



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Sarah Eckman, Interim BCS Director

June 24, 2021

Board of County Commissioners
Clackamas County
Board of North Clackamas Parks and Recreation District

Members of the Board:

Approval of Resolution 2020-___ for a North Clackamas Parks and Recreation District Supplemental Budget (Less than Ten Percent and Budget Reduction) for FY 2020-21

Purpose/Outcomes	Approval of a resolution for a North Clackamas Parks and Recreation District supplemental budget change less than ten percent and transfer of appropriations for fiscal year (FY) 2020-21
Dollar Amount and Fiscal Impact	Increase of \$29,995 to NCPRD Fund 113 General Fund and increase of \$44,653 to NCPRD Fund 270 Nutrition and Transportation Fund – Nutrition. Total District appropriations increased by \$74,648.
Funding Source	WES River Health grant, Contract with Clackamas County Social Services
Duration	July 1, 2020 through June 30, 2021
Previous Board Action	<p><i>June 18, 2020 Business Meeting</i> – Resolution 2020-46 Adopting the North Clackamas Parks & Recreation District’s 2020-2021 Fiscal Year Budget and Making Appropriations and Imposing and Categorizing Taxes for the Period of July 1, 2020 through June 30, 2021</p> <p><i>October 22, 2020 Business Meeting</i> – Approval of a Subrecipient Agreement between NCPRD and NCWC to fulfill obligations within the WES River Health Stewardship Grant for the North Clackamas Park Restoration and Watershed Action Plan Project.</p> <p><i>December 3, 2020 Business Meeting</i> – Approval of a resolution for North Clackamas Parks and Recreation District for Transfer of Appropriations for Fiscal Year 2021-2022</p>
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. This transfer aligns with the BCS - NCPRD Administration program purpose to provide financial services to the Board of Directors and District staff so they can make informed decisions and effectively provide services to District residents. 2. This transfer of appropriations ensures a legally compliant and transparent budget process, which aligns with the County strategic priority of Building Public Trust through Good Government.
Counsel Review	JM 4/12/2021
Procurement Review	<i>Was the item processed through Procurement? yes X no If no, provide brief explanation: Supplemental budget changes are not reviewed by procurement.</i>

Contact Person	Elizabeth Gomez, Financial Operations Manager, NCPRD 503-742-4352
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BACKGROUND:

Each fiscal year it may become necessary to reduce allocations, allocate additional sources of revenue, transfer budgeted appropriations, and appropriate additional expenditures to more accurately meet the changing requirements of the North Clackamas Parks and Recreation District.

The attached resolution reflects such changes requested in keeping with a legally accurate budget. These changes are in compliance with ORS 294.471, which allows for governing body approval of supplemental budget changes for items less than ten percent of the qualifying expenditures of the budget fund(s) being adjusted.

- The North Clackamas Parks and Recreation District General Fund is recognizing unanticipated revenue in the Natural Resources Category for increased grant funding and increasing appropriations, in the amount of \$29,995, in the Natural Resources Category for special payments.
- The North Clackamas Parks and Recreation District Nutrition and Transportation Fund - Nutrition category is recognizing additional, unanticipated revenue from our Contract with Clackamas County Social Services, and increasing appropriations in the Nutrition category, in the amount of \$44,653, for additional, unanticipated expenditures related for the increased need to Nutrition Services in response to the COVID-19 pandemic.

RECOMMENDATION:

Staff respectfully recommends the Board approve Resolution 2020-_____, including Exhibit A in keeping with a legally accurate budget.

ATTACHMENTS:

1. Resolution 2020-____
2. Exhibit A: Summary of Transfer

Respectfully submitted,



Sarah Eckman, Interim Director
Business and Community Services

**BEFORE THE BOARD OF
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of a Resolution Providing
Authorization for Adoption of a
Supplemental Budget for Items Less than
10 Percent of Total Qualifying
Expenditures, Transferring and Making
Appropriations for Fiscal Year 2020-2021



Resolution No. 2020-____
Page 1 of 2

Whereas, during the fiscal year changes in appropriated expenditures may become necessary and appropriation may need to be increased, decreased or transferred from one appropriation category to another, as detailed in the attached Exhibit A which are by this reference made a part of this Resolution;

Whereas, a supplemental budget for the period of July 1, 2020 through June 30, 2021, inclusive, has been prepared and submitted to the District taxpayers as provided by statute;

Whereas, the funds being adjusted are:

- North Clackamas Parks and Recreation District General Fund
- North Clackamas Parks and Recreation Nutrition and Transportation Fund

NOW THEREFORE, the Clackamas County Board of County Commissioners acting as the Board of Directors of the North Clackamas Parks and Recreation District resolves as follows:

Pursuant to its authority under ORS 294.471, the supplemental budget is adopted and appropriations established as shown in the attached Exhibit A.

