



DISTRICT ADVISORY COMMITTEE

MEETING AGENDA

Date: March 8, 2023

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

Location: 3811 SE Concord Road Milwaukie, Oregon 97267

Or attend virtually by registering for this meeting:

https://clackamascounty.zoom.us/webinar/register/WN_olyGmUa4RYeQpyrUG6241A

I. Call to Order

II. Action Items

- a. Approval of DAC Meeting Summary from February 8, 2023 (5:30 p.m. 1 min)
- b. LGGP Grant Proposal for Concord (5:31 p.m. 3 min)

III. Discussion Agenda

- a. Jennings Lodge IGA Update (5:34 p.m. 5 min)
- b. Concord Park and Playground Design Update (5:39 p.m. 5 min)
- c. Goal Setting Discussion (5:44 p.m. 1 hour)
- d. Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan and CIP Timeline)* (6:44 p.m. 4 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) (6:48 p.m. 4 min)

V. DAC Member Reports (6:52 p.m. 5 min)

VI. District Monthly Report (6:57 p.m. 3 min)

VII. Future Dates

- a. April Agenda Submission No Later Than: Wednesday March 15, 2023 by 5:00 p.m.
- b. Finalization of Agenda: Monday March 20, 2023
- c. Next DAC Meeting: Wednesday April 12, 2023
 - Planned agenda topics:
 - Concord Park and Playground Design Update
 - Goal Setting Discussion

**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, February 08, 2023

5:30 – 7:00 p.m.

Location: Virtually (via Zoom)

DAC Members Present: Anatta Blackmarr, Ben Johnson, David Gilman, Lisa Batey, Grover Bornefeld, Joel Bergman, Maureen Thom, Muciri Gatimu, Ryan Stee

DAC Members Absent: Rafael Kaup, Katie Scott

Staff and Officials Present: Paul Savas (Clackamas County Commissioner), Michael Bork (NCPRD Director), Dominic Cortinas (NCPRD Deputy Director), Heather Koch, Katie Dunham, Alex Gilbertson, Jessica Stead (NCPRD), Erin Ruff (Clackamas County Resolution Services)

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 5:32 p.m. A quorum was present.

Action Items

- Approval of DAC Meeting Summary
 - The summary from the DAC meeting held on January 11, 2023 was approved with no edits
- System Development Charges – 2007 Project List Amendments
 - Heather Koch presented NCPRD's proposal to add the follow three projects to the SDC list.
 1. Jennings Lodge Elementary School Neighborhood Park improvements
 2. Concord Property Park and Community Center improvements
 3. Hull-Swanson Natural Area
 - **ACTION:** Ryan Stee made a motion to add the mentioned SDC projects to the SDC project list. Anatta Blackmarr seconded the motion.
 - Joel Bergman – Yes
 - Muciri Gatimu – Yes
 - Anatta Blackmarr – Yes
 - Ryan Stee – Yes
 - David Gilman – Yes
 - Maureen Thom – Yes
 - Lisa Batey – Yes
 - Ben Johnson – Yes
 - Grover Bornefeld– Yes

- Motion passed: 9-0
- Regional Transportation Plan Project List Recommendation
 - Katie Dunham, NCPRD Principal Planner, presented NCPRD's proposal to add the following two projects to the 2023 Regional Transportation Plan.
 1. Clackamas River Greenway Trail
 2. South Mount Scott/Scouter Mountain Trail Loop/Powerline Corridor
 - **ACTION:** Ryan Stee made a motion to add these trails to the Metro RTP. David Gilman seconded the motion.
 - Joel Bergman – Yes
 - Muciri Gatimu – Yes
 - Anatta Blackmarr – Yes
 - Ryan Stee – Yes
 - David Gilman – Yes
 - Maureen Thom – Yes
 - Lisa Batey – Yes
 - Ben Johnson – Yes
 - Grover Bornefeld– Yes

Discussion Agenda

- Goal Setting Initial Discussion
 - Grover Bornefeld introduced Erin Ruff, the Clackamas County facilitator who will assist with the DAC Goal Setting process. Erin Ruff provided an overview of the DAC goal setting.
 - Erin asked DAC members to complete the following homework, prior to the March DAC meeting:
 - “Put on your big hats thinking hats. What is essential in the next 5 years to support healthy parks and recreation within the district 20 and 50 years from now, considering being responsible ancestors for healthy parks and rec for our grandchildren’s grandchildren’s grandchildren.”
 - DAC decided to hold the March DAC meeting in person, at the Concord Property on the regularly scheduled day/time.
- General Capital Project Timeline
 - Heather Koch provided an overview of the general capital project timeline.
- 23/24 Budget Prep Update
 - Michael Bork provided an update on the 23/24 budget prep, and provided a summary of what budget proposals NCPRD received for the 23/24 budget.
- Concord Park and Playground Design and Engagement Timeline (6:18pm 8 min)
 - Alex Gilbertson provided a high level overview of a three month look ahead for the Concord Park and Playground Design.
- Changes or Status Updates (Milwaukie Bay Park, Concord, SDC Methodology, NCPRD Funding, System Plan and CIP Timeline)*
 - **Milwaukie Bay Park:** Still on hold.
 - **Concord:** Update covered during agenda item IIId.
 - **SDC Methodology:** Still on hold.
 - **NCPRD Funding:** Update covered during agenda item IIId.
 - **System Plan/CIP Timeline:** Included in “Asset Development” portion of the Division Report.

Public Comment

- Thelma Haggenmiller
 - Recommended looking into a Rotatory International Grant that can be used on all accessible ability park implements. Thelma would like to see that process go forward.

