	15,000	15,000	15,000	15,000
454000	Program Materials & Supplies	4,518	4,338	7,000	7,000	7,000	7,000
454015	Health/Safety Requirements	7,112	3,340	7,000	7,000	7,000	7,000
454017	Misc. Other	11,872	13,106	25,000	8,000	8,000	8,000
454095	Drug & Alcohol Testing	1,179	1,875	2,000	2,000	2,000	2,000
478101	Accounting Services	20,964	14,192	18,156	16,875	16,875	16,875
478102	Information Services	17,250	28,273	29,737	29,423	29,423	29,423
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	231	205	468	434	434	434
478106	Purchasing Services	4,257	9,961	11,768	10,937	10,937	10,937
478107	Courier Services	3,254	2,776	2,991	2,983	2,983	2,983
478111	Personnel Administration	11,249	12,626	16,372	14,794	14,794	14,794
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	151	76	76	76	76
Total Requirements		\$ 1,866,349	\$ 1,966,200	\$ 2,278,426	\$ 2,345,412	\$ 2,345,412	\$ 2,345,412
Total Resources		\$ 1,250,755	\$ 1,244,014	\$ 1,194,000	\$ 1,238,500	\$ 1,238,500	\$ 1,238,500

General Fund - Aquatic Park
113-5400-07705

North Clackamas Parks and Recreation District
Org: 5400
Program: Aquatic Park

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

National Recreation and Park Association conference - One Attending	2,700
Oregon Recreation and Park Association conference - One Attending	1,350
Special Districts Association of Oregon conference - One Attending	1,550
Staff training	1,750
Mileage	1,100
Total Budget Request for Activity	8,450

Professional Services (431000)

Inspections	2,700
Equipment	83,000
Controls	2,000
Building Maintenance	2,700
Total Budget Request for Activity	90,400

General Fund - Marketing and Communications
113-5400-07706

Program Statement:

The purpose of the NCPRD Marketing and Communications program is to publicize and promote NCPRD's diverse spectrum of programs and activities and to highlight the positive impact NCPRD makes in our community.

Fiscal Year 20-21 Objectives:

To increase awareness around NCPRD's brand and diverse range of services by continuing a district-wide umbrella outreach campaign, leveraging a strategic mix of communication channels.

To refresh NCPRD's website to make it more responsive to modern mobile devices and create a more streamlined, easy-to-navigate user experience.

To increase community involvement through new and/or improved NCPRD events and by playing a more active role in other partner events.

To maximize online engagement by enhancing content and leveraging digital communication platforms, including social media, email newsletters and other digital tools.

To produce a comprehensive annual report that showcases NCPRD's activities, services and successes across all divisions.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 196,902	\$ 210,528	\$ 236,572	\$ 248,091	\$ 248,091	\$ 248,091
Materials and Services	243,061	246,223	246,699	264,943	264,943	264,943
Allocated Costs	18,198	17,619	19,444	19,138	19,138	19,138
Total Budget	\$ 458,161	\$ 474,370	\$ 502,715	\$ 532,172	\$ 532,172	\$ 532,172
Regular Full-Time FTE	1.44	1.25	1.25	1.30	1.30	1.30
Temporary & Part-Time FTE**	0.68	0.70	0.85	0.85	0.85	0.85
Total Program Staffing	2.12	1.95	2.10	2.15	2.15	2.15

Major Revenue Source(s)

The major revenue source for the Marketing and Communications program is property taxes.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Marketing and Communications
113-5400-07706

General Fund - Marketing and Communications
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07706							
421100	General Office Supplies	\$ 518	\$ 207	\$ 500	\$ 200	\$ 200	\$ 200
421110	Postage	5,225	5,000	5,000	9,000	9,000	9,000
422400	Food	282	713	500	500	500	500
422900	Misc. Department Supplies	1,930	736	500	750	750	750
431000	Professional Services	42,560	59,270	117,000	127,000	127,000	127,000
431900	Contracted Services	196,902	210,528	236,572	248,091	248,091	248,091
432100	Telephone	1,068	1,152	1,150	1,150	1,150	1,150
432400	Advertising	111,125	113,599	60,000	63,500	63,500	63,500
432401	Marketing & Promotion	38,445	18,555	20,000	20,000	20,000	20,000
432700	Data Processing	721	2,556	2,556	3,000	3,000	3,000
433100	Travel & Mileage	1,964	671	1,350	750	750	750
433110	Mileage Reimbursement	384	420	500	700	700	700
434100	Printing & Duplicating Services	35,577	41,257	35,000	35,000	35,000	35,000
435130	Liability Insurance	1,691	1,213	1,203	1,106	1,106	1,106
439200	Training/Staff Development	585	565	1,200	400	400	400
439400	Publications & Subscriptions	985	309	240	1,887	1,887	1,887
478101	Accounting Services	5,035	3,229	3,832	3,723	3,723	3,723
478102	Information Services	5,750	6,525	6,863	6,790	6,790	6,790
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	56	47	99	96	96	96
478106	Purchasing Services	1,022	2,266	2,483	2,413	2,413	2,413
478111	Personnel Administration	2,324	2,873	2,375	2,324	2,324	2,324
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	151	76	76	76	76
Total Requirements		\$ 458,161	474,370	502,715	532,172	532,172	532,172
Total Resources		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

General Fund - Marketing and Communications 113-5400-07706

North Clackamas Parks and Recreation District

Org: 5400

Program: Marketing and Communications

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Park Association Conference - One Attending	1,350
Mileage	500
Total Budget Request for Activity	1,850

Professional Services (431000)

Website maintenance services - Drum Creative	4,000
Website development services	40,000
Creative services (Cyclops Agency - Design, Copy, Video, etc.)	30,000
Event planner (Contractor to support event strategy, logistics and implementation)	30,000
Public affairs and outreach	20,000
Photography services	3,000
Total Budget Request for Activity	127,000

Publications and Subscriptions (439400)

Campaign Monitor	1,077
Clackamas Review	20
Prezi	240
Travel Portland	550
Total Budget Request for Activity	1,887

Printing and Duplicating Services (434100)

Discovery Guide	23,000
Annual Report	6,000
Marketing collateral	3,000
Signage	3,000
Total Budget Request for Activity	35,000

Advertising (432400)

Digital Ads	25,000
Out-of-Home Ads	11,500
Print Ads	13,000
Radio Ads	14,000
Total Budget Request for Activity	63,500

Marketing Promotion (432401)

Events/Event Materials	10,000
Promotional giveaways	6,000
Campaign Monitor	1,000
Address lists	1,000
English-to-Spanish translation services	1,000
Various promotional projects	1,000
Total Budget Request for Activity	20,000



General Fund - Planning
113-5400-07715

Program Statement:

The purpose of the NCPRD Planning program is to coordinate and manage the acquisition of park land, park planning, and the development of parks, trails, and recreational facilities.

Fiscal Year 20-21 Objectives:

To update NCPRD's asset inventory tracking system and update the District's map and mapping capabilities.

To complete the Trolley Trail survey and monumentation project.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 180,878	\$ 296,588	\$ 587,113	\$ 570,329	\$ 570,329	\$ 570,329
Materials and Services	100,033	80,827	266,845	122,353	122,353	122,353
Allocated Costs	17,870	19,036	23,726	27,231	27,231	27,231
Total Budget	\$ 298,782	\$ 396,451	\$ 877,684	\$ 719,913	\$ 719,913	\$ 719,913
Regular Full-Time FTE	2.20	1.30	2.90	2.85	2.85	2.85
Temporary & Part-Time FTE**	0.50	0.55	0.55	0.55	0.55	0.55
Total Program Staffing	2.70	1.85	3.45	3.40	3.40	3.40

Major Revenue Source(s)

The major revenue sources for the Planning program are property taxes and system development charges.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Planning
113-5400-07715

General Fund - Planning

Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07715							
360001	Misc. Revenue	\$ -	\$ -	\$ 89,919	\$ 103,882	\$ 103,882	\$ 103,882
390281	I/F Transfer From Fund 281	51,476	68,850	89,911	161,049	161,049	161,049
390282	I/F Transfer From Fund 282	1,108	123	27,500	28,377	28,377	28,377
390283	I/F Transfer From Fund 283	25,187	-	1,200	15,029	15,029	15,029
Total Resources		\$ 77,771	\$ 68,973	\$ 208,530	\$ 308,337	\$ 308,337	\$ 308,337

General Fund - Planning

Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07715							
421100	General Office Supplies	\$ 241	\$ 57	\$ 300	\$ 300	\$ 300	\$ 300
421110	Postage	-	-	350	100	100	100
422400	Food	242	2,090	600	1,000	1,000	1,000
422900	Misc. Department Supplies	-	8,946	350	350	350	350
431000	Professional Services	82,774	61,698	250,000	105,000	105,000	105,000
431480	Hearing/Meeting Expense	15	496	1,500	-	-	-
431900	Contracted Services	180,878	296,588	587,113	570,329	570,329	570,329
432100	Telephone	1,010	918	2,400	3,200	3,200	3,200
432700	Data Processing	1,636	2,208	4,000	1,000	1,000	1,000
433100	Travel & Per Diem	316	939	1,350	3,600	3,600	3,600
433110	Mileage Reimbursement	197	837	1,000	1,400	1,400	1,400
434100	Printing & Duplicating Services	1,302	29	2,000	2,000	2,000	2,000
435130	Liability Insurance	2,182	1,494	1,195	2,328	2,328	2,328
439200	Training/Staff Development	120	1,115	1,600	1,600	1,600	1,600
439400	Publications & Subscriptions	10,000	-	200	475	475	475
478101	Accounting Services	4,185	3,772	4,388	6,501	6,501	6,501
478102	Information Services	5,750	6,525	9,150	6,790	6,790	6,790
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	46	55	113	167	167	167
478106	Purchasing Services	850	2,648	2,844	4,213	4,213	4,213
478111	Personnel Administration	3,029	3,356	3,439	5,768	5,768	5,768
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	152	76	76	76	76
Total Requirements		\$ 298,782	\$ 396,451	\$ 877,684	\$ 719,913	\$ 719,913	\$ 719,913
Total Resources		\$ 77,771	\$ 68,973	\$ 208,530	\$ 308,337	\$ 308,337	\$ 308,337

General Fund - Planning
113-5400-07715

North Clackamas Parks and Recreation District
Org: 5400
Program: Planning

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Park Association conference - Two Attending	2,700
National Recreation and Park Association conference - One Attending	2,700
Local Urban Land Institute Event - Two Attending	200
Mileage	1,000
Total Budget Request for Activity	6,600

Professional Services (431000)

Contract for surveys, appraisals, and similar asset management expenses	25,000
Trolley Trail survey and monumentation	50,000
GIS and mapping services in partnership with Metro	30,000
Total Budget Request for Activity	105,000

Publications and Subscriptions (439400)

Grammarly.com subscription	400
Doodle.com subscription	75
Total Budget Request for Activity	475



General Fund - Natural Resources
113-5400-07716

Program Statement:

The purpose of the NCPRD Natural Resources program is to coordinate and manage natural resources within District parks, trails and open spaces.

Fiscal Year 20-21 Objectives:

To maintain and conserve natural areas owned or managed by the District.

To continue collaborating with Water Environment Services (WES) on projects including Oak Bluff Trail, Rose Creek Trail and 3-Creeks Natural Area.

To partner with Oak Lodge Water Services District to complete construction at the Jennings Lodge Nature Park and begin managing the site with Parks Maintenance.

To partner with state and regional partners on the Oregon white oak mapping project, wildlife corridor strategic planning, regional amphibian and bird monitoring, and trails assessment.

To coordinate volunteer events located in natural areas throughout the District, in partnership with community and neighborhood groups to promote stewardship.

