

W. 3.C.1.

AGENDA COVER MEMO

AGENDA DATE: May 23, 2007

Memorandum Date: May 11, 2007

TO: LANE COUNTY BOARD OF COMMISSIONERS
DEPARTMENT: LANE COUNTY, OFFICE OF LEGAL COUNSEL
PRESENTED BY: Teresa Wilson, County Counsel
AGENDA ITEM TITLE: In the Matter of Amending Chapter 3 of the Lane Manual to Add the Facilities Committee as a Standing Committee (LM 3.515)



- I. **MOTION** I MOVE TO APPROVE THE ORDER AMENDING LANE MANUAL CHAPTER 3 TO ADD THE FACILITIES COMMITTEE AS A STANDING COMMITTEE (LM 3.515).
- II. **AGENDA ITEM SUMMARY** The item is conforms the Lane Manual to existing practice by reflecting the Facilities Committee as a Standing Committee of the Board.
- III. **BACKGROUND/IMPLICATIONS OF ACTION**
- A. **Board Action and Other History** The Board of Commissioners has for approximately 7 years utilized the Facilities Committee in substantially the form prepared for codification here. The membership has consisted of 2 Board members, the County Administrator, and the Director of the Department of Management Services. This Committee has examined real property acquisition and sales, construction and remodel activities, and the Capital Improvement Program for County facilities.
- B. **Policy Issues** This proposal conforms the Lane Manual with the past practice of the Board regarding the Facilities Committee.
- C. **Board Goals** Approving the Order relates to the County's Strategic Plan goals – "Protect the public's assets by maintaining, replacing, or upgrading the County's investments in systems and capital infrastructures."
- D. **Financial and/or Resource Considerations** There are no anticipated financial implications from placing this Committee within Lane Manual 3.515.
- E. **Analysis** This Order reflects a practice that the Board has found useful. Describing this Committee in Lane Manual as a Standing Committee will make it easier for citizens and staff to understand how the County addresses facilities issues. The proposed Order provides for the scope, function, and membership of the Facilities Committee, in the manner consistent with other Standing Committee descriptions. Technology Management Team is simply renumbered.
- F. **Alternatives/Options**
- 1) Approve the Order as proposed.
 - 2) Change the scope, function, or membership of this Committee.
 - 3) Do not approve the placement of a Facilities Committee within Lane Manual.
- IV. **TIMING/IMPLEMENTATION** NA
- V. **RECOMMENDATION** Approve the Order.
- VI. **FOLLOW-UP** No follow up is needed at this point. The membership of the Committee has been appointed by the Board.
- VII. **ATTACHMENTS**
Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3 OF
THE LANE MANUAL TO ADD THE FACILITIES
COMMITTEE AS A STANDING COMMITTEE
(LM 3.515)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by removing, substituting and adding the following section:

REMOVE THIS SECTION

3.515

as located on pages 3-32 through 3-36
(a total of 5 pages)

INSERT THIS SECTION

3.515

as located on pages 3-32 through 3-36
(a total of 5 pages)


Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to add the Facilities Committee as a Standing Committee and renumber Technology Management Team (LM 3.515).

Adopted this _____ day of _____ 2007

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 5/14/07 Lane County



OFFICE OF LEGAL COUNSEL

organization's recommendations. The recommendations do not bind the Board, as it must also take into account other factors in making its decisions.

(b) Be informed and familiar with the views and opinions of the people of the community and be able to give an accurate presentation of those views. The organization must be flexible enough to avoid causing unnecessary delays in the County decision making process, and it will be responsible for communicating information from the County to the community and from the community to the County.

(c) Provide that all meetings, including executive committees and subcommittees, must be open to the public. Public notice of a meeting, reasonably calculated to give at least 24 hours actual notice to members of the organization and interested persons, shall be given. The notice shall contain the time and place of the meeting and, if possible, the agenda. A copy of the notice shall be sent to the County Administrator. Notices for regularly scheduled meetings shall be sent in time to be published in the Board's agenda.

(d) Provide that all meetings, including executive committees and subcommittees, shall have written minutes taken, although a verbatim transcript is not necessary.

(e) Distribute notices of upcoming meetings and take minutes.

(f) Keep the Board informed of any changes in its Charter, its officers and Board members, and the name and address of its representative for receipt of notices and other communications.

