

**ABBREVIATED CONSENT CALENDAR FORMAT**

Memorandum Date: December 11, 2006

Order Date: January 3, 2007

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**TO:** Board of County Commissioners

**DEPARTMENT:** Public Works/Parks Division

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

**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  
2007.

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**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 2007.

**II. DISCUSSION**

**A. Background / Analysis**

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 176 grants awarded and \$945,200 disbursed for tourism promotion within Lane County over the last six rounds. Administrative time spent on the grant program has been reduced and grant appeals have been minimized. For the 2007 grant cycle (Round 17), we expect to disburse another \$150,000 in Special Project Tourism Grants.

Under the process each Board member is required to select a citizen from their district to serve on the grant advisory 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 3, 2007 through December 31, 2007.

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 April 30, 2007.

**B. Recommendation**

Based on previous Board direction, each Board member should 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.

Approve the attached Board Order.

**III. ATTACHMENTS**

Board Order

**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 2007**

**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 17 of the grant program, with term running from January 3, 2007 through December 31, 2007.

1. Commissioner District 1 Mary Johnston
2. Commissioner District 2 Dan Egan
3. Commissioner District 3 Elaine Weiss
4. Commissioner District 4 Angel Jones
5. Commissioner District 5 Terry Arnold

Adopted this \_\_\_\_\_ day of January, 2007.

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Chair, Lane County Board of Commissioners

**APPROVED AS TO FORM**

Date 12-20-06 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 2007**