

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 6/26/2018 **Approx. Start Time:** 3:30 pm **Approx. Length:** 30 min

Presentation Title: Concord Property and Library Planning Task Force

Department: Business and Community Services (BCS)

Presenters: Laura Zentner, BCS Director
 Scott Archer, NCPRD Director
 Mitzi Olson, Oak Lodge Library Director
 Greg Williams, Library Network Director
 Amy Kyle, Strategic Communications Manager

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

BCS is updating the Board and seeking input regarding the next planned phase of the Concord Property and Library Planning Process, which includes adoption of a Task Force charter, community-assisted evaluation of applications for the Project Manager position, and initiation of a Task Force member recruitment process coordinated by Public and Government Affairs (PGA).

EXECUTIVE SUMMARY:

Background: In October 2017, the County and the City of Gladstone entered into a Settlement Agreement which contemplates the construction of two new libraries, one located within the City of Gladstone, and one located in unincorporated Clackamas County within the Oak Lodge Library service area with a specific site to be determined after appropriate public input.

In February 2018, details of a Strategic Partnership between NCPRD and North Clackamas School District (NCSD) were finalized which resulted in the exchange of NCPRD's Hood View Park for cash and three NCSD properties, including the former Concord Elementary School property located at 3811 SE Concord Road, Oak Grove, OR 97267 ("Concord Property").

Both the Oak Lodge Library and NCPRD are divisions within the County's BCS department. During the implementation of the Settlement Agreement and the finalization of the Strategic Partnership, staff from both departments realized that they faced very similar needs in their respective planning processes:

- Both NCPRD and the Oak Lodge Library would need to assess the services desired by residents of their respective (and partially overlapping) service areas.
- Both NCPRD and the Oak Lodge Library would need to conduct significant public outreach efforts, and involve the community in all planning activities.
- Both NCPRD and the Oak Lodge Library would greatly benefit from a thorough evaluation of existing conditions and potential uses of the Concord property.

In April of 2018, BCS proposed and the Board approved a unified Concord Property and Library Planning Process. It is anticipated that this joint process will not only be more efficient and cost-effective than pursuing separate planning processes, but will also address the desires articulated

by citizens for a holistic, inclusive planning process for the Concord Property in conjunction with site selection for the future Oak Lodge Library.

As part of the unified planning process, the Board approved the formation of a Concord Property and Library Planning Task Force to advise and assist in designing the planning process, assessing community needs, evaluating the capabilities of the Concord property, and guiding the creation of a master plan for the Concord property. The Board also approved recruiting a dedicated Project Manager.

In order to proceed with the next phase of the Concord Property and Library Planning Process, BCS and PGA staff have developed a draft charter for the Concord Property and Library Planning Task Force, and have incorporated community involvement in the processes to recruit and select Task Force members, and to evaluate candidates for the Project Manager position.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost?

What is the funding source? NCPRD/Oak Lodge Library budgets

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
 - Build public trust through good government
- How does this item align with the County's Performance Clackamas goals?
 - Build a strong infrastructure
 - Ensure safe, healthy and secure communities

LEGAL/POLICY REQUIREMENTS: Board Order 85-1221 entitles the Library Board of Trustees to conduct studies of and make recommendations to the Board relating to appropriate sites for the location of the library building or satellite facilities.

The Settlement Agreement in the case of City of Gladstone v. Clackamas County contemplates that the County will construct and operate two library facilities, one in the City of Gladstone, and one in unincorporated Clackamas County.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The Concord Property and Library Planning Task Force will consist of citizens and will be supported by County staff in the Business & Community Services (BCS) and Public and Governmental Affairs (PGA) departments. In addition, community involvement will be incorporated into the processes of recruiting Task Force members, and in the evaluation of candidates for the Project Manager position.

OPTIONS:

Provide feedback regarding proceeding with the next planned phase of the Concord Property and Library Planning Process - which includes adoption of a Task Force charter, community-assisted evaluation of applications for the Project Manager position, and initiation of a Task Force member recruitment process coordinated by Public and Government Affairs (PGA).

RECOMMENDATION:

NA - BCS is updating the Board and seeking feedback regarding the next planned phase of the Concord Property and Library Planning Process, which includes adoption of a Task Force charter, community-assisted evaluation of applications for the Project Manager position, and initiation of a Task Force member recruitment process coordinated by Public and Government Affairs (PGA).