DATED this 24th day of June, 2021

**BOARD OF COUNTY COMMISSIONERS ACTING AS THE BOARD OF DIRECTORS
OF THE NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Chair

Recording Secretary

**SUMMARY OF TRANSFER BETWEEN APPROPRIATIONS
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
Exhibit A
CHANGES OF LESS THAN 10% OF BUDGET
June 24, 2021**

Recommended items by revenue source:

North Clackamas Parks and Recreation District
General Fund - Administration Fund 113

Revenues:

Local & Other Government Grants	\$ 29,995
Total Revenues	<u>\$ 29,995</u>

Expenditures:

Special Payments	\$ 29,995
Total Expenditures	<u>\$ 29,995</u>

The North Clackamas Parks and Recreation District General Fund is recognizing unanticipated revenue in the Natural Resources Category for increased grant funding and increasing appropriations, in the amount of \$29,995, in the Natural Resources Category for payments to sub-recipient non-Federal.

North Clackamas Parks and Recreation District
Nutrition and Transportation Fund - Nutrition - Fund 270

Revenues:

Contract with Clackamas County Social Services	\$ 44,653
Total Revenues	<u>\$ 44,653</u>

Expenditures:

Nutrition	\$ 44,653
Total Expenditures	<u>\$ 44,653</u>

The North Clackamas Parks and Recreation District Nutrition and Transportation Fund - Nutrition Category is recognizing additional, unanticipated revenue from our Contract with Clackamas County Social Services, and increasing appropriations in the Nutrition category, in the amount of \$44,653, for additional, unanticipated expenditures related for the increased need to Nutrition Services in response to the COVID-19 pandemic.



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Sarah Eckman, Interim BCS Director

June 24, 2021

Board of County Commissioners
Clackamas County
Board of North Clackamas Parks and Recreation District

Members of the Board:

Approval of an Intergovernmental Agreement Amendment #1 between
North Clackamas Parks and Recreation District and Clackamas Community College for
Community Based Instructional Programs

Purpose/Outcomes	This amendment allows North Clackamas Parks and Recreation District (NCPRD) to continue partnering with Clackamas Community College (CCC) to deliver community based instructional programs at the Aquatic Park and receive reimbursement from Summer 2021 through Spring 2022 terms.
Dollar Amount and Fiscal Impact	This IGA will provide \$11,631 of revenue in FY 21-22.
Funding Source	Anticipated revenue included in FY 21-22 NCPRD adopted budget for recreation services programming. No funds paid by NCPRD.
Duration	July 1, 2021 through June 30, 2022. 1 st of three (3) optional renewals.
Strategic Plan Alignment	1. This partnership assists in providing program offerings that promote and enhance healthy and active lifestyles of our residents. 2. This agreement shows transparency in budget process, which aligns with the County strategic priority of Building Public Trust through Good Government.
Previous Board Action	7/23/2020 Business Meeting – Approved renewal for FY 20-21.
Counsel Review	If item is a contract, including IGAs, leases, or other binding agreements, please put in the date of County Counsel Review and the initials of the attorney performing the review. 1. 6/8/21 2. JM
Procurement Review	1. Was the item processed through Procurement? No 2. This is an IGA.
Contact Person	Kandi Ho, NCPRD <i>Acting Director</i> , 503-794-8001

BACKGROUND:

The North Clackamas Parks and Recreation District (NCPRD), a division of Business and Community Services (BCS), requests approval of an Intergovernmental Agreement (IGA) Amendment with Clackamas Community College (CCC) for

planning, promoting and delivering a variety of community based instructional programs. During FY 21-22, NCPRD anticipates providing services up to 31 total full time equivalent students (in accordance with OAR 589-001-0300), and receiving reimbursement from CCC in the amount of \$11,631. This IGA is renewed annually.

RECOMMENDATION:

Staff recommends the Board approve this IGA renewal and sign the amendment to renew the agreement.

ATTACHMENTS:

1. IGA with Clackamas Community College Community for Educational & Enrichment Services.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sarah Eckman". The signature is written in a cursive, flowing style.

Sarah Eckman, Interim Director
Business and Community Services

**INTERGOVERNMENTAL AGREEMENT BETWEEN
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
NORTH CLACKAMAS AQUATIC PARK
AND CLACKAMAS COMMUNITY COLLEGE AMENDMENT #1**

Amendment and renewal of Intergovernmental Agreement between the North Clackamas Parks and Recreation (“District”) and Clackamas Community College (“College”) Dated July 23, 2020 for the provision of community based instructional programs at the North Clackamas Aquatic Center.

