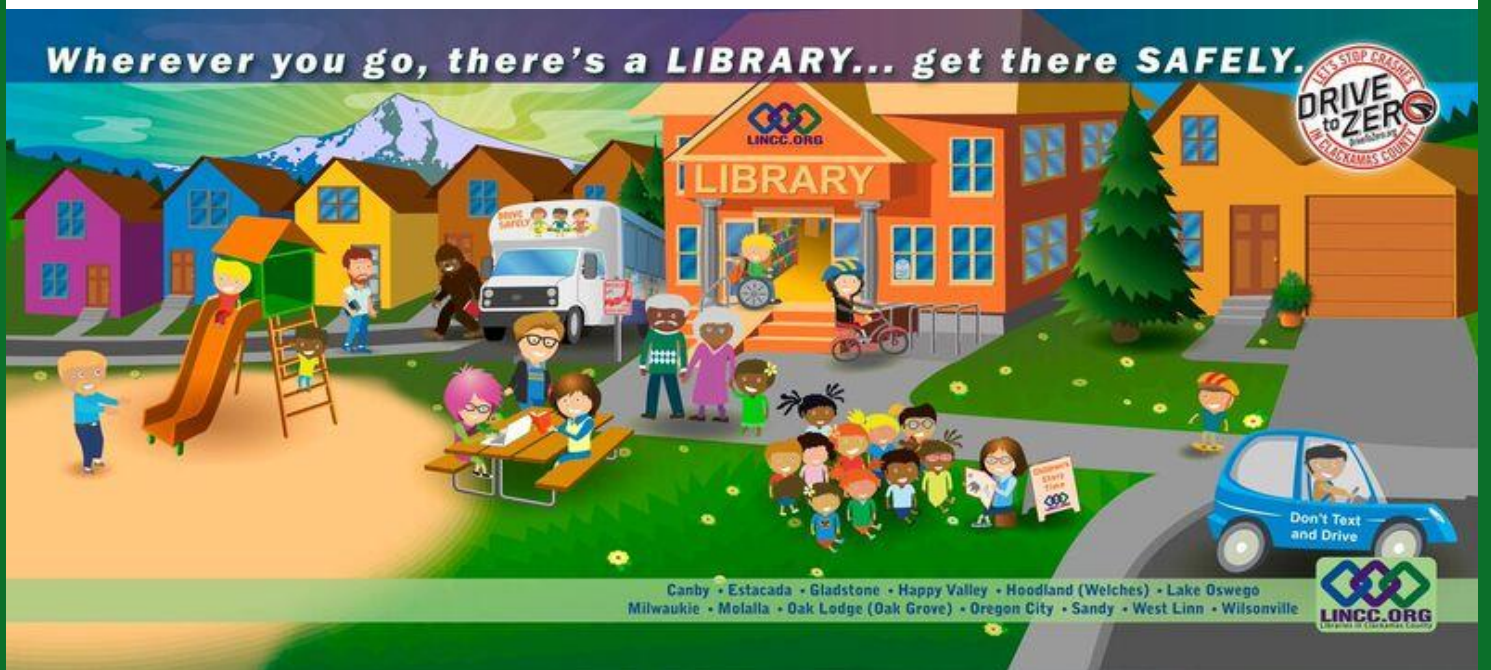




# CLACKAMAS COUNTY LIBRARY SERVICE DISTRICT ADOPTED BUDGET



FISCAL YEAR  
**2017/2018**

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*This cover features one of four graphics that are featured on Business & Community Services' Library Network courier vehicles. The graphics, which promote safety and library services, were developed in cooperation with, and support from, Clackamas County Department of Transportation and Development's Safe Communities program.*

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## **CLACKAMAS COUNTY LIBRARY SERVICE DISTRICT**

**FISCAL YEAR 2017/2018  
Adopted Budget**

### **BUDGET COMMITTEE**

#### **Board of County Commissioners**

**Jim Bernard, Chair  
Sonya Fischer, Commissioner  
Ken Humberston, Commissioner  
Paul Savas, Commissioner  
Martha Schrader, Commissioner**

#### **Citizens**

**Pamela Ashland  
Kevin King  
Karin Morey  
Susan Nielsen  
Brian Stewart**

### **DISTRICT ADVISORY COMMITTEE**

**Caroline Berry (Wilsonville)  
G. Jeffrey Bornefeld (Oak Lodge)  
George Hoyt (Sandy/Hoodland)  
Natalie Smith (Gladstone)  
Karol Miller (Milwaukie)  
Vacant (Molalla)**

**Nancy Niland (Lake Oswego)  
Pam North (West Linn)  
Connie Redmond (Estacada)  
Kathleen Myron (Canby)  
Al Matecko (Happy Valley)  
Don Wright (Oregon City)**

**Clackamas County Administrator/Budget Officer  
Don Krupp**

**Business & Community Services Director  
Gary Barth**

**Prepared by:  
Business & Community Services  
Laura Zentner, CPA, BCS Deputy Director  
Tracy Grambusch, Financial Analyst**