To maintain all professional licenses as necessary and complete continuing education through the Oregon Department of Agriculture (ODA) in order to expand professional knowledge of natural resource methods and techniques.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 248,831	\$ 297,033	\$ 351,711	\$ 362,791	\$ 362,791	\$ 362,791
Materials and Services	70,450	69,782	129,234	151,648	151,648	151,648
Allocated Costs	24,325	17,912	21,492	20,266	20,266	20,266
Total Budget	\$ 343,606	\$ 384,727	\$ 502,437	\$ 534,705	\$ 534,705	\$ 534,705
Regular Full-Time FTE	3.20	2.30	2.30	2.25	2.25	2.25
Temporary & Part-Time FTE**	0.50	0.53	1.40	1.37	1.37	1.37
Total Program Staffing	3.70	2.83	3.70	3.62	3.62	3.62

Major Revenue Source(s)

The major revenue sources for the Natural Resources program are property taxes, grants, and system development charges.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

General Fund - Natural Resources
113-5400-07716

General Fund - Natural Resources
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07716							
331351	USDA/Forest Service Fed Grant	\$ -	\$ -	\$ 34,100	\$ 15,000	\$ 15,000	\$ 15,000
333001	Local & Other Gov Grants	61,625	67,559	75,000	87,000	87,000	87,000
360001	Misc. Revenue	400	-	-	-	-	-
390281	I/F Transfer From Fund 281	3,222	5,669	7,000	10,640	10,640	10,640
390282	I/F Transfer From Fund 282	3,552	5,183	41,500	10,640	10,640	10,640
390283	I/F Transfer From Fund 283	1,269	-	1,200	10,640	10,640	10,640
Total Resources		\$ 70,067	\$ 78,411	\$ 158,800	\$ 133,920	\$ 133,920	\$ 133,920

General Fund - Natural Resources
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 113-5400-07716							
421100	General Office Supplies	\$ 95	\$ 1,377	\$ 900	\$ 700	\$ 700	\$ 700
422400	Food	243	305	1,000	700	700	700
422720	Uniform/Clothing Expense	210	477	1,000	500	500	500
422930	Technical Supplies	13,251	9,615	19,000	24,000	24,000	24,000
424423	Contracted Maintenance	-	1,217	-	-	-	-
424711	Sign Materials	-	810	2,000	2,000	2,000	2,000
425100	Small Tools & Minor Equip.	256	1,106	1,000	1,000	1,000	1,000
431000	Professional Services	54	-	14,500	21,500	21,500	21,500
431450	Licenses & Permits	563	313	250	250	250	250
431900	Contracted Services	248,831	297,033	351,711	362,791	362,791	362,791
431920	Program Contracts	17,607	16,299	50,500	56,000	56,000	56,000
432100	Telephone	1,571	1,497	2,500	2,000	2,000	2,000
432700	Data Processing	3,389	3,587	1,500	2,500	2,500	2,500
433100	Travel & Mileage	324	2,157	550	750	750	750
433110	Mileage Reimbursement	323	-	500	1,100	1,100	1,100
435130	Liability Insurance	2,045	1,724	1,340	1,443	1,443	1,443
436500	Trash Removal	1,530	631	1,100	750	750	750
437200	Equipment Repairs & Maint.	2,135	699	1,000	1,000	1,000	1,000
437210	Office Equipment Repairs	-	-	300	400	400	400
438190	Misc. Rent	20,936	22,021	22,414	28,500	28,500	28,500
438320	Equipment & Vehicle Rental	2,779	2,372	3,690	3,000	3,000	3,000
439200	Training/Staff Development	2,194	2,409	2,000	2,130	2,130	2,130
439400	Publications & Subscriptions	859	990	1,890	1,125	1,125	1,125
454013	Safety Equipment Materials	86	176	300	300	300	300
478101	Accounting Services	4,747	3,341	3,272	3,721	3,721	3,721
478102	Information Services	11,500	6,525	9,150	6,790	6,790	6,790
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	52	49	84	96	96	96
478106	Purchasing Services	964	2,345	2,121	2,412	2,412	2,412
478111	Personnel Administration	3,052	2,973	3,073	3,455	3,455	3,455
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	151	76	76	76	76
Total Requirements		\$ 343,606	\$ 384,727	\$ 502,437	\$ 534,705	\$ 534,705	\$ 534,705
Total Resources		\$ 70,067	\$ 78,411	\$ 158,800	\$ 133,920	\$ 133,920	\$ 133,920

General Fund - Natural Resources
113-5400-07716

North Clackamas Parks and Recreation District
Org: 5400
Program: Natural Resources

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Oregon Recreation and Parks Association conference - One Attending	1,350
Urban Ecosystem Research Consortium - Two Attending	200
International Trails Symposium - Presenter	450
Geographic Information Systems training - One Attending	530
Pesticide training and certification - Three Attending	350
Hiring Announcements	200
Mileage	900
Total Budget Request for Activity	3,980

Professional Services (431000)

Natural Area Technical Services - surveys, wetland delineations	9,500
Natural Area Technical Services - education	5,000
Natural Area Technical Services - grant & partnership activities	5,000
Natural Area Technical Services - other activities	2,000
Total Budget Request for Activity	21,500

Publications and Subscriptions (439400)

Cooperative Weed Management Area membership dues	750
Society for Ecological Restoration	65
American Trails	100
Ecological Society of America	135
Natural Areas Association	75
Total Budget Request for Activity	1,125

Technical Supplies (422930)

Pollinator Friendly Plants	3,000
Supplies and Materials	6,000
WES Funded Supplies and Materials	8,000
United States Forest Service Funded Supplies and Materials	7,000
Total Budget Request for Activity	24,000

Program Contracts (431920)

Invasive control - planting and plant maintenance	20,000
WES Project - invasive control, planting and plant maintenance	10,000
United States Forest Service Project - invasive control, planting and plant maintenance	15,000
Natural Areas partnership activities	5,000
Hazard Tree Mitigation	5,000
Chemical Toilet Rental	1,000
Total Budget Request for Activity	56,000



Nutrition and Transportation Fund - Nutrition
270-5405-07707

Program Statement:

The purpose of the Nutrition program is to coordinate and manage nutrition services for older adults and people with disabilities living in North Clackamas County to assist them in remaining healthy and independent.

Fiscal Year 20-21 Objectives:

To continue delivering Meals on Wheels to all potential clients (with no waiting list!).

To work with The Friends of the Milwaukie Center and NCPRD staff on developing the annual Clackamas County on Tap and Uncorked event into a signature fundraiser.

To reduce operating costs by utilizing food donations in delivering fresh daily meals.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 355,495	\$ 354,885	\$ 455,668	\$ 468,838	\$ 468,838	\$ 468,838
Materials and Services	120,153	133,162	317,356	133,308	133,308	133,308
Allocated Costs	20,552	18,526	22,376	22,601	22,601	22,601
Special Payments	-	-	1,000	1,000	1,000	1,000
Interfund Transfer	10,000	3,000	-	3,600	3,600	3,600
Contingency	-	-	54,179	104,949	104,949	104,949
Total Budget	\$ 506,199	\$ 509,573	\$ 850,579	\$ 734,296	\$ 734,296	\$ 734,296
Regular Full-Time FTE	3.12	3.20	3.20	3.29	3.29	3.29
Temporary & Part-Time FTE**	1.25	1.24	1.32	1.32	1.32	1.32
Total Program Staffing	4.37	4.44	4.52	4.61	4.61	4.61

Major Revenue Source(s)

The major revenue sources for the Nutrition program are support from local government and other agencies, fundraising, grants, and donations.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

**Nutrition and Transportation Fund - Nutrition
270-5405-07707**

Nutrition and Transportation Fund - Nutrition
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 270-5405-07707							
302001	Beginning Fund Balance	\$ 300,098	\$ 275,110	\$ 214,544	\$ 203,679	\$ 203,679	\$ 203,679
333001	Local & Other Gov Grants	54,254	59,138	56,000	62,000	62,000	62,000
347427	Contract w/Clack Cty Soc Svcs	162,395	232,652	309,985	172,000	172,000	172,000
347429	Fundraising	74,617	66,297	65,000	65,000	65,000	65,000
361000	Interest Earned	5,456	9,200	2,500	4,000	4,000	4,000
362000	Advertising Revenue	750	4,000	750	-	-	-
367000	Contributions & Donations	9,627	14,148	8,000	10,000	10,000	10,000
367009	Friends of Milwaukie Center	5,000	5,000	5,000	5,000	5,000	5,000
367050	Congregate Donations	14,563	15,675	13,000	15,000	15,000	15,000
367055	Home Delivery Donations	39,721	41,898	40,000	40,000	40,000	40,000
390113	I/F Transfer From Fund 113	150,000	150,000	200,000	230,000	230,000	230,000
Total Resources		\$ 816,481	\$ 873,118	\$ 914,779	\$ 806,679	\$ 806,679	\$ 806,679

**Nutrition and Transportation Fund - Nutrition
270-5405-07707**

Nutrition and Transportation Fund - Nutrition
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 270-5405-07707							
421110	Postage	\$ 13	\$ 35	\$ 15	\$ 15	\$ 15	\$ 15
422400	Food	81,081	91,496	275,985	90,000	90,000	90,000
422403	Serving Supplies	17,222	19,154	16,000	19,000	19,000	19,000
425100	Small Tools & Minor Equip.	3,903	4,915	7,000	5,000	5,000	5,000
431900	Contracted Services	355,495	354,885	455,668	468,838	468,838	468,838
432100	Telephone	468	534	500	500	500	500
432700	Data Processing	-	-	-	750	750	750
434100	Printing & Duplicating Services	-	-	500	500	500	500
435130	Liability Insurance	3,863	2,673	3,156	2,843	2,843	2,843
439200	Training/Staff Development	75	164	200	200	200	200
454016	Volunteer Expenses	1,633	1,336	1,500	1,500	1,500	1,500
454018	Fundraising Expenses	11,895	12,855	12,500	13,000	13,000	13,000
465002	Payments to Local Governments	-	-	1,000	1,000	1,000	1,000
470113	I/F Transfer To Fund 113	10,000	3,000	-	3,600	3,600	3,600
478101	Accounting Services	5,821	3,577	4,403	4,506	4,506	4,506
478102	Information Services	5,750	6,525	6,863	6,790	6,790	6,790
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	64	52	113	116	116	116
478106	Purchasing Services	1,182	2,510	2,854	2,921	2,921	2,921
478111	Personnel Administration	3,725	3,182	4,351	4,476	4,476	4,476
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	152	76	76	76	76
499001	Contingency	-	-	54,179	104,949	104,949	104,949
Total Requirements		\$ 506,199	\$ 509,573	\$ 850,579	\$ 734,296	\$ 734,296	\$ 734,296
Total Resources		\$ 816,481	\$ 873,118	\$ 914,779	\$ 806,679	\$ 806,679	\$ 806,679

**Nutrition and Transportation Fund - Nutrition
270-5405-07707**

**North Clackamas Parks and Recreation District
Org: 5405
Program: Nutrition**

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Database Training	200
Total Budget Request for Activity	200

Nutrition and Transportation Fund - Transportation
270-5405-07708

Program Statement:

The purpose of the Transportation program is to coordinate and manage transportation services in North Clackamas County for older adults and people with disabilities so they can access services and remain independent.

Fiscal Year 20-21 Objectives:

To increase cost efficiency of travel activities by operating at capacity while offering less frequent trips.

To provide door-to-door transportation services to residents to and from the Center or grocery store, regardless of their ability to pay.

To maintain driver compliance with Ride Connection requirements.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 121,726	\$ 122,340	\$ 137,249	\$ 142,160	\$ 142,160	\$ 142,160
Materials and Services	36,016	38,517	31,760	37,499	37,499	37,499
Allocated Costs	10,320	7,856	10,091	9,624	9,624	9,624
Interfund Transfer	300	600	-	200	200	200
Total Budget	\$ 168,362	\$ 169,313	\$ 179,100	\$ 189,483	\$ 189,483	\$ 189,483
Regular Full-Time FTE	0.32	0.34	0.34	0.34	0.34	0.34
Temporary & Part-Time FTE**	1.71	1.65	1.65	1.65	1.65	1.65
Total Program Staffing	2.03	1.99	1.99	1.99	1.99	1.99

Major Revenue Source(s)

The major revenue sources for the Transportation program are State of Oregon support, Clackamas County pass-through dollars, grants, fundraising, donations, and van fees.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

Nutrition and Transportation Fund - Transportation
270-5405-07708

Nutrition and Transportation Fund - Transportation
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 270-5405-07708							
343160	Contract with Clack Cty Social	\$ 72,926	\$ 66,739	\$ 47,000	\$ 44,000	\$ 44,000	\$ 44,000
347425	Travel Program Revenue	21,510	17,328	13,000	16,000	16,000	16,000
347427	Contract w/Clack Cty Soc Svcs	9,396	9,788	34,200	34,200	34,200	34,200
347429	Fundraising	9,721	-	1,000	1,000	1,000	1,000
347450	Grant	6,421	8,634	6,200	9,400	9,400	9,400
360001	Misc Revenue	-	37	-	-	-	-
367002	Van Fees	8,218	7,160	8,000	7,000	7,000	7,000
367008	Contract Rides & Rentals	-	-	500	500	500	500
367009	Friends of Milwaukie Center	5,000	5,000	5,000	5,000	5,000	5,000
Total Resources		\$ 133,192	\$ 114,685	\$ 114,900	\$ 117,100	\$ 117,100	\$ 117,100

Nutrition and Transportation Fund - Transportation
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 270-5405-07708							
424600	Motor Vehicle Materials & Supp.	\$ 12,605	\$ 12,406	\$ 11,000	\$ 13,000	\$ 13,000	\$ 13,000
431450	Licenses & Permits	652	484	600	600	600	600
431900	Contracted Services	121,726	122,340	137,249	142,160	142,160	142,160
431910	Other Contracts	9,299	5,758	5,000	7,000	7,000	7,000
432100	Telephone	681	773	800	800	800	800
435130	Liability Insurance	2,599	1,970	2,460	2,199	2,199	2,199
437200	Equipment Repairs & Maint.	9,668	16,093	11,000	13,000	13,000	13,000
439200	Training/Staff Development	512	1,033	650	650	650	650
454018	Fundraising Expenses	-	-	250	250	250	250
470113	I/F Transfer To Fund 113	300	600	-	200	200	200
478101	Accounting Services	1,853	1,152	1,466	1,327	1,327	1,327
478102	Information Services	2,875	2,175	2,288	2,263	2,263	2,263
478104	Public & Government Rel	2,135	879	2,066	2,066	2,066	2,066
478105	Records Management	20	17	38	34	34	34
478106	Purchasing Services	376	808	950	860	860	860
478111	Personnel Administration	1,186	1,024	1,557	1,348	1,348	1,348
478112	County Administration	1,700	1,649	1,650	1,650	1,650	1,650
478117	Mailroom Overhead	175	152	76	76	76	76
Total Requirements		\$ 168,362	\$ 169,313	\$ 179,100	\$ 189,483	\$ 189,483	\$ 189,483
Total Resources		\$ 133,192	\$ 114,685	\$ 114,900	\$ 117,100	\$ 117,100	\$ 117,100

**Nutrition and Transportation Fund - Transportation
270-5405-07708**

North Clackamas Parks and Recreation District

Org: 5405

Program: Transportation

Expenditure Detail of Specific Line Items

Travel/Training/Staff Development Detail (433100, 433110 & 439200)

Required driver medical checks and drug screenings	650
Total Budget Request for Activity	650



System Development Charges Fund - Zone 1
281-5451

Program Statement:

The purpose of the System Development Charges (SDC) Zone 1 program is to act as a repository for system development fees and ensure SDC funds are properly accounted for in accordance with SDC ordinance and regulations. NCPRD updated the District's ordinance in FY 04-05 to split the district into three SDC Zones to ensure a portion of SDCs are spent in the area where fees are generated.

