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AGENDA COVER MEMO

DATE: January 14, 2003

TO: Lane County Board of Commissioners

DEPT: Public Works/Parks Division

PRESENTED BY: Loralyn Osborne, Marketing & Volunteer Coordinator/Public Works Analyst

AGENDA ITEM TITLE: Order/ In the Matter of Appointing a Five Member Citizen Committee to Evaluate and Recommend Awards for the Lane County Tourism Special Projects Grants for the Year 2004.

I. MOTION

MOVE TO APPOINT A FIVE-MEMBER CITIZEN COMMITTEE TO EVALUATE AND RECOMMEND AWARDS FOR THE LANE COUNTY TOURISM SPECIAL PROJECT GRANTS FOR THE YEAR 2004.

II. ISSUE OR PROBLEM

Should Lane County appoint a 5-member citizen committee to evaluate and make recommendations for the Lane County Tourism Special Project Grants?

III. DISCUSSION

A. Background

With approval of the Board in 1997, the grant application and awarding process for Special Project Tourism Grants was simplified. The new process has worked well with 96 grants awarded and \$575,000 disbursed for tourism promotion within Lane County over the last four rounds. Administrative time spent on the grant program has been reduced and grant appeals have been minimized.

Under the process each Board member is required to select a citizen from their district to serve on the grant citizen committee. The committee is responsible for:

- (1) Reviewing grant applications for completeness;
- (2) Evaluating how the proposed projects will contribute to increasing tourism;
- (3) Recommending the amount of grant funds that should be allocated to each grant applicant.

All recommendations are forwarded to the Board of County Commissioners for final approval. The person selected should have a broad understanding of the impacts of tourism, and be familiar with the County's tourism efforts and Yearly Marketing Plan. The anticipated term for each member is January 14, 2004 to December 31, 2004. The members appointed in 2001 were Dan Egan, Kathy Leighton, Greg Evans, Dot Crha, and Lawrence Fox.

B. Analysis

It is very important for the citizen appointments to be made immediately, in order to keep the established timeline for awarding grants and executing contracts by February 27, 2004.

C. Alternatives/Options

1. Based on previous Board direction, each Board member appoint a citizen from their district to serve on a committee to evaluate and recommend grant applicants for the Lane County Tourism Special Projects Grant Program.
2. Defer appointment of committee members until after Board discussion of and/or allocation of grant funds.
3. Reject existing grant fund allocation/distribution process.

D. Recommendations

Approve the attached Board Order.

E. Timing

Approval is needed immediately to avoid delays in awarding grants.

IV. IMPLEMENTATION/FOLLOW-UP

Establish amount available for tourism grants for this grant cycle. Prepare grant application packets, administer decision process, and prepare recommendations for Board. Bring committee recommendations to Board for review and final selection.

V. ATTACHMENTS

Board Order

1997 Board Agenda Memo establishing Tourism Special Projects Grant Procedure

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

**) IN THE MATTER OF APPOINTING A
) FIVE MEMBER CITIZEN COMMITTEE TO
) EVALUATE AND RECOMMEND AWARDS
) FOR THE LANE COUNTY TOURISM SPECIAL
) PROJECT GRANTS FOR THE YEAR 2004**

WHEREAS, on January 22, 1997 the Board approved changes to the process on how Lane County Tourism Special Project grants are awarded.

WHEREAS, the revised process is to involve a citizen committee appointed by the Board.

NOW THEREFORE, it is hereby ordered that the following individuals are appointed to the Lane County Tourism Special Projects Grant Advisory Committee for Round 14 of the grant program, with term running from January 14, 2004 to December 31, 2004.


1. Commissioner District 1 _____
2. Commissioner District 2 _____
3. Commissioner District 3 _____
4. Commissioner District 4 _____
5. Commissioner District 5 _____

Adopted this _____ day of January 2004.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 12-30-03 lane county


OFFICE OF LEGAL COUNSEL

In the Matter of Appointing a Five Member Citizen Committee to Evaluate and Recommend Awards for the Lane County Tourism Special Projects Grants for the Year 2004