

March 19, 2020

Housing Authority Board of Commissioners
 Clackamas County

Members of the Board:

Approval to execute a temporary easement agreement between the Housing Authority and the
Department of Transportation and Development

Purpose/Outcomes	Approval to execute a temporary easement agreement between the Housing Authority and the Department of Transportation and Development
Dollar Amount and Fiscal Impact	Housing Authority will receive \$511 for temporary easement
Funding Source	N/A
Duration	March 19, 2020 – September 30, 2020
Previous Board Action	none
Strategic Plan Alignment	1. Efficient & effective services 2. Ensure safe, healthy and secure communities
County Counsel	N/A
Contact Person	Jill Smith, Executive Director, Housing Authority 503-742-5336
Contract No.	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval to execute a temporary easement agreement between HACC and Department of Transportation and Development (DTD).

DTD is planning to construct a Truncated Dome Detectable Warning Surface (i.e. an ADA accessible sidewalk feature) on the corner of SE Oak Grove Boulevard & SE Cedar Avenue on a lot owned by HACC. In order to perform this work, DTD needs a Temporary Construction Easement to enter HACC property and construct the improvements. The project benefits HACC and the neighborhood, which has substantial pedestrian traffic given it is located adjacent to commercial properties frequently accessed by the general public.

RECOMMENDATION:

Staff recommends the Housing Authority Board approves the execution of the temporary construction easement. In addition, staff recommends authorizing Jill Smith, Executive Director, to sign the easement on behalf of the HACC Board.

Respectfully submitted,



Richard Swift, Director
 Health, Housing and Human Services

Grantor: Housing Authority of Clackamas County PO Box 1510 Oregon City, OR 97015	State of Oregon
Grantee: Clackamas County 150 Beavercreek Rd. Oregon City, OR 97045	
After Recording Return to: Clackamas County Engineering 150 Beavercreek Rd. Oregon City, OR 97045	
Until a change is requested, all taxes shall be sent to: No Change	Accepted by Clackamas County by Act of the Road Official Acceptance Date: _____
Road Name: _____ DTD Rd. File No.	Authorized by Clackamas County Ordinance No. 02-2009 Project: Oak Grove Blvd ADA Improvements

TEMPORARY CONSTRUCTION EASEMENT
(Corporate or Non Profit Grantor)

For value received, Housing Authority of Clackamas County, (Grantor), hereby grants, bargains, sells and conveys to Clackamas County, a political subdivision of the State of Oregon, its heirs, successors and assigns, (Grantee), a temporary construction easement and right of way for the purpose of constructing improvements as a part of the Oak Grove Blvd ADA Improvements Project. This work will be performed on Grantor's real property located in Clackamas County, State of Oregon.

Grantor's real property is more particularly described as follows: A tract of land located in the NE 1/4 of Section 11, T2S, R1E, WM, as more particularly described by that certain Statutory Warranty Deed recorded June 29, 1990 as Document No. 1990-31209 in the Deed Records of Clackamas County, Oregon.

The Temporary Construction Easement is more particularly described as follows: A strip of land as described and depicted in Exhibits "A" and "B" attached hereto and by this reference made a part hereof (the Easement Area).

The true consideration for this conveyance is Five Hundred Eleven and No/100 Dollars (\$511.00).

This Temporary Construction Easement shall become effective on the date the County crew begins work on the project or the date the County issues the notice to proceed to the contractor and shall terminate six (6) months from that date, or when construction on the property is completed, whichever occurs first.

Grantee shall have the right to enter upon and utilize the Easement Area for the purposes described in this document. Grantee may remove trees, shrubs, brush, paving or other materials within the Easement Area necessary to accomplish these purposes. Grantor shall not install any improvements within the Easement Area without written approval of the Grantee, which approval will not be unreasonably withheld, prior to Grantee's use of the Easement Area for the period of time that this Temporary Construction Easement remains in effect.

Grantee shall repair any damage to the property caused by Grantee's use of the Easement Area for the purposes described in this document. Grantee agrees to hold Grantor harmless for all injury to persons or property caused by Grantee's use of the Easement Area for the purposes described in this document.

