

W. 5. B. 1.

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3 OF THE LANE MANUAL TO REVISE COMMISSIONERS APPOINTMENTS ON COMMITTEES (LM 3.506, 3.515, 3.521, 3.522, 3.536, 3.538, 3.540, 3.542, 3.546, 3.548, 3.550, 3.552)

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

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

DELETE THIS SECTION

3.506
as located on pages 3-42 through 3-44
(a total of 3 pages)

3.515, 3.521 and 3.522
as located on pages 3-61 through 3-66
(a total of 6 pages)

3.536 through 3.548, 3.550 and 3.552
as located on pages 3-69 through 3-74
(a total of 6 pages)

INSERT THIS SECTION

3.506
as located on pages 3-42 through 3-44
(a total of 3 pages)

3.515, 3.521 and 3.522
as located on pages 3-61 through 3-66
(a total of 6 pages)

3.536 through 3.548, 3.550 and 3.552
as located on pages 3-69 through 3-74
(a total of 6 pages)

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to revise the commissioners appointments on committees. (LM 3.506, 3.515, 3.521, 3.522, 3.536, 3.538, 3.540, 3.542, 3.546, 3.548, 3.550, 3.552).

Adopted this _____ day of _____ 2009.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date _____ Lane County

OFFICE OF LEGAL COUNSEL

COMMITTEES AND OTHER ADVISORY BODIES

3.505 General.

(1) In addition to the Department structure presented in this chapter, a number of committees, boards, task forces and other advisory bodies may be required and established pursuant to certain statutory provisions, Charter, and LC 2.010.

(2) Pursuant to LC 2.010, the Board may further create boards, commissions, committees, task forces and other advisory bodies as deemed necessary by order of the Board. The Board may also describe and establish the responsibilities of its created advisory bodies by separate Board order, which shall be included within this Manual below.

(3) All advisory bodies created by the Board shall report their concerns and recommendations to the Board rather than taking action or policy positions on behalf of the County upon their own initiative.

(4) The Board delegates authority to the County Administrator to implement the advisory committee policy. This advisory committee policy applies to all advisory committees, unless the Board chooses to make an exception. A request for an exception to this policy shall be filed in written form and filed with the County Administration Office, identifying the unique and special reasons related to the functioning responsibilities of the committee submitting the request.

(5) Definitions

(a) **Community Organization.** A recognized group of residents in a defined area charged with advising County government on matters affecting the community.

(b) **Mandated Committee.** An advisory body to the Board of Commissioners, appointed by the Board. The existence charge and sometimes the composition of the committee is controlled by the enabling legislation.

(c) **Mandated Special Committee/Board.** A group of citizens appointed pursuant to statute and charged with certain independent decision-making and other responsibilities over a certain area of County Government.

(d) **Multi-Jurisdictional Committee.** A group of citizens appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision-making) with respect to defined matters of mutual concern to the appointing governments.

(e) **Nonmandated Committee.** An advisory body to the Board of Commissioners appointed and charged by the Board with advising on certain areas of County government. The existence of the committee is controlled by the Board, and the members serve at the pleasure of the Board.

(f) **Standing Committee.** A group of two Board members and other County officials charged with studying issues and making recommendations in certain defined areas to the full Board.

(g) **Task Force.** A group created by the Board or County Administrator for a limited term to advise on a specific issue.

(h) **Watershed Council.** A voluntary local organization designated by a local government group convened by Lane County or a governing body of an adjoining county to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed, per ORS 541.351 to 541.396. *(Revised by Order No. 97-4-2-1; Effective 4.2.97; 08-7-30-9; 7.30.08)*

3.506 Lane County Advisory Committee Policy.

(1) Formation & Dissolution of Committees

(a) The Board of County Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens or other sources.

(b) The Board, based on staff recommendations, may limit the amount of staff time and County fiscal resources committed to serving each committee.

(c) The Board shall assign the committee a specific charge by Board Order, which shall be included in Lane Manual Chapter 3. The Board will also establish the qualifications for membership, terms of office and determine time limits to be included in the committee's bylaws and summarized in Lane Manual, Chapter 3 (making reference also to any applicable state or federal laws). All actions of the Committee shall require the affirmative vote of the majority of the designated number of members, regardless of any vacancies. The County Administrator will provide sample bylaws in the Administrative Procedures Manual. The committee is responsible for preparing bylaws with an attached Board Order to be submitted to Legal Counsel and the Board for review and approval, unless provided otherwise. When changes in the Lane Manual require committees to make changes in their bylaws, the changes shall be submitted to Legal Counsel and the Board for review and approval within 90 days of the effective change date in the Lane Manual, unless a further extension is requested and allowed by Legal Counsel or the County Administrator.

(d) Each advisory committee shall provide the Board and County Administration an annual report detailing the committee's accomplishments over the past year and proposed work plan for the coming year. The annual report and work plan are due in the County Administration Office by February 1, each year unless statutorily required plans are due at different times. It is the responsibility of the department staff liaison to coordinate the development of the annual summary and work plan with the committee, and forward the report to County Administration for scheduling on the Board's Agenda.

(e) The County Administration Office on behalf of the Board shall conduct a review and evaluation of each committee annually. After the review, the County Administration Office may recommend to the Board whether the committee should continue, or be eliminated, consolidated or combined.

(2) Appointment Process

(a) Applications. Applications for advisory committee membership shall be accepted at any time and shall be kept for 12 months from the date of the application. Incumbents shall submit a complete new application to be considered for reappointment to an advisory committee. Refer to the specific Lane Manual section on the committee for other appointment information. Refer to the Administrative Procedures Manual for submission information and other details.

(b) Advertisement. Vacancies for committees shall be advertised for 30 days, unless the County Administrator determines that there is an adequate pool of candidates from a previous advertisement for the same advisory committee within the past six months. A shorter advertisement period, or alternative means of identifying qualified applicants may be utilized upon written request from the staff assigned to the committee to the County Administration Office.

(c) Time Frame for Application. Only those citizens who have formally applied for membership within the proper timeframe and have the proper qualifications as specified by the Board in Lane Manual, Chapter 3 may be considered for appointment to an advisory committee.

(d) Conflicts of Interest. In furtherance of the laws relating to conflicts of interest, no vendor shall serve on any advisory committee or board that deals with or makes recommendations on or awards of contracts with the vendor. In this context, "vendor" means any individual, partnership, joint venture, corporation, private non-profit

organization or private for-profit organization who seeks to obtain a contract with the County to provide a service or product on some type of regular basis, i.e., more often than "infrequently" or "rarely." "Vendor" includes employees, board members and any members of the organization who actively participate in the management of the organization.

