



NORTH CLACKAMAS PARKS & RECREATION DISTRICT

BOARD OF DIRECTORS MEETING AGENDA

Date: March 20, 2024
Time: 6:00 p.m.
Location: North Clackamas Aquatic Park (7300 SE Harmony Road, Milwaukie, OR 97222) –or [join virtually \(via Zoom\)](#)

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance

2. PRESENTATION

- a. Report of the Chair of the District Advisory Committee

3. BOARD DISCUSSION ITEMS

- a. System Plan Roll-Out
- b. Development Updates
 - Concord Community Center, Playground and Parking
 - Jennings Lodge Property
 - Justice Property
- c. Financial Forecast

4. CONSENT AGENDA *(The following Items are considered routine, and therefore will not be allotted individual discussion time on the agenda. Many of these items have been discussed by the Board in Work Sessions. The items on the Consent Agenda will be approved in one motion unless a Board member requests, before the vote on the motion, to have an item considered at its regular place on the agenda.)*

- a. Approval of Meeting Minutes from September 20, 2023 NCPRD Board Meeting

5. DISTRICT ADMINISTRATOR & DISTRICT DIRECTOR UPDATE

6. PUBLIC COMMENTS *(The Chair of the Board will call for statements from people regarding issues relating to District governance. It is the intention that this portion of the agenda shall be limited to items of District business which are properly the object of Board consideration and may not be of a personal nature. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)*

7. BOARD COMMUNICATIONS

8. ADJOURN



March 20, 2024

BCC Agenda Date/Item: _____

North Clackamas Parks and Recreation District Board of Directors

Update on the NCPRD System Plan project. Funding is through NCPRD Capital Asset funds. No County General Funds are involved.

Previous Board Action/Review	Executive & Policy Session on November 21, 2023 Business Meeting on December 7, 2023		
Performance Clackamas	<ul style="list-style-type: none">• Build public trust through good government.• Honor, utilize, promote, and invest in our natural resources.• Ensure safe, healthy, and secure communities		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Cindy Becker	Contact Phone	503-930-6894

EXECUTIVE SUMMARY:

The purpose of this report is to provide the Board with an update on the System Plan approved 12/23. Project work began winter 2024 and is expected to be complete by summer 2025.

North Clackamas Parks and Recreation District ("NCPRD") has contracted with Design Workshop, Inc. for consulting services to develop a parks and recreation System Plan. The Board of Directors ("BOD") approved Phase 1 and Phase 2 (described below) of the consulting contract, which totals \$233,145. Staff will provide the Board with the results of the first two phases by September, 2024 and seek approval before commencing Phase 3 (Develop Plan) and Phase 4 (Strategize Implementation).

NCPRD's current Parks and Recreation Master Plan was adopted almost 20 years ago, in 2004, and updated but never finalized due to changes to the District boundary in 2015. A new System Plan will reflect the acquisition of parks and trails, recognize the changing needs of the community, and provide a 20-year road map that sets the future direction of NCPRD.

Key steps in the planning process include extensive community engagement, updating of base data, understanding resident needs and wants, assessing existing assets, and developing a prioritized plan and strategy for its implementation.

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Phases 1 and 2 are now underway and will run somewhat concurrently.

Phase 1, Assess Current Condition: Base data for the district has been updated and development of a tool to assess the condition of assets is in-progress. Staff and trained volunteers will use the tool to assess the condition of all district assets (such as developed parks, natural areas, facilities) by late summer 2024.

Phase 2, Establish Community Priorities: NCPRD staff have collaborated with a variety of County staff, local service providers, community-based organizations and community representatives to engage as many district residents as possible.

- Clackamas County staff have advised NCPRD staff as to how to reach specific communities within the district (such as youth, seniors, community planning organizations and various racial and ethnic groups) as well as capitalize on existing County resources (such as H3S Community Liaisons and the County's Youth Action Board).
- H3S Community Liaisons will help reach diverse district residents and the County's Youth Action Board will provide perspectives as young adults as well as help with site assessments.
- In February, staff briefed the District Advisory Committee (DAC) to receive their input and have also met individually with DAC members to gauge their interest in participating as project volunteers-- gathering resident input and assessing district assets.
- NCPRD staff have also met with community-based organizations such as the North Clackamas Chamber of Commerce and Northwest Family Services to build out a comprehensive community events calendar to reach district residents where they are.
- Staff will soon meet with city of Milwaukie representatives to gather feedback on reaching residents in this area of the district through community-based organizations and events. These conversations will be documented in the Community Engagement Plan, which will be published in May.

