

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 4/9/19 **Start Time:** 10:30 a.m. **Approx. Length:** 30 minutes
Presentation Title: ABC Volunteer Code of Conduct
Department: Public and Government Affairs
Presenters: Katie Wilson, Rod Cook, Emmet Wheatfall, Stephen Madkour, Jeri Oswald, Maria Magallon
Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff requests the Board of County Commissioners (BCC) create and implement an Advisory Board and Commission Volunteer Code of Conduct.

EXECUTIVE SUMMARY:

The Advisory Board and Commission (ABC) program coordinates hundreds of volunteers who serve on over 50 boards, committees, and commissions to advise the Board of County Commissioners and staff on county programs and services. Volunteers are generally residents or business owners in Clackamas County. Some ABCs require participants to be elected officials or staff representatives from other organizations or jurisdictions.

Recently, the Leaders for Equity, Diversity, and Inclusion Council (LEDIC) made a recommendation for all ABC volunteers to commit to a Code of Conduct to ensure all participants in the program are provided with a safe, respectful and inclusive experience. Staff from County Administration, LEDIC, Public and Government Affairs, County Counsel, and Human Resources worked cooperatively on a proposal to include a Code of Conduct agreement in the application process for all Clackamas County ABC volunteers and to provide training opportunities to staff liaisons and committee officers.

Attached is the recommended ABC Volunteer Acknowledgement Form. If approved, this content will be provided to all applicants during the application process. All committee members will review and commit to the acknowledgement annually. Staff liaisons to the ABCs will coordinate this effort.

All staff liaisons and ABC officers will be offered training opportunities in public meeting facilitation, conflict resolution and equity, diversity, and inclusion.

FINANCIAL IMPLICATIONS (current year and ongoing):

Approximately \$3000 for online training access to all ABC volunteers and staff liaisons.

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government.
- This item aligns with the County's Performance Clackamas goals by building public trust through good government.

LEGAL/POLICY REQUIREMENTS:

Staff liaisons will coordinate and track the completion of the acknowledgement forms and training.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA coordinates the recruitment and approval of all ABC volunteers. Each ABC is supported by a staff liaison from a department whose mission is served by the ABC.

OPTIONS:

1. Approve the creation and implementation of the Clackamas County ABC Volunteer Code of Conduct.
2. Do not approve the creation and implementation of the Clackamas County ABC Volunteer Code of Conduct.

RECOMMENDATION:

Staff recommends:

1. Option 1. Approve the creation and implementation of the Clackamas County ABC Volunteer Code of Conduct.

ATTACHMENTS:

ABC Volunteer Acknowledgment Form

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Tim Heider

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Tim Heider @ 503.742.5911
--


	CLACKAMAS COUNTY
	TITLE: Advisory Body & Volunteer - Code of Conduct Policy

Table of Contents		Page Number
I.	PURPOSE/SCOPE	1
II.	POLICY	2

I. PURPOSE/SCOPE

To communicate the expectations for Clackamas County advisory board/volunteers to demonstrate the highest standards of legal and ethical conduct in service to the county.

The Core Values of Clackamas County are *Service, Professionalism, Integrity, Respect, Individual Accountability and Trust*. The volunteer code of conduct is intended to clarify the importance of Our Core Values and to ensure that public participation at Clackamas County is safe and welcoming.

Clackamas County is committed to providing consistently high quality services and supports to clients and community at large consistent with our mission and goals. This includes maintaining a culture that promotes ethical behavior and a welcoming environment.


Clackamas County recognizes that its greatest strength lies in the talent of its employees, volunteers and governing/advisory boards, and expects its employees, volunteers and governing/advisory board members to treat their clients and colleagues with respect, dignity, and courtesy and to avoid conflicts of interest, or the appearance of such conflicts.

It is important for Clackamas County volunteers and governing/advisory board members be committed to:

- Immediately acknowledge any biased, discriminatory, or harassing behavior in a meeting environment.
- Creating a safe, comfortable meeting environment in which all members and the public at-large feel heard and encouraged to fully participate.

As such, Clackamas County volunteer and governing/advisory board members should be sensitive to the way in which their actions and communications may be received by others.

Although each individual is ultimately responsible for their own conduct, Clackamas County is committed to assisting its governing/advisory boards and volunteers in these efforts by maintaining an environment that promotes these standards and encourages volunteers and governing/advisory boards to demonstrate the highest ethical standards in performing their advisory or volunteer role.

	CLACKAMAS COUNTY
	TITLE: Advisory Body & Volunteer - Code of Conduct Policy


II. POLICY

- A. Clackamas County encourages volunteers and governing/advisory board members to demonstrate the highest ethical standards in performing their advisory or volunteer role.
- B. That Code of Conduct requires that all members of Clackamas County Governing/Advisory Boards or Volunteers:
 - (1) Serve the best interest of the advisory board or committee as a whole regardless of personal interests;
 - (2) Conduct open, fair and well-publicized meetings;
 - (3) Treat all staff, colleagues, and members of the public with respect and dignity (without regard to race, religion, creed, color, gender, economic status, sexual orientation, age, or any other characteristic);
 - (4) Embrace and adopt the County's - **Our** Core Values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust.
 - (5) Provide **opportunities for meaningful participation by all communities.**
 - (6) Perform duties without bias for or against any individual or group;
 - (7) Act within the boundaries of authority as advisory to the Board of County Commissioners;
 - (8) Comply with all other aspects of **Oregon public records law, public meeting law, ethics law, and election laws;**
 - (9) Report all concerns or alleged violations promptly to advisory body Chair and staff liaison and/or their director;