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June 5, 2017

Citizens of the Library District of Clackamas County  
Budget Committee Members  
Board of County Commissioners

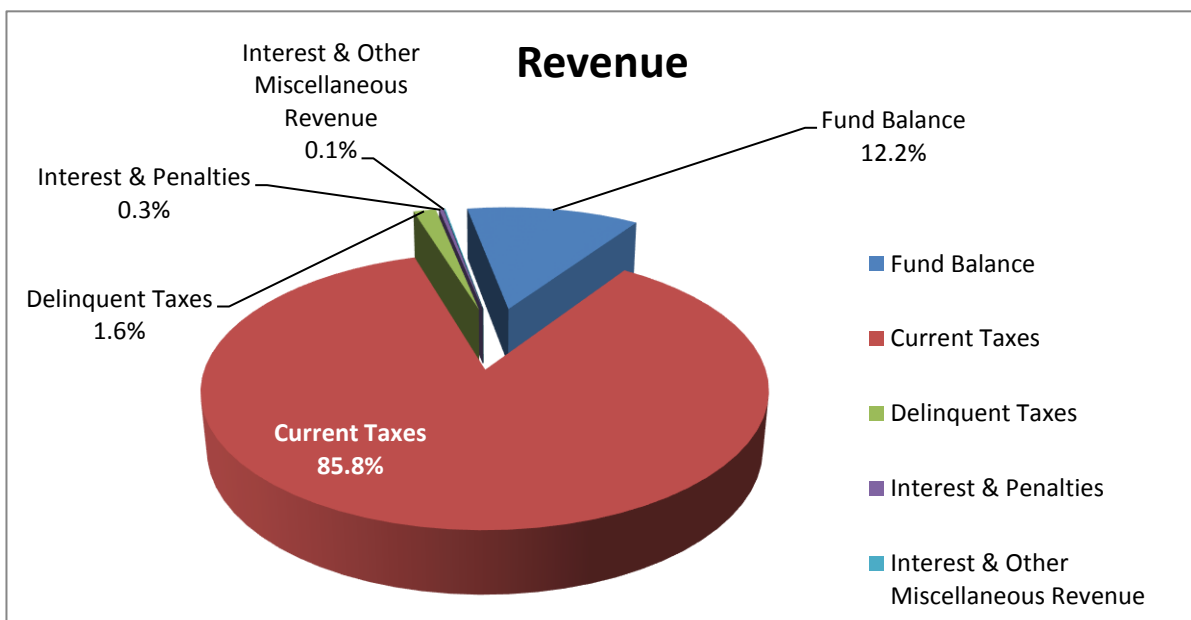
### Introduction

I am pleased to present the Library District proposed budget in the amount of **\$20,321,915** for fiscal year 2017/2018 for consideration by the budget committee. The budget was prepared in compliance with Oregon Budget Law and is balanced with resources matching projected annual requirements.

The Library District Fund was established in 2008 when voters approved a countywide Library District for Clackamas County. The permanent rate approved by voters in November 2008 was 0.3974 dollars per thousand of assessed value. The District functions as a fiscal agent by distributing property tax revenues raised by the District's permanent rate to participating local governments who operate libraries within Clackamas County. These funds will be used in fiscal year 2017/2018 for the operations and support of the Clackamas County Oak Lodge Library and eleven city libraries: Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy (including a branch at Hoodland), West Linn and Wilsonville. The City of Johnson City is the only area in Clackamas County that is not part of the Library District.

### Revenues

The proposed budget of **\$20,321,915** includes current year taxes of \$17,450,144, prior year delinquencies of \$320,000, interest & penalties on property taxes of \$61,000, a fund balance at the end of fiscal year 2016/2017 of \$2,470,771 and other miscellaneous revenues as displayed below.