(4) County Responsibility. Responsibilities of the County shall include reviewing the activity level of each organization every two years. If the organization has not been active during the previous two years, the Board may decide to remove its charter. *(Revised by Order No. 98-1-7-6; Effective 1.7.98)*

3.514 Municipal Community Organizations.

The Board may recognize a community (or neighborhood) organization which has been officially recognized by a city within Lane County, based on guidelines substantially similar to those provided in this section for recognition of community organizations, when:

(a) The boundaries of the community organization are entirely within the boundaries of the city, or

(b) The boundaries of the community organization include areas within and without the boundaries of the city and the community organization has a logically similar community of interest. *(Revised by Order No. 89-12-13-1; Effective 12.13.89)*

STANDING COMMITTEES

3.515 Standing Committees.

(1) Economic Development Committee.

(a) Scope and Function. This committee provides recommendations to the Board regarding Lane County's economic development policies and activities, including:

(i) Development and periodic review of Lane County's Economic Development Plan.

(ii) Analysis of proposed uses of County real estate for economic development purposes.

(iii) Review and analysis of economic development proposals or grants requiring Lane County sponsorship or participation.

(iv) Review and analysis of requests from outside economic development agencies or programs.

(b) Membership.

(i) Two Members of the Board of Commissioners, chosen as follows: One from the rural areas, i.e., the East or West Lane County District; and one from the urban areas, i.e., the Springfield, North Eugene or South Eugene District. At the Chair's prerogative, the Chair shall be one of the two members, and the other member shall be chosen from the other area.

(ii) One elected Department Director or designee.

(iii) One department manager.

(iv) One lay citizen, who is not a vendor, as described in LM 3.506(2)(d), for a two year term, ending January 31.

(v) Non-voting staff support, as required.

(2) Facilities Committee.

(a) Scope and Function. The function of this committee is to provide recommendations to the Board regarding County owned facilities issues in the following areas:

(i) The Capital Improvement Program (CIP) for County facilities.

(ii) Real Property acquisitions and sales.

(iii) Facilities Maintenance and Custodial Services.

(iv) Construction and remodel activities.

(v) Use of County facilities.

(b) Membership.

(i) Two members of the Board of Commissioners.

(ii) The County Administrator.

(iii) The Director of the Department of Management Services.

(3) Finance and Audit Committee.

(a) Scope and Function. The committee's function is broad based, to provide recommendations to the Board regarding the following:

(i) Review and monitor the current procedures to insure the existence of an effective financial system with appropriate internal controls.

(ii) Maintain overview responsibilities for both external and internal audit functions.

(iii) Review the development and implementation of a multi-year audit program for Lane County.

(iv) Monitor the annual review of departmental fee-for-services preparatory to the ensuing fiscal year's budget process and evaluate the feasibility of potential significant alternative revenue sources, as may be identified.

(v) Provide a communication link between the independent auditors and the Board.

(vi) Develop and implement internal management audits of specific units of County government. These audits are to be both fiscal and operational.

(vii) Analysis of new programs that offer opportunities to increase economy and efficiency in County operations.

(viii) Review and monitor the development of a multi-year financial plan that forecasts revenue and expenditures for major County programs.

(ix) Review any other proposals having financial impact on County operations.

(x) Oversee and evaluate County Performance Auditor.

(b) Membership.

(i) Two members of the Board of Commissioners.

(ii) One elected department director or designee.
 (iii) Nonvoting department managers and staff support, as required.

(4) Legislative Committee.

(a) Scope and Function. The function of this committee is to oversee all aspects of Lane County's legislative program and:

- (i) Ensure staff review of all County-oriented legislation.
- (ii) Submit legislation to the Board for consideration.
- (iii) Coordinate all staff lobbying activities.
- (iv) Monitor state legislative activities.
- (v) Determine the relative priority of County legislation per

Board direction.

(b) Membership.

- (i) Two members of the Board of Commissioners.
- (ii) All department directors or designees.
- (iii) Other staff support, as required.

(5) Policy and Procedures Committee.

(a) Scope and Function. The function of this committee is to provide recommendations on all new issues that have the potential for requiring the Board to adopt a final policy or position, or change existing policy, and may include:

(i) Personnel related matters particularly those relating to Lane Charter, Code or Manual provisions.

(ii) The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors.

(iii) The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees.

(iv) Other policy matters referred by the Board.

(b) Membership.

- (i) Two members of the Board of Commissioners.
- (ii) One elected Department Director or designee.
- (iii) Nonvoting Department managers and staff support, as

required.

(6) Technology Management Team (TMT).