Advisory body/volunteer liaison Responsibilities

- 1. Model ethical behavior and foster a culture of transparency by listening and being receptive to volunteer and governing /advisory board member's concerns about observed or perceived issues.
- 2. Monitor and ensure compliance with the Code of Conduct, County policies and standards, and federal, state and local laws and regulations.
- 3. Take corrective action to **report** or address issues and violations **not consistent with the Volunteer Code of Conduct**
- 4. Prevent retaliation against any governing/advisory body member or volunteer who reports or assists in an investigation into an issue or possible violation.

All county staff have the responsibility to report behavior not consistent with the volunteer code of conduct to a supervisor, manager or director. The report will be investigated and action will be taken to resolve the issue up to or requesting the Board of County Commissioners remove the volunteer in question.

	CLACKAMAS COUNTY
	TITLE: Advisory Body & Volunteer - Code of Conduct Policy

Removal Process:

Any member of a Clackamas County Advisory Board or Commission (ABC) may be removed by a vote of the Board of County Commissioners (BCC). The BCC may enter an order removing an ABC volunteer if the BCC finds any of the following:

- a) It's in the best interests of fellow ABC volunteers
- b) The volunteer in question has failed to regularly follow the Advisory Board or Commission's adopted bylaws; or
- c) That the volunteer has failed to comply with the code of conduct.



CLACKAMAS COUNTY

TITLE: Advisory Body & Volunteer - Code of Conduct Policy

SIGNATURE PAGE

Advisory Body Applicants and Volunteers must sign this document to acknowledge they understand the information provided in the document and the accompanying policies.

Failure to meet these standards, and all other standards outlined in this County policies and procedures may result in termination of Advisory and/or volunteer service.

This document will be retained in the volunteers' file for this activity.

Volunteer Printed Name

Volunteer Signature and Date

Staff Liaison Printed Name

Staff Liaison Signature and Date

History: First draft issued on 12/18/18

Second draft issued 1/24/19

Third draft issued 3/06/19

Fourth draft issued on 3/21/19

Gladstone Library Planning Task Force

Role of Task Force Chairperson and Vice-Chairperson

Before you select a Chairperson, we ask that you review some of the key characteristics of the Chairperson's role. Think about these characteristics when considering who you would like to serve in this position. Chairperson nominations and election will take place at the next meeting.

Both the Chairperson and Facilitator assist the Task Force. It is important that their roles be very clear. The Facilitator assists the group in working through the **process** of a discussion and remains neutral, while the Chairperson focuses on the **content** of the discussion, is an integral part of the discussion and could have strong feelings on the topics discussed. The Chairperson will be a voting member of the group.

Governance Structure (from Charter):

"The elected officers of the Task Force shall consist of a Chair and a Vice-Chair.

Officers shall serve for a term of one year. Officers shall be elected by a majority vote of Task Force members and may be removed for any reason by a two-thirds vote of Task Force members.

The Chair and the Project Manager shall jointly establish the agenda for Task Force meetings. The Chair shall preside over meetings. The Vice-Chair shall preside in the absence of the Chair.

The Task Force advises the Board, the Project Manager, and County staff, and has no formal delegated power of authority to represent Clackamas County or commit to the expenditure of any funds. The Task Force may identify members to present recommendations to the Board, other governing bodies, and/or other community groups as needed. "

Chairperson's Role:

- Focuses on discussion content.
- Is respected by members of the task force and has leadership qualities.
- Treats all members equally, inclusively and with respect.
- Provides committee leadership. For example, if the committee has deliberated on an issue for a while, the chair may say, "Based on what I'm hearing, I think we should do _____."
- Serves as the spokesperson and represents the Task Force in the community and with other groups.
- Works with staff to shape the agenda for task force meetings.
- Ensures members have the option to discuss all relevant ideas; does not dismiss contributions based on personal beliefs.
- Encourages full participation in the meeting by all members.

Vice-Chairperson's Role:

- If the Chair is absent, the Vice-Chairperson will assume the duties of the Chair.
- The Vice Chair will be kept informed on the strategy and crafting of agendas and will step into a leadership role if the Chair is unable to attend a meeting.

Facilitator's Role:

- Responsible for ensure the meeting process runs smoothly.
- Guides discussion, remains neutral, does not evaluate and has no stake in the outcome.
- Keeps the group focused on the agreed-upon time/task.
- Makes suggestions about alternative methods and procedures.
- Encourages participation from all group members.
- Helps the group find solutions that are acceptable to everyone.
- Encourages consensus decision-making.

Qualities to consider in a Chairperson

When considering a Chairperson, it can be useful to think about the qualities and characteristics that make a good Chair. When selecting a Chair, think about someone who is:

- Able to listen to all perspectives in a discussion, even around contentious issues.
- A good listener, and willing and able to encourage the participation of all Task Force members.
- Able to speak on behalf of the Task Force as a whole, and can accurately represent the spirit of the Task Force's discussion with the public.
- Able to work collaboratively with all members of the Task Force, and with staff members.
- Respected by all members of the Task Force.