Effective November 29, 2014 Ordinance 06-2014 was approved requiring that both zone-specific SDCs and District-wide SDCs be deposited in the Zone Trust Accounts. The Ordinance also changed the zone boundaries for both Zone 1 and Zone 2 as follows:

Zone 1 now includes the City of Milwaukie plus the City's urban growth management area.

Zone 2 includes the unincorporated Clackamas County area within the district, west of I-205, excluding the City of Milwaukie's urban growth management area.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials and Services	\$ 26,573	\$ 1,571	\$ 3,744	\$ 20,000	\$ 20,000	\$ 20,000
Interfund Transfer	125,118	514,852	707,306	1,108,872	1,108,872	1,108,872
Capital Outlay	-	-	1,922,463	1,219,397	1,219,397	1,219,397
Total Budget	\$ 151,691	\$ 516,423	\$ 2,633,513	\$ 2,348,269	\$ 2,348,269	\$ 2,348,269

Major Revenue Source(s)

The major revenue source for the System Development Charge Fund is fees on new residential and commercial development.

System Development Charges Fund - Zone 1
281-5451

System Development Charges Fund - Zone 1
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 281-5451							
302001	Beginning Fund Balance	\$ 1,309,548	\$ 2,561,218	\$ 2,494,969	\$ 2,106,901	\$ 2,106,901	\$ 2,106,901
322281	Park SDC Zone 1 Milwaukie	49,658	375,626	36,800	91,646	91,646	91,646
322286	Park SDC Zone 1 UGMA	1,302,071	77,313	87,200	88,072	88,072	88,072
342110	Administrative Fee	26,573	1,571	1,744	20,000	20,000	20,000
361000	Interest Earned	25,059	69,168	12,800	41,650	41,650	41,650
390480	I/F Transfer From 480	-	198	-	-	-	-
Total Resources		\$ 2,712,909	\$ 3,085,094	\$ 2,633,513	\$ 2,348,269	\$ 2,348,269	\$ 2,348,269

System Development Charges Fund - Zone 1
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 281-5451							
431620	Administration Fees	\$ 26,573	\$ 1,571	\$ 3,744	\$ 20,000	\$ 20,000	\$ 20,000
470113	I/F Transfer To Fund 113	75,305	83,467	135,822	202,860	202,860	202,860
470383	I/F Transfer To Fund 383	14,639	-	-	-	-	-
470480	I/F Transfer To Fund 480	35,174	431,385	571,484	906,012	906,012	906,012
485620	Future Capital Projects	-	-	1,922,463	1,219,397	1,219,397	1,219,397
Total Requirements		\$ 151,691	\$ 516,423	\$ 2,633,513	\$ 2,348,269	\$ 2,348,269	\$ 2,348,269
Total Resources		\$ 2,712,909	\$ 3,085,094	\$ 2,633,513	\$ 2,348,269	\$ 2,348,269	\$ 2,348,269

System Development Charges Fund - Zone 2
282-5452

Program Statement:

The purpose of the System Development Charge (SDC) Zone 2 program is to act as a repository for system development fees and ensure SDC funds are properly accounted for in accordance with SDC ordinance and regulations. NCPRD updated the District's ordinance in FY 04-05 to split the district into three SDC Zones to ensure a portion of SDCs are spent in the area where fees are generated.

Effective November 29, 2014 Ordinance 06-2014 was approved requiring that both zone-specific SDCs and District-wide SDCs be deposited in the Zone Trust Accounts. The Ordinance also changed the zone boundaries for both Zone 1 and Zone 2 as follows:

Zone 1 now includes the City of Milwaukie plus the City's urban growth management area.

Zone 2 includes the unincorporated Clackamas County area within the district, west of I-205, excluding the City of Milwaukie's urban growth management area.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials and Services	\$ 7,275	\$ 6,747	\$ 10,500	\$ 20,000	\$ 20,000	\$ 20,000
Interfund Transfer	50,074	85,128	500,979	272,288	272,288	272,288
Capital Outlay	-	-	1,355,951	2,224,242	2,224,242	2,224,242
Total Budget	\$ 57,349	\$ 91,875	\$ 1,867,430	\$ 2,516,530	\$ 2,516,530	\$ 2,516,530

Major Revenue Source(s)

The major revenue source for the System Development Charge Fund is fees on new residential and commercial development.

System Development Charges Fund - Zone 2
282-5452

System Development Charges Fund - Zone 2
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 282-5452							
302001	Beginning Fund Balance	\$ 1,551,351	\$ 1,891,038	\$ 1,526,130	\$ 2,111,089	\$ 2,111,089	\$ 2,111,089
322282	Park SDC Zone 2	362,919	347,155	325,000	343,441	343,441	343,441
342110	Administrative Fee	7,275	6,747	6,500	20,000	20,000	20,000
360001	Misc Revenue	-	147	-	-	-	-
361000	Interest Earned	26,589	47,760	9,300	42,000	42,000	42,000
361100	Interest on Contracts	253	597	500	-	-	-
Total Resources		\$ 1,948,387	\$ 2,293,444	\$ 1,867,430	\$ 2,516,530	\$ 2,516,530	\$ 2,516,530

System Development Charges Fund - Zone 2
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 282-5452							
431620	Administration Fees	\$ 7,275	\$ 6,747	\$ 10,500	\$ 20,000	\$ 20,000	\$ 20,000
470113	I/F Transfer To Fund 113	5,797	6,410	70,400	65,991	65,991	65,991
470383	I/F Transfer To Fund 383	39,879	-	-	-	-	-
470480	I/F Transfer To Fund 480	4,398	78,718	430,579	206,297	206,297	206,297
485620	Future Capital Projects	-	-	1,355,951	2,224,242	2,224,242	2,224,242
Total Requirements		\$ 57,349	\$ 91,875	\$ 1,867,430	\$ 2,516,530	\$ 2,516,530	\$ 2,516,530
Total Resources		\$ 1,948,387	\$ 2,293,444	\$ 1,867,430	\$ 2,516,530	\$ 2,516,530	\$ 2,516,530

System Development Charges Fund - Zone 3
283-5453

Program Statement:

The purpose of the System Development Charge (SDC) Zone 3 program is to act as a repository for system development fees and ensure SDC funds are properly accounted for in accordance with SDC ordinance and regulations. NCPRD updated the District's ordinance in FY 04-05 to split the district into three SDC Zones to ensure a portion of SDCs are spent in the area where fees are generated.

Effective November 29, 2014 Ordinance 06-2014 was approved requiring that both zone-specific SDCs and District-wide SDCs be deposited in the Zone Trust Accounts. The Ordinance also changed the zone boundaries for Zone 3 as follows:

Zone 3 includes the unincorporated Clackamas County areas east of I-205.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials and Services	\$ 5,612	\$ 2,258	\$ 4,400	\$ 20,000	\$ 20,000	\$ 20,000
Special Payments	-	-	9,369,530	-	-	-
Interfund Transfer	1,423,081	654,725	1,212,132	90,420	90,420	90,420
Capital Outlay	-	-	2,221,914	2,381,679	2,381,679	2,381,679
Total Budget	\$ 1,428,693	\$ 656,983	\$ 12,807,976	\$ 2,492,099	\$ 2,492,099	\$ 2,492,099

Major Revenue Source(s)

The major revenue source for the System Development Charge Fund is fees on new residential and commercial development.

System Development Charges Fund - Zone 3 283-5453

System Development Charges Fund - Zone 3 Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 283-5453							
302001	Beginning Fund Balance	\$12,300,351	\$11,687,912	\$11,101,576	\$ 2,305,099	\$ 2,305,099	\$ 2,305,099
322283	Park SDC Zone 3	287,129	110,660	120,000	121,200	121,200	121,200
322284	Park SDC Zone 3 Happy Valley	336,361	162,942	1,500,000	-	-	-
342110	Administrative Fee	5,613	2,258	2,400	20,000	20,000	20,000
361000	Interest Earned	182,817	271,020	83,500	45,800	45,800	45,800
361100	Interest On Contracts	4,333	13,424	500	-	-	-
Total Resources		\$13,116,604	\$12,248,215	\$12,807,976	\$ 2,492,099	\$ 2,492,099	\$ 2,492,099

System Development Charges Fund - Zone 3 Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 283-5453							
431620	Administration Fees	\$ 5,612	\$ 2,258	\$ 4,400	\$ 20,000	\$ 20,000	\$ 20,000
465002	Payments to Local Governments	-	-	9,369,530	-	-	-
470113	I/F Transfer To Fund 113	39,266	31	4,800	44,249	44,249	44,249
470383	I/F Transfer To Fund 383	300,421	-	-	-	-	-
470480	I/F Transfer To Fund 480	1,083,394	654,694	1,207,332	46,171	46,171	46,171
485620	Future Capital Projects	-	-	2,221,914	2,381,679	2,381,679	2,381,679
Total Requirements		\$ 1,428,693	\$ 656,983	\$12,807,976	\$ 2,492,099	\$ 2,492,099	\$ 2,492,099
Total Resources		\$13,116,604	\$12,248,215	\$12,807,976	\$ 2,492,099	\$ 2,492,099	\$ 2,492,099

**Debt Service Fund - 2010 Issue
382-5432**

Program Statement:

The purpose of the Debt Service program is to manage debt in accordance with required debt payments and bond covenants. The series 2000 bond was refunded in 2010 by the issuance of full faith and credit refunding bonds in the amount of \$5,660,000; original debt was issued in 1993 to pay for construction of the NCPRD Aquatic Park and seven parks within the District. Debt service payments are approximately \$495,000 annually. NCPRD paid the 2010 Debt in full April 2020 and does not anticipate debt for FY 20-21.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Trustee Fees	\$ 350	\$ 385	\$ 12,500	\$ -	\$ -	\$ -
Bond Principal	370,000	380,000	395,000	-	-	-
Bond Defeasance	-	-	2,428,077	-	-	-
Bond Interest	126,025	114,925	101,625	-	-	-
Interfund Transfer	-	-	-	312,125	312,125	312,125
Total Budget	\$ 496,375	\$ 495,310	\$ 2,937,202	\$ 312,125	\$ 312,125	\$ 312,125

Major Revenue Source(s)

The major revenue source for the Debt Service Fund Issue 2010 is the NCPRD General Fund.

**Debt Service Fund - 2010 Issue
382-5432**

Debt Service Fund - 2010 Issue
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 382-5432							
302001	Beginning Fund Balance	\$ 1,621,676	\$ 1,647,027	\$ 1,669,202	\$ 312,125	\$ 312,125	\$ 312,125
361000	Interest Earned	25,701	40,008	18,000	-	-	-
390113	I/F Transfer From Fund 113	496,025	494,925	500,000	-	-	-
390481	I/F Transfer From Fund 481	-	-	750,000	-	-	-
	Total Resources	\$ 2,143,402	\$ 2,181,960	\$ 2,937,202	\$ 312,125	\$ 312,125	\$ 312,125

Debt Service Fund - 2010 Issue
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 382-5432							
431610	Trustee Fees	\$ 350	\$ 385	\$ 12,500	\$ -	\$ -	\$ -
461000	Bond Principal	370,000	380,000	395,000	-	-	-
461100	Bond Defeasance	-	-	2,428,077	-	-	-
462000	Bond Interest	126,025	114,925	101,625	-	-	-
470113	I/F Transfer to Fund 113	-	-	-	312,125	312,125	312,125
	Total Requirements	\$ 496,375	\$ 495,310	\$ 2,937,202	\$ 312,125	\$ 312,125	\$ 312,125
	Total Resources	\$ 2,143,402	\$ 2,181,960	\$ 2,937,202	\$ 312,125	\$ 312,125	\$ 312,125

**Debt Service Fund - 2008 Issue
383-5433**

Program Statement:

The purpose of the Debt Service program is to manage the debt in accordance with required debt payments and bond covenants. In 2008, NCPRD issued \$8,000,000 in full faith and credit obligation bonds to pay for the land and construction costs of Hood View Park. In 2018, in a strategic partnership with North Clackamas School District (NCSD), NCPRD exchanged the Hood View Park for NCSD-owned properties and was able to pay this obligation in full. This fund was closed in FY 17-18.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Trustee Fees	\$ 385	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Principal	380,000	-	-	-	-	-
Bond Defeasance	4,780,000	-	-	-	-	-
Bond Interest	172,802	-	-	-	-	-
Total Budget	\$ 5,333,187	\$ -	\$ -	\$ -	\$ -	\$ -

Major Revenue Source(s)

The major revenue source for the Debt Service Fund Issue 2008 is SDCs.

