



January 31, 2019

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

Members of the Board:

Approval of a Grant Agreement with Special Districts Insurance Services (SDIS)
for Safety and Security at the North Clackamas Aquatic Park

Purpose/Outcomes	Increased video surveillance capabilities at the North Clackamas Aquatic Park.
Dollar Amount and Fiscal Impact	\$3,965 in additional grant revenue
Funding Source	Special Districts Insurance Services (SDIS) Safety and Security Grant Program
Duration	Through project completion.
Previous Board Action	N/A
Strategic Plan Alignment	<ul style="list-style-type: none"> • Build trust through good government • Ensure safe, healthy and secure communities
Contact Person	Scott Archer,, <i>NCPRD Director</i> , 503-742-4421 Kandi Ho, <i>Recreation Services Manager</i> , 503-794-8001

BACKGROUND:

North Clackamas Parks and Recreation District (NCPRD), a division of Business and Community Services (BCS), has been awarded a Safety and Security grant from the Special Districts Association of Oregon’s Special District Insurance Services (SDIS) in the amount of \$3,965. This grant award will help fund security increases at the North Clackamas Aquatic Park.

The proposed project would fund acquisition and installation of 10 additional security cameras with recording capability at the Aquatic Park. This increased video surveillance will assist staff in theft prevention and greater security throughout the facility, ensuring our participants and guests have a safe and secure experience while at the Aquatic Park.

RECOMMENDATION:

Staff respectfully recommends that the Board of County Commissioners, acting as the governing board of North Clackamas Parks and Recreation District, approve the Grant Agreement with SDIS and authorize the BCS Director or Deputy Director to sign on behalf of the Board and execute all documents necessary to effectuate the same.

ATTACHMENTS:

1. Grant Agreement
2. Acknowledgement Letter
3. Grant Lifecycle Form

Respectfully submitted,

Scott Archer, Director
North Clackamas Parks and Recreation District

**Special Districts Association of Oregon
SDIS 2018-2019 Safety & Security Grant**

North Clackamas Parks & Recreation
\$3,965

PROJECT SUMMARY Increase the security of NCAP lobby and outdoor parking lot areas by installing 10 security camera system with recording ability. Video surveillance system would assist staff in preventing theft of services and increase our ability to review prior situations to assist law enforcement.

Check the box that best describes that status of your grant project:

Project completed; awaiting matching grant funds.

Project will be completed after matching grant funds are received.

****Signed Acknowledgement Forms must be received by June 3, 2019****

By signing this form, you acknowledge your district will:

- Submit copies of receipt(s) for services or materials purchased to SDAO once the project is completed.
- Send a photo of the completed project.
- Return any unused safety grant funds to SDAO if those funds are not used for the approved safety grant project.

Send completed acknowledgement form to:

SDAO **OR** Fax: 503.371.4781 **OR** Email: sgalaway@sdao.com
PO Box 12613
Salem, Oregon 97309

Forms can be returned via mail, fax or email. **No need to send originals.**

Authorized signature - District

Date

December 18, 2018

Jason Kemmerich
North Clackamas Parks & Recreation District
7300 SE Harmony Road
Milwaukie OR 97222

Subject: SDAO Safety & Security Matching Grant

Congratulations!

Your request for the 2018-2019 SDIS Safety & Security Grant has been reviewed and your district has been awarded **\$3,965** in grant funds. Please read the enclosed acknowledgement form and do the following:

- Check the appropriate box
- Sign the form
- Return the completed form to SDAO by mail, fax, or email:

Sandy Galaway
PO Box 12613
Salem, Oregon 97309
503-375-8891 Direct Dial
Fax: 503-371-4781
Email: sgalaway@sdao.com

Funds will be disbursed upon our receipt of your completed acknowledgement form. Payment will be disbursed upon paid in full receipts and pictures of the completed project. Thank you for being a member of SDAO and for participating in our matching safety grant program. If you have any questions, please contact me at the numbers/email listed above.

