



PROPOSED BUDGET

FISCAL YEAR 2020 | 2021



NCPRD IS A SERVICE DISTRICT OF CLACKAMAS COUNTY, OREGON





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

FISCAL YEAR 2020-2021
Proposed Budget

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

Budget Message7

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May 26, 2020

Budget Message for FY 20-21

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

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

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

District Profile

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

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

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

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

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

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

Strategic Plan

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

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

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

Performance Clackamas

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

There are five basic components of Performance Clackamas/MFR:

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

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

Cost Recovery Plan

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

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

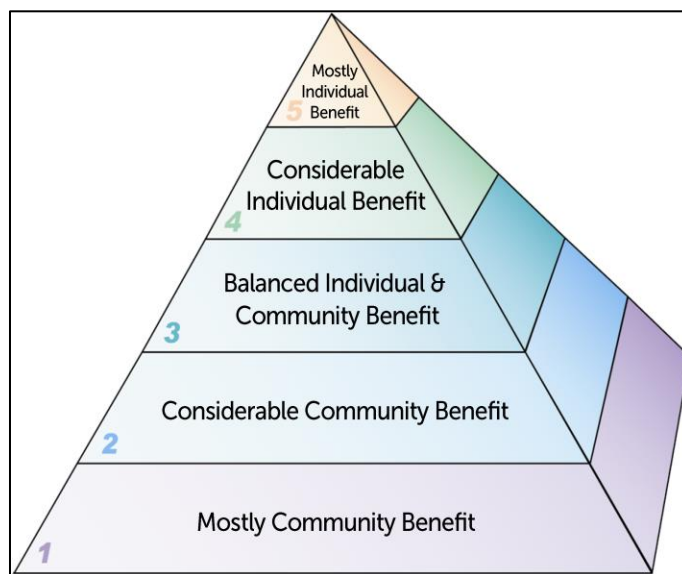


Figure 1. Cost Recovery Pyramid with Tier Labels

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

Fiscal Planning

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

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

Significant Changes

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

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

Specifically, the agreement included:

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

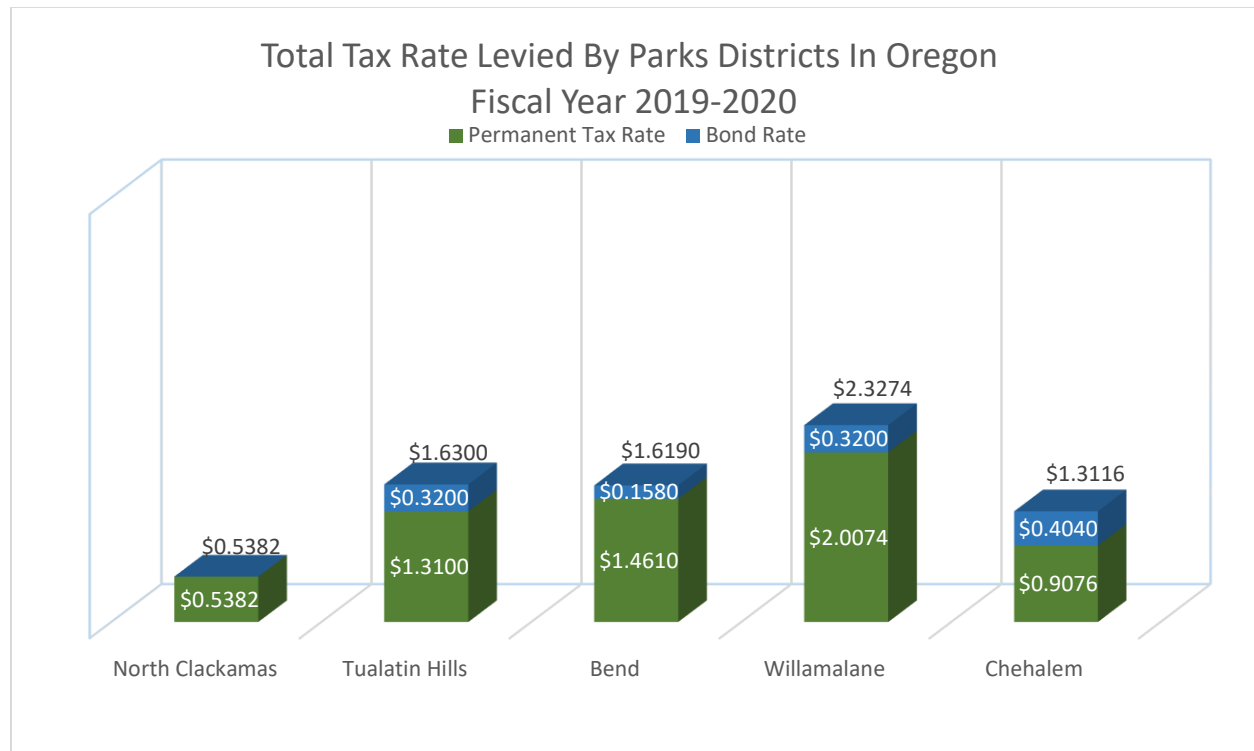
Finally, the agreement ends several years of uncertainty and potential risks for both parties in ongoing litigation.

