



# NORTH CLACKAMAS

## PARKS & RECREATION DISTRICT

### DISTRICT ADVISORY COMMITTEE

#### MEETING AGENDA

**Date:** January 8, 2025

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

**Location:** North Clackamas Aquatic Park, 7300 SE Harmony Road  
Or attend virtually by registering for this meeting:

[https://clackamascounty.zoom.us/webinar/register/WN\\_DK6z-AsxTPG4v4C9ELWgyg](https://clackamascounty.zoom.us/webinar/register/WN_DK6z-AsxTPG4v4C9ELWgyg)

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- I. **Call to Order** – Jeanette DeCastro, DAC Chair
- II. **Introduction of New DAC Member** (Joshua Fisher – 5 min)
- III. **Facilitator Introduction and Exercise** (5:35 p.m. Camille Trummer, Interplay - 45 min)
  - a. DAC Introductions (Name, sub-area, length of service on DAC, icebreaker: What motivates you to contribute to the DAC?)
  - b. Role of NCPRD DAC Facilitator and expectations
  - c. Review DAC code of conduct, purpose, reporting hierarchy
  - d. Discuss and co-create group agreement for DAC
  - e. Preview next steps and action items
- IV. **Action Items** (6:20 p.m. 5 min)
  - a. Approval of DAC Meeting Summary from November 13, 2024
- V. **Informational Item** (6:25 p.m. 10 min)
  - a. New Dinner and Design Social Event (Erin Reome – 10 min)
- VI. **DAC Member Reports** (6:35 p.m. 10 min) Sub-area-specific reports from DAC members and Budget Committee Liaison report i.e. upcoming event dates, questions/feedback received. Limit each 1-2 minutes.
- VII. **District Monthly Report** (6:45 p.m. 10 min)
- VIII. **Public Comment** (6:55 p.m. 5 min) Chair will call for statements from community members regarding issues relating to NCPRD. Comments shall be respectful and courteous to all. Limit each 3 minutes.

**Future Dates**

- February Agenda Submission by Wednesday, January 15, 5 p.m.
- Next DAC Meeting: Wednesday, February 12, 2025



## MEETING MINUTES

North Clackamas Parks and Recreation District  
District Advisory Committee  
Wednesday, November 13, 2024  
5:30 – 7:00 p.m.  
Location: North Clackamas Aquatic Park and Virtually (via Zoom)

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**DAC Members Present:** Muciri Gatimu, Grover Bornefeld (Subarea 1), Anatta Blackmarr, Mark Elliott (Subarea 2), Sheila Shaw, Jeanette DeCastro (Subarea 3), Daniel Diehl (Subarea 4), Lisa Batey (Subarea 5), Joel Bergman (Milwaukie Community Center Advisory Board)

**Members Absent:** Salma Nassir, Ali Feuerstein

**Staff and Officials Present:** Paul Savas (Clackamas County Commissioner), Kia Selley (NCPRD Director), Dominic Cortinas (NCPRD Deputy Director)

A recording of this meeting is available on the NCPRD website at <https://ncprd.com/public-meetings/meeting-minutes>

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- I. **Call to Order** - DAC meeting was called to order by DAC Chair, Jeanette DeCastro. A quorum was present.
- II. **Action Items**
  - a. Approval of DAC Meeting Summary
    - i. The summaries from the DAC meetings held on September 11, 2024, and October 9, 2024, were approved as presented.
  - b. Support of Naming Policy
    - i. Kia Selley, NCPRD Director, provided a brief overview of the Process and Procedures document included in the agenda packet.
    - ii. **ACTION:** Grover Bornefeld made a motion, "To not approve the Naming Policy under its current condition." Daniel Diehl seconded the motion.
      - After discussion, Grover withdrew the motion.
    - iii. **ACTION:** Sheila made a motion, "To approve with the edits of the language changes involving the City of Milwaukie as an exception, putting libraries into the step one, looking at the word application to see if submission or some other language is appropriate, changing to a minimum of 45 days, and add step 4.5 where it comes back to the DAC for review." Joel seconded the motion.
      - Mark Elliott – Asked for clarification on if the motion was to amend this and also recommend this amended document to the Board of Directors (BOD).
        - Sheila – Yes, we would also recommend it to the BOD.
      - Motion passed: 8-1.
- III. **Discussion Agenda**
  - a. Fiscal Year 2025-26 Budget Kick-Off (Kia Selley)
    - i. NCPRD Director, Kia Selley, gave a budget presentation that included the following:

- Budget Structure
  - General Fund Resources and Expenditures
  - System Development Charge Funds (SDC) and Capital Projects Fund
  - FY 2023-24 Accomplishments
  - Opportunity for Community Input
  - The Budget Process and Public Budget Calendar
  - Role of DAC in Budget Process and DAC Budget Committee Liaison
  - DAC Discussion
  - Planning & Development FY 25-26 Draft Projects List
  - Program Funding FY 24-25
- ii. **ACTION:** Joel Bergman moved to extend the DAC meeting length for this meeting by 30 minutes. The motion was seconded. No objections.
  - ii. DAC liaison to Budget Committee
    - Sheila Shaw volunteered to be the DAC liaison to the NCPRD Budget Committee.
  - b. Park at Jennings Lodge Campus Grant Letter of Support (Alex Gilbertson)
    - i. Alex played a brief video regarding the Park at Jennings Lodge Campus project and requested a letter of support from the DAC.
    - ii. **ACTION:** Lisa Batey moved, “The DAC supports the blanket letter for use on grant applications for the park at Jennings Lodge.” Motion seconded.
      1. Motion passed: 9-0
  - c. DAC Representative Replacement (Chair DeCastro)
    - i. Chair DeCastro stated that a DAC representative has several unexcused absences. NCPRD staff has reached out to that person several times, with no response. The DAC will need to remove them from the DAC to create a vacancy and then fill the position with someone who can participate. The DAC removed Salma Nassir from the DAC.

#### IV. DAC Member Reports

- a. Joel Bergman (Milwaukie Community Center Advisory Board) – Tickets are still available for the Thanksgiving Dinner. There is also an opportunity to purchase a meal and all proceeds support the Meals on Wheels program. The Firewood and Energy Assistance programs are going on at the Milwaukie Community Center.
- b. Lisa Batey (Subarea 5) – Milwaukie has three parks that are being built with ARPA money, the hope was that they would open in October but none have opened yet. Balfour Park will probably open in early 2025. Bowman Brae and Scott Park will open in December. December 7 is the City of Milwaukie’s parade and tree lighting in Downtown Milwaukie.

#### V. District Monthly Report

- a. **Harassment-Free Workplace:** We recently identified a need to remind our customers, volunteers, contracts, vendors, and partners that NCPRD has a zero-tolerance policy for harassment. We are going to post the following language at all NCPRD facilities, “North Clackamas Parks and Recreation District provides a work environment free of discrimination, harassment, and retaliation. We create and maintain a respectful and professional environment in which each person is valued and respected regardless of differences or background.” This language is consistent with the County’s language.
- b. **Capital Project Updates:**

- i. A change order for the Concord Property projects will be considered by the Board this month for the playground equipment installation, road construction, and roof and fire suppression-related improvements for the renovated community center. No additional funds are required.
- ii. A construction tour for the DAC and Task Force members has been scheduled, and all DAC members should have received an invite. Please continue to visit the NCPRD project website for updated project information and the construction camera. We are still on track for a grand reopening next fall.
- iii. This week the Board will consider a lease extension for two years, with a one-year option, to extend the NCPRD Maintenance Shop lease.
- iv. This week the Board is also considering a permanent utility easement over a portion of the Trolley Trail for the Boardman sewer improvement project construction planned for spring of 2025. The work is not expected to disturb the surface of the Trolley Trail.
- v. This month staff will bring the first of a series of grant applications to the Board for review and approval to help fund the construction of the park at the Jennings Lodge campus. The goal is to use very little capital funding from the NCPRD resources and lean heavily into grant resources to fund construction. Thanked Alex Gilbertson for taking on this initiative herself.
- vi. In December, the Board will consider a revised IGA with the Oregon City School District for that additional 5 years to give us a 25-year agreement on that property for the park.
- vii. Tomorrow, a revised IGA will go to the Board for the sale of the NCPRD-owned former Clackamas Elementary School Property. This would remove the clause that would allow the property to come back to NCPRD if the rezoning of the property by the County was not successful. This is good for NCPRD as it allows us to utilize the funds right away.