DAC Member Reports

- Joel Bergman (Community Center Advisory Board Representative)
 - The CCAB will be holding their next board meeting (this Friday) at the Concord Property.
 - Housing and Senior Services fair is March 9th, starting at 10am.
 - March for Meals begins in March. Still looking for collection sites.
- Anatta Blackmarr (Subarea 2 representative)
 - At the Oak Grove's Community Council meeting in February Jason Varga will be giving a report on the Concord Project, with time set aside for Q&A.
 - Recording of meeting can be found here: [February 22nd, 2023 OGCC Regular Business Meeting - YouTube](#)
- Lisa Batey (Subarea 5 representative)
 - The Wetlands Conservatory and the Milwaukie Parks Foundation have been working to restore the Minthorn Springs Wetlands. Lisa encouraged DAC members to come join them on Saturday to volunteer to see the wetland, and pull ivy. Recommended visiting the wetlands to enjoy the view.
- Grover Bornefeld (Subarea 1 representative)
 - Grover asked if there was a way to know what the timeline would be for fulfilling the recommendations given by the Arborist who did an assessment of the trees at Alma Myra Park.
 - Grover asked when the contract will be awarded for the Jennings Lodge Park project.

District Monthly Reports

Michael Bork provided the division reports.

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

Adjournment

The DAC meeting was adjourned by Chair Bornefeld at 7:10 p.m.



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

DISTRICT ADVISORY COMMITTEE

TO: North Clackamas Parks and Recreation District Advisory Committee

FROM: Heather Koch, Planning and Development Director

DATE: March 1, 2023

RE: Local Government Grant Program – Concord Play Area Application Letter of Support

Summary

NCPRD is preparing an application to Oregon Parks and Recreation Department Local Government Grant Program (LGGP) for the Concord Play Area Phase II. The DAC has the opportunity to provide a letter of support for the application and to recommend that the NCPRD Board of Directors support the application. The total amount NCPRD is requesting is \$500,000.

Play area design is now underway to integrate inclusive and nature-based play as part of the Concord Community Park project. NCPRD plans to fund Phase I with NCPRD funds and Metro Local Share funds. NCPRD plans to fund Phase II with LGGP grant funds. This provides an opportunity to fully construct the play area and further leverage NCPRD funds.

The Oregon Parks and Recreation Department administers the voter approved, State lottery funded program. This year the program expects to award over \$5 million to projects. The Concord Playground Phase II project is consistent with the goals of the program and meets necessary funding match for the program through the Phase I work. Applications are due April 1 and award decisions are expected to be made early fall. The concept design that is being developed in March will be part of the application. Through community engagement, we will have opportunities to refine the design in early April and make any updates to the application.

Action Requested

DAC to (1) approve an LGGP application letter of support for Concord Play Area Phase II to complete the inclusive and nature-based play at the Concord property; (2) recommend the NCPRD Board of Directors support the application.

Attached

- Draft LGGP Letter of Support



March 8, 2023

To: Mark Cowan, Grant Program Coordinator
Oregon Parks and Recreation Department
Local Government Grant Program
725 Summer St. NE, Suite C
Salem, Oregon 97301

Re: Concord Community Park Play Area Grant Application

Mr. Cowan:

The District Advisory Committee (DAC) makes recommendations to the North Clackamas Parks and Recreation District (NCPRD) Board of Directors on the design, planning and development of parks and the provision of recreational programs in the district. Board Directors are important in representing residents' voices in NCPRD decisions and policies.

The District Advisory Committee voted in favor of supporting the application at its March 8th public meeting to send this letter of support for the project to build Phase II of the inclusive nature-based play area as part of the Concord Community Park project. This project is especially important as this will be the first such play area in Jennings Lodge, a community identified by NCPRD as under-served because it currently has no community parks to provide the livability infrastructure needed for thousands of people who live here. The proposed play area improvements are an important step in addressing the need for natural and more inclusive public play areas.

The broader community has been engaged in this project since the Master Planning phase in 2019-20 and was articulate and clear in that planning process about the need for such a play area, particularly in its relationship to two community buildings being built and improved adjacent to the park on this same property. A new library is planned for construction as well as major improvements to the Concord Community Center.

We ask for your favorable consideration of the grant application to fund this project.

Thank you,

Grover Bornefeld, Chair
District Advisory Committee
North Clackamas Parks and Recreation District



NORTH CLACKAMAS

PARKS & RECREATION DISTRICT

CONCORD PROPERTY

COMMUNITY PARK & PLAYGROUND

ncprd.com/concord-project

UPCOMING COMMUNITY ENGAGEMENT OPPORTUNITIES

NCPRD is currently designing a new park on the Concord Property in Oak Lodge. The almost 2-acre park will be situated alongside the historic Concord Elementary School building and the new Oak Lodge Library, and will provide opportunities for inclusive recreation and connections to nature.

Now in the final phase of the park design the project team has exciting details on park features to share with the community. Learn more about your future park:

IN-PERSON GATHERING

CONCORD PROPERTY

Saturday April 8

11 a.m. to 1 p.m. event

11 a.m. to 11:30 a.m. design
presentation

11:30 a.m. to 1 p.m. outdoor gathering

Concord Property
3811 SE Concord Road, Milwaukie

Come learn about the park and
playground design with food and
activities

- Enjoy food from a local vendor
- Arts and crafts and hands-on activities
- The event is free, family-friendly and open to all
- No registration required

VIRTUAL GATHERING

ONLINE WEBINAR

Thursday April 13

6:30 p.m. to 7:30 p.m.