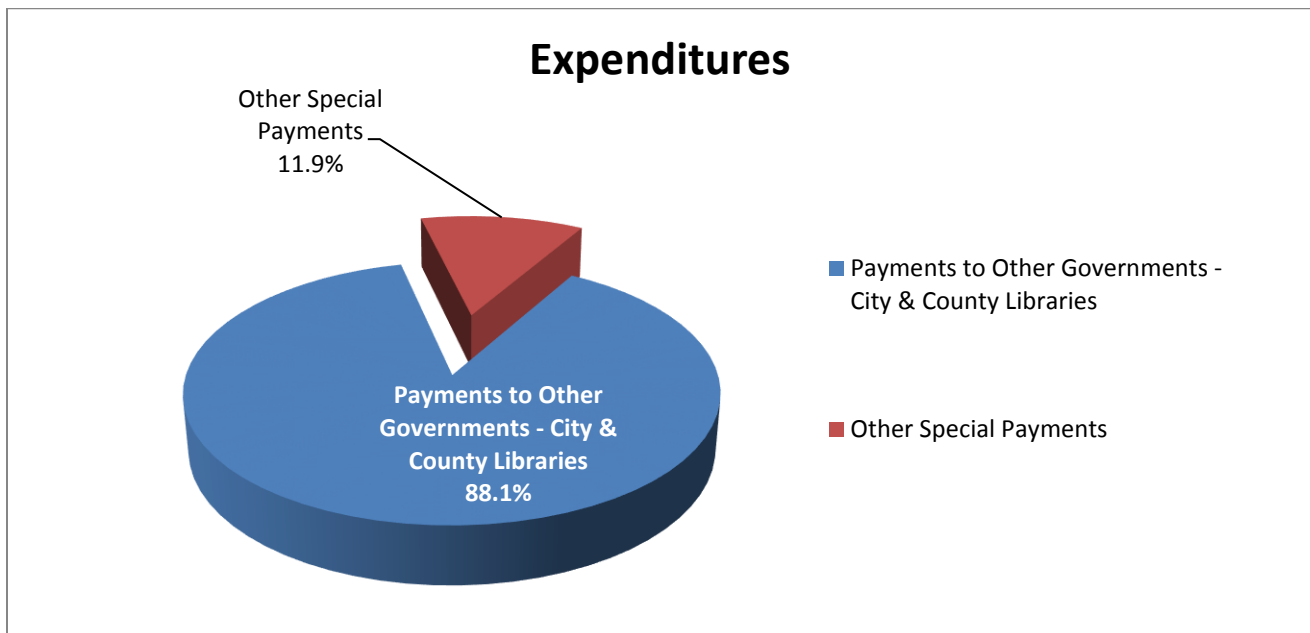
## **Expenditures**

As part of the original Library District proposal, the Board of County Commissioners indicated to voters that no Library District administration costs would be charged against this fund and that all tax revenue collected would go directly to support libraries. Therefore, the County is responsible for all necessary administrative expenditures related to the Library District. All funds collected in the Library fund will be distributed to public libraries within Clackamas County for library operations, except those required to be held in trust per the Intergovernmental Agreement (IGA). The County's Business & Community Services department is responsible for administration of the Library District and provides staff support to the Library District Board and the Library District Advisory Committee.

There are no other taxes imposed by the District; there is no operating budget and the District has no staff. The expenditures in the proposed budget include Payments to Local Governments in the amount of \$17,896,144 and represent the distributions to the Oak Lodge Library and the distributions to the 11 city libraries. The Other Special Payments amount of \$2,425,771 represents the amount held in trust per the IGA. Based on the current IGA and to the extent the annual distribution of funds to the Oak Lodge Library is greater than the annual need to operate the library, the District is required to retain such funds in trust.

The mechanism by which the funds are collected by the Library District and distributed to each Library is called the "distribution formula." See next page for a more detailed description of the formula.

The chart below displays the proposed budgeted expenditures in the amount of **\$20,321,915**:



## Formula

The Master IGA between the County and 11 cities stipulates that the distribution formula will be updated every 10 years when the new census data is released. This update ensures that the distribution of funds is reflective of the most current census data. The 2010 Census data was incorporated into the distribution formula in fiscal year 2012/2013 and resulted in adjustments to the distribution formula and changes in the amount of projected property tax revenue for the 11 city libraries and the Oak Lodge Library. The ultimate impact was a drop in revenue for several cities and increases in revenue for others. Cities with large unincorporated areas saw the largest drop in projected revenues. The next census update will take place in the year 2020.

The mechanism by which the Library District funds are divided out to each Library is outlined in an Intergovernmental Agreement and called the “distribution formula.” The formula is based on two factors:

- The first factor of the formula is *assessed value* and each participating City and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on their city’s assessed value.
- The second factor of the formula is *unincorporated population* and each participating City and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on the percentage of unincorporated residents served by each library as established by the Library Service Area boundaries.

Prior year delinquencies, tax interest, and penalties are distributed to each Library based on the previous year’s distribution formula.

Following is the fiscal year 2017/2018 estimate of taxes allocated to each City and County Library participating in the Library District.

<b>Library Name</b>	<b>Total Estimated Distribution - Property Taxes</b>
Canby	\$ 862,813
Estacada	719,486
Gladstone	716,592
Happy Valley	2,562,064
Lake Oswego	2,964,733
Milwaukie	1,651,698
Molalla	843,590
Oregon City	2,172,624
Sandy	973,660
Hoodland	227,412
Tualatin	96,933
West Linn	1,637,346
Wilsonville	1,211,625
Oak Lodge	1,255,570
<b>Total</b>	<b>\$ 17,896,144</b>

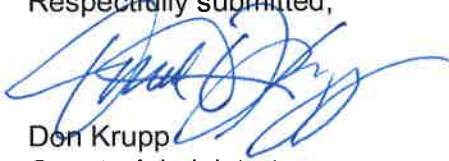
### Acknowledgements

This proposed budget was developed with input and effort from County staff, the Library District Advisory Committee, the Board of County Commissioners and the citizens of the District. We want to acknowledge their engagement and thank them for their continued dedication to the Clackamas County Library Service District and citizens of the District.

As always, I want to thank the Budget Committee for assuming this important task on behalf of our community. The time you take to receive and review the budget and attend the meetings is very much appreciated.