Sincerely,

Sandy Galaway
Enc: Acknowledgement

Grant Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: NCPRD Application for: Subrecipient funds Direct Grant
Grant Renewal? Yes No

Name of Funding Opportunity: SDIS Safety & Security Grant
Funding Source: Federal State Local: Special Districts Association of Oregon
Requestor Information (Name of staff person initiating form): Jason Kemmerich
Requestor Contact Information: jasonkem@ncprd.com
Department Fiscal Representative: Elizabeth Gomez, EGomez@ncprd.com, 503-742-4352
Program Name or Number (please specify): BCS-NCPRD-Aquatic Park 113 5400 07705 437100
Brief Description of Project:

Increase security at the North Clackamas Aquatic Park front lobby and outdoor parking lot area by adding 10 security cameras.

Name of Funding (Granting) Agency: Special District Insurance Services/Special Districts Association of Oregon

Agency's Web Address for Grant Guidelines and Contact Information:

https://www.sdao.com/S4/Programs/grant_program.aspx

Safety & Security Grant Contact Information

Sandy Galaway
PO Box 12613, Salem OR 97309-0613
Email: sgalaway@sdao.com
Phone: 503-375-8891

OR

Application Packet Attached: Yes No

Completed By: Jason Kemmerich Date: 11/14/2018

** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE **

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant Non-Competing Grant/Renewal Other Notification Date: _____
CFDA(s), if applicable: _____
Announcement Date: 1/1/2018 Announcement/Opportunity #: _____
Grant Category/Title: Safety & Security Max Award Value: \$5,000
Allows Indirect/Rate: _____ Match Requirement: \$3,965
Application Deadline: 11/9/2018 Other Deadlines: N/A
Grant Start Date: TBD Other Deadline Description: _____
Grant End Date: TBD
Completed By: _____
Pre-Application Meeting Schedule: _____

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant support the Department's Mission/Purpose/Goals?

North Clackamas Parks & Recreation District is a service district of Clackamas County dedicated to providing exceptional parks and recreation programs, facilities and services to its more than 122,000 residents in the cities of Happy Valley, Milwaukie and a large unincorporated area. This grant would allow the District to strengthen security and improve safety at its largest indoor facility, the North Clackamas Aquatic Park.

2. How does the grant support the Division's Mission/Purpose/Goals? (If applicable)

The North Clackamas Aquatic Park is located between the Clackamas Community College Harmony Campus and the 77-acre 3-Creeks Natural Area. It is a high-traffic area with higher crime rates than the surrounding neighborhoods, due to the Clackamas Town Center, TriMet Transit Center, I-205 and Highway 213 all located within a half mile. Outside the facility, the surrounding property and parking lots pose potential safety risks to patrons and other community members. This grant will allow the Aquatic Park to install an outdoor security surveillance system to monitor the property and better protect its patrons and staff.

3. What, if any, are the community partners who might be better suited to perform this work?

The grant will allow the District to contract with a professional installer, Stoner Electric, in order to get superior service. There are no community partners known that would be better suited to perform this work.

4. What are the objectives of this grant? How will we meet these objectives?

SDIS members are eligible to apply for a matching grant (maximum of \$5,000) to help fund new safety and security related projects. Districts may apply for any new safety or security project they choose. Examples include but are not limited to video surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment. Routine maintenance to existing facilities and normal business expenses are not considered.

5. Does the grant proposal fund an existing program? If yes, which program? If no, what should the program be called and what is its purpose?

No, outdoor security surveillance will be a new feature at the Aquatic Park. It will enhance an existing security system by expanding security system coverage from indoor areas only to the entire property.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If yes, what types of staff are required? If no, can staff be hired within the grant timeframe?

The installation and set-up of this new system will be handled by an outside vendor on contract (see bid from Stoner Electric, attached). Ongoing maintenance will be in addition to the regular maintenance of the existing security system for inside the facility. Staff are available and will be trained to maintain this system.

2. Is there partnership efforts required? If yes, who are we partnering with, what are their roles and responsibilities, and are they committed to the same goals?

N/A

3. If this is a pilot project, what is the plan for sunseting the program or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

N/A

4. If funding creates a new program, does the department intend that the program continue after initial funding is exhausted? If so, how will the department ensure funding (e.g. request new funding during the budget process, discontinue or supplant a different program, etc.)?