(e) Commissioner Appointments/At-large Appointments. The following rules apply unless otherwise stated in enabling legislation or a specific Lane Manual section. If an advisory committee consists of 5 members, each member shall be appointed by an individual commissioner. If an advisory committee consists of more than 5 members, 5 of the committee members shall be appointed by individual commissioners. The remaining committee members shall be at-large members, appointed by the Board of Commissioners. If an advisory committee consists of less than 5 members, all members shall be at-large members, appointed by the Board of Commissioners.

(e) Term. Unless otherwise stated in enabling legislation or a specific Lane Manual section, appointees to all committees, boards and commissions shall serve at the will of the appointing commissioner(s), but for no longer than 4 years without reappointment. This provision shall immediately apply to all appointments made after the date of adoption of this section. For current appointments, the committees and the Board of Commissioners shall have 6 months from the date of adoption of this section to determine which appointees are at-large appointees and which are appointed by individual Commissioners. Legal Counsel and the County Administrator shall help committees with the transition process.

(f) Two-Term Limit. In order to give more people an opportunity to participate on advisory committees, appointment of an individual to any one advisory committee shall be generally limited to two consecutive terms. This two-term limit shall apply to all positions appointed by Lane County which are not designated by the County or statute as being filled by a specific individual. However, in circumstances when the Board deems it in the County's best interest, the Board may reappoint an incumbent to more than two consecutive terms. An individual who has served for two terms may in all events be eligible for reappointment after not serving for one year.

(g) Vacancy During a Term. Whenever a vacancy occurs during a term, a replacement shall be appointed. If the position is a position where an individual Commissioner must make the appointment, the Commissioner shall have 90 days from the date the Commissioner is made aware of the vacancy to fill the position. After 90 days, the Board of Commissioners assumes the responsibility of filling the position.

(h) Interview. The Board may designate certain committees to undergo an interview process prior to appointment and the Board retains authority to interview applicants for any of Lane County's advisory committees. The Board may appoint a subcommittee to conduct the interviews. The Board has designated these bodies as committees whose applicants will be interviewed as a vacancy occurs:

- (i) Board of Property Tax Appeals.
- (ii) County Fair Board.
- (iii) Planning Commission (Lane County).
- (iv) Mental Health Advisory/Local Alcohol and Drug Planning Committee.

The County Administrator is delegated authority to implement the interview process. If other committees choose to conduct interviews prior to submitting recommendations to the Board of Commissioners, the interview process shall be conducted consistent with the approved County interview processes. In all instances where committees are tasked with interviewing or otherwise reviewing application materials when vacancies occur, the committees shall forward on recommendations to the Board regarding potential

appointees. Unless there was not enough interest to fulfill this requirement, the committee shall forward on at least two names, unranked, for every vacancy. The Board shall determine if an appointment should be made, and if so, which individual shall be appointed.

(i) Notice. Notice of committee vacancies shall be sent to city offices, public libraries and other sources, in addition to the normal news media list.

(j) County Employees. County employees shall not ordinarily be deemed eligible as citizen representatives on advisory committees. However, there are instances where such membership may be appropriate. The Board shall consider applications from County employees when the employee presents sufficient written rationale for membership to County Administration Office. The County Administration Office shall review and make recommendations to the Board. The Board can remove appointments in any case in which a problem may arise.

(3) Communication Between Committees and the Board of County Commissioners

(a) A copy of all minutes of advisory committee meetings shall be sent to the County Administration Office.

(b) Committee recommendations for public action must be submitted to the Board for approval prior to taking action.

(4) Staff Support for Committees

(a) The staff person assigned to an advisory committee shall provide the support determined by the County Administrator.

(b) Staff may participate in committee deliberations, but shall not vote on deliberations.

(c) Staff may serve as chair for a new committee until it is sufficiently organized to elect officers. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 09-3-18-1, 3.18.09)*

TASK FORCES

3.507 Task Forces.

(1) Creation of task forces:

(a) Task Forces will be created by Board action, or by the County Administrator in cases where Board policy is being implemented. Task forces which are created by the County Administrator will follow the guidelines in 3.507(c).

(b) When the Board creates a task force, the following procedures will be followed:

(i) The Board will give the task force a specific charge, and that charge will be transmitted to the task force through a Notice of Board Action. The charge will include a date on which the task force will complete their deliberations and report to the Board or request an extension.

(ii) In creating a specific task force, the Board will designate membership.

(iii) Meetings and Reports.

(iv) If the County Administrator is a member of the task force, he or she will call the first meeting. If the County Administrator is not a member of the task force(s), he or she will designate one of the members to call the first meeting.

(v) At the first meeting of the task force, a chairperson will be elected, the charge of the task force will be reviewed and a time frame will be established for meeting that charge.

STANDING COMMITTEES

3.515 Standing Committees. The following standing committees shall meet jointly with the full Board of County Commissioners on matters pertinent to their charge, and shall not meet as a separate unit unless the committee obtains prior Board approval for a separate meeting. Such requests should be submitted via a proposed Board Order for the consent calendar whenever possible. If not possible, requests should be submitted to the Chair of the Board of Commissioners.

- (a) Policies and Procedures
- (b) Legislative Affairs
- (c) Finance & Audit
- (d) Technology Management Team
- (e) Savings are Valuable to Employees (S.A.V.E.) Committee
- (f) Facilities
- (g) Economic Development Standing Committee

The County Administrator is responsible for arranging the joint meetings on an “as needed basis” in a rotating fashion on Tuesdays and Wednesdays. The County Administrator is encouraged to vet each standing committee’s presentation prior to coming before the full Board, and may ask any commissioner as needed for their participation in this process.

(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) Five lay citizens appointed by individual Commissioners.

(ii) One elected Department Director or designee.

(iii) One department manager.

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

(c) Term

All members serve at the will of the Commissioner who appointed them, but for no longer than four years without reappointment.

(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) The County Administrator.

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

(iv) One at-large lay citizen, who is not a vendor, as described in LM 3.506(2)(d), who will serve at the will of the Board of Commissioners, but for no longer than four years without reappointment.

(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) County Administrator.

(ii) County Counsel.

(iii) One elected department director or designee.

(iv) 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) County Administrator.