Time Commitment

The proposed time commitment for the Chair is approximately 5 hours per month. The Chair shall be expected to participate in the following activities, in addition to attending and taking a leadership role in Task Force meetings:

- Up to two planning phone calls ahead of each Task Force meeting with the facilitator and the project manager
 - Collaboration and review of the proposed meeting agenda
 - Debrief of last meeting and plans for moving forward
- Speaking on behalf of the Task Force at periodic meetings of the Board of County Commissioners
- Other duties as needed (which could include additional planning for meetings or events, meeting with individual Task Force members as needed or engagements to speak on behalf of the Task Force).

DRAFT

Gladstone Library Task Force Value Statements and Identified Community Needs

Please note these are not listed in order of priority.

We value:

- A flexible, welcoming space where community members can access technology and knowledge to promote learning, literacy, and shared assets for all people regardless of age, race, class/income, gender, physical ability, or language skills.
- Nature, sustainability, and livability through green space, natural light, art, walkability, and access to the outdoors.
- Inclusivity, access and spaces where the community can feel safe and supported.
- Children's spaces and programs to support youth and parents in the community.
- The community's creative spirit through art programs and displays of community art.
- Building a shared sense of community identity in Gladstone where community members can share news, opportunities, and knowledge through interaction and community boards.
- Recognition the community's effort to bring a Gladstone Library to life through sponsor bricks and building names.

Raw notes from Values Exercise (4/10/19)

What is important to us in this Gladstone community?

- Safety
- Community news
- Community civic buildings
- Walkability “peds”
- Shows pride in community, Gladstone strong!
- Free meeting space for City support groups
- Coffee/tea shop
- Meeting room with kitchen
- Flexible space
- Sustainability, very green
- Daylight
- Outside space
- Technology
- Mobile technology (flexible)
- Artwork
- Booksale space/gift shop
- Sponsor’s names in bricks or on a building (as a recognition of efforts and advocacy to get library in Gladstone)
- Books
- Literacy
- Literacy for ALL: places for tutoring, feels safe, open, homey for all age groups
- Safe and accepting to open your mind
- Reflects access to nature, art, livability
- Economically accessible to all income levels
- Children’s space!
- Welcoming to all: English as a Second Language (ESL) access to all
- Equal access: age, ability
- Inclusive
- Engagement
- Grassroots involvement

Are there any gaps in your community?

- No real place to meet, socialize. Something that stays open after 5.
- Meeting space that you don’t have to pay fee or insurance fee for
- Access for all: income levels, mobility (wheelchairs, etc.) languages



Library District and Settlement Agreement

Laura Zentner, CPA
Director

Greg Williams, MLIS
Deputy Director

Clackamas County
Business and Community Services
May 8, 2019





Overview

- Library District history
- Library District funding
- Oak Lodge and Gladstone overview
- County and Gladstone settlement agreement



Library District History

Library District History

- In 2008, voters approved Measure 3-310, authorizing the creation of a countywide Library Service District.
 - Permanent rate of \$0.3974 / \$1,000
 - 169,930 ballots were counted
 - 61% 'YES' votes
 - Measure passed in 173 of 187 precincts (92%)

Clackamas County
Measure 3-310

Ballot Title
ESTABLISH A COUNTYWIDE LIBRARY SERVICE DISTRICT IN CLACKAMAS COUNTY

QUESTION: Shall District be formed for countywide libraries to restore hours and retain services; \$0.3974 per \$1,000 assessed value beginning FY2009?

SUMMARY: If approved, the "Library Service District of Clackamas County" ("Library District") would be formed. Its territory would be countywide, exempting the cities of Damascus, Johnson City, and that portion of Tualatin within Clackamas County. Creation of the Library District would do the following:

- Provide permanent and dedicated library funding;
- Allow libraries to make basic repairs and library improvements;
- Restore all libraries' ability in the Library District to purchase more books and materials; and
- Prevent reductions in services and closure of some city libraries.

Declining federal funding to counties creates a shortfall for local programs, including libraries. The creation of a Library Service District would ensure a dedicated long-term funding source for library services, allowing libraries to retain educational resources and programs.

The Library District would be governed by the Board of County Commissioners and advised by an independent citizen committee. All of the monies shall be spent on library operations and services. An annual audit is available to the public.

Explanatory Statement

If approved, the "Library Service District of Clackamas County" ("Library District") would be formed. Its territory would be countywide, exempting the cities of Damascus, Johnson City, and that portion of Tualatin within Clackamas County.

Current Library Services

The libraries of Clackamas County currently work together to provide important community services, including:

- **Educating youth:** Public libraries shoulder a greater proportion of this role today as school library budgets are cut.
- **Fostering literacy:** Libraries support literacy education efforts by providing teaching resources and space for tutoring.
- **Providing information and referral services:** Libraries provide information in areas of personal interest, research, business development, or to support recreational interests.
- **Serving pre-school children:** Libraries provide educational opportunities by supplying rotating collections of books to pre-school centers, holding weekly story hours and craft events and special programs directed at pre-school children.
- **Serving the elderly and home-bound:** Libraries provide rotating collections housed in retirement centers and direct loan service to home-bound, and provide large print and audio books.
- **Providing cultural opportunities:** Artistic, musical, and cultural experiences are held at libraries usually without fee and libraries in Clackamas County provide "Cultural Passes" so that patrons can take their children to museums and gardens free of charge.

