



**DAN JOHNSON**  
DIRECTOR

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

March 3, 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 2021-2022

<b>Purpose/Outcome</b>	Approval of a Resolution for supplemental budget change for FY 2021-2022.
<b>Dollar Amount and Fiscal Impact</b>	The effect is an increase in appropriations of \$551,181.
<b>Funding Source</b>	Urban Renewal – Tax Increment Financing
<b>Duration</b>	July 1, 2021-June 30, 2022
<b>Previous Board Action/Review</b>	Budget Adopted June 16, 2021 Issues: March 1, 2022
<b>Strategic Plan Alignment</b>	Build public trust through good government
<b>Counsel Review</b>	Reviewed and approved by County Counsel on 1-26-22 (NB)
<b>Procurement Review</b>	1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/>  2. If no, provide brief explanation: 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 the Development Agency in keeping with a legally accurate budget.

The Development Agency is completing a large capital construction project in the Clackamas Town Center district and due to COVID-19 and retirements in our internal staffing, had to contract out inspection services. This was an unplanned expense at the time of budgeting last year so there is now a need to move some budgeted funds from Contingency into Capital lines to make sure there are enough funds budgeted to cover the open encumbrances.

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 than 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.

Item								
<b>1</b>	<b>Fund 450 - Clackamas Town Center Development Area Operating Fund</b>							
	<b>Resources</b>	<b>Original</b>	<b>Change</b>	<b>Revised</b>	<b>Requirement</b>	<b>Original</b>	<b>Change</b>	<b>Revised</b>
	Beginning Fund Balance	2,545,293	<b>1,551,181</b>	4,096,474	Materials and Service	202,752		202,752
	Federal,State,Local, All Other Gifts & Donations	1,750,000		1,750,000	Capital Outlay	4,150,500	1,987,239	6,137,739
	Charges, Fees, License, Permits, Fines, Assessments	2,000		2,000	Transfers	-		-
	All Other Revenue Sources	1,492,017	(1,000,000)	492,017	Contingency	1,436,058	(1,436,058)	-
	<b>Revised Total Fund Resources</b>		551,181	<b>6,340,491</b>	<b>Revised Total Fund Requirements</b>		551,181	<b>6,340,491</b>
	<b>Comments:</b> Clackamas Town Center Development Area Fund - Recognizing actual beginning fund balance, reducing anticipated land sale proceeds and recognizing contingency to increase spending authority in Fund 450. Contract amendments for the Clackamas Regional Center Mobility Improvement project increased the encumbrances, and additional spending authority is needed.							

**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 2021-22



Resolution Order 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 291.471(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 291.471(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, The Development Agency was impacted by COVID-19 and staffing shortages and had to contract out construction inspection services. These costs were not anticipated at 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 account lines within the Clackamas Town Center Area Operating Fund 450;

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, 2021 through June 30, 2022, inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

WHEREAS; on March 3, 2022, the Board of County Commissioners held a public hearing and considered the supplemental budget request described herein to approve moving funds within the Contingency line to the Capital line in order to cover unpredicted expenses;

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 2021-22



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

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, 2021 through June 30, 2022.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

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

DATED this \_\_\_\_\_ day of March, 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

March 3, 2022

AMOUNTS SHOWN ARE REVISED TOTALS IN THE FUND BEING MODIFIED

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