



DISTRICT ADVISORY COMMITTEE

MEETING AGENDA

Date: August 10, 2022

Time: 5:30-7:00 p.m.

Location: Zoom (virtually):

<https://clackamascountry.zoom.us/j/87257460426?pwd=oDZP5ei49SNzerpIJBnma4GscPnCYV.1>

Or by telephone +1 669 900 6833 or +1 253 215 8782 (Webinar ID: 872 5746 0426 Passcode: 609417)

I. Call to Order

II. Action Items

- a. Approval of DAC Meeting Summary from July 13, 2022 (5:30 p.m. 1 min)
- b. Report of Concord Task Force and ask for DAC concurrence (5:31 p.m. 10 min)

III. Discussion Agenda

- a. SDC Methodology Review and Preparation (5:41 p.m. 20 min)
- b. Pre-audited 4th Quarter Financial Report (6:01 p.m. 10 min)
- c. Park-wide smoking ban (6:11 p.m. 10 min)
- d. Status update on Adopt-a-Park program (6:21 p.m. 5 min)
- e. Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan and CIP Timeline)* (6:26 p.m. 10 min)

IV. Public Comment** (The Chair of the District Advisory Committee (DAC) will call for statements from citizens regarding issues relating to NCPRD. It is the intention that this portion of the agenda shall be limited to items that need to be discussed by the DAC to conduct their NCPRD business. Comments shall be respectful and courteous to all) (6:36 p.m. 10 min)

V. DAC Member Reports (6:46 p.m. 10 min)

VI. District Monthly Report (6:56 p.m. 4 min)

VII. Future Dates

- a. September Agenda Submission No Later Than: Wednesday August 17, 2022 by 5:00 p.m.
- b. Next Agenda Setting Meeting: Monday August 22, 2022
- c. Next DAC Meeting: Wednesday September 14, 2022
 - Planned agenda topics:
 - Park-wide smoking ban
 - SDC presentation initial findings

**Standing Meeting Items*

***If you would like to provide a public comment during the meeting, please raise your hand when the chair opens up the public comment portion of the meeting. If you would like to submit a written statement during the meeting, you can put it in the Zoom chat, but it may not be read during the meeting.*



Meeting Summary
North Clackamas Parks and Recreation District
District Advisory Committee

Wednesday, July 13, 2022
5:30 – 7:00 p.m.
Location: Virtually (via Zoom)

DAC Members Present: Anatta Blackmarr, David Gilman, Desi Nicodemus, Grover Bornefeld, Joel Bergman, Katie Scott, Maureen Thom, Muciri Gatimu, Rafael Kaup, Ryan Stee

DAC Members Absent: Ben Johnson

Staff and Officials Present: Paul Savas (Clackamas County Commissioner), Michael Bork (NCPRD Director), Heather Koch, Jessica May (NCPRD), Cindy Becky (Clackamas County Project Coordinator), Jason Varga (Clackamas County Project Manager), Liz Manser, Jim Kalvelage (Opsis Architecture)

A video of this meeting is available on the NCPRD website at

<https://ncprd.com/public-meetings/meeting-minutes>

Call to Order

- DAC meeting was called to order by Chair Bornefeld at 5:31 p.m. A quorum was present.
- Welcome to new DAC members/introductions
 - DAC members introduced themselves.

Action Items

- Elections for Chair and Vice-Chair
 - Nominations for Chair:
 - Anatta Blackmarr nominated Grover Bornefeld for Chair.
 - Joel Bergman nominated Ryan Stee for Chair.
 - **Voting Outcome:** DAC members voted (7-3) for Grover Bornefeld to serve as Chair.
 - Nominations for Vice-Chair:
 - Joel Bergman nominated Ryan Stee for Vice-Chair.
 - **Voting Outcome:** No DAC members were opposed to Ryan Stee serving as Vice-Chair.
- Approval of DAC Meeting Summary
 - The summary from the DAC meeting held on June 08, 2022 was approved with no edits.
- Boardman Property Naming
 - **Action Item:** Maureen made a motion, “If people have read the submissions and are prepared to vote that we do so now.”
 - Anatta seconded the motion

- DAC members discussed the three naming options.
 - Boardman Wetlands Nature Park
 - Boardman Wetlands Natural Area
 - Boardman Wetlands Nature Area
- Maureen withdrew her motion.
- **Action Item:** Maureen moved to nominated that the first choice submission be “Boardman Wetlands Nature Park”, and the second choice be “Boardman Wetlands Nature Area”
 - David seconded the motion.
 - Motion passed (7 yes, 0 no, 3 abstain).
 - NCPRD staff will prepare a staff report to send these recommendations to the NCPRD Board of Directors for approval.

Discussion Agenda

- Oak Lodge Library/Concord Property Update (6:10pm-7:00pm est was 10 min)
 - Cindy Becker provided an update for the Concord/Library project.
 - **Action Item:** Joel made a motion to table the discussion until the August meeting.
 - Ryan seconded the motion.
 - Motion passed (10 yes, 0 no).
- Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan and CIP Timeline)* (6:25pm 10 min)
 - **SDC Methodology** - The SDC plan is included in the agenda packet with what was supplied to the Board of Directors as an update. This will be an agenda item tentatively for the August meeting.
 - **Milwaukie Bay Park** – No update at this time.
 - **Concord** – Covered under agenda item IIIa.
 - **NCPRD Funding** – The approved Adopted Budget is currently on the NCPRD website. If anyone wants a printed/bound copy, please let Jessica know. We are only printing a limited copies, by request only.
 - **System Plan/CIP Timeline** – No update. The holdup is that we are trying to do a needs assessment first.

Public Comment

- None

DAC Member Reports

- Maureen Thom (Subarea 4 representative)
- Joel Bergman (Community Center representative)
- Anatta Blackmarr (Subarea 2 representative)
- Grover Bornefeld (Subarea 1 representative)

District Monthly Reports

- The District Monthly reports were included in the agenda packet.

Future Dates

- a. August Agenda Submission No Later Than: Wednesday July 20, 2022 by 5:00 p.m.
- b. Next Agenda Setting Meeting: Monday July 25, 2022
- c. Next DAC Meeting: Wednesday August 10, 2022
 - Planned agenda topics:

- Draft SDC Methodology Presentation/Discussion
- Pre-audited 4th Quarter Report

Adjournment

The DAC meeting was adjourned by Chair Bornefeld at 7:22 p.m.

Next DAC Meeting:

August 10, 2022

5:30 p.m. – 7:00 p.m.

Location: Zoom (Virtually)

System Development Charges (SDCs)

Methodology: Review and Preparation



SDC Methodology

Brief recap on SDCs

Current Methodology – Zonal

Updated Data Inputs

Determining Rates & Eligibility

Current Rates

Current Eligibility

Schedule



What are System Development Charges?