**c. Recreation:**

- i. Nov. 24, 2024 - The Traditional Thanksgiving Dinner is at the Milwaukie Community Center.
  - ii. Dec. 3, 2024 - winter program registration opens for District residents at noon.
  - iii. Dec. 7, 2024 - Winter Celebration at the Milwaukie Community Center.
  - iv. The hot tub at the Aquatic Park is being repaired and is expected to reopen in December.
- d. **Quarter 1 Financials:** Included in the agenda packet. If there is an interest in discussing this financial report, we can do that at the January DAC meeting.
- e. **Community Concern:** Received a community concern about Yellow Iris, an invasion plant, on NCPRD Property. NCPRD is looking into this now to determine if this is on NCPRD property. We are not able to remove it on private property, but we will remove it if it is on our property. We have a management plan for invasive species
- f. **Staff Update:** Kevin Cayson is officially retiring on Monday, November 18. He is returning temporarily to help with the leadership transition. Thanked Deputy Director, Dominic Cortinas, for stepping up to lead the Parks and Facilities team.

**VI. Public Comment**

- a. None



# DESIGN

## & DINNER SOCIAL

Join us for an evening of design, delicious food, lively DJ music, and an inside look at current district projects. Get inspired and share your ideas through hands-on activities and input opportunities that will help shape the future of parks and recreation within our community. This free, all-ages event is packed with fun, creativity, collaboration, and the chance to make a lasting impact.



Music stylings from DJ Jessi LaMain



Dinner from Taco Amigo Express (*options for vegetarians, meat eaters and gluten-free diets*)

## WHEN & WHERE

**SATURDAY, FEB. 8 FROM 3:30-6:30 P.M.**

**Milwaukie Community Center**

*5440 S.E. Kellogg Creek Dr, Milwaukie, OR*

**Free and open to all**

## WHAT TO EXPECT

- ~ Get the latest updates on the designs for the future community center at the Concord property and the new park at the Jennings Lodge Campus.
- ~ Provide input on recreation programs offered throughout the district.
- ~ Explore the draft plan concepts for NCPRD's 20-year System Plan and share your ideas.
- ~ Design your dream park using upcycled items. Customize sneakers, and craft finger skateboards.

[ncprd.com/dinner-design-social](http://ncprd.com/dinner-design-social)



**NORTH CLACKAMAS**  
PARKS & RECREATION DISTRICT



# NORTH CLACKAMAS

## PARKS & RECREATION DISTRICT

### N CPRD MONTHLY DIVISION REPORT

Prepared for the NCPRD District Advisory Committee (DAC)

Reporting Period: November/December 2024

DAC Meeting Date: January 8, 2025

#### ADMINISTRATION

#### FINANCE

- **Fiscal Year 2023-24 Audit:** The Annual Comprehensive Financial Report (ACFR) has been completed. The independent auditors confirmed that the financial statements accurately represent each major fund, the aggregate remaining fund information, and the financial position of the District. The statements are in compliance with the Generally Accepted Accounting Principles (GAAP). A copy of the ACFR can be found online at <https://ncprd.com/wp-content/uploads/2024/11/NCPRD-FY24-ACFR-FINAL.pdf>
- **Fiscal Year 2025-26 Budget:** NCPRD staff is developing proposed budgets.

#### Looking Ahead

- **February 2025:** Presentations of the proposed budget for fiscal year 2025-26 will be given to the DAC and to the NCPRD Budget Committee.
- **March 2025:** The fiscal year 2025-26 proposed budget will be reviewed by the County Administrator.
- **May 2025:** The fiscal year 2025-26 proposed budget will be distributed, and the annual Budget Committee Meeting will occur.
- **June 2025:** The fiscal year 2025-26 NCPRD adopted budget will be submitted to the NCPRD Board of Directors for approval.