We respectfully request that the Budget Committee approve this budget and this levy as presented.

Respectfully submitted,



Don Krupp  
County Administrator  
Library District Budget Officer

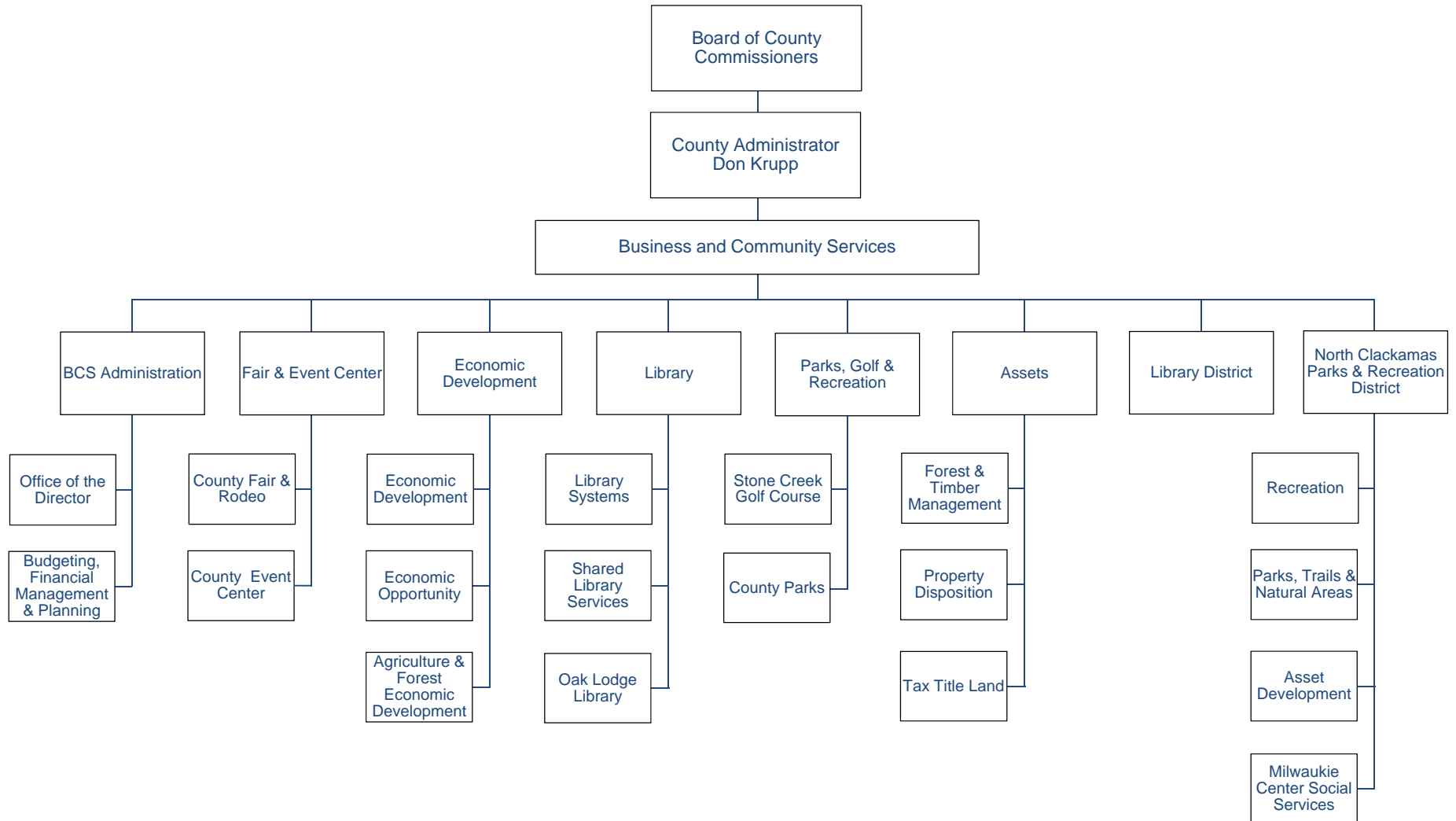




# Business & Community Services

Fiscal Year 2017/2018

Total FTE: 71.70



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**Clackamas County, OR.**  
**Revenue and Expense by Fund and Organization**