“SDCs” are

- One-time fees on new development
- Paid by developer
- Used to help partially fund parks, trails and facilities needed to serve growth

“SDCs” cannot be used for

- Operations
- Maintenance and repairs
- Projects that do not support growth

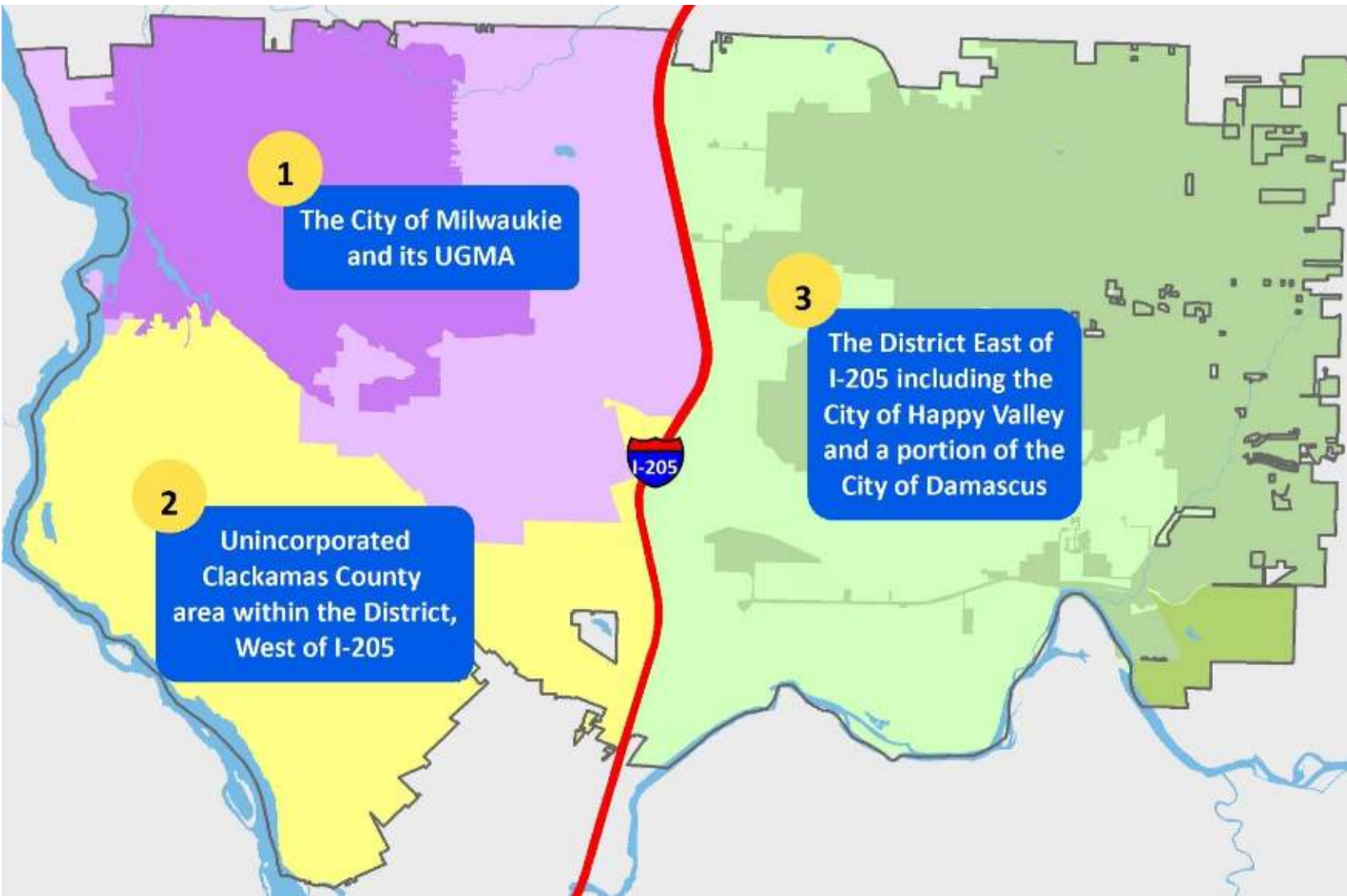


Life of an SDC dollar



Current Methodology - Zonal

“Zonal” policy

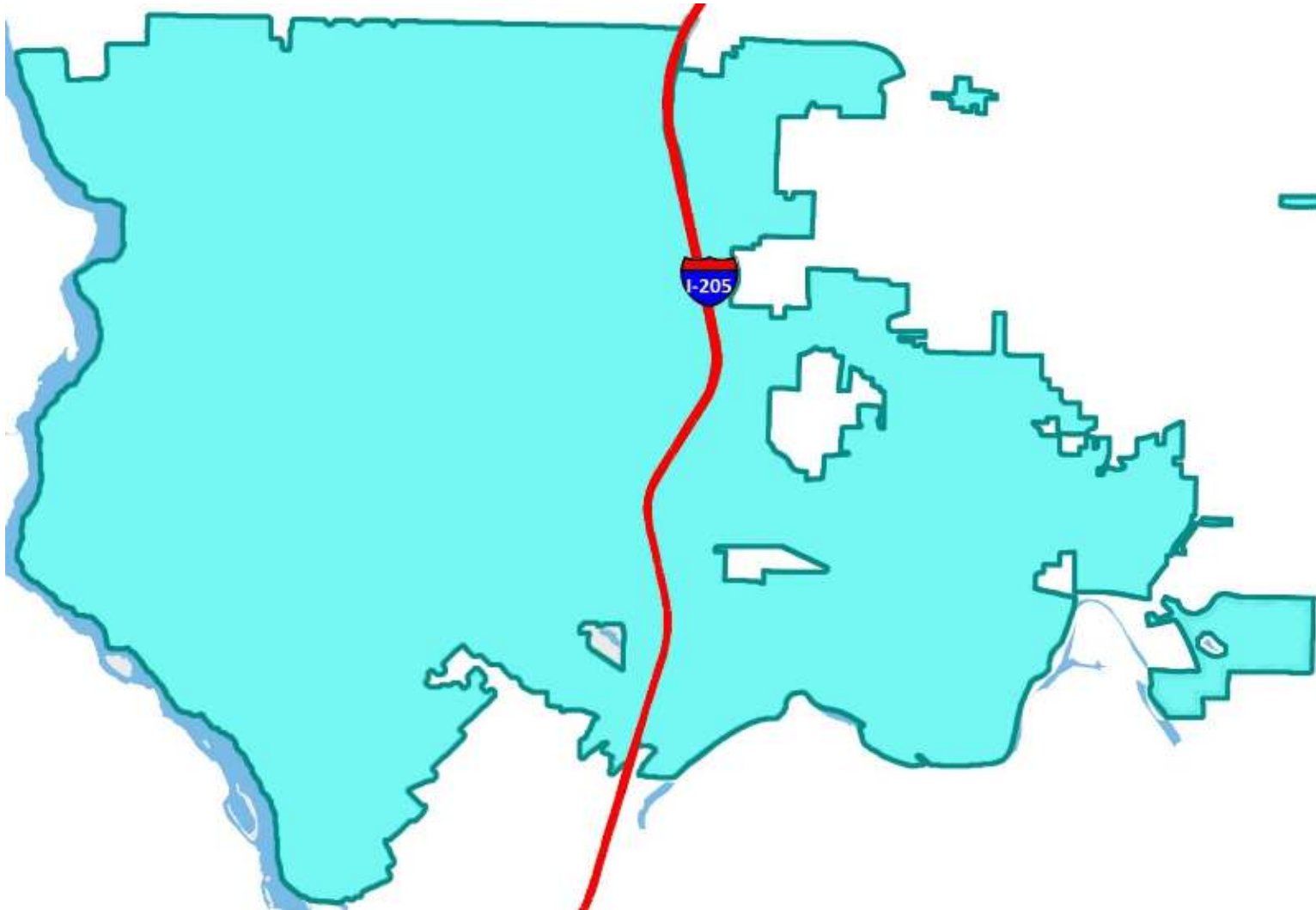


- 3 zones
- Different rates and eligibility in each zone
- What is collected in a zone is spent in a zone
- Based on ordinance last updated in 2017, using 2007 methodology