(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) County Administrator.
 - (ii) County Counsel.
 - (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) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
 - (ii) One department director not included in (i) above.
 - (iii) The Director of the Department of Information Services.
 - (iv) 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; 07-5-23-2, 5.23.07)*

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	CAO	ORS 423.560	3.522

4.	Mental Health Advisory/Local Alcohol and Drug Planning Committee	H&HS	ORS 430.342; ORS 430.630(7); OAR 309-014-0020(3); OAR 309-016-0020(2); OAR 415-056-0005(10)	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 458.505	3.530
8.	Community Health Council	H&HS	Section 330, Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended)	3.534

NONMANDATED ADVISORY COMMITTEES

9.	Public Health Advisory Committee	H&HS		3.538
10.	Lane County Animal Services Advisory Committee.	H&HS		3.536
11.	Lane County Commission for the Advancement of Human Rights	CAO		3.540
12.	Law Library Advisory Committee	Legal Counsel		3.542
13.	Parks Advisory Committee	PW/Parks		3.544
14.	Resource Recovery Advisory Committee	PW/W. Mgmt.		3.546
15.	Roads Advisory Committee	PW		3.548
16.	Rural Community Improvement Council	CAO		3.549
17.	Tourism Council (Lane County)	PW/Parks		3.550
18.	Vegetation Management Committee	PW		3.552

MANDATED SPECIAL COMMITTEES/BOARDS

19.	Board of Property Tax Appeals	MS	ORS 309.020	3.554
20.	Budget Committee	MS	ORS 294.336	3.556
21.	Fair Board (Lane County)	FAIR BOARD	ORS 565.210	3.558
22.	Metropolitan Wastewater Service District Budget Committee	CAO	ORS 294.336	3.560

- 23. Planning Commission PW/LMD ORS 215.030 3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

- 24. Eugene-Springfield Metropolitan Partnership Board of Directors City of Eugene 3.566
- 25. Human Services Committee H&HS 3.568
- 26. Lane Workforce Partnership Advisory Committee WFP 20 CFR 628.410; ORS 258A.458 3.570
- 27. Metropolitan Wastewater Management Commission City of Eugene 3.572

OTHER APPOINTED COMMITTEES

- 28. Elected Officials Compensation Board MS 3.600
(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-10-24-8, 10.24.07; 07-12-5-2, 12.5.07; 07-12-12-5, 12.12.07)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

- STAFFING: Land Management Division
- MEETS: As needed
- MANDATED: UBC 105
- MEMBERSHIP: (7) Consists of representatives of the building construction industry.
- TERM: 4 years, ending June 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.521 Commission on Children and Families.

Plans, initiates and coordinates systems to serve children and families throughout Lane County. The four major goals of the Commission are to promote a wellness system, create and encourage collaborative partnerships, establish structured community planning and decision making processes, and to maintain a framework of accountability. The Commission also develops policy and oversees the implementation of the local coordinated comprehensive plan. The Commission advises the Board of County Commissioners on critical issues and services affecting Lane County's children and families and serves as a local planning body for the Oregon Commission on Children and Families.

- STAFFING: Department of Children and Families
- MEETS: Monthly
- MANDATED: ORS 417.760
- MEMBERSHIP: (21) Consists of 21 members, the majority of whom are laypersons. A layperson is one whose primary income is *not* derived from either offering

direct service to children and youth or being an administrator for a program for children and youth. Membership of the Commission shall consist of the County Administrator,; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; five (5) members appointed by individual County Commissioners, and nine (9) at-large members, appointed by the Board of County Commissioners. The Board shall appoint the chair.

TERM: 4 years, ending June 30. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-2-21-1, 2.21.07)*

3.522 Public Safety Coordinating Council.

Under ORS 423.560, develops and recommends to the Board a plan for use of 1) state resources to serve the local offender population, and 2) state and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and coordinates local criminal justice policy among affected criminal justice entities.

In addition to the duties assigned to it under ORS 423.560, the Council develops and recommends to the Board the plan for use of state resources to serve the local youth offender population; coordinates local juvenile justice policy among affected juvenile justice entities; and in consultation with the Commission on Children and Families, develops and recommends to the Board a plan designed to prevent criminal involvement by youth, which provides for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.

STAFFING: County Administration

MEETS: Quarterly

MANDATED: ORS 423.560

MEMBERSHIP: Up to 20, selected by the Board (unless noted otherwise) as follows:

- (1) Police chief, selected by the police chiefs in the county
- (1) Sheriff;
- (1) District Attorney;
- (1) State Court Judge, appointed by Presiding Judge;
- (1) Public Defender or Defense Attorney, appointed by Presiding Judge;
- (1) Community Corrections Manager;
- (1) County Commissioner;
- (1) Youth Services Department Director;
- (1) Public Health Official recommended by the Health and Human Services Department Director;
- (1) Mental Health Official recommended by the Health and Human Services Department Director;
- (3) Up to three lay Citizens;
- (1) City Councilor or Mayor, selected by the City of Eugene;
- (1) City Councilor or Mayor, selected by the City of Springfield;
- (1) City Manager or other City Representative, selected by the cities other than Eugene or Springfield;
- (1) County Administrator;

- (1) Representative of the Oregon State Police (non-voting), selected by the Superintendent of Oregon State Police;
- (1) Oregon Youth Authority Representative (non-voting), selected by the Director of Oregon Youth Authority

TERM: 4 years, ending December 31 (*Revised by Order No. 01-5-9-1; Effective 5.9.01; 03-8-27-3, 8.27.03*)

3.524 Mental Health Advisory/Local Alcohol and Drug Planning Committee.

Advises the Board of County Commissioners as the local mental health authority, and the Director of the Department of Health and Human Services on community needs and priorities for mental health services and alcohol and drug abuse prevention and treatment services and shall assist in planning and in review and evaluation of those services.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: ORS 430.342, ORS 430.630(7), OAR 309-014-0020(3), OAR 309-016-0020(2), OAR 415-056-0005(10)

MEMBERSHIP: (13) Consists of 13 persons who are broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and consumer interests represented. Membership shall include advocates for persons with mental or emotional disturbances, drug abuse problems, mental retardation or other developmental disabilities and alcoholism and alcohol abuse problems. It shall also include a number of minority members which reasonably reflects the proportion of the needs for alcoholism treatment and rehabilitation services of minorities in the community as well as a representative for the mental health Consumer Council. Subcontractors of mental health services, alcohol and drug prevention and treatment services, developmental disabilities services, their employees and their board members are barred from membership on this committee.

TERM: 4 years, ending October 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07; 09-3-18-1; 3.18.09*)

3.526 Farm Review Board.

Advises the County Assessor with respect to the use of comparable sales figures in assessing agricultural land; the Board also advises the County Assessor as to whether figures or factors are proper under ORS 308A.092.

STAFFING: Department of Assessment and Taxation

MEETS: Once or twice each year

MANDATED: ORS 308A.095

MEMBERSHIP: (5) Two appointed by the Board of Commissioners, two appointed by the Assessor and fifth member chosen by other four members.

TERM: 2 years for Commissioner and Assessor appointees, 1 year for joint appointee, all ending January 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.528 Historic Resources Committee (Lane County).

Represents a variety of historical interests and the interests of the property owners. Its tasks shall include: general concern with historical matters in the County; to monitor conditions affecting such resources; to devise criteria and methods for the selection of newly-designated historical resources; to advise the staff and officials of the County on proposed new historical sites and structures; to oversee the administration of the Historic Structures or Sites ordinance; and to perform other related tasks and duties. The Committee reports to the Planning Commissions and subsequently to the Board of County Commissioners.