6:30 p.m. to 7 p.m. design presentation
7 p.m. to 7:30 p.m. Q&A

Zoom Link: TBD

For those that can't attend the
in-person event, this is another
opportunity to learn about the park
and playground design

- The design will be posted online April 8, along with a call for questions
- Virtual design presentation followed by Q&A
- The event is free and open to all
- No registration required



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

Administration

North Clackamas Parks and Recreation District
150 Beavercreek Road
Oregon City, OR 97045

TO: District Advisory Committee (DAC)
DATE: March 8, 2023
RE: DAC Goal Setting Discussion Homework

Homework requested by Erin Ruff, Clackamas County Resolution Services:

Put on your big hats thinking hats. What is essential in the next 5 years to support healthy parks and recreation within the district 20 and 50 years from now, considering being responsible ancestors for healthy parks and rec for our grandchildren's grandchildren's grandchildren



NCPRD Monthly Division Report

Prepared for the NCPRD District Advisory Committee (DAC)

REPORTING PERIOD: February 2023

DAC MEETING DATE: March 8, 2023

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

- **Concord Playground Design:** NCPRD finalized the contract for playground design at the future park at Concord property; project design work began in close coordination with construction document preparation for the full park.
- **Trolley Trail Safety Audit:** Contract finalized for work to begin in March.

CURRENT PROJECTS/TASKS

- **Concord Community Park:** Coordinate with project team on playground design; plan public engagement in April to review park and playground design.
- **Strategy and Polling Work:** Planning for stakeholder interviews and focus groups to research potential options for changes to governance and funding in the future.
- **Grant and Funding Applications:** Preparing application to Local Government Grant Program for play area at Concord property.

LOOKING AHEAD

- **Jennings Lodge Elementary:** Work with consultant and County Procurement to negotiate the final contract for engagement, planning, and design; work with Oregon City School District to update the 2020 intergovernmental agreement to support work ahead.
- **Metro Local Share Funding:** Prepare spring application Metro to request Concord park and playground elements as NCPRD's first local share project.
- **System Plan:** Work with County Procurement to finalize solicitation for a planning and engagement team for District-wide long-range system-wide plan.
- *See also CIP FY22-23 table.*

Capital Improvement Projects FY 22-23

Item	Current Activity	Next Steps	Timeframe
System Plan and Capital Improvement Plan	System Plan Request for Proposals finalization	Issue RFP, consultant selection, contract award	Winter/Spring 2023
SDC Methodology	On hold	Pick up work when possible	Checkpoint April 2023
Milwaukie Bay Park	On hold	Pick up work when possible	Checkpoint April 2023
Ball Fields Study	Sequencing after System Plan kickoff to align study with SP	Begin scoping work aligned with System Plan	Summer 2023
Jennings Lodge ES Recreation Improvements	Contract negotiation & IGA update	Contract Award & IGA approval	Feb/Mar 2023
Concord Property Design and Engineering – park and site	Ongoing design, review and planning engagement	Public engagement for play area concept and park	Spring 2023
Concord Property Design and Engineering – community center	Estimating 100% schematic design; complete minor improvements required by County for admin office use	50% schematic design and revised cost estimate	March 2023
Justice Property Master Plan	In the queue for staff	Review background information, prepare Request for Proposals	May-Aug 2023
New Urban HS	Preliminary meetings with school district	Outline potential agreement between NCPRD and school district	Winter/Spring 2023

Marketing and Communications

The purpose of the NCPRD Marketing and Communications program is to increase engagement and awareness around NCPRD's diverse spectrum of programs, activities, and projects, while ensuring clear and consistent brand messaging and design.

SIGNIFICANT ACCOMPLISHMENTS

- **Movie in the Park Survey** – Conducted a survey, in both English and Spanish, to let the community vote for which films they want included for NCPRD's Movies in the Park series during the summer.
- **Spring Registration** – Promoted registration opening for spring programs and classes using flyers, mailers to residents, signage, social media posts, Google AdWords, e-blasts and more.

PROJECTS/TASKS BEING WORKED ON

- **Concord School Property Display Case** – Utilizing the empty display case at the Concord School Property entrance to share information on the building's history and future projects.
- **Summer Program Materials** – Kicked off the development promotional materials for NCPRD summer programs and events, one of NCPRD's busiest seasons.
- **Italian Dinner** – Assisting the Milwaukie Community Center Foundation with the development of promotional materials for the Wine and Roses Italian Dinner Fundraiser, planned for May 6.
- **Giveaways** – Ordering new branded giveaway items to replenish the batch of items used for the prize wheel during NCPRD summer events. New this year, NCPRD will be introducing a branded puzzle for contests and giveaways.
- **Concord engagement** – Developing the engagement materials, prior to starting outreach for the new park at Concord School Property.

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.

Older Adult Services

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

SIGNIFICANT ACCOMPLISHMENTS

- The AARP tax prep program filled the 650 appointments within the first three weeks of opening. These tax returns are completed for free by volunteer tax preparers. This partnership between AARP and the Milwaukie Community Center (MCC) is intended to help low-income seniors with their tax returns.
- The MCC's Transportation Program is part of the Ride Connection senior and disabled transportation network. Partnering with Ride Connection provides operational funding as well as some maintenance reimbursement. Through this partnership, we have been awarded two new lift-equipped transportation buses that will replace two of the older vehicles in our fleet.

PROJECTS/TASKS BEING WORKED ON

- Preparations are underway for this year's March for Meals (M4M's). This is the Nutrition Program's most impactful fundraiser with a goal of \$25,000. The MCC Foundation is looking for partnerships with area businesses to be collection sites for citizens that want to contribute to

this campaign. Fundraising is more important than ever for the Nutrition Program with both increasing food costs and more citizens than ever needing this service.



- The Housing and Senior Services Fair is being held at the MCC on March 9. This year 42 different Senior focused businesses are participating. This fair is organized by the MCC Foundation and is free to the public. It allows the community to visit many of the area's retirement communities as well as other senior focused businesses.
- Staff is interviewing applicants for the vacant Human Services Coordinator position.