This work is currently supported by annual payments from the County general fund to supplement city libraries and provide funding for County operation of three libraries serving unincorporated residents. The County also funds the Library Network allowing the libraries to connect electronically, share their collections and work together to more efficiently provide library services.

Rationale for Proposal

However, declining federal funding to counties, including Clackamas County, has created a shortfall for local programs, including libraries. Clackamas County can no longer provide supplemental funding to city libraries or operate the three existing county libraries. The county has announced that, starting new funding, the three county libraries will close on June 30, 2009, and county-provided supplemental funding to city libraries will be reduced by 20% per year for the next five years, ending completely in 2014.

What the New District Would Provide

The creation of a Library District would ensure a stable, dedicated, and long-term funding source for library services, allowing libraries to retain their educational resources and programs. The Library District would implement a permanent rate of \$0.3974 per \$1,000 assessed value to exclusively fund library services. A home assessed at \$200,000 would pay approximately \$79.48 per year. This dedicated funding would allow the libraries in Clackamas County to stay open and continue their programs.

District Governance

The Library District would be governed by the Board of County Commissioners and advised by an independent citizen committee representing each library in the District. Each of these libraries would be required to ensure representation of both city and unincorporated residents on their local library board, whose designated member will then serve and represent their library on the District Advisory Board. An annual audit of District finances would be conducted and made available to the public.

(This information furnished by Christopher R. Storey, Assistant County Counsel.)

Official Clackamas County 2008 General Election Voters' Pamphlet
3-35 | Measures

Library District History – Master Order:

- Following the election, the Board of County Commissioners issued the **Master Order** forming the Library District of Clackamas County with the following purposes:
 - To provide a dedicated, stable funding source for the support of library services.
 - To raise revenue to be distributed to the existing city and county-operated libraries in the system. Formation of the District should provide sufficient funding to raise the service levels at all facilities to the most basic (“Threshold”) level recommended by the Oregon Library Association.

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

FILED
DEC 8 2008
Clackamas County Clerk

In the Matter of the Formation of the Library District of Clackamas County

ORDER NO. 2008-189

This matter coming before the Board at this time, and it appearing that by Order No. 2008-81 dated June 5, 2008, this Board initiated the formation of a county service district under ORS Chapter 451 for library services to be known as the "Library District of Clackamas County" (the "District") with the boundaries legally described on Exhibit A and shown on the map attached hereto as Exhibit B; and

It further appearing that this Board approved formation of the District pursuant to Board Order 2008-110 on July 17, 2008 for the purposes described in the attached Exhibit C; and

It further appearing that this matter came before the Board for a second public hearing on August 7, 2008 and that additional public testimony was received; and

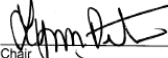
It further appearing that pursuant to Board Order 2008-135, this Board ordered an election on the question of formation of the District be held on November 4, 2008; and


It further appearing that an election was held with respect to the question on November 4, 2008, in which more than a majority of the relevant voters were in favor of formation of the District in the numbers set forth in the Clackamas County Clerk's Certificate of Election attached hereto as Exhibit D; and

NOW, THEREFORE, IT IS HEREBY ORDERED that for the purposes described on Exhibit C, a county service district named "Library District of Clackamas County" as legally described on Exhibit A and as shown on the map attached as Exhibit B is hereby formed.

DATED this 26th day of November, 2008.

BOARD OF COUNTY COMMISSIONERS


Chair


Recording Secretary

301 358
CCP-FWS (3/94)



Library District History – Master IGA

- The **Master IGA** was negotiated and signed by cities within the District and the Board of County Commissioners (as the Library District Board). The IGA defines:
 - The formula used to distribute District funds
 - Permitted use of District funds
 - Boundaries for individual library service areas
 - Broad parameters for District library operation and cooperation
 - Role of the Library District Advisory Committee

COOPERATIVE INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE LIBRARY DISTRICT OF CLACKAMAS COUNTY
AND
MEMBER CITIES

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this "Agreement"), is entered into this ____ day of _____, 2009, by and between the Library District of Clackamas County (the "District") a county service district formed under ORS Chapter 451, and each of the Cities of Barlow, Canty, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville (each, a "City" and collectively, the "Cities").