Updated Methodology

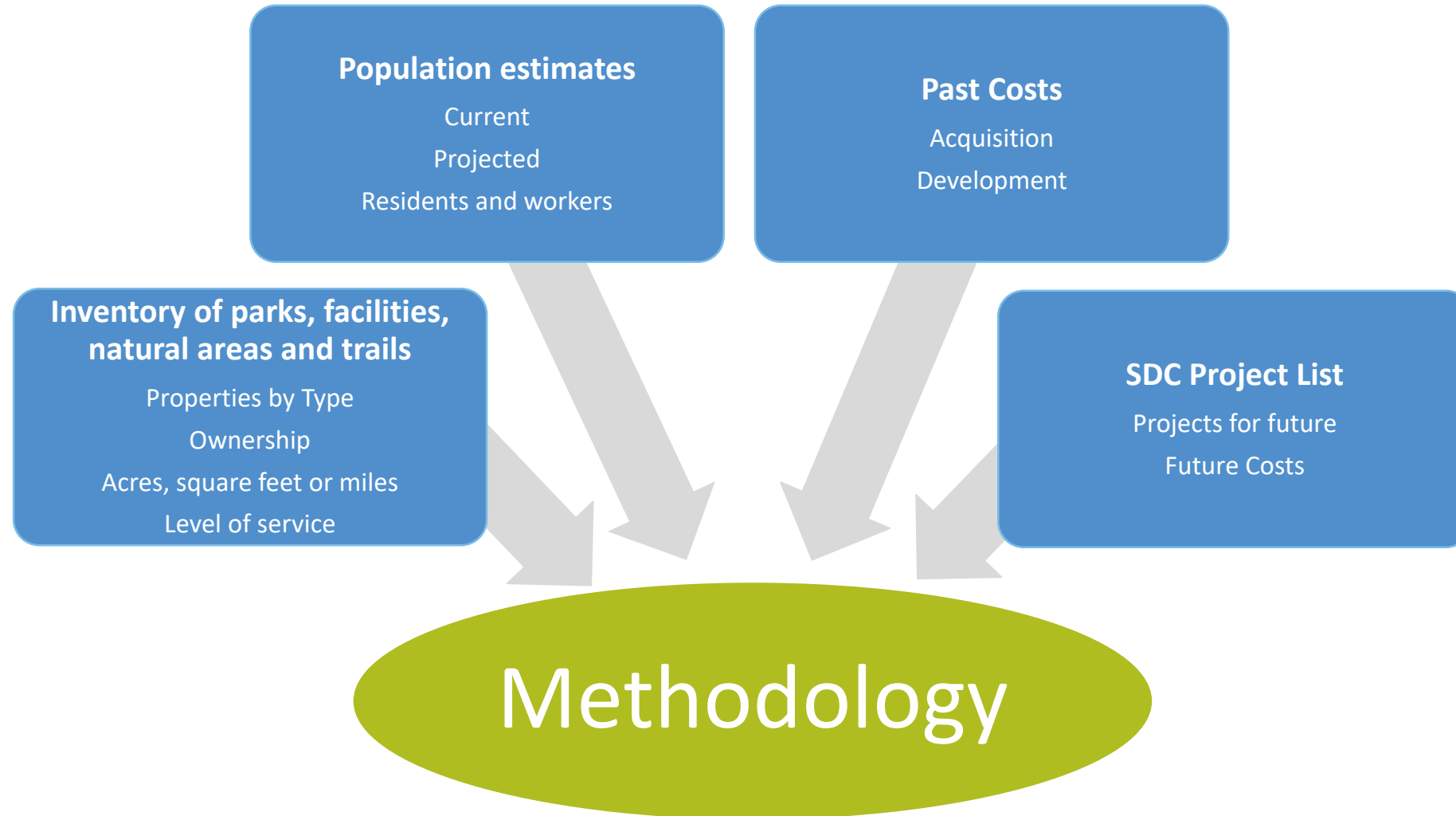
“Uniform” policy recommended in 2018



- Uniform Methodology (no zones)
- Not yet adopted



Updated Data Inputs



Outputs – Rates and Eligibility

An example of the kinds of detail FCS will be reviewing

Adjustments to SDC Cost Basis	Current by Category	Future by Category	Current by Unit	Future by Unit
Unadjusted Improvement Fee Cost Basis	\$ 80,000,000	\$ 85,000,000	\$ 48,000,000	\$ 56,000,000
Estimated Improvement Fee Fund Balance	(9,000,000)	(9,000,000)	(9,000,000)	(9,000,000)
Improvement Fee Cost Basis	\$ 71,000,000	\$ 76,000,000	\$ 39,000,000	\$ 47,000,000

Calculated SDC	Current by Category	Future by Category	Current by Unit	Future by Unit
Cost Basis:				
Improvement Fee	\$ 71,000,000	\$ 76,000,000	\$ 39,000,000	\$ 47,000,000
Reimbursement Fee	-	-	-	-
Compliance Costs	1,500,000	1,500,000	1,500,000	1,500,000
Total Cost Basis	\$ 72,500,000	\$ 77,500,000	\$ 40,500,000	\$ 48,500,000
Growth in Residential Equivalents	30,000	30,000	30,000	30,000
Improvement Fee per Residential Equivalents	\$ 2,367	\$ 2,533	\$ 1,300	\$ 1,567
Reimbursement Fee per Residential Equivalents	-	-	-	-
Compliance Fee per Residential Equivalents	50	50	50	50
Total SDC per Residential Equivalents	\$ 2,417	\$ 2,583	\$ 1,350	\$ 1,617



Rates Charged to Developer

Current based on 2007 Methodology	Zone 1 (City of Milwaukie)	Zone 2 (West of I-205)	Zone 3 (East of I-205)
Single Family	\$3,985	\$6,760	\$6,075
Multi Family	\$3,608	\$5,842	\$5,290
Non-residential (per employee)	\$60	\$60	\$60

Updated 2022	Districtwide
Single Family	Amounts will be based on new methodology <u>and</u> in 2022 dollars
Multi Family	
Non-residential (per employee)	



Eligibility Level for Projects

Current eligibility - 2007 Methodology	Zone 1	Zone 2	Zone 3
Neighborhood Parks	71.61%	31.54%	100%
Districtwide			
- community parks	53.50%		
- natural res. areas	30.64%		
- special use parks	82.97%		
- linear parks	52.27%		
- other	47.96%		

Updated 2022	Uniform
ALL DISTRICTWIDE	
Neighborhood	?
Community	?
Natural resource	?
Special use	?
Linear	?
Other	?



