



CHRISTA BOSSERMAN WOLFE, CPA
DIRECTOR

DEPARTMENT OF FINANCE

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

Board of County Commissioners
Clackamas County

Members of the Board:

**Approval of Personal Services Contract with DePaul Industries to provide Security
Services for Justice Court, Juvenile and Circuit Court**

Purpose/ Outcomes	Execution of the contract between DePaul Industries and Justice Court, Juvenile and Circuit Court for uniform entrance screening personnel to enhance security at the Clackamas County Courthouse.
Dollar Amount and Fiscal Impact	The contract amount is not to exceed \$500,000.00.
Funding Source	100-9110 Clackamas County general fund, non-departmental.
Duration	June 30, 2020
Previous Board Action	N/A
Strategic Plan Alignment	<ul style="list-style-type: none">• Build public trust through good government• Ensure safe, healthy and secure communities
Counsel Review	September 19, 2019
Contact Person	James Rhodes, Captain, Clackamas County Sheriff's Office 503.655.8556

BACKGROUND:

This contract was originally requested by the Clackamas County Sheriff's Office for security screening personnel for entrance security checkpoints at the County Courthouse, Holman Building, Justice Court and the Juvenile Building during the hours that the facilities are open. The screening procedures are part of the "Security Improvement Project" undertaken by the County in 1993.

This contract was procured with the use of a Qualified Rehabilitation Facility (QRF) in accordance with ORS 279 and LCRB Rules. Clackamas County must contract with qualified non-profit agencies for services when available. After review of the scope and all necessary documentation, DePaul Industries, was determined to be the successful QRF.

RECOMMENDATION:

Staff recommends the Board of County Commissioners approve the attached contract.

Respectfully submitted,

Christa Wolfe, Director

Placed on the Agenda of _____ by the Procurement



CHRISTA BOSSERMAN WOLFE, CPA
DIRECTOR

DEPARTMENT OF FINANCE

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

October 24, 2019

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for a Clackamas County Supplemental Budget
(Less Than Ten Percent) for Fiscal Year 2019-2020

Purpose/Outcome	Supplemental Budget changes for Clackamas County FY 2019-2020
Dollar Amount and fiscal Impact	The effect has an increase in appropriation of \$2,021,458
Funding Source	Fund Balance, Federal and State Operating Grant Revenue, Local Government & Other Agencies and Charge for Services Revenue.
Safety Impact	N/A
Duration	July 1, 2019 June 30, 2020
Previous Board Action/Review	Budget Adopted June 27, 2019
Strategic Plan Alignment	Build public trust through good government
Contact Person	Jennifer Chambers, 503-742-5405

BACKGROUND:

Each fiscal year it is necessary to 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. These changes are in compliance with O.R.S. 294.480 which allows for governing body approval of supplemental budget changes of less than ten percent of qualifying expenditures in the fund(s) being adjusted.

The Sheriff Fund is reducing their budget due to a change in the contracted services agreement with Tri Met. This change eliminates the full-time lieutenant position.

The Social Services Fund is recognizing restricted prior year fund balance revenue and additional revenue from Housing and Community Services and Department of Health & Human Services and budgeting for veteran services program costs.

The Health Centers Fund is recognizing additional revenues from HealthShare of Oregon and charge for services and budgeting to add a limited term Case Manager and a full-time Mental Health Program Supervisor. This fund is also opening two new dental offices located in Sandy and Gladstone and hiring a total of 9 positions to provide dental care services at the clinics.

The Central Dispatch Fund is recognizing charge for services revenue and budgeting to add a full-time Quality Assurance Coordinator position.

The effect of this Resolution is an increase in appropriations of \$2,025,458 including revenues as detailed below:

Fund Balance	\$ 76,938.
Local Government and Other Agencies	323,872
Federal Operating Grants	129,871.
State Operating Grants	326,379.
Charge for Services	<u>1,168,398.</u>
Total Recommended	<u>\$ 2,025,458.</u>

RECOMMENDATION:

Staff respectfully recommends adoption of the attached Resolution Order and Exhibit A in keeping with a legally accurate budget.

Sincerely,

Jennifer Chambers
Budget Manager

**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 Less
Than 10 Percent of the Total
Qualifying Expenditures and Making
to Appropriations for Fiscal 2019-20



Resolution Order No. _____
Page 1 of 1

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, a supplemental budget for the period of July 1, 2019 through June 30, 2020 inclusive, has been prepared, published and submitted to the taxpayers as provided by statute;

WHEREAS; the funds being adjusted are:

- . Sheriff Fund
- . Social Services Fund
- . Health Centers Fund
- . Central Dispatch Fund;

It further appearing that it is in the best interest of the County to approve this less than 10 percent appropriations for the period of July 1, 2019 through June 30, 2020.

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 a part of this Resolution.

DATED this 24th day of October, 2019

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

SUMMARY OF SUPPLEMENTAL BUDGET
Exhibit A
CHANGES OF LESS THAN 10% OF BUDGET
October 24, 2019

Recommended items by revenue source:

Fund Balance	\$ 76,938
Federal Operating Grant	129,871
State Operating Grant	326,379
Local Government and Other Agencies	323,872
Charge for Services	1,168,398
Total Recommended	<u><u>\$ 2,025,458</u></u>

SHERIFF FUND

Revenues:	
Local Governments and Other Agencies	\$ (193,464)
Total Revenue	<u><u>\$ (193,464)</u></u>

Expenses:	
Public Safety and Protection	(193,464)
Total Expenditures	<u><u>\$ (193,464)</u></u>

Sheriff Fund is reducing their budget due to a change in the contracted services agreement with Tri Met. This change eliminates the full-time lieutenant position.

SOCIAL SERVICES FUND

Revenues:	
Fund Balance	\$ 76,938
Federal Operating Grant	129,871
State Operating Grant	326,379
Charge for Services	33,364
Total Revenue	<u><u>\$ 566,552</u></u>

Expenses:	
Health and Human Services	\$ 566,552
Total Expenditures	<u><u>\$ 566,552</u></u>

Social Services Fund is recognizing restricted prior year fund balance revenue and additional revenue from Housing and Community Services and Department of Health & Human Services and budgeting for veteran services program costs.

HEALTH CENTERS FUND

Revenues:	
Charge for Services	\$ 962,871
Local Governments and Other Agencies	517,336
Total Revenue	<u><u>\$ 1,480,207</u></u>

Expenses:	
Health and Human Services	\$ 1,480,207
Total Expenditures	<u><u>\$ 1,480,207</u></u>

Health Centers Fund is recognizing additional revenues from HealthShare of Oregon and charge for services and budgeting to add a limited term Case Manager and a full-time Mental Health Program Supervisor. This fund is also opening two new dental offices located in Sandy and Gladstone and hiring a total of 9 positions to provide dental care services at the clinics.

SUMMARY OF SUPPLEMENTAL BUDGET
Exhibit A
CHANGES OF LESS THAN 10% OF BUDGET
October 24, 2019

CENTRAL DISPATCH FUND

Revenues:

Charge for Services	\$ 172,163
Total Revenue	<u>\$ 172,163</u>

Expenses:

Public Safety and Protection	\$ 172,163
Total Expenditures	<u>\$ 172,163</u>

Central Dispatch Fund is recognizing charge for services revenue and budgeting to add a full-time Quality Assurance Coordinator position.



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DIRECTOR

DEPARTMENT OF FINANCE

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

October 24, 2019

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for Budgeting of
New Specific Purpose Revenue for Fiscal Year 2019-2020

Purpose/Outcome	Budget change for Clackamas County FY 2019-2020
Dollar Amount and Fiscal Impact	The effect is an increase in appropriations of \$362,341
Funding Source	Includes Federal and State Operating Revenues
Duration	July 1, 2019-June 30, 2020
Previous Board Action/Review	Budget Adopted June 27, 2019
Strategic Plan Alignment	Build public trust through good government
Contact Person	Jennifer Chambers, 503-742-5425

BACKGROUND:

Each fiscal year it is necessary to appropriate additional expenditures and allocate additional sources of revenue to more accurately meet the changing requirements of the operating departments of the County. The attached resolution reflects those changes that departments have requested which pursuant to O.R.S. 294.338, qualify as grants in trust for specific purposes in keeping with legally accurate budget.

The Behavioral Health Fund is recognizing Oregon Health Plan revenue and budgeting two full time Mental Health Services Coordinator positions.