(a) Scope and Function. The function of this committee is broad based, to provide recommendations to the Board regarding the following:

(i) Establish ongoing mission vision and direction for Lane County information services.

(ii) Review and monitor the current policies to insure the existence of an effective use of technology.

(iii) Review and monitor the development and implementation of a multi-year strategic plan for technology.

(iv) Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners.

(v) Review any other proposals having a technological impact on county operations.

(b) Membership.

- (i) Two members of the Board of Commissioners.

- (ii) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
- (iii) One department director not included in (ii) above.
- (iv) The Director of the Department of Information Services.
- (v) The County Administrator.
- (c) Other Non-Voting Participants.
 - (i) Interested department managers. Computer Services Managers with the consent of the committee. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03)*

LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Commission on Children and Families	C&F	ORS 417.760	3.521
3. Public Safety Coordinating Council	LCOG	ORS 423.560	3.522
4. Community Mental Health Advisory Committee	H&HS	ORS 430.342 ORS 430. 630(8) OAR 309-14-020(2)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528
7. Community Action Advisory Committee	H&HS	ORS 184.802	3.530
8. Public Welfare Board (Lane County)(Inactive)	H&HS	ORS 411.145	3.534

NONMANDATED ADVISORY COMMITTEES

9. Community Health Advisory Committee	H&HS		3.538
10. Human Rights Advisory Committee	MS		3.540
11. Law Library Advisory Committee	Legal Counsel		3.542
12. Parks Advisory Committee	PW/Park		3.544
13. Resource Recovery Advisory Committee	PW/W. Mgmt.		3.546
14. Roads Advisory Committee	PW		3.548
15. Rural Community Improvement Council	CAO		3.549

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|-------------------------------------|----------|-------|
| 16. Tourism Council (Lane County) | PW/Parks | 3.550 |
| 17. Vegetation Management Committee | PW | 3.552 |

MANDATED SPECIAL COMMITTEES/BOARDS

- | | | | |
|----------------------------------------------|------------|-------------|-------|
| 18. Board of Property Tax Appeals | MS | ORS 309.020 | 3.554 |
| 19. Budget Committee | MS | ORS 294.336 | 3.556 |
| 20. Fair Board (Lane County) | FAIR BOARD | ORS 565.210 | 3.558 |
| 21. Metropolitan Wastewater Service District | CAO | ORS 294.336 | 3.560 |
| 22. Planning Commission | PW/LMD | ORS 215.030 | 3.510 |

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

- | | | | |
|--------------------------------------------------------------------|------|----------------------------------|-------|
| 23. Eugene-Springfield Metropolitan Partnership Board of Directors | CAO | | 3.566 |
| 24. Human Services Committee | H&HS | | 3.568 |
| 25. Lane Workforce Partnership Advisory Committee | WFP | Workforce Investment Act of 1998 | 3.570 |
| 26. Metropolitan Wastewater Management Commission | MS | | 3.572 |

OTHER APPOINTED COMMITTEES

- | | | |
|------------------------------------------|-----|-------|
| 27. Elected Officials Compensation Board | CAO | 3.600 |
|------------------------------------------|-----|-------|
- (Revised by Order No. 00-8-16-1; Effective 8.17.00)*

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Lane Manual

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LANE COUNTY COMMITTEES
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|-------------------------------------------------|------|-------------|-------|
| 8. Public Welfare Board (Lane County)(Inactive) | H&HS | ORS 411.145 | 3.534 |
|-------------------------------------------------|------|-------------|-------|

NONMANDATED ADVISORY COMMITTEES

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|------------------------------------------|---------------|--|-------|
| 9. Community Health Advisory Committee | H&HS | | 3.538 |
| 10. Human Rights Advisory Committee | MS | | 3.540 |
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| 12. Parks Advisory Committee | PW/Park | | 3.544 |
| 13. Resource Recovery Advisory Committee | PW/W. Mgmt. | | 3.546 |
| 14. Roads Advisory Committee | PW | | 3.548 |
| 15. Rural Community Improvement Council | CAO | | 3.549 |
| 16. Tourism Council (Lane County) | PW/Parks | | 3.550 |
| 17. Vegetation Management Committee | PW | | 3.552 |

MANDATED SPECIAL COMMITTEES/BOARDS

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OTHER APPOINTED COMMITTEES

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|-------------------------------------------------------------------------------------------------|-----|--|-------|
| 27. Elected Officials Compensation Board
(Revised by Order No. 00-8-16-1; Effective 8.17.00) | CAO | | 3.600 |
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