**Debt Service Fund - 2008 Issue
383-5433**

Debt Service Fund - 2008 Issue
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 383-5433							
302001	Beginning Fund Balance	\$ 111,355	\$ -	\$ -	\$ -	\$ -	\$ -
361000	Interest Earned	10,380	-	-	-	-	-
381100	Land Sale Proceeds	4,856,515	-	-	-	-	-
390281	I/F Transfer From Fund 281	14,638	-	-	-	-	-
390282	I/F Transfer From Fund 282	39,878	-	-	-	-	-
390283	I/F Transfer From Fund 283	300,421	-	-	-	-	-
Total Resources		\$ 5,333,187	\$ -	\$ -	\$ -	\$ -	\$ -

Debt Service Fund - 2008 Issue
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 383-5433							
431610	Trustee Fees	\$ 385	\$ -	\$ -	\$ -	\$ -	\$ -
461000	Bond Principal	380,000	-	-	-	-	-
461100	Bond Defeasance	4,780,000	-	-	-	-	-
462000	Bond Interest	172,802	-	-	-	-	-
Total Requirements		\$ 5,333,187	\$ -	\$ -	\$ -	\$ -	\$ -
Total Resources		\$ 5,333,187	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Projects Fund
480-5441

Program Statement:

The purpose of the Capital Projects program is to manage all aspects of the District's Capital Improvement Plan (CIP). The management of capital projects includes all development phases of the project including land acquisition, planning, design, and construction.

Fiscal Year 20-21 Objectives:

To develop a Master Plan for Concord Property with robust community input.

To complete design, development and construction documents for the final phase of Milwaukie Bay Park.

To continue the development of a Trails Master Plan for the District.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Special Payments	\$ -	\$ -	\$ 4,930,470	\$ -	\$ -	\$ -
Capital Outlay	1,162,491	2,497,377	7,173,952	5,667,457	5,667,457	5,667,457
Total Budget	\$ 1,162,491	\$ 2,497,377	\$12,104,422	\$ 5,667,457	\$ 5,667,457	\$ 5,667,457

Major Revenue Source(s)

The major revenue sources for Capital Projects Fund are system development charges, grants, and, when available, the NCPRD General Fund.

Capital Projects Fund 480-5441

Capital Projects Fund 480 - Summary

Program	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Resource Summary						
Fund Balance	\$ 520,746	\$ 9,715,640	\$ 9,322,083	\$ 4,225,457	\$ 4,225,457	\$ 4,225,457
District-wide	9,142,350	54,088	-	-	-	-
Zone 1 Milwaukie	53,248	166,870	97,644	286,726	286,726	286,726
Zone 1 UGMA	73,995	678,863	550,479	784,258	784,258	784,258
Zone 2 UGMA	4,398	523,508	900,879	324,845	324,845	324,845
Zone 3 UGMA	1,393	-	94,208	46,171	46,171	46,171
Zone 3 Happy Valley	1,082,001	680,492	1,139,129	-	-	-
Total Resources	\$10,878,131	\$11,819,461	\$12,104,422	\$ 5,667,457	\$ 5,667,457	\$ 5,667,457
Requirements Summary						
Program 00	\$ -	\$ -	\$ 8,523,214	\$ 2,492,450	\$ 2,492,450	\$ 2,492,450
Zone 1 Milwaukie	704	-	670,963	920,045	920,045	920,045
Zone 1 UGMA	73,995	774,843	550,479	995,850	995,850	995,850
Zone 2 UGMA	4,398	1,042,043	1,126,429	1,212,941	1,212,941	1,212,941
Zone 3 UGMA	1,393	-	94,208	46,171	46,171	46,171
Zone 3 Happy Valley	1,082,001	680,492	1,139,129	-	-	-
Total Requirements	\$ 1,162,491	\$ 2,497,378	\$12,104,422	\$ 5,667,457	\$ 5,667,457	\$ 5,667,457

Capital Projects Fund
480-5441

Capital Projects Fund - Cost Center
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-00							
302001	Beginning Fund Balance	\$ -	\$ 9,142,321	\$ 8,523,214	\$ 2,492,450	\$ 2,492,450	\$ 2,492,450
361000	Interest Earned	-	54,088	-	-	-	-
381100	Land Sale Proceeds	9,142,350	-	-	-	-	-
Total Resources		\$ 9,142,350	\$ 9,196,409	\$ 8,523,214	\$ 2,492,450	\$ 2,492,450	\$ 2,492,450

Capital Projects Fund - Cost Center
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-00							
465002	Payments to Local Governments	\$ -	\$ -	\$ 4,930,470	\$ -	\$ -	\$ -
485620	Future Capital Projects	-	-	3,592,744	2,492,450	2,492,450	2,492,450
Total Requirements		\$ -	\$ -	\$ 8,523,214	\$ 2,492,450	\$ 2,492,450	\$ 2,492,450
Total Resources		\$ 9,142,350	\$ 9,196,409	\$ 8,523,214	\$ 2,492,450	\$ 2,492,450	\$ 2,492,450

Capital Projects Fund 480-5441

Capital Projects Fund - Zone 1 Milwaukie
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07710							
302001	Beginning Fund Balance*	\$ 520,775	\$ 573,319	\$ 573,319	\$ 633,319	\$ 633,319	\$ 633,319
361000	Interest Earned	52,544	166,870	-	-	-	-
390113	I/F Transfer From Fund 113	-	-	17,034	36,907	36,907	36,907
390281	I/F Transfer From Fund 281	704	-	80,610	249,819	249,819	249,819
Total Resources		\$ 574,023	\$ 740,189	\$ 670,963	\$ 920,045	\$ 920,045	\$ 920,045

Capital Projects Fund - Zone 1 Milwaukie
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480 5441 07710							
481160	Planning	\$ 704	\$ -	\$ 67,644	\$ 286,726	\$ 286,726	\$ 286,726
481180	Design	-	-	5,000	-	-	-
481200	Construction	-	-	25,000	-	-	-
482300	Building Improvements	-	-	573,319	-	-	-
485620	Future Capital Projects	-	-	-	633,319	633,319	633,319
Total Requirements		\$ 704	\$ -	\$ 670,963	\$ 920,045	\$ 920,045	\$ 920,045
Total Resources		\$ 574,023	\$ 740,189	\$ 670,963	\$ 920,045	\$ 920,045	\$ 920,045

* \$514,560 of this beginning fund balance is from TriMet funds for the Trolley Trail that must be used on a TriMet approved project, for the Northside of North Clackamas Park

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 1 UGMA
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07718							
302001	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 211,592	\$ 211,592	\$ 211,592
332169	Oregon State Parks and Rec	25,713	234,458	-	-	-	-
333001	Local Govt & Other Agencies	-	-	59,605	64,000	64,000	64,000
367000	Contributions and Donations	-	10,020	-	-	-	-
367005	Memorial Donations	-	3,000	-	-	-	-
390113	I/F Transfer From Fund 113	13,812	-	-	64,065	64,065	64,065
390281	I/F Transfer From Fund 281	34,470	431,385	490,874	656,193	656,193	656,193
Total Resources		\$ 73,995	\$ 678,863	\$ 550,479	\$ 995,850	\$ 995,850	\$ 995,850

Capital Projects Fund - Zone 1 UGMA
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07718							
481160	Planning	\$ 908	\$ 2,170	\$ 200,479	\$ 32,258	\$ 32,258	\$ 32,258
481180	Design	57,418	224,768	350,000	752,000	752,000	752,000
481200	Construction	1,858	547,524	-	-	-	-
485100	Land	13,811	-	-	-	-	-
485300	Furniture and Equipment	-	381	-	-	-	-
485620	Future Capital Projects	-	-	-	211,592	211,592	211,592
Total Requirements		\$ 73,995	\$ 774,843	\$ 550,479	\$ 995,850	\$ 995,850	\$ 995,850
Total Resources		\$ 73,995	\$ 678,863	\$ 550,479	\$ 995,850	\$ 995,850	\$ 995,850

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 2 UGMA
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480 5441 07711							
302001	Beginning Fund Balance	\$ -	\$ -	\$ 225,550	\$ 888,096	\$ 888,096	\$ 888,096
333001	Local & Other Gov Grants	-	444,790	395,000	-	-	-
390113	I/F Transfer From Fund 113	-	-	75,300	118,548	118,548	118,548
390282	I/F Transfer From Fund 282	4,398	78,718	430,579	206,297	206,297	206,297
Total Resources		\$ 4,398	\$ 523,508	\$ 1,126,429	\$ 1,212,941	\$ 1,212,941	\$ 1,212,941

Capital Projects Fund - Zone 2 UGMA
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480 5441 07711							
481160	Planning	\$ 4,398	\$ 105,374	\$ 336,429	\$ 1,212,941	\$ 1,212,941	\$ 1,212,941
481200	Construction	-	491,236	790,000	-	-	-
482300	Building Improvements	-	18,140	-	-	-	-
485150	Land Development	-	55,133	-	-	-	-
485300	Furniture and Equipment	-	372,159	-	-	-	-
Total Requirements		\$ 4,398	\$ 1,042,043	\$ 1,126,429	\$ 1,212,941	\$ 1,212,941	\$ 1,212,941
Total Resources		\$ 4,398	\$ 523,508	\$ 1,126,429	\$ 1,212,941	\$ 1,212,941	\$ 1,212,941

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 3 UGMA
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07712							
302001	Beginning Fund Balance	\$ (29)	\$ -	\$ -	\$ -	\$ -	\$ -
333001	Local & Other Gov Grants	-	-	26,005	-	-	-
390283	I/F Transfer From Fund 283	1,393	-	68,203	46,171	46,171	46,171
Total Resources		\$ 1,364	\$ -	\$ 94,208	\$ 46,171	\$ 46,171	\$ 46,171

Capital Projects Fund - Zone 3 UGMA
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07712							
481160	Planning	\$ 1,393	\$ -	\$ 94,208	\$ 46,171	\$ 46,171	\$ 46,171
Total Requirements		\$ 1,393	\$ -	\$ 94,208	\$ 46,171	\$ 46,171	\$ 46,171
Total Resources		\$ 1,364	\$ -	\$ 94,208	\$ 46,171	\$ 46,171	\$ 46,171

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 3 Happy Valley
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07719							
390113	I/F Transfer From Fund 113	\$ -	\$ 25,798	\$ -	\$ -	\$ -	\$ -
390283	I/F Transfer From Fund 283	1,082,001	654,694	1,139,129	-	-	-
	Total Resources	\$ 1,082,001	\$ 680,492	\$ 1,139,129	\$ -	\$ -	\$ -

Capital Projects Fund - Zone 3 Happy Valley
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07719							
481160	Planning	\$ 31,722	\$ 85,000	\$ 51,790	\$ -	\$ -	\$ -
481200	Construction	-	595,492	-	-	-	-
485100	Land	1,050,279	-	1,087,339	-	-	-
	Total Requirements	\$ 1,082,001	\$ 680,492	\$ 1,139,129	\$ -	\$ -	\$ -
	Total Resources	\$ 1,082,001	\$ 680,492	\$ 1,139,129	\$ -	\$ -	\$ -

North Clackamas Parks & Recreation District
Capital Budget Detail
Fund 480
Fiscal Year 2020-2021

Capital Project by Funding Resource									
Capital Improvement Projects	Project Identification Number	FY 2020-2021 Project Cost	SDC Funding Resources				General Fund	Other Funding	Grant Funding
			Zone 1 Milwaukie	Zone 1 UGMA	Zone 2	Zone 3 UGMA			
Master Plan and Capital Improvement Plan	82140	\$ 250,000	\$ 103,109	\$ 21,222	\$ 95,293	\$ 30,376	\$ -	\$ -	\$ -
Trails Master Plan	82429	100,000	41,244	8,489	38,117	12,150			
SDC Methodology	82140	30,000	12,373	2,547	11,435	3,645	-	-	-
Milwaukie Bay Park	82383	752,000	-	623,935	-	-	64,065	-	64,000
Scott Park Master Plan	82336	80,000	57,288				22,712		
Concord Elementary Master Plan	82435	888,096	-	-	-	-	-	888,096	-
Jennings Lodge Elementary School Improvements	N/A	100,000	-	-	24,740	-	75,260	-	-
Ball Fields	N/A	80,000	-	-	36,712	-	43,288	-	-
Dogwood Park	N/A	50,000	35,805	-	-	-	14,195	-	-
Total Resources		\$ 2,330,096	\$ 249,819	\$ 656,193	\$ 206,297	\$ 46,171	\$ 219,520	\$ 888,096	\$ 64,000

North Clackamas Parks & Recreation District
Capital Budget Detail
Fund 480
Fiscal Year 2020-2021

Capital Project by Requirement Category									
Capital Improvement Projects	Project Identification Number	FY 2020-2021 Project Cost	Planning	Design	Construction	Land	Building		
Master Plan and Capital Improvement Plan	82140	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -		
Trails Master Plan	82429	100,000	100,000	-	-	-	-		
SDC Methodology	82140	30,000	30,000	-	-	-	-		
Milwaukie Bay Park	82383	752,000	-	752,000	-	-	-		
Scott Park Master Plan	82336	80,000	80,000	-	-	-	-		
Concord Elementary Master Plan	82435	888,096	888,096	-	-	-	-		
Jennings Lodge Elementary School Improvements	N/A	100,000	100,000	-	-	-	-		
Ball Fields	N/A	80,000	80,000	-	-	-	-		
Dogwood Park	N/A	50,000	50,000	-	-	-	-		
Total Requirements		\$ 2,330,096	\$ 1,578,096	\$ 752,000	\$ -	\$ -	\$ -		

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	Master Plan and Capital Improvement Plan
SDC Funding Resource:	District-wide
Acreage:	N/A
Project Manager:	Kathryn Krygier
NCPRD Project No.:	82140
Scheduled Completion:	2022

DESCRIPTION AND LOCATION

Updated District Master Plan & Capital Improvement Plan

PURPOSE AND JUSTIFICATION
The goal of this project is to determine goals and objectives of District residents and provide a roadmap for the future. The work includes completion of both a Master Plan and Capital Improvement Plan (CIP). These documents will focus on current financial circumstances of the District and will align goals, projects and recommendations with financial projections, taking into account new SDC rates currently being developed. The project will also create a prioritized CIP projects list. The budget for this project includes a statistically valid survey, public outreach and publication costs. Work to be completed by NCPRD staff and consultants.

