

AGENDA

Thursday, April 23, 2015 - 10:00 AM
BOARD OF COUNTY COMMISSIONERS

Beginning Board Order No. 2015-32

CALL TO ORDER

- Roll Call
- Pledge of Allegiance

I. CITIZEN COMMUNICATION *(The Chair of the Board will call for statements from citizens regarding issues relating to County government. It is the intention that this portion of the agenda shall be limited to items of County business which are properly the object of Board consideration and may not be of a personal nature. Persons wishing to speak shall be allowed to do so after registering on the blue card provided on the table outside of the hearing room prior to the beginning of the meeting. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)*

II. PRESENTATION *(Following are items of interest to the citizens of the County)*

1. Presentation of the 2014 Travel Oregon Travel & Tourism Industry Achievement Award Recognition of Oregon's Mt. Hood Territory (Jeannine Breshears, Tourism & Cultural Affairs)
2. Clackamas County Budget 101 Presentation (Don Krupp, County Administrator)

III. PUBLIC HEARING *(The following items will be individually presented by County staff or other appropriate individuals. Persons appearing shall clearly identify themselves and the organization they represent. In addition, a synopsis of each item, together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*

1. First Reading of Ordinance No. _____ Amending Chapter 6.06, Park Rules and Appendix B, Fines of the Clackamas County Code (Kathleen Rastetter, County Counsel, Rick Gruen, County Parks)

IV. CONSENT AGENDA *(The following Items are considered to be routine, and therefore will not be allotted individual discussion time on the agenda. Many of these items have been discussed by the Board in Study Session. The items on the Consent Agenda will be approved in one motion unless a Board member requests, before the vote on the motion, to have an item considered at its regular place on the agenda.)*

A. Department of Transportation & Development

1. Approval of a Contract with Baker Rock Resources for Chip Seal and Oil Rock Delivered to Various Clackamas County Stockpile Sites - *Purchasing*

B. Elected Officials

1. Approval of Previous Business Meeting Minutes – *BCC*

2. Approval of the Clackamas County Internal Audit Charter – *County Treasurer*
3. Approval of the Annual Clackamas County Investment Policy – *County Treasurer*

C. Public and Governmental Affairs

1. Approval of an Amendment to the Personal Services Contract with Fish Marketing for Road Maintenance Outreach, Graphic Design and Social Media Support Services – *Purchasing*

D. Business & Community Services

1. Board Order No. _____ Approving the Transfer of an Unimproved Tax Foreclosed Parcel (32E 04C 00802) to Metro for the Newell Creek Conservation Efforts

V. WATER ENVIRONMENT SERVICES

1. Approval of a Contract between Clackamas County Service District No. 1 and Brown & Caldwell, Inc. for Consulting Services for the Kellogg Creek Wastewater Pollution Control Plant Improvements Project - *Purchasing*

VI. COUNTY ADMINISTRATOR UPDATE

VII. COMMISSIONERS COMMUNICATION

NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.

www.clackamas.us/bcc/business.html



April 16, 2015

Board of County Commissioner
Clackamas County

Members of the Board:

Presentation of the 2014 Travel Oregon Travel & Tourism Industry Achievement Awards
Recognition to Oregon's Mt. Hood Territory

Purpose/Outcomes	Update the Board on the recognition by Travel Oregon for outstanding accomplishments in statewide tourism marketing.
Duration	Recipient of 2014 industry achievement awards.
Previous Board Action	The Board has been very supportive of Tourism's marketing efforts as Oregon's Mt. Hood Territory.
Contact Person	Jeannine Breshears, Marketing & Programs Manager for Tourism & Cultural Affairs, 503 655-8419.

BACKGROUND:

Clackamas County Tourism & Cultural Affairs (CCTCA) branded as Oregon's Mt. Hood Territory received both the Outstanding Overall Oregon Marketing Program Award and the Outstanding Oregon Social Media Program Award from Travel Oregon at the annual Governor's Conference on Tourism April 12, 2015 in Eugene.

Oregon's Mt. Hood Territory received the Outstanding Overall Oregon Marketing Program Award for its Austin, TX campaign. Our strategy combined unique, "guerilla" style marketing tactics with more traditional elements to entice residents of the Texas city to visit Oregon's Mt. Hood Territory to escape the summer heat. The result was a dramatic increase in website traffic from Austin and the larger metropolitan area. Lodging partners in Clackamas County also reported a jump in visitors from Texas, particularly Austin.

Travel Oregon CEO Todd Davidson said when presenting the award: "In a fun and unique way, they were able to garner more than 10 million advertising impressions for this campaign. Their custom fleet of covered wagon-styled Pedicabs wrapped in images from Mt. Hood Territory, a city-wide scavenger hunt, custom-designed billboards, radio spots, and website banner ads all encouraged Austin residents to visit Oregon."

Tourism also won the Outstanding Oregon Social Media Program Award. In 2014, the Mt. Hood Territory website and social medial channels saw sharp increases in followers and engagement after increasing investment and a targeted focus on expanding its social media reach using new technology and also developing new techniques such as iPineraries. When giving this award at the event, Todd Davidson commented that Mt. Hood Territory's 2014 social media strategy increased Facebook followers by more than 20,000 with "soaring engagement." He also noted that all of our other social media platforms (Instagram, Pinterest, and Twitter) made tremendous strides in both telling and selling the Oregon story.

Both awards were new recognition categories offered by Travel Oregon this year. Being the first to receive awards in both of these categories is especially exciting and means we're helping to set the bar for future tourism marketing efforts within the industry. We are pleased to be recognized as a leader in Oregon destination marketing in this fast changing industry with ever evolving new technology mediums.