The Health Centers Fund is recognizing grant revenue from the US Health Resources & Services Administration and budgeting to add one full-time Mental Health Specialist position.

The effect of this Board Order is an increase in appropriations of \$362,341 including new revenues as detailed below:

Federal Operating Grant Revenue	\$ 131,161.
State Operating Grant Revenue	<u>231,180.</u>
Total Recommended	<u><u>\$ 362,341.</u></u>

RECOMMENDATION:

Staff respectfully recommends adoption of the attached Resolution Order and Exhibit A in keeping with a legally accurate budget.

Sincerely,

Jennifer Chambers
Budget Manager

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

In the Matter of Providing
authorization to Appropriate Grants
For Specific Purposes within the
Fiscal 2019-20



Resolution Order No. _____

Page 1 of 1

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, appropriation of grants entrusted for specific purposes within Clackamas County budget for the period of July 1, 2019 through June 30, 2020, inclusive is necessary to authorize the expenditure of funds, for the needs of Clackamas County residents`

WHEREAS; the fund being adjusted is:

- . Behavioral Health Fund
- . Health Centers Fund;

It further appearing that it is in the best interest of the County to approve these grants entrusted for specific purpose of appropriations for the period of July 1, 2019 through June 30, 2020.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.338, appropriation of specific purpose grants is authorized as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 24th day of October, 2019

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

NEW SPECIFIC PURPOSE REVENUE REQUESTS

Exhibit A

October 24, 2019

Recommended items by revenue source:

Federal Operating Grants	\$ 131,161
State Operating Grants	<u>231,180</u>
Total Recommended	<u><u>\$ 362,341</u></u>

BEHAVIORAL HEALTH FUND

Revenues:

State Operating Grants	\$ 231,180
Total Revenue	<u><u>\$ 231,180</u></u>

Expenses:

Health and Human Services	\$ 231,180
Total Expenditures	<u><u>\$ 231,180</u></u>

Behavioral Health Fund is recognizing Oregon Health Plan revenue and budgeting two full time Mental Health Services Coordinator positions to meet caseload requirements of the program.

HEALTH CENTERS FUND

Revenues:

Federal Operating Grants	\$ 131,161
Total Revenue	<u><u>\$ 131,161</u></u>

Expenses:

Health and Human Services	\$ 131,161
Total Expenditures	<u><u>\$ 131,161</u></u>

Health Centers Fund is recognizing grant revenue from the US Health Resources & Services Administration and budgeting to add one full-time Mental Health Specialist position.



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

October 24, 2019

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Resolution for Clackamas County for
Transfer of Appropriations for Fiscal Year 2019-2020

Purpose/Outcome	Budget change FY 2019-2020
Dollar Amount and Fiscal Impact	No fiscal impact. Transfer of existing appropriations.
Funding Source	Includes Interfund Transfers
Duration	July 1, 2019-June 30, 2020
Previous Board Action/Review	Budget Adopted June 27, 2019
Strategic Plan Alignment	Build public trust through good government
Contact Person	Jennifer Chambers, 503-742-5425

BACKGROUND: Periodically during the fiscal year it is necessary to transfer appropriations to more accurately reflect the changing requirements of the operating departments.

Transfers are a method of moving budgeted appropriations during the fiscal year as required by state budget law per ORS 294.463. There is no financial impact incurred as a result of transfers as appropriations for these amounts have been accomplished through the initial budget process.

The attached resolution accomplishes the above mentioned changes as requested by the following operating departments in keeping with a legally accurate budget.

The General Fund – Not Allocated to Organizational Unit is transferring from contingency and budgeting for new training room chairs for the Human Resources Department which was originally ordered during fiscal year 2018-19 and is being carried over to fiscal year 2019-20 when order was delivered.

The General Fund – Surveyor is reducing appropriations to modify FTE distribution between County Surveyor and Public Land Corner and budgeting an increase in contingency in General Fund - Not Allocated to Organizational Unit .

The General Fund – Not Allocated to Organizational Unit is transferring from reserve and budgeting an increase in contingency. This will align the Self Insurance Program to the reserve account requirement amount.

The Public Land Corner Fund is transferring from contingency and budgeting to modify the FTE distribution between County Surveyor and Public Land Corner.