ATTACHMENT:

1. Concord Property and Library Planning Processes Schematic
2. Draft Charter of Concord Property and Library Planning Task Force

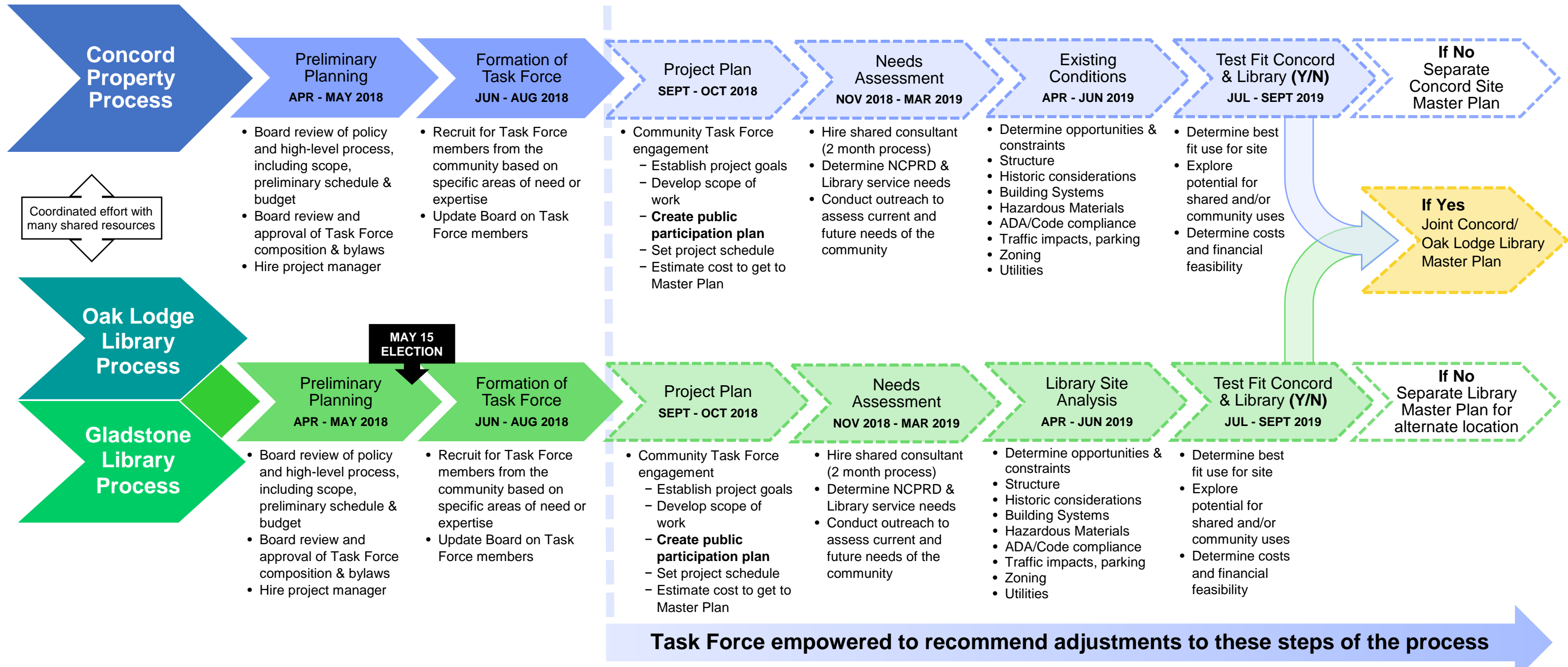
SUBMITTED BY:

Division Director/Head Approval
Department Director/Head Approval
County Administrator Approval



For information on this issue or copies of attachments, please contact Laura Zentner @ 503-742-4351

Concord Property and Library Planning Processes



Key Assumptions

1. A robust community involvement plan will be developed to run in conjunction with the planning processes.
2. Any project plan will meet the terms of the library settlement agreement between Clackamas County and the City of Gladstone, resulting in two libraries.
3. Library bond measure passes at the May 15 election.
4. If the library is determined to be at the Concord School site, NCPRD and Library will aim to complete construction and retrofitting of the library and community spaces concurrently.
5. Wherever possible, NCPRD and the Library will work together to find common goals and greater efficiencies.
6. Funding options will be considered throughout the process.
7. Project staff will give regular updates to the Board with at least one update per quarter.

Concord Property and Library Planning Task Force



Charter

BACKGROUND

In February of 2018, North Clackamas Parks and Recreation District (NCPRD) and North Clackamas School District (NCSD) finalized details of a Strategic Partnership which resulted in the exchange of NCPRD's Hood View Park for cash and three NCSD properties, including the Concord School property located at 3811 SE Concord Road. In order to advise the Board of County Commissioners and staff on the best future use(s) of the Concord Property, the Board approved the formation of a Concord Property and Library Task Force.