STAFFING: Department of Public Works, Land Management Division
 MEETS: Monthly
 MANDATED: Lane County Goal 5, Policy 1 and Statewide Planning Goal 5
 MEMBERSHIP: (7) Reflects the geographic diversity of the County and other requirements of the Goals.
 TERM: 4 years, ending November 30 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.530 Community Action Advisory Committee.

Provides advice to the Board of County Commissioners on the emergency basic needs and community action service systems, to address the needs of low income citizens of Lane County. Its tasks shall include: Reviewing and approving program policy related to the expenditure of federal and state anti-poverty funds; being involved in and consulted on the hiring and firing of the designated Community Action Program Coordinator/Administrator; monitoring and evaluating program effectiveness; insuring the effectiveness of community involvement in the planning process; assuming all duties delegated it by the Board of County Commissioners.

STAFFING: Department of Health and Human Services
 MEETS: Monthly
 MANDATED: ORS 458.505
 MEMBERSHIP: (12) The Committee shall consist of twelve members appointed by the Lane County Board of Commissioners. Representation shall be as follows: A third of the members shall be public officials currently serving or their designees; at least a third of the members shall be representatives of low income persons in Lane County; the balance of the members shall represent business, industry, labor, religious, welfare, education or other major groups of interest in the community.

Public officials shall consist of at least one Lane County member, one City of Eugene member and one City of Springfield member.

The remaining members are appointed by Board of Commissioners. Subcontractors of emergency basic needs or community action services, their employees and their board members are barred from membership on this committee.

TERM: 1 year, public officials
 4 years, others, ending June 30 (*Revised by Order No. 00-8-16-1; Effective 8.17.00; 08-8-6-1, 8.6.08*)

3.534 Community Health Council

Provides assistance and advice to the Board of Commissioners and the Health & Human Services Department's Community Health Centers of Lane County (CHCLC) in promoting its mission to provide comprehensive health care that is quality-driven, affordable and culturally competent to the people of Lane County. The Community Health Council will provide input and feedback to generally advise the development, implementation and evaluation of CHCLC programs, including but not limited to all programs funded through the Federal Bureau of Primary Health Care Grant(s). This may include providing feedback and advice regarding the health care needs of Lane County residents. One goal of the Community Health Council is to review marketplace trends and to provide assistance and advice which reflect the economic realities of the marketplace. The Council shall participate in the selection and evaluation of the CHCLC Project Director/Program Manager, in accordance with County personnel policies and procedures. This Council shall assist with monitoring CHCLC operation in accordance with applicable federal, state and local laws and regulations; participate in planning and reviewing the CHCLC budget; review the budget and financial plan for each fiscal year, as well as the

project budget and primary care grant renewals, and give recommendations prior to their submission to the Board of County Commissioners for adoption, in accordance with local budget law. The Council shall participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals, including client satisfaction with the services offered; participate in selecting the services provided by the CHCLC and in determining its operating hours and which services will be offered at which sites; participate in adopting health care policies regarding scope and availability of services; participate in approving or disapproving subsequent grant applications for the CHCLC's programs. The Council shall work with the H&HS/CHCLC's management team and with community leaders to actively engage in long-term strategic planning to build sustainability for the centers.

STAFFING: Department of Health & Human Services

MEETS: Monthly

MANDATED: Section 330 of the Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended) and CFR 42 Part 51c subpart C.

MEMBERSHIP: (17) The Council shall have 17 members. Representation shall be from consumers, health care providers and community representatives as follows: 51% of the members of the Council must be individuals who are served by the CHCLC and must also be representative with respect to demographic factors. 49% of the members shall be representative of the CHCLC catchment area and will be selected for their expertise in community affairs, local government, finance, legal affairs, trade unions, commercial or industrial concerns or social service agencies. No more than half of the non-consumer representatives may derive more than 10% of their annual income from the health care industry. No member may be an employee of the CHCLC, spouse, or child, parent, brother or sister by blood or marriage.

TERM: 4 years, ending June 30 (*Revised by Order No. 03-11-25-8, Effective 11.25.03; 07-12-5-2, 12.5.07*)

NONMANDATED COMMITTEES

3.536 Lane County Animal Services Advisory Committee.

Advises the Health and Human Services Director and the Board of County Commissioners on matters of animal service operations, program improvements, model and state of the art animal welfare, care control programs, and facilities.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members appointed by the Board of Commissioners.

TERM: Commissioner appointed members serve at the will of the Commissioner who appointed them, but for no longer than 4 years without reappointment. The two at-large members serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment. (*Revised by Order No. 07-12-12-5; Effective 12.12.07*)

3.538 Public Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (12) Consists of five members appointed by individual Commissioners, two at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07)*

3.540 Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

Advise the Board of County Commissioners on the status of civil and human rights in the County, and provide the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provide community education and outreach concerning human rights programs within Lane County; recommend, support, and assist in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; develop and publicize a system to assist persons in seeking resolution of harassment and discrimination complaints and recommend appropriate action; recommend policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provide an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); hold at least three (3) Commission meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develop a work plan annually for the upcoming year; affirm, encourage, and promote programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

The LCCAHR may take positions on human rights issues as a commission and speak to the public solely on behalf of the LCCAHR. The members shall not take positions on behalf of the County without prior written approval. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. Unless approved by the Board, positions taken by LCCAHR do not necessarily reflect the views or positions of the County or the Board of Commissioners. All such written statements must be copied to County Counsel.

STAFFING: County Administration, with collaborations with the Human Resources Department, and Department of Children and Families. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.

MEETS: Monthly, with Commissioners attending commission meetings held in their district. In any case, one (1) Commissioner liaison should attend all commission meetings. Video-conferencing should be made available as possible to ensure county-wide involvement.

NONMANDATED

MEMBERSHIP: (11): Consists of 11 members comprised of five (5) individual commissioner appointees and six (6) at-large appointees, selected based on the criteria

listed below and after a careful screening process involving applications and reference checking.

For Commissioner appointees: After requesting nominees from within their respective districts to city officials, including mayors and other community members, each County Commissioner appoints one member to represent the Commissioner's district, with that appointee residing within the Commissioner's district whenever possible. Each Commissioner appointee is expected to report back to the appointing Commissioner to help keep lines of communication open between the Board and the LCCAHR.

Criteria for all appointments:

- (a) Agreement with the mission of the LCCAHR
- (b) Ability to attend the meetings
- (c) Experience and expertise in human rights and/or community relations
- (d) Group process and conflict resolution training, skills and experience
- (e) Special sensitivity to marginalized groups
- (f) Preference given to candidates who represent minority communities, protected classes or other groups subject to human rights abuses

Associate Members (non-voting) should be recruited to increase representation from as many groups as possible.