Currently, NCPRD staff and trained project volunteers are gathering feedback from a large and diverse pool of district residents by meeting residents where they are at events (such as NCPRD Lunar New Year) and community meetings (such as Oak Lodge and Jennings Lodge Community Planning Organization meetings).

Later this spring, staff will also host eight focus groups representing a range of topics and user groups (such as Youth and Families and Adult and Senior Programs and Services).

An online survey will launch in May and will be available through June. Online survey data sets will be differentiated between the City of Milwaukie and the district's unincorporated area. This approach will allow the project team to be flexible as to how it moves forward with analyses – either as the District is comprised today, or as a revised District should the city of Milwaukie withdraw.

RECOMMENDATION:

None. Informational update only.

Respectfully submitted,

Cindy Becker,
Acting NCPRD Director



March 20, 2024

BCC Agenda Date/Item: _____

North Clackamas Parks and Recreation District Board of Directors

Update on NCPRD Development projects. Funding is through NCPRD Capital Asset funds. No County General Funds are involved.

Previous Board Action/Review	N/A		
Performance Clackamas	<ul style="list-style-type: none">• Build public trust through good government• Honor, utilize, promote and invest in our natural resources• Ensure, safe, healthy and secure communities		
Counsel Review	N/A	Procurement Review	N/A
Contact Person	Cindy Becker	Contact Phone	503-930-6894

EXECUTIVE SUMMARY:

The purpose of this staff report is to provide the Board with an update on development projects underway at NCPRD.

Concord Property: Park, Playground and Community Center

More than 1,300 residents provided input on the park and community center planned for the Concord Property. A variety of engagement opportunities (2019-2020) – including open houses, surveys, comment cards, stakeholder interviews, and focus groups with under-served communities – allowed NCPRD to listen and discuss preferences for the site.

The nearly 2-acre park will provide opportunities for inclusive recreation and connections to nature and will be situated alongside the historic Concord Elementary School building. The site plan in Attachment A shows the main elements of the park and other site improvements. The elementary school building will be preserved for public use as a community center. Building improvements will be phased in due to limited funding.

A public naming process will be undertaken in the coming months to name the park and community center.

Construction of Phase I community center improvements will begin summer 2024 and are expected to be completed by summer 2025. These initial improvements will include a new HVAC system, roof, ground floor entry, and elevator; restroom improvements for ADA compliance and functionality; and, new finishes (such as paint and flooring) to accommodate community programming. Further facility enhancements and upgrades will require additional funding, such as grants or a general obligation bond.

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In early March, a formal Stop Work Order was issued to temporarily stop construction due to unforeseen delays with site development permit approvals. Contingency will be used to fund costs associated with the Stop Work Order; this cost is being split equally between the two projects—library and park/playground/community center. Construction funding for certain park and playground elements includes \$1.2M from Metro’s Local Share program and a \$500,373 grant from Oregon Parks & Recreation Department Local Government Grant Program.

CONSTRUCTION BUDGET:

Item	Amount	Notes
Park	\$4,633,620	Includes hardscape, utilities, parking and splash pad
Playground	\$1,800,000	Includes playground plantings and walkways
Community Center (<i>original scope items</i>)	\$4,323,565	New ground floor entry, new HVAC, new electrical service, new elevator
Community Center (<i>additional scope item</i>)	\$1,836,697	New roof
Community Center (<i>additional interior scope items</i>)	\$1,200,000	New finishes (flooring, paint, carpet) in some areas, drainage improvements and renovated restrooms for ADA and functionality
Owner contingency	\$657,618	Some funds allocated for tank and contaminated soil mitigation and construction delays
Indirect costs	\$3,590,850	Design costs and other soft costs
Direct costs – construction admin	\$407,650	Staff, General Contractor pre-construction tasks
Total	\$18,450,000	Includes \$3,165,616 in funds spent

Park at Jennings Lodge Campus:

NCPRD is working cooperatively with the Oregon City School District (“OCSD”) to develop a new park on an underutilized portion of the Jennings Lodge Elementary School campus. On June 15, 2023, the BOD approved an updated Intergovernmental Agreement (“IGA”) with OCSD.