LOOKING AHEAD

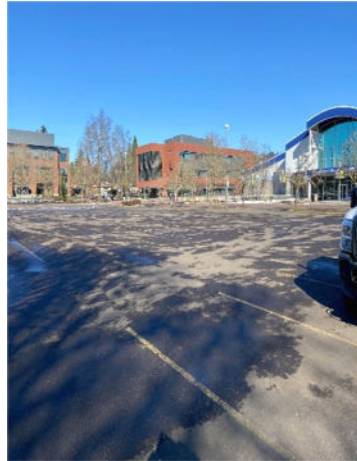
Volunteer Recognition will be held on Saturday, April 15 at 10 a.m. at the MCC. All MCC volunteers are invited, along with a guest, for a traditional brunch with entertainment and prizes. The past three years were drive-thru events, so we are excited to celebrate our volunteers in person. The MCC has over 400 different volunteers who contribute in many different capacities.

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

- Asbestos was abated from the two restrooms in the main hall at Concord.
- All picnic tables have been repaired and repainted and are going back out to the parks.
- Crews cleared snow and ice for programming at Milwaukie Community Center, Aquatic Park and Concord School on February 23, due to snow storm.



- The Christmas Tree Tie-Down event at Spring Park was very successful. We had 46 volunteers who worked a combined 122.5 volunteer hours. They planted 415 native pollinator-friendly plants, tied down around 200 Christmas trees for fish habitat, and weeded a 13,000 ft area of ivy.
- We planted 1,450 bareroot shrubs across Alma Myra, Rivervilla, Stringfield, Hawthorne, Hull & Swanson, and Trillium.
- We planted 275 container plants at Alma Myra: ferns, trillium, and fringe cup
- We planted 530 container plants at the pollinator garden at Stringfield; 80 at Hawthorne
- Arborists were at Alma Myra on January 31, to remove snags, hanging limbs, and to create a habitat tree.
- Made and installed 400 live stakes of native willow, dogwood, and spirea species at Boardman Wetlands Nature Park.

PROJECTS/TASKS BEING WORKED ON

- NCPRD has begun work on pollinator gardens at Hawthorne and Stringfield parks. The natural areas team is continuing fall work focused on controlling specific weeds where success is best in the fall-early winter, trail work and tree work.
- Oak Grove boat ramp gate was damaged by a motor vehicle on February 24. This is currently being repaired.
- Working on completing conditional use ZDO required updates.
- Repairing flooring and restroom fixtures in upstairs Concord restroom after abatement work.
- Mapping early germinations of priority weeds Italian arum and lesser celandine.

LOOKING AHEAD

- Recruiting for a Park Maintenance Specialist position, vacant due to a resignation
- Recruiting for a Building Maintenance Assistant position, vacant due to a resignation.

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

- The Aquatic Park hosted their first Elementary School PE/Fitness Fun, Aquatics and Safety week since the pandemic. Over 100 students from Three Rivers Charter School participated in daily water activities ranging from inner tube water polo to obstacle courses.
- High school swim season wrapped up with the Aquatic Park hosting five local high schools for practices, four private teams and one adult master's team. This included being the host site for 11 swim meets. Overall, we served over 260 youth and 24 adults in the community this season on an almost daily basis.
- Private pool rental season has been extremely busy at the Aquatic Park. In February, there were 13 rentals ranging from as small as 13 individuals to as many as a local elementary PTO event with over 450 in attendance.
- Tai Chi Beginning 1 and Tai Chi for Better Health are being held at Concord School Property this winter, joining a drawing class.
- February 7 was the opening day of spring registration. Aquatic swim lessons filled quickly and over 400 people have registered for adult and youth dance classes.
- NCPRD's first winter cheer performance was held on Saturday, February 18 in the Concord School Property gym. The gym was full of families enjoying the dance and cheer performances by the 41 participants.
- NCPRD's Pre-K Basketball concluded on February 15. Judging by the smiles and the survey results the players and families had a fantastic time! Kudos to Coach John Reese!
- NCPRD's Hoopers basketball season is half over for the nearly 1,600 players. The league has been operating 7 days a week since games began on January 21.



- NCPRD's Shooting Stars program for folks with additional needs and cognitive disabilities will conclude on March 18 with a season ending event. The event will feature player introductions and a tunnel before the basketball games.
- NCPRD's Open Gym Volleyball for adults continues to grow in popularity. The program runs on Sundays in the Concord School Property gym from 3 -5 p.m.

PROJECTS/TASKS BEING WORKED ON

- A free American Red Cross Lifeguard training will be offered this March during Spring Break. Please spread the word that this class is a wonderful opportunity to learn life skills and that the Aquatic Park team will conduct hiring sessions directly after the class is completed.
- Swim Instructor academy and Lifeguard Instructor courses will be offered in March to staff.
- Staff is researching possibilities for a kid's concert or activity day.
- A poll for Movies in the Park was conducted on social media for community members to vote for their favorite movies to be featured.
- Spring registration for NCPRD's youth flag football is off to a great start with 56 players already registered to hit the field on April 26.
- NCPRD's Cheer Starz Dance and Cheer program for kindergarten through 5th grade children begin practicing the week of April 24.



- NCPRD's Adaptive and Inclusive Cheer Starz Dance and Cheer program for folks 12-25 of age begin practice on April 26.
- NCPRD is diving into the Pickleball world. Community volunteers helped tape three Pickleball courts at the Concord School Property gymnasium. We look forward to welcoming players in late March.
- Registration is underway for NCPRD's Spring Fever, one of three adult slow pitch softball leagues. League play is on Sundays for eight weeks at the Nelson Sports Complex. The league was limited to the number of days due to the high school's use of the fields in the spring for their baseball and softball programs.
- Planning for NCPRD's first Inclusion Spring Prom on May 20 is underway and is being embraced by our community. Joni Glenn and Chris Goff have been contacting businesses and community partners for donations of products and services. The response has been very positive.
- NCPRD's Adaptive and Inclusive Spring Social will be held on Friday, March 24 from 6:30 to 8 p.m. at the Concord School Property. The attendees 15 years and older will have a fun-filled evening enjoying music, bingo and sports activities.
- NCPRD's Boo Bash is back! Planning has begun for the October event that will be held at the Concord School Property. More scary details to come.