The Children, Family and Community Connection Fund is transferring the Human Services Coordinator position from the Weatherization line of business to the Prevention Services line of business to support the Youth Homelessness grant program.

The Self Insurance Fund is reducing contingency and budgeting to increase the unclaimed reserves requirements fund based on Mercer recommendation review for Clackamas County. This fund is also modifying their FTE position splits with Risk Management to better align with their program needs.

The Risk Management Fund is modifying their FTE position splits with Self Insurance to better align with their program needs.

RECOMMENDATION:

Staff respectfully recommends adoption of the attached Resolution Order and Exhibit A in keeping with a legally accurate budget.

Sincerely,

Jennifer Chambers
Budget Manager

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

In the Matter of Providing
Authorization to Transfer
Appropriations within the Fiscal Year
2019-20



Resolution Order No. _____
Page 1 of 1

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

WHEREAS, transfer of appropriations for the period of July 1, 2019 through June 30, 2020, inclusive is necessary to continue to prudently manage the distribution of those expenditures for the needs of Clackamas County residents;

WHEREAS; the funds being adjusted are:

- . General Fund – Not Allocated to Organizational Unit
- . General Fund – Human Resources
- . General Fund Surveyor
- . Public Land Corner Fund
- . Children Family and Community Connections Fund
- . Self-Insurance Fund
- . Risk Management Fund;

It further appearing that it is in the best interest of the County to approve this transfer of appropriations for the period of July 1, 2019 through June 30, 2020.

BE RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Pursuant to its authority under OR 294.463, transfer of appropriation within the fiscal year budget is authorized as shown in the attached Exhibit A which by this reference is made a part of this Resolution.

DATED this 24th day of October, 2019

BOARD OF COUNTY COMMISSIONERS

Chair

Recording Secretary

TRANSFER REQUEST
Exhibit A
October 24, 2019

GENERAL FUND - NOT ALLOCATED TO ORGANIZATIONAL UNIT, HUMAN SERVICES PROGRAM AND SURVEYOR PROGRAM

Expenses:	
Human Resources	\$ 15,000
Surveyor	(27,512)
Not Allocated to Organizational Unit	
Reserves	(78,300)
Contingency	90,812
Total Expenditures	\$ -

General Fund – Not Allocated to Organizational Unit is transferring from contingency and budgeting for new training room chairs for the Human Resources Department which was originally ordered during fiscal year 2018-19 and is being carried over to fiscal year 2019-20 when order was delivered.

General Fund – Surveyor is reducing appropriations to modify FTE distribution between County Surveyor and Public Land Corner and budgeting an increase in contingency in General Fund - Not Allocated to Organizational Unit .

General Fund – Not Allocated to Organizational Unit is transferring from reserve and budgeting an increase in contingency. This will align the Self Insurance Program to the reserve account requirement amount.

PUBLIC LAND CORNER FUND

Expenses:	
Public Ways and Facilities	\$ 37,512
Not Allocated to Organizational Unit	
Contingency	(37,512)
Total Expenditures	\$ -

Public Land Corner Fund is transferring from contingency and budgeting to modify the FTE distribution between County Surveyor and Public Land Corner.

CHILDREN FAMILY & COMMUNITY CONNECTIONS

Expenses:

Health and Human Services	\$ 67,470
Not Allocated to Organizational Unit	
Special Payments	(67,470)
Total Expenditures	<u>\$ -</u>

Children, Family and Community Connection Fund is transferring the Human Services Coordinator position from the Weatherization line of business to the Prevention Services line of business to support the Youth Homelessness grant program.

SELF INSURANCE FUND

Expenses:

General Government	\$ 34,366
Not Allocated to Organizational Unit	
Reserves	39,373
Contingency	(73,739)
Total Expenditures	<u>\$ -</u>

Self Insurance Fund is reducing contingency and budgeting to increase the unclaimed reserves requirements fund based on Mercer recommendation review for Clackamas County. This fund is also modifying their FTE position splits with Risk Management to better align with their program needs.

RISK MANAGEMENT FUND

Expenses:

General Government	\$ (34,366)
Not Allocated to Organizational Unit	
Contingency	34,366
Total Expenditures	<u>\$ -</u>

Risk Management Fund is modifying their FTE position splits with Self Insurance to better align with their program needs.