



Elizabeth Comfort
Finance Director

Department of Finance

Public Services Building
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

June 27, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment #1 with Merina & Company, LLP for Annual Comprehensive Financial Report Drafting. Amendment value is \$130,000 and 14 months, contract value is now increased to \$230,000 for 2 years. Funding is through budgeted County General Funds.

Previous Board Action/Review	Original contract signed by County Administrator Issues Update – June 25, 2024		
Performance Clackamas	This item Builds Trust through Good Government by increasing transparency and access of public information.		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Elizabeth Comfort	Contact Phone	503-936-5345

EXECUTIVE SUMMARY: This amendment increases the compensation for work paper preparation for the FY2023 ACFR by \$10,000 for additional work performed. The contract has also been extended to allow for Merina & Company to provide work paper preparation and Annual Comprehensive Financial Report (ACFR) drafting for Clackamas County and Clackamas County Development Agency (CCDA) for the Fiscal Year 2024. Additional ACFR work will include but not be limited to the following tasks and extend the contract through June 30, 2025:

- Help with fund financial statements
- Notes and supplementary information
- General and capital fund schedules of revenues and expenditures
- Financial trends and other statistical information
- Management’s discussion and analysis
- Other duties as requested

RECOMMENDATION: Staff recommend the Board approve the contract amendment with Merina & Company, LLP for Annual Comprehensive Financial Report Drafting.

Respectfully submitted,

Elizabeth Comfort
Finance Director

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AMENDMENT #1
TO THE CONTRACT DOCUMENTS WITH MERINA & COMPANY, LLP FOR ANNUAL
COMPREHENSIVE FINANCIAL REPORT (ACFR) DRAFTING
Contract #8300

This Amendment #1 is entered into between **Merina & Company, LLP** (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties on **July 25, 2023** (“Contract”).

The Purpose of this Amendment #1 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:
The Contract termination date is hereby changed from April 30, 2024, to June 30, 2025. County and Contractor acknowledge that Work may have been performed after April 30, 2024. By execution of this Amendment #1, the County hereby approves and ratifies Work performed after April 30, 2024. All previously performed Work is and remains subject to the terms and conditions of the Contract. The County reserves all rights, remedies, claims, and causes of action it may have with respect to previously performed Work.

2. ARTICLE I, Section 2. **Scope of Work** is hereby amended as follows:

Work is hereby expanded to include the following: Contractor shall provide workpaper preparation and Annual Comprehensive Financial Report (“ACFR”) drafting for Clackamas County and Clackamas County Development Agency (“CCDA”) for the Fiscal Year 2024 (“Additional ACFR Work”). Additional ACFR Work will include but not limited to the following tasks:

- Help with fund financial statements
- Notes and supplementary information
- General and capital fund schedules of revenues and expenditures
- Financial trends and other statistical information
- Management’s discussion and analysis
- Other duties as requested

3. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:

In consideration for Contractor performing the Additional ACFR Work, County shall pay Contractor an amount not to exceed \$10,000. Consideration is on a time and material rate at the following amounts:

- Partner \$300/hour
- Managing Consultant \$250/hour
- Sr. Consultant \$200/hour
- Consultant \$150/hour

In consideration for Contractor performing Work during the extended term of the Contract, County shall pay Contractor an amount not to exceed \$120,000. Consideration is in accordance with the terms and conditions of the Contract.

The total amount for this Amendment #1 shall be \$130,000.00. The total Contract compensation will not exceed \$230,000.00.

ORIGINAL CONTRACT	\$ 100,000.00
<u>AMENDMENT #1</u>	<u>\$ 130,000.00</u>
TOTAL AMENDED CONTRACT	\$ 230,000.00

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #1, effective upon the date of the last signature below.

Merina & Company, LLP

Tonya Moffitt 6/12/2024

Authorized Signature Date

Tonya Moffitt

Printed Name

Clackamas County

Signature Date

Name: _____

Title: _____

Approved as to Form:

[Signature] 06/12/2024

County Counsel Date