#### MARKETING & COMMUNICATIONS

- **Website Refresh:** The website design is in the process of being finalized and individual pages are in development. Due to design delays, the new website is expected to launch early summer of 2025.
- **Program & Events Promotion:** Continued promotion of winter programs and events are underway to drive participation. Staff is also developing materials in preparation for spring promotion.
- **Outside Insider Newsletter:** On Nov. 27, the district e-newsletter was sent to 10,340 recipients with a 37% open rate. The newsletter featured winter classes and events, and can be found [online here](#).

- **Movies in the Park Survey:** To get community input on which movies will be shown at the 2025 Movies in the Park series, an online survey is open through Jan. 3, 2025. Choosing from ten options, community members can vote for which films they would like to see most.
- **No Harassment Signs:** Signage has been put up at NCPRD facilities to communicate and make it clear that NCPRD has zero tolerance for harassment of any kind. This applies to staff, volunteers, patrons and anyone visiting the facilities.

## PLANNING & DEVELOPMENT

### PLANNING & DEVELOPMENT PROJECTS

- **Park at Jennings Lodge Campus:** Design on the park at Jennings Lodge Campus is currently 50% complete and has been submitted to County Planning for Design Review. Staff are preparing four grant applications that will help fund construction, with construction anticipated in spring 2026. A public process will be conducted to select a name for the new park prior to the park opening.

- **Park at Concord Property:** Construction continues at the site, including initial work on the parking lot. Project completion is estimated in fall 2025. A web camera provides a view of site construction that is refreshed every few minutes. You can access the camera as well as construction updates for the park and community center using this link: [new.express.adobe.com/webpage/IG5Adw6CT4y1Vs](https://new.express.adobe.com/webpage/IG5Adw6CT4y1Vs).



- **Playground at Concord Property:** Site work began in early December to prep the area for playground construction. Construction is scheduled to begin in late 2024.
- **Community Center at Concord Property:** A significant portion of the limited budget available in this phase is needed for updates that maintain the integrity of the building, as well as the basic systems required to open the building to the public. The roof replacement and replacement of the HVAC (heating, ventilation, and air conditioning) system are nearly complete. Additional site work will prevent water damage to the building. Work to select furniture, fixtures, and material finishes is underway for the rooms that will be open to the public. A limited portion of the building will be accessible to the public due to limited funding in this first phase of renovations. The building is expected to open to the community in fall 2025.
- **System Plan:** With the initial assessment and community engagement work complete, the consultant team is working with staff to draft the Vision and Goal statements for the Plan, as well as a Framework Plan diagram to illustrate plan concepts. Draft vision and goals content, along with an interactive digital Framework Plan map, will be presented at the NCPRD Design and Dinner Social event on Feb. 8. That content, along with



community feedback gathered, will be presented to the DAC in March, 2025, before it is finalized.

- **Trails Network Plan:** Oregon Department of Transportation (ODOT) has released the Request for Proposal (RFP) for the Trails Network Plan to its pre-selected list of consultant teams. Consultant selection will occur in January 2025. The project is on track for project kick-off in summer 2025.