This Amendment adds language to Terms of Agreement.

AMEND:

1. Term

CHANGE TO ADD:

The contract term will be effective upon full execution and terminate June 30, 2022. This serves as 1 (one) of 3 (three) renewals on this contract dated July 23, 2020.

This Amendment, when signed by the College and the Chair of the Board of Directors for the District, on behalf of the District, will become part of the contract document dated July 23, 2020.

Clackamas County Board of Commissioners on Behalf of North Clackamas Parks and Recreation District:

Clackamas Community College:

Chair, Board of County Commissioners

Authorized Signature

Date

Printed Name

Recording Secretary

Date

Date

Approved as to form

County Counsel



**BUSINESS AND COMMUNITY SERVICES
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

Sarah Eckman, Interim BCS Director

June 24, 2021

Board of County Commissioners
Clackamas County
Board of North Clackamas Parks and Recreation District

Members of the Board:

Approval of Amendment #1 to renew Intergovernmental Agreement between
North Clackamas Parks and Recreation District and Clackamas Community College for
Educational & Enrichment Services

Purpose/Outcomes	This amendment allows North Clackamas Parks and Recreation District (NCPRD) to partner with Clackamas Community College (CCC) for provision of program instruction from Summer 2021 through Spring 2022 terms. Classes to be held at the Milwaukie Center.
Dollar Amount and Fiscal Impact	This IGA represents \$51,792 of anticipated instructional expenditure in FY 21-22.
Funding Source	Included in the NCPRD FY 21-22 budget expenditures for older adult and recreation programming services. No County General Fund.
Duration	June 21, 2021 through June 16, 2022. This is 1 st of three (3) possible renewals.
Strategic Plan Alignment	1. This partnership assists in providing discounted programming offerings that promote and enhance healthy and active lifestyles of our residents. 2. This agreement shows transparency in budget process, which aligns with the County strategic priority of Building Public Trust through Good Government.
Previous Board Action	7/23/2020 Business Meeting – Approved renewal for FY 20-21.
Counsel Review	If item is a contract, including IGAs, leases, or other binding agreements, please put in the date of County Counsel Review and the initials of the attorney performing the review. 1. 6/8/21 2. JM
Procurement Review	1. Was the item processed through Procurement? No 2. This is an IGA.
Contact Person	Kandi Ho, NCPRD <i>Acting Director</i> , 503-794-8001

BACKGROUND:

The North Clackamas Parks and Recreation District (NCPRD), a division of Business and Community Services (BCS), requests approval of an Intergovernmental Agreement (IGA) with Clackamas Community College (CCC) for educational & enrichment services at the Milwaukie Center through the 2021-22 fiscal year.

The annual renewal of this IGA allows NCPRD to partner with CCC for the provision of program instructors to lead classes to be held at the Milwaukie Center. CCC will provide up to 2,448 hours of instruction with a maximum cost of \$51,792.

RECOMMENDATION:

Staff recommends the Board approve this IGA renewal and sign the amendment to renew the agreement.

ATTACHMENTS:

1. IGA with Clackamas Community College Community for Community Based Instructional Programs.

Respectfully submitted,

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Sarah Eckman, Interim Director
Business and Community Services

**INTERGOVERNMENTAL AGREEMENT BETWEEN
NORTH CLACKAMAS PARKS AND RECREATION DISTRICT
MILWAUKIE CENTER
AND CLACKAMAS COMMUNITY COLLEGE AMENDMENT #1**

Amendment and renewal of Intergovernmental Agreement between the North Clackamas Parks and Recreation (“District”) and Clackamas Community College (“College”) Dated July 23, 2020 for the provision of educational programs at the Milwaukie Center.

This Amendment adds language to Terms of Agreement.

AMEND:

1. Term

CHANGE TO ADD:

The contract term will be effective upon full execution and terminate June 30, 2022. This serves as 1 (one) of 3 (three) renewals on this contract dated July 23, 2020.

This Amendment, when signed by the College and the Chair of the Board of Directors for the District, on behalf of the District, will become part of the contract document dated July 23, 2020.

**Clackamas County Board of
Commissioners on Behalf of
North Clackamas Parks and
Recreation District:**

Clackamas Community College:

Chair, Board of County Commissioners

Authorized Signature

Date

Printed Name

Recording Secretary

Date

Date

Approved as to form

County Counsel