	2014-15	2015-16	2016-17	2016-17	2017-18	2017-18	Change	Pct. Change
	Actual	Actual	Amended	Projected	Proposed	Adopted	from Prior	from Prior
Library Service District of Clackamas County			Budget	Year End	Budget	Budget	Year Budget	Year Budget
<b>5510 Library Service District of Clackamas County</b>								
<b>110 Library Service District</b>								
302001 Fund Bal at End of Prior Year	1,670,636	1,703,785	2,177,649	2,177,649	2,470,771	2,470,771	293,122	13.46
311100 Current Year RE Taxes & Penalties	15,445,494	16,174,428	16,617,278	16,617,278	17,450,144	17,450,144	832,866	5.01
311310 Delinquent Taxes	356,784	313,607	339,959	300,000	320,000	320,000	(19,959)	(5.87)
311350 Interest & Penalties-Property Tax	74,332	66,436	64,754	65,000	61,000	61,000	(3,754)	(5.80)
331250 Housing In Lieu Of Tax	1,520	1,558	1,558	0	0	0	(1,558)	(100.00)
332005 Forest Products Reserve	6,676	0	0	0	0	0	0	0.00
360001 Miscellaneous Revenue	1,412	3	1,412	0	0	0	(1,412)	(100.00)
361000 Interest Earned	17,492	24,626	17,472	20,000	20,000	20,000	2,528	14.47
<b>Total Revenue</b>	<b>17,574,347</b>	<b>18,284,443</b>	<b>19,220,082</b>	<b>19,179,927</b>	<b>20,321,915</b>	<b>20,321,915</b>	<b>1,101,833</b>	<b>5.73</b>
465002 Payments to Local Governments	15,870,559	16,106,794	17,101,818	16,709,156	17,896,144	17,896,144	794,326	4.64
465009 Other Special Payments	0	0	2,118,264	0	2,425,771	2,425,771	307,507	14.52
<b>Total Expense</b>	<b>15,870,559</b>	<b>16,106,794</b>	<b>19,220,082</b>	<b>16,709,156</b>	<b>20,321,915</b>	<b>20,321,915</b>	<b>1,101,833</b>	<b>5.73</b>
<b>Total Library Service District</b>	1,703,788	2,177,649	0	2,470,771	0	0	0	0.00
<b>Total Library Service District of Clackamas County</b>	1,703,788	2,177,649	0	2,470,771	0	0	0	0.00
<b>Grand Total</b>	1,703,788	2,177,649	0	2,470,771	0	0	0	0.00

Department: Business and Community Services  
 Fund: 110 Library Service District of Clackamas County  
 Org: 5510 Library District

Explain/describe source or use of funds for each listed category in sufficient detail to enable reader to understand and evaluate.

REVENUE DETAIL

<b>Beginning Fund Balance</b> (anticipated July 1, 2017)	
Externally Restricted - due to Library District cities/county library	45,000
Externally Restricted - held in trust per the IGA for Oak Lodge Library	2,425,771
Internally Assigned -	0
Not Assigned -	0
	<hr/> 2,470,771
 <b>General Fund Support</b>	 0
	<hr/> 0

EXPENSE DETAIL- Explain significant outlays for each category below. Not necessary to itemize all.

Travel / Training / Mileage (all types)

Professional and Contracted Services (all types) Indicate with asterisk (\*) if service provided by another County dept and specify provider

Capital Outlay

OTHER SIGNIFICANT ITEMS OF AT LEAST \$25,000 REQUIRING EXPLANATION - (REVENUE OR EXPENSE) No  
 personal services or allocated costs

Revenue

Expense

Special Payments - Payments to Local Gov'ts - Oak Lodge - Line #465002	1,255,570
Special Payments - Payments to Local Gov'ts - City Libraries - Line #465002	16,640,574
Special Payments - Other Special Payments - Oak Lodge Undistributed - Line #465009	2,425,771

## Clackamas County Library District Distribution Formula

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### Distribution of Revenue

All tax funds collected in the Library District are distributed to the libraries within Clackamas County. The County pays all administrative expenditures related to the Library District and the County's Business & Community Services department manages the administration of the property tax distribution formula and provides staff support to the Library District Board and Library District Advisory Committee.

The mechanism by which the Library District funds are divided out to each Library is outlined in an Intergovernmental Agreement and called the "distribution formula." The formula is based on two factors:

- The first factor of the formula is *assessed value* and each participating City and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on their city's assessed value.
- The second factor of the formula is *unincorporated population* and each participating City and jurisdiction that operates a library located in Clackamas County receives a proportionate share based on the percentage of unincorporated residents served by each library as established by the Library Service Area boundaries.

Prior year delinquencies, tax interest, and penalties are distributed to each Library based on the previous year's distribution formula.

Following is the fiscal year 2017/2018 estimate of taxes allocated to each City and County Library participating in the Library District.

**Clackamas County Library District  
FY 2017/2018 Estimate \***

<b>Total Current Year Tax Receipts</b>	<b>\$17,450,144</b>	<b>100.00%</b>	<b>Prior Year</b>
City Assessed Value	\$9,653,420	55.32%	\$235,265
Unincorporated Population Served	\$7,796,724	44.68%	\$210,735

tgrambusch:  
FY 2017/2018 Estimate  
17,796,101 (2016/2017 Taxes imposed)  
X 95.2% (2015/2016 Collection rate)  
= 16,941,888  
X 3%  
= 508,256 + 16,941,888 = **17,450,144**

Prior Year Fund Balance	\$45,000
Interest Earned	\$20,000
Delinquent Tax & Interest/Penalties	\$381,000
<b>Total</b>	<b>\$446,000</b>
<b>Total Library District Revenues</b>	<b>\$17,896,144</b>

