



**DAN JOHNSON**  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

September 22, 2022

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Resolution for a Clackamas County Development Agency  
Supplemental Budget (Greater than Ten Percent) For Fiscal Year 2022-2023.  
Total Value is \$350,000. Funding is through Tax Increment Financing.  
County General Funds are not involved.

<b>Purpose/Outcome</b>	Public Hearing for supplemental budget change for FY 2022-2023.
<b>Dollar Amount and Fiscal Impact</b>	The effect is an increase in appropriations of \$350,000.
<b>Funding Source</b>	Beginning Fund Balance and Tax Increment Financing
<b>Duration</b>	July 1, 2022-June 30, 2023
<b>Previous Board Action/Review</b>	Budget Adopted June 09, 2022
<b>Strategic Plan Alignment</b>	Build public trust through good government
<b>Counsel Review</b>	Reviewed and approved by County Counsel on 9-8-22 (NB)
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/>  This is a Budget item and does not require Procurement's involvement
<b>Contact Person</b>	David Queener, Development Agency Program Coordinator 503.742.4322

**BACKGROUND:**

Each fiscal year it is necessary to reduce or allocate additional sources of revenue and appropriate additional expenditures to more accurately meet the changing requirements of the operating departments. The attached resolution reflects such changes requested by departments in keeping with a legally accurate budget.

Historically, the Development Agency has had a large capital construction budget in the Clackamas Town Center district. When budget estimates were developed for FY 2022-2023, it was anticipated that the Clackamas Regional Center Mobility Improvement project would be complete and final payments would be made in FY 2021-2022. The anticipated final payments

were included in Year End Estimates for 2021-2022 budget, but only minimal funds were budgeted in FY 2022-2023.

This was an unplanned expense at the time of budgeting last year and there is now a need to recognize the additional fund balance and move some Contingency into Capital to make sure enough funds are appropriated to cover the final payments to the vendors on this project.

The effect of this resolution is an increase in revenues and appropriations of \$350,000.

Fund 450 - Clackamas Town Center Development Area Operating Fund								
Item	Resources	Original	Change	Revised	Requirement	Original	Change	Revised
	Beginning Fund Balance	694,562	350,000	1,044,562	Materials and Services	158,540		158,540
	Federal, State, Local, All Other Gifts & Donations	294,000		294,000	Capital Outlay	40,500	600,000	640,500
	Charges, Fees, License, Permits, Fines, Assessments	-		-	Transfers	-		-
	All Other Revenue Sources	885,000		885,000	Contingency	1,674,522	(250,000)	1,424,522
	<b>Revised Total Fund Resources</b>			<b>2,223,562</b>	<b>Revised Total Fund Requirements</b>			<b>2,223,562</b>

**Comments:** The Clackamas Town Center Development Area Fund is recognizing additional Beginning Fund Balance, reducing Contingency and increasing Capital Outlay to complete projects that were not completed in FY21-22.

These changes are in compliance with ORS 294.471(1)(a) which allows for governing body approval of supplemental budget where there is an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning, and ORS 294.471(1)(b) which permits a local government to make a supplemental budget where there is a pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action. Change for items that differ more than ten percent of the qualifying expenditures of the budget funds being adjusted require a hearing pursuant to ORS 294.473. The required notices have been published.

**RECOMMENDATION:**

Staff respectfully recommends the Board hold the required public hearing and consider adoption of the attached Resolution Order in keeping with a legally accurate budget.

Respectfully submitted,

*David Queener*

David Queener,  
Development Agency Program Supervisor

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Providing Authorization  
Regarding Adoption of a Supplemental  
Budget for Items that Differ More Than  
10 Percent and Making Appropriations  
for Fiscal Year 2022-23



Resolution No. \_\_\_\_\_  
*Page 1 of 2*

WHEREAS, during the fiscal year changes in appropriated expenditures may become necessary and appropriations may need to be increased, decreased or transferred from one appropriation category to another;

WHEREAS, ORS 294.471(1)(a) permits a local government to make a supplemental budget where there is an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning;

WHEREAS, ORS 294.471(1)(b) permits a local government to make a supplemental budget where there is a pressing necessity that could not have been reasonably foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action;

WHEREAS, at the time of putting together the Development Agency budget for FY 2022-2023, capital project expenses were anticipated to be completed and final payment made before the end of the prior fiscal year. However, contractor schedules were extended, which is resulting in invoices for work being received in FY 2022-2023. These were not anticipated costs at the time of budgeting, so funds need to be transferred from one category to another within the budgeted fund and authority granted to appropriate those reallocated funds;

WHEREAS, the Development Agency proposes to transfer dollars currently in Contingency into the Capital within the Clackamas Town Center Area Operating Fund 450;

WHEREAS, the occurrences and conditions identified above were not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and therefore requires a change in financial planning;

WHEREAS, the occurrences and conditions identified above represent a pressing necessity that could not have been reasonably foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires prompt action;

WHEREAS, a supplemental budget for the period of July 1, 2022 through June 30, 2023, inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

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WHEREAS; a public hearing to discuss the supplemental budget was held before the Board of County Commissioners on September 22, 2022;

WHEREAS; the fund being adjusted is:

- Fund 450 - Clackamas Town Center Operating Fund

It further appearing that it is in the best interest of the County to approve this change in appropriations for the period of July 1, 2022 through June 30, 2023.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.471 and ORS 294.473, the supplemental budget be adopted and appropriations established as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this \_\_\_\_\_ day of September, 2022.

CLACKAMAS COUNTY BOARD OF COMMISSIONERS  
Acting as the Governing Body of the  
Clackamas County Development Agency

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

# SUMMARY OF PROPOSED BUDGET CHANGES

## EXHIBIT A

September 22, 2022

AMOUNTS SHOWN ARE REVISED TOTALS IN THE FUND BEING MODIFIED

Item							
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COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to \_\_\_\_\_
- Other \_\_\_\_\_

Originating County Department: \_\_\_\_\_

Other party to contract/agreement: \_\_\_\_\_

Description:

After recording please return to: X \_\_\_\_\_

- County Admin
- Procurement

If applicable, complete the following: \_\_\_\_\_

Board Agenda Date/Item Number: \_\_\_\_\_