LOOKING AHEAD

- Oregon Spring Break will be from March 25-April 2. The Aquatic Park will have extended Big Surf swims seven days a week with two daily sessions: noon-1:30 p.m. and 2-3:30 p.m.

- The Aquatic Park will host two exciting training events in April. The first is the Oregon Recreation and Parks Association (ORPA) Aquatics training day for lead staff on April 22. The second event is the Oregon American Red Cross Lifeguard Instructor Trainer recertification day on April 23. Both of these events will benefit our staff and take place in our conference rooms and pools.
- The 2023 Summer Camp offerings and schedule are being finalized.
- Staff is exploring weekday sports programming ideas for youth and adults.
- Sports staff will begin working on NCPRD's summer and fall adult softball league schedules.
- April 16 is May Day Lei Day at the MCC from 2-4 p.m.
- May 7 is World Laughter Day Yoga at North Clackamas Park with Director Bork from 11 a.m. – noon.

Finance

SIGNIFICANT ACCOMPLISHMENTS

- Quarterly financial report for the period July 1, 2022 through December 31, 2022 is included for your review.

CURRENT PROJECTS/TASKS

- FY 2023-2024 Budget preparation

LOOKING AHEAD

- Continued work on finalizing the FY 2023-2024 budget.
- Proposed budget will be reviewed with County Administrator at the beginning of April.
- The Budget Committee will meet in May to approve the budget.
- Staff will attend the GFOA National conference in May, held this year in Portland.

North Clackamas Parks & Recreation District
Quarterly Financial Report Summary – Quarter 2
July – December 2022

General Fund – Fund 213

The FY 21-22 audit is complete and the beginning fund balance has come in slightly lower than anticipated. This is due to an accounting correction for the American Rescue Plan Act revenue. We had originally included it in FY 21-22, which would affect the beginning fund balance of FY 22-23. However, we subsequently learned that we need to post this revenue at the same time as the expenditure (accounting principle of “matching”). Since these funds are being used to offset FY 22-23 payroll costs, they will be shown as current revenue in FY 22-23.

The majority of property tax revenue is received between November and January. As of December 31, 2022, we have received 91% of budgeted property tax revenue. Other revenues during Q2 include Aquatic Park and Sports activities, the Clackamas Elementary lease, and donation and grant revenue for our Nutrition program. Expenditures should be about 50% of budget for Q2, but will fluctuate because of the nature of our programs.

General Fund – Fund 213	
Beginning Fund Balance*	10,281,162
Current Revenues	8,982,873
Current Expenditures	(4,042,516)
Transfers to Other Funds	(17,022)
Ending Fund Balance (as of 12/31/22)	15,504,497

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 December, transfers for capital projects totaling \$111,925 were completed: \$23,222 for work related to the SDC Methodology project and \$88,703 for work related to the Milwaukie Bay Park project. A 2% fee for the collection of SDCs is collected and expensed for quarterly. A total of \$2,065 was collected and expensed for that fee through Q2.

SDC Fund 281 (Zone 1)	
Beginning Fund Balance*	
City of Milwaukie	1,943,689
UGMA	4,058,228
Current Revenues	
City of Milwaukie	26,668
UGMA	43,737
Current Expenditures	
City of Milwaukie	(3,998)
UGMA	(101,223)
Ending Fund Balance (as of 12/31/22)	
City of Milwaukie	1,966,359
UGMA	4,000,742

SDC Fund 282 (Zone 2)	
Beginning Fund Balance*	2,420,725
Current Revenues	67,648
Current Expenditures	(6,943)
Ending Fund Balance (as of 12/31/22)	2,481,430

SDC Fund 283 (Zone 3)	
Beginning Fund Balance*	2,480,457
Current Revenues	13,342
Current Expenditures	(3,408)
Ending Fund Balance (as of 12/31/22)	2,490,391

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 through December 31, 2022 include transfers in from SDC's, General Fund and interest.

Expenditures include:

- \$137,817 for the Milwaukie Bay Park project
- \$101,057 for the Concord Property project
- \$26,626 for the SDC Methodology project
- \$64,500 spent on adding mulch to parks and replace safety chips at playgrounds
- \$40,424 fire alarm panel replacement at the Aquatic Park
- \$9,559 Alma Myra trail repair and pollinator habitat restoration
- \$5,175 Concord bathroom renovation
- \$4,228 Trolley Trail repair and maintenance
- \$1,546 tree planting and ice storm repairs
- \$1,175 updating gas powered equipment with electric
- \$1,103 Investment fees

Asset Development Fund	
Beginning Fund Balance*	7,482,280
Current Revenues	136,195
Current Expenditures	(393,210)
Ending Fund Balance (as of 12/31/22)	7,225,265

*Beginning fund balances are shown here and on corresponding reports for informational purposes, actual posting to financial software is still in process.

Please note: amounts may not match corresponding reports due to rounding.