WHEREAS, voters approved formation of the District to provide financial support to the library service providers of Clackamas County (the "Library Cities"); and

WHEREAS, the Parties desire to work in a cooperative manner to support and provide library services to their residents; and

WHEREAS, many of the Cities participate in the Clackamas County-supported Library Network of Clackamas County, which is discussed in an intergovernmental agreement by and between the participating Cities and Clackamas County; and

WHEREAS, the Cities desire funding by the District and to provide the levels of service described herein;

NOW, THEREFORE, the District and Cities each covenant and agree to the following:

Section 1 Obligations of the District

1.1 District Board. The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board.

1.2 District Advisory Committee. The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area's representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

Library District History – Capital IGA

- As part of District formation, the Clackamas Board of County Commissioners provided each Library City with additional, one-time funds to be used for capital improvements specifically related to libraries – **Capital IGA**:
 - IGA broadly outlines the centralized services and support provided by the Library Network office
 - IGA also requires “fair representation” of City and unincorporated residents on City library boards

COOPERATIVE INTERGOVERNMENTAL AGREEMENT
BETWEEN
CLACKAMAS COUNTY
AND
THE CITY OF MILWAUKIE

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this “Agreement”), is entered into this 18th day of December, 2012, by and between the Clackamas County (the “County”) a political subdivision of the State of Oregon, and the City of Milwaukie, a municipal corporation (the “City”).

WHEREAS, the County has formed the Library District of Clackamas County (the “District”), a county service district dedicated to supporting the provision of library services within its boundaries; and

WHEREAS, as part of the preparatory process for the formation of the District, the Board of County Commissioners proposed a one-time contribution from the County general fund to each city providing library services in the District for the sole purpose of capital improvements to the libraries therein (the “Capital Contribution”); and

WHEREAS, the City and other cities within the District have entered into a separate intergovernmental agreement dated October 9, 2009 with the District for the distribution of District funds for the purposes of operating, maintaining and enhancing services at the libraries within the District (the “District IGA”); and

WHEREAS, the County is entering into similar intergovernmental agreements with city library service providers (“Library Cities”) for their respective Capital Contributions; and

WHEREAS, the parties desire to enter into this Agreement to reflect the terms of the Capital Contribution by the County;

NOW, THEREFORE, the County and City each covenant and agree to the following:

Section 1 Obligations of the County

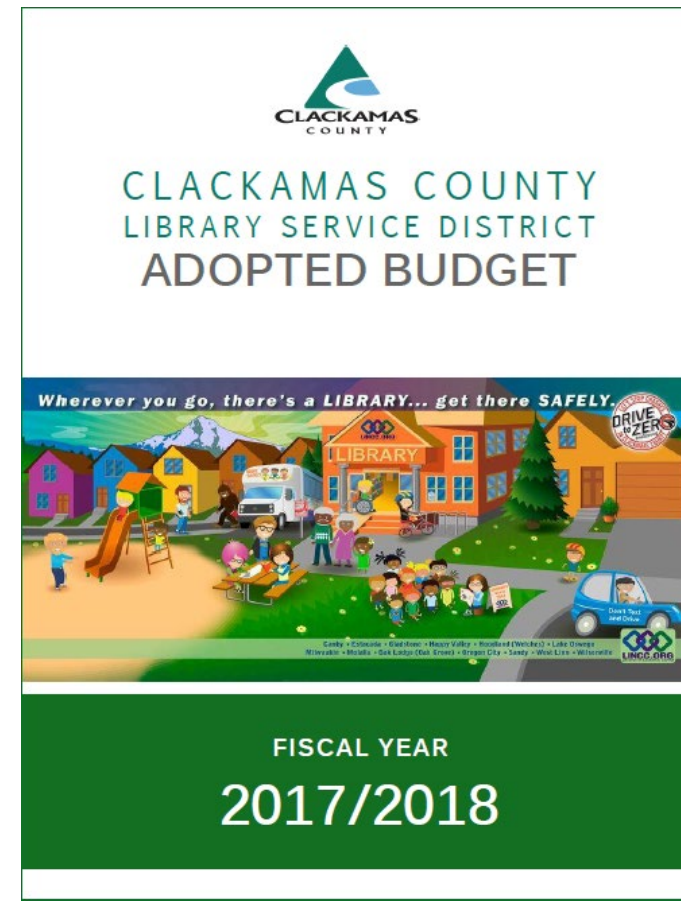
- 1.1 County Capital Contribution. The County shall provide a one-time capital contribution of One Million and No/100 Dollars (\$1,000,000.00) to the City for the purposes set forth in Section 2.2 (the “Capital Contribution”), which will be distributed in one or more distributions pursuant to Section 1.3 hereof. The goal of distributing such capital funds is to assist libraries in meeting the Service Standards as defined in the District IGA.



Library District Funding

Library District Funding - Administration

- The District functions as a fiscal agent:
 - Distribute property tax revenues
 - Prepare budget/supplemental budgets
 - Prepare annual budget estimates
 - Prepare financial statements
 - Prepare workpapers for External Financial Audit
- 100% of revenues collected are distributed to District service providers.
- County General Fund covers all administrative costs.



Library District Funding - Formula

- Library District distributions are based on a formula which utilizes two components.
 - City Assessed Value
 - Unincorporated Population Served

Attachment A

1. For the purposes of this Agreement, the "Formula" shall be calculated consistent with the following concepts:

a. The District rate is \$0.3974 per \$1000 of assessed value.

b. Each year the District will receive the amount collected for the year plus delinquent taxes recovered from the previous year. The District will distribute funds when received using the formula described below and shown in the example.