No more than two (2) County employees may serve on the Commission.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05; 06-11-29-4, 11.29.06; 07-10-24-8, 10.24.07)*

3.542 Law Library Advisory Committee.

Works with assigned county staff to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two at-large lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

TERM: At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05)*

3.544 Parks Advisory Committee.

Advises the Board of County Commissioners on park needs of County residents and visitors regarding County park facilities. Recommends priorities for projects, including financial and operational development and acquisition. Also provides recommendations regarding long-range planning for future park programs and future park needs. Serves as a liaison group representing the concern of the community with regard to parks.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.546 Resource Recovery Advisory Committee.

Makes recommendations to the Board of Commissioners concerning administrative policy legislation, long-range planning and financing for the County's Solid Waste Program; also investigates possible alternative methods of garbage disposal and recycling programs.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (16) Consists of five members appointed by individual Commissioners, seven at-large members appointed by the Board, one rural waste hauler, and three special regional members, one each from Springfield, Eugene and rural Lane County.

TERM: All members serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 01-8-1-8; Effective 8.1.01)*

3.548 Roads Advisory Committee.

Reviews road improvement needs; develops a Five-Year Capital Improvements Program; reviews and provides recommendations for long-range planning for future transportation needs, including alternative transportation modes and makes recommendations to the Board of Commissioners.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 01-8-1-8; Effective 8.1.01)*

3.549 Rural Community Improvement Council.

Analyzes the needs and issues of the non-metro communities and makes recommendations to the Board of Commissioners on any Lane County economic development activities including but not limited to recommendations on the rural component of video lottery funds and room tax funds. Advises the Board in accordance with the following purpose, goals and subjects:

Purpose. To provide a forum for discussion and an avenue for implementation of rural economic and community development projects and programs including: (1) Provides the mechanism for small communities to participate in policy development that affects them, focusing on diversification of rural opportunities (i.e. jobs); (2) Enhancement of the rural lifestyle and character that contributes to the economic and cultural stability of rural Lane County.

Goals. Develop rural community and economic development goals recognizing funding requirements, specific infrastructure needs and other factors important to rural incorporated and unincorporated communities in Lane County.

Primary Subject Areas. Rural/Urban Interaction, Economic Diversification /Enhancement of Rural Communities, Transportation, Housing, Job Creation, Long-Term Resource Management and other issues established by the Rural Community Improvement Council.

STAFFING: Department of County Administration

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (11) Consists of representatives of the following interests:

One from City in East Lane Commissioner District
 One from City in West Lane Commissioner District
 One from Unincorporated Community in East Lane Commissioner District
 One from Unincorporated Community in West Lane Commissioner District
 One At-Large from East Lane Commissioner District
 One At-Large from West Lane Commissioner District
 One from Business Community
 One from Agricultural Community
 One from Rural Fire Protection District
 East Lane County Commissioner
 West Lane County Commissioner
 The Oregon Department of Transportation, Lane County Public Works Department and Land Management Division and other agencies as determined appropriate shall have ex-officio positions on the Rural Community Improvement Council.

TERM: 3 years, ending December 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.550 Tourism Council (Lane County).

Advises the Board on policy issues and activities to enhance tourism throughout Lane County, including the implementation of a marketing plan toward which Lane County will allocate the dedicated funds from the Transient Room Tax.

STAFFING: Department of Public Works/Parks Division

MEETS: As needed

NONMANDATED

MEMBERSHIP: (5) Five members appointed by individual Commissioners.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (*Revised by Order No. 00-8-16-1; Effective 8.17.00; 08-11-25-5, 11.25.08*)

3.552 Vegetation Management Advisory Committee.

Acts as a forum for public input into the County's Integrated Vegetation Management (IVM) Program. Reviews vegetation management needs and related issues and makes recommendations to the Board of County Commissioners. Works with Public Works staff to establish vegetation management priorities in keeping with available funds and IVM methodologies. Reviews requests for vegetation management activities beyond the scope of routine maintenance. Reviews the program standards and policies, including long-range planning for future program needs and prepares recommendations for Board action as necessary. Serves as liaison group in representing the vegetation management concerns of the community to the Board and representing Board decisions to the community.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (9) Five members appointed by individual Commissioners and four at-large appointments.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

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COMMITTEES AND OTHER ADVISORY BODIES

3.505 General.

(1) In addition to the Department structure presented in this chapter, a number of committees, boards, task forces and other advisory bodies may be required and established pursuant to certain statutory provisions, Charter, and LC 2.010.

(2) Pursuant to LC 2.010, the Board may further create boards, commissions, committees, task forces and other advisory bodies as deemed necessary by order of the Board. The Board may also describe and establish the responsibilities of its created advisory bodies by separate Board order, which shall be included within this Manual below.

(3) All advisory bodies created by the Board shall report their concerns and recommendations to the Board rather than taking action or policy positions on behalf of the County upon their own initiative.

(4) The Board delegates authority to the County Administrator to implement the advisory committee policy. This advisory committee policy applies to all advisory committees, unless the Board chooses to make an exception. A request for an exception to this policy shall be filed in written form and filed with the County Administration Office, identifying the unique and special reasons related to the functioning responsibilities of the committee submitting the request.

(5) Definitions

(a) Community Organization. A recognized group of residents in a defined area charged with advising County government on matters affecting the community.

(b) Mandated Committee. An advisory body to the Board of Commissioners, appointed by the Board. The existence charge and sometimes the composition of the committee is controlled by the enabling legislation.

(c) Mandated Special Committee/Board. A group of citizens appointed pursuant to statute and charged with certain independent decision-making and other responsibilities over a certain area of County Government.

(d) Multi-Jurisdictional Committee. A group of citizens appointed by a variety of governments and charged through an intergovernmental agreement with certain duties (some advisory, some independent decision-making) with respect to defined matters of mutual concern to the appointing governments.

(e) Nonmandated Committee. An advisory body to the Board of Commissioners appointed and charged by the Board with advising on certain areas of County government. The existence of the committee is controlled by the Board, and the members serve at the pleasure of the Board.

(f) Standing Committee. A group of two Board members and other County officials charged with studying issues and making recommendations in certain defined areas to the full Board.

(g) Task Force. A group created by the Board or County Administrator for a limited term to advise on a specific issue.

(h) Watershed Council. A voluntary local organization designated by a local government group convened by Lane County or a governing body of an adjoining county to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed, per ORS 541.351 to 541.396. *(Revised by Order No. 97-4-2-1; Effective 4.2.97; 08-7-30-9; 7.30.08)*

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3.506 Lane County Advisory Committee Policy.

(1) Formation & Dissolution of Committees

(a) The Board of County Commissioners may create new committees based on its own initiative or on recommendations from staff, citizens or other sources.