Respectfully submitted,

Danielle Cowan, Executive Director
CCTCA/Oregon's Mt. Hood Territory



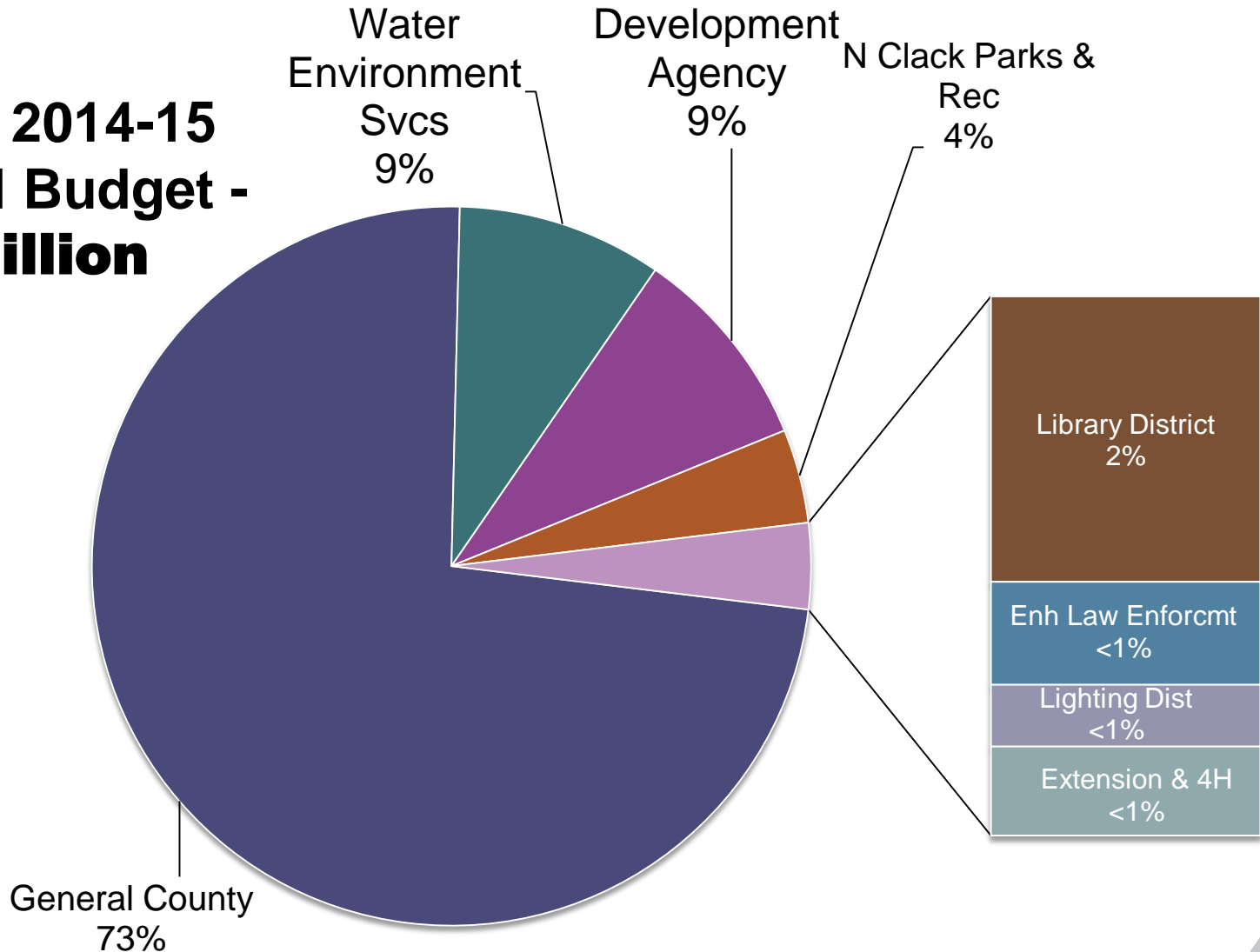
Show Me The Money

How County Taxpayer Dollars Are Spent & Who Decides



Budget Overview – All Agencies

**Total FY 2014-15
Adopted Budget -
\$825 Million**



Budget Overview – the County Budget

Adopted FY 2014-15 Clackamas County Budget By Function

▶ Health, Housing & Human Services	\$112.1 million
▶ County Sheriff (incl. Community Corrections)	\$95.8 million
▶ Transportation & Development	\$75.9 million
▶ Business & Community Services	\$33.7 million
▶ District Attorney	\$11.9 million
▶ Juvenile	\$9.1 million
▶ Emergency Communications	\$7.3 million
▶ County Assessor	\$7.2 million
▶ Tourism & Cultural Affairs	\$4.2 million
▶ Justice Court	\$4.1 million
▶ County Clerk	\$3.3 million
▶ Emergency Management	\$3.0 million

More next slide...

Budget Overview, continued

Adopted FY 2014-15 Clackamas County Budget, continued

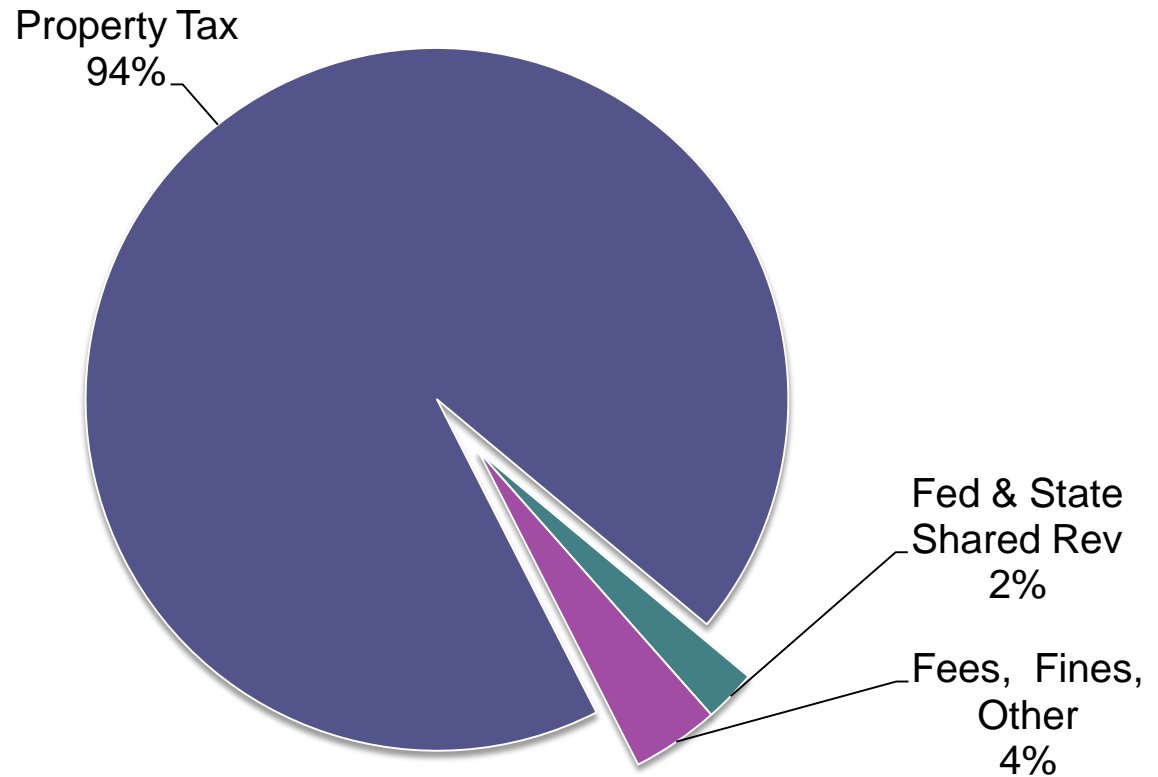
▶ Public & Government Affairs	\$3.6 million
▶ County Counsel	\$2.2 million
▶ County Treasurer	\$673,000
▶ Internal Services ¹	\$75.9 million
▶ Non-departmental General Fund 2	\$121.0 million
▶ Agency Payrolls	\$17.1 million
▶ Other 3	\$9.2 million
▶ Debt	\$9.5 million
Total County Budget	\$605.8 million

Notes:

1. *Includes Finance, Purchasing, Facilities, Fleet, Capital Projects Reserves, Employee Services (including risk management and employee benefits self insurance funds) & Technology Services*
2. *Operating transfers to other departments, general county items, contingency, and reserves*
3. *Includes Resolution Services, County School, Safety Net Legislation Local Projects, Employer Contribution Reserve, Transient Room Tax, Law Library*

