



NORTH CLACKAMAS
PARKS & RECREATION DISTRICT

Administration

Kia Selley, Director
North Clackamas Parks and Recreation District
3811 SE Concord Road
Milwaukie, OR 97267

May 15, 2025

BCC Agenda Date/Item: _____

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

Approval of a Correction to the Park Address in the Previously Approved Board Order to authorize a Metro Nature in Neighborhood Capital Grant Application for park improvements at 18521 SE River Road, Jennings Lodge. Application Value is \$1,000,000. Funding is through Metro and a required match of \$670,000 in other grant funds, Zone 2 System Development Charges and NCPRD General Fund. No County General Funds are involved.

Previous Board Action/Review	<p>April 17, 2025 – Business Meeting. Approval of Board Order authorizing Metro Nature in Neighborhood Capital Grant Application.</p> <p>November 26, 2024 – Briefed at Issues.</p> <p>June 14, 2024 – Business Meeting. Approval of an updated Intergovernmental Agreement with Oregon City School District for development and ongoing provision of park facilities at the Jennings Lodge Elementary School property.</p> <p>June 29, 2023 – Business Meeting. Approval of a professional services contract with Mackenzie Engineering, Inc. for planning and design to develop a neighborhood park at Jennings Lodge Elementary School property.</p> <p>March 19, 2020 - Approval of an Intergovernmental Agreement between North Clackamas Parks and Recreation (NCPRD) and Oregon City School District (OCSD) for the development and Ongoing Provision of Park Facilities at Jennings Lodge Elementary School.</p> <p>March 12, 2020 - NCPRD District Advisory Board recommended the BCC, acting as NCPRD Board of Directors, approve the IGA.</p> <p>December 18, 2018 – Policy Session</p>		
Performance Clackamas	<ul style="list-style-type: none">• Build public trust through good government• Honor, utilize, promote and invest in our natural resources• Ensure, safe, healthy and secure communities		
Counsel Review	Yes, JM 4/07/2025	Procurement Review	No

For Filing Use Only

Contact Person	Alex Gilbertson	Contact Phone	(971) 430-0388
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EXECUTIVE SUMMARY: The address provided for the Board Order authorizing NCPRD to submit a Metro Nature in Neighborhoods Capital Grant Application for \$1,000,000, approved by the Board on April 17, 2025, included an incorrect address for the Jennings Lodge Campus. The correct address is now included in this staff report and in the corresponding attachments.

NCPRD is seeking approval for a Board Order authorizing NCPRD to apply for a Metro Regional Government (Metro) Nature in Neighborhood Capital Grant for \$1,000,000 for park improvements at 18521 SE River Rd. ("Jennings Lodge Campus"), property owned by Oregon City School District (OCSD). The grant will require NCPRD to provide a two-thirds (\$670,000) match. NCPRD will prioritize use of other grant funds and Zone 2 System Development Charges Funds for the match to minimize the use of NCPRD General Funds.

The Metro grant is one of four grant sources NCPRD will be utilizing to fund construction of the park at the Jennings Lodge Campus and to supplement limited NCPRD resources. Grant funding for park construction, if successfully awarded, could total up to \$2.4M, nearly all the current estimated construction cost of \$2.5M. The current available balance for System Development Charges (SDCs) can fund the current gap between grant funding and construction costs.

The park will occupy underutilized land owned by OCSD to provide a public park in an area that is currently park deficient. Through an Intergovernmental Agreement (IGA) with OCSD, NCPRD will be able to construct and operate a public park at this location for a minimum of twenty years, without requiring the use of NCPRD resources for property acquisition.

Park amenities will include a new play area, walking paths, trees for shade, conversion of an existing structure into a picnic shelter as well as additional seating areas, and accessible parking. The park design has been developed in close collaboration with the community, OCSD, and NCPRD's maintenance and operations team to provide the desired public amenities while limiting long-term operations and maintenance costs for NCPRD. The park is anticipated to begin construction in spring 2026.

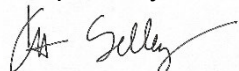
A Board Order is required by Metro, the grant administrator, to apply for grant funding assistance.

RECOMMENDATION: Staff recommend that the Board approve the Board Order authorizing a Metro Nature in Neighborhoods Capital Grant Application for \$1,000,000 for park improvements at 18521 SE River Road, Jennings Lodge Campus.