IMPACT ON OPERATING BUDGET
This project further identifies funding and priorities for capital projects for the District over the next fifteen years. This will impact the Capital Assets Replacement/Repair Fund and Capital Projects Fund.

NON-FINANCIAL IMPACT
Project provides for planning for future capital projects.

FY 20-21 PROJECT COSTS	
Planning	\$ 250,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 250,000

Fiscal Year	SDCs Zone 1 Milwaukie	SDCs Zone 1 UGMA	SDCs Zone 2	SDCs Zone 3 UGMA	Total
20-21	\$ 103,109	\$ 21,222	\$ 95,293	\$ 30,376	\$ 250,000
Total	\$ 103,109	\$ 21,222	\$ 95,293	\$ 30,376	\$ 250,000

Note: 100% SDC eligible based on 2007 SDC CIP Methodology. The allocation is based on prior year SDC Revenue.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY

Project Title: NCPRD Trails Master Plan
 SDC Funding Resource: District-wide
 Acreage: N/A
 Project Manager: Tonia Williamson
 NCPRD Project No.: 82429
 Scheduled Completion: 2021

DESCRIPTION AND LOCATION

NCPRD Trails Master Plan



PURPOSE AND JUSTIFICATION

The NCPRD 2004 District Master Plan identifies trails as a significant recreational asset that NCPRD will be developing and managing for our citizens. The Oregon Statewide Comprehensive Outdoor Recreation Plan and Statewide Trails Plan show that developing and maintaining trails is one of the highest needs in the state and within our region. NCPRD proposes to develop a District-wide Trail Master Plan that would explain the need for trails within the District and prioritize trail planning and development. This plan would incorporate current trails and it would identify gaps or updates needed in the system. The planning process would review local and regional trail plans and propose updates. This plan will review trail funding sources and make recommendations for project implementation.

IMPACT ON OPERATING BUDGET

This project identifies priorities and funding for trail project throughout the District for the next ten years.

NON-FINANCIAL IMPACT

Project provides guidelines for trail planning and development throughout the district.

FY 20-21 PROJECT COSTS

Planning	\$ 100,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 100,000

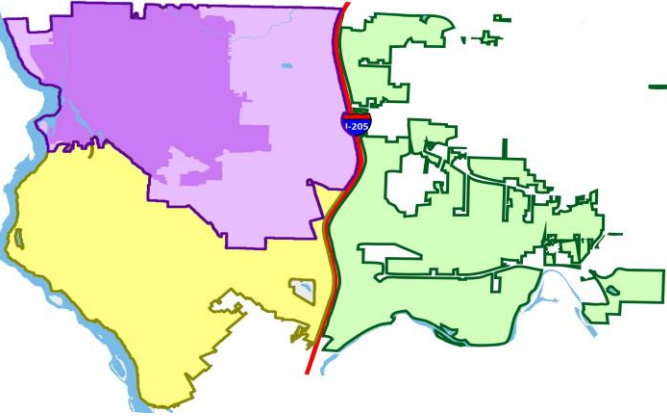
Fiscal Year	SDCs Zone 1 Milwaukie	SDCs Zone 1 UGMA	SDCs Zone 2	SDCs Zone 3 UGMA	Total
20-21	\$ 41,244	\$ 8,489	\$ 38,117	\$ 12,150	\$ 100,000
Total	\$ 41,244	\$ 8,489	\$ 38,117	\$ 12,150	\$ 100,000

Note: 100% SDC eligible based on 2007 SDC CIP Methodology. The allocation is based on prior year SDC Revenue.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	System Development Charges Methodology Update Project
SDC Funding Resource:	District-wide
Acreage:	N/A
Project Manager:	Kathryn Krygier
NCPRD Project No.:	82140
Scheduled Completion:	2021

PURPOSE AND JUSTIFICATION
The work has several components, including calculation of new SDC rates, creation of a draft Capital Improvement Plan (CIP) project list and determining projects' SDC eligibility. The goal of this project is to align a District Master Plan, Capital Improvement Plan, and Park SDC Ordinance and Rates with the current financial capacity of the District, providing residents and the Board with clear expectations of the District capacity and capabilities at the funding levels that will exist over the short-term. NCPRD last updated the SDC Methodology in 2007.

DESCRIPTION AND LOCATION
Completion of an updated Parks and Recreation System Development Charges Methodology Report.


IMPACT ON OPERATING BUDGET
This project further identifies funding and priorities for capital projects for the District for the next ten years. This will impact the Capital Assets Replacement/Repair Fund and Capital Projects Fund.
NON-FINANCIAL IMPACT
Project provides for financial planning for future capital projects.

FY 20-21 PROJECT COSTS	
Planning	\$ 30,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 30,000

Fiscal Year	SDCs Zone 1 Milwaukie	SDCs Zone 1 UGMA	SDCs Zone 2	SDCs Zone 3 UGMA	Total
20-21	\$ 12,373	\$ 2,547	\$ 11,435	\$ 3,645	\$ 30,000
Total	\$ 12,373	\$ 2,547	\$ 11,435	\$ 3,645	\$ 30,000

Note: 100% SDC eligible based on 2007 SDC CIP Methodology. The allocation is based on prior year SDC Revenue.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	Milwaukie Bay Park Final Design
Project Address:	11211 SE McLoughlin Boulevard Milwaukie
SDC Funding Resource:	Zone 1
Acreage:	2.75 acres - undeveloped
Project Manager:	Heather Koch
NCPRD Project No. :	82383
Scheduled Completion:	2021 Completion of construction documents

PURPOSE AND JUSTIFICATION
This project will complete design and construction documents for Phase 3 of Milwaukie Bay Park development. Phase 1, Klein Point Overlook was completed November 2012. Phase 2, including a restroom, trails, parking and boat launch, was completed in May 2015. The final phase of the project will include a play area for children, amphitheater space, interactive fountain, picnic areas, restrooms, pathways for pedestrians and permanent Trolley Trail alignment. Full funding for construction includes consideration of fund from Metro Local Share, grants, SDCs, and the City of Milwaukie.

DESCRIPTION AND LOCATION
Partnership with the City of Milwaukie to complete final design for Milwaukie Bay Park located in downtown Milwaukie adjacent to the Willamette River.
 <p>MILWAUKIE BAY PARK FINAL DESIGN</p>

IMPACT ON OPERATING BUDGET
This phase of the project is for design - no impact on operating budget.
NON-FINANCIAL IMPACT
Project will provide a community park including an interactive fountain, event space with lawn, play areas and river overlooks in downtown Milwaukie.


FY 20-21 PROJECT COSTS	
Planning	\$ -
Design	752,000
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 752,000

Fiscal Year	SDCs Zone 1 UGMA	General Fund	Grants	Total
20-21	\$ 623,935	\$ 64,065	\$ 64,000	\$ 752,000
Total	\$ 623,935	\$ 64,065	\$ 64,000	\$ 752,000

Note: Project is 82.97% SDC eligible based on 2007 SDC CIP Methodology.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	Scott Park Master Plan
Project Address:	10660 SE 21st Ave Milwaukie
SDC Funding Resource:	Zone 1
Map Location:	Scott Park/Ledding Library
Acreage:	.75 acres
Project Manager:	Kathryn Krygier
NCPRD Project No.:	82336
Scheduled Completion:	2021 (Master Plan only)

DESCRIPTION AND LOCATION
Update the 1991 Scott Park Master Plan to coordinate with the new Ledding Library design.


PURPOSE AND JUSTIFICATION
This project, in partnership with the City of Milwaukie, will update the Scott Park Master Plan to coordinate with the new Ledding Library. The recently opened Library is directly adjacent to Scott Park.

IMPACT ON OPERATING BUDGET
This phase of the project is for design - no impact on operating budget.

NON-FINANCIAL IMPACT
This project provides planning for Scott Park following the redevelopment of the neighboring Ledding Library. The goal is to create synergy for patrons of both the park and the library.


FY 20-21 PROJECT COSTS	
Planning	\$ 80,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 80,000

Fiscal Year	SDCs		Total
	Zone 1 Milwaukie	General Fund	
20-21	\$ 57,288	\$ 22,712	\$ 80,000
Total	\$ 57,288	\$ 22,712	\$ 80,000

Note: Project is 71.61% SDC eligible based on 2007 SDC CIP Methodology.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	Concord Property Master Plan
Project Address:	3811 SE Concord Road Oak Grove
SDC Funding Resource:	Zone 2 (not currently
Map location:	N/A
Acreage:	6 acres
Project Manager:	Kathryn Krygier
NCPRD Project No.:	82435
Scheduled Completion:	Masterplan completion - 2020 Construction documents complete -

DESCRIPTION AND LOCATION
Partnership with Oak Lodge Library to determine uses for the Concord Property.


PURPOSE AND JUSTIFICATION
NCPRD purchased the vacant Concord Elementary School property in the Oak Grove/Jennings Lodge area in early 2018. The acquisition of the Concord Property is a high priority because of its potential uses as a park, community center and library. NCPRD and the Oak Lodge Library community are creating a master plan for the property that is expected to be complete in November 2020, after which, the plan will developed into detailed design and engineering drawings. The community outreach is ongoing.

IMPACT ON OPERATING BUDGET
This phase of the project is for design and engineering - no impact on operating budget.
NON-FINANCIAL IMPACT
Project provides essential planning to determine uses and partnerships for NCPRD-owned property in an underserved area of the District.

FY 20-21 PROJECT COSTS	
Planning	\$ 888,096
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 888,096

Fiscal Year	Disposition Proceeds	Total
20-21	\$ 888,096	\$ 888,096
Total	\$ 888,096	\$ 888,096

Note: Disposition Proceeds are from Hood View Park.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	Jennings Lodge Elementary School Improvements
Project Address:	18521 SE River Road Jennings Lodge Neighborhood Jennings Lodge Elementary School
SDC Funding Resource:	Zone 2
Map Location:	N/A
Project Manager:	Kathryn Krygier
NCPRD Project No.:	82438
Scheduled Completion:	2021

PURPOSE AND JUSTIFICATION
This project, in partnership with the Oregon City School District (OCSD), will seek to improve underutilized open space in the Jennings Lodge area. The additional parkland will be used by OCSD during regular school hours and for other school-related activities as needed. During non-school hours, the open space will be used as a neighborhood park for the community.

DESCRIPTION AND LOCATION
Partner with the Oregon City School District to cooperatively develop a neighborhood park and associated park amenities.


IMPACT ON OPERATING BUDGET
This phase of the project is for design - no impact on operating budget.
NON-FINANCIAL IMPACT
Project will provide a master plan which will provide a guide for NCPRD and OCSD to implement a neighborhood park.

FY 20-21 PROJECT COSTS	
Planning	\$ 100,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 100,000


Fiscal Year	SDCs Zone 2	General Fund	Total
20-21	\$ 24,740	\$ 75,260	\$ 100,000
Total	\$ 24,740	\$ 75,260	\$ 100,000

Note: Project would be 24.74% SDC eligible based on 2007 SDC CIP Methodology. This project is not currently SDC eligible.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY	
Project Title:	District Ball Fields
Project Address:	To Be Determined
SDC Funding Resource:	District-wide
Acreage:	2-5 Acres
Map Location:	N/A
Project Manager:	Kathryn Krygier
NCPRD Project No.:	
Scheduled Completion:	2021

PURPOSE AND JUSTIFICATION
NCPRD recognizes the need for all-weather ball fields for District residents after the disposition of Hood View Park. This project will identify possible locations, feasibility and master plan(s) for future ball fields including supporting facilities.