SDC Methodology Timeline



Data Gathering & CIP List *Nov. '21 – June '22*

DAC introduction to SDC update

DAC review and recommend CIP/project list

SDC data gathering and refinement



Analysis, Review & Recommendation *June – Oct. '22*

Develop draft SDC methodology

Present SDC methodology and revised Interim CIP to DAC for review

Present final SDC methodology and Interim CIP to DAC for recommendation



SDC Ordinance – Notice Period & Hearing *Oct. '22 – Jan. '23+*

SDC ordinance Board presentation

SDC 90-day notice period

CIP to Board for adoption

SDC ordinance to Public Hearing & for Board adoption



North Clackamas Parks & Recreation District
Quarterly Financial Report Summary – Quarter 4
July 2021 – June 2022 Pre-Audit

General Fund – Fund 213

The beginning fund balance for the general fund is higher than budgeted because we had less expenditures in FY 20-21 than budgeted. This is reflected mostly in personnel services and utilities due to the closure of facilities and cancellation of programs. We also realized more in tax revenue than anticipated in FY 20-21. However, all other revenues decreased significantly during FY 20-21 because we were not able to offer full programming and facilities. This amount also reflects our decision to roll the Nutrition and Transportation fund into the general fund.

The majority of property tax revenue is received between November and January. As of June 30, 2022, we have received 104% of budgeted property tax revenue. Other revenues during Q4 include Aquatic Park and Sports activities, Clackamas Elementary lease, and donation and grant revenue for our Nutrition program. To date, we have received more than budgeted for most activities, reflective of the reopening of facilities and programs. Expenditures should be around 100% of budget for Q4, but will fluctuate because of the nature of our programs. As a reminder, this report is shown “pre-audit”. During the audit, minor changes could be made, which would change the report totals. We are beginning preliminary audit work now. The audit is scheduled to be completed October 31, 2022.

General Fund – Fund 213	
Beginning Fund Balance	9,083,302
Current Revenues	9,652,269
Current Expenditures	(8,515,762)
Ending Fund Balance (as of 6.30.22, pre-audit)	10,219,809

SDC Funds – Fund 281, 282, 283

These are special revenue funds and account for the system development charges on new residential and commercial development in each Zone. Fund resources are transferred to the Capital Projects Fund on a reimbursement basis for construction of specific capital projects within each zone. Revenues include SDCs and interest. Through the end of June, transfers (expenditures) totaling \$262,812 were completed: \$19,607 for work related to the SDC Methodology project; \$238,055 for work related to the Milwaukie Bay Park project; \$3,085 for work related to the Trails Master Plan, \$1,885 for work related to the System Plan, and \$180 for planning on district parks. A 2% fee for the collection of SDCs is collected and expensed for quarterly. A total of \$9,459 was expensed for that fee during the year.

SDC Fund 281	
Beginning Fund Balance – Zone 1 Milwaukie	854,539
Current Revenues – Zone 1 Milwaukie	1,083,393
Current Expenditures – Zone 1 Milwaukie	(3,227)
Ending Fund Balance Zone 1 Milwaukie (as of 3.31.22)	1,934,705
Beginning Fund Balance - Zone 1 UGMA	4,078,680
Current Revenues	229,220
Current Expenditures	(258,287)
Ending Fund Balance Zone 1 UGMA (as of 6.30.22, pre-audit)	4,049,613

SDC Fund 282 (Zone 2)	
Beginning Fund Balance	2,335,874
Current Revenues	83,425
Current Expenditures	(7,087)
Ending Fund Balance (as of 6.30.22, pre-audit)	2,412,211

SDC Fund 283 (Zone 3)	
Beginning Fund Balance	2,399,450
Current Revenues	80,543
Current Expenditures	(3,671)
Ending Fund Balance (as of 6.30.22, pre-audit)	2,476,321

*amounts may not match corresponding reports due to rounding

Asset Development – Fund 480

The asset development fund accounts for capital projects and capital repair and replacement. Revenues include system development charges, grants, and transfers from other funds, which are designated for the construction of specific capital projects and/or capital asset repair and replacement. The beginning fund balance is comprised of remaining property disposition proceeds, balance of the capital repair & replacement account (formerly funded by a transfer from the general fund), and a grant specifically for a project at North Clackamas Park. Revenues include \$5,000 from Energy Trust of Oregon for the Concord project, interest earned, and transfers from the SDC funds and general fund. Expenditures include \$11,469 for the SDC Methodology project; \$231,500 for the Concord Property project; and \$261,174 for the Milwaukie Bay Park project. \$55,139 was spent on capital repair and replacement projects.

Asset Development Fund	
Beginning Fund Balance	7,740,380
Current Revenues	288,819
Current Expenditures	(559,282)
Ending Fund Balance (as of 6.30.22, pre-audit)	7,469,918

*amounts may not match corresponding reports due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2021 - June 30, 2022 (pre-audit)
General Fund - Fund 213

Account	Description	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD as of run date	YTD Actuals	% Used
Revenues:									
30110	Restricted Beginning Fund Balance	7,609,144	9,083,302	-	-	-	9,083,302	9,083,302	119%
31110	Current Year RE Taxes & Penalty	6,228,743	-	5,890,891	463,361	154,936	6,509,189	6,509,189	105%
31120	Delinquent Taxes	100,000	23,479	27,511	16,229	15,736	82,955	82,955	83%
31130	Interest & Penalties-Property	23,000	3,638	4,276	3,809	4,835	16,558	16,558	72%
31140	Federal Operating Grants	-	-	-	29,000	-	29,000	29,000	N/A
33150	State Operating Grants	4,750	-	-	-	-	-	-	0%
33160	Local Operating Grants	194,300	44,473	51,905	42,745	50,045	189,168	189,168	97%
33170	Program Income	7,000	(24)	1,052	1,390	1,327	3,745	3,745	53%
33290	Payments In Lieu Of Taxes	1,000	-	-	1,014	-	1,014	1,014	101%
34110	Admission Fees	435,000	112,706	298,562	73,201	268,128	752,597	752,597	173%
34150	Aquatic Park Fees	610,000	193,090	192,437	185,437	289,655	860,620	860,620	141%
34200	Charges for Services to Other	295,000	24,586	39,697	142,036	184,749	391,069	391,069	133%
34230	Concessions	1,500	-	-	-	1,969	1,969	1,969	131%
34430	Special Use Permit Fees	5,500	7,614	11,746	444	10,015	29,820	29,820	542%
34440	Park and Recreation Fees	182,800	42,496	52,946	70,860	108,387	274,688	274,688	150%
34510	Registration Fees	28,000	2,639	2,040	3,791	10,313	18,783	18,783	67%
34530	Sales	20,000	6,466	5,122	6,402	8,182	26,172	26,172	131%
34610	User Fees	26,000	629	679	3,319	5,210	9,837	9,837	38%
36110	Interest Income	100,000	14,387	11,813	13,900	8,520	48,620	48,620	49%
38110	Contributions & Donations	142,000	30,045	55,627	50,996	69,417	206,084	206,084	145%
38150	Rent & Lease Income	138,053	34,289	39,102	56,773	23,889	154,054	154,054	112%
39110	Transfers In From Other Funds	200,716	9,417	11,938	10,837	11,885	44,077	44,077	22%
39130	Auction Proceeds	2	-	-	-	2,250	2,250	2,250	
Total Revenue		16,352,506	9,633,235	6,697,344	1,175,544	1,229,448	18,735,571	18,735,571	115%
Expenditures:									
42010	Advertising/Marketing	80,328	10,628	12,080	16,888	25,957	65,553	65,553	82%
42030	Banking & Merchant Fees	31,800	6,176	6,567	5,977	12,089	30,809	30,809	97%
42080	Dues & Memberships	-	-	10	225	-	235	235	0%
42110	Fees - Permits	7,850	701	4,193	163	1,091	6,148	6,148	78%
42150	Insurance - Liability	63,881	15,970	15,970	15,970	16,068	63,979	63,979	100%
42210	Miscellaneous Expenses	8,500	-	7,377	-	-	7,377	7,377	87%
42220	Office Supplies	17,250	1,493	2,538	1,396	2,908	8,335	8,335	48%
42240	Postage/Shipping	11,050	-	1,500	-	2,903	4,403	4,403	40%
42250	Printing & Copies	48,150	2,535	4,936	5,382	11,466	24,319	24,319	51%