(b) The Board, based on staff recommendations, may limit the amount of staff time and County fiscal resources committed to serving each committee.

(c) The Board shall assign the committee a specific charge by Board Order, which shall be included in Lane Manual Chapter 3. The Board will also establish the qualifications for membership, terms of office and determine time limits to be included in the committee's bylaws and summarized in Lane Manual, Chapter 3 (making reference also to any applicable state or federal laws). All actions of the Committee shall require the affirmative vote of the majority of the designated number of members, regardless of any vacancies. The County Administrator will provide sample bylaws in the Administrative Procedures Manual. The committee is responsible for preparing bylaws with an attached Board Order to be submitted to Legal Counsel and the Board for review and approval, unless provided otherwise. When changes in the Lane Manual require committees to make changes in their bylaws, the changes shall be submitted to Legal Counsel and the Board for review and approval within 90 days of the effective change date in the Lane Manual, unless a further extension is requested and allowed by Legal Counsel or the County Administrator.

(d) Each advisory committee shall provide the Board and County Administration an annual report detailing the committee's accomplishments over the past year and proposed work plan for the coming year. The annual report and work plan are due in the County Administration Office by February 1, each year unless statutorily required plans are due at different times. It is the responsibility of the department staff liaison to coordinate the development of the annual summary and work plan with the committee, and forward the report to County Administration for scheduling on the Board's Agenda.

(e) The County Administration Office on behalf of the Board shall conduct a review and evaluation of each committee annually. After the review, the County Administration Office may recommend to the Board whether the committee should continue, or be eliminated, consolidated or combined.

(2) Appointment Process

(a) Applications. Applications for advisory committee membership shall be accepted at any time and shall be kept for 12 months from the date of the application. Incumbents shall submit a complete new application to be considered for reappointment to an advisory committee. Refer to the specific Lane Manual section on the committee for other appointment information. Refer to the Administrative Procedures Manual for submission information and other details.

(b) Advertisement. Vacancies for committees shall be advertised for 30 days, unless the County Administrator determines that there is an adequate pool of candidates from a previous advertisement for the same advisory committee within the past six months. A shorter advertisement period, or alternative means of identifying qualified applicants may be utilized upon written request from the staff assigned to the committee to the County Administration Office.

(c) Time Frame for Application. Only those citizens who have formally applied for membership within the proper timeframe and have the proper qualifications as specified by the Board in Lane Manual, Chapter 3 may be considered for appointment to an advisory committee.

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(d) Conflicts of Interest. In furtherance of the laws relating to conflicts of interest, no vendor shall serve on any advisory committee or board that deals with or makes recommendations on or awards of contracts with the vendor. In this context, "vendor" means any individual, partnership, joint venture, corporation, private non-profit organization or private for-profit organization who seeks to obtain a contract with the County to provide a service or product on some type of regular basis, i.e., more often than "infrequently" or "rarely." "Vendor" includes employees, board members and any members of the organization who actively participate in the management of the organization.

(e) Commissioner Appointments/At-large Appointments. The following rules apply unless otherwise stated in enabling legislation or a specific Lane Manual section. If an advisory committee consists of 5 members, each member shall be appointed by an individual commissioner. If an advisory committee consists of more than 5 members, 5 of the committee members shall be appointed by individual commissioners. The remaining committee members shall be at-large members, appointed by the Board of Commissioners. If an advisory committee consists of less than 5 members, all members shall be at-large members, appointed by the Board of Commissioners.

(e) Term. Unless otherwise stated in enabling legislation or a specific Lane Manual section, appointees to all committees, boards and commissions shall serve at the will of the appointing commissioner(s), but for no longer than 4 years without reappointment. This provision shall immediately apply to all appointments made after the date of adoption of this section. For current appointments, the committees and the Board of Commissioners shall have 6 months from the date of adoption of this section to determine which appointees are at-large appointees and which are appointed by individual Commissioners. Legal Counsel and the County Administrator shall help committees with the transition process.

Deleted: appointments shall be for a term of four years, ending on the last day of the month specified for that committee, but staggered over the four-year period among the members.

(f) Two-Term Limit. In order to give more people an opportunity to participate on advisory committees, appointment of an individual to any one advisory committee shall be generally limited to two consecutive terms. This two-term limit shall apply to all positions appointed by Lane County which are not designated by the County or statute as being filled by a specific individual. However, in circumstances when the Board deems it in the County's best interest, the Board may reappoint an incumbent to more than two consecutive terms. An individual who has served for two terms may in all events be eligible for reappointment after not serving for one year.

(g) Vacancy During a Term. Whenever a vacancy occurs during a term, a replacement shall be appointed. If the position is a position where an individual Commissioner must make the appointment, the Commissioner shall have 90 days from the date the Commissioner is made aware of the vacancy to fill the position. After 90 days, the Board of Commissioners assumes the responsibility of filling the position.

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Deleted: If the vacancy is for a term which ends on a date other than that specified in the Lane Manual for that committee, the appointment will adjust the ending date of the term to comply with the appropriate Lane Manual section. Such service shall not be deemed a full term for the purposes of the two-term limit of LM 3. 506(2)(f). If the unexpired portion of the term is for six months or less, the appointment shall be for both the unexpired portion plus a full term. In that case, the appointment is considered as meeting one term of the two-term limit.

(h) Interview. The Board may designate certain committees to undergo an interview process prior to appointment and the Board retains authority to interview applicants for any of Lane County's advisory committees. The Board may appoint a subcommittee to conduct the interviews. The Board has designated these bodies as committees whose applicants will be interviewed as a vacancy occurs:

- (i) Board of Property Tax Appeals.
- (ii) County Fair Board.
- (iii) Planning Commission (Lane County).
- (iv) Mental Health Advisory/Local Alcohol and Drug Planning Committee.

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The County Administrator is delegated authority to implement the interview process. If other committees choose to conduct interviews prior to submitting recommendations to the Board of Commissioners, the interview process shall be conducted consistent with the approved County interview processes. In all instances where committees are tasked with interviewing or otherwise reviewing application materials when vacancies occur, the committees shall forward on recommendations to the Board regarding potential appointees. Unless there was not enough interest to fulfill this requirement, the committee shall forward on at least two names, unranked, for every vacancy. The Board shall determine if an appointment should be made, and if so, which individual shall be appointed.

(i) Notice. Notice of committee vacancies shall be sent to city offices, public libraries and other sources, in addition to the normal news media list.

(j) County Employees. County employees shall not ordinarily be deemed eligible as citizen representatives on advisory committees. However, there are instances where such membership may be appropriate. The Board shall consider applications from County employees when the employee presents sufficient written rationale for membership to County Administration Office. The County Administration Office shall review and make recommendations to the Board. The Board can remove appointments in any case in which a problem may arise.