DESCRIPTION AND LOCATION
Planning for future construction of an artificial turf field in the District. No location has been determined yet.


IMPACT ON OPERATING BUDGET
This phase of the project is for design - no impact on operating budget.
NON-FINANCIAL IMPACT
This project will guide future capital investment in all-weather ball fields for the district.

FY 20-21 PROJECT COSTS	
Planning	\$ 80,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 80,000

Fiscal Year	SDCs Zone 2	General Fund	Total
20-21	\$ 36,712	\$ 43,288	\$ 80,000
Total	\$ 36,712	\$ 43,288	\$ 80,000

Note: Project is 45.89% SDC eligible based on 2007 SDC CIP Methodology.

NORTH CLACKAMAS PARKS & RECREATION DISTRICT
Fiscal Year 2020-2021
CAPITAL IMPROVEMENT PROJECT FORM

PROGRAM SUMMARY

Project Title: Dogwood Park
 Project Location: Adjacent to North Downtown Plaza and west of the Adams Street connector
 SDC Funding Resource: Zone 1
 Acreage: .25 acre
 Project Manager: Kathryn Krygier
 NCPRD Project No.:
 Scheduled Completion: 2021 (construction)

PURPOSE AND JUSTIFICATION

This project, in partnership with the City of Milwaukie, will develop construction documents for Dogwood Park that reflect the framework plan. The work will coordinate with and take advantage of the new Adams Street connector, North Downtown Plaza street improvements and future adjacent development.

DESCRIPTION AND LOCATION

This project is located in the southern part of the downtown Milwaukie on the west side of Main Street. It would create a master plan to coordinate with new and future nearby improvements.



IMPACT ON OPERATING BUDGET

This phase of the project is for construction documents - no impact on operating budget.

NON-FINANCIAL IMPACT

This project provides design and engineering for Dogwood Park following the redevelopment of the neighboring Adams Street connector and Main Street improvements.

FY 20-21 PROJECT COSTS

Planning	\$ 50,000
Design	-
Construction	-
Park Improvements	-
Building Improvements	-
Land	-
Land Improvements	-
Building	-
Total	\$ 50,000

Fiscal Year	SDCs		General	Total
	Zone 1 Milwaukie			
20-21	\$ 35,805	\$ 14,195	\$ 50,000	
Total	\$ 35,805	\$ 14,195	\$ 50,000	

Note: Project is 71.61% SDC eligible based on 2007 SDC CIP Methodology.



**Capital Asset Repair and Replacement Fund
481-5440**

Program Statement:

The purpose of the Capital Asset Repair and Replacement program is to ensure the District assets are repaired and replaced in a systematic and cost-effective manner. The performance and continued use of these capital assets is essential to the health, safety, and quality of life for the citizens of North Clackamas Parks and Recreation District and surrounding communities. The District inventories all assets and annually sets aside dollars in a repair and replacement reserve with the goal of fully funding the repair or replacement of the asset in the year scheduled.

Fiscal Year 20-21 Objectives:

To implement Capital Repair and Replacement projects that will maintain the safety, security, and longevity of all District facilities.

To locate, design and eventually develop a District-owned Maintenance Facility.

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials and Services	\$ 270	\$ 82	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Capital Outlay	422,710	257,706	4,120,240	3,031,571	3,031,571	3,031,571
Special Payments	-	-	5,000	1,000	1,000	1,000
Interfund Transfer	-	-	750,000	-	-	-
Contingency	-	-	-	-	-	-
Total Budget	\$ 422,980	\$ 257,788	\$ 5,125,240	\$ 3,282,571	\$ 3,282,571	\$ 3,282,571

Major Revenue Source(s)

The major revenue source for the Capital Asset Repair and Replacement fund is a transfer from the NCPRD General Fund.

Capital Asset Repair and Replacement Fund 481-5440

Capital Asset Repair and Replacement Fund Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 481-5440							
302001	Beginning Fund Balance	\$ 3,618,905	\$ 4,193,490	\$ 4,155,240	\$ 3,237,571	\$ 3,237,571	\$ 3,237,571
333001	Local & Other Gov Grants	-	3,965	25,000	-	-	-
360001	Misc. Revenue	35,088	5,439	-	-	-	-
361000	Interest Earned	62,477	100,464	45,000	45,000	45,000	45,000
390113	I/F Transfer From Fund 113	900,000	450,000	900,000	-	-	-
Total Resources		\$ 4,616,470	\$ 4,753,358	\$ 5,125,240	\$ 3,282,571	\$ 3,282,571	\$ 3,282,571

Capital Asset Repair and Replacement Fund Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 481-5440							
425100	Small Tools & Minor Equip.	\$ 270	\$ 82	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
431000	Professional Services	-	-	225,000	225,000	225,000	225,000
465002	Payments to Local Gov'ts	-	-	5,000	1,000	1,000	1,000
470382	I/F Transfer To Fund 382	-	-	750,000	-	-	-
481200	Construction	-	15,582	3,143,940	2,928,571	2,928,571	2,928,571
482300	Building Improvements	202,872	53,048	951,300	103,000	103,000	103,000
485150	Land Improvements	107,116	-	25,000	-	-	-
485300	Equipment	-	176,166	-	-	-	-
485320	Computer Software	30,000	12,910	-	-	-	-
485505	Vehicles	82,722	-	-	-	-	-
Total Requirements		\$ 422,980	\$ 257,788	\$ 5,125,240	\$ 3,282,571	\$ 3,282,571	\$ 3,282,571
Total Resources		\$ 4,616,470	\$ 4,753,358	\$ 5,125,240	\$ 3,282,571	\$ 3,282,571	\$ 3,282,571

Capital Asset Repair and Replacement Fund 481-5440

North Clackamas Parks and Recreation District
Org: 5440
Program: Capital Asset Repair and Replacement

Expenditure Detail

Materials and Services

Small tools & minor equipment	25,000
Total Budget Request for Activity	25,000

Capital Outlay

Administration

Professional services to develop a site plan and design for Clackamas Property	225,000
--------------------------------------------------------------------------------	---------

Parks Maintenance

Replace dog run fencing - North Clackamas Park	35,000
Replace ball field foul ball safety netting - North Clackamas Park	18,000

Aquatic Park

Fire Alarm System Replacement	50,000
-------------------------------	--------

Grand Total of Requests for Activity	328,000
--------------------------------------	---------

Undesignated Fixed Asset/Capital Replacements

Payments to Other Governments	1,000
-------------------------------	-------

Grand Total Appropriated for Activity	354,000
---------------------------------------	---------



Appendix A
North Clackamas Parks and Recreation District
Summary of Staffing by Program
FY 20-21

Fund	Actual	Actual	Budget	Proposed	Approved	Adopted
Program	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 20-21
General Fund						
Administration						
Full-Time *	0.00	0.00	0.00	0.00	0.00	0.00
Temporary & Part-Time **	0.00	0.00	0.00	0.00	0.00	0.00
Park Maintenance						
Full-Time *	8.88	9.15	9.15	9.05	9.05	9.05
Temporary & Part-Time **	5.00	3.62	3.62	3.50	3.50	3.50
Recreation						
Full-Time *	2.96	2.26	2.29	2.29	2.29	2.29
Temporary & Part-Time **	1.75	1.88	1.89	1.89	1.89	1.89
Sports						
Full-Time *	4.05	4.16	4.16	4.16	4.16	4.16
Temporary & Part-Time **	10.54	10.93	11.02	11.37	11.37	11.37
Milwaukie Center						
Full-Time *	3.90	3.92	3.92	3.88	3.88	3.88
Temporary & Part-Time **	2.84	2.45	2.71	2.95	2.95	2.95
Aquatic Park						
Full-Time *	5.63	5.82	5.88	5.98	5.98	5.98
Temporary & Part-Time **	22.30	20.92	20.92	21.14	21.14	21.14
Marketing & Community Relations						
Full-Time *	1.44	1.25	1.25	1.30	1.30	1.30
Temporary & Part-Time **	0.68	0.70	0.85	0.85	0.85	0.85
Planning						
Full-Time *	2.20	1.30	2.90	2.85	2.85	2.85
Temporary & Part-Time **	0.50	0.55	0.55	0.55	0.55	0.55
Natural Resources						
Full-Time *	3.20	2.30	2.30	2.25	2.25	2.25
Temporary & Part-Time **	0.50	0.53	1.40	1.37	1.37	1.37
Total General Fund	76.37	71.74	74.81	75.38	75.38	75.38
Nutrition and Transportation Fund						
Nutrition						
Full-Time *	3.12	3.20	3.20	3.29	3.29	3.29
Temporary & Part-Time **	1.25	1.24	1.32	1.32	1.32	1.32
Transportation						
Full-Time *	0.32	0.34	0.34	0.34	0.34	0.34
Temporary & Part-Time **	1.71	1.65	1.65	1.65	1.65	1.65
Total Nutrition and Transportation Fund	6.40	6.43	6.51	6.60	6.60	6.60
Total Full-Time *	35.70	33.70	35.39	35.39	35.39	35.39
Total Temporary & Part-Time **	47.07	44.47	45.93	46.59	46.59	46.59
TOTAL NCPRD STAFFING	82.77	78.17	81.32	81.98	81.98	81.98

The increase of .66 FTE for FY 20-21 reflects the adjustments in allocation between lines of business and slight shifting of part-time temporary employees.

*Personnel Services are contracted through Clackamas County. FTE is counted by Clackamas County.

**Temporary & part-time data tracking started with FY 14-15

Appendix B
North Clackamas Parks and Recreation District
Personnel Services Summary
FY 20-21

Position Description	FTE	Salary	Fringe Benefits	Total	Maintenance		Recreation		Sports		Milwaukie Center	
					%	Amount	%	Amount	%	Amount	%	Amount
Accountant 1	1	\$ 50,640	\$ 50,268	\$ 100,908	21%	\$ 21,191	6%	\$ 6,054	15%	\$ 15,136	9%	\$ 9,082
Accountant 2	1	65,076	51,102	116,178	21%	24,397	6%	6,971	15%	17,427	9%	10,456
Administrative Services Manager	1	108,804	60,042	168,846	21%	35,458	6%	10,131	15%	25,327	9%	15,196
Administrative Specialist 1	1	57,240	23,728	80,968			15%	12,145			85%	68,823
Administrative Specialist 2	1	54,012	51,456	105,468	21%	22,148	6%	6,328	15%	15,820	9%	9,492
Aquatic & Recreation Supervisor	1	89,628	67,332	156,960								
Aquatic & Recreation Supervisor	1	89,628	55,224	144,852					100%	144,852		
Aquatic Exercise Instructor	0.5	19,596	25,200	44,796								
Aquatic Park Shift Coordinator	1	37,380	23,502	60,882			30%	18,265				
Building Maintenance Sp. Sr.	1	68,316	53,320	121,636	100%	121,636						
Cafeteria Cook, Senior	0.88	41,700	42,852	84,552								
Human Services Assistant	0.8	45,348	37,440	82,788							50%	41,394
Human Services Coordinator 1	1	65,136	54,480	119,616							52%	62,200
Human Services Coordinator 1	0.88	55,068	51,090	106,158								
Human Services Coordinator 2	1	75,192	38,808	114,000							100%	114,000
Human Services Supervisor	1	94,116	68,172	162,288							46%	74,652
Management Analyst, Senior	1	90,180	61,818	151,998								
Marketing Program Specialist	1	90,708	52,350	143,058								
No Clack Parks Rec Director	1	153,300	86,912	240,212	21%	50,445	6%	14,413	15%	36,032	9%	21,619
No Clack Parks Rec Manager	1	111,480	67,968	179,448	100%	179,448						
No Clack Parks Rec Manager	1	114,396	77,868	192,264			24%	46,143	21%	40,375	10%	19,226
Office Supervisor	1	76,049	40,974	117,023			30%	35,107	20%	23,405	10%	11,702
Park & Rec Program Coordinator	1	63,960	28,464	92,424					100%	92,424		
Park & Rec Program Coordinator	1	58,314	48,720	107,034					100%	107,034		
Park & Rec Program Coordinator	1	65,136	55,968	121,104			100%	121,104				
Park & Rec Program Coordinator	1	60,181	31,571	91,752								
Park & Rec Program Coordinator	1	59,835	31,449	91,284								
Park Maintenance Coordinator	1	68,316	53,418	121,734	100%	121,734						
Park Maintenance Specialist	1	56,688	42,126	98,814	100%	98,814						
Park Maintenance Specialist	1	56,688	39,810	96,498	100%	96,498						
Park Maintenance Specialist	1	47,262	47,292	94,554	100%	94,554						
Park Maintenance Specialist	1	56,688	42,666	99,354	100%	99,354						
Park Maintenance Specialist	1	56,688	30,530	87,218	100%	87,218						
Planner 2	0.8	67,260	56,142	123,402								
Project Manager D (Lt Term)	0.8	99,672	68,268	167,940								
Project Manager D (Lt Term)	1	136,740	71,024	207,764								
Service Maintenance Worker	0.73	25,056	19,050	44,106								
Total Regular Employees	35.39	\$ 2,631,477	\$ 1,808,404	\$ 4,439,881		\$ 1,052,895		\$ 276,661		\$ 517,832		\$ 457,843
Temp and Part-time Personnel	46.59	1,516,690	437,710	1,954,400		129,066		81,668		444,610		143,080
Other Fringe Benefits			192,368	192,368		38,191		12,398		20,021		25,816
(including Vacation buyout, Health adjustments, Workers-comp, and Unemployment)												
Total Personnel Services	81.98		\$ 6,586,650			\$ 1,220,152		\$ 370,726		\$ 982,463		\$ 626,740