#### **PARTNER PROJECT SUPPORT (non-NCPRD projects)**

- **Kellogg Creek Confluence Restoration and Community Enhancement Project (impoundment sediment sampling):** The Kellogg Creek Restoration and Community Enhancement Project will reestablish fish passage into the Kellogg-Mt. Scott watershed, restore lower Kellogg Creek habitat and its floodplain through the City of Milwaukie, improve long-term community resiliency and access to nature, and modernize vulnerable multi-modal transportation infrastructure. This project is a collaborative effort led by the North Clackamas Watershed Council, the City of Milwaukie, Oregon Department of Transportation, and American Rivers. In mid-December, Metro Council approved \$10M in funding for the project from Metro's Large Scale Community Visions Program.
- **Beebe Island Side Channel Reconnection Project:** A Clackamas River Basin Council (CRBC) led project. The project proposes to improve side channel connections at the inlet, as well as off-channel alcove habitat. CRBC has developed a final design concept and will be advancing the design to be ready for obtaining the necessary permits.
- **Johnson Creek Confluence Restoration:** A Johnson Creek Watershed Council led project. This project will construct large wood complexes in the lowest reach of Johnson Creek, including the confluence with the Willamette River. The proposed undertaking will be utilizing the existing boat ramp at Milwaukie Bay Park to offload logs into the project area; however, this undertaking will not adversely affect NCPRD. Exact construction dates are to be determined.
- **Boardman Sewer Line Replacement at Trolley Trail:** An Oak Lodge Water Services District (OLWSD) led project. This project will replace a section of wastewater main near Boardman Avenue and Hwy 99E in spring 2025. There will be flaggers, resulting in delays to trail users of no more than 20 minutes. A proposed trail re-routing will also be available during construction. An easement between OLWSD and NCPRD was executed in November to allow this construction project.
- **Construction of Aquifer Storage Recovery (ASR) Building at Sieben Park:** A Sunrise Water Authority (SWA) led project. The ASR building is approximately 200 sf and will be constructed along the eastern boundary of NCPRD's Sieben Park. SWA is working on re-submitting their non-conforming land use application. Once land use is obtained, they will begin progressing designs for construction.
- **3-Creeks Natural Area Floodplain Enhancement Project:** A Water Environment Services (WES) led project. This project will enhance floodplain, improve water quality, improve

fish and wildlife habitat and provide opportunities for pedestrian access and environmental education on the site, where feasible.

### Looking Ahead

- Feb. 8, 2025:** NCPRD Design and Dinner Social. Free, family-friendly event will showcase current projects in the district, solicit community feedback for recreation programming and events, and offer other hands-on activities. The event is on Saturday, February 8, 2025, from 3:30 to 6:30 p.m. at the Milwaukie Community Center. A light dinner will be provided for participants.

### CAPITAL IMPROVEMENT PROJECTS FY 24-25

Item	Current Activity	Next Steps	Timeframe
System Plan	Vision, Goals, and Framework Plan development	Vision, Goals, and Strategies development and refinement. Creation of a draft System Plan map.	Winter 2025
Trails Network Plan	Consultant selection	ODOT to contract with selected consultant	Winter/Spring 2025
Park at Jennings Lodge Campus	Advance design development; staff to apply for grants to help fund construction	8-week Design Review process with County Planning; advancement of construction drawings; refinement of cost estimate	Summer 2025
Park at Concord Property	Advise on construction activities and cost control	Advise on construction activities and cost control	Summer 2025
Playground at Concord Property	Advise on construction activities and cost control	Advise on construction activities and cost control	Spring 2025
Community Center at Concord Property	Advise on construction activities and cost control	Advise on construction activities and cost control	Summer 2025
Park at Justice Property	On hold	Complete site due diligence	Winter 2025
SDC Methodology	On hold	-	Fall/Winter 2025

## PROGRAMS & COMMUNITY CENTERS

### AQUATICS

- **Santa Swim:** For the third consecutive year, we hosted Randall Children's Hospital's annual Santa Swim. The event was a success, with a great turnout and many delighted swimmers.
- **Public Lifeguard Course:** A lifeguard course held in December was successfully completed, with 10 out of 11 students passing.
- **Kiddie Pool Pump Replacement:** The motor for the kiddie pool was replaced and successfully reinstalled.
- **Wave Machine:** A part failed in the wave machine equipment and has been replaced..

### Looking Ahead

- **Jan. 6-10, 2024:** Check valves will be installed on the following systems: wave pool, interactive features, slides, and the red slide. This installation is part of the capital projects approved for the 2024-25 fiscal year. The check valves will improve system efficiency and support staff during weekly routine maintenance.



### OLDER ADULT SERVICES

- **Thanksgiving Dinner/Donate a Dinner:** The Milwaukie Community Center (MCC) Foundation hosted its annual Thanksgiving Dinner on November 24, which was a sold-out event. The dinner welcomed 170 attendees and raised more than \$2,000 in support of the Nutrition Program. Additionally, the "Donate a Dinner" fundraiser, held in partnership with Milwaukie New Seasons, generated over \$7,000.
- **Fill a Stocking:** The Milwaukie Community Center (MCC) staff leads a community initiative to collect items for filling stockings for the Meals on Wheels (MOW) participants. The stockings are filled with a mix of practical and enjoyable items and are delivered along with a meal during the week leading up to Christmas.