(3) Communication Between Committees and the Board of County Commissioners

(a) A copy of all minutes of advisory committee meetings shall be sent to the County Administration Office.

(b) Committee recommendations for public action must be submitted to the Board for approval prior to taking action.

(4) Staff Support for Committees

(a) The staff person assigned to an advisory committee shall provide the support determined by the County Administrator.

(b) Staff may participate in committee deliberations, but shall not vote on deliberations.

(c) Staff may serve as chair for a new committee until it is sufficiently organized to elect officers. *(Revised by Order No. 00-8-16-1; Effective 8.17.00; 09-3-18-1, 3.18.09)*

TASK FORCES

3.507 Task Forces.

(1) Creation of task forces:

(a) Task Forces will be created by Board action, or by the County Administrator in cases where Board policy is being implemented. Task forces which are created by the County Administrator will follow the guidelines in 3.507(c).

(b) When the Board creates a task force, the following procedures will be followed:

(i) The Board will give the task force a specific charge, and that charge will be transmitted to the task force through a Notice of Board Action. The charge will include a date on which the task force will complete their deliberations and report to the Board or request an extension.

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(ii) In creating a specific task force, the Board will designate membership.

(iii) Meetings and Reports.

(iv) If the County Administrator is a member of the task force, he or she will call the first meeting. If the County Administrator is not a member of the task force(s), he or she will designate one of the members to call the first meeting.

(v) At the first meeting of the task force, a chairperson will be elected, the charge of the task force will be reviewed and a time frame will be established for meeting that charge.

(vi) The chairperson will be responsible for developing a memorandum to be sent to the County Administrator, listing the chairperson and the schedule for meeting the charge of the task force.

(vii) No later than every two months, the chairperson will submit a memorandum to the County Administrator, detailing the progress of the task force and outlining the status of deliberation.

(viii) Disbandment. When the task force has accomplished its original charge and has prepared a report to the Board of County Commissioners, the chairperson will contact the County Administrator to put the report on the Board agenda. The chairperson will then present the report to the Board. If the Board does not set any additional specific tasks or charges to the task force, the task force will cease to exist. If additional charges are given to the task force, then they will operate according to the above-established guidelines.

(c) In cases where the County Administrator creates the task force, he or she will designate membership as well as the chairperson. A charge and date of completion for task force activities will be determined by the County Administrator who will have discretion as to when the task force is disbanded or extended. Progress reports will be presented to the County Administrator as needed and prior to the scheduled date of completion. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

WATERSHED COUNCILS

3.508 Watershed Council.

(1) Creation.

(a) The Board will consider officially recognizing a watershed council when it meets the criteria described in LM 3.508(2) below, and upon completion of the following process.

(b) When a group believes it meets the criteria of LM 3.508(2) and it desires formal recognition, it shall request recognition and the Board may convene a local government group comprised of elected officials of interested cities, counties, water supply districts and sewer districts.

(c) The purpose of convening the local government group is to consider whether the requestor group is comprised of a sufficient balance of interested and affected stakeholders in the watershed, and whether it assures a high level of citizen involvement in the watershed action program. If so, the local government group shall designate the requestor group as a recommended watershed council to the Board.

(d) The Board may, but is not required to, use the services of the Lane Council of Governments as the local government group.

(2) Criteria.

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(a) Watersheds. The Board has recognized five (5) river basins located primarily in Lane County: the McKenzie, the Middle Fork of the Willamette, the Coast Fork of the Willamette, the Long Tom and the Siuslaw. To be a recognized watershed council, the group must represent interests covering the entirety of one of these five basins. Other watershed councils representing interests covering the entirety of another river basin watershed that includes areas in Lane County must be recognized by the governing body of the county where most of the watershed area is located before the Board will consider recognition. If so, the Board may choose to recognize the council without convening a local government group in Lane County if the group seeking recognition meets the membership criteria in LM 3.508(2)(b).

(b) Membership. The group seeking to be a recognized watershed council must be comprised of a balance of interested and affected stakeholders in the watershed, and it must meet the representational requirements of ORS 541.388(2). The Board must also be appropriately assured that the group will be able to sustain a high level of citizen involvement in the development and implementation of a watershed action program.

(3) Purpose. Recognized watershed councils are formed and recognized for the purpose of addressing the goal of sustaining natural resource and watershed protection and enhancement, in accordance with 541.395. The councils are recognized as voluntary local organizations.

(a) Councils are encouraged to seek monetary and staff resources through partnerships or grants. Lane County recognition does not mean the County can or will provide such resources.

(b) Councils shall periodically report on their activities to the Board, not less often than once per year. (*Revised by Order No. 97-4-2-1; Effective 4.2.97; 08-7-30-9, 7.30.08*)

PLANNING COMMISSION

3.510 Planning Commission.

Pursuant to the authority granted to the Board of County Commissioners of Lane County by ORS Chapter 215, the Lane County Home Rule Charter, and by the Lane Code, Chapter 2, a Planning Commission, hereinafter referred to as The Commission, is established for Lane County.

(l) Duties and Functions:

(a) Recommend to the Board for adoption a comprehensive plan for Lane County, or any part or element thereof, and any amendment to such plan, or part or element thereof. The official comprehensive plan shall be effective only after its formal adoption by the Board.

(b) Recommend to the Board ordinances intended to carry out the purposes, principles and proposals expressed in the comprehensive plan.

(c) Perform the duties and functions imposed upon the prior Lane County Planning Commission and West Lane Planning Commission (abolished by Ordinance Nos. 3-70 and 12-97) by Lane County ordinances and orders, including but not limited to LC Chapters 9, 10, 11, 12, 13, 14, 15, and 16 and the citizen involvement component of the Statewide Planning Goals and the applicable comprehensive plans.

(d) Advise and cooperate with other planning agencies within the state and upon request, or on its own initiative, furnish advice or reports to any city, County,

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officer or Department on any problem arising from County, regional or metropolitan planning.

(e) Promote public interest in and understanding of the comprehensive plan and of planning and zoning in general.

(f) Make recommendations and an annual report to the Board concerning the operation of the Commission and of the status of planning and zoning within its jurisdiction.

(g) Make recommendations to the Board with regard to orderly development within Lane County.

(h) Perform such other duties as may be prescribed by County ordinance or order of the Board.

(2) Membership.

(a) General

(i) Advisory, nonvoting members may be designated by the Board to provide technical advice to the voting members.

(ii) The term of office on the Planning Commission shall be for four years, and unless the Board takes special action, no member shall be eligible for more than two consecutive full terms. Terms shall expire on September 30.

(iii) A member shall remain appointed until replaced or reappointed, consistent with appointment procedures in LM 3. 510(5) below.

(iv) Any vacancy occurring on the Planning Commission shall be filled by the Board.

(v) A member may be removed by the Board during a term for cause after a public hearing.