Appendix B
North Clackamas Parks and Recreation District
Personnel Services Summary
FY 20-21

Position Description	Aquatic Park		Marketing		Planning		Natural Resources		Nutrition		Transportation	
	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
Accountant 1	25%	\$ 25,227	6%	\$ 6,054	5%	\$ 5,045	5%	\$ 5,045	6%	\$ 6,054	2%	\$ 2,018
Accountant 2	25%	29,045	6%	6,971	5%	5,809	5%	5,809	6%	6,971	2%	2,324
Administrative Services Manager	25%	42,212	6%	10,131	5%	8,442	5%	8,442	6%	10,131	2%	3,377
Administrative Assistant												
Administrative Assistant	25%	26,367	6%	6,328	5%	5,273	5%	5,273	6%	6,328	2%	2,109
Aquatic & Recreation Supervisor	100%	156,960										
Aquatic & Recreation Supervisor												
Aquatic Exercise Instructor	100%	44,796										
Aquatic Park Shift Coordinator	70%	42,617										
Building Maintenance Sp. Sr.												
Cafeteria Cook, Senior									100%	84,552		
Human Services Assistant									38%	31,459	12%	9,935
Human Services Coordinator 1									48%	57,416		
Human Services Coordinator 1									100%	106,158		
Human Services Coordinator 2												
Human Services Supervisor									42%	68,161	12%	19,475
Administrative Analyst 2							100%	151,998				
Marketing Program Specialist			100%	143,058								
No Clack Parks Rec Director	25%	60,053	6%	14,413	5%	12,011	5%	12,011	6%	14,413	2%	4,804
No Clack Parks Rec Manager												
No Clack Parks Rec Manager	40%	76,906							3%	5,768	2%	3,845
Office Supervisor	40%	46,809										
Park & Rec Program Coordinator												
Park & Rec Program Coordinator												
Park & Rec Program Coordinator												
Park & Rec Program Coordinator							100%	91,752				
Park & Rec Program Coordinator	100%	91,284										
Park Maintenance Coordinator												
Park Maintenance Specialist												
Park Maintenance Specialist												
Park Maintenance Specialist												
Park Maintenance Specialist												
Park Maintenance Specialist												
No Clack Parks Rec Manager					100%	123,402						
Project Manager D (Lt Term)					100%	167,940						
Project Manager D (Lt Term)					100%	207,764						
Service Maintenance Worker	100%	44,106										
Total Regular Employees		\$ 686,381		\$ 186,955		\$ 535,687		\$ 280,331		\$ 397,411		\$ 47,887
Temp and Part-time Personnel		863,604		58,405		25,858		57,800		59,165		91,144
Other Fringe Benefits		44,374		2,731		8,784		24,660		12,263		3,130
(including Vacation buyout, Health adjustments, Workers-comp, and Unemployment)												
Total Personnel Services		\$ 1,594,359		\$ 248,091		\$ 570,329		\$ 362,791		\$ 468,839		\$ 142,161



ACCRUAL ACCOUNTING. The basis of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

AD VALOREM. A tax imposed on the taxable value of property.

ADOPTED BUDGET. The financial plan adopted by the Board of County Commissioners (BCC), which forms the basis for appropriations.

ANNEXATION. The incorporation of land into an existing District with a resulting change in the boundaries of that District.

APPROPRIATION. Authorization from the BCC to spend money within a specified dollar limit for an approved purpose.

APPROVED BUDGET. The budget recommended by the Budget Committee to the BCC for adoption.

ARBITRAGE. The investment of bond proceeds at a higher yield than the coupon rate being paid on the bonds.

ASSESS. To establish an official property value for taxation purposes.

ASSESSED VALUATION (AV). The value given to real and personal property to establish a basis for levying taxes.

BALLOT MEASURE 47. In November 1996, voters passed a tax limitation initiative, which was referred to as Ballot Measure 47. The Measure's provisions included: a tax rollback for property taxes; a cap of 3% on property tax increases in future years; a requirement that special elections for property tax increase measures must be approved by 50% of all registered voters, as opposed to a simple majority in general elections. Due to several complexities regarding implementation, the legislature instead proposed Ballot Measure 50. Ballot Measure 47 was replaced by Ballot Measure 50 in May 1997.

BALLOT MEASURE 50. In May 1997 voters replaced Ballot Measure 47 with Ballot Measure

50. The measure fundamentally changed the structure of property taxes in Oregon, moving from the tax base system to a permanent tax rate. Measure 50 has the same financial impact as Measure 47, with the benefit of simplified implementation.

BOND. A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt. The difference between a note and a bond is that the latter is issued for a longer period and requires greater legal formality.

BUDGET. The District's financial plan for a period of one year. By statute, the budget must include a statement of actual revenues and expenditures for each of the last two years. Revenues and expenditures for the current and forthcoming year are estimated.

BUDGET COMMITTEE. Budget reviewing board, consisting of the BCC and five citizens appointed by the BCC, which is responsible to pass the District's Proposed Budget after a budget deliberation meeting and a public hearing.

BUDGET MESSAGE. A message prepared by the District Director explaining the annual proposed budget, articulating the strategies and budget packages to achieve the District's goals, and identifying budget impacts and changes. Also known as Letter of Transmittal.

BUDGET PROCESS. The process of translating, planning and programming decisions into specific financial plans.

CAPITAL BUDGET. A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the Adopted Budget, which includes both operating and capital outlays.

CAPITAL EXPENDITURES. Expenditures that result in the acquisition or construction of fixed assets.

CAPITAL IMPROVEMENT PROGRAM (CIP). A plan for capital expenditures to be incurred each year for a fixed period of several years, setting

forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method for financing those expenditures.

CAPITAL OUTLAY. A budget category for items having a value of \$5,000 or more and having a useful economic lifetime of more than one year.

CAPITAL PROJECTS FUND. Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

CASH BASIS OF ACCOUNTING. The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

CASH MANAGEMENT. The process of managing monies for the District to ensure operating cash availability and safe investment of idle cash.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR). The official annual financial report of the District prepared in conformity with GAAP. The annual report is audited by an independent auditing firm.

CONSUMER PRICE INDEX (CPI). A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living, i.e., economic inflation.

CONTINGENCY. An appropriation within an operating fund to cover unforeseen events, which occur during the budget year. The BCC must authorize the use of any contingency appropriations.

COST ANALYSIS. The method of accounting that records all the elements of cost incurred to accomplish a purpose, to carry out an activity or operation, or to complete a unit of work or specific job.

COST-BENEFIT ANALYSIS. Comparing the costs and benefits of each potential course of action.

CURRENT REVENUES. Those revenues received within the present fiscal year.

CUSTOMER. The recipient of a product or service provided by the District. Internal customers are usually District departments, employees or officials who receive products or services provided by another District department. External customers are usually citizens, neighborhoods, community organizations, businesses or other public entities who receive products or services provided by the District.

DEBT SERVICE. The annual payment of principal and interest on the District bonded indebtedness.

DEBT SERVICE FUND. A fund to account for payment of principal and interest on general obligation and other District-issued debt.

ENCUMBRANCES. Obligations, in the form of purchase orders or contracts, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the appropriation expires at the end of the fiscal year.

ESTIMATED USEFUL LIFE. The length of time (usually expressed in years) that a building, piece of equipment, or other fixed asset is expected to be in active use.

EXPENDITURE. An outlay, which is chargeable for a specific period, usually one fiscal year. Examples include wages or purchase of materials.

FINANCIAL MANAGEMENT POLICIES. The District's policies with respect to revenue, debt, budget, and organization management as these relate to the District's ongoing ability to provide services, programs and capital investment.

FISCAL YEAR. A 12-month period to which the annual operating budget applies. At the end of the period, the District determines its financial position and the results of its operations. The Fiscal Year is July 1 through June 30 for local governments in Oregon.

FRINGE BENEFIT. Employee benefits, in addition to salary, that are paid by employers. Some benefits, such as Social Security (FICA), and workers' compensation, are required by law. Other benefits, such as health, dental and life insurance, are not mandated by law but can be offered to employees.

FULL ACCRUAL. The basis of accounting under which transactions and events are recognized as revenues or expenses when they occur, regardless of the timing of related cash flows.

FTE. Full-Time Equivalent. The ratio of a position in comparison to the amount of time a regular, full-time employee normally works in a year. A full-time employee (1.00 FTE) is paid for 1,950 hours a year. Positions budgeted to work less than full time are expressed as a percent of full time. For example, a .5 FTE budgeted position will work 975 hours.

FULL FAITH AND CREDIT. A pledge of the general taxing power for repayment of the debt obligation (typically used in reference to bonds).

FUND. An independent accounting entity whose revenues and expenditures are balanced and segregated to record a specific set of activities.

FUND BALANCE. The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves and appropriations for the period.

FY. See FISCAL YEAR.

GAAP. Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of the District.

GASB. Governmental Accounting Standards Board. The authoritative accounting and financial standard setting body for governmental entities.

GENERAL FUND. This fund accounts for the financial operations of the District, which are not accounted for in any other fund. Principal sources of revenue are property taxes, grants, interest income, and charges for services. Primary expenditures in the General Fund are made for Administration, Parks Services, Program Services, Milwaukie Center, Aquatic Park and Planning.

GENERAL OBLIGATION (GO) BONDS. Bonds that are to be repaid from taxes and other general revenues. When a government pledges its full

faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds.

GRANT. A cash award given for a specified purpose. The two major forms of Federal and State grants are block and discretionary or categorical. Block grants are awarded primarily to general purpose governments, are distributed to them according to formulas established in the law, and can be used for any locally determined activities that fall within the functional purpose of the grant as stated in the law. Discretionary or categorical grants can be used only for a specific purpose and usually are limited to narrowly defined projects or activities.

LETTER OF TRANSMITTAL. See BUDGET MESSAGE.

LEVEL OF SERVICE. Used generally to define the existing services, programs, and facilities provided by the government for its citizens. Level of service in any given activity may be increased, decreased, or remain the same, depending on the needs, alternatives, and available resources.

LEVY. The total amount of taxes or special assessments imposed by the District.

LINE ITEM. An expenditure description at the most detailed level. Objects of expenditure are broken down into specific items, such as printing.

LOCAL BUDGET LAW. Oregon Revised Statute (ORS) 294.305 to 294.565 constitute Local Budget Law in Oregon. Local Budget Law has several purposes: 1) It establishes standard procedures for preparing, presenting, and administering the District's budget; 2) It offers a way of outlining the programs and services provided by the District and the fiscal policy used to carry them out; 3) It provides a method for estimating revenues, expenditures, and proposed tax levies; and 4) It encourages citizen involvement in the preparation of the budget before formal adoption.

MAINTENANCE. The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs, replacement of parts or structural components, and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

MATERIALS AND SERVICES. A budget category, which includes expenditures for supplies, contracted services, and equipment maintenance.

MODIFIED ACCRUAL ACCOUNTING. The basis of accounting under which revenues are recorded when they become both measurable and available to finance expenditures of the current period. Expenditures are recorded when the related fund liability is incurred, except for inventories, prepaid insurance, accumulated unpaid employee benefits, and debt-service on long-term debt.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the District are controlled.

ORS. Oregon Revised Statutes.

PERS. The Public Employees Retirement System. A State of Oregon-defined benefit pension plan to which both employee and employer contribute.

PERSONAL SERVICES (PS). An object of expenditure which includes salaries, overtime pay and part-time pay, and fringe benefits.

PROPOSED BUDGET. The budget proposed by the District Director to the Budget Committee for review and approval.

RATINGS. In the context of bonds, normally an evaluation of credit-worthiness performed by an independent rating service. In the context of insurance, an evaluation of the organization's exposure performed by an independent rating service.

REFUNDING. The redemption of an obligation on or before its maturity in order to reduce the fixed interest charge, or to reduce the amount of fixed payment.

REQUIREMENT. The total of all expenditures within a fund, including operating expenditures, transfers to other funds, contingency and unappropriated fund balance.

RESERVE. A portion of a fund that is restricted for a specific purpose.

RESOURCES. The total amount available for appropriation within a fund. Resources generally include anticipated revenues, interfund transfers and beginning fund balance.

REVENUE. Income received by the District in support of the government's program of services to the community. The receipts and receivables for an organizational unit of the District are derived from taxes, fees and from all other sources, but excluding beginning balance, transfers and debt proceeds.

SELF-INSURED. The retention of a risk of loss arising out of the ownership of property or some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is accompanied by the setting aside of assets to fund any related losses.

SPECIAL REVENUE FUNDS. These funds account for revenue derived from specific tax or other earmarked revenue sources, which are legally restricted to finance particular functions or activities.

SUPPLEMENTAL BUDGET. A budget prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. It cannot be used to authorize a tax levy.