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2022 - December 31, 2022
General Fund - Fund 213

Account	Description	Budget	1st Qtr	2nd Qtr	YTD Actuals	Balance	% Used
Revenues:							
30110	Restricted Beginning Fund Bala	11,792,505	-	-	10,281,162	1,511,343	87%
31110	Current Year RE Taxes & Penalt	6,865,900	4,798	6,240,197	6,244,994	620,906	91%
31120	Delinquent Taxes	131,000	14,459	36,246	50,705	80,295	39%
31130	Interest & Penalties-Property	20,000	2,982	2,825	5,807	14,193	29%
33140	Federal Operating Grants	-	606,399	567,734	1,174,133	(1,174,133)	0%
33150	State Operating Grants	4,750	-	4,750	4,750	-	100%
33160	Local Operating Grants	223,900	125,625	40,556	166,181	57,719	74%
33170	Program Income	8,500	1,712	1,450	3,162	5,338	37%
33290	Payments In Lieu Of Taxes	1,000	-	-	-	1,000	0%
34110	Admission Fees	542,640	111,080	205,021	316,101	226,539	58%
34150	Aquatic Park Fees	623,000	285,849	173,979	459,828	163,172	74%
34200	Charges for Services to Other	343,000	73,603	103,335	176,938	166,062	52%
34230	Concessions	10,000	2,373	1,789	4,162	5,838	42%
34440	Park and Recreation Fees	233,000	57,020	66,105	123,125	109,875	53%
34510	Registration Fees	35,250	5,051	2,997	8,048	27,202	23%
34530	Sales	15,000	6,617	5,354	11,971	3,029	80%
34610	User Fees	33,100	6,444	3,726	10,170	22,930	31%
36110	Interest Income	74,000	39,352	2,659	42,011	31,989	57%
38110	Contributions & Donations	161,000	28,580	46,705	75,285	85,715	47%
38150	Rent & Lease Income	161,550	53,387	41,955	95,342	66,208	59%
39110	Transfers In From Other Funds	549,020	10,159	-	10,159	538,861	2%
Total Revenue		21,828,115	1,435,491	7,547,383	19,264,035	2,564,080	83%
Expenditures:							
42010	Advertising/Marketing	80,140	23,837	11,103	34,940	45,200	44%
42030	Banking & Merchant Fees	29,200	10,465	7,143	17,608	11,592	60%
42080	Dues & Memberships	-	1,510	10,140	11,650	(11,650)	0%
42100	Fees	14,000	2,389	-	2,389	11,611	17%
42110	Fees - Permits	7,850	111	5,921	6,031	1,819	77%
42150	Insurance - Liability	65,480	16,370	16,370	32,740	32,740	50%
42220	Office Supplies	11,300	2,703	1,877	4,580	6,720	41%
42240	Postage/Shipping	12,300	77	3,352	3,430	8,870	28%
42250	Printing & Copies	48,850	9,150	7,391	16,541	32,309	34%
42270	Publications & Subscriptions	18,750	168	1,658	1,826	16,924	10%
42310	Telephone & Internet	78,680	26,016	16,057	42,073	36,607	53%
42320	Training & Development	38,780	12,997	2,199	15,196	23,584	39%
42330	Transportation - Mileage	12,970	519	1,524	2,043	10,927	16%
42340	Transportation - Other	-	20	28	48	(48)	0%
42350	Travel - Lodging Airfare Other	-	8,008	2,880	10,888	(10,888)	0%
42360	Travel - Per Diem	19,450	794	4,026	4,819	14,631	25%
42390	Utilities	32,610	6,683	8,991	15,674	16,936	48%
42400	Utilities - Electricty	163,900	26,615	38,230	64,845	99,055	40%
42410	Utilities - Gas	112,130	12,297	17,913	30,210	81,920	27%
42420	Utilities - Sewer	48,250	11,111	13,024	24,135	24,115	50%

42430	Utilities - Water	187,220	35,785	75,418	111,203	76,017	59%
42440	Uniforms Clothing Expense	12,900	5,700	1,800	7,500	5,400	58%
43100	Professional Services	283,500	16,095	13,132	29,226	254,274	10%
43130	Audit & Financial Services	29,500	665	29,300	29,965	(465)	102%
43140	Consulting Services	15,000	-	-	-	15,000	0%
43160	Contract Employees	7,216,889	1,372,273	1,395,164	2,767,437	4,449,452	38%
43240	Legal Services	15,000	8,290	3,794	12,084	2,916	81%
43280	Other Contracted Services	654,500	121,201	104,818	226,019	428,481	35%
43290	Preemployment Services	5,200	866	911	1,777	3,423	34%
44100	Supplies	-	-	223	223	(223)	0%
44110	Chemicals	42,000	11,926	7,920	19,846	22,154	47%
44120	Computer < \$5K	36,870	585	3,654	4,239	32,631	11%
44130	Cost of Goods Sold	10,000	2,272	8,848	11,120	(1,120)	111%
44140	Equipment & Furnishings < \$5K	12,150	160	2,021	2,181	9,969	18%
44150	Fuel	40,700	14,215	8,033	22,248	18,452	55%
44160	Food (Jail Housing Senior Cen	117,700	35,522	41,476	76,998	40,702	65%
44170	Hospitality Event Supplies	40,750	5,155	2,914	8,069	32,681	20%
44240	Program Materials & Supplies	154,300	26,670	17,032	43,702	110,598	28%
44250	Shop Supplies	171,000	25,499	17,142	42,641	128,359	25%
44260	Safety Equipment & Supplies	6,700	1,291	355	1,646	5,054	25%
44270	Signage	8,250	-	678	678	7,572	8%
44280	Small Tools & Equipment < \$5K	33,300	4,454	1,607	6,062	27,238	18%
44290	Software (Owned) < \$5K	2,200	-	-	-	2,200	0%
45120	Building Maintenance	58,000	13,306	6,772	20,078	37,922	35%
45160	Equipment Maintenance	22,900	3,236	8,536	11,772	11,128	51%
45200	Park Maintenance	6,000	686	261	947	5,053	16%
45260	Vehicle Repair & Maintenance	24,300	5,893	2,873	8,766	15,534	36%
46110	Leases - Copier	-	1,859	2,213	4,072	(4,072)	0%
46120	Leases - Software (Saas)	29,300	-	915	915	28,385	3%
46150	Leases - Office	97,310	31,988	24,231	56,219	41,091	58%
46200	Leases - Vehicle Rental	4,600	1,150	767	1,917	2,683	42%
47100	Cost Allocation - Finance	133,050	33,262	33,262	66,525	66,525	50%
47140	Cost Allocation - Tech Service	129,250	32,312	32,312	64,625	64,625	50%
47150	Cost Allocation - PGA	22,730	5,683	5,683	11,365	11,365	50%
47160	Cost Allocation - Rec Mgmt	1,990	497	497	995	995	50%
47170	Cost Allocation - HR	68,190	17,047	17,047	34,095	34,095	50%
47180	Cost Allocation - County Admin	18,150	4,538	4,538	9,075	9,075	50%
48120	Building Improvements	-	-	1,094	1,094	(1,094)	0%
Operating Budget		10,506,039	2,011,922	2,047,068	4,042,516	6,463,523	38%
47750	Transfers To Other Funds	8,948,406	17,022	-	17,022	8,931,384	0%
Transfers		8,948,406	17,022	-	17,022	8,931,384	0%
49997	Contingency	2,373,670	-	-	-	2,373,670	0%
Contingency		2,373,670	-	-	-	2,373,670	0%
Unappropriated Ending Fund Bal		-	-	-	-	-	0%
Total Expenditures		21,828,115	2,041,215	2,047,068	4,059,538	17,768,577	19%
Revenues Surplus/(Deficit)		-	(631,072)	5,500,315	15,204,497	(15,204,497)	