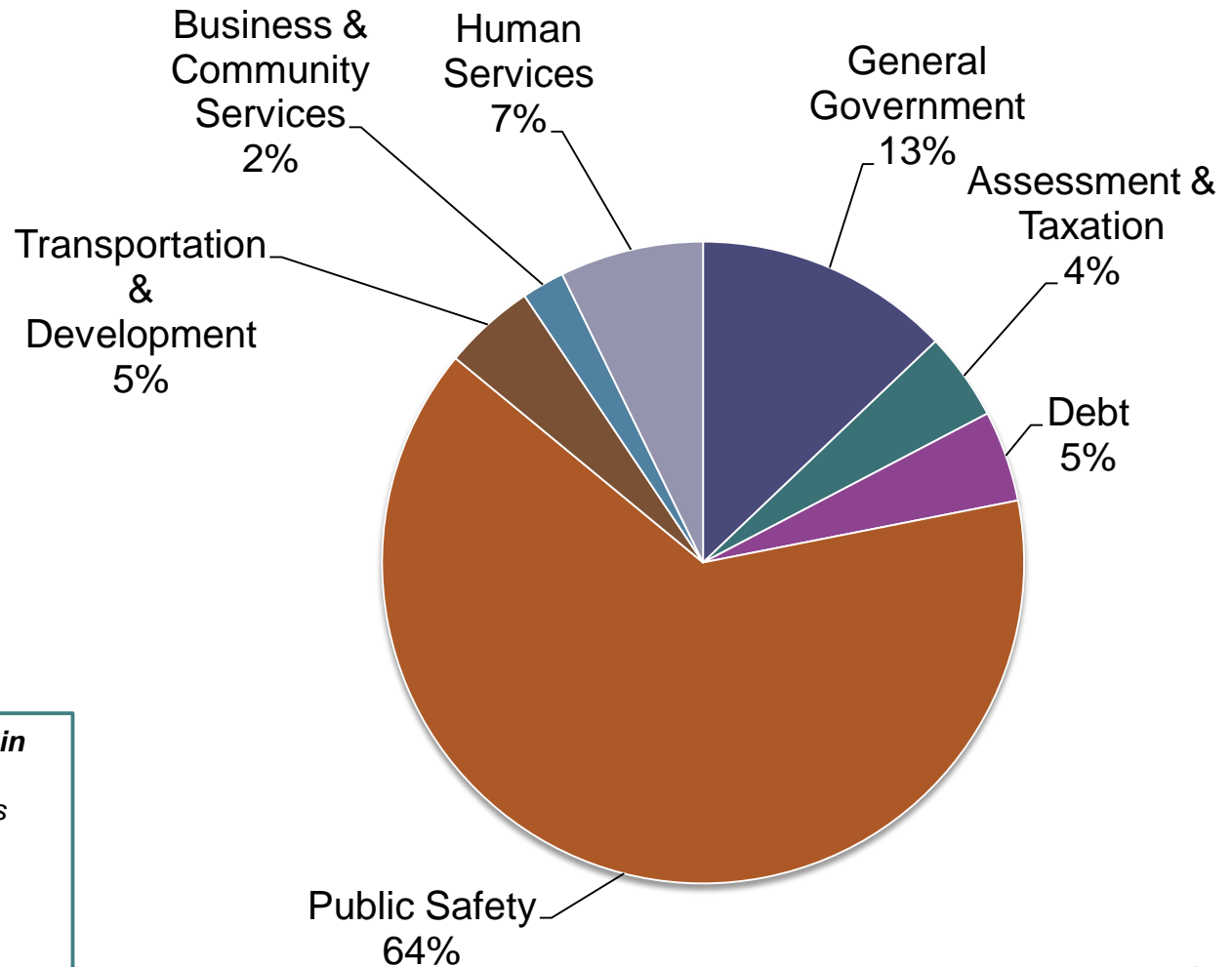
Unrestricted General Fund Revenues

SOURCES of General Fund Unrestricted Revenue



Unrestricted General Fund Expenditures

USES of Unrestricted General Fund Expenditures



Examples of functions included in the General Government slice:

- Board of County Commissioners
- County Administration
- Treasurer
- Public & Government Affairs
- Human Resources
- County Counsel
- Finance

Annual Budget Schedule

- ▶ **January** **Budget Office develops revenue estimates, department cost allocations, and personnel costs**
- ▶ **February** **Budget workshop for departments**
- ▶ **Mar- April** **Internal budget reviews with departments, Administrator finalizes his Proposed Budget**
- ▶ **May** **Budget Committee holds public meetings and approves the Approved Budget at a public comment taken on May 28th at 5:30 PM**
- ▶ **June** **Board of County Commissioners holds public hearings for final adoption of budgets**
- ▶ **Ongoing** **Budget monitoring and adoption of Supplemental Budgets for any changes throughout the fiscal year**
- ▶ **Quarterly** **Budget Committee public meetings**

How to Get Involved

- ▶ **Review County and Agency budgets and documents!**
 - ▶ County budget documents @ clackamas.us/budget
 - ▶ Comprehensive Annual Financial Reports @ clackamas.us/finance.
- ▶ **Attend a budget meeting or hearing!**
- ▶ **If you are interested and want to participate in the budget process, there are several County budget committees often recruiting for members:**
 - ▶ Clackamas County Service District #5 Budget Committee (Street Lights)
 - ▶ Clackamas County Audit Committee
 - ▶ Clackamas County Budget Committee
 - ▶ County Library District Budget Committee
 - ▶ Development Agency Budget Committee
 - ▶ Enhanced Law Enforcement District Budget Committee
 - ▶ North Clackamas Parks & Recreation Budget Committee
 - ▶ Clackamas County Service District #1 (Sewer Services)
 - ▶ Tri-City Service District Budget Committee

Contact the County Board of Commissioners and Administration Office

- ▶ email: bcc@clackamas.us
- ▶ web page: www.clackamas.us
- ▶ phone: **(503) 655-8581** (Mon – Thurs. 7 AM to 6 PM)
- ▶ mail: **2051 Kaen Road
Oregon City, OR 97045**



OFFICE OF COUNTY COUNSEL

PUBLIC SERVICES BUILDING

2051 KAEN ROAD | OREGON CITY, OR 97045

April 23, 2015

Stephen L. Madkour
County Counsel

Board of County Commissioner
Clackamas County

Kimberley Ybarra
Kathleen Rastetter
Chris Storey
Scott C. Ciecko
Alexander Gordon
Amanda Keller
Nathan K. Boderman
Christina Thacker
Assistants

Members of the Board:

First Reading of an Ordinance Amending Chapter 6.06, Park Rules and Appendix B, Fines of the Clackamas County Code

Purpose/Outcomes	To amend the park rules to add a violation that failure to display a park entry permit is a violation and a fine for same.
Dollar Amount and Fiscal Impact	The cost to implement and enforce would be internal to the county involving staff time and resources.
Funding Source	No new funding
Safety Impact	None
Duration	Effective 90 days after 2nd reading.
Previous Board Action	The Board met in a March 24, 2015 study session on this matter and decided to proceed to a public hearing.
Contact Person	Kathleen Rastetter, Sr. Legal Counsel and Rick Gruen, County Parks Manager

BACKGROUND:

On March 24, 2015 the Board of County Commissioners met in study session to review the proposed county code amendment to Chapter 6.06, County Parks. The change allows park employees to cite park users who fail to properly display park entry permits. Currently the ordinance requires a park entry permit, but does not require that it be displayed.

RECOMMENDATION:

Staff recommends the Board of County Commissioners read the proposed ordinance for the first reading and schedule a second reading for May 14, 2015. After the second reading the proposed ordinance would be adopted.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathleen Rastetter".

Kathleen Rastetter
Sr. Legal Counsel

ORDINANCE NO. _____

**An Ordinance Amending Chapter 6.06, Park Rules, and Appendix B, Fines,
of the Clackamas County Code**

WHEREAS, the County requires an entry permit for all county parks and charges a fee for such permit; and

WHEREAS, as it is not currently required, many county park users fail to properly display the entry permit so it can be seen from outside the vehicle; and

WHEREAS, the fine schedule for County parks violations needs to be consistent with the county code language, now, therefore;

The Board of Commissioners of Clackamas County ordains as follows:

Section 1: Section 6.06.030(D) of the Clackamas County Code is hereby amended to read as follows:

- D. No person shall enter or use any County park area or any of its facilities without first paying the required fee, if any, unless such entry or use is otherwise authorized by a valid existing permit in the name of said person.

Any permit for entry or receipt for the use of any County park shall be displayed in a way that makes it easily visible from outside the vehicle. Failure to display a permit or receipt in a visible manner will be deemed a violation of this section requiring payment.

Section 2: Appendix B, Fines, of the Clackamas County Code is hereby amended as shown on the attached Exhibit 1.

ADOPTED this _____ day of May, 2015.

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary



TRANSPORTATION MAINTENANCE DIVISION

McCoy Building

Board of County Commissioners
Clackamas County

902 ABERNETHY ROAD | OREGON CITY, OR 97045

Members of the Board:

Approval of a Contract with Baker Rock Resources for
1/2" – 1/4" and 3/8" – 1/4" Chip Seal / Oil Rock
Delivered to Various Clackamas County Stockpile Sites - 2015

Purpose/Outcome	This contract will allow for the purchase of 14,000 tons chip seal rock to be delivered three different stockpiles in Clackamas County. This rock will be used to chip seal roads during the 2015 summer season.
Dollar Amount and Fiscal Impact	The contract is valued at \$341,350.00 and monies are available in the 2014/15 budget under line item 215-2410-00-424412
Funding Source	Department of Transportation and Development funding – Transportation Maintenance Division
Safety Impact	None
Duration	Terminates upon final delivery of the rock or June 15, 2015, whichever comes first.
Previous Board Action/Review	None
Contact Person	Terry Learfield, Road Operations Supervisor, 503-650-3253

BACKGROUND:

Each year the Transportation Maintenance Division requests bids for multiple types of rock to be used to maintain the County's roads. Rock is delivered to various stockpile sites throughout the County so that it is readily available to the maintenance crews. This year, we asked for 1/2"-1/4" and 3/8"-1/4" chip seal rock to be delivered to the Eldorado and Vector stockpile sites, along with a site in the Canby/Wilsonville area. Baker Rock was the only bidder responding to the Invitation to Bid that met all the qualifications. We found their total bid amount of \$341,350.00 to be acceptable and therefore request that the County enter into contract with them.