SYSTEM DEVELOPMENT CHARGE (SDC). A charge levied on new construction to help pay for additional expenses created by this growth.

TAX. Compulsory charge levied by a government to finance services performed for the common benefit.

TAX BASE. The authority to permanently levy a dollar amount annually as approved by a majority of voters in May or November of an even numbered year is called a tax base. Once established, a local government may levy up to a full amount of its tax base authority without another vote of the people.

TAX RATE. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property. The tax rate for NCPRD is permanently set at \$.5382 per thousand dollars of assessed valuation.

TAX ROLL. The official list of the Clackamas County Assessor showing the amount of taxes imposed against each taxable property.

TRANSFERS. Amounts transferred from one fund to finance activities in another fund. Transfers are shown as a requirement in the originating fund and a resource in the receiving fund.

UNAPPROPRIATED ENDING FUND BALANCE. An amount set aside in the budget to be used as a cash carryover to the next year's budget to provide needed cash flow until other money is received. No expenditures can be made from the Unappropriated Ending Fund Balance during the fiscal year in which it is budgeted.

UNDERWRITER. An individual or organization that assumes a risk for a fee (premium or commission).

UNFUNDED MANDATE. A cost incurred as a result of a federal or state regulation that does not include funding to comply with the mandate.

URBAN GROWTH BOUNDARY. Urban growth boundaries were created as part of the statewide land-use planning program in Oregon in the early 1970s. The boundaries mark the separation between rural and urban land. They are intended to encompass an adequate supply of buildable land that can be efficiently provided with urban services (such as roads, sewers, water lines and street lights) to accommodate the expected growth during a 20-year period. By providing land for urban uses within the boundary, rural lands can be protected from urban sprawl.

VISION. An objective that lies outside the range of planning. It describes an organization's most desirable future state.



FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Clackamas County Board of Commissioners (BCC), acting as the governing body of North Clackamas Parks and Recreation District (NCPRD), will be held on June 18, 2020 at 10:00 a.m. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the North Clackamas Parks and Recreation District Budget Committee. During the ongoing coronavirus pandemic, the BCC, acting as the governing body of the North Clackamas Parks and Recreation District, is keeping the public/stakeholders as aware of decisions, and as connected to them, as possible. While social distancing practices are occurring, the BCC is holding meetings virtually. All residents are invited to join and provide comments live by going to the following link <https://clackamascountry.zoom.us/j/9317069928>. Alternatively, anyone can send in a comment to be read during the Citizen Communication portion of our meeting over email. Just send it in at any time during the meeting by emailing ClackCoNews@clackamas.us. Be sure to include your name and area when you email. A summary of the budget is presented below. A copy of the budget may be inspected online at <http://www.clackamas.us/budget/>. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same used the preceding year.

Contact: Elizabeth Gomez

Telephone: 503-742-4352

Email: egomez@ncprd.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-2019	Adopted Budget This Year 2019-2020	Approved Budget Next Year 2020-2021
Beginning Fund Balance/Net Working Capital	37,246,631	35,318,767	20,263,900
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,908,883	5,022,205	3,522,986
Federal, State and all Other Grants, Gifts, Allocations and Donations	815,999	676,760	237,550
Revenue from Bonds and Other Debt	-	-	-
Interfund Transfers / Internal Service Reimbursements	2,379,226	4,862,751	2,237,025
All Other Resources Except Current Year Property Taxes	1,501,265	630,769	632,932
Current Year Property Taxes Estimated to be Received	5,882,681	7,592,932	6,153,995
Total Resources	51,734,685	54,104,184	33,048,388

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	-	-	-
Materials and Services	8,722,069	10,991,571	10,793,602
Capital Outlay	2,755,083	16,754,520	14,524,346
Debt Service	494,925	2,924,702	-
Interfund Transfers	2,379,028	4,862,751	2,237,025
Contingencies	-	4,263,640	3,604,949
Special Payments	-	14,307,000	3,000
Unappropriated Ending Balance and Reserved for Future Expenditure	37,383,580	-	1,885,466
Total Requirements	51,734,685	54,104,184	33,048,388

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund			
Administration	785,350	805,355	737,649
Parks Maintenance	1,626,919	1,964,156	1,945,889
Recreation	438,481	540,099	558,569
Sports	1,217,674	1,440,802	1,476,477
Milwaukie Center	745,568	784,253	818,786
Aquatic Park	1,966,200	2,278,426	2,345,412
Marketing & Communications	474,370	502,715	532,172
Planning	396,451	877,684	719,913
Natural Resources	384,727	502,437	534,705
Nutrition & Transportation Fund			
Nutrition	506,573	795,400	624,747
Transportation	168,713	179,100	189,283
System Development Charges Fund - Zone 1	1,571	1,926,207	1,239,397
System Development Charges Fund - Zone 2	6,747	1,366,451	2,244,242
System Development Charges Fund - Zone 3	2,258	2,226,314	2,401,679
Debt Service Fund - 2010 Issue	495,310	2,937,202	-
Debt Service Fund - 2008 Issue	-	-	-
Capital Projects Fund	2,497,377	7,173,952	5,667,457
Capital Asset Repair and Replacement Fund	257,788	4,370,240	3,281,571
Not Allocated to Organizational Unit or Program	39,762,608	23,433,391	7,730,440
Total Requirements	51,734,685	54,104,184	33,048,388
Total FTE	-	-	-

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
The FY 20-21 NCPRD budget reflects the withdrawal of the City of Happy Valley, which results in a decrease in revenue for Property Taxes and System Development Charges. Nine capital projects are planned for FY 20-21, resulting in a decrease in budget from FY 19-20 to the Capital Projects Fund and Planning Division for projects and planning needs. NCPRD paid off the remaining debt service in FY 19-20, and no debt is budgeted for FY 20-21. Personnel Services are contracted through Clackamas County, and expenses are budgeted in Materials & Services in the NCPRD budget. FTE is counted by Clackamas County.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2018-2019	Rate or Amount Imposed This Year 2019-2020	Rate or Amount Approved Next Year 2020-2021
Permanent Rate Levy (rate limit .5382 per \$1,000)	.5382	.5382	.5382
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$0	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

FORM LB-50 2020–2021

To assessor of Clackamas County

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

☐ Check here if this is an amended form.

The NCPRD has the responsibility and authority to place the following property tax, fee, charge, or assessment
District name

on the tax roll of Clackamas County. The property tax, fee, charge, or assessment is categorized as stated by this form.
County name

150 Beaver Creek Rd.

Oregon City

OR

97045

Mailing address of district

City

State

ZIP code

Date submitted

Elizabeth Gomez

Financial Operations Mgr

503-742-4352

egomez@ncprd.com

Contact person

Title

Daytime telephone number

Contact person e-mail address

CERTIFICATION—You **must** check one box if you are subject to Local Budget Law.

☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits
		Rate —or— Dollar Amount
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1		<u>.5382</u>
2. Local option operating tax 2		
3. Local option capital project tax 3		
4. City of Portland Levy for pension and disability obligations 4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 5a		
5b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 5b		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) 5c		

Excluded from
Measure 5 Limits

Dollar Amount
of Bond Levy

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 6	<u>.5382</u>
7. Election date when your new district received voter approval for your permanent rate limit 7	
8. Estimated permanent rate limit for newly merged/consolidated district 8	

PART III: SCHEDULE OF LOCAL OPTION TAXES— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount —or— rate authorized per year by voters

PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

** The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.



June 18, 2020

Board of County Commissioners
Clackamas County
Board of North Clackamas Parks and Recreation District

Members of the Board:

Approval of Resolution 2020-____ Providing for Adoption of a North Clackamas Parks and Recreation District Budget for Fiscal Year 2020-2021, Making Appropriations and Imposing and Categorizing Taxes for the Period of July 1, 2020 through June 30, 2021

Purpose/Outcomes	Approval of a resolution to adopt 2020-2021 Fiscal Year (FY) budget for North Clackamas Parks & Recreation District
Dollar Amount and Fiscal Impact	North Clackamas Parks and Recreation District budget in the amount of \$33,048,388 for FY 2020-2021.
Funding Source	Property taxes, System Development Charges, fees, grants, donations, etc.
Duration	July 1, 2020 through June 30, 2021
Strategic Plan Alignment	The adoption of the NCPRD FY 20-21 budget ensures a legally compliant and transparent budget process, which aligns with the County goal of Building Public Trust through Good Government.
Previous Board Action	<i>May 26, 2020 Proposed Budget Hearing</i> – NCPRD Budget Committee approved the FY 2020-2021 budget as presented.
Counsel Review	County Counsel Reviewed and Approved 6.3.20 JM
Contact Person	Elizabeth Gomez, Financial Operations Manager, NCPRD 503-742-4352

BACKGROUND:

The attached resolution and exhibit adopt the budget as published and approved by the NCPRD Budget Committee, and in accordance with the state budget law, makes appropriations and imposes and categorizes taxes for the fiscal year 2020-2021.

RECOMMENDATION:

Staff respectfully recommends the Board approve Resolution 2020-____, including Exhibit A for adoption of the FY 20-21 budget.

ATTACHMENT:

Resolution 2020-____ in the matter of adopting a 2020-2021 Fiscal Year budget, making appropriations and imposing and categorizing taxes for the period of July 1, 2020 through June 30, 2021.

Respectfully submitted,

Laura Zentner

Laura Zentner, Director
Business and Community Services

**BEFORE THE BOARD OF
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
OF CLACKAMAS COUNTY, STATE OF OREGON**

A Resolution Of The Board Of County Commissioners Acting As The Governing Body Of The North Clackamas Parks And Recreation District In The Matter Of Adopting A 2020/2021 Fiscal Year Budget, Making Appropriations And Imposing And Categorizing Taxes For The Period Of July 1, 2020 Through June 30, 2021

Board Order No. 2020-46

Page 1 of 1

Whereas, the proposed expenditures and resources constituting the budget for the North Clackamas Parks and Recreation District, Clackamas County, Oregon ("District"), for the period of July 1, 2020 through June 30, 2021, inclusive, has been prepared, published and approved by the Budget Committee, and that the matters discussed at the public hearing were taken into consideration, as provided by statute, and;

Whereas, in accordance with ORS 294.438 the notice of this public hearing and a financial summary was published in the Clackamas Review on June 11, 2020, and;

Whereas, ORS 294.456 requires districts to make appropriations and to impose and categorize the tax levy when adopting the budget.

NOW, THEREFORE the Clackamas County Board of County Commissioners resolves as follows:

1. The budget is hereby adopted for the fiscal year 2020-2021 in the amount of **\$33,048,388** and establishes appropriations as shown in the attached Exhibit A, which by this reference is made a part of this resolution.
2. The following ad valorem property taxes are hereby imposed for tax year 2020-2021 upon the assessed value of all taxable property within the District and categorized for purposes of Article XI Section 11b of the Oregon Constitution and as subject to General Government Limitation:

At the rate of \$0.5382 per \$1,000 of assessed value for permanent rate tax.

DATED this 18 day of June, 2020

**BOARD OF COUNTY COMMISSIONERS
Acting as the Board of
North Clackamas Parks and Recreation District**



Chair



Recording Secretary

North Clackamas Parks and Recreation District
Fiscal Year 2020-2021
Exhibit A

General Fund

Administration	\$ 737,649
Parks Maintenance	1,945,889
Recreation	558,569
Sports	1,476,477
Milwaukie Center	818,786
Aquatic Park	2,345,412
Marketing & Communications	532,172
Planning	719,913
Natural Resources	534,705
Non-departmental	
Special Payments	1,000
Transfers to Other Funds	449,520
Reserves for Future Expenditures	1,885,466
Contingency	3,500,000
	<u>\$ 15,505,558</u>

Nutrition & Transportation Fund

Nutrition	\$ 624,747
Transportation	189,283
Non-departmental	
Special Payments	1,000
Transfers to Other Funds	3,800
Contingency	104,949
	<u>\$ 923,779</u>

System Development Charges Fund - Zone 1

Materials and Services	\$ 20,000
Capital Outlay	1,219,397
Non-departmental	
Transfers to Other Funds	1,108,872
	<u>\$ 2,348,269</u>

System Development Charges Fund - Zone 2

Materials and Services	\$ 20,000
Capital Outlay	2,224,242
Non-departmental	
Transfers to Other Funds	272,288
	<u>\$ 2,516,530</u>

System Development Charges Fund - Zone 3

Materials and Services	\$ 20,000
Capital Outlay	2,381,679
Non-departmental	
Transfers to Other Funds	90,420
	<u>\$ 2,492,099</u>

Debt Service Fund - Series 2010

Non-departmental	
Transfers to Other Funds	\$ 312,125
	<u>\$ 312,125</u>

Capital Projects Fund

Capital Outlay	\$ 5,667,457
	<u>\$ 5,667,457</u>

Capital Asset Repair and Replacement

Materials and Services	\$ 250,000
Capital Outlay	3,031,571
Non-departmental	
Special Payments	1,000
	<u>\$ 3,282,571</u>

Grand Total	<u>\$ 33,048,388</u>
-------------	----------------------

Total Appropriated	\$ 31,162,922
Total Unappropriated	1,885,466
	<u>\$ 33,048,388</u>