Note: numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2022 - December 31, 2022
SDC Zone 1 - Fund 281

Account	Description	Budget	1st Qtr	2nd Qtr	YTD Actuals	Balance	% Used
Revenues:							
30110	Restricted Beginning Fund Bala						
	City of Milwaukie	1,783,690	-	-	1,943,689	(159,999)	109%
	UGMA	3,714,780	-	-	4,058,228	(343,448)	109%
34430	Miscellaneous Fees - UGMA	15,000	203	473	676	14,324	5%
34590	System Development Charges					-	
	City of Milwaukie	93,490	-	22,388	22,388	71,102	24%
	UGMA	89,840	10,097	23,290	33,387	56,453	37%
36110	Interest Income					-	
	City of Milwaukie	5,000	4,280	-	4,280	720	86%
	UGMA	20,000	9,613	61	9,674	10,326	48%
Total Revenue		5,721,800	24,194	46,212	6,072,323	(350,523)	106%
Expenditures:							
42100	Fees						
	City of Milwaukie	1,200	270	-	270	930	23%
	UGMA	19,800	804	473	1,278	18,522	6%
Operating Budget		21,000	1,075	473	1,548	20,210	4%
47750	Transfers To Other Funds						
	City of Milwaukie	135,860	3,728	-	3,728	132,132	3%
	UGMA	2,980,380	99,945	-	99,945	2,880,435	3%
Transfers		3,116,240	103,673	-	103,673	3,012,567	3%
49999	Reserve - Designated						
	City of Milwaukie	1,745,120	-	-	-	1,745,120	0%
	UGMA	839,440	-	-	-	839,440	0%
Reserve		2,584,560	-	-	-	2,584,560	0%
Total Expenditures		5,721,800	104,748	473	105,221	5,617,337	2%
Revenues Surplus/(Deficit)			-	(80,554)	45,739	5,967,102	(5,967,859)

Note: numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2022 - December 31, 2022
SDC Zone 2 - Fund 282

Account	Description	Budget	1st Qtr	2nd Qtr	YTD Actuals	Balance	% Used
Revenues:							
30110	Restricted Beginning Fund Bala	2,348,750	-	-	2,420,725	(71,975)	103%
34430	Miscellaneous Fees	5,000	622	614	1,236	3,764	25%
34590	System Development Charges	350,340	30,656	30,106	60,761	289,579	17%
36110	Interest Income	12,000	5,651	-	5,651	6,349	47%
Total Revenue		2,716,090	36,928	30,720	2,488,373	227,717	92%
Expenditures:							
42100	Fees	8,000	972	614	1,586	6,414	20%
Operating Budget		8,000	972	614	1,586	6,414	20%
47750	Transfers To Other Funds	888,820	5,357	-	5,357	883,463	1%
Transfers		888,820	5,357	-	5,357	883,463	1%
49999	Reserve - Designated	1,819,270	-	-	-	1,819,270	0%
Reserve		1,819,270	-	-	-	1,819,270	0%
Total Expenditures		2,716,090	6,329	614	6,943	2,709,147	0%
Revenues Surplus/(Deficit)		-	30,599	30,106	2,481,430	(2,481,430)	

Note: numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2022 - December 31, 2022
SDC Zone 3 - Fund 283

Account	Description	Budget	1st Qtr	2nd Qtr	YTD Actuals	Balance	% Used
Revenues:							
30110	Restricted Beginning Fund Bala	2,441,120	-	-	2,480,457	(39,337)	102%
34430	Miscellaneous Fees	5,000	-	153	153	4,847	3%
34590	System Development Charges	123,640	-	7,482	7,482	116,158	6%
36110	Interest Income	12,000	5,707	-	5,707	6,293	48%
Total Revenue		2,581,760	5,707	7,635	2,493,799	87,961	97%
Expenditures:							
42100	Fees	8,000	360	153	513	7,757	6%
Operating Budget		8,000	360	153	513	7,757	6%
47750	Transfers To Other Funds	99,160	2,895	-	2,895	96,265	3%
Transfers		99,160	2,895	-	2,895	96,265	3%
49999	Reserve - Designated	2,474,600	-	-	-	2,474,600	0%
Reserve		2,474,600	-	-	-	2,474,600	0%
Total Expenditures			3,255	153	3,408	2,578,622	0%
Revenues Surplus/(Deficit)			-	2,452	2,490,391	(2,490,661)	