This contract has been reviewed and approved by County Counsel.

RECOMMENDATION:

Staff respectfully recommends the Board of County Commissioners approve the contract with Baker Rock Resources for chip seal rock delivered to various stockpile sites for 2015.

Sincerely,

Terry Learfield
Road Operations Supervisor

Placed on the Board Agenda for: April 23, 2015 by the Purchasing Division



LANE MILLER
MANAGER

PURCHASING DIVISION

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

April 23, 2015

MEMORANDUM TO THE BOARD OF COUNTY COMMISSIONERS

Please place on the Board Agenda of April 23, 2015 this contract with Baker Rock Resources for 1/2" – 1/4" and 3/8" – 1/4" Chip Seal / Oil Rock Delivered to Various Clackamas County Stockpile Sites - 2015 for the Clackamas County Transportation Maintenance Division. This project was requested by Terry Learfield, Project Manager. Bids were requested for all the materials and manpower necessary to produce and deliver the above-mentioned materials. This project was advertised in accordance with ORS and LCRB Rules. Nineteen bid packets were sent out with two bids received: Baker Rock Resources and North Santiam Paving Company. Baker Rock Resources was the low bid on all rock products at all three stockpile sites. In addition, after review of both bids, Baker Rock Resources was determined to be the lowest responsive and responsible bidder. The total contract amount is not to exceed \$341,350.00. All work is to be completed by June 15, 2015. This contract has been reviewed and approved by County Counsel. Funds for this project are covered under budget line 215-2410-00-424412 for fiscal year 2014/2015.

Respectfully Submitted,

Kathryn M. Holder
Purchasing Staff

Approval of Previous Business Meeting Minutes:

April 2, 2015

(minutes attached)

BOARD OF COUNTY COMMISSIONERS BUSINESS MEETING MINUTES

A complete video copy and packet including staff reports of this meeting can be viewed at

<http://www.clackamas.us/bcc/business.html>

Thursday, April 2, 2015 – 10:00 AM

Public Services Building

2051 Kaen Rd., Oregon City, OR 97045

PRESENT: Commissioner John Ludlow, Chair
Commissioner Jim Bernard
Commissioner Paul Savas
Commissioner Martha Schrader
Commissioner Tootie Smith
Paul Reynolds, Housing Authority Commissioner

CALL TO ORDER

- Roll Call
- Pledge of Allegiance

Chair Ludlow announced the Board will recess as the Board of County Commissioners and convene as the Housing Authority Board for the next items.

I. HOUSING AUTHORITY CONSENT AGENDA

1. Approval of Resolution No. 1909 – Housing Authority Fiscal Year 2016 Annual and Five Year Plan

MOTION:

Commissioner Reynolds: I move we approve the Housing Authority consent agenda.

Commissioner Bernard: Second.

~Board Discussion~

Clerk calls the poll.

Commissioner Reynolds: Aye.

Commissioner Savas: Aye.

Commissioner Schrader: Aye.

Commissioner Smith: Aye.

Commissioner Bernard: Aye.

Chair Ludlow: Aye – the motion passes 6-0.

Chair Ludlow adjourned as the Housing Authority Board and re-convene as the Board of County Commissioners for the remainder of the meeting.

II. PRESENTATION

1. Presentation of National County Government Month and Planned Outreach
Tim Heider, Public & Government Affairs presented the staff report and showed a short video outlining National County Government Week – he stated they will have another presentation at the end of the month to speak about County services.

III. CITIZEN COMMUNICATION

<http://www.clackamas.us/bcc/business.html>

1. Maryanna Moore, Gladstone – would like to see the budget and she supports bicycle registration.
2. Les Poole, Gladstone – road funding.

IV. PUBLIC HEARING

1. First Reading of Ordinance No. **04-2015** Amending the Clackamas County Code to add Chapter 8.09 Establishing Time, Place and Manner Regulations for Medical Marijuana Dispensaries **and Declaring an Emergency**

Dan Chandler, County Administration, Nate Boderman, County Counsel presented the staff report and also showed a short PowerPoint.

~Board Discussion~

Chair Ludlow opened the public hearing and stated he had several folks signed up to speak.

1. Sara Pool, Milwaukie – works at a facility - the restrictions are unreasonable.
2. Todd Fulscher, Rhododendron – would like to operate a dispensary outside the UGB.
3. James Garcia, Rhododendron – would like a facility in Rhododendron.
4. David Schinady – Welches – there is a need for a facility in the Mt. Hood area.
5. Erin Prurchase, Oregon City – would like the restrictions changed in ordinance.
6. Randy Rapaport, Rhododendron – would like a facility at Mt. Hood.
7. Shirley Morgan, Welches – Does not support the ordinance, should be regulated under the federal law.
8. Mike Mullins, Happy Valley – medical marijuana is good for the economy.
9. Jennifer Valley, Happy Valley – opposes strong restrictions in the ordinance.
10. Matt Walstater, Portland – owner of dispensary – would like some of restrictions to change.
11. Tracie Anderson, Rhododendron – supports Medical marijuana facility in the Mt. Hood area.

Chair Ludlow closed the public hearing and asked for further Board discussion.

~Board Discussion~ <http://www.clackamas.us/bcc/business.html>

MOTION:

Commissioner Bernard: I move we read the ordinance by title only.

Commissioner Savas: Second.

Clerk calls the poll.

Commissioner Bernard: Aye.

Commissioner Smith: Aye.

Commissioner Schrader: Aye.

Commissioner Savas: Aye.

Chair Ludlow: Aye – the motion passes 5-0.

Chair Ludlow asked the Clerk to assign a number and read the ordinance by title only.

~Board Discussion~ <http://www.clackamas.us/bcc/business.html>

Chair Ludlow announced the second reading will be on April 16, 2015 at the evening business meeting at 6:00 PM.

V. CONSENT AGENDA

Chair Ludlow asked the Clerk to read the consent agenda by title – he then asked for a motion.

MOTION:

Commissioner Bernard: I move we approve the consent agenda.

Commissioner Schrader: Second.

Clerk calls the poll.

Commissioner Savas: Aye.

Commissioner Schrader: Aye.

Commissioner Bernard: Aye.

Commissioner Smith: Aye.

Chair Ludlow: Aye – the motion passes 5-0.

A. Health, Housing & Human Services

1. Approval of a Construction Contract with North Pacific Construction for the Beaver Creek Health Clinic Remodel Project in Oregon City – *Housing and Community Development*

B. Department of Transportation & Development

1. Approval of a Special Public Works Fund Financing Contract with Oregon Infrastructure Finance Authority for the Design and Construction of Improvements to Last Road

C. Elected Officials

1. Approval of Previous Business Meeting Minutes – *BCC*
2. Approval of an Intergovernmental Agreement with the State of Oregon, Department of Human Services for Participating in Court Appearances and Related Activities in Juvenile Dependency Proceedings – *District Attorney*

VI. COUNTY ADMINISTRATOR UPDATE

<http://www.clackamas.us/bcc/business.html>

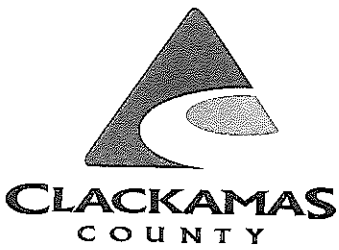
VII. COMMISSIONERS COMMUNICATION

<http://www.clackamas.us/bcc/business.html>

MEETING ADJOURNED – 7:54 PM

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www.clackamas.us/bcc/business.html



SHARI A. ANDERSON, CPA
TREASURER

OFFICE OF COUNTY TREASURER

April 23, 2015

PUBLIC SERVICES BUILDING
2051 KAEN ROAD, #430 | OREGON CITY, OR 97045

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of the Clackamas County Internal Audit Charter

Purpose/Outcomes	This Charter outlines the roles, responsibilities and function of the internal audit department.
Dollar Amount and Fiscal Impact	There is no dollar amount associated with the approval of this charter.
Funding Source	N/A
Safety Impact	N/A.
Duration	Perptual
Previous Board Action/Review	4/07/2015 study session
Contact Person	Shari Anderson, Treasurer 503-742-5995

BACKGROUND:

At the December 2, 2014 policy session the Board of County Commissioners recommended to implement an internal audit function as a two year pilot program under the direction of the County Treasurer.

