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
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.
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.
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.
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 ensuring 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
- Book sale 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
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%)
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.
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
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
Library District Funding
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
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

<table>
<thead>
<tr>
<th>PROPERTY LOCATION</th>
<th>ASSESSED VALUE ($)</th>
<th>ASSESSED VALUE (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within City boundaries</td>
<td>$24,922,902,056</td>
<td>53.29%</td>
</tr>
<tr>
<td>Unincorporated areas</td>
<td>$21,847,873,880</td>
<td>46.71%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$46,770,775,936</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
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.

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

<table>
<thead>
<tr>
<th>Recipient</th>
<th>District Revenue (FY 17/18)</th>
<th>District Revenue (FY 09/10 - FY 17/18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Canby</td>
<td>$868,029</td>
<td>$6,913,611</td>
</tr>
<tr>
<td>City of Estacada</td>
<td>$755,284</td>
<td>$5,943,136</td>
</tr>
<tr>
<td>City of Gladstone</td>
<td>$730,967</td>
<td>$5,556,813</td>
</tr>
<tr>
<td>City of Lake Oswego</td>
<td>$2,887,574</td>
<td>$21,851,886</td>
</tr>
<tr>
<td>City of Milwaukie</td>
<td>$1,670,736</td>
<td>$11,984,130</td>
</tr>
<tr>
<td>City of Molalla</td>
<td>$873,119</td>
<td>$5,690,632</td>
</tr>
<tr>
<td>City of Oregon City</td>
<td>$2,198,861</td>
<td>$17,089,826</td>
</tr>
<tr>
<td>City of Sandy</td>
<td>$1,242,849</td>
<td>$9,645,687</td>
</tr>
<tr>
<td>City of West Linn</td>
<td>$1,591,916</td>
<td>$12,506,700</td>
</tr>
<tr>
<td>City of Wilsonville</td>
<td>$1,237,632</td>
<td>$8,779,123</td>
</tr>
<tr>
<td>Clackamas County (Sunnyside and Oak Lodge)</td>
<td>$</td>
<td>$10,746,896 (FY 09/10 - FY 12/13)</td>
</tr>
<tr>
<td>City of Happy Valley</td>
<td>$2,670,792</td>
<td>$11,983,626 (FY 13/14 - FY 17/18)</td>
</tr>
<tr>
<td>Clackamas County (Oak Lodge)</td>
<td>$1,327,751</td>
<td>$6,172,118 (FY 13/14 - FY 17/18)</td>
</tr>
<tr>
<td>City of Tualatin</td>
<td>$92,508</td>
<td>$651,971 (FY 10/11 - FY 17/18)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$18,148,038</td>
<td>$136,496,164</td>
</tr>
</tbody>
</table>
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

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 x 0.5 sq. ft per capita = 6,000 sq. ft.
- Unincorporated population of Oak Lodge and Gladstone service areas = 38,998
  - 38,998 x 0.5 sq. ft. per capita = 19,500 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?
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