Funding

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

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

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



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

Current Year Highlights

Parks & Facility Maintenance

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

Parks, Trails, & Natural Areas

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

Aquatic Park

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

Older Adult Services

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

Recreation & Sports

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

Special Events & Marketing

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

Capital Projects

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

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

Respectfully submitted,



Gary Schmidt
County Administrator, Clackamas County

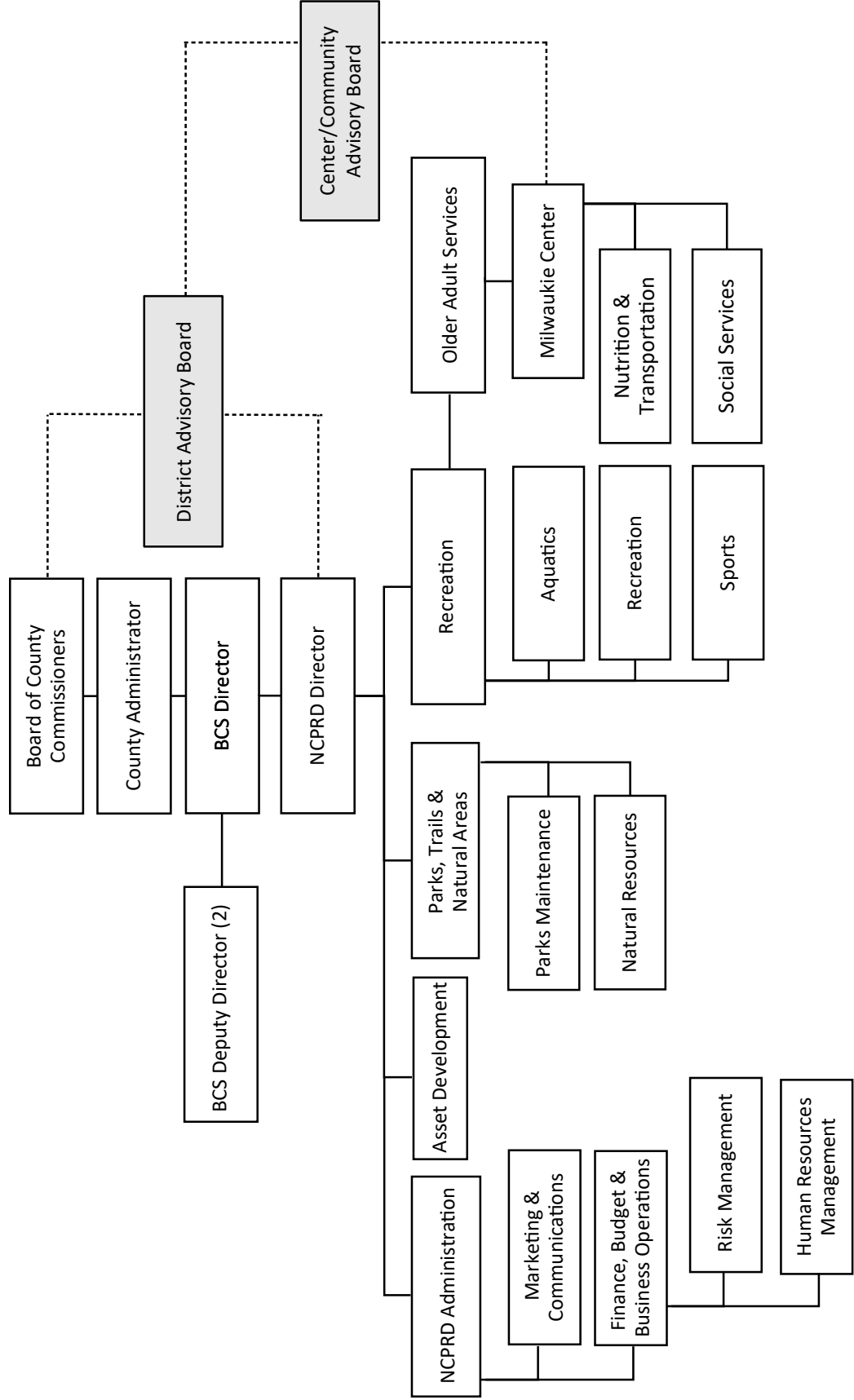




North Clackamas Parks and Recreation District

Organization Chart

FY 20-21





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

General Budget Guidelines – Operating Funds

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

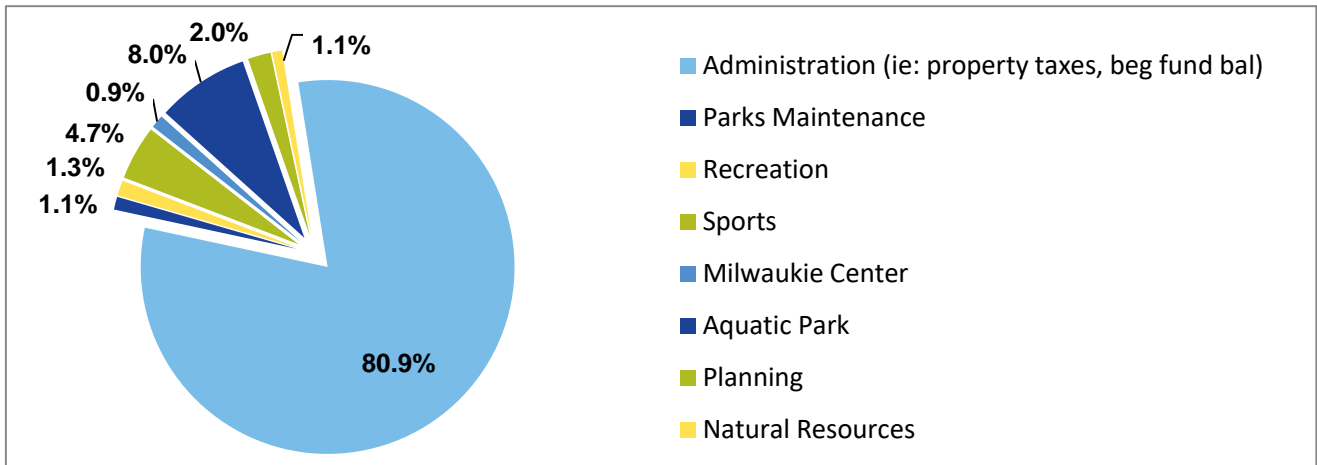


North Clackamas Parks & Recreation District

Fund Accounting Structure

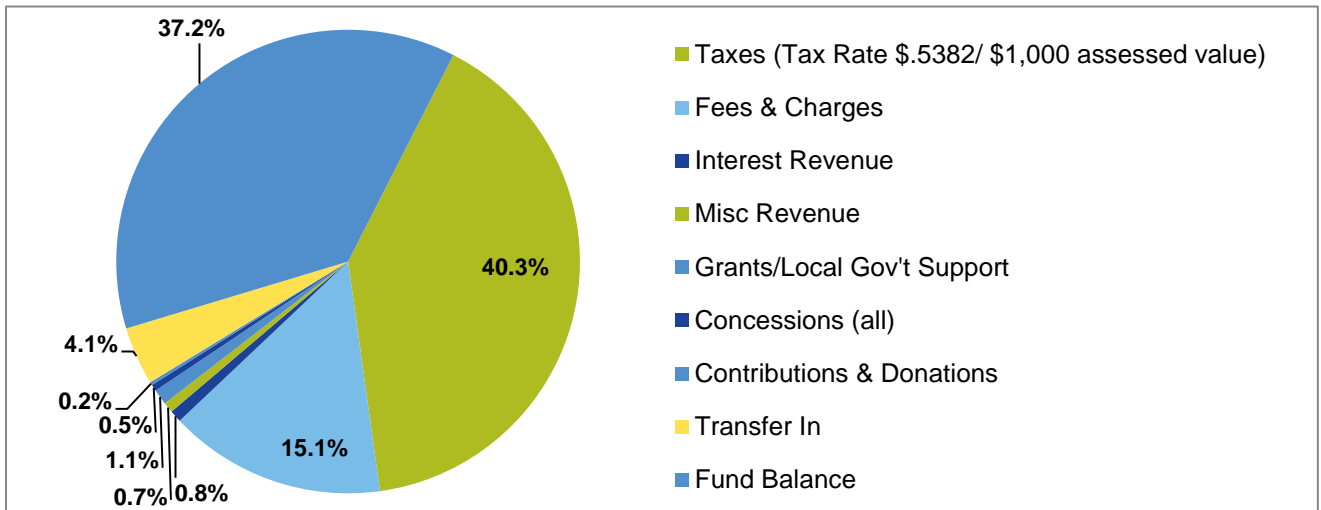
Activity Type	Fund	Major Revenue Source(s)	Major Expense(s)
<u>Operating Funds</u>			
General Fund	113	Property Tax, Fees and Charges, Grants, Donations	Operations
Nutrition and Transportation Fund	270	Other Government Agencies, Grants, Fees and Charges, Donations	Restricted to operations of Nutrition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