42270	Publications & Subscriptions	19,090	1,749	12,388	1,262	1,136	16,534	16,534	87%
42280	Records Destruction	-	(463)	463	-	-	-	-	0%
42310	Telephone & Internet	72,920	17,782	17,116	29,866	32,533	97,298	97,298	133%
42320	Training & Development	18,835	1,400	1,590	775	3,201	6,966	6,966	37%
42330	Transportation - Mileage	10,700	374	258	1,032	263	1,927	1,927	18%
42390	Utilities	596,046	122,618	147,283	98,961	118,487	487,349	487,349	82%
42440	Uniforms Clothing Expense	12,500	1,714	496	-	1,066	3,276	3,276	26%
43100	Professional Services	294,000	4,244	1,793	20,565	31,087	57,690	57,690	20%
43130	Audit & Financial Services	28,000	-	24,060	4,900	(300)	28,660	28,660	102%
43140	Consulting Services	1,000	418	-	-	374	791	791	79%
43160	Contract Employees	6,792,977	1,066,733	1,403,332	1,240,907	1,849,998	5,560,970	5,560,970	82%
43220	Janitorial Services	-	-	-	-	192	192	192	0%
43230	Lab Services	125	-	-	-	-	-	-	0%
43240	Legal Services	50,000	5,134	1,711	1,676	4,890	13,411	13,411	27%
43280	Other Contracted Services	1,002,173	84,012	505,351	85,159	122,522	797,044	797,044	80%
43290	Preemployment Services	4,200	925	2,033	652	2,488	6,098	6,098	145%
44100	Supplies	600	-	-	95	-	95	95	16%
44110	Chemicals	51,100	6,942	5,123	9,731	9,991	31,788	31,788	62%
44120	Computer < \$5K	35,415	8,080	2,416	15,014	9,766	35,275	35,275	100%
44130	Cost of Goods Sold	15,000	60	40	39	136	274	274	2%
44140	Equipment & Furnishings < \$5K	13,050	3,535	168	218	85	4,006	4,006	31%
44150	Fuel	34,200	8,657	8,987	7,560	16,556	41,759	41,759	122%
44160	Food (Jail Housing Senior Cen	110,000	25,113	31,721	32,750	31,734	121,318	121,318	110%
44170	Hospitality Event Supplies	31,200	1,691	6,873	1,092	10,976	20,633	20,633	66%
44200	Miscellaneous Supplies	26,000	-	777	-	1,704	2,481	2,481	10%
44240	Program Materials & Supplies	169,817	35,575	18,244	37,573	36,521	127,914	127,914	75%
44250	Shop Supplies	152,475	21,533	9,306	16,559	21,587	68,985	68,985	45%
44260	Safety Equipment & Supplies	8,700	721	768	2,199	4,041	7,729	7,729	89%
44270	Signage	6,250	359	430	-	692	1,481	1,481	24%
44280	Small Tools & Equipment < \$5K	30,500	2,619	6,541	1,138	6,265	16,563	16,563	54%
45120	Building Maintenance	28,850	6,616	14,027	14,306	19,461	54,409	54,409	189%
45160	Equipment Maintenance	40,000	4,181	5,259	3,969	4,466	17,875	17,875	45%
45200	Park Maintenance	6,500	785	1,683	496	60	3,024	3,024	47%
45260	Vehicle Repair & Maintenance	28,800	4,131	2,699	6,871	2,795	16,497	16,497	57%
46110	Leases - Copier	-	-	-	-	7,509	7,509	7,509	0%
46120	Leases - Software (Saas)	28,600	-	860	20,000	360	21,220	21,220	74%
46150	Leases - Office	151,131	45,076	37,294	40,565	29,942	152,877	152,877	101%
46200	Leases - Vehicle Rental	6,800	1,150	1,150	1,150	1,260	4,711	4,711	69%
471xx	Allocated Costs	423,501	105,875	105,875	105,875	105,875	423,502	423,502	100%
Operating Budget		10,569,864	1,626,841	2,433,286	1,848,954	2,562,202	8,471,284	8,471,284	80%

47750	Transfers To Other Funds	387,955	-	-	3,243	41,235	44,478	44,478	11%
Transfers		387,955	-	-	3,243	41,235	44,478	44,478	11%
49997	Contingency	5,393,687	-	-	-	-	-	-	0%
Contingency		5,393,687	-	-	-	-	-	-	0%
Total Expenditures		16,352,506	1,626,841	2,433,286	1,852,197	2,603,439	8,515,762	8,515,762	52%
	Surplus/(Deficit)	-	8,006,395	4,264,058	(676,652)	(1,373,991)	10,219,809	10,219,809	

*numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2021 - June 30, 2022 (pre-audit)
SDC Zone 1 - Fund 281

