



May 23, 2019

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of an Intra-Agency Agreement (IAA) between the Clackamas County  
Juvenile Department and Business and Community Service Department

<b>Purpose/Outcomes</b>	Agreement between Clackamas County Business & Community Services (BCS) Department and the Clackamas County Juvenile Department to provide summer parking crew services at Barton Park during the summer season.
<b>Dollar Amount and Fiscal Impact</b>	Contract not to exceed \$8,563
<b>Funding Source</b>	BCS County Parks Division budget - fiscal year 2019/2020
<b>Duration</b>	IAA valid through September 1, 2019
<b>Previous Board Action</b>	N/A
<b>Strategic Plan Alignment</b>	1. Honor, Utilize, Promote and Invest in our Natural Resources 2. Build Public Trust through Good Government
<b>Contact Person</b>	Rick Gruen, Manager - BCS County Parks & Forest Division x 4345
<b>Contract No.</b>	N/A

**BACKGROUND:**

Barton Park experiences an overwhelming number of cars entering the park during the summer months to access the park for floating, fishing and other outdoor recreation activities. County Park staff have created overflow parking areas to help accommodate increased parking needs on hot, summer weekend days. This additional parking has created the need for additional staff services dedicated to parking and traffic control within the park.

To address this need, the BCS and Juvenile Departments have partnered to solve the staffing and traffic control needs. The Juvenile Department will provide a three-person crew and supervisor to provide parking services during the summer months which will allow BCS County Parks Ranger staff to focus on park maintenance needs, garbage & litter pickup, as well as other customer needs throughout the park. This service is being utilized in coordination with the Clackamas County Juvenile Department's *Project Payback Program* which will provide valuable employment and work experience for Clackamas County youth.

County Counsel has reviewed this IAA as to form and content.

**RECOMMENDATION:**

Staff recommends Board approval of an Intra-Agency Agreement between the Clackamas County Juvenile Department and Business and Community Services Department and further authorizes the Director of Business and Community Services and the Director of the Juvenile Department to sign the IAA.

Respectfully submitted,

Laura Zentner, Director of Business and Community Services  
lzentner@clackamas.us

## Intra-Agency Agreement

This Intra-Agency Agreement (hereinafter "IAA") is made between Clackamas County Juvenile Department (hereinafter called "CCJD") and Clackamas County Business Community Service (hereinafter "CCBCS"). The purpose of this agreement is to establish a working relationship between CCJD and CCBCS to provide supervised Parking Attendants at the Barton Park. This service will be utilized in coordination with the CCJD Project Payback Program.

The parties agree as follows:

### OPERATING PRINCIPLES:

#### CCJD responsibilities:

- 1) CCJD will provide one crew supervisor and three youth parking attendants at Barton Park beginning June 22, 2019. This includes:
  - a. Providing adult supervision and parking attendants at Barton Park on Saturdays and Sundays from 6/22/2019 until 9/1/2019
  - b. Hire and supervise a temporary employee as a Crew Supervisor
  - c. Provide crew supervisor and youth crew members for 2 training days with Park Ranger staff on an agreed upon date prior to the start of the crew season (training to be completed prior to crew start date as early as 5/15/19).
  - d. Screen and select youth to work as parking attendants
- 2) The Crew Supervisor and youth will:
  - a. Provide parking assistance to citizens using Barton Park
  - b. Provide customer service to citizens and support to Park Ranger staff
  - c. Work from 9 am to 4 pm providing parking assistance and other duties as identified by Park Rangers
  - d. Be provided transportation
  - e. Be provided a cell phone for Crew Supervisor
- 3) Work collaboratively with CCBCS in developing the policies, and procedures for the parking attendant program as it relates to the Juvenile Department's Project Payback Program.