On June 29, 2023, the BOD approved a contract for design services with Mackenzie, Inc. Last fall, community input on design preferences was collected primarily through an open house event and online survey. Based on this input, two distinctly different Design Concepts were developed (see Attachments B and C). Design Concept #1, called Game On!, features active recreation with a playground, walking paths and lawn area sized for youth soccer (U9). Design Concept #2, called Trails & Timbers, is inspired by nature with a smaller lawn sized for youth soccer (U8), extensive tree canopy, walking paths, a meadow, and a nature-based playground.

On February 28, over 90 people attended the open house event to review the Design Concepts and to provide feedback; feedback is also being collected through an online survey until March 13. Community feedback will be used to prepare a Design Concept that will be further developed as a Schematic Design. The design process is expected to be completed by spring 2025. Staff are working to assemble a funding package for construction. If construction funding

is available, construction will commence in the fall of 2025. A public naming process will be undertaken during construction.

Park at Justice Property:

Staff are exploring options for expanding the footprint of the NCPRD-owned Justice property (see Attachment D). Increasing the size of the 2.95-acre parcel will create more opportunity to efficiently meet multiple district needs such as sports fields, playgrounds, and access to nature. Staff expect to present options to the BOD by summer 2024.

RECOMMENDATION:

None. Informational update only.