The Internal Auditor position has been established and approved of by Don Krupp, County Administrator.

At the April 7, 2015 study session the Board of County Commissioners were presented with the proposed Clackamas County Internal Audit Charter. There was a recommendation to approve the policy as written.

RECOMMENDATION:

Staff respectfully recommends that the Board of County Commissioners approves the Clackamas County Internal Audit Charter.

Respectfully submitted,

Shari Anderson
County Treasurer

Clackamas County
Internal Audit Charter

I. PURPOSE

It is the policy of Clackamas County to maintain an internal audit department as a means of providing the Board of County Commissioners, the County Administrator and all levels of management with information to assist in the control of operations and in evaluating the overall control over assets and the effectiveness of the system of internal control in achieving its broad objectives.

This charter establishes the general authority and responsibility of the Internal Audit Department and supersedes any other Internal Audit Charter Policy.

II. AUTHORITY AND SCOPE OF INTERNAL AUDIT ACTIVITIES

Authority

The internal audit function shall have the authority to conduct financial, compliance, operational, performance, and information systems audits for all departments, offices, activities, and programs under the control of the County. Additionally, the internal audit function shall have the authority to perform special reviews and investigate allegations of misuse of County assets and resources.

To properly carry out their responsibilities, internal audit personnel are authorized to have:

Full, free, and unrestricted access to County functions, activities, operations, records, data files, computer programs, property and personnel. In addition, authority is granted to Internal Audit staff to request reasonable assistance from appropriate County personnel in acquiring requested records, documents and files, as well as inspection and entry privileges to all assets owned, leased, or borrowed by the County. It is expected that the Internal Audit staff will exercise discretion in the review of records to ensure the confidentiality of all matters that come to their attention.

Scope of Internal Audit Activities

Internal Audit coverage will encompass, as deemed appropriate by the Internal Audit Director, independent reviews and evaluations of any and all management operations and activities to appraise:

- Measures taken to safeguard assets, including tests of existence and ownership as appropriate.
- The reliability, consistency, and integrity of financial and operating information.
- Compliance with policies, plans, standards, laws, and regulations that could have significant impact on operations.
- Economy and efficiency in the use of resources.

- Effectiveness in the accomplishment of the mission, objectives, and goals established for the County's operations and projects.

Limitation of Authority and Responsibility

In performing their functions, the Internal Audit Director and Internal Audit Department staff have neither direct authority over, nor responsibility for, any of the activities reviewed. The Internal Audit Department will not develop and install procedures, prepare records, make management decisions, or engage in any other activity that could be reasonably construed to compromise their independence. However, in connection with the complementary objectives of this audit function, the Internal Audit Department will recommend policies and procedures for approval and implementation by appropriate management. Internal audit review and appraisal do not in any way substitute for other activities or relieve other persons in the County of the responsibilities assigned to them.

III. REPORTING STRUCTURE

The Internal Audit Director is appointed by the County Administrator and is granted powers by the Board of County Commissioners. If the Internal Audit Director is not an elected official, they will report to and be accountable to the County Administrator for day to day operations. The Internal Audit Director will also be accountable to the Internal Audit Oversight Committee (IAOC). The IAOC will be comprised of the County Administrator, County Treasurer, County Counsel and a Board of County Commissioner member of the Clackamas County Audit Committee.

IV. RESPONSIBILITIES

The Internal Audit Director is responsible for properly managing the department so that (1) internal audit work fulfills the purposes and responsibilities established herein; (2) resources are efficiently and effectively employed; and (3) internal audit work conforms with all applicable standards.

The Internal Audit Director will report in writing on all internal audits and reviews conducted and will attend the IAOC meetings on a regular basis to report on significant recommendations and the operations of the audit services function.

Generally, the Internal Audit Director will notify the department director or manager ("auditee") that a review is scheduled. This written notification should inform the auditee of when the audit is scheduled, who will be performing the internal audit, and why the internal audit has been planned (regularly scheduled, management or external auditor request, etc.). The notification should also include the objectives and scope of the audit; the expected start date and planned duration of the internal audit; and advance preparation needs.

The director or manager of the department under audit is responsible for:

- Ensuring that a spirit of cooperation prevails throughout the course of the examination.

- Ensuring corrective action is taken if inadequacies are identified in the written internal audit reports.
- Informing the Internal Audit Director of any actual or suspected fraud or illegal acts for independent review.

The IAOC has oversight responsibilities of the internal audit function and activities, including review and approval of the annual internal audit plan and any revisions thereto. The IAOC shall work to ensure maximum coordination between the work of the Internal Audit Director and the needs of the County Administrator and the County Commissioners.

V. REPORTS AND PROCEDURES

Annual Internal Audit Plan

The Internal Audit Director is required to publish an annual internal audit plan to the IAOC for approval, and perform the systems audits contained within the plan. Unforeseen audit requirements and management requests for investigations into matters of fraud and compliance may create the need for changes in both internal audit programs and the overall plans; therefore, appropriate flexibility should be incorporated into the annual plan. The IAOC must approve significant deviations from the objectives contained within the annual internal audit plan.

Communication of Findings

Upon the completion of audit fieldwork, the Internal Audit Director should discuss the proposed audit findings and recommendations with the auditee at a closing conference. Internal Audit will prepare a report draft with their proposed findings and recommendations along with a space for management's responses. The draft is then forwarded to the appropriate manager to respond and outline corrective actions, if any to be taken. The responses are generally due two (2) weeks after the receipt of the draft report. The auditee's response will include comments, action items, and target dates and will be incorporated in the final report. If a timely response is not received, the County Administrator will be contacted for assistance in resolving the matter.

The final internal audit report will be submitted by the Internal Audit Director to the IAOC for review. Once reviewed the final report will be submitted to the appropriate levels of County management and made available for public review. Any changes requested by the IAOC will be noted and made part of the public record. If relevant, audit findings will also be summarized and reported to the Clackamas County Audit Committee and the Audit Manager.

Subsequent to the issuance of the final report, the Internal Audit Department will schedule a follow up review to ensure that needed actions based on the audit were actually taken. The director or manager of the department is responsible for seeing that corrective action on recommendations are made or deficient conditions reported by Internal Audit are planned and taken. If the proper corrective action is not taken, the Internal Audit Director is responsible for presenting this information to the IAOC.

VI. INDEPENDENCE AND CODE OF ETHICS

Independence is essential for effective operation of the internal audit function. It is the policy of the County, therefore, that all internal audit activities shall remain free of influence by any organizational elements. This shall include such matters as scope of audit programs, the frequency and timing of audits, and the content of audit reports. Furthermore, the Internal Audit staff has a responsibility to conduct themselves so that their good faith and integrity are not open to question. Standards of professional behavior are based upon the Code of Ethics issued by the Institute of Internal Auditors.

VII. FUNDING AND FEES

In general the cost of the internal audit function will be born by the County as a whole. If a department requests a specific engagement, a negotiated fee for the service may be assessed. This funding structure will be evaluated by the IAOC and Board of County Commissioners on a regular basis and is subject to change.

VII. QUALITY ASSURANCE

The Internal Audit Director is responsible for developing and maintaining a quality assurance and improvement program. The program should comply with the IIA's International Standards for the Professional Practice of Internal Auditing.

This program should include internal and external reviews which will assess internal audit operations and share an objective perspective of the Internal Audit Department's compliance with professional standards and a comparison to "best practices" of other similar audit organizations. An external assessment should be performed at least every five years in order to maintain conformity with the IIA Standards. The cost of the quality assurance and improvement program shall be a part of the Internal Audit Department's budget.

In an effort to continually improve the internal audit function, Internal Audit staff shall be encouraged to attend continuing education courses and maintain membership in and attend meetings of local, state, and national organizations that serve to promote the modern practice of internal auditing.

VIII. CHARTER AMENDMENTS

Amendments of this charter are subject to the approval of the Internal Audit Oversight Committee, with recommendation to and approval by the Board of County Commissioners.



SHARI A. ANDERSON, CPA
TREASURER

OFFICE OF COUNTY TREASURER

PUBLIC SERVICES BUILDING

2051 KAEN ROAD, #430 | OREGON CITY, OR 97045

April 23, 2015

Board of County Commissioner
Clackamas County

Members of the Board:

Annual approval of the Clackamas County Investment Policy

Purpose/Outcomes	This policy provides the framework for how county funds are invested
Dollar Amount and Fiscal Impact	There is no dollar amount associated with the approval of this policy.
Funding Source	N/A
Safety Impact	N/A.
Duration	Annual
Previous Board Action/Review	Previous annual adoption
Contact Person	Shari Anderson, Treasurer 503-742-5995

BACKGROUND:

The Clackamas County Investment Policy requires annual adoption by the Board of County Commissioners. There are no changes proposed to the current policy.

RECOMMENDATION:

Staff respectfully recommends that the Board of County Commissioners approves the Clackamas County Investment Policy.

Respectfully submitted,

Shari Anderson
County Treasurer

Clackamas County
Office of the Treasurer

Investment Policy

2051 Kaen Rd, #430

Oregon City, Oregon 97045

503-742-5995 FAX 503-742-5996

shariand@co.clackamas.or.us

Clackamas County Investment Policy

I. Objectives:

The primary objectives of investment activities shall be safety, liquidity, and yield:

Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit Risk: Clackamas County will minimize credit risk, the risk of loss due to the financial failure of the security issuer or backer, by:

- Limiting exposure to poor credits and concentrating the investments in the safest types of securities.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which Clackamas County will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- Actively monitoring the investment portfolio holdings for ratings changes, changing economic/market conditions, etc.

Interest Rate Risk: Clackamas County will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities or short-term investment pools.
- Diversifying the portfolio by maturity dates to mitigate the impact of reinvestment risk.

Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Yield:

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The majority of the portfolio is limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities are generally held to maturity unless declining credit or liquidity needs warrant a pre-maturity sale.

II. Scope:

This policy applies to the investment of both short-term operating funds and long-term capital funds including bond proceeds and bond reserve funds. This policy applies to all component units of Clackamas County unless specific, written exclusion has been granted by the County Treasurer and the unit has a policy which has been adopted by the Board of Commissioners and submitted to the Oregon Short Term Fund Board.

Investments of employees' retirement funds, deferred compensation plans, and other funds are not covered by this policy.

III. Standards of Care:

Prudence:

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees, officers and their families shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Clackamas County. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS 244.

Delegation of Authority:

Treasurer: Authority to manage the investment program is granted to the publicly elected County Treasurer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810. The Treasurer shall be responsible for all transactions undertaken and with the Investment Manager, shall establish a system of controls to regulate the activities of subordinate officials. No person may engage in an investment transaction without approval of the Treasurer

Treasury Manager: Administration of the investment program is hereby delegated to the Treasury Manager, who under the direction of the Treasurer shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy.

IV. Safekeeping and Custody:

Purchased investment securities will be delivered by Fed book entry, DTC, or physical delivery and to the extent feasible, held in third party safekeeping with a designated custodian. The trust department of a bank may be designated as custodian for safekeeping specific securities. The custodian shall issue a safekeeping receipt to Clackamas County listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information.

V. Accounting Method:

Accounting Standards:

Clackamas County Department of the Treasurer shall comply with required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including, but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

Investment Return:

Investment returns are calculated as total return, including interest earned, premiums, discounts and appreciation or depreciation of investment values. Investment return for purposes of benchmarking against performance indicators will be compared on a total portfolio basis.

Investment Costs:

Investments will be carried at par. Losses on the sale of investments will be recognized at time of sale. Premiums or discounts on securities will be amortized or accreted over the life of the securities.

Investment Fee:

Where allowable, an investment fee of .01% of portfolio par value may be deducted from interest earned and credited to the County General Fund each month. After deducting the investment fee, interest earnings will be credited as of the last day of each month to the funds from which the investment was made based on the average daily balance in the fund.

VI. Internal Controls:

The Treasurer is responsible for establishing and maintaining an adequate internal control structure designed to reasonably protect the assets of Clackamas County from loss, theft or misuse. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuations of costs and benefits require estimates and judgments by management.

The internal controls shall address, at a minimum, the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Wire transfer and ACH agreements.
- Compliance and oversight with investment parameters including diversification and maximum maturity.

VII. Reporting Requirements:

Reports to Governing Body:

The Clackamas County Treasurer will provide a monthly report to the County Commissioners, the County Administrator, and the directors of all component units. This report will include but not necessarily be limited to: Portfolio activity, instruments held, market valuation, as well as any narrative necessary for adequate clarification.

Management Reports:

The investment officer shall maintain up-to-date computer reports of portfolio activity providing reports which are timely and available both daily and weekly.

VIII. Investment Policy Adoption:

This Investment Policy will be formally adopted by the Clackamas County Board of Commissioners, and will be readopted annually even if there are no changes.

Maximum investment maturity under this policy exceeds 18 months. As required, this investment policy was submitted to the OSTF Board for comment prior to its approval by the Clackamas County Board of Commissioners, and complies with the requirements of ORS 294.135.

IX. Qualified Financial Institutions:

Providers of Investment Services:

The Treasurer will maintain a list of all authorized Broker/Dealers and Financial Institutions authorized to provide investment services. To qualify for the list they must be an approved security Broker/Dealer selected by credit worthiness that is authorized to provide investment services in the State of Oregon.

These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposits exceeding federal insurance limits shall be made except in a qualified public depository as established by the State of Oregon.

Broker/Dealer Questionnaire:

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following information:

- Audited financial statement
- Proof of National Association of Security Dealers certification
- Proof of state registration.
- Completed Broker/Dealer Questionnaire.
- Certification of having read and understood the Clackamas County Investment Policy

Firm Approval:

After due consideration and approval, the firm may be added to the list. The Treasurer will conduct a periodic review of the financial condition and registration requirements of qualified Broker/Dealers. Preferably, firms shall have a local office and Registered Representative in Oregon. However, the County will not exclude Broker/Dealers located outside the state as long as they are licensed in Oregon and meet all other qualifications.

An updated Broker/Dealer Questionnaire will be mailed to each firm periodically, and should be completed and returned to the Treasurer's office. Failure to complete the update questionnaire may lead to removal from the approved list.

Additions or deletions to the list will be made at the Treasurer's discretion.

X. Suitable and Authorized Investments

The following investments will be permitted by this policy, ORS 294.035 and 294.810:

- U.S. Treasury Obligation (bills, notes and bonds)
- U.S. Government Agency Securities and Instruments of Government Sponsored Corps
- Banker's Acceptances (BA's) from qualified institutions
- State of Oregon Investment Pool
- Certificates of Deposits (CD's)
(Subject to ORS 295 collateralization)
- Repurchase Agreements
- State and Local Government Securities
- Corporate Indebtedness

XI. Portfolio Diversification

Diversification will be sought within the following guidelines with the purpose of reduction of overall portfolio risk while attaining market average rates of return. The investments shall be diversified by investment type, issuer and maturity.

Diversification will be measured on a total portfolio basis. Diversification within individual portfolios may deviate from the total portfolio requirements due to liquidity requirements.

Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer, investment type or maturity may be exceeded at a point in time subsequent to the purchase of a particular security. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future liquidations are made.

Diversification by Type and Issuer:

<i>Security</i>	<i>% limitation of total portfolio</i>
US Treasury	No Limit
US Government Agencies	No limit 50% in any single Government Sponsored Enterprise
State of Oregon Investment Pool	50% of total portfolio, or the maximum imposed by statute
Certificates of Deposit	50% of total portfolio 25% in any single qualified financial institution
Banker's Acceptances	50% of total portfolio 25% in any single qualified financial institution
Commercial Paper and Corporate Notes	35% of total portfolio, per ORS 294.035 5% in any one corporation, their subsidiaries or affiliates
State and Local Government Securities	25% of total portfolio
Repurchase Agreements	25% of total portfolio 10% in any single qualified financial institution

Diversification by Maturity:

Maturity limitations shall depend upon whether the funds being invested are considered short term or long term funds. All funds shall be considered short term except those reserved for capital projects (i.e., bond sale proceeds) and special assessment repayments being held for debt retirement.

• **Short Term Portfolio (maturity up to 3 years):**

Investment maturity for operating funds shall be scheduled to coincide with projected cash flow needs and timed to comply with the following guidelines:

Maturity will be laddered to provide for interest rate fluctuations and to minimize investment interest rate risk. Careful monitoring of interest rate fluctuation will provide a basis for evaluating risk and return.