	Assessed Value	Unincorporated Population Served	Assessed Value Prior Interest & Delinquent Tax	Unincorporated Prior Interest & Delinquent Tax	Tualatin Distribution	Total Distribution	%
Canby	\$528,042	\$313,428	\$12,893	\$8,450		\$862,813	4.82%
Estacada	\$105,222	\$595,670	\$2,494	\$16,100		\$719,486	4.02%
Gladstone	\$332,078	\$366,446	\$8,164	\$9,905		\$716,592	4.00%
Happy Valley	\$1,004,921	\$1,493,073	\$23,715	\$40,356		\$2,562,064	14.32%
Lake Oswego	\$2,611,250	\$234,681	\$63,992	\$6,343	\$48,466	\$2,964,733	16.57%
Milwaukie	\$798,338	\$811,639	\$19,762	\$21,959		\$1,651,698	9.23%
Molalla	\$223,959	\$598,009	\$5,458	\$16,163		\$843,590	4.71%
Oregon City	\$1,142,965	\$975,370	\$27,926	\$26,363		\$2,172,624	12.14%
Sandy	\$316,632	\$632,314	\$7,623	\$17,091		\$973,660	5.44%
Hoodland	\$0	\$221,427	\$0	\$5,985		\$227,412	1.27%
Tualatin	\$189,207	\$0	\$4,658	\$0	-\$96,933	\$96,933	0.54%
West Linn	\$1,434,498	\$153,595	\$35,407	\$4,151	\$9,693	\$1,637,346	9.15%
Wilsonville	\$966,307	\$178,545	\$23,174	\$4,826	\$38,773	\$1,211,625	6.77%
*Oak Lodge	\$0	\$1,222,526	\$0	\$33,043		\$1,255,570	7.02%
<b>Total</b>	<b>\$9,653,420</b>	<b>\$7,796,724</b>	<b>\$235,265</b>	<b>\$210,735</b>	<b>\$0</b>	<b>\$17,896,144</b>	<b>100.00%</b>

Tualatin Assessed Value & Prior Year Distribution		Assessed Value	Prior Year, Interest and Delinquent Tax	Total
Tualatin	50%	\$94,604	\$2,329	\$96,933
Lake Oswego	25%	\$47,302	\$1,165	\$48,466
Wilsonville	20%	\$37,841	\$932	\$38,773
West Linn	5%	\$9,460	\$233	\$9,693
<b>Total</b>	<b>100%</b>	<b>\$189,207</b>	<b>\$4,658</b>	<b>\$193,865</b>

\* Fiscal Year 2017/2018 estimate is based on data from the Fiscal Year 2016/2017 Distribution Formula.

## GLOSSARY

**ACCRUAL ACCOUNTING.** The basis of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

**AD VALOREM.** A tax imposed on the taxable value of property.

**ADOPTED BUDGET.** The financial plan adopted by the Board of County Commissioners (BCC), which forms the basis for appropriations.

**ANNEXATION.** The incorporation of land into an existing District with a resulting change in the boundaries of that district.

**APPROPRIATION.** Authorization from the BCC to spend money within a specified dollar limit for an approved purpose.

**APPROVED BUDGET.** The budget recommended by the Budget Committee to the BCC for adoption.

**ASSESS.** To establish an official property value for taxation purposes.

**ASSESSED VALUATION (AV).** The value given to real and personal property to establish a basis for levying taxes.

**BALLOT MEASURE 47.** In November 1996, voters passed a tax limitation initiative, which was referred to as Ballot Measure 47. The Measure's provisions included: a tax rollback for property taxes; a cap of 3% on property tax increases in future years; a requirement that special elections for property tax increase measures must be approved by 50% of all registered voters, as opposed to a simple majority in general elections. Due to several complexities regarding implementation, the legislature instead proposed Ballot Measure 50. Ballot Measure 47 was replaced by Ballot Measure 50 in May 1997.

**BALLOT MEASURE 50.** In May 1997 voters replaced Ballot Measure 47 with Ballot Measure 50. The measure fundamentally changed the structure of property taxes in Oregon, moving from the tax base system to a permanent tax rate. Measure 50 has the same financial impact

as Measure 47, with the benefit of simplified implementation.

**BUDGET.** The District's financial plan for a period of one year. By statute, the budget must include a statement of actual revenues and expenditures for each of the last two years. Revenues and expenditures for the current and forthcoming year are estimated.

**BUDGET COMMITTEE.** Budget reviewing committee, consisting of the BCC and five citizens appointed by the BCC, which is responsible to approve the District's Proposed Budget after a budget deliberation meeting and public hearing.

**BUDGET MESSAGE.** A message prepared by the District Director explaining the annual proposed budget and identifying budget impacts and changes. Also known as Letter of Transmittal.

**BUDGET PROCESS.** The process of translating, planning and programming decisions into specific financial plans.

**CASH BASIS OF ACCOUNTING.** The method of accounting that records revenues only when they are actually received and expenditures only when cash is paid.

**CASH MANAGEMENT.** The process of managing monies for the District to ensure operating cash availability and safe investment of idle cash.