2. The Formula has two components:

a. City Assessed Value Component: The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City's properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.

b. Unincorporated Population Served Component: After calculation of each Library City's Assessed Value fund amount, the District shall calculate the remaining funds to be distributed (the "Remainder Amount") and distribute those funds based on the Unincorporated Population Served Percentage Rate based on the Service Area Maps attached to this Agreement as Attachment B. The term "Unincorporated Population" will also include residents of those cities that do not provide library services.

The Unincorporated Population Served Percentage Rate is determined by the number of unincorporated residents served by each City as allocated on the Service Area Maps divided by the total number of unincorporated residents within the District. Each Library City will receive funds equal to the Remainder Amount multiplied by its individual Unincorporated Service Area Percentage Rate.

3. Prior year recovered delinquencies and interest earned: Recovered delinquent taxes combined with any interest earned will be distributed to Library Cities based on the distribution percentage allocations calculated in the previous tax year.

Library District Funding - Formula

- **Step 1:** Calculate the percentage of total District assessed value for properties within City limits and in unincorporated areas. For FY 17/18:
 - 53.29% of total collections were distributed based on relative City AV percentages
 - 46.71% of total collections were distributed based on relative unincorporated population served percentages

<i>FY 2017/18 Assessed Value Percentages</i>		
PROPERTY LOCATION	ASSESSED VALUE (\$)	ASSESSED VALUE (%)
Within City boundaries	\$ 24,922,902,056	53.29%
Unincorporated areas	\$ 21,847,873,880	46.71%
TOTAL	\$ 46,770,775,936	100.00%

Library District Funding – Formula (Assessed Value of City)

- Step 2:** Calculate the relative percentage of assessed value within each participating City's boundaries. These percentages will be used to distribute the portion of Library District revenues generated by taxes on properties within City boundaries.

<i>FY 2017/18 City Assessed Value</i>			
CITY	ASSESSED VALUE (\$)	ASSESSED VALUE (%)	AV DISTRIBUTION
Canby	\$ 1,358,699,484	5.45%	\$ 527,623
Estacada	\$ 276,247,680	1.11%	\$ 108,344
Gladstone	\$ 855,534,444	3.43%	\$ 333,000
Happy Valley	\$ 2,704,858,083	10.85%	\$ 1,049,209
Lake Oswego	\$ 6,657,733,133	26.71%	\$ 2,586,438
Milwaukie	\$ 2,032,361,043	8.15%	\$ 789,238
Molalla	\$ 576,152,716	2.31%	\$ 223,639
Oregon City	\$ 2,933,259,887	11.77%	\$ 1,139,539
Sandy	\$ 812,161,258	3.26%	\$ 315,626
Tualatin	\$ 477,149,350	1.91%	\$ 185,017
West Linn	\$ 3,643,028,041	14.62%	\$ 1,415,849
Wilsonville	\$ 2,595,616,937	10.41%	\$ 1,006,715
TOTAL	\$ 24,922,802,056	100.00%	\$ 9,680,237

Library District Funding – Formula (Unincorporated population)

- Step 3:** Calculate the relative percentage of unincorporated resident population within each Library City’s service area. These percentages will be used to distribute the portion of Library District revenues generated by taxes on properties in unincorporated areas.

FY 2017/18 Unincorporated Population Served

CITY	SERVICE AREA POPULATION	CITY POPULATION (#)	UNINCORPORATED POPULATION (#)	UNINCORPORATED POPULATION (%)	UNINCORPORATED DISTRIBUTION (\$)
Canby	24,267	16,420	7,847	4.02%	\$ 340,406
Estacada	18,081	3,155	14,926	7.64%	\$ 646,940
Gladstone	20,848	11,660	9,188	4.70%	\$ 397,987
Happy Valley	56,089	18,681	37,408	19.15%	\$ 1,621,584
Lake Oswego	40,734	34,855	5,879	3.01%	\$ 254,881
Milwaukie	40,849	20,510	20,339	10.41%	\$ 881,498
Molalla	24,061	9,085	14,976	7.67%	\$ 649,481
Oregon City	58,675	34,240	24,435	12.51%	\$ 1,059,322
Sandy	26,500	10,655	15,845	8.11%	\$ 686,739
Hoodland	5,548	-	5,548	2.84%	\$ 240,485
West Linn	29,461	25,615	3,846	1.97%	\$ 166,816
Wilsonville	25,743	21,260	4,483	2.29%	\$ 193,913
Oak Lodge	30,647	-	30,647	15.69%	\$ 1,327,751
TOTAL	401,503	206,136	195,367	100.00%	\$ 8,467,803

Library District Funding – Fiscal Year 17/18 Actual

- For FY 17/18, the District distributed over \$18 million to District libraries
- Through FY 17/18, the District has distributed over \$136 million to District libraries.
- Per the Master IGA, to the extent that annual Oak Lodge distributions exceed the annual operational needs, the District retains those funds in trust for eventual construction of new library facilities.