Account	Description	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD as of run date	YTD Actuals	% Used
Revenues:									
30110	Restricted Beginning Fund Balance								
	Zone 1 Milwaukie	728,915	854,539	-	-	-	854,539	854,539	117.2%
	Zone 1 UGMA	2,682,290	4,078,680	-	-	-	4,078,680	4,078,680	152.1%
34430	Miscellaneous Fees - Zone 1 UGMA	20,000	1,978	135	473	1,487	4,074	4,074	20.4%
34590	System Development Charges								
	Zone 1 Milwaukie	92,562	8,032	29,589	1,043,233	-	1,080,856	1,080,856	1167.7%
	Zone 1 UGMA	88,953	96,942	6,625	23,187	86,574	213,327	213,327	239.8%
36110	Interest Income		-	-	-	-	-	-	
	Zone 1 Milwaukie	7,324	436	622	1,479	-	2,537	2,537	34.6%
	Zone 1 UGMA	26,873	4,645	3,657	3,453	64	11,819	11,819	44.0%
Total Revenue		3,646,917	5,045,253	40,628	1,071,825	88,126	6,245,832	6,245,832	171.3%
Expenditures:									
42100	Fees - Zone 1 UGMA	20,000	-	2,114	946	1,758	4,818	4,818	24.1%
48150	Construction								
	Zone 1 Milwaukie	662,705	-	-	-	-	-	-	0.0%
	Zone 1 UGMA	1,070,218	-	-	-	-	-	-	0.0%
Operating Budget		1,752,923	-	2,114	946	1,758	4,818	4,818	0.3%
47750	Transfers To Other Funds								
	Zone 1 Milwaukie	166,095	276	722	1,939	290	3,227	3,227	1.9%
	Zone 1 UGMA	1,727,899	8,342	9,581	21,201	214,345	253,469	253,469	14.7%
Transfers		1,893,994	8,618	10,303	23,140	214,635	256,696	256,696	13.6%
Total Expenditures		3,646,917	8,618	12,417	24,086	216,393	261,514	261,514	7.2%
Surplus/(Deficit)		-	5,036,635	28,211	1,047,739	(128,267)	5,984,318	5,984,318	

*numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2021 - June 30, 2022 (pre-audit)
SDC Zone 2 - Fund 282

Account	Description	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD as of run date	YTD Actuals	% Used
Revenues:									
30110	Restricted Beginning Fund Balance	2,554,156	2,335,874	-	-	-	2,335,874	2,335,874	91%
34430	Miscellaneous Fees	20,000	346	135	609	474	1,565	1,565	8%
34590	System Development Charges	346,875	16,963	6,625	29,871	23,186	76,644	76,644	22%
36110	Interest Income	44,057	2,567	1,994	655	-	5,216	5,216	12%
Total Revenue		2,965,088	2,355,749	8,754	31,135	23,660	2,419,298	2,419,298	82%
Expenditures:									
42100	Fees	20,000	-	481	-	1,828	2,309	2,309	12%
48150	Construction	466,942	-	-	-	-	-	-	0%
Operating Budget		486,942	-	481	-	1,828	2,309	2,309	0%
47750	Transfers To Other Funds	2,478,146	661	1,353	-	2,763	4,777	4,777	0.19%
Transfers		2,478,146	661	1,353	-	2,763	4,777	4,777	0.19%
Total Expenditures		2,965,088	661	1,834	-	4,591	7,086	7,087	0.24%
Surplus/(Deficit)		-	2,355,088	6,919	31,134	19,069	2,412,212	2,412,211	

*numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2021 - June 30, 2022 (pre-audit)
SDC Zone 3 - Fund 283

Account	Description	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD as of run date	YTD Actuals	% Used
<u>Revenues:</u>									
30110	Restricted Beginning Fund Balance	2,401,806	2,399,450	-	-	-	2,399,450	2,399,450	100%
34430	Miscellaneous Fees	20,000	365	131	851	135	1,482	1,482	7%
34590	System Development Charges	122,412	17,861	6,424	41,675	6,625	72,584	72,584	59%
36110	Interest Income	24,170	2,629	2,049	1,799	-	6,477	6,477	27%
Total Revenue		2,568,388	2,420,304	8,603	44,324	6,760	2,479,992	2,479,992	97%
<u>Expenditures:</u>									
42100	Fees	20,000	-	496	1,701	135	2,332	2,332	12%
48150	Construction	2,509,267	-	-	-	-	-	-	0%
Operating Budget		2,529,267	-	496	1,701	135	2,332	2,332	0.09%
47750	Transfers To Other Funds	39,121	138	282	713	206	1,339	1,339	3%
Transfers		39,121	138	282	713	206	1,339	1,339	3%
Total Expenditures		2,568,388	138	778	2,414	341	3,671	3,671	0%
Surplus/(Deficit)		-	2,420,166	7,826	41,910	6,419	2,476,321	2,476,321	

*numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2021 - June 30, 2022 (pre-audit)
Asset Development - Fund 480

Account	Description	Budget	1st Qtr	2nd Qtr	3rd Qtr	YTD as of run date	YTD Actuals	% Used
Revenues:								
30110	Restricted Beginning Fund Balance	6,630,044	7,740,380	-	-	7,740,380	7,740,380	117%
33130	Local Capital Grants	1,311,500	-	-	-	-	-	0%
34430	Miscellaneous Fees	-	5,000	-	-	5,000	5,000	0%
36110	Interest Income	30,000	8,529	6,452	5,623	20,605	20,605	69%
38110	Contributions & Donations	250,000	-	-	-	-	-	0%
39110	Transfers In From Other Funds	4,598,500	-	-	20,013	263,214	263,214	6%
Total Revenue		12,820,044	7,753,910	6,452	25,637	8,029,199	8,029,199	63%
Expenditures:								
43100	Professional Services	100,000	10,526	4,918	5,593	25,102	25,102	25%
44280	Small Tools & Equipment < \$5K	25,000	-	-	-	-	-	0%
48120	Building Improvements	53,000	12,981	-	4,590	17,571	17,571	33%
48150	Construction	12,625,794	146,719	54,254	51,795	493,037	493,037	4%
48190	Land Acquisition	-	-	-	-	123	123	
48200	Land Improvements	-	6,350	-	-	6,350	6,350	0%
48230	Vehicles	15,250	-	-	-	17,100	17,100	112%
Operating Budget		12,819,044	176,576	59,172	61,978	559,282	559,282	4%
47520	Pass Thru Payments -Local Govt	1,000	-	-	-	-	-	0%
Special Payments		1,000	-	-	-	-	-	0%
Total Expenditures		12,820,044	176,576	59,172	61,978	559,282	559,282	4%
Surplus/(Deficit)		-	7,577,333	(52,720)	(36,342)	7,469,918	7,469,918	

*numbers may not foot due to rounding



NORTH CLACKAMAS PARKS AND RECREATION DISTRICT

Development Services Building
150 Beavercreek Road, Oregon City, OR 97045

Michael Bork, NCPRD Director

August 10, 2022

District Advisory Board

Purpose/Outcome	Should NCPRD consider a smoking ban?
Funding Source	NCPRD General Fund

BACKGROUND: Concerns about smoking in parks and other NCPRD facilities comes up fairly regularly, with residents emailing and speaking with staff about specific incidents. Most of these are casual contacts made with maintenance or program staff, or in the course of other activities. As such, they are anecdotal only, but wanted to note that it is a fairly common complaint.

One specific example that was reported on July 3, 2022. A resident submitted an email (attached) expressing concern about cigarette butts at Rivervilla Park, both along the waterfront and in the parking lot, and about smelling smoke while in the park. The resident requested signs be put up in the park to prevent smoking.

On a separate occasion, during a recent meeting with the Las Madres de Corazón, several residents expressed concern about being around smokers in the parks with their children close by.

Despite the negative health impacts of second-hand smoke, and the garbage and unsightliness of cigarette butts all over the park, instituting an outright ban of smoking is difficult, as there would be no realistic way to enforce a ban. There is a similar issue with attaching a fine to any ban or prohibition; there is not an existing fine system for NCPRD.