### Looking Ahead

- **Jan. 21, 2025:** Scheduling for the Tax Aid Program begins at 8 a.m. This free tax preparation service at the Milwaukie Community Center (MCC) is offered in partnership with AARP.

## RECREATION AND SPORTS

- **Teen Night:** On November 15, a free event was held at Milwaukie Community Center for teens in grades 6-12. The event attracted 26 participants, who enjoyed an evening of socializing, engaging games, and a variety of delicious pies.
- **Winter Registration:** Registration opened on December 3, and spots are filling quickly for our offerings, including new classes such as Melodies in Motion: Yoga, Songs, and Movement (ages 3-5), Chair Zumba, Intro to Fermenting, and Tai Chi 24 Yang.
- **Winter Celebrations:** On December 7, approximately 300 attendees participated in a festive celebration featuring interactive cultural booths representing Kwanzaa, Hanukkah, St. Lucia, Three Kings Day, and Dongzhi. These booths offered food tastings, crafts, and games. Additional activities included cookie decorating, present stacking, winter animal races, and snowflake making. Entertainment was provided by School of Rock, Tuesday Plus Trio, NCPRD Line Dancers, and Ashlee Brouillette. Frosty and Santa also made appearances, greeting guests and posing for photos.



- **Hoopers Basketball:** More than 1,400 players have registered to participate. Staff are currently organizing teams, securing gymnasium rentals from the school district, ordering uniforms, and recruiting over 200 volunteer coaches.
- **Shooting Stars:** This adaptive and inclusive youth basketball league, which begins on January 20, will feature nearly 40 players.
- **Sideout Volleyball:** Players wrapped up their final season matches on November 16, with teams showcasing the new skills they had developed throughout the season.
- **Winter Cheer and Dance:** Registrations for this coed program have increased by 230% compared to last year. The program will be held in the Campbell Elementary gymnasium and will begin on January 20.
- **Pre-Kindergarten Basketball:** Children and parents will participate in instructor-led activities, drills, and games in a fun and supportive environment. Classes will take place on Wednesday evenings in the Mt. Scott Elementary gymnasium, starting January 15.

## Looking Ahead

- **Jan. 10, 2025:** Teen Night - Inspire & Create: Vision Boards (Grades 6-12), Milwaukie Community Center, 6:30-8:30 p.m., Free.

- **Jan. 26, 2025:** Lunar New Year Celebration (All ages), Milwaukie Community Center, 1-3:30 p.m., \$5 suggested donation for 18+.
- **Feb. 4, 2025:** NCPRD resident registration begins at noon for spring programming.
- **Mar. 7, 2025:** Teen Night - Passport to Fun: Global Adventures (Grades 6-12), Milwaukie Community Center, 6:30-8:30 p.m., Free.
- **Mar. 22, 2025:** Oregon Ballet Theatre 2 (All ages), Milwaukie Community Center, 5-6 p.m., \$5 suggested donation for 18+.

## PARKS & FACILITY MAINTENANCE

### PARKS, TRAILS & NATURAL AREAS

- **Winterization:** The winterization of all outdoor restrooms (excluding heated units) and irrigation systems has been completed. All picnic tables have been collected for inspection, and any necessary repairs will be made prior to their placement in the parks next spring.
- **Parking Island Restoration:** The restoration project at Aquatic Park has been completed, including the removal of damaged trees and the upgrade of irrigation piping.
- **Clackamas Property Transfer:** In preparation for the sale of our Clackamas School property to the County for future development as a recovery center, staff have relocated all supplies, equipment, and materials to other NCPRD facilities.
- **Generator Training:** Internal training on the operation of backup generators was conducted at both the Aquatic Park and Milwaukie Community Center. With additional staff now trained, we are better equipped to manage power outages.
- **Volunteer Event:** In November, we hosted a volunteer event at Kronberg in partnership with the North Clackamas Watershed Council. A total of 19 volunteers participated, planting 150 native plants.
- **Contracts:** A three-year contract was signed with HMS for quarterly equipment maintenance and repairs at NCPRD facilities.