"EXHIBIT A"

Oak Grove Blvd ADA Improvements
September 6, 2019
OWNER: Housing Authority of Clackamas County
Page 1 of 1

County Project No. 22238
Map & Tax Lot No. 21E 11AA-00600
File No. 3

Temporary Construction Easement

A parcel of land, as shown on attached Exhibit "B", lying in the Northeast One-Quarter of Section 11, Township 2 South, Range 1 East, of the Willamette Meridian, Clackamas County, Oregon, and being a portion of Lot 10, Block 97, Plat of the "Second Subdivision of a Portion of Oak Grove", Plat No 144 Clackamas County Survey Records, also being a portion of that tract of land as described by Deed to Housing Authority of Clackamas County, recorded June 29, 1990 as Document No. 90-31209, Clackamas County Deed Records said parcel being more particularly described as follows:

BEGINNING AT the Southeast corner of said Lot 10, thence along the northerly right-of-way line of SE Oak Grove Boulevard North 88°35'23" West for a distance of 7.40 feet to a point;

Thence leaving said northerly right-of-way line North 53°34'24" East for a distance of 9.38 feet to a point on the westerly right-of-way line of SE Cedar Avenue;

Thence South 01°28'27" West along said westerly right-of-way line for a distance of 5.75 feet to the **POINT OF BEGINNING**.

The Basis of Bearings for this legal description is based on the GPS Observations using the Oregon Real-time GPS Network. The distances are ground distances.

The parcel of land to which this description applies contains 21 square feet, more or less.



RENEWAL DATE: 6-30-21

EXHIBIT "B"

FILE NO. 03

"SECOND SUBDIVISION
OF A PORTION OF
OAK GROVE"

BLOCK 97
LOT 10

HOUSING AUTHORITY OF
CLACKAMAS COUNTY
DOCUMENT NO. 90-31209
21E11AA-00600
1851 & 1853 SE OAK GROVE BLVD

TEMPORARY CONSTRUCTION EASEMENT
AREA=21 SQ. FT.

N53°34'24"E 9.38'

S01°28'27"W 5.75'

N88°35'23"W 7.40'

POINT OF BEGINNING,
SOUTHEAST CORNER TO
LOT 10, BLOCK 97, PLAT
OF THE "SECOND SUBDIVISION
OF A PORTION OF OAK GROVE"

30'

SE CEDAR AVENUE
(60' WIDE)

40'

SE OAK GROVE BLVD
(80' WIDE)

LEGEND:



- DENOTES TEMPORARY CONSTRUCTION EASEMENT



CIP22238

DRAWN BY: MLY	SCALE: 1"=10'	9/6/2019
CHECKED BY: TLG	JOB NO.: 71091-000	SHEET 1 OF 1

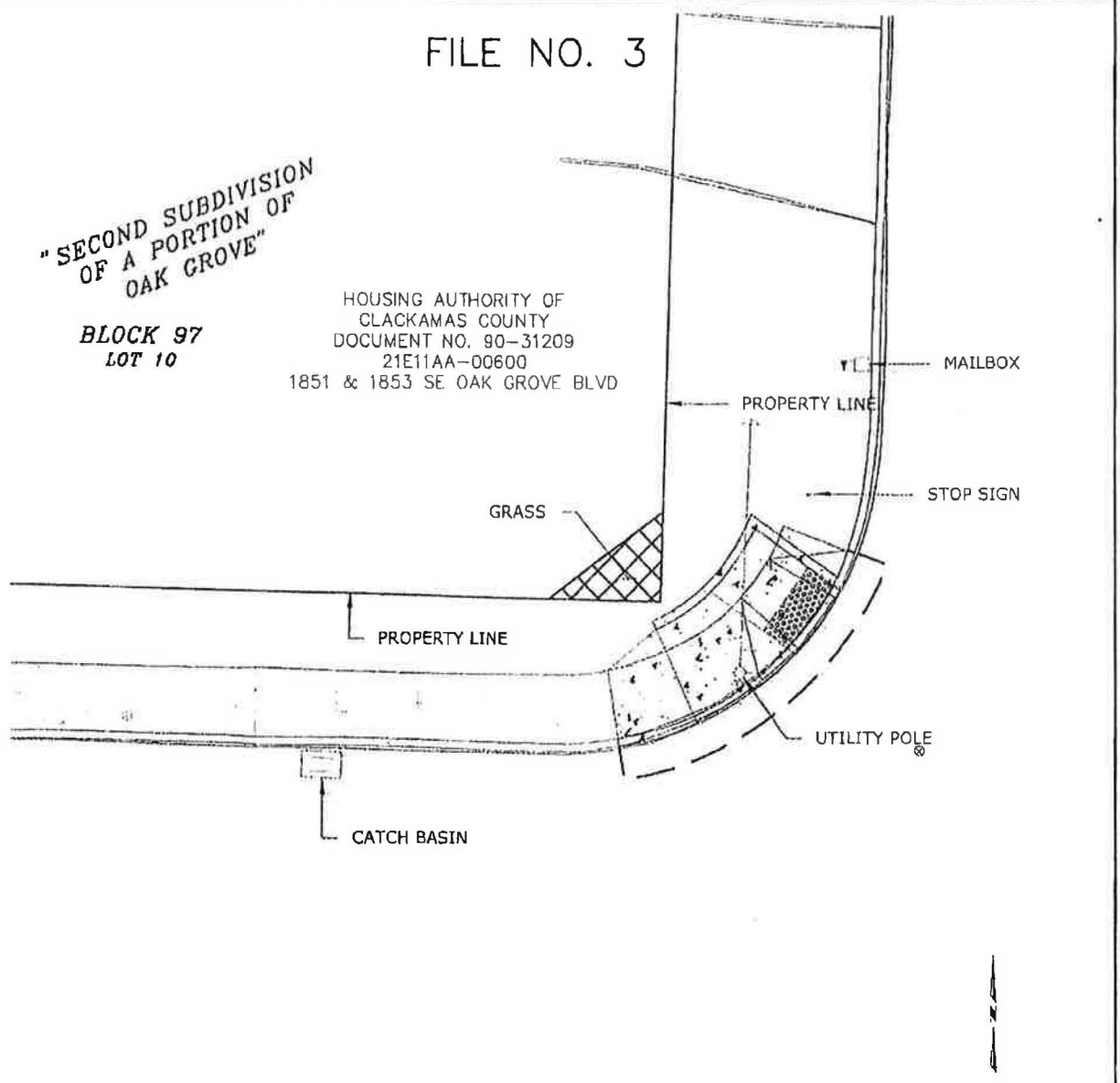
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FILE NO. 3

"SECOND SUBDIVISION
OF A PORTION OF
OAK GROVE"

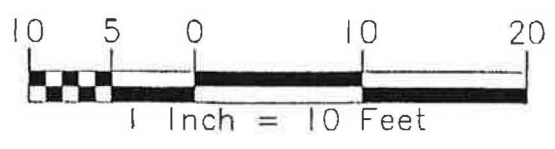
BLOCK 97
LOT 10

HOUSING AUTHORITY OF
CLACKAMAS COUNTY
DOCUMENT NO. 90-31209
21E11AA-00600
1851 & 1853 SE OAK GROVE BLVD



LEGEND:

 - DENOTES TEMPORARY CONSTRUCTION EASEMENT
AREA=21 SQ FT



FILE NO. 3



CLACKAMAS COUNTY

**OAK GROVE BLVD
ADA IMPROVEMENTS**

IMPACT MAP SEPTEMBER 2019
HOUSING AUTHORITY OF
CLACKAMAS COUNTY



murraysmith

CIP Project # 22238

March 19, 2020

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Requesting approval to respond to a Request for Proposals to host a Confluence Americorps participant to serve as the Food Security Coordinator serving residents of Public Housing