1 to 90 day maturity	Minimum of 25% of total portfolio
1 to 365 day maturity	No limit
12 months to 24 months maturity	Maximum of 40% of total portfolio
24 months to 36 months maturity	Maximum of 30% of total portfolio

- **Long Term Portfolio (Capital Projects and Special Assessment Repayments):**

Maturity scheduling shall be timed according to anticipated need. For example, investment of capital project funds shall be timed to meet projected contractor payments. Investment of prepaid assessment funds shall be tied to bond payment dates, after cash flow projections are made using a forecasting model which considers prepayment rate, delinquency rate, interest on bonds, and income on investments.

The investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the most restrictive parameters of this policy and the applicable bond covenants and tax laws.

This investment policy has been submitted for review by the OSTF Board as specified above and in accordance with ORS 294.135(1) (a), debt service reserves may be invested to a maturity date not exceeding five years. Otherwise debt service reserves shall not be invested to a maturity date exceeding one year.

XII. Bids and Offers

Before any security purchase or sale is initiated, the Investment Officer shall first determine the appropriateness of seeking competitive bids or offers. Such factors to consider include where the securities are held, the size of the transaction, and the term to maturity. When required by tax laws or bond covenants competitive bids and offers shall always be sought for security purchases and sales of bond funds.

XIII. Collateralization:

All bank deposits shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.

Certificates of Deposit are considered investments under this policy, and are subject to the collateral requirements of ORS Chapter 295, except those specifically exempted under ORS 295.027.

ORS 294.035 (11) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short-Term Fund Board. On March 12, 1996, the OSTF Board adopted the following margins:

US Treasury Securities: 102%

US Agency Discount and Coupon Securities: 102%

Mortgage Backed and other: 103%

*Limited to those securities described in ORS 294.035(1)

XIV. Performance Indicators:

The performance of the County's portfolio shall be measured against the performance of the Oregon Local Government Investment Pool and the 90-day Treasury bill rate. It is the goal of the County to maintain an annualized yield that is not more than ½ percent (.5%) lower than the Oregon Local Government Investment Pool and is not less than ¼ percent (.25%) higher than the 90 day Treasury Bill yield. The County may also benchmark against any other indices it deems appropriate.

XV. Securities Lending:

Pursuant to a formal securities lending policy, the Treasurer may enter into agreements to lend, for compensation, certain investments under a formal security lending agreement. At this time, the Treasurer has no agreements for security lending services, and no Clackamas County Securities Lending Policy is in place.

XVI. Additional Documents

Other documents are used in conjunction with this policy, and are available from the Treasurer's office upon request.



GARY SCHMIDT
DIRECTOR

PUBLIC AND GOVERNMENT AFFAIRS
PUBLIC SERVICES BUILDING
2051 KAEN ROAD OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Amendment for Personal Services Contract with Fish Marketing
for Road Maintenance Outreach, Graphic Design and Social Media Support Services

Purpose/Outcomes	Approve a contract amendment for Fish Marketing supporting Road Maintenance Outreach, Graphic Design and Social Media Support Services.
Dollar Amount and Fiscal Impact	\$88,000 contract extension (for continued Outreach, Graphic Design and Social Media Support Services). With this extension, total contract amount will be \$150,000.
Funding Source	General Fund
Safety Impact	N/A
Duration	Contract extension through December 15, 2015
Previous Board Action	NA
Contact Person	Amy Kyle, Public and Government Affairs, 503-742-5973.
Contract No.	

BACKGROUND:

The Board of County Commissioners have identified road maintenance funding as a priority for Clackamas County as the current gap between the amount of available federal and state revenue and our maintenance needs is approximately \$17 million each year and growing.

The \$40 million annual cost of preventive maintenance for our roads has already grown to \$135 million today and will grow to more than \$523 million if those same roads have to be reconstructed in the future.

On March 17 2014, the County entered into a contract with Fish Marketing to provide Road Maintenance Outreach, Graphic Design and Social Media Support Services. Fish Marketing was selected through a Request for Proposal process.

The original contract value was \$25,000. Amendment #1 extended the contract to (December 2014) but did not include additional funding. Amendment #2 added \$37,000 to the existing contract to continue outreach efforts and build a project website. Amendment #3 will add \$88,000 and extend the contract (December 2015) to enhance outreach and education to increase public knowledge of the need for an ongoing, local funding source for road maintenance and to identify issues that are most important to the public and stakeholders.

This amendment has been reviewed and approved by County Counsel.

RECOMMENDATION:

Staff recommends Board approval the Personal Services contract amendment with Fish Marketing for Road Maintenance Outreach, Graphic Design and Social Media Support Services.

Respectfully submitted,

Gary Schmidt
Director, Public and Government Affairs

Placed on the Agenda of April 23, 2015 by the Purchasing Division



BUSINESS & COMMUNITY SERVICES

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

April 23, 2015

Board of County Commissioner
Clackamas County

Members of the Board:

A Board Order Approving the Matter of Government Distribution located at
32E 04C 00802 to Metro for the Newell Creek Conservation Efforts.

Purpose/Outcomes	Transfer of an unimproved tax foreclosed parcel (32E 04C 00802) to Metro for the Newell Creek Conservation Efforts.
Dollar Amount and Fiscal Impact	The transfer value of this parcel is \$10,080.00 and reflects the back taxes, interest, penalties and fees owed.
Funding Source	No General Fund resources are currently allocated to this program.
Safety Impact	Metro will be assuming all responsibility once the file is transferred.
Duration	The transfer is to take place on or before June 30, 2015.
Previous Board Action	A study session with the Board of County Commissioners was held on March 3, 2015 to discuss the transfer of this parcel in addition to other tax foreclosed properties. At that time the Board requested more time to review the property and directed staff for additional analysis of the site before determining if the transfer of the property was more beneficial for public benefit than for private sale. During the issues meeting on March 24, 2015, staff presented addition research that the property would better serve a public benefit if transferred to Metro. BCC made a unanimously decision to transfer the property.
Contact Person	Rick Gruen, Property Resources Manager 503.742.4345
Contract No.	N/A

BACKGROUND: Clackamas County's Department of Assessment and Taxation annually forecloses on tax-delinquent properties. These properties are deeded to the County in lieu of uncollected taxes. Following the recording of the deed in the County's name, the management and disposition is then transferred to the Property Resources Division of the Department of Business and Community Services. Property Resources Division is tasked with managing, administering and dispersing of tax foreclosed real property assets in a cost effective manner that will provide a public benefit or return of property to the tax rolls. This is includes the sale of properties through auction, private sale, and Government Transfers. Oregon Revised Statutes provides for Property Resources Division to recover annual operational expenses. No General Fund resources are currently allocated to this program

RECOMMENDATION: Staff recommends Board of County Commissioner approval Transfer of this unimproved tax foreclosed parcel (32E 04C 00802) to Metro for the Newell Creek Conservation Efforts.

Respectfully submitted

Gary Barth
Director of Business and Community Services

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

In the Matter of Government Distribution
Located at 32E 04C 00802
To Metro for the Newell Creek
Conservation Efforts



ORDER NO.
Page 1 of 2

This matter coming before the Board of County Commissioners at this time, and it appearing to the Board that the Government Distribution of the real property parcel listed below was acquired by Clackamas County by tax deed, gift or purchase, is not currently in use for County purposes, and is described as follows;

A tract of land situated in the Southwest one quarter of Section 4, and the Southeast one quarter of Section 5, Township 3 South, Range 2 East of the Willamette Meridian, in the County of Clackamas and State of Oregon, said tract being a portion of the James G. Swafford patent Certification No. 613, described as follows:

Commencing at a stone that marks the Northwest corner of the Washington Williams Donation Land Claim No. 56 (said point also being the Southwest corner of said Swafford patent); thence North 17°12'00" East along the Easterly line of the Samuel N. Vance Donation Land Claim No. 51 (being the Westerly line of said Swafford patent), 573.10 feet to a point on the Northerly line of Market Road No. 11 (Beavercreek Road), 30.00 feet from the centerline thereof; thence South 80°19'00" East along said Northerly line of Beavercreek Road, 105.14 feet to a point, said point being located at the intersection with a line that bears North 17°12'00" East, parallel with said Easterly line of the Vance Donation Land Claim, from a point which lies South 79°42'00" East 105.00 feet from said Easterly line, said point also being in the Easterly line of the Wagner Tract recorded in Book 251, Page 269; thence North 17°12'00" East, parallel with said Easterly line of the Vance Donation Land Claim and along the Easterly line of said Wagner Tract, 831.67 feet to the Northeast corner of said Wagner Tract, said Northeast corner being witnessed by a 5/8 inch iron rod that bears North 79°42'00" West, 0.20 feet therefrom; thence North 79°42'00" West along the Northerly line of said Wagner Tract, 105.00 feet to said Easterly line of the Vance Donation Land Claim (being the Westerly line of said Swafford patent); thence North 17°12'00" East along said Vance Donation Land Claim line and the Swafford patent line, 194.96 feet to the point of beginning of the tract herein to be described; thence North 17°12'00" East 387.25 feet to the Northeast corner of said Vance Donation Land Claim, the same being set in the section line between Section 4 and 5 as per the Vance Donation Land Claim field notes of 1854; thence North 33°58'47" East 52.86 feet to the Southwest corner of the Latourette Donation Land Claim, the same being marked by a 7/8 inch Iron rod; thence North 88°50'12" East along said South line of the Latourette Donation Land Claim (being the North line of the Swafford patent) 292.23 feet to the intersection with a line that bears North 17°12'00" East parallel with said Vance Donation Land Claim from a point in the Northerly line of said Beavercreek Road which is South 80°19'00" East 190.00 feet from said point; thence South 17°12'00" West 509.93 feet; thence 72°48'00" west 179.61 feet; thence North 17°12'00" East 80.00 feet; thence

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

In the Matter of Government Distribution
Located at 32E 04C 00802
To Metro for the Newell Creek
Conservation Efforts



ORDER NO.

Page 2 of 2

North 72°48'00" West 50.00 feet; thence South 17°12'00" West 100.00 feet; thence North 72°48'00" West 63.00 feet to the point of beginning;

TOGETHER WITH access as contained in document entitled Declaration of Easement recorded March 2, 1998, Recording No. 98-015919, Records of Clackamas County, Oregon;

ALSO TOGETHER WITH access as contained in document entitled Declaration of Easement recorded November 24, 1999, Recording No 99-110006, Records of Clackamas County, Oregon.

and;

IT FURTHER APPEARING to the Board, that the said real property was foreclosed upon by Clackamas County for non-payment of taxes; and,

IT FURTHER APPEARING to the Board that the above described real property fits into Metro's plan of action to conserve Newell Creek and should be transferred to Metro, therefore;

IT IS HEREBY ORDERED that the described property above be transferred to Metro for the Newell Creek Conservation Efforts; and

IT IS FURTHER ORDERED that the Director or Deputy Director of Business and Community Services, is hereby authorized to act as representative of the Board of County Commissioners in the acceptance and execution of all documents necessary for the sale.

DATED this 23rd day of April, 2015

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

BCS/Property Resources/RB



Water Quality Protection
Surface Water Management
Wastewater Collection & Treatment

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of Contract Documents for Consulting Services for the Clackamas County Service District No.1
Kellogg Creek Wastewater Pollution Control Plant (KCWPCP) Improvements Project

Purpose/Outcomes	Provide Consulting Services to refurbish the Kellogg Wastewater Pollution Control Plant (KCWPCP) to full operational capability, reliability and redundancy.
Dollar Amount and Fiscal Impact	Funds for consulting services are budgeted in the FY2014-15 budget and will be budgeted in FY 2015-16. The agreement is for an amount not to exceed \$738,025.
Funding Source	Clackamas County Service District No.1 FY 2014-15 Annual Budget
Safety Impact	None
Duration	Phase I only: April 2015 to January 2016,
Previous Board Action	None
Contact Person	Greg Geist, Director – Water Environment Services – 503-742-4560
Contract No.	To be established

BACKGROUND:

The 40 year old Kellogg Creek Wastewater Pollution Control Plant (KCWPCP) is in urgent need of rehabilitation and upgrades. This work was delayed while the District evaluated whether or not the plant would continue operations or be decommissioned. The KCWPCP will continue operations and therefore the plant is in need of repair and refurbishment to bring it up to full operational capabilities. The refurbishment of KCWPCP will encompass 11 distinct projects:

- Utility Corridor and Piping Replacement
- RAS Pump Station Improvements
- Peak Plant Design Capacity Reclamation
- Process Air Blower Replacement
- Electrical Phase I & Phase III
- Electrical Phase II
- Influent Pump Station Phase I
- Primary Sludge Pump Station
- WAS Thickening / Polymer Upgrades
- W2 Water Pumps Replacement
- Aeration Basin Zone 2 Covers

This scope of services anticipates that the improvements will be delivered under a single construction contract employing the construction manager/general contractor (CM/GC) method which will include procurement of all materials and equipment.

Engineering services are to be provided in two phases as summarized below. This agreement is for Phase I.

Phase I will include:

Risk management workshops, permitting predesign, construction cost estimating, assisting the District and purchasing in preparing alternative delivery documentation, participate in contractor procurement process, participate in pre-construction activities through contractors development of a guaranteed maximum price, provide technical specifications for equipment procurement. Once phase I is completed the District will negotiate phase II of the agreement for Board approval.

Phase II will include:

Engineering technical support during construction including detailed design, preparation of work packages, submittal reviews, clarification processing, resident project representative services, outage and commissioning coordination services, testing and specialty inspection coordination services, startup assistance services, warranty and asset management documentation/confirmation services, record drawing preparation services, operation and maintenance (O&M) manual update assistance services, final inspection and certification, Influent Pump Station wet well, hydraulic modeling services and other services as required.

In January 2015, the District publicly advertised a request for proposals from qualified firms to provide professional services to assist the District in developing and implementing a plan for refurbishing the Kellogg Creek Wastewater Pollution Control Plant.

A selection committee was established and determined that Brown and Caldwell, Inc. is the most responsive qualified firm to complete this work.

District staff has negotiated the scope and level of effort for phase I of the agreement with Brown and Caldwell, Inc. for an amount not to exceed \$738,025.00.

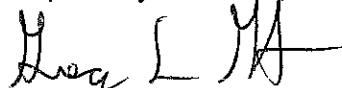
This contract has been reviewed and approved by County Counsel.

RECOMMENDATION:

For these reasons, Staff recommends:

- 1) The Board of County Commissioners, acting as the governing body of Clackamas County Service District No.1 (the "District"), approve Phase I of the agreement between the District and Brown and Caldwell Inc. for an amount not to exceed \$738,025.00.

Respectfully submitted,



Greg Geist
Director

Placed on the Board Agenda of April 23, 2015 by Purchasing Division



LANE MILLER
MANAGER

PURCHASING DIVISION

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

April 23, 2015

MEMORANDUM TO THE BOARD OF COUNTY
COMMISSIONERS

Please place on the Board Agenda of April 23, 2015, this contract with Brown and Caldwell Inc for **Consulting Services for the Clackamas County Service District No. 1 Kellogg Creek Wastewater Pollution Control Plant (KCWPCP) Improvements Project** for Clackamas County Water Environment Services acting on behalf of the Clackamas County Service District No. 1. This project was requested by Randy Rosane Project Manager. Proposals were requested for all the materials and manpower necessary to complete specified work on the above-mentioned project. This project was advertised in accordance with ORS 279 and LCRB Rules. Nineteen proposal packets were requested and sent out with five proposal responses received: Brown & Caldwell, CH2M Hill Engineers, MWH Americas, Carollo Engineers and Kennedy/Jenks Consultants. A selection panel reviewed and evaluated the Request for Qualifications based on the selection criteria outlined in the RFQ documents. Brown & Caldwell Inc was the highest ranking firm and was selected to enter into contract. The contract amount is not to exceed \$738,025.00. The contract term is from contract execution through January 31, 2016. This contract has been reviewed and approved by County Counsel. Funds for this project are budgeted under WES/Clackamas County Service District No. 1 for fiscal years 2014/2015 and 2015/2016.

Respectfully Submitted,

Kathryn M. Holder
Purchasing Staff