ATTACHMENTS:

1. Board Order authorizing a Metro Nature in Neighborhood Capital Grant Application for \$1,000,000 for park improvements at 18521 SE River Road, Jennings Lodge Campus.
2. Financial Assistance Application Lifecycle Form.

Respectfully submitted,



Kia Selley, RLA, Director

North Clackamas Parks and Recreation District

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of authorizing the North
Clackamas Parks and Recreation
District to apply for a Nature in
Neighborhoods Capital Grant from
Metro Regional Government for the
neighborhood park at the Jennings
Lodge Campus



Board Order No. _____

Page 1 of 2

Whereas, the Board of County Commissioners (“the Board”) is the governing body of the North Clackamas Parks and Recreation District (“NCPRD”), this matter coming before the Board at this time; and

Whereas, Metro Regional Government is accepting applications for the Nature in Neighborhoods Capital Grant Program through April 28, 2025; and North Clackamas Parks and Recreation District (“NCPRD”) desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

Whereas, the NCPRD Advisory Committee (“DAC”) and the Clackamas County Board of Commissioners, acting as the Board of Directors of NCPRD, have identified improvements at the Jennings Lodge Campus property as a high priority need within the Jennings Lodge community in unincorporated Clackamas County between the cities of Milwaukie and Gladstone; and

Whereas, the neighborhood park project exercised an extensive and robust community engagement process in 2023 that helped shape the design for the park and playground. NCPRD is moving forward with design and engineering for the development of a new park that includes features such as a nature-based play area, a multi-use playfield, picnic areas, walking paths, benches, portable toilets, and small plaza for programming; and

Whereas, NCPRD is seeking Nature in Neighborhood Grant funding specifically for construction of improvements at the neighborhood park. On March 25, 2025 the DAC approved a letter of support and recommended that the NCPRD Board of Directors support the grant application; and

Whereas, the neighborhood park project at the Jennings Lodge Campus is consistent with the goals of the grant program and meets the necessary funding match for the program. NCPRD has available local matching funds to fulfill its two-thirds match requirements related to this grant application should the grant funds be awarded. NCPRD will provide adequate funding for ongoing operations and maintenance of this facility should the grant funds be awarded.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

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Neighborhoods Capital Grant from
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Board Order No. _____

Page 2 of 2

NOW THEREFORE, the Clackamas County Board of Commissioners do hereby order as follows:

The Clackamas County Board of Commissioners, acting as the Board of Directors of NCPRD, demonstrates its support for the submittal of a grant application to Metro Nature in Neighborhoods Capital Grant for \$1,000,000 for park improvements at 18521 SE River Road, Jennings Lodge Campus.

DATED this 15th day of May 2025

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

Financial Assistance Application Lifecycle Form

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

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

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Award type: ☐ Direct Appropriation (no application)
☐ Subrecipient Award ☒ Direct Award

Award Renewal? ☐ Yes ☒ No

Lead Fund # and Department:	NCPRD Capital Projects Fund 480; North Clackamas Parks and Recreation District; Department 51
Name of Funding Opportunity:	Metro Regional Government: Nature in Neighborhood Capital Grant

Funding Source: ☐ Federal – Direct ☐ Federal – Pass through ☐ State ☒ Local

Requestor Information: (Name of staff initiating form)	Alexandra Gilbertson
Requestor Contact Information:	971-430-0388
Department Fiscal Representative:	Kallie Guentner
Program Name & Prior Project #: (please specify)	500621604: the Park at Jennings Lodge Campus

Brief Description of Project:

The park at Jennings Lodge campus will improve visitor experience by investing in existing park amenities, breathing new life into the dated school grounds. These improvements will also ensure park visitors of all abilities are able to access the park's picnic shelter, portable toilets, and play area year-round. Other elements that support the park project are existing accessible parking, with the addition of 28 new on-street parking spaces, seating for caregivers and children of all abilities, shade and trees, and trash and recycling receptacles.