Additional funding will be needed to maintain regular maintenance of the larger security system. We believe the benefits of this system are worth the nominal additional cost to expand the existing system to cover a slightly larger area.

Collaboration

1. List County departments that will collaborate on this award, if any.

N/A

Reporting Requirements

1. What are the program reporting requirements for this grant?

Completion of the proposed project, meaning purchase and installation of equipment.

2. What is the plan to evaluate grant performance? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

The District regularly tracks and monitors incidents and accidents across all its programs and facilities. By continuing to do so, and by also monitoring the frequency of other police activity on the property as well as the seriousness of events, staff will be able to report on the potential impacts of this added security.

3. What are the fiscal reporting requirements for this grant?

N/A

Fiscal

1. Will we realize more benefit than this grant will cost to administer?

Yes. Administration costs for this grant are very low.

2. What other revenue sources are required? Have they already been secured?

This is a 50/50 matching grant program, which means the cost of the project will be split equally between the District and SDIS, up to a maximum of \$5,000. The matching funds needed for this grant are half of the total project cost, or \$3,965. This project was budgeted for this fiscal year and funds are available in the current operating budget.

3. Is there a match requirement? If yes, how much and what type of funding (CGF, Inkind, Local Grant, etc.)?

The matching funds needed for this grant are half of the total project cost, or \$3,965. This project was budgeted for this fiscal year and funds are available in the current operating budget.

4. Is this continuous or one-time funding? If one-time funding, how will program funding be sustained?

One-time funding for a one-time purchase and installation of a new security system component.

5. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

N/A

Program Approval:

Jason Kemmerich

Name (Typed/Printed)

11/15/2018


Date




Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

Section IV: Approvals

DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)		
Scott Archer	11/15/2018	
Name (Typed/Printed)	Date	Signature

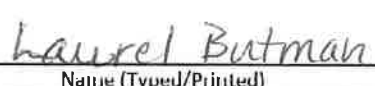

DEPARTMENT DIRECTOR		
Laura Zentner	11/15/2018	
Name (Typed/Printed)	Date	Signature

IF APPLICATION IS FOR FEDERAL FUNDS, PLEASE SEND COPY OF THIS DOCUMENT BY EMAIL TO FINANCE (FinanceGrants@clackamas.us). ROUTE ORIGINAL OR SCANNED VERSION TO COUNTY ADMIN.

Section V: Board of County Commissioners/County Administration

*(Required for all grant applications. All grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
	11-20-18	
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
Department: keep original with your grant file.

Please complete each field below, either on this form or on a separate sheet. Be sure to print clearly.

Name of SDAO Member District: North Clackamas Parks & Recreation District

Complete Mailing Address: North Clackamas Aquatic Park Phone Number: 503-794-8000
7300 SE Harmony Road, Milwaukie, OR 97222 Fax: 503-794-8085

Contact Person: Jason Kemmerich, Aquatic Park Supervisor E-Mail: jasonkem@NCPRD.com

Brief description of proposed project: Increase the security of the North Clackamas Aquatic Park lobby and outdoor parking lot areas by installing 10 security camera system with recording ability. The video surveillance system would assist staff in preventing theft of services and increase our ability to review prior situations to assist law enforcement. This system would also aid NCPRD in protecting our communities Park District assets.

Total cost: \$7,930

Breakdown of cost(s): \$3,480 for a IP camera system including a 8 TB hard drive, NVR, 4 varifocal motorized, 6 fixed lens cameras and 10 camera mounts. \$4,450 will be utilized to have Stoner Technology Services complete the installation and set-up. (See attached bid)

Impact on staff, volunteers, and/or community safety: This system will increase the safety and security for both patrons and staff at one of the regions largest indoor water parks. Currently, there is no outdoor surveillance on-site and a significant displaced population nearby. This system would assist patrons and staff towards vehicle security and personal safety. Additionally, the community volunteers would benefit from additional security when utilizing our parking lot for natural areas restorations (adjacent to building but out of line of site of parking lot).

*** NOTES:**

- Routine maintenance to existing facilities and/or equipment and normal business expenses will not be considered.
- Labor costs for district employees are not eligible for in-kind matching.