**ANNUAL FINANCIAL REPORT (AFR).** The official annual financial report of the District prepared in conformity with GAAP. The annual report is audited by an independent auditing firm.

**CURRENT REVENUES.** Those revenues received within the present fiscal year.

**EXPENDITURE.** An outlay, which is chargeable for a specific period, usually one fiscal year. Examples include payments to other governments and organizations.

**FISCAL YEAR.** A 12-month period to which the annual budget applies. At the end of the period, the District determines its financial position. The Fiscal Year is July 1 through June 30 for local governments in Oregon.

**FULL ACCRUAL.** The basis of accounting under which transactions and events are recognized as revenues or expenses when they occur, regardless of the timing of related cash flows.

**FUND.** An independent accounting entity whose revenues and expenditures are balanced and segregated to record a specific set of activities.

**FUND BALANCE.** The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves and appropriations for the period.

**FY.** See FISCAL YEAR.

**GAAP.** Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of the District.

**GASB.** Governmental Accounting Standards Board. The authoritative accounting and financial standard setting body for governmental entities.

**LETTER OF TRANSMITTAL.** See BUDGET MESSAGE.

**LINE ITEM.** An expenditure description at the most detailed level. Objects of expenditure are broken down into specific items.

**LOCAL BUDGET LAW.** Oregon Revised Statute (ORS) 294.305 to 294.565 constitute Local Budget Law in Oregon. Local Budget Law has several purposes: 1) It establishes standard procedures for preparing, presenting, and administering the District's budget; 2) It offers a way of outlining the programs and services provided by the District and the fiscal policy used to carry them out; 3) It provides a method for estimating revenues, expenditures, and proposed tax levies; and 4) It encourages citizen involvement in the preparation of the budget before formal adoption.

**MODIFIED ACCRUAL ACCOUNTING.** The basis of accounting under which revenues are recorded when they become both measurable and available to finance expenditures of the current period. Expenditures are recorded when the related fund liability is incurred, except for inventories, prepaid insurance, accumulated unpaid employee benefits and debt-service on long-term debt.

**ORS.** Oregon Revised Statutes.

**PROPOSED BUDGET.** The budget proposed by the District Director to the Budget Committee for review and approval.

**REQUIREMENT.** The total of all expenditures within a fund, including operating expenditures, transfers to other funds, contingency and unappropriated fund balance.

**RESERVE.** A portion of a fund that is restricted for a specific purpose.

**RESOURCES.** The total amount available for appropriation within a fund. Resources generally include anticipated revenues, interfund transfers and beginning fund balance.

**REVENUE.** Income received by the District in support of the government's program of services to the community. The receipts and receivables for an organizational unit of the District derived from taxes, but excluding beginning balance and transfers.

**SUPPLEMENTAL BUDGET.** A budget prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. It cannot be used to authorize a tax levy.

**TAX.** Compulsory charge levied by a government to finance services performed for the common benefit.

**TAX BASE.** The authority to permanently levy a dollar amount annually as approved by a majority of voters in May or November of an even numbered year is called a tax base. Once established, a local government may levy up to a full amount of its tax base authority without another vote of the people.



**TAX RATE.** The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property. The tax rate for the Library Service District is permanently set at \$0.3974 per thousand of dollars of assessed valuation.

**TRANSFERS.** Amounts transferred from one fund to finance activities in another fund. Transfers are shown as a requirement in the originating fund and a resource in the receiving fund.

**UNAPPROPRIATED      ENDING      FUND  
BALANCE.** An amount set aside in the budget to be used as a cash carryover to the next year's budget to provide needed cash flow until other money is received. No expenditures can be made from the Unappropriated Ending Fund Balance during the fiscal year in which it is budgeted.

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the Clackamas County Board of Commissioners acting as the governing body of Clackamas County Library Service District will be held on June 29, 2017 at 10:00 am at 2051 Kaen Road, Oregon City, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the Clackamas County Library Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 150 Beaver Creek Road, Oregon City, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. or online at [www.clackamas.us/budget](http://www.clackamas.us/budget). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Laura Zentner

Telephone: 503-742-4351

Email: [lzentner@clackamas.us](mailto:lzentner@clackamas.us)**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017-2018
Beginning Fund Balance/Net Working Capital	1,703,785	2,177,649	2,470,771
Fees, Licenses, Permits, Fines, Assessments & Other Service	0	0	0
Federal, State and all Other Grants, Gifts, Allocations and	0	0	0
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Current Year Property Taxes	406,230	425,155	401,000
Current Year Property Taxes Estimated to be Received	16,174,428	16,617,278	17,450,144
<b>Total Resources</b>	<b>18,284,443</b>	<b>19,220,082</b>	<b>20,321,915</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	0	0	0
Materials and Services	0	0	0
Capital Outlay	0	0	0
Debt Service	0	0	0
Interfund Transfers	0	0	0
Contingencies	0	0	0
Special Payments	16,106,794	19,220,082	20,321,915
Unappropriated Ending Balance and Reserved for Future Expenditure	2,177,649	0	0
<b>Total Requirements</b>	<b>18,284,443</b>	<b>19,220,082</b>	<b>20,321,915</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
Clackamas County Library Service District	18,284,443	19,220,082	20,321,915
FTE	0	0	0
<b>Total Requirements</b>	<b>18,284,443</b>	<b>19,220,082</b>	<b>20,321,915</b>
<b>Total FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