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



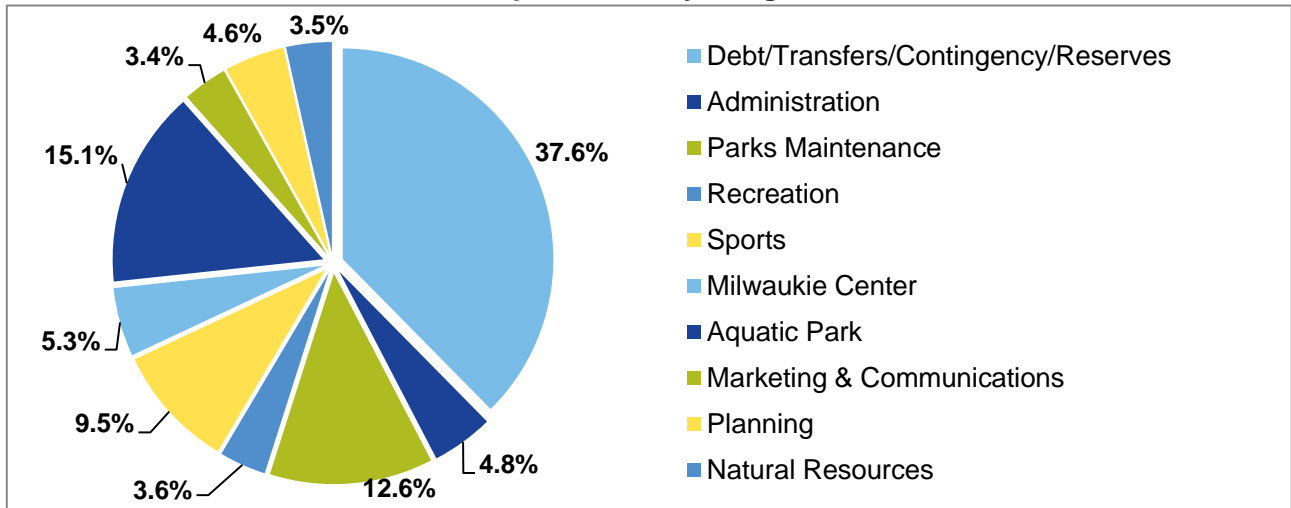
Administration (ie: property taxes, beg fund bal)	\$	12,539,633	80.9%
Parks Maintenance		173,268	1.1%
Recreation		205,100	1.3%
Sports		730,000	4.7%
Milwaukie Center		176,800	1.1%
Aquatic Park		1,238,500	8.0%
Planning		308,337	2.0%
Natural Resources		133,920	0.9%
Total	\$	15,505,558	100.0%

Revenue by Source



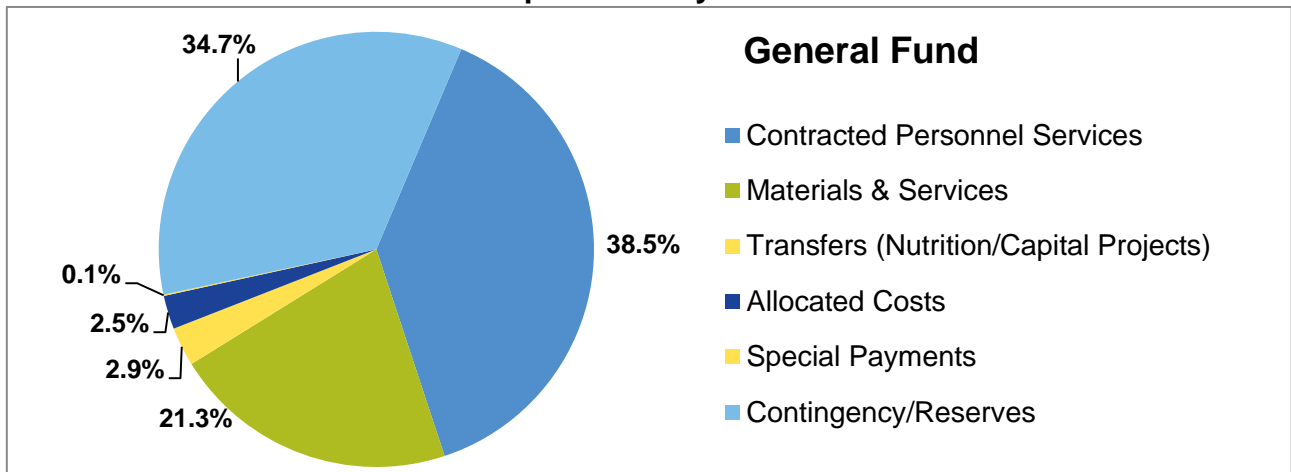
Taxes (Tax Rate \$.5382/ \$1,000 assessed value)	\$	6,248,995	40.3%
Fees & Charges		2,349,027	15.1%
Interest Revenue		130,000	0.8%
Misc Revenue		112,982	0.7%
Grants/Local Gov't Support		168,550	1.1%
Concessions (all)		71,000	0.5%
Contributions & Donations		34,000	0.2%
Transfer In		629,025	4.1%
Fund Balance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

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



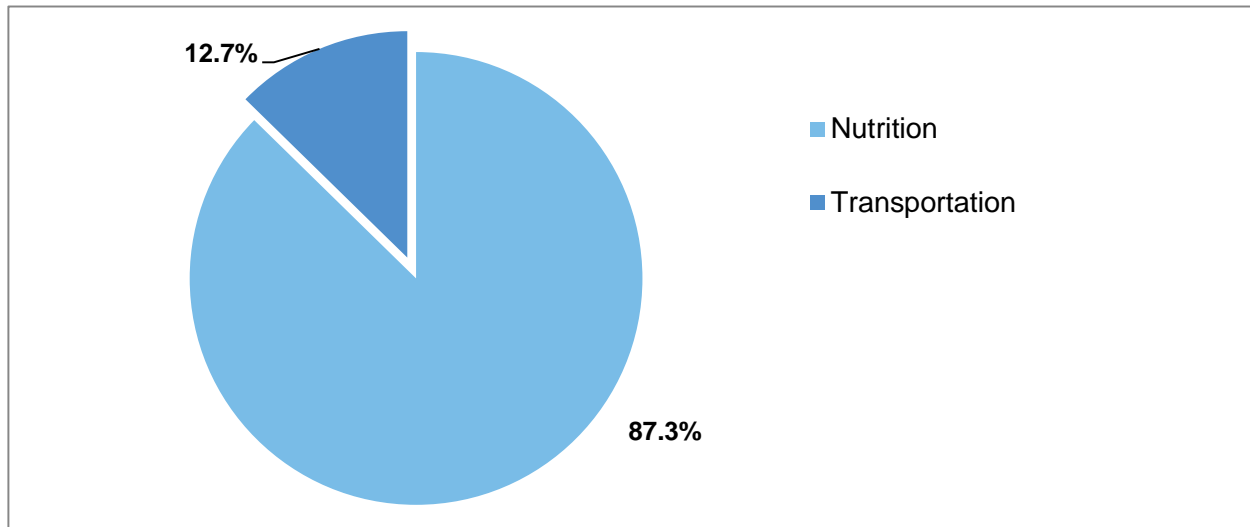
Debt/Transfers/Contingency/Reserves	\$	5,834,986	37.6%
Administration		737,649	4.8%
Parks Maintenance		1,946,889	12.6%
Recreation		558,569	3.6%
Sports		1,476,477	9.5%
Milwaukie Center		818,786	5.3%
Aquatic Park		2,345,412	15.1%
Marketing & Communications		532,172	3.4%
Planning		719,913	4.6%
Natural Resources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