### Looking Ahead

- **Jan. 4, 2025 10:00 A.M. – 2:00 P.M.:** Christmas Tree Take Back event at North Clackamas Park in partnership with North Clackamas Watersheds Council.
- **Jan. 25, 2025 10:00 A.M. – 1:00 P.M.:** Christmas Tree Tie-Down for Fish Habitat event at Spring Park.

### CAPITAL IMPROVEMENT PROJECTS

- **Aquatic Park Hot Tub Repair:** The leak has been repaired, and we are in the final stages of completing the project. This project proved to be more complex than initially anticipated, resulting in a longer timeline. We now expect to complete the project by December 31, 2024.

- **Electric Van Purchase:** The van is currently in production and is expected to arrive in late January or early February.
- **Aquatic Park Stairs and Tower Repair:** This project is ongoing. We are currently working with an engineering firm to develop a scope of work for the necessary repairs.

### Looking Ahead

**Hawthorne Park Swing Set (Spring 2025):** We are in the process of replacing the swing set as it is nearing the end of its useful life. This project is included in our 2024-2025 replacement schedule, and we are preparing to move forward with it.



## MEMORANDUM

**TO:** District Advisory Committee  
**FROM:** Kallie Guentner, NCPRD Financial Services Supervisor  
**DATE:** January 8, 2025  
**RE:** Fiscal Year 2025-26 Budget Kick-Off Presentation: Questions and Answers

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This memo provides responses to questions raised during the Fiscal Year 2025-26 Budget Kick-Off Presentation at the November 13, 2024 District Advisory Committee meeting.

- Q:** If Grover has been recommended and approved to sit on the Budget Committee, does NCPRD still require a DAC liaison?  
**A:** Yes.
- Q:** Is the DAC liaison a voting member of the Budget Committee?  
**A:** No.
- Q:** When does the Budget Committee meet? Do the meetings always occur on Thursdays?  
**A:** A Budget Committee orientation session was held on November 21, 2024. Another Budget Committee meeting will be held in February. The meetings are not scheduled for a specific day of the week.
- Q:** The slide presented showed a couple of different kinds of transfers. There are transfers from SDC funds to the capital fund and transfers NCPRD makes to the County for services (allocated charges). What percentage of operating costs are allocated charges, and how much are they?  
**A:** Allocated costs account for 3% (\$755,356) of the General Fund in the 2024-25 Fiscal Year Budget.
- Q:** Is there a way to make the Budget Proposal Form more visible to the public?  
**A:** This will be addressed on the new NCPRD website, set to launch in February 2024. We will collaborate with our Marketing team to ensure that it is more prominently featured.
- Q:** Can System Development Charges (SDC) be used for park property acquisition?  
**A:** Yes.
- Q:** In the chart for Operating Expenses – Materials and Services, Transfers, Contingency, Reserves – what portion contains personnel expenses and allocated costs?  
**A:** Personnel expenses and allocated costs fall under Materials and Services. Materials and Services account for 47% of the General Fund expenditures; with 32% allocated to personnel costs, and 3% to allocated charges.
- Q:** Is the General Fund where all the tax dollars go?  
**A:** Yes.
- Q:** Is it possible to identify the types of transfers that flow through the NCPRD funds?  
**A:** We are evaluating ways to increase transparency in reporting transfers.

# LUNAR NEW YEAR CELEBRATION

Usher out the old year and welcome prosperity into the new! Lunar New Year is a holiday widely celebrated in other countries, including China, Korea, and Vietnam. Join us in this vibrant celebration as we explore the rich traditions through fun activities, crafts, music, and dance. Experience the excitement of a live lion dance performance accompanied by the powerful beats of drummers, bringing good fortune and joy.

Come learn about and experience first-hand the cultural significance of this celebration.

**SUNDAY, JANUARY 26  
FROM 1-3:30 P.M.**

Milwaukie Community Center  
5440 S.E. Kellogg Creek Dr., Milwaukie

.....  
**\$5 SUGGESTED DONATION FOR 18+**  
.....

**[ncprd.com/lunar-new-year](http://ncprd.com/lunar-new-year)**

*Sponsored by Milwaukie Community Center Foundation*



**NORTH CLACKAMAS  
PARKS & RECREATION DISTRICT**