Should NCPRD consider the following?

- Take no action, and not introduce any new policy, guidance, or signage about smoking.
- Introduce “courtesy signage” throughout the parks *requesting* residents not to smoke in parks, with no policy or enforcement behind it. (e.g., “Thank you for not smoking in parks” or “Thanks for clearing the air for our children by not smoking here.”)
- Move forward with gathering more information to develop a more robust No Smoking Policy at all NCPRD parks and facility.

RECOMMENDATION: Staff recommends developing signage and language on the website requesting that residents not smoke in parks, without creating an official policy that is not enforceable.

Respectfully submitted,

Michael Bork, Director
North Clackamas Parks and Recreation District

NCPRD Monthly Division Report

Prepared for the NCPRD District Advisory Committee (DAC)

REPORTING PERIOD: July 2022

DAC MEETING DATE: August 10, 2022

Asset Development

The purpose of the Asset Development program is to coordinate and manage current and long-range planning, the acquisition of park land, all aspects of the District's Capital Improvement Plan (CIP), and the repair and replacement of capital assets in order to provide recreation facilities that serve District residents. *(Capital repair and replace will be included in Division Report for Parks, Trails and Natural Areas).*

SIGNIFICANT ACCOMPLISHMENTS

- **Job Opening posted:** The job opening for a Planner to assist the division in leading the long-range system plan was posted in July. Staff will be reviewing the first group of applications in August.
- **Job Opening filled:** The job opening for a limited-term Planner to assist the division in leading the planning and development of capital projects has been filled. Alexandra Gilbertson will be joining the NCPRD team, bringing 16 years of experience and skills in capital project planning and development for parks in our region, landscape architecture, and capital project funding. NCPRD is looking forward to welcoming Alex for a September start.
- **Intern recruited:** A 2022 college graduate from University of Oregon who studied Planning and Policy, Riley Howard, will be joining the Asset Development team on a limited assignment to help update NCPRD's inventory of parks, facilities, trails and natural areas. Riley has also been an NCPRD seasonal employee in past years, working at North Clackamas Park. NCPRD is looking forward to welcoming Riley for an August start.

PROJECTS/TASKS BEING WORKED ON

- **Continued Recruitment** - long-term planner position
- **SDC Methodology Update** – draft methodology refinement for September DAC review
- **Milwaukie Bay Park Project** – August includes land use review, plan submittal to Oregon Department of Transportation, and delivery of the construction documents at the “50% completion” milestone for project team and staff review.
- Partnership with Sunrise Water Authority on adding trailhead amenities at Sieben Park in conjunction with their upgrades to the well system on site. There will be a meeting for neighbors in September or October as SWA leads outreach on the project.

LOOKING AHEAD

- Planning for Metro Local Share funding priorities
- Interim Capital Improvement Plan (CIP)

- Request for Proposals to solicit for consultants to assist with Needs Assessment and long-range System Plan

Finance

SIGNIFICANT ACCOMPLISHMENTS

- The NCPRD Board of Directors adopted the NCPRD Budget for fiscal year 2022-2023 on June 30, 2022.
- Implementation of new chart of accounts (required for separation from BCS) for FY 22-23.
 - Updating all contracts and purchase orders to new account numbers
 - Assisting staff in learning new account number structure
- NCPRD has been awarded the Certificate of Achievement for Excellence in Financial Reporting for our Annual Comprehensive Financial Report (ACFR) for the year ending June 31, 2021. In order to be awarded this certificate, we have to publish an easily readable, efficiently organized ACFR that satisfies both generally accepted accounting principles and applicable legal requirements. This certificate of achievement is the highest form of recognition in governmental accounting and financial reporting. This is the 27th year in a row that NCPRD has received this honor.

CURRENT PROJECTS/TASKS

- Year-end is quickly approaching, and we are continuing to make sure that:
 - Deposits are coded in the right year
 - Payables are in the right year
 - P-card transactions are finalized
 - Verify that goods received by June 30 are recorded in FY 21-22
 - Verify that services paid in FY 21-22 but completed after July 1 are coded to FY 22-23
 - Record all outstanding invoices as a receivable
- We are continuing to update all systems for new program, project, and service codes after separation from Business & Community Services.
- Staff attended the Governmental Finance Officers Association “Fundamental Virtual Forum” in July, learning about data tracking, treasury and investment functions, designing a collaborative budget, and debt management, among other topics.

LOOKING AHEAD

- Preparing for audit:
 - Year-end close
 - Gathering statistical measures
 - Prepping for audit reports

Marketing and Communications

SIGNIFICANT ACCOMPLISHMENTS

- **Seed Packets** – For the last five years NCPRD has created custom seed packets, with native locally sourced seeds, as promotional giveaway items. This year, NCPRD is partnering with County Business and Community Services to increase distribution at local libraries, community centers and businesses. Volunteers from the Milwaukie community Center and National Charity League helped to construct the packets. The seed packets will be distributed now through fall.
- **Capital Project Signs** – Signage has been created to increase awareness around capital repair and replace projects. The signage will be placed at project sites leading up and during the work being completed. The signage includes a custom QR code, linking to a landing page with more information on capital projects (ncprd.com/capital-projects).
- **Aquatic Park Signage** – New directional signage has been designed and placed in the lobby of the Aquatic Park for more efficient traffic flow.
- **Outside Insider e-Newsletter** – The July Outside Insider was distributed to over 8,000 subscribers, promoting the remaining summer programs and upcoming fall programs. The newsletter received a 40% click-through rate.

PROJECTS/TASKS BEING WORKED ON

- **NCPRD Brochure** – The main NCPRD brochure is being updated with a refreshed design and new content. The brochure will be distributed at facilities and events.
- **Vehicle Wraps** – Two maintenance vehicles are being wrapped in custom designs, which will align with the existing fleet of branded vehicles.
- **Fiesta Latina en el Parque** – On Sept. 10, NCPRD is hosting a community event to celebrate Latino culture and heritage in North Clackamas. The promotional materials have been created, in English and Spanish, and outreach has begun to create awareness around the event.
- **Fall Program Promotion** – Promotion of fall programs is underway, leveraging, print and digital engagement tactics.

LOOKING AHEAD

- **Awareness campaign** – NCPRD will be developing concepts for an awareness campaign, designed to increase engagement across all departments.
- **Trolley Trail Brochure** – The Trolley Trail brochure will be getting a refresh, with additional copies printed for distribution.

Custom NCPRD Seed Packets



Older Adult Services

The purpose of the Older Adult Services program is to provide coordinated nutritional, transportation, educational and social service programming to older adults and persons with disabilities in the community; assisting them in remaining independent and helping them thrive in their later years.

SIGNIFICANT ACCOMPLISHMENTS

- The “Great American BBQ” returned as an in-person lunch fundraiser. Hops and Drops staff volunteered to prepare this meal for the community. This was a classic BBQ meal of hotdogs, hamburgers and veggie burgers. All proceeds went to support the nutrition program
- One of the last programs to restart at the Milwaukie Community Center (MCC), since the pandemic shutdown, was the Center’s Travel Trips. These resumed in July with a sold-out cruise on the Portland Spirit.
- Abby Kennedy retired after spending the last 15 years as the lead of the MCC Social Service Program. Abby developed multiple programs and touched many lives during her time at the MCC. The recruitment for her replacement is underway.