Respectfully submitted,

Cindy Becker
NCPRD Acting Director

Park and Community Center at Concord Property

ATTACHMENT A
Site Improvements

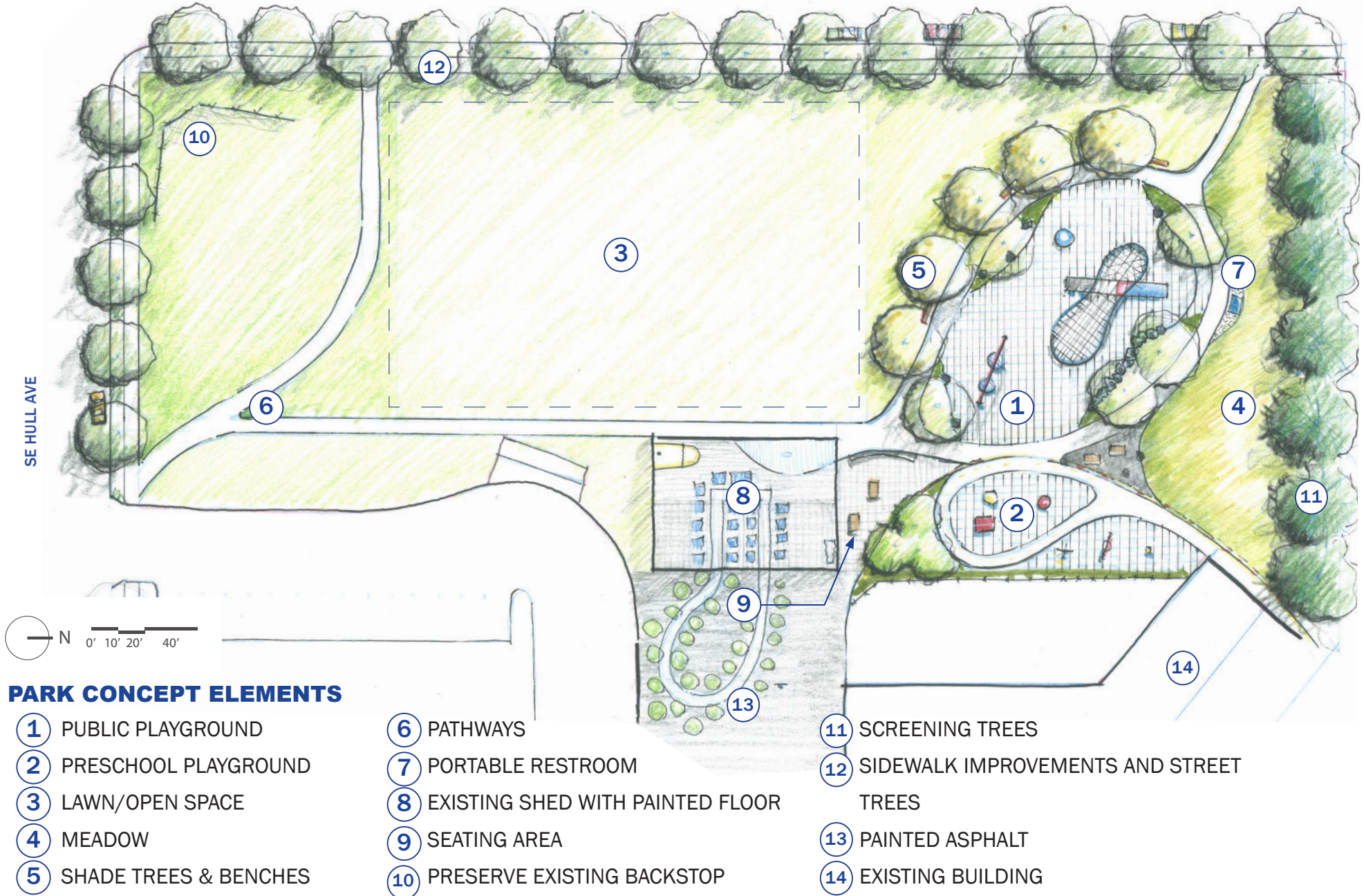


Park at Jennings Lodge Campus

SE WILMOT ST

ATTACHMENT B

Design Concept 1: Game On!



SE WILMOT ST

Design Concept 2: Timber and Trails





Geographic Information Systems
121 Library Court
Oregon City, OR 97045

ATTACHMENT D

Property Report

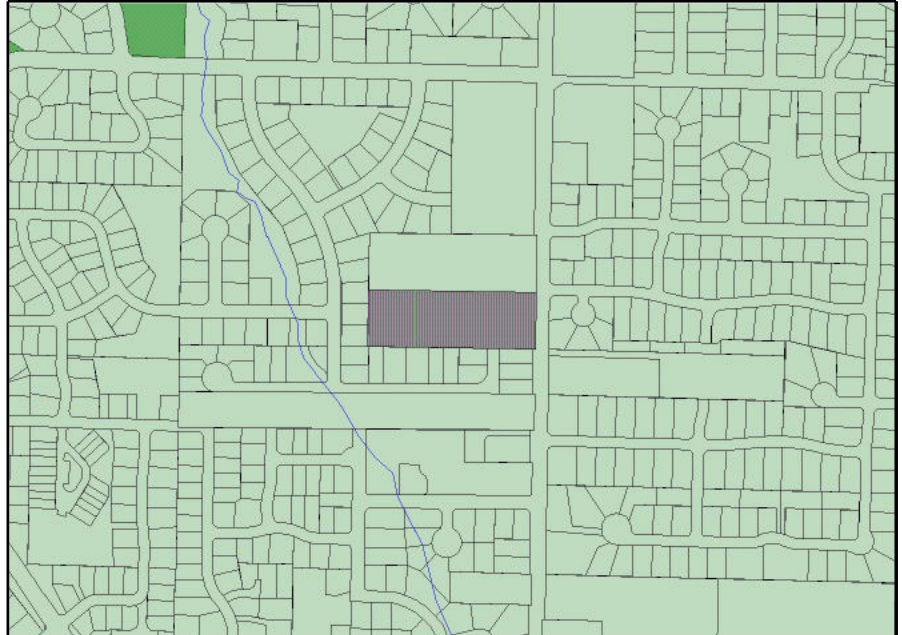
NORTH CLACKAMAS PARK & REC DIST
9101 SE SUNNYBROOK BLVD FL 4
CLACKAMAS , OR 97015

Site Address: **13871 SE 122ND AVE**
Taxlot
Number: **22E03DA00200**

Land Value: **322660**
Building Value: **0**
Total Value: **322660**

Acreage: **2.95**
Year Built:
Sale Date: **09-01-1993**
Sale Amount: **143000**
Sale Type:

Location Map:



Land Class:
Residential land, vacant

Building Class:

Site Characteristics:

UGB: **In**
Flood Zone: **No**

Zoning Designation(s):

Zone Overlay: Acreage:
OSM **2.94**

Neighborhood:
Sunnyside subdivisions 100, 101

Taxcode Districts: **012073**

Fire	Clackamas RFPD #1
Park	North Clackamas Park Dist #3
School	SCH 12 N CLACKAMAS
Sewer	Clackamas Co. Service Dist. #1
Water	SUNRISE WATER AUTHORITY
Cable	Comcast of Oregon, ll, Inc.
CPO	Sunnyside
Garb/Recyc	Waste Management (JPL)
Jurisdiction	Clackamas

This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before making decisions.

Printed at 10:46 AM on 06/19/2008



March 20, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
Sitting/Acting as North Clackamas Parks and Recreation District Board of Directors
Clackamas County

Review of 5-year Financial Forecast

Previous Board Action/Review	None. This is a new item requested by the Board		
Performance Clackamas	Which indicator of success does this item affect? <ul style="list-style-type: none">• Honor, utilize, promote, and invest in our natural resources• Build trust through government		
Counsel Review	N/A	Procurement Review	N/A
Contact Person	Cindy Becker	Contact Phone	503-930-6894

EXECUTIVE SUMMARY:

Staff prepared a 5-year forecast for the various NCPRD funds to provide the Board with a longer-term financial picture. Important things to note:

- NCPRD General Funds: Revenues are not able to keep up with rising expenses due to a static tax base, no/minimal fee increases, and drawing down the beginning fund balance.
- Capital Projects: There is no forecast for this fund at this time. As projects are identified through the System Planning process, available funds will be transferred to this account.
- System Development Charges: These are projected using the current zone methodology
- Finally, this is a dynamic report and will be updated to reflect changes in numbers and/or assumptions

RECOMMENDATION: None. Informational update only.