Recipient	District Revenue (FY 17/18)	District Revenue (FY 09/10 - FY 17/18)
City of Canby	\$ 868,029	\$ 6,913,611
City of Estacada	\$ 755,284	\$ 5,943,136
City of Gladstone	\$ 730,987	\$ 5,556,813
City of Lake Oswego	\$ 2,887,574	\$ 21,851,886
City of Milwaukie	\$ 1,670,736	\$ 11,984,130
City of Molalla	\$ 873,119	\$ 6,690,632
City of Oregon City	\$ 2,198,861	\$ 17,089,836
City of Sandy	\$ 1,242,849	\$ 9,645,687
City of West Linn	\$ 1,591,916	\$ 12,506,700
City of Wilsonville	\$ 1,237,632	\$ 8,779,123
Clackamas County (Sunnyside and Oak Lodge)	\$ -	\$ 10,746,896 <i>(FY 09/10 - FY 12/13)</i>
City of Happy Valley	\$ 2,670,792	\$ 11,963,626 <i>(FY 13/14 - FY 17/18)</i>
Clackamas County (Oak Lodge)	\$ 1,327,751	\$ 6,172,118 <i>(FY 13/14 - FY 17/18)</i>
City of Tualatin	\$ 92,508	\$ 651,971 <i>(FY 10/11 - FY 17/18)</i>
TOTAL	\$ 18,148,038	\$ 136,496,164



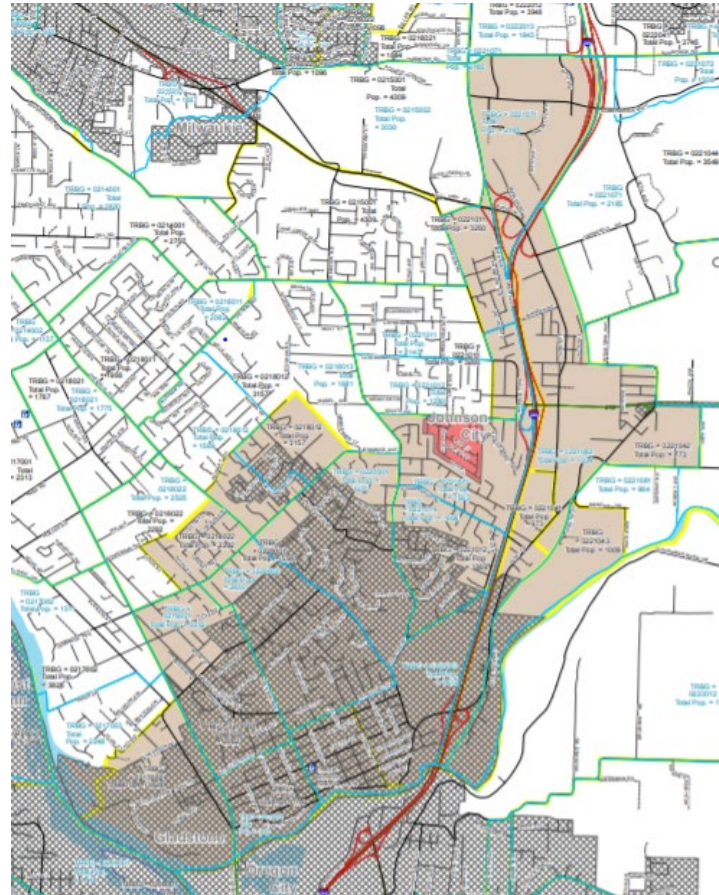
Oak Lodge and Gladstone Library Overview



Gladstone Library

- Currently serves over 21,000 residents
 - Approx. 12,000 City residents
- Currently located at 135 E. Dartmouth street
 - Approx. 5100 square feet
- Total circulation over 201,000*
- 6,100 registered borrowers*
- Over 260 program offerings with over 2,900 participants*