PROJECTS/TASKS BEING WORKED ON

- The Community Center Advisory Board’s (CCAB) expanded building review subcommittee met for the first time in July to discuss the Center’s pool room, library and gift shop. Their goal is to see if those spaces could be redesigned to be better utilized by the public. This group will be meeting monthly until the evaluation is completed.

LOOKING AHEAD

- The MCC has applied for two grants through the State of Oregon’s “Oregonbuys” program. One is a \$20,000 grant request for a new double oven and a walk-in freezer door for the kitchen. The other is for a security fence and exterior camera system to help prevent theft and damage to the Center’s buses.
- The Ice Cream Social will be held from noon - 1 p.m. on August 23 at the Milwaukie Community Center.

Parks, Trails and Natural Areas

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.

SIGNIFICANT ACCOMPLISHMENTS

- The staff is in the process of repairing an underground steam pipe rupture at Clackamas School.
- Trolley Trail striping was completed on July 22, as a capital repair and replace project. Clackamas County Road Department was hired to do the work.



PROJECTS/TASKS BEING WORKED ON

- NCPRD is working to refill the Natural Area Program Coordinator position interviews are set for August 2, 2022.
- Mill Park and Clackamas Development Agency Linwood Ave Project
- Weed control and plant maintenance
- Trail Maintenance
- Irrigation is on at all district sites
- Annual backflow device testing is district wide 50% complete

LOOKING AHEAD

- Picnic and special event support throughout the summer
- Programming support
- Playground safety chips districtwide

Recreation

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.

SIGNIFICANT ACCOMPLISHMENTS

- Four movies in the park have been shown this summer: Spiderman No Way Home (275 attended), Sing 2 (300 attended), Cruella (175 attended) and Encanto (275 attended). Pre-movie entertainment included hula hoop contests, live ukulele music and crafts for kids. During the hottest weather, misters provided families with a way to cool off. Kona Ice and the Milwaukie

Community Center Foundation have been present to sell shaved ice, popcorn and drinks. Also, the NCPRD booth was available to answer questions and share information about the District.



- Viano String quartet, from Chamber Music NW, performed at North Clackamas Park on July 12. It was a beautiful evening with approximately 220 attendees who enjoyed the performance.



- Fitness in the Park has been going well this summer. People appreciate being able to exercise outside under the trees and in the fresh air at North Clackamas Park. Tai Chi, yoga, Zumba and HIIT participants have all been enjoying the outdoor experience.
- NCPRD had a booth at the Trolley Trail Fest on July 16, with kids activities, giveaways and information on summer programs and events. One of the most popular activities was for balloon animals made by NCPRD Director, Michael Bork.



- Summer swim lessons are well underway with 1,472 participants registered. Unfortunately, there are 1,704 individuals (possibly duplicates) on our current waitlists.
- Aquatic Park staff have successfully added 25 swim classes to assist in registering some of the many individuals on our waitlists.
- Staff completed another swim instructor academy with six additional instructors graduating. These instructors spent 30 hours gaining the skills to begin offering swim lessons to our community, this fall.
- A variety of swim groups have visited the Aquatic Park during our public Big Surf swims. Some of the highlights have included Self Enhancement Inc., Tualatin Police Summer camp, Oregon Conference and THPRD summer camps.
- Staff and campers had a fun-filled July attending a diverse lineup of sports, crafts and cooking camps. NCPRD held 20 camps in July despite having to cancel the July 25 week of camps due to the extreme heat.

Cooking Camp



Dance and Tumbling Camp





- NCPRD's Sunday night coed softball league wrapped up on July 31. The Benchwarmers came out on top and were crowned this year's champions.



- NCPRD hosted the Oregon USA 14B State Tournament at North Clackamas Park July 1-3. Eighteen teams from around the state participated with the Canby Cougars taking home the championship trophy.

PROJECTS/TASKS BEING WORKED ON

- Staff is busy planning for our Concert in the Park at Milwaukie Bay Park on August 13.
- Coordination is underway for Fiesta Latina en el Parque on September 10 to be held at North Clackamas Park.
- Aquatic and maintenance staff are gearing up for the annual Aquatic Park shutdown in September. The repair list is extensive as we have been operating for 19 months (the longest period of time that the Aquatic Park has remained open since the 90's) without a facility maintenance shutdown.
- Another free lifeguard course is being offered North Clackamas Aquatic Park. Tentatively, we have 10 students applying to join our team upon successful completion of the American Red Cross class.
- NCPRD is putting the final pieces together for the Clackamas County (CC) Cornhole Tournament to be held during the CC employee's picnic August 10. The tournament is full with 42 teams!
- Staff is evaluating if we should resume our adult open gym basketball and volleyball program. These activities were discontinued in March of 2020 due to COVID-19.
- NCPRD staff is preparing for the 2023 NCPRD Hoopers basketball season. Hoopers basketball offers leagues from kindergarten through high school with over 1,500 players!

LOOKING AHEAD

- Fall registration is underway for programming beginning in September.
- The Fall Frenzy adult softball league begins play September 11.
- We are excitedly waiting for Clackamas County Human Resources to open our new, budgeted full-time, employee at the Aquatic Park. This Supervisor position will greatly assist with facility coverage, customer service and program expansion.

Fiesta Latina

en el Parque



Join us for a party in the park to celebrate Latino culture and heritage in North Clackamas! Come learn about cultural traditions through food, music, arts and crafts, and kids activities. This free, family-friendly community festival is open to all.

**SATURDAY, SEPTEMBER 10
FROM NOON - 4 P.M.**

North Clackamas Park | Free admission
All are welcome

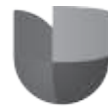
Food | Live Music | Kids Activities | Artisan Vendors
Games | Dance Instruction

Performances by: Dina Y Los Rumberos | Vancouver Ballet Folklorico
Woodburn High School Mariachi Band | Lines Dance Academy

SPONSORED:



Clackamas
Review



UNIVISION



Learn more at
ncprd.com/fiesta



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

Fiesta Latina

en el Parque

¡Acompáñenos en la fiesta en el parque para celebrar la cultura y la herencia latina en North Clackamas!
Venga a conocer diversas tradiciones a través de la comida, la música, el arte y las artesanías, además de actividades para niños. Este festival comunitario gratuito y familiar está abierto para todo el público.

**SÁBADO, 10 DE SEPTIEMBRE
DESDE EL MEDIO DÍA HASTA LAS 4 P.M.**

Parque North Clackamas | Entrada gratuita

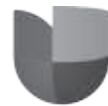
**Comida | Música en vivo | Actividades para niños
Puestos de artesanías | Juegos | Clase de danza**

Presentaciones de: Dina Y Los Rumberos | Vancouver Ballet Folklorico
Woodburn High School Mariachi | Lines Dance Academy

SPATROCINADO POR:



Clackamas
Review



UNIVISION



Obtenga más información
en ncprd.com/fiesta



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT