



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: April 1, 2026

SUBJECT: Approval of Document No. 2026-0180, an amendment to the Intergovernmental Agreement between Central Oregon Law Enforcement Services and Deschutes County

RECOMMENDED MOTION:

Move approval of Amendment No. 1 to Contract No. 2004-260, an Intergovernmental Agreement (IGA) between the Central Oregon Law Enforcement Services (COLES) and Deschutes County.

BACKGROUND AND POLICY IMPLICATIONS:

Based on recently updated County ISF charges and the fact that no updates have been made to the financial service charge of \$5,446 from the County to Central Oregon Law Enforcement Services (COLES) in twenty-plus years, County Finance recommended updating this IGA. The proposed amendment includes the following language:

2.1 COLES shall pay \$38,543 for fiscal year 2027 to County for financial services. This fee is calculated based on the Internal Service Fund (ISF) methodology the County uses to allocate the Finance Department expenses across all County funds. The fee shall be adjusted annually in February based on the ISF methodology used Countywide to allocate Finance Department expenses for the upcoming fiscal year. County will provide COLES with notice of the adjustment no less than thirty (30) days prior to implementation for the new fiscal year of July 1 through June 30.

2.2 COLES shall pay the monies set out in 2.1 by July 31 of the current fiscal year prior to receiving said services for that fiscal year.

2.3 The fee is based on anticipated cooperation from COLES personnel, the expectation that the records will be in good order, and the assumption that unexpected circumstances will not be encountered during the completion of the services performed. If the County finds that significant additional time is likely to be necessary, County will attempt to discuss it with COLES and arrive at a new fee estimate before significant additional fees or expenses are incurred.

4.1 County shall provide accounts payable, payroll, financial reporting, budgeting support and all accounting activities for COLES, in accordance with the accounting

practices performed for Deschutes County.

BUDGET IMPACTS:

\$38,543 payment from COLES to Deschutes County has been included in the FY27 COLES budget.

ATTENDANCE:

Jeff Price, Business Manager, Deschutes County Sheriff's Office

Camilia Sparks, Budget & Financial Planning Manager, Deschutes County