To be considered, your grant application must be completed in full and submitted to SDAO no later than noon on Friday, November 9, 2018. Submit completed applications to SDAO, PO Box 12613, Salem, Oregon 97309, fax to 503-371-4781, or e-mail to sgalaway@sdao.com. Questions? Contact Sandy Galaway at 800-285-5461, extension 111 or 503-375-8891.

2018-2019 Safety & Security Grant



Application Deadline: Noon on Friday, November 9, 2018

Applications are now being accepted for the 2018-19 SDIS Safety and Security Grant Program! SDIS members are eligible to apply for a matching grant (maximum of \$5,000) to help fund new safety and security related projects. This year, the SDIS Board of Trustees approved a dramatic increase in funding to increase the number of members that can benefit from this opportunity. Grants available have increased from \$300,000 to \$450,000.

What does "matching grant" mean?

This is a 50/50 matching grant program, which means the cost of the project will be split equally between your district and SDIS, up to a maximum of \$5,000.

What do you mean by "a maximum of \$5,000"?

If your district is planning a \$10,000 project, you can apply to receive a maximum of \$5,000 from SDIS.

Who decides if our grant request is accepted or denied?

The SDIS Safety Grant Committee will review each application to determine which applications are eligible to receive funding. The committee will use two priority levels in determining grant recipients:

- **First Priority:** Grant applicants who have never received an SDIS Safety & Security Grant.
- **Second Priority:** Grant applicants who did not receive an SDIS Safety & Security Grant in the 2017/2018 fiscal year (July 1, 2017-June 30, 2018).

Matching grants will be awarded to applicants that meet the eligibility requirements by order of priority. After the first priority level has been funded, grants will be awarded to applicants in the second priority level. After all qualifying applicants in the top two priority levels have been funded, matching grants will be awarded to applicants that meet the eligibility requirements in the order the application is received, until funds have been exhausted.

What projects will qualify for the matching grant?

Your district may apply for any new safety or security project you choose. Examples include but are not limited to video surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment. *Routine maintenance to existing facilities and normal business expenses will not be considered.*

When is the application deadline?

Fill out and return the application for your district by mail to SDAO, PO Box 12613, Salem, Oregon 97309 or email to sgalaway@sdao.com by **noon on Friday, November 9, 2018**. Applications received after noon on Friday, November 9, 2018 will not be considered.

For more information about this program, please contact Sandy Galaway at 503-375-8891 or sgalaway@sdao.com.

SDIS Safety & Security Grant Contact Information:

PO Box 12613 | Salem OR 97309-0613 | TOLL-FREE: 800-285-5461 ext. 111 | PHONE: 503-375-8891
FAX: 503-371-4781 | E-MAIL: sgalaway@sdao.com

Stoner

Technology Services

A Division of Stoner Electric, Inc.

Stoner Electric

Stoner Lighting Services

Stoner Protective Systems

Stoner Technology Services

Date: November 28, 2018

To: NCPRD
Michael Taggart
7300 SE Harmony Road
Milwaukie, Oregon 97222

Project: IP Camera Install

We are pleased to Submit, for your consideration, our proposal for providing installation services for the above listed project. Pricing is based on information provided.

Scope of Work - Provide and Install:		
<ul style="list-style-type: none"> All necessary labor, cable and connectors to install customer provided IP CCTV System Includes NVR, (4) Outdoor Cameras, (6) Indoor Cameras and Network Connection 	\$4450.00	
Provide IP Camera System (1) Vitek Transcendent Series 16 Channel NVR w/ 8 TB Hard Drive (4) Vitek 4 MP Varifocal Motorized Cameras (6) Vitek 4 MP Fixed Lens Cameras (10) Camera Mounts	\$3480.00	
Total Price:		\$ 0.00

Clarifications / Exclusions:

- Work Performed During Regular Working Hours
 Wiring to be open running

Darrell S. Pizer

Darrell Pizer, Project Manager

Stoner Technology Services, 1904 SE Ochoco Street, Portland, OR 97222

Phone (503) 462-5236

Fax (503) 659-2765

Signature, if Accepted

PO #

Print Name

Title