Name of Funding Agency: Metro Regional Government

Notification of Funding Opportunity Web Address: <https://www.oregonmetro.gov/tools-partners/grants-and-resources/nature-grants>

OR

Application Packet Attached: ☐ Yes ☒ No

Completed By: Alexandra Gilbertson

Date: 03/26/2025

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

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

☒ Competitive Application ☐ Non-Competing Application ☐ Other

Assistance Listing Number (ALN), if applicable:		Funding Agency Award Notification Date:	June 2025
Announcement Date:	Jan 2025	Announcement/Opportunity #:	N/A
Grant Category/Title	Nature in Neighborhood Capital Grant	Funding Amount Requested:	\$1,000,000.00
Allows Indirect/Rate:	capped at 10% of total project cost	Match Requirement:	\$670,000
Application Deadline:	TBD	Total Project Cost:	\$2,500,000.00
Award Start Date:	Grant agreements and notice to proceed by Fall 2025 to Fall 2027	Other Deadlines and Description:	NCPRD Board of Directors to authorize submittal
Award End Date	Contract must be executed by 2027		
Completed By:	Alexandra Gilbertson	Program Income Requirements:	N/A
Pre-Application Meeting Schedule:	N/A		

Additional funding sources available to fund this program? Please describe:

NCPRD has Zone 2 SDCs and General Funds to fund the match, but not funds identified for the request.

How much General Fund will be used to cover costs in this program, including indirect expenses?

\$0 County General Fund. \$670,000.00 NCPRD General Fund and Zone 2 UGMA SDC Fund.

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

\$670,000.00 NCPRD General Fund and Zone 2 UGMA SDC Fund. Indirect expenses are capped at 10% but are budgeted within the larger park project.

In the next section, limit answers to space available.

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

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

Local funding is required for match and is available and will be used.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

NCPRD will provide \$670,000 in local matching funds to fulfill its two-thirds share of obligation related to this grant application should the grant funds be awarded. These will be from NCPRD's General Fund and NCPRD Zone 2 SDCs that were planned for this project.

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Indirect expenses are capped at 10% of the total project cost. NCPRD Zone 2 SDC Funds or Planning Division funds will be used to cover indirect costs.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

No, the bond proceeds must be spent on capital costs.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

Yes, NCPRD has adequate and qualified staff within the Planning and Development and Finance Divisions

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

NCPRD and OCSD entered into an intergovernmental agreement. The terms of the agreement line out the roles and responsibilities for both parties.

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

N/A

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

N/A

Collaboration

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

None

Reporting Requirements

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

Grant recipients will be required to report on the progress and outcomes of the project throughout the project period. A final report will be required that includes full and final accounting of all expenditures, the value and source of matching funds, a description of work accomplished, volunteer hours and participation, project photos (including a photo of the signage acknowledging the Nature in Neighborhoods Capital Grant Program participation), and data on evaluation measures.

2. How will performance be evaluated? 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?

To evaluate the impact of the PN Bond, grant recipients will provide information about community engagement, contracting and workforce activities annually as part of their regular reporting and participate in brief interviews and surveys. More detail about the related reporting requirements will be articulated in the grant agreement.

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

As part of the grant application, NCPRD will describe the program budget, including revenues and expenditures that directly relate to the program narrative.

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

For NCPRD as a department, supporting development of the park at the Jennings Lodge Campus will deliver a wide range of recreational and educational opportunities, as well as ecosystem enhancements to enrich community vitality and promote healthy living. For the Planning and Development Division, supporting this as a capital project supports the purpose of providing facilities that serve District residents.

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

In partnership with the Oregon City School District ("OCSD"), NCPRD wishes to cooperatively develop a neighborhood park and associated park amenities on land owned by OCSD at Jennings Lodge Elementary School. A portion of the Property located at 18521 SE River Road in unincorporated Clackamas County is underutilized for school and community uses due to its unimproved and aging condition. NCPRD and OCSD have entered into an intergovernmental agreement.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

The project must result in a publicly owned capital asset within Metro's jurisdictional boundary. This park project will result in the creation of a capital asset with a discrete useful life of at least 20 years. NCPRD and OCSD entered in an intergovernmental agreement that allows NCPED to design, construct and maintain the park for a minimum of 20 years.

Other information necessary to understand this award, if any.

N/A

Program Approval:

Alexandra Gilbertson

5/7/2025

Alexandra Gilbertson

Name (Typed/Printed)

Date

Signature

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

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)

Erin Reome

4/7/2025



Name (Typed/Printed)

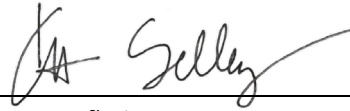
Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Kia Selley

4/7/25



Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort

04.09.2025



Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL (WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)

Name (Typed/Printed)

Date

Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, 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 \$150,000 and below:

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

For applications up to and including \$150,000 email form to BCC staff at CA-Financialteam@clackamas.us for Gary Schmidt's approval.

For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at
and

Grants Manager at financegrants@clackamas.us
when fully approved.

Department: keep original with your grant file.