Respectfully submitted,

Cindy Becker
Acting Director

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DRAFT FORECAST								
NCPRD General Fund	Actuals	Budget	Frcast Yr #1	Frcast Yr #2	Frcast Yr #3	Frcast Yr #4	Frcast Yr #5	Frcast Yr #6
	FY 22-23	FY 23-24	FY24-25	FY 25-26	FY 26-27	FY27-28	FY28-29	FY29-30
Beginning Fund Balance	10,281,162	13,576,195	6,409,721	4,853,828	3,563,611	2,012,742	194,633	(1,917,153)
Revenue								
Taxes	6,949,573	7,116,634	7,443,000	7,748,163	8,065,838	8,388,471	8,715,622	9,055,531
Federal, State, Local, All Other Gifts & Donations	3,243,653	328,193	224,450	226,695	228,961	231,251	233,564	235,899
Charges, Fees, License, Permits	2,541,808	2,277,200	2,554,100	2,579,641	2,605,437	2,631,492	2,657,807	2,684,385
All Other Revenue Resources	888,706	473,989	495,667	515,494	536,113	557,558	579,860	603,055
Transfer in	44,071	635,200	1,057,732	580,000	600,000	620,000	640,000	660,000
Operating Revenue	13,667,811	10,831,216	11,774,949	11,649,992	12,036,350	12,428,772	12,826,852	13,238,869
Expense								
Personnel Services*	6,266,188	8,019,365	8,333,682	8,750,366	9,187,884	9,647,279	10,129,643	10,433,532
Materials and Services	2,759,952	3,639,355	3,403,469	3,573,642	3,752,325	3,921,179	4,097,632	4,261,538
Transfer Out	23,733	8,900,000	419,976	-	-	-	-	-
Operating Expense	9,049,873	20,558,720	12,157,127	12,324,009	12,940,209	13,568,458	14,227,275	14,695,069
Net Operating Income (Loss - use of fund balance)	4,617,938	(9,727,504)	(382,178)	(674,016)	(903,859)	(1,139,686)	(1,400,423)	(1,456,200)
Ending Fund Balance	14,899,100	3,848,691	6,027,543	4,179,812	2,659,752	873,056	(1,205,790)	(3,373,353)
Contingency	-	2,908,692	1,173,715	616,200	647,010	678,423	711,364	734,753
Reserves	-	940,000	-	-	-	-	-	-
Unappropriated Ending Fund Balance	14,899,100	(1)	4,853,828	3,563,611	2,012,742	194,633	(1,917,153)	(4,108,107)
<i>Assumptions:</i>								
Taxes - Property assessed value growth Yr 1: 4.1%, Yr 2: 4.1%, Yr 3: 4.0%, Yr 4: 3.9% forward								
Contributions & Donation growth: 1%								
Fees & Charges growth: 1% for increased programming (not an increase in fees)								
CPI growth: Yr 1-2: 5.0%, Yr 3-4: 4.5%, and Yr 5: 4.0%								
Contract Employees: Yr 1-4: 5.0% and 3% forward								
Contingency is minimum 5% per policy - FY 24-25 Budget is 10%								
Allocated Costs for FY 24-25 Proposed are included but estimated								
*NCPRD staff are contracted through the County and are accounted for in Materials & Services. Staff Costs are shown under Personnel in the Forecast								
<i>Other Notes:</i>								
Actual funds received in FY 22-23 and FY 23-24 under Federal, State, Local, etc. includes ARPA Funds. NCPRD received \$3,263,443 in ARPA funds.								
Decrease in All Other Revenue between FY 23-24 Projected Year-end and FY 24-25 Proposed Budget is due to loss in interest from a lower fund balance								
Proposed FY 24-25 - Transfer In includes \$500,000 from Capital Repair & Replacement								
Transfer In align with Transfers Out under the SDCs for staff time spent on SDC eligible projects								
FY 23-24 Year End Projections - Transfer Out for \$9,655,481 detail:								
\$8,337,747 Concord Park & Community Center								
\$1,200,000 Concord interior upgrades								
\$117,734 Jennings Lodge								
FY 24-25 Proposed Budget - Transfer Out for \$419,976 detail:								
\$376,475 Jennings Lodge								
\$43,501 Milwaukie Bay Park								

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DRAFT FORECAST

Capital Repair & Replace	Actuals	Budget	Frcast Yr #1	Frcast Yr #1	Frcast Yr #2	Frcast Yr #3	Frcast Yr #4	Frcast Yr #5	Frcast Yr #6
	FY 22-23	FY 23-24	FY 23-24	FY24-25	FY 25-26	FY 26-27	FY27-28	FY28-29	FY29-30
Beginning Fund Balance	3,339,189	2,993,684	3,183,190	3,010,579	2,096,179	1,685,699	1,278,447	874,720	474,650
Revenue									
Federal, State, Local, All Other Gifts & Donations	-	45,000	45,000	-	-	-	-	-	-
All Other Revenue Resources	95,252	50,000	137,000	120,000	124,800	129,792	134,984	140,383	145,998
Operating Revenue	95,252	95,000	182,000	120,000	124,800	129,792	134,984	140,383	145,998
Expense									
Materials and Services	9,697	18,000	9,634	33,600	35,280	37,044	38,711	40,453	42,071
Capital Outlay	241,554	1,664,948	344,977	500,800	500,000	500,000	500,000	500,000	500,000
Transfer Out	-	-	-	500,000	-	-	-	-	-
Total Expense	251,251	1,682,948	354,611	1,034,400	535,280	537,044	538,711	540,453	542,071
Net Income (Loss - use of fund balance)	(155,999)	(1,587,948)	(172,611)	(914,400)	(410,480)	(407,252)	(403,727)	(400,070)	(396,073)
Ending Fund Balance	3,183,190	1,405,736	3,010,579	2,096,179	1,685,699	1,278,447	874,720	474,650	78,577
Reserves	-	1,405,736	-	2,096,179	1,685,699	1,278,447	874,720	474,650	78,577
Unappropriated Ending Fund Balance	3,183,190	-	3,010,579	-	1,685,699	1,278,447	874,720	474,650	78,577

Assumptions:
All Other Revenue Resources growth 4%
CPI growth: Yr 1-2: 5.0%, Yr 3-4: 4.5%, and Yr 5: 4.0%