CHARGE

The Task Force will serve in an advisory capacity to the Board of County Commissioners, in the Board's dual capacities as Board of County Commissioners and North Clackamas Parks and Recreation District Board. The Task Force will be charged with the following purposes:

- To assist in the evaluation of, and to recommend usage options for the 6-acre site located at 3811 SE Concord Road ("Concord Property") to ensure its long-term economic viability, service to the surrounding community, and service to NCPRD residents. Such evaluation may include, but not be limited to: assessing the feasibility of the Concord Property as a location for a library to serve the Oak Lodge library service area; assessing recreational and other needs of the surrounding community; assessing office space requirements for NCPRD administration; assessing existing building conditions at the Concord Property; working with consultants as necessary; assisting in the review of financial estimates and forecasts; and making recommendations on the feasibility of using the Concord Property for specific purposes.
- After submission of the Task Force's recommendations to the Board, and consistent with the Board's subsequent direction, to assist with and advise on the creation of a master plan for the development of the Concord Property. Such a master plan will likely include, but not be limited to: project principles, a needs analysis, desired activities and uses to be accommodated on the site, a site plan, conceptual building floorplans, cost estimate and schedule, phasing plan, and a funding strategy.

- During any subsequent construction at the Concord Property, to serve as a community liaison group. The Task Force will receive periodic project updates, assist with disseminating project information to the community, and provide community feedback.

MEMBERSHIP AND STAFF SUPPORT

The Task Force will consist of 15 voting members, selected/appointed as follows:

- Nine members shall reside within and represent the NCPRD service area, with at least three of these members residing within NCPRD Zone 2.
 - Two shall be drawn from and appointed by the NCPRD District Advisory Board.
 - Seven shall be selected through a recruitment process. Applications will be solicited by and reviewed by Business and Community Services staff, with assistance from at least one resident of NCPRD Zone 2. Staff shall forward recommendations for these seven positions to the Board for appointment.
- Five members shall reside within and represent the Oak Lodge Library service area.
 - Four members shall be drawn from and appointed by the Clackamas County Library Board of Trustees.
 - One member shall be drawn from the Friends of Oak Lodge Public Library, as recommended by the Friends of Oak Lodge Public Library and appointed by the Clackamas County Library Board of Trustees.
- One member shall reside within and represent the Gladstone Library service area and shall be appointed by the Gladstone Library Board. As needed/desired, County staff will provide support for the Gladstone Library Board's recruitment efforts.
- With the exception of the member representing the Gladstone Library service area, all voting members shall also be residents of the NCPRD service area.

In the event of a vacancy, the Task Force shall appoint a new member. Any such appointment shall be consistent with the membership criteria above.

The Task Force will be supported by a dedicated Project Manager, employed by Clackamas County. The Project Manager shall be an ex-officio, non-voting member of the Task Force. Additional administrative support will be provided by County staff.

TERM

The term of membership shall be until the completion of the Task Force's work, or until dissolution of the Task Force by the Board. The anticipated time commitment for Task Force members is three years, lasting from Task Force formation through the end of any potential construction.

The Task Force shall meet at least quarterly; membership may establish a more frequent meeting schedule to meet project needs.

GOVERNANCE STRUCTURE

The elected officers of the Task Force shall consist of a Chair and a Vice-Chair. One officer shall be drawn from the nine members residing in the NCPRD service area, the other shall be drawn from the six members representing the Oak Lodge Library and Gladstone Library service areas.

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.

LIBRARY LOCATION COMMITTEE AND OTHER COMMITTEES

The Task Force will have a standing Library Location Committee. The Library Location Committee will evaluate the feasibility of potential alternate locations (other than the Concord Property) for a new Oak Lodge library. These evaluations will inform the Task Force's eventual recommendation on the feasibility of the Concord Property as a location for a library to serve the Oak Lodge library service area.

The voting members of the Library Location Committee shall be the six members representing the Oak Lodge and Gladstone library service areas. The Task Force officer (Chair or Vice-Chair) representing the NCPRD service area and Project Manager shall be ex-officio, non-voting members of the Library Location Committee.

The Task Force Chair and Project Manager shall jointly establish and select members for any other standing or special committees, as deemed necessary. For all committees other than the Library Location Committee, the Task Force Chair shall be an ex-officio, voting member, and the Project Manager shall be an ex-officio, non-voting member.

QUORUM AND CONDUCT

A quorum shall consist of a majority of voting members.

All Task Force meetings shall be conducted in accordance with Oregon Public Meetings Law. Task Force members will work cooperatively and collaboratively with each other and the Project Manager. The Task Force will endeavor to reach consensus on all decisions and recommendations.