Expenditure by Source



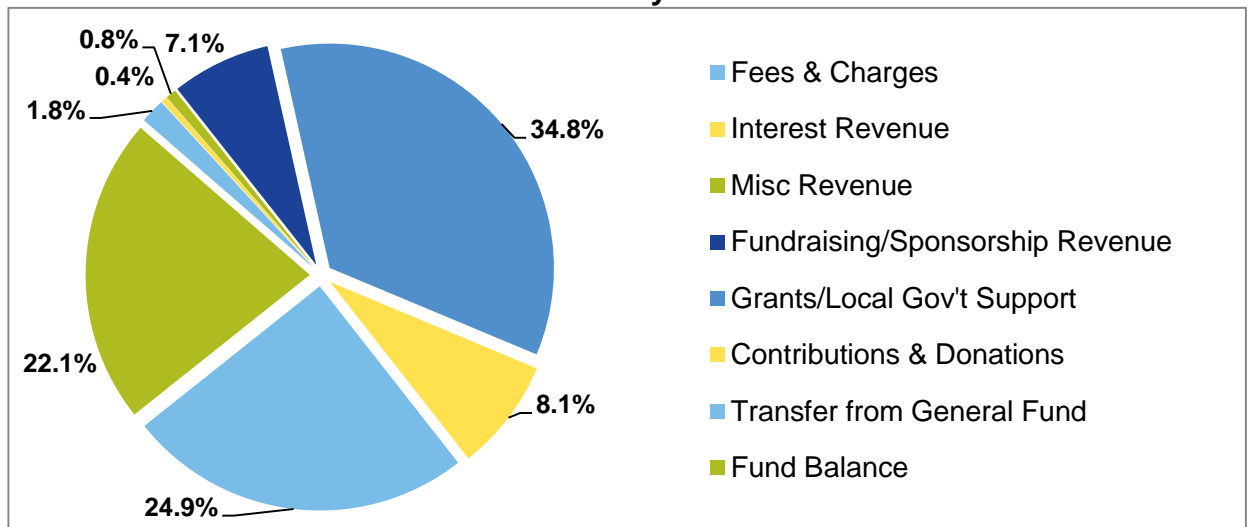
Contracted Personnel Services		5,975,651	38.5%
Materials & Services	\$	3,295,008	21.3%
Transfers (Nutrition/Capital Projects)		449,520	2.9%
Allocated Costs		398,913	2.5%
Special Payments		1,000	0.1%
Contingency/Reserves		5,385,466	34.7%
Total	\$	15,505,558	100%

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



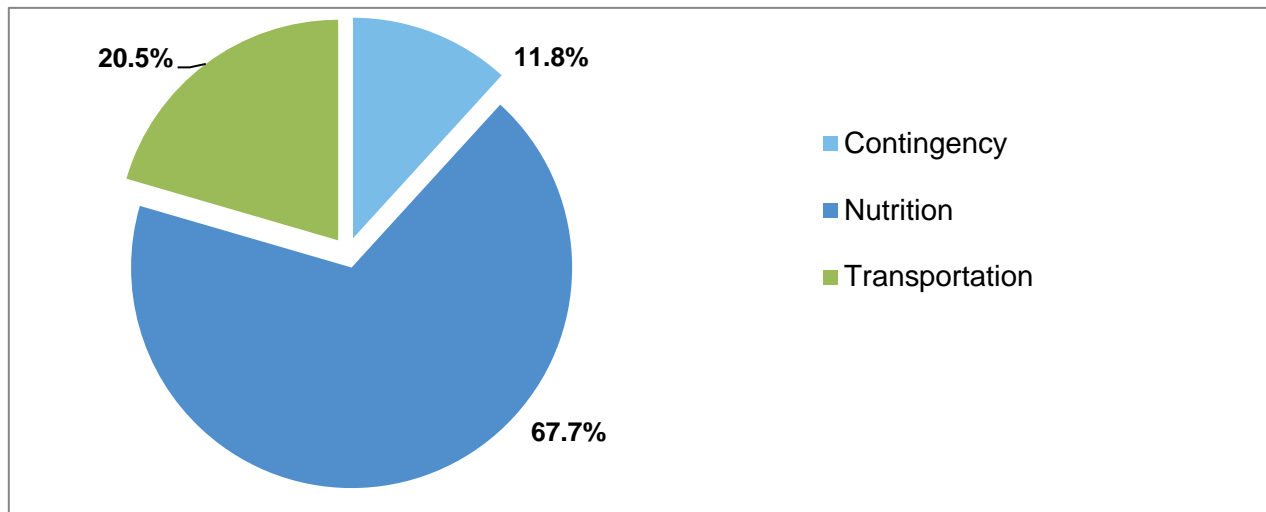
Nutrition	\$	806,679	87.3%
Transportation		117,100	12.7%
Total	\$	923,779	100.0%

Revenue by Source



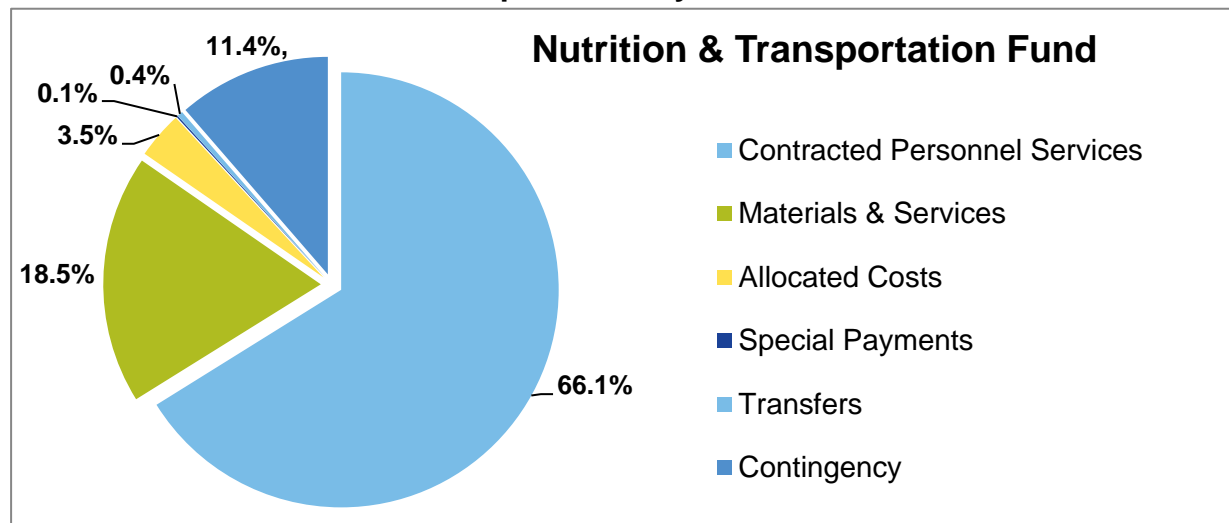
Fees & Charges	\$	16,500	1.8%
Interest Revenue		4,000	0.4%
Misc Revenue		7,000	0.8%
Fundraising/Sponsorship Revenue		66,000	7.1%
Grants/Local Gov't Support		321,600	34.8%
Contributions & Donations		75,000	8.1%
Transfer from General Fund		230,000	24.9%
Fund Balance		203,679	22.1%
Total	\$	923,779	100.0%

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



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

Expenditure by Source



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



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

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



NORTH CLACKAMAS PARKS AND RECREATION DISTRICT FY 20-21

MISSION STATEMENT:

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

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

OVERALL GOALS AND OBJECTIVES:

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

Program Requirements	Budget FY 19-20	Proposed FY 20-21
Administration	\$ 6,707,150	\$ 6,572,635
Parks Maintenance	1,965,156	1,946,889
Recreation	540,099	558,569
Sports	1,440,802	1,476,477
Milwaukie Center	784,253	818,786
Aquatic Park	2,278,426	2,345,412
Marketing & Communications	502,715	532,172
Planning	877,684	719,913
Natural Resources	502,437	534,705
Nutrition	712,594	734,296
Transportation	179,100	189,483
System Development Charges (All Zones)	17,308,919	7,356,898
Debt Service 2010 Issue	2,937,202	312,125
Capital Projects	15,017,083	5,667,457
Capital Asset Repair and Replacement	5,125,240	3,282,571
	\$ 56,878,860	\$ 33,048,388
Total Regular Full-Time Equivalent (FTE) Positions*	35.39	35.39
Total Temporary and Part-Time FTE Positions**	45.93	46.59
Total NCPRD Staffing	81.32	81.98

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

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

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

Fund	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
General						
Administration	11,961,538	11,719,958	12,806,280	12,539,633	-	-
Parks Maintenance	43,216	129,185	170,112	173,268	-	-
Recreation	200,026	211,683	202,500	205,100	-	-
Sports	767,997	727,219	700,000	730,000	-	-
Milwaukie Center	175,086	185,907	158,500	176,800	-	-
Aquatic Park	1,250,755	1,244,014	1,194,000	1,238,500	-	-
Marketing & Comm	-	-	-	-	-	-
Planning	77,771	68,973	208,530	308,337	-	-
Natural Resources	70,067	78,411	158,800	133,920	-	-
Total	14,546,456	14,365,350	15,598,722	15,505,558	-	-
Nutrition & Transportation						
Nutrition	816,481	873,118	776,794	806,679	-	-
Transportation	133,192	114,685	114,900	117,100	-	-
Total	949,673	987,803	891,694	923,779	-	-
System Development Charges						
Total	17,777,900	17,626,753	17,308,919	7,356,898	-	-
Debt Service - Series 2010						
Total	2,143,402	2,181,960	2,937,202	312,125	-	-
Debt Service - Series 2008						
Total	5,333,187	-	-	-	-	-
Capital Projects						
Total	10,878,131	11,819,461	15,017,083	5,667,457	-	-
Capital Asset Repair and Replacement						
Total	4,616,470	5,203,358	5,125,240	3,282,571	-	-
TOTAL REVENUE	\$ 56,245,219	\$ 52,184,685	\$ 56,878,860	\$ 33,048,388	\$ -	\$ -

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

Fund	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
General						
Administration	2,332,467	1,906,073	6,707,150	6,572,635	-	-
Parks Maintenance	1,617,566	1,626,918	1,965,156	1,946,889	-	-
Recreation	424,539	438,481	540,099	558,569	-	-
Sports	1,234,874	1,217,674	1,440,802	1,476,477	-	-
Milwaukie Center	694,916	745,568	784,253	818,786	-	-
Aquatic Park	1,866,349	1,966,200	2,278,426	2,345,412	-	-
Marketing & Comm	458,161	474,370	502,715	532,172	-	-
Planning	298,782	396,451	877,684	719,913	-	-
Natural Resources	343,606	384,727	502,437	534,705	-	-
Total	9,271,260	9,156,462	15,598,722	15,505,558	-	-
Nutrition & Transportation						
Nutrition	506,199	509,573	712,594	734,296	-	-
Transportation	168,362	169,313	179,100	189,483	-	-
Total	674,561	678,886	891,694	923,779	-	-
System Development Charges						
Total	1,637,733	1,265,281	17,308,919	7,356,898	-	-
Debt Service - Series 2010						
Total	496,375	495,310	2,937,202	312,125	-	-
Debt Service - Series 2008						
Total	5,333,187	-	-	-	-	-
Capital Projects						
Total	1,162,491	2,497,378	15,017,083	5,667,457	-	-
Capital Asset Repair and Replace						
Total	422,980	257,788	5,125,240	3,282,571	-	-
TOTAL EXPENDITURES	\$18,998,587	\$14,351,105	\$56,878,860	\$33,048,388	\$-	\$-



Department Budget Summary by Fund

General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax

Subsidy does not include resources generated by operations such as charges for service (including costs allocated to users) and grants



Business and Community Services

Department Mission

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

Business and Community Services

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

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



North Clackamas Parks and Recreation District

Line of Business Purpose Statement

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

Business and Community Services

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

General Fund Support \$2,562,920

North Clackamas Parks & Recreation District

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

Gen Fund \$ -

NCPRD Administration

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

Gen Fund \$ -

Recreation

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

Gen Fund \$ -

Older Adult Services

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

Gen Fund \$ -

Parks, Trails & Natural Areas

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

Gen Fund \$ -

Asset Development

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

Gen Fund \$ -



North Clackamas Parks & Recreation District

NCPRD Administration

Purpose Statement

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

Performance Narrative

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

Key Performance Measures

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

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

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

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

Program includes:

Mandated Services ☐ Y

Shared Services ☐ Y

Grant Funding ☐ N

Explain all "Yes" boxes below

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

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

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



North Clackamas Parks & Recreation District

NCPRD Administration

Budget Summary

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

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

Significant Issues and Changes

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



North Clackamas Parks & Recreation District

Recreation

Purpose Statement

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

Performance Narrative

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

Key Performance Measures

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

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

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

Program includes:

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

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



North Clackamas Parks & Recreation District

Recreation

Budget Summary

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

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

Significant Issues and Changes

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



North Clackamas Parks & Recreation District

Older Adult Services

Purpose Statement

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

Performance Narrative

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

Key Performance Measures

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

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

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

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

Program includes:

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

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



North Clackamas Parks & Recreation District

Older Adult Services

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	300,098	275,110	214,544	308,916	203,679	(10,865)	-5.1%
Prior Year Revenue	-	-	-	2,628	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	54,254	59,138	56,000	69,000	62,000	6,000	10.7%
Charges for Service	495,879	556,187	472,400	408,770	488,100	15,700	3.3%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	114,227	129,674	107,250	110,929	113,000	5,750	5.4%
Interfund Transfers	160,300	153,600	200,000	200,000	233,800	33,800	16.9%
Operating Revenue	824,660	898,599	835,650	791,327	896,900	61,250	7.3%
Total Rev - Including Beginning Bal	1,124,758	1,173,709	1,050,194	1,100,243	1,100,579	50,385	4.8%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	1,284,654	1,358,939	1,494,725	1,431,228	1,557,421	62,696	4.2%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	74,523	61,915	76,043	76,043	75,395	(648)	-0.9%
Capital Outlay	-	-	-	-	-	-	0%
Operating Expenditure	1,359,177	1,420,854	1,570,768	1,507,271	1,632,816	62,048	4.0%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	1,000	-	1,000	-	0%
Interfund Transfers	10,300	3,600	-	-	3,800	3,800	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	104,179	-	104,949	770	0.7%
Total Exp - Including Special Categories	1,369,477	1,424,454	1,675,947	1,507,271	1,742,565	66,618	4.0%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	7.34	7.46	7.46	7.46	7.51	0.05	0.7%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	8.03	7.46	7.46	7.46	7.51		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	-0.69	0.00	0.00	0.00	0.00		

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

Significant Issues and Changes

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



North Clackamas Parks & Recreation District

Parks, Trails & Natural Areas

Purpose Statement

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

Performance Narrative

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

Key Performance Measures

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

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

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

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

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

Program includes:

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

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



North Clackamas Parks & Recreation District

Parks, Trails & Natural Areas

Budget Summary

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

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

Significant Issues and Changes

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



North Clackamas Parks & Recreation District

Asset Development

Purpose Statement

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

Performance Narrative

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

Key Performance Measures

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

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

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

Program includes:

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

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



North Clackamas Parks & Recreation District

Asset Development

Budget Summary

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Amended Budget	FY 19-20 Projected Year End	FY 20-21 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Beginning Balance	21,033,932	31,696,325	30,438,650	31,865,774	14,298,242	(16,140,408)	-53.0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	2,338,138	1,073,696	2,069,000	555,000	644,359	(1,424,641)	-68.9%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	25,713	234,458	-	-	-	-	0%
Local Grants & Revenues	-	448,755	505,610	241,719	64,000	(441,610)	-87.3%
Charges for Service	39,460	23,596	10,644	11,644	60,000	49,356	463.7%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	14,424,106	768,985	259,519	351,923	278,332	18,813	7.2%
Interfund Transfers	2,965,512	2,204,691	7,483,001	2,285,548	1,582,455	(5,900,546)	-78.9%
Operating Revenue	19,792,929	4,754,181	10,327,774	3,445,834	2,629,146	(7,698,628)	-74.5%
Total Rev - Including Beginning Bal	40,826,861	36,450,506	40,766,424	35,311,608	16,927,388	(23,839,036)	-58.5%
Personnel Services*	-	-	-	-	-	-	0%
Materials & Services	321,377	388,458	1,135,102	382,863	1,002,682	(132,420)	-11.7%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	17,870	19,036	23,726	23,726	27,231	3,505	14.8%
Capital Outlay	1,585,201	2,755,083	19,707,181	2,007,331	14,524,346	(5,182,835)	-26.3%
Operating Expenditure	1,924,448	3,162,577	20,866,009	2,413,920	15,554,259	(5,311,750)	-25.5%
Debt Service	5,828,827	494,925	2,924,702	2,704,063	-	(2,924,702)	-100.0%
Special Payments	-	-	14,305,000	14,300,000	1,000	(14,304,000)	-100.0%
Interfund Transfers	1,598,273	1,254,705	3,170,417	1,831,184	1,783,705	(1,386,712)	-43.7%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
Total Exp - Including Special Categories	9,351,548	4,912,207	41,266,128	21,249,167	17,338,964	(23,927,164)	-58.0%
General Fund Support (if applicable)	0	0	0	0	0	-	0%
Contracted Full Time Equiv Pos (FTE) Budgeted	2.20	1.30	2.90	2.90	2.85	-0.05	-1.7%
Contracted Full Time Equiv Pos (FTE) Filled at Yr End	0.70	1.30	2.10	2.10	2.85		
Contracted Full Time Equiv Pos (FTE) Vacant at Yr End	1.50	0.00	0.80	0.80	0.00		

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

Significant Issues and Changes

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



General Fund - Administration
113-5400-07701

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

Major Revenue Source(s)

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

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

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

General Fund - Administration
113-5400-07701

Resources

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

General Fund - Administration
113-5400-07701

Requirements

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

General Fund - Administration
113-5400-07701

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

Expenditure Detail of Specific Line Items

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

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

Publications and Subscriptions (439400)

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

Internal County Contracted Services (431918)

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

Transfer to Nutrition & Transportation (470270)

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

Transfer to Capital Projects Fund (470480)

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

General Fund - Parks Maintenance 113-5400-07702

Program Statement:

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

Fiscal Year 20-21 Objectives:

To continue ongoing maintenance and support for all NCPRD facilities.

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

To maintain District Park sites.

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

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

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

Major Revenue Source(s)

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

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

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

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

General Fund - Parks Maintenance
Resources

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

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

General Fund - Parks Maintenance
Requirements

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

General Fund - Parks Maintenance
113-5400-07702

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

Expenditure Detail of Specific Line Items

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

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

Publications and Subscriptions (439400)

Playground Safety Magazine subscription	50
Total Budget Request for Activity	50

Park Maintenance, Contracted Maintenance (424423, 437910)

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

General Fund - Recreation

113-5400-07703

Program Statement:

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

Fiscal Year 20-21 Objectives:

To enhance inclusive program offerings.

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

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

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

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 279,212	\$ 294,770	\$ 359,333	\$ 370,726	\$ -	\$ -
Materials and Services	123,386	117,792	154,476	161,802	-	-
Allocated Costs	21,941	25,919	26,290	26,041	-	-
Total Budget	<u>\$ 424,539</u>	<u>\$ 438,481</u>	<u>\$ 540,099</u>	<u>\$ 558,569</u>	<u>\$ -</u>	<u>\$ -</u>
Regular Full-Time FTE	2.96	2.26	2.29	2.29	-	-
Temporary & Part-Time FTE**	1.75	1.88	1.89	1.89	-	-
Total Program Staffing	<u>4.71</u>	<u>4.14</u>	<u>4.18</u>	<u>4.18</u>	<u>0.00</u>	<u>0.00</u>

Major Revenue Source(s)

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

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

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

General Fund - Recreation
113-5400-07703

General Fund - Recreation
Resources

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

General Fund - Recreation
113-5400-07703

General Fund - Recreation
Requirements

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

General Fund - Recreation
113-5400-07703

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

Expenditure Detail of Specific Line Items

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

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

Program Contracts (431920)

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

Special Events (450105)

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

General Fund - Sports 113-5400-07717

Program Statement:

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

Fiscal Year 20-21 Objectives:

To provide sports programming for all ages.

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

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

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

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

Major Revenue Source(s)

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

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

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

**General Fund - Sports
113-5400-07717**

General Fund - Sports
Resources

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

General Fund - Sports
Requirements

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

General Fund - Sports
113-5400-07717

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

Expenditure Detail of Specific Line Items

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

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

Program Contracts (431920)

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

Program Supplies (454005)

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



General Fund - Milwaukie Center
113-5400-07704

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

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

Major Revenue Source(s)

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

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

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

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

General Fund - Milwaukie Center
Resources

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

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

General Fund - Milwaukie Center
Requirements

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

General Fund - Milwaukie Center
113-5400-07704

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

Expenditure Detail of Specific Line Items

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

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

Professional Services (431000)

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

Building Repairs and Maintenance (437100)

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

General Fund - Aquatic Park
113-5400-07705

Program Statement:

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

Fiscal Year 20-21 Objectives:

To expand health and safety programming focused in aquatics.

To explore alternative training incentives to increase certified staffing levels.

To increase cost recovery of aquatic program offerings.

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

Major Revenue Source(s)

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

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

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

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

General Fund - Aquatic Park
Resources

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

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

General Fund - Aquatic Park
Requirements

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

General Fund - Aquatic Park
113-5400-07705

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

Expenditure Detail of Specific Line Items

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

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

Professional Services (431000)

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

General Fund - Marketing and Communications
113-5400-07706

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

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

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

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

Major Revenue Source(s)

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

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

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

**General Fund - Marketing and Communications
113-5400-07706**

General Fund - Marketing and Communications

Requirements

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

General Fund - Marketing and Communications
113-5400-07706

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

Expenditure Detail of Specific Line Items

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

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

Professional Services (431000)

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

Publications and Subscriptions (439400)

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

Printing and Duplicating Services (434100)

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

Advertising (432400)

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

Marketing Promotion (432401)

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



General Fund - Planning
113-5400-07715

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

To complete the Trolley Trail survey and monumentation project.