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Capital Projects	Actual	Adopted
	FY 22-23	FY 23-24
Beginning Fund Balance	4,143,090	2,995,091
Revenue		
Federal, State, Local, All Other Gifts & Donations	-	2,963,000
All Other Revenue Resources	114,187	50,000
Transfer in	234,284	12,922,065
Total Revenue	348,471	15,935,065
Expense		
Materials and Services	12,044	73,000
Capital Outlay	1,081,853	14,450,000
Total Expense	1,093,897	14,523,000
Net Income (Loss - or use of fund balance)	(745,426)	1,412,065
Ending Fund Balance	3,397,664	4,407,156
Reserves	-	4,407,156
Unappropriated Ending Fund Balance	3,397,664	-

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Not forecasting further than FY 24-25 Proposed Budget as future activities for Capital Projects will be determined by the System Plan in process.

Other Notes:

FY 24-25 Beginning Fund Balance is from SDCs, NCPRD General Fund, and Grant Funds

\$514,560 of beginning fund balance is from Trimet to fund a TriMet approved project for the Trolley Trail on the north side of North Clackamas Park.

Proposed FY 24-25 in Capital Outlay for \$11,368,466 includes:

\$263,028 System Plan

\$9,250,000 Park and Community Center at Concord property

\$550,000 Park at Jennings Lodge

\$50,000 Park at the Justice Property

\$255,438 Milwaukie Bay Park

\$1,000,000 Potential land acquisition identified by the System Plan

DRAFT FORECAST

SDC's	Actuals	Budget	Frcast Yr #1	Frcast Yr #1	Frcast Yr #2	Frcast Yr #3	Frcast Yr #4	Frcast Yr #5	Frcast Yr #6
	FY 22-23	FY 23-24	FY 23-24	FY24-25	FY 25-26	FY 26-27	FY27-28	FY28-29	FY29-30
Restricted Beginning Fund Balance	10,903,099	10,684,802	11,716,681	10,089,674	9,010,299	9,413,217	9,814,750	10,215,643	10,616,562
Revenue - Restricted									
Charges, Fees, License, Permits	766,561	276,250	588,740	582,400	585,312	588,239	591,180	594,136	597,106
All Other Revenue Resources	322,502	141,000	492,000	403,000	419,120	435,885	453,320	471,453	490,311
Total Revenue	1,089,063	417,250	1,080,740	985,400	1,004,432	1,024,123	1,044,500	1,065,589	1,087,417
Expense									
Materials and Services	20,858	13,850	23,770	20,490	21,515	22,590	23,607	24,669	25,656
Transfer Out	254,622	4,657,265	2,683,977	2,256,222	580,000	600,000	620,000	640,000	660,000
Total Expense	275,480	4,671,115	2,707,747	2,276,712	601,515	622,590	643,607	664,669	685,656
Net Income (Loss-or use of fund balance)	813,583	(4,253,865)	(1,627,007)	(1,291,312)	402,918	401,533	400,893	400,920	401,762
Ending Fund Balance	11,716,682	6,430,937	10,089,674	8,798,362	9,413,217	9,814,750	10,215,643	10,616,562	11,018,324
Reserves	-	6,430,937	-	9,010,299	9,413,217	9,814,750	10,215,643	10,616,562	11,018,324
Unappropria. Ending Fund Bal - Restricted	11,716,682	-	10,089,674	(211,937)	9,413,217	9,814,750	10,215,643	10,616,562	11,018,324

SDCs collected may only be spent on new development and cannot be used to maintain existing assets or operations. Under Oregon Revised Statute (ORS) 223.297-223.314, Oregon state law authorizes local governments to assess SDCs and specifies how, when, and for what improvements they can be imposed.

Collection of SDCs is unpredictable and trend with the state of the economy and feasibility to build.

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- Assumptions:
- Charges, Fees, License, Permits growth at 0.5%
 - All Other Revenue Resources growth at 4%
 - CPI growth: Yr 1-2: 5.0%, Yr 3-4: 4.5%, and Yr 5: 4.0%
 - Transfer Out align with Transfers In under the NCPRD General Fund for staff time spent on SDC eligible projects