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Clackamas County
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July 7, 2026

BCC Agenda Item: _____

Housing Authority Board of Commissioners
Clackamas County

Approval of a Resolution in the Matter of Delegating Authority for Execution of Leases and Occupancy Agreements. No County General Funds are involved.

Previous Board Action/Review: None

Performance Clackamas: Public Trust in Good Government;
Safe, Secure and Livable Communities.

Counsel Review: Yes: Andrew Naylor

Procurement Review: N/A

Contact Person: Shannon Callahan

Contact Phone: 971-480-0189

EXECUTIVE SUMMARY: The Housing Authority of Clackamas County within the Community Development Division (HCDD) of the Health, Housing & Human Services Department requests approval of a resolution delegating authority to execute leases and occupancy agreements to the Executive Director.

The Housing Authority of Clackamas County executes a large volume of residential leases and housing agreements each year. This includes individual tenant leases, master leases, supportive housing agreements, group home arrangements, medical respite housing, transitional housing and on-site service agreements with providers such as Head Start. While the Board of Commissioners holds ultimate contractual authority under Oregon law, requiring formal board approval for individual leases is operationally impractical and risks delaying housing placements. Additionally, although this delegation has never been formally documented, in past practice staff have handled lease execution as a matter of routine administration.

This Resolution formally delegates lease signature authority to the Executive Director and establishes a clear, documented framework for how leases are executed on the Authority's behalf. The Resolution also authorizes the Executive Director to sub-delegate signing authority in writing to appropriate Authority staff, including property and asset management personnel as operational needs require. The Executive Director may also authorize third-party partners, such as contracted property management firms, nonprofit organizations and service providers, to execute agreements on the Authority's behalf where consistent with existing contract and program requirements.

This delegation does not apply to commercial leases, ground leases, development agreements and non-residential use agreements unrelated to housing operations.

RECOMMENDATION: Staff respectfully recommend that the Housing Authority Board of

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Healthy Families. Strong Communities.

Commissioners approve Resolution [2005] and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health Housing and Human Services

Healthy Families. Strong Communities.

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**BEFORE THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF CLACKAMAS COUNTY, OREGON**

In the Matter of Delegating Authority
for the Execution of Leases and
Occupancy Agreements



Resolution No.
[2005]

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Whereas, the Housing Authority of Clackamas County (“Authority”) is authorized under ORS 456.120 to enter into leases and agreements necessary to carry out its operations; and

Whereas, the Board of Commissioners of the Housing Authority of Clackamas County (“Board”) retains ultimate authority over the powers of the Authority, including the approval and execution of contracts and leases; and

Whereas, the Board has adopted bylaws delegating the day-to-day management and administration of the Authority to the Executive Director; and

Whereas, the Authority owns, operates, and manages residential housing which require the regular execution of leases and occupancy agreements; and

Whereas, the Authority executes a high volume of such agreements annually, making individual Board approval impractical and disruptive to timely housing placement and operations; and

Whereas, historically, the execution of residential leases and related housing agreements has been carried out administratively by the Executive Director and designated staff as part of routine housing operations; and

Whereas, the Authority is in the process of updating policies, clarifying past practices, and better documenting its historic policies and procedures; and

Whereas, the Board desires to formally clarify and document the delegation of authority for the execution of such agreements to ensure continuity of operations and alignment with established practices.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Executive Director is hereby authorized to negotiate and execute, on behalf of the Authority, residential leases, housing occupancy agreements, and ancillary service use agreements for properties owned, operated, or managed by the Authority, consistent with applicable laws, policies, and program requirements, and to take other actions reasonably related to the same;

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NOW THEREFORE, IT IS FURTHER RESOLVED that the Executive Director is further authorized to delegate, in writing, the authority to negotiate and execute residential leases, housing occupancy agreements, and ancillary service use agreements to appropriate Authority staff, including but not limited to property management and asset management personnel, as necessary to ensure efficient and continuous operations of the Authority;

NOW THEREFORE, IT IS FURTHER RESOLVED that the Executive Director is authorized to permit third-party property management firms, nonprofit organizations, governmental entities, and contracted service providers to execute residential leases, housing occupancy agreements, and related use agreements on behalf of the Authority, where such authority is consistent with the terms of applicable agreements and necessary for ongoing operations, including the provision of resident services and ancillary programs;

NOW THEREFORE, IT IS FURTHER RESOLVED that this delegation applies to all agreements for the use or occupancy of Authority housing as a residence, or for the provision of services that directly support residents, including but not limited to:

- Individual residential leases
- Master leases or program leases with service providers
- Supportive housing agreements
- Group home arrangements
- Medical respite housing agreements
- Transitional or program-based housing agreements
- Agreements with nonprofit organizations and service providers for ancillary services provided on-site or in support of residential populations, including but not limited to early learning programs (e.g., Head Start), health and wellness services, and supportive services

This delegation does not apply to:

- Commercial leases unrelated to residential or resident-supportive purposes

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- Ground leases
- Development agreements
- Non-residential use agreements that are not directly associated with housing operations or resident services;

The Executive Director will communicate with the County Administrator and the Board of Commissioners any significant matter that he/she may sign that may be of interest to the Board;

NOW THEREFORE, IT IS FURTHER RESOLVED that all agreements executed under this delegated authority shall comply with applicable federal, state, and local laws, as well as Authority policies, funding requirements, and program regulations;

NOW THEREFORE, IT IS FURTHER RESOLVED that all prior residential leases, housing occupancy agreements, and related service or use agreements executed by the Executive Director, Authority staff, or authorized agents in the normal course of operations and consistent with the terms of this Order are hereby ratified and confirmed.

DATED this _____ day of _____, 2026.

**BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF CLACKAMAS COUNTY, OREGON**

Chair

Recording Secretary