#### CCBCS responsibilities:

- 1) Provide funding not to exceed \$8,563, which includes:
  - a. Crew supervisor (\$3,433.00)
  - b. Youth stipend for 3 youth parking attendants (\$3,750.00)
  - c. County Fleet costs (\$1,200.00)
  - d. One cell phone (\$180.00)

- 2) Developing and facilitating the Parks and parking training for Crew Supervisor and youth.
  - a. Provide all materials for job training, description and expectations
  - b. Provide direction from Park Ranger on weekly parking assignments and project identification
  - c. Provide uniform (i.e., safety vest) and Park radios as needed for Crew Supervisor and youth
  - d. Work collaboratively with CCJD in developing the policies and procedures
- 3) In case of cancellation of a work crew day, Thomas Gray, Ranger Coordinator/Barton Park Ranger (503-799-7297) will contact the Crew Supervisor at 503-202-8691, no later than 4:30 pm on the Thursday preceding the weekend. (The Crew Supervisor will then contact youths.)
- 4) CCBCS will confidentially maintain records provided by CCJD. These records will be returned to CCJD upon completion of seasonal duties.

MISCELLANEOUS PROVISIONS

- a. Neither party shall be responsible for any legal liability, loss, damages, costs and expenses incurred by the other party arising out of the acts or omissions of the employees, youth parking attendants, or volunteers of the other.
- b. There shall not be any material changes to this agreement unless both parties agree in writing of such change.
- c. This Intra-Agency Agreement shall be effective through September 1, 2019.

CCJD will invoice CCBSW for services, not to exceed \$8,563. CCBCS will make payment to CCJD within 45 days of receiving said invoice though inter-departmental transfer of funds.

Clackamas County Business Community Services

Clackamas County Juvenile Department

By: \_\_\_\_\_

By: \_\_\_\_\_

Laura Zentner  
BCS Director

Christina L. McMahan  
Juvenile Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed as to form:

County Counsel: Jeff Munns

Date: 5/6/19



May 30, 2019

Board of County Commissioners  
Clackamas County

Members of the Board:

Approve Modification of Grant or Agreement 13-SA-11060600-013 between  
Clackamas County and USDA Forest Service – Mt. Hood National Forest for the  
Dump Stoppers Program

<b>Purpose/Outcomes</b>	Clackamas County Parks & Forest manages the Dump Stoppers program, which provides illegal dumping prevention and cleanup services on county and federal forest lands.
<b>Dollar Amount and Fiscal Impact</b>	\$50,000 of USDA Forest Service funds will be added to existing grant agreement number 13-SA-11060600-013. Matching funds of \$13,168 will come from approved FY19/20 Office of Sustainability program support pledge.
<b>Funding Source</b>	USDA Forest Service
<b>Duration</b>	Through December 31, 2020 as is noted on Modification #6 agreement attached.
<b>Previous Board Action</b>	Original grant agreement was approved on May 15, 2013 by the delegated authority of the BCC to BCS Director.
<b>Strategic Plan Alignment</b>	1. Honor, Utilize, Promote and Invest in our Natural Resources 2. Enhance Park and Forest Health.
<b>Contact Person</b>	Rick Gruen, Manager County Parks & Forest
<b>Contract No.</b>	13-SA-11060600-013 - Modification No. 006

**BACKGROUND:**

Clackamas County’s Dump Stoppers program was created in 2003 to address the chronic and growing problem of waste dumping on forested lands in Clackamas County. The program goals are to: 1) locate and clean up illegally dumped waste on forested lands in Clackamas County; 2) enforce anti-dumping laws and regulations; and 3) educate the public about the negative consequences of illegal dumping. Federal funds through the USDA Forest Service Retained Receipts will provide for approximately 102 combined days of Dump Stoppers staff labor and vehicle operation costs related to dump site cleanup. Matching funds of \$13,168 will provide for Clackamas County Sheriff patrols and enforcement support for the program.

**RECOMMENDATION:**

Staff recommends Board approval of Modification #6 to the USDA Forest Service Grant 13-SA-11060600-013 and authorizes Laura Zentner, Business & Community Services Director, to sign on behalf of Clackamas County.

Respectfully submitted,

Laura Zentner  
Director, Business & Community Services