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Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними: **bcc@clackamas.us** | **503-655-8581**.

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Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **bcc@clackamas.us** | **503-655-8581.**

Clackamas County

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CLACKAMAS COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

MEMORANDUM **Revised**

TO:	Clackamas County Board of County Commissioners (BCC)
FROM:	Gary Schmidt, County Administrator
RE:	Funding Requests for Employee Positions
DATE:	August 11, 2026

REQUEST: Staff requests new funding for four positions: two Sheriff's Office deputies assigned to Tri Met Transit Police, an Internal Audit internship in the Treasurer's Office, and a privacy officer in County Administration.

BACKGROUND:

In accordance with Clackamas County Code 2.16.020 (Budget Development, Appropriations Limits), any new request for County General Funds that has not been budgeted must first be reviewed and approved by the Board of Commissioners.

I am recommending funding three new full-time employee positions and one new intern position. Each of these positions would provide critical services to the public.

The two deputy positions are requested by the Clackamas County Sheriff. The two new positions would be for Tri Met Transit Police services and most of the employee costs would be reimbursed to the County by Tri Met. There would be a funding gap of $44,000 in County General Funds per deputy **($88,000 total**) to close the current funding gap and fully fund the two positions. The gap is due to indirect and overhead costs of the employees. Additional information is provided in Attachment A.

The Internal Audit internship position is requested by the Clackamas County Treasurer. The total first year funding request is **$14,564.55** from County General Funds. The position will receive Cost of Living Adjustment (COLA) increases in subsequent years. Additional information is provided in Attachment B.

The privacy officer position is requested by the County Administrator and is a function required by law to ensure compliance with the Health Insurance Portability and Accountability Act (HIPPA). The total first year funding is **$203,000**, with COLA increases in subsequent years. Funding for the first two years will come from County General Funds, with ongoing funding coming from Allocated Costs. Additional information is provided in Attachment C.

The total first year cost of the four positions would be $305,564.55 in unbudgeted County General Funds, with these costs ongoing in future years and including a COLA escalator. The funding would be taken from the County's approximately $980,000 of additional contingency remaining from the prior fiscal year.

RECOMMENDATION: Staff recommend the Board approve $305,564.55 in General Funds for two deputies, an Internal Audit internship and a privacy officer.

Respectfully Submitted,

Gary Schmidt
County Administrator

Attachment A: Sheriff's Office Deputy Proposal
Attachment B: Internal Audit Internship Proposal
Attachment C: Privacy Officer Proposal

Attachment A

CLACKAMAS COUNTY
SHERIFF

Sheriff Angela Brandenburg
Jesse Ashby, Undersheriff
Lee Eby, Undersheriff
Brad O'Neil, Undersheriff

To: Gary Schmidt, Clackamas County Administrator
From: Undersheriff Jesse Ashby
Date: July 20th, 2026
Subject: Request for General Fund Support for Two Deputy Sheriff Positions Assigned to TriMet Transit Police Services

Purpose
The Clackamas County Sheriff's Office (CCSO) requests approval of $88,000 in ongoing General Fund support, with annual fiscal year adjustments for indirect and allocated cost increases, to fund the remaining personnel costs associated with two (2) Deputy Sheriff positions assigned to the TriMet Transit Police Division. These positions provide dedicated law enforcement services within TriMet transit facilities and property located in Clackamas County.

Background
The Sheriff's Office has participated in the TriMet Transit Police Division through an Intergovernmental Agreement (IGA) with the Tri-County Metropolitan Transportation District of Oregon (TriMet). The current agreement originated on April 1st, 2021, and continues through June 30th, 2025, with automatic one-year renewals through June 30th, 2028, unless terminated by either party. The Board of County Commissioners has previously approved participation in this partnership through prior IGAs.

Under the IGA, CCSO assigns sworn personnel to provide proactive law enforcement services throughout the TriMet system within Clackamas County. These deputies are dedicated to transit-related patrol activities and can be utilized to respond to general county patrol responsibilities as additional resources while assigned to the Transit Police Division. CCSO does not have any deputies currently assigned to TriMet functions.

CCSO already provides law enforcement services on and around TriMet property. Over the past six quarters, deputies responded to 338 calls (854 unit responses) on TriMet property and 1,005 calls (2,177 unit responses) on or adjacent to TriMet property. Additional resources would help reduce the workload on existing personnel while supporting this ongoing demand.

Financial Impact
Under the terms of the IGA, TriMet reimburses Clackamas County for the actual personnel costs associated with deputies assigned to the Transit Police Division. Reimbursable expenses include:

- Salaries
- Overtime
- Insurance
- Retirement contributions
- Cell phone monthly charges
- Other employee benefits

CCSO invoices TriMet monthly for all actual personnel costs incurred. In addition, the County receives an administrative fee equal to 5% of direct personnel costs (salary, overtime, insurance, retirement, and other benefits).

While this reimbursement structure covers the vast majority of personnel expenses, the 5% administrative fee does not fully recover the County's indirect and overhead costs associated with employing these deputies. Based on current cost estimates, the County subsidizes approximately $44,000 per deputy, or approximately $88,000 annually for the two (2) full-time Deputy Sheriff positions. Because these positions represent an ongoing service commitment, this General Fund support will be recurring and will increase each fiscal year as indirect costs and allocated costs continue to rise. Annual increases in indirect costs tied to employee compensation (COLAs) and the County's allocated overhead cost increase will require corresponding increases in General Fund support (anticipated 5-7% annually) to maintain these positions. To ensure the reimbursement structure more accurately reflects the County's actual cost of providing contracted law enforcement services, the administrative fee should be adjusted annually to account for these ongoing increases in indirect and allocated costs.

The requested General Fund support will bridge this gap and allow CCSO to participate in the TriMet Transit Police program without reducing existing patrol staffing levels.

Program Benefits
This partnership provides significant public safety benefits while leveraging substantial outside funding.

TriMet reimbursement covers the overwhelming majority of personnel costs, allowing the County to provide dedicated transit law enforcement services at a fraction of the cost of fully funding two deputy positions. Without this partnership, providing a similar level of dedicated transit policing would require significantly greater County investment.

The assigned deputies provide proactive patrol, crime prevention, enforcement, and rapid response within transit facilities serving Clackamas County residents and visitors. Their presence supports TriMet's mission:

"To build and maintain public confidence in the security and safety of TriMet's transit system through the development and implementation of proactive strategies, practices, and resource allocation and deployment methodologies to help ensure the safety and security of TriMet customers, employees, and the general public as they interact with the transit system."

Dedicated transit deputies also improve coordination with local law enforcement partners, increase visibility within high-use transit corridors, and enhance the safety of riders, operators, and the general public.

Recommendation
The Sheriff's Office recommends that the Board approve $88,000 in General Fund support to fund the remaining personnel costs associated with two Deputy Sheriff positions assigned to the TriMet Transit Police Division.

Approval of this request will enable CCSO to provide dedicated transit policing services within Clackamas County while leveraging TriMet reimbursement for the substantial majority of personnel costs. This represents a cost-effective partnership that enhances public safety, preserves local patrol resources, and maintains the County's long-standing participation in the regional Transit Police program.

Brian T. Nava
County Treasurer

Office of the County Treasurer
Public Services Building
2051 Kaen Road, Suite 460 | Oregon City, OR 97045

Internal Audit Internship Proposal

Cost for a 3-month Internship:

- Base salary estimated by Human Resources plus COLA: $9,564.55
- Other employee estimated costs (equipment, allocated costs, space, etc.): $5,000
- **Total** (annual, one-time and allocated): **$14,564.55** General Fund

Internal Audit is understaffed: The Office is currently understaffed. In a regionally based study, Clackamas County should have 3.43 auditors. We currently have two.

Demand for audit services is increasing: As the number of Good Government Hotline cases and advisory services increases, audit engagement resources continue to be leaner with less visible deliverables such as published audit reports.

A Good Temporary Solution: A temporary solution to relieve some of the workload is to hire a temporary intern to perform entry level work. The primary work duties would include assisting the senior internal auditor in performing a financial condition analysis.

Community Benefits and Workforce Development: Hiring an intern develops relationships with the community by creating real-world, hands-on work experience in local government. A potential student from a local college or university will have an opportunity to learn audit duties similar to private accounting firm internship programs.

BCC Strategic Plan Goal Support: Build Public Trust through Good Government

- Helps enhance and protect Clackamas County's organizational impact by providing risk-based and objective assurance, advice and insight.
- Supports transparent, accountable and informed decision-making, and promotes accountability, integrity, and responsible use of public resources.

CLACKAMAS COUNTY

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County Privacy Officer
Personnel Costs:

- Annual base salary and benefits estimate: $195,000
- Other employee estimated costs (equipment, allocated costs, space, etc.): $8,000
- **Total Costs: $203,000 (eventually all will be allocated costs)**

Why is the position needed:
County departments routinely collect, use, share, and maintain sensitive information in their work. There is an increasing need to ensure effective privacy practices are in place to protect this information, maintain public trust, meet legal requirements, and reduce risk.

- Under the HIPAA Privacy Rule, any government agency that acts as a "covered entity" (such as public clinics, medical services and medical data housed on site) must designate a privacy officer.
- Ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and other applicable regulations when the agency is a covered entity.
- Ensures reporting of HIPAA violations are submitted to the U.S. Department of Health and Human Services, Office for Civil Rights.
- Develops, implements, and maintains privacy policies and procedures for handling protected health information (PHI)
- Serves as the designated point of contact for privacy-related questions, complaints, and investigations.
- Oversees workforce training to ensure employees understand the responsibilities protecting PHI.
- Investigates suspected privacy breaches and coordinates breach response, mitigation, and required notifications.
- Works with information security, legal, and leadership teams to ensure privacy requirements are integrated into agency operations.
- Reviews new programs, technologies, and data-sharing arrangements to ensure they comply with privacy laws and minimize risks.
- Supports audit readiness by maintaining documentation, conducting internal reviews and ensuring compliance records are complete.

- Reduces the risk of regulatory penalties, legal liability, financial loss, and reputational damage resulting from non-compliance.
- Complexity of Data Handling – Government agencies process, store, and transmit sensitive Personally Identifiable Information (PII) and safeguard protected health information (PHI), which requires overseeing by a Privacy Officer.
- The Privacy Officer ensures the public can exercise their rights regarding their medical records, such as requesting amendments, accessing data, and tracking disclosures of their information.