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

Major Revenue Source(s)

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

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

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

General Fund - Planning
113-5400-07715

General Fund - Planning

Resources

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

General Fund - Planning

Requirements

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

General Fund - Planning
113-5400-07715

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

Expenditure Detail of Specific Line Items

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

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

Professional Services (431000)

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

Publications and Subscriptions (439400)

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



General Fund - Natural Resources
113-5400-07716

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

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

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

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

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

Major Revenue Source(s)

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

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

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

General Fund - Natural Resources
113-5400-07716

General Fund - Natural Resources
Resources

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

General Fund - Natural Resources
Requirements

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

General Fund - Natural Resources
113-5400-07716

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

Expenditure Detail of Specific Line Items

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

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

Professional Services (431000)

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

Publications and Subscriptions (439400)

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

Technical Supplies (422930)

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

Program Contracts (431920)

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



Nutrition and Transportation Fund - Nutrition
270-5405-07707

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personnel Services*	\$ 355,495	\$ 354,885	\$ 455,668	\$ 468,838	\$ -	\$ -
Materials and Services	120,153	133,162	129,371	133,308	-	-
Allocated Costs	20,552	18,526	22,376	22,601	-	-
Special Payments	-	-	1,000	1,000	-	-
Interfund Transfer	10,000	3,000	-	3,600	-	-
Contingency	-	-	104,179	104,949	-	-
Total Budget	\$ 506,199	\$ 509,573	\$ 712,594	\$ 734,296	\$ -	\$ -
Regular Full-Time FTE	3.12	3.20	3.20	3.29	-	-
Temporary & Part-Time FTE**	1.25	1.24	1.32	1.32	-	-
Total Program Staffing	4.37	4.44	4.52	4.61	-	-

Major Revenue Source(s)

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

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

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

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

Nutrition and Transportation Fund - Nutrition
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 270-5405-07707							
302001	Beginning Fund Balance	\$ 300,098	\$ 275,110	\$ 214,544	\$ 203,679	\$ -	\$ -
333001	Local & Other Gov Grants	54,254	59,138	56,000	62,000	-	-
347427	Contract w/Clack Cty Soc Svcs	162,395	232,652	172,000	172,000	-	-
347429	Fundraising	74,617	66,297	65,000	65,000	-	-
361000	Interest Earned	5,456	9,200	2,500	4,000	-	-
362000	Advertising Revenue	750	4,000	750	-	-	-
367000	Contributions & Donations	9,627	14,148	8,000	10,000	-	-
367009	Friends of Milwaukie Center	5,000	5,000	5,000	5,000	-	-
367050	Congregate Donations	14,563	15,675	13,000	15,000	-	-
367055	Home Delivery Donations	39,721	41,898	40,000	40,000	-	-
390113	I/F Transfer From Fund 113	150,000	150,000	200,000	230,000	-	-
Total Resources		\$ 816,481	\$ 873,118	\$ 776,794	\$ 806,679	\$ -	\$ -

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

Nutrition and Transportation Fund - Nutrition
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 270-5405-07707							
421110	Postage	\$ 13	\$ 35	\$ 15	\$ 15	\$ -	\$ -
422400	Food	81,081	91,496	88,000	90,000	-	-
422403	Serving Supplies	17,222	19,154	16,000	19,000	-	-
425100	Small Tools & Minor Equip.	3,903	4,915	7,000	5,000	-	-
431900	Contracted Services	355,495	354,885	455,668	468,838	-	-
432100	Telephone	468	534	500	500	-	-
432700	Data Processing	-	-	-	750	-	-
434100	Printing & Duplicating Services	-	-	500	500	-	-
435130	Liability Insurance	3,863	2,673	3,156	2,843	-	-
439200	Training/Staff Development	75	164	200	200	-	-
454016	Volunteer Expenses	1,633	1,336	1,500	1,500	-	-
454018	Fundraising Expenses	11,895	12,855	12,500	13,000	-	-
465002	Payments to Local Governments	-	-	1,000	1,000	-	-
470113	I/F Transfer To Fund 113	10,000	3,000	-	3,600	-	-
478101	Accounting Services	5,821	3,577	4,403	4,506	-	-
478102	Information Services	5,750	6,525	6,863	6,790	-	-
478104	Public & Government Rel	2,135	879	2,066	2,066	-	-
478105	Records Management	64	52	113	116	-	-
478106	Purchasing Services	1,182	2,510	2,854	2,921	-	-
478111	Personnel Administration	3,725	3,182	4,351	4,476	-	-
478112	County Administration	1,700	1,649	1,650	1,650	-	-
478117	Mailroom Overhead	175	152	76	76	-	-
499001	Contingency	-	-	104,179	104,949	-	-
Total Requirements		\$ 506,199	\$ 509,573	\$ 712,594	\$ 734,296	\$ -	\$ -
Total Resources		\$ 816,481	\$ 873,118	\$ 776,794	\$ 806,679	\$ -	\$ -

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

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

Expenditure Detail of Specific Line Items

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

Database Training	200
Total Budget Request for Activity	200

Nutrition and Transportation Fund - Transportation
270-5405-07708

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

To maintain driver compliance with Ride Connection requirements.

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

Major Revenue Source(s)

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

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

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

Nutrition and Transportation Fund - Transportation
270-5405-07708

Nutrition and Transportation Fund - Transportation
Resources

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

Nutrition and Transportation Fund - Transportation
Requirements

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

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

North Clackamas Parks and Recreation District

Org: 5405

Program: Transportation

Expenditure Detail of Specific Line Items

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

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



System Development Charges Fund - Zone 1
281-5451

Program Statement:

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

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

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

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

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

Major Revenue Source(s)

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

System Development Charges Fund - Zone 1
281-5451

System Development Charges Fund - Zone 1
Resources

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

System Development Charges Fund - Zone 1
Requirements

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

System Development Charges Fund - Zone 2
282-5452

Program Statement:

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

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

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

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

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

Major Revenue Source(s)

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

System Development Charges Fund - Zone 2
282-5452

System Development Charges Fund - Zone 2
Resources

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

System Development Charges Fund - Zone 2
Requirements

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

System Development Charges Fund - Zone 3
283-5453

Program Statement:

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

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

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

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

Major Revenue Source(s)

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

System Development Charges Fund - Zone 3
283-5453

System Development Charges Fund - Zone 3
Resources

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

System Development Charges Fund - Zone 3
Requirements

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

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

Program Statement:

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

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

Major Revenue Source(s)

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

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

Debt Service Fund - 2010 Issue
Resources

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

Debt Service Fund - 2010 Issue
Requirements

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

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

Program Statement:

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

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

Major Revenue Source(s)

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

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

Debt Service Fund - 2008 Issue
Resources

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

Debt Service Fund - 2008 Issue
Requirements

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

**Capital Projects Fund
480-5441**

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

Budget Summary	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials and Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Payments	-	-	4,930,470	-	-	-
Capital Outlay	1,162,491	2,497,377	10,086,613	5,667,457	-	-
Total Budget	<u>\$ 1,162,491</u>	<u>\$ 2,497,377</u>	<u>\$15,017,083</u>	<u>\$ 5,667,457</u>	<u>\$ -</u>	<u>\$ -</u>

Major Revenue Source(s)