The unappropriated ending balance represents the amount held in trust per an Intergovernmental Agreement (IGA) between the Library Service District and the library cities. Based on the IGA and to the extent the annual distribution of funds to the Oak Lodge Library is greater than the annual need to operate the library, the District is required to retain such funds.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Next Year 2017-2018
Permanent Rate Levy (rate limit .3974 per \$1,000)	.3974	.3974	.3974
Local Option Levy			
Levy For General Obligation Bonds			

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.  
150-504-073-2 (Rev. 02-14)

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Clackamas County

FORM LB-50  
2017-2018

☐ Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Library Service District has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Clackamas County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>150 Beavercreek Road</u>	<u>Oregon City</u>	<u>OR</u>	<u>97045</u>	<u>July 5, 2017</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Laura Zentner</u>	<u>BCS Deputy Director</u>	<u>503-742-4351</u>	<u>lzentner@clackamas.us</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- ☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

## PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . . . .	1	0.3974	
2. Local option operating tax . . . . .	2		
3. Local option capital project tax . . . . .	3		
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		0
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.		

## PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	0.3974
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

## Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)



June 29, 2017

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of a Resolution for the Library Service District of Clackamas County  
Adopting a 2017/2018 Fiscal Year Budget, Making Appropriations and  
Imposing and Categorizing Taxes for the Period of July 1, 2017 through June 30, 2018

<b>Purpose/Outcome</b>	Approval of a resolution to adopt 2017/2018 Fiscal Year (FY) budget for the Library Service District of Clackamas County.
<b>Dollar Amount and Fiscal Impact</b>	Library Service District budget in the amount of \$20,321,915 for FY 2017/2018.
<b>Funding Source</b>	Property taxes
<b>Duration</b>	July 1, 2017 through June 30, 2018
<b>Previous Board Action/Review</b>	June 5, 2017 – Library Service District Budget Committee approved the FY 2017/2018 budget as presented.
<b>Strategic Plan Alignment</b>	Build public trust through good government
<b>Contact Person</b>	Laura Zentner, CPA, BCS Deputy Director 503.742.4351

**BACKGROUND:**

The attached resolution adopts the budget as published and approved by the Budget Committee, and in accordance with the state budget law, to make appropriations and to impose and categorize taxes for the 2017/2018 fiscal year.

This resolution will establish a budget for the Library Service District of Clackamas County in the amount of **\$20,321,915**.

**RECOMMENDATION:**

Staff respectfully recommends adoption of the attached resolution as presented.

Respectfully submitted,

Laura Zentner, CPA  
BCS Deputy Director

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

A RESOLUTION OF THE BOARD OF  
COUNTY COMMISSIONERS ACTING  
AS THE GOVERNING BODY OF THE  
CLACKAMAS COUNTY LIBRARY  
SERVICE DISTRICT IN THE MATTER  
OF ADOPTING A 2017/2018 FISCAL YEAR  
BUDGET, MAKING APPROPRIATIONS,  
IMPOSING AND CATEGORIZING  
TAXES FOR THE PERIOD OF  
JULY 1, 2017 THROUGH JUNE 30, 2018

Resolution No. 2017-71

**WHEREAS**, the proposed expenditures and resources constituting the budget for the Library Service District of Clackamas County for the period of July 1, 2017 through June 30, 2018, inclusive, have been prepared, published, and approved by the Budget Committee, and that the matters discussed at the public hearing were taken into consideration, as provided by statute; and,

**WHEREAS**, in accordance with ORS 294.438 the notice of this public hearing and a financial summary was published in the Clackamas Review on June 21, 2017; and,

**WHEREAS**, ORS 294.456 requires Districts to make appropriations, impose and categorize the tax levy when adopting the budget.

**NOW, THEREFORE, IT IS HEREBY RESOLVED that:**

The budget is hereby adopted for the fiscal year 2017/2018 in the amount of \$20,321,915. The budget appropriation categories are established as follows:

**General Fund**

Special Payments	<u>\$ 20,321,915</u>
Total	<u>\$ 20,321,915</u>

The following ad valorem property taxes are hereby imposed for tax year 2017/2018 upon the assessed value of all taxable property within the District and categorized for purposes of Article XI section 11b as subject to General Government Limitations:

At the rate of \$0.3974 per \$1,000 of assessed value for permanent rate tax.

ADOPTED this 29th day of June, 2017.

**CLACKAMAS COUNTY BOARD OF COMMISSIONERS**

Acting as the governing body of the  
Library Service District of Clackamas County

  
\_\_\_\_\_  
Jim Bernard, Chair

  
\_\_\_\_\_  
Recording Secretary