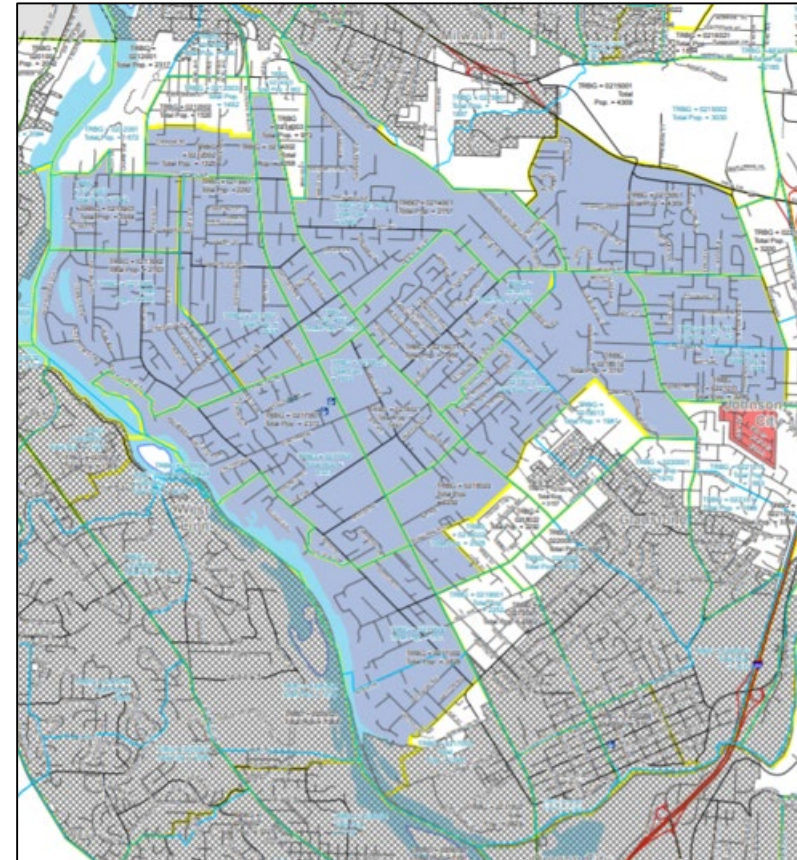
**In Fiscal Year 2017-18*



Oak Lodge Library

- Serves over 31,000 residents
- Currently located in a leased facility on SE McLoughlin Blvd
- Total circulation over 260,000*
- 10,000 Total library cards with 1,200 new this year*
- Over 350 program offerings with over 5,000 participants*

**In Fiscal Year 2017-18*





County / Gladstone Settlement Agreement

Settlement Agreement

- In October 2017, Clackamas County and the City of Gladstone entered into a Settlement Agreement to resolve pending litigation.
- The County agreed to construct and manage two new facilities:
 - 6,000 square foot library located in the City of Gladstone on the site of current City Hall
 - 19,500 square foot (est.) library in the Oak Lodge Service area in a location TBD
- “One Library, Two Building” model

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (“Agreement”) is made by and between the City of Gladstone (“City”) and Clackamas County (“County”). The Effective Date of this Agreement is the date upon which the last signature is obtained between the parties.

RECITALS

WHEREAS, in November 2008, voters in Clackamas County authorized the formation of the Library District of Clackamas County (“Library District”) to provide stable funding for library services throughout Clackamas County by collecting District-wide property taxes and distributing those funds directly to library service providers;

WHEREAS, in August 2009, Library District entered into an intergovernmental agreement to distribute Library District tax revenue to library service providers (“Master IGA”), including the City;

WHEREAS, as part of the preparatory process for the formation of the Library District, County proposed a one-time contribution from the County general fund to each city providing library services in the Library District;

WHEREAS, in April 2011, the City and County entered into an intergovernmental agreement in which the County agreed to provide the City with a \$2.5 million capital contribution (“Capital IGA”); both the Master IGA and the Capital IGA contemplate the City constructing one new library to provide library services to City residents and residents of unincorporated Oak Lodge;

WHEREAS, soon thereafter, the County distributed the \$2.5 million to the City to fund a new library on Webster Road (“Webster Road Library”);

WHEREAS, in April 2012, City electors approved two new charter provisions that require the Gladstone City Council to submit to the electors for approval any capital project that requires a bond or any project of more than \$1 million, thus requiring the Gladstone City Council to submit the plan for the Webster Road Library to the City’s electorate;

WHEREAS, in November 2008, the City of Gladstone and Clackamas County entered into an intergovernmental agreement to provide stable funding for library services throughout Clackamas County by collecting District-wide property taxes and distributing those funds directly to library service providers;



Settlement Agreement

- Square footages were based on City and unincorporated populations of both library service areas.
 - City population in Gladstone Library Service area = 11,505
 - $11,505 \times 0.5 \text{ sq. ft per capita} = \mathbf{6,000 \text{ sq. ft.}}$
 - Unincorporated population of Oak Lodge and Gladstone service areas = 38,998
 - $38,998 \times 0.5 \text{ sq. ft. per capita} = \mathbf{19,500 \text{ sq. ft.}}$
- Anticipated revenue sources for construction and ongoing operations are:
 - Approx \$2.5 million undistributed Oak Lodge District funds
 - \$1 million undistributed County capital contribution
 - Oak Lodge and Gladstone annual District distributions
 - Oak Lodge (FY 17/18) - \$1,327,751
 - Gladstone (FY 17/18) - \$730,987
 - \$200,000 annual contribution from City of Gladstone General fund

Settlement Agreement

- Settlement agreement anticipated:
 - issuance a 20-year revenue bond of approximately \$4.2 million.
 - Debt service of approximately \$310,000/yr.
 - Operating revenue (after debt service) for both facilities estimated to be approx. \$1.87 million/yr.
 - Construction costs of \$300/sq. ft.
- “One library, two building” solution
 - Oak Lodge and Gladstone to share staff, realize efficiencies and economies of scale
 - Joint construction of both buildings to minimize costs



Settlement Agreement

- Implementation of the Settlement Agreement required amending the Master IGA and a vote by Gladstone citizens
 - During Spring 2018, a Task Force met to draft amendments to the Library District Master IGA to permit implementation of the Settlement Agreement
 - In May 2018, Gladstone voters approved necessary charter amendments
 - In November 2018, the Library District Master IGA was amended

Next Steps

- Intergovernmental Agreement (IGA) between City of Gladstone and
- Clackamas County
 - Transfer of employees and library operations
 - Structure and composition of Board
- IGA to be considered for approval by respective Council and Commission Summer/Fall 2019



Questions?



Thank you!

Laura Zentner, CPA

Director

Clackamas County Business and
Community Services

503.742.4351

LZentner@clackamas.us

Greg Williams, MLIS

Deputy Director

Clackamas County Business and
Community Services

503.742.4399

GWilliams2@clackamas.us