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

**Capital Projects Fund
480-5441**

Capital Projects Fund 480 - Summary

Program	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Resource Summary						
Fund Balance	\$ 520,746	\$ 9,715,640	\$ 9,491,533	\$ 4,225,457	\$ -	\$ -
District-wide	9,142,350	54,088	-	-	-	-
Zone 1 Milwaukie	53,248	166,870	97,644	286,726	-	-
Zone 1 UGMA	73,995	678,863	550,479	784,258	-	-
Zone 2 UGMA	4,398	523,508	731,429	324,845	-	-
Zone 3 UGMA	1,393	-	94,208	46,171	-	-
Zone 3 Happy Valley	1,082,001	680,492	4,051,790	-	-	-
Total Resources	\$ 10,878,131	\$ 11,819,461	\$ 15,017,083	\$ 5,667,457	\$ -	\$ -
Requirements Summary						
Program 00	\$ -	\$ -	\$ 8,523,214	\$ 2,492,450	\$ -	\$ -
Zone 1 Milwaukie	704	-	670,963	920,045	-	-
Zone 1 UGMA	73,995	774,843	550,479	995,850	-	-
Zone 2 UGMA	4,398	1,042,043	1,126,429	1,212,941	-	-
Zone 3 UGMA	1,393	-	94,208	46,171	-	-
Zone 3 Happy Valley	1,082,001	680,492	4,051,790	-	-	-
Total Requirements	\$ 1,162,491	\$ 2,497,378	\$ 15,017,083	\$ 5,667,457	\$ -	\$ -

**Capital Projects Fund
480-5441**

Capital Projects Fund - Cost Center
Resources

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

Capital Projects Fund - Cost Center
Requirements

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

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 1 Milwaukie
Resources

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

Capital Projects Fund - Zone 1 Milwaukie
Requirements

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

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

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 1 UGMA
Resources

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

Capital Projects Fund - Zone 1 UGMA
Requirements

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

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 2 UGMA
Resources

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

Capital Projects Fund - Zone 2 UGMA
Requirements

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

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 3 UGMA
Resources

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

Capital Projects Fund - Zone 3 UGMA
Requirements

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

**Capital Projects Fund
480-5441**

Capital Projects Fund - Zone 3 Happy Valley
Resources

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07719							
390113	I/F Transfer From Fund 113	\$ -	\$ 25,798	\$ -	\$ -	\$ -	\$ -
390283	I/F Transfer From Fund 283	1,082,001	654,694	4,051,790	-	-	-
	Total Resources	<u>\$ 1,082,001</u>	<u>\$ 680,492</u>	<u>\$ 4,051,790</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Capital Projects Fund - Zone 3 Happy Valley
Requirements

Object Code	Item	Actual FY 17-18	Actual FY 18-19	Budget FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Cost Center 480-5441-07719							
481160	Planning	\$ 31,722	\$ 85,000	\$ 51,790	\$ -	\$ -	\$ -
481200	Construction	-	595,492	-	-	-	-
485100	Land	1,050,279	-	4,000,000	-	-	-
	Total Requirements	<u>\$ 1,082,001</u>	<u>\$ 680,492</u>	<u>\$ 4,051,790</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Total Resources	<u>\$ 1,082,001</u>	<u>\$ 680,492</u>	<u>\$ 4,051,790</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

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

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

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

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

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

DESCRIPTION AND LOCATION

Updated District Master Plan & Capital Improvement Plan

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

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

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

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

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

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

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

PROGRAM SUMMARY

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

DESCRIPTION AND LOCATION

NCPRD Trails Master Plan



PURPOSE AND JUSTIFICATION

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

IMPACT ON OPERATING BUDGET

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

NON-FINANCIAL IMPACT

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

FY 20-21 PROJECT COSTS

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

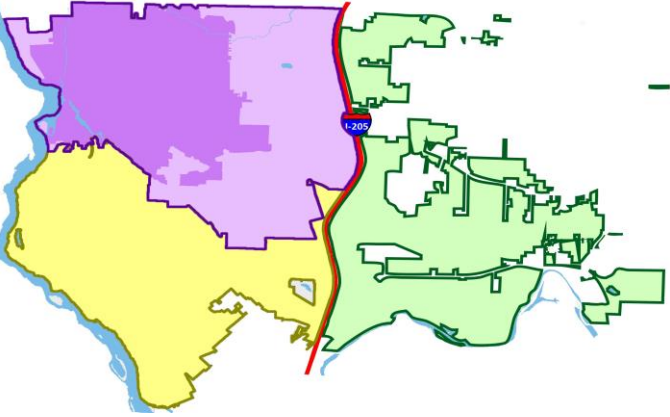
Fiscal Year	SDCs Zone 1 Milwaukie	SDCs Zone 1 UGMA	SDCs Zone 2	SDCs Zone 3 UGMA	Total
20-21	\$ 41,244	\$ 8,489	\$ 38,117	\$ 12,150	\$ 100,000
Total	\$ 41,244	\$ 8,489	\$ 38,117	\$ 12,150	\$ 100,000

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

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

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

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

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


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

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

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

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

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

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

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

DESCRIPTION AND LOCATION	
Partnership with the City of Milwaukie to complete final design for Milwaukie Bay Park located in downtown Milwaukie adjacent to the Willamette River.	

IMPACT ON OPERATING BUDGET
This phase of the project is for design - low impact on operating budget.
NON-FINANCIAL IMPACT
Project will provide a community park including an interactive fountain, event space with lawn, play areas and river overlooks in downtown Milwaukie.


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

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

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

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

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

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


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

IMPACT ON OPERATING BUDGET
This phase of the project is for design - low impact on operating budget.
NON-FINANCIAL IMPACT
This project provides planning for Scott Park following the redevelopment of the neighboring Ledding Library. The goal is to create synergy for patrons of both the park and the library.

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


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

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

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

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

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

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


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

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

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

Note: Disposition Proceeds are from Hood View Park.

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

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

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

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


IMPACT ON OPERATING BUDGET
This phase of the project is for design - low impact on operating budget.
NON-FINANCIAL IMPACT
Project will provide a master plan which will provide a guide for NCPRD and OCSD to implement a neighborhood park.

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


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

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

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

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

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

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


IMPACT ON OPERATING BUDGET
This phase of the project is for design - low impact on operating budget.
NON-FINANCIAL IMPACT
This project will guide future capital investment in all-weather ball fields for the district.

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

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

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

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

PROGRAM SUMMARY

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

PURPOSE AND JUSTIFICATION

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

DESCRIPTION AND LOCATION

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



IMPACT ON OPERATING BUDGET

This phase of the project is for construction documents - low impact on operating budget.

NON-FINANCIAL IMPACT

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

FY 20-21 PROJECT COSTS

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

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

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



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

Program Statement:

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

Fiscal Year 20-21 Objectives:

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

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

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

Major Revenue Source(s)

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

Capital Asset Repair and Replacement Fund 481-5440

Capital Asset Repair and Replacement Fund Resources

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

Capital Asset Repair and Replacement Fund Requirements

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

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

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

Expenditure Detail

Materials and Services

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

Capital Outlay

Administration

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

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

Aquatic Park

Fire Alarm System Replacement	50,000
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Grand Total of Requests for Activity	328,000
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Undesignated Fixed Asset/Capital Replacements

Payments to Other Governments	1,000
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Grand Total Appropriated for Activity	354,000
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Appendix A
North Clackamas Parks and Recreation District
Summary of Staffing by Program
FY 20-21

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FY. See FISCAL YEAR.

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

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

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

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

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

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

LETTER OF TRANSMITTAL. See BUDGET MESSAGE.

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

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

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

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

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

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

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

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

ORS. Oregon Revised Statutes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