Note: numbers may not foot due to rounding

North Clackamas Parks & Recreation District
Revenue & Expenditure Report
July 1, 2022 - December 31, 2022
Asset Development - Fund 480

Account	Description	Budget	1st Qtr	2nd Qtr	YTD Actuals	Balance	% Used
Revenues:							
30110	Restricted Beginning Fund Bala	7,543,570	-	-	7,482,280	61,290	99%
33120	State Capital Grants	675,000	-	-	-	675,000	0%
33130	Local Capital Grants	1,000,000	-	-	-	1,000,000	0%
33140	Federal Operating Grants	275,000	-	-	-	275,000	0%
36110	Interest Income	41,000	17,407	-	17,407	23,593	42%
38110	Contributions & Donations	50,000	-	-	-	50,000	0%
39110	Transfers In From Other Funds	12,503,606	118,788	-	118,788	12,384,818	1%
Total Revenue		22,088,176	136,195	-	7,618,475	14,469,701	34%
Expenditures:							
42100	Fees	10,000	1,103	-	1,103	8,897	11%
43100	Professional Services	-	-	-	-	-	0%
44240	Program Materials & Supplies	-	-	1,463	1,463	(1,463)	0%
44270	Signage	45,000	-	-	-	45,000	0%
44280	Small Tools & Equipment < \$5K	30,000	-	-	-	30,000	0%
48120	Building Improvements	193,000	4,228	42,121	46,348	146,652	24%
48150	Construction	14,089,904	159,681	106,030	265,711	13,824,193	2%
48160	Equipment & Furnishings > \$5K	-	-	1,175	1,175	(1,175)	0%
48190	Land Acquisition	47,000	-	-	-	47,000	0%
48200	Land Improvements	105,000	64,500	9,104	73,604	31,396	70%
48210	Leasehold Improvements	-	-	3,805	3,805	(3,805)	0%
48230	Vehicles	24,700	-	-	-	24,700	0%
Operating Budget		14,544,604	229,511	163,697	393,209	14,151,395	3%
49999	Reserve - Designated	7,543,572	-	-	-	7,543,572	0%
Reserve		7,543,572	-	-	-	7,543,572	0%
Total Expenditures		22,088,176	229,511	163,697	393,209	21,694,967	2%
Revenues Surplus/(Deficit)		-	(93,316)	(163,697)	7,225,266	(7,225,266)	

Note: numbers may not foot due to rounding



DISTRICT ADVISORY COMMITTEE

TO: NCPRD District Advisory Committee

FROM: NCPRD Staff

DATE: March 1, 2023

RE: Follow up to questions asked during February 8, 2023 DAC Meeting

Wichita Roof Replacement

- NCPRD Maintenance Division is obtaining quotes for asphalt and composite roofing, similar to what is on the building currently.

Metro Local Share Funding Scope/Request

- The application staff will prepare this spring to submit to Metro to use local share funding for Concord has not yet been prepared as staff is awaiting updated costing and design.
- Metro will consider the application once submitted, request any adjustments, and then prepare the intergovernmental agreement capturing those details. The IGA will go to the NCPRD Board and Metro Council for approval. The amount of request will range from 750k to 1.25M pending final design work and cost estimates for the playground, restroom and shelter elements that Metro has indicated are eligible (subject to final review).

GANNT Chart

- The next update of the GANNT chart will include descriptions of the projects, and have an option that is more printer friendly.

3 Creeks

- WES is working on grants for 3-creeks. NCPRD is communicating with WES and partnering to review drawings. We are not prioritizing recreational improvements at this time but it is potentially something we could do in the future in partnership with WES on this WES-owned property.

Timeline for Arborist Recommendations for trees at Alma Myra Park

- Recommendation #1. A Certified Arborist should inspect all trees for maintenance needs every 5-7 years and after any major weather events.
 - NCPRD has an on staff Arborist who has been and will continue this work.
- Recommendation #2. Any equipment site access should be conducted via the established paths or under arborist supervision.
 - NCPRD's Arborist is tasked with this.
- Recommendation# 3. Where tree inventory tags are missing, they should be replaced. This will facilitate clear communication of tree care needs, and aid monitoring over time.

- Three trees were missing tags, and these have been replaced.
- Recommendation #4. A forest pathologist may provide additional evaluation for the possibility of beetle infestation or laminated root rot.
 - There are a few trees that have pitch weeping down the trunks from previous beetle attacks. This weeping is a sign the tree is fighting off beetle attacks. NCPRD will be using pheromone packets on the affected trees to deter future attack this spring. This will be ongoing monitoring by our arborist. If we see signs of additional weeping, we will hire a pathologist to assess.
- Recommendation #5. TCG recommends additional assessment for trees in the park with unusual basal swelling, and red ring rot which can be localized in pockets where previous branches arose.
 - This will require additional contracting and NCPRD Maintenance Division is currently working to get a scope of work together for this.
- Recommendation #6. Planned mulch applications are beneficial to the forest ecosystem. One ideal option is composted or aged mulch as the dark color blends into existing forest floor landscapes, breaks down quickly to increase soil organic content that increases moisture retention, reduces temperature fluctuation, and reduces weed germination.
 - NCPRD has a mulch madness event planned March 25th from 9am to 12pm to spread mulch on the site. Please contact Lauren at Lcary@ncprd.com if you would like to help. We will also be blowing in additional mulch if needed after the event.