Purpose/Outcomes	Requesting approval to respond to a request for proposal to host a Confluence Americorps participant to serve as the Food Security Coordinator serving residents of Public Housing
Dollar Amount and Fiscal Impact	\$13,500.00/year in match dollars
Funding Source(s)	Housing Authority Local Project Funds
Duration	If awarded, Americorps participant will begin September 2020 through July 2021
Previous Board Action	N/A
Strategic Plan Alignment	1. Build Public Trust through Good Government 2. Ensure safe, healthy and secure communities
Contact Person	Jill Smith, Executive Director, Housing Authority 503-742-5336
County Counsel	N/A
Contract Number	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, seeks approval to respond to a request for proposal (RFP) to host an Americorps member, as our Food Security Coordinator in our Public Housing properties.

The Americorps member will address issues of food scarcity and food equity in our public housing communities by engaging residents in community gardening programs and a youth summer lunch program. They will be responsible for doing community outreach, for coordinating with partners to provide on-site gardening and nutrition workshops and for organizing volunteers and gardening activities to enhance and maintain the community gardens.

The community gardens are important spaces in Public Housing where significant numbers of residents are engaged as gardeners. Our community gardens have 71 raised garden beds, fruit trees, a bean trellis, a tool shed and an outdoor garden porch.

RECOMMENDATION:

Staff recommends the HACC Board's approval to response to the RFP, to host an Americorps participant. Additionally, staff recommends the HACC Board authorize Jill Smith, HACC Executive Director, to sign on behalf of the HACC Board, all documents related to the award.

Respectfully submitted,



Richard Swift, HHS Deputy / For

Richard Swift, Director
Health, Housing and Human Services

March 19, 2020

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

In the Matter of Writing off Uncollectible Accounts for the Third Quarter of Fiscal Year 2020

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the third quarter of fiscal year 2020
Dollar Amount and Fiscal Impact	\$21,891.39 in total collection losses
Funding Source	N/A
Duration	January 1, 2020 – March 31, 2020
Previous Board Action	Second quarter collection losses were approved by the Housing Authority Board of Commissioners on December 19, 2019
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. Ensure Safe, Healthy and Secure Communities 2. Build Public Trust through good government
County Counsel	N/A
Contact Person	Jill Smith, Executive Director, Housing Authority 503-742-5336
Contract No.	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval to write off uncollectible rents, late charges and maintenance expenses for the third quarter of fiscal year 2020 (January 1, 2020 – March 31, 2020). The uncollectible amounts are detailed on the attached worksheets.

The total amount proposed for transfer from Accounts Receivable to Collection Loss for the third quarter of fiscal year 2020 is \$21,891.39. Of the total, \$19,252.66 is from Low Rent Public Housing, \$165.51 is from Local Project Fund and \$2,473.22 is from Clackamas Apartments. Of the total third quarter write offs, \$3,330.58 was uncollected rents and \$18,560.81 was maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant.

As a business practice, the HACC writes off debts after 90 days of collection efforts. Former residents in Public Housing that have debts that are written off continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing program nationally until such debt is paid.

RECOMMENDATION:

HACC recommends the approval to write off uncollectible rents, late charges and maintenance expenses and for the Executive Director to be authorized to approve the transfer of these accounts from Accounts Receivable to Collection Loss.

Respectfully submitted,



HHS Deputy JF on

Richard Swift, Director
Health, Housing & Human Services

Healthy Families. Strong Communities.

2051 Kaen Road, Oregon City, OR 97045 • Phone: (503) 742-5300 • Fax: (503) 742-5352

www.clackamas.us/community_health

Clackamas Apts

Collection Loss for the period of

1/1/2020 to 3/31/2020
Third Quarter of Fiscal Year 2020

Unit #	SS #	Name	Rent	Sundry	Total
			1,157.48	1,315.74	\$ 2,473.22
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Write-off			1,157.48	1,315.74	2,473.22

Betty McKee
Accounting Specialist 1 - Betty McKee

Jason Kirkpatrick
Deputy Director of Finance - Jason Kirkpatrick

Jill Smith
Executive Director - Jill Smith