(vi) Members shall serve without compensation other than reimbursement for duly authorized expenses.

(vii) No more than two voting members of each Planning Commission shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members of each Planning Commission shall be engaged in the same kind of occupation, business, trade or profession.

(b) Geographic Membership Requirements

(i) The Lane County Planning Commission shall consist of nine voting members, each of whom shall be a resident of Lane County and appointed by the Board.

(ii) At least three voting members shall reside outside cities and at least two shall reside within cities.

(iii) At least two voting members shall be from the coastal area of Lane County. One of these members must reside in the coastal area. The other member must reside in or own property in the coastal area. The coastal area of Lane County is described as that portion of Lane County west of approximately the range line between Range 9 West and Range 8 West or the east boundary of the Mapleton School District No. 32, whichever is the most easterly.

(3) General Procedures.

(a) The Planning Commission shall adopt rules and procedures for the transaction of business and shall keep a record of its resolutions, transactions, findings, recommendations and determinations, which record shall be a public record.

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(b) The Planning Director or the Director's designee shall be the Secretary of the Planning Commission and shall provide staff services and recommendations on matters coming before the Planning Commission.

(c) The Planning Commission shall select from its voting membership a chair and vice-chair to serve for one year. No member shall be eligible for more than two consecutive terms as chair or vice-chair.

(d) Any discussion, except at a public hearing of the Planning Commission, between any voting member and an applicant or his or her representative, or any other person with a direct interest, concerning a specific case while such matter is scheduled or likely to come before the Planning Commission shall be made known, and the substance thereof related by such member, at the beginning of the public hearing before the Planning Commission on such case, all of which shall be entered into the record.

(e) No member of the Planning Commission shall participate in the discussion, hearing or decision of the Planning Commission upon any matter in which he or she is directly or indirectly interested in a personal or financial sense. In the event of such conflict of interest, a member shall announce his or her disqualification at the earliest opportunity and such fact shall be entered on the records of the Commission.

(4) Referrals From the Board of Commissioners.

(a) Purposes.

(i) It is important for the Planning Commission to have an opportunity to respond to the Board concerning any substantial planning and land use regulatory measure being considered by the Board.

(ii) It is not necessary for planning commissions to respond when the record is clear as to its position or when the proposed change has little substantive effect.

(b) The Planning Director or the Director's designee shall be the Secretary of the Planning Commission and shall provide staff services and recommendations on matters coming before the Planning Commission.

(c) The Planning Commission shall select from its voting membership a chair and vice-chair to serve for one year. No member shall be eligible for more than two consecutive terms as chair or vice-chair.

(d) Any discussion, except at a public hearing of the Planning Commission, between any voting member and an applicant or his or her representative, or any other person with a direct interest, concerning a specific case while such matter is scheduled or likely to come before the Planning Commission shall be made known, and the substance thereof related by such member, at the beginning of the public hearing before the Planning Commission on such case, all of which shall be entered into the record.

(e) No member of the Planning Commission shall participate in the discussion, hearing or decision of the Planning Commission upon any matter in which he or she is directly or indirectly interested in a personal or financial sense. In the event of such conflict of interest, a member shall announce his or her disqualification at the earliest opportunity and such fact shall be entered on the records of the Commission.

(f) The Planning Commission shall complete its actions on all applications and requests coming before it under the zoning and subdivision ordinances, building code and master road plan within 60 days of the filing thereof unless a shorter time is provided by other order or ordinance. Upon request from the applicant or by its own motion after the 60 days have passed, the Board may consider any matter upon which the Planning Commission has not completed its actions.

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- (4) Referrals From the Board of Commissioners.
- (a) Purposes.
- (i) It is important for the Planning Commission to have an opportunity to respond to the Board concerning any substantial planning and land use regulatory measure being considered by the Board.
- (ii) It is not necessary for planning commissions to respond when the record is clear as to its position or when the proposed change has little substantive effect.
- (iii) Board referrals to the planning commissions should be avoided which would serve little value and only result in time delays, unnecessary expenditures of public or private monies and public confusion.
- (b) Policy. Referrals may be made by the Board to the Planning Commission on all matters pertaining to the adoption and amendment of the comprehensive plan when:
- (i) The change contemplated by the Board substantively differs from the Commission's recommendation.
- (ii) The Commission's record is not clear as to its position with respect to the Board's contemplated change from the Commission's recommendation.
- (iii) Testimony has been received at the Board's hearing not available to the Planning Commission which the Board has reason to believe may be material to the Commission's original recommendation.
- (iv) Required legal hearing procedures have not been followed.
- (v) Better Planning Commission-Board communication and/or public understanding of the public hearing process would be served.
- (vi) Any other reason deemed sufficient by the Board.
- A referral under these circumstances is optional, not mandatory, and the Board may proceed to final action without making a referral if it is in the best interests of the County.
- (5) Appointment Process For Planning Commission Vacancies.
- (a) Notification of vacancy and receipt of applications for Planning Commission membership shall be as set forth in Lane County Administrative Procedures Manual.
- (b) Upon expiration of the application acceptance period, the County Administrator's Office will retain a copy of each application and transmit the original applications to the Planning Director.
- (c) The Planning Director shall prepare and transmit the following information to the Board or a subcommittee designated by the Board to conduct interviews:
- (i) Copies of a Planning Commission Appointment Report. The report will contain a listing of current members, including name, address, occupation and term of appointment, plus a list of eligible applicants, which will include address, occupation, eligibility and related information.
- (ii) A proposed interview schedule and written questions to be addressed by the candidates.
- (iii) Copies of each completed Application for Planning Commission Appointment, together with all attachments thereto received.
- (d) Only those citizens who have formally applied within the proper timeframe and meet required qualifications will be considered for appointment to the

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Planning Commission. However, the Board may, by separate action, reopen the process by initiating a new advertisement.

(e) After the Board or subcommittee has determined the date, time, location and candidates for Planning Commission appointment interviews, the Planning Director will prepare and transmit a packet to selected applicants the following items:

(i) Introductory letter that will include the interviewing process and appointment schedule.

(ii) List of questions to be completed along with a return, stamped envelope.

(iii) A copy of the Lane Manual provisions regarding the Planning Commission.

(iv) Other pertinent materials deemed necessary, including any significant planning issues identified by the Board.

(f) Copies of the completed questionnaires returned to the Planning Director will be transmitted to the Board or subcommittee.

(g) The Board or subcommittee will conduct oral interviews with selected applicants at the scheduled meeting.

(h) Upon completion of Board or subcommittee selection(s), the Planning Director will prepare and transmit to the Board a Board Order making the appointment(s). *(Revised by Order No. 97-10-21-1; Effective 10.21.97)*

COMMUNITY ORGANIZATION PROGRAM

3.513 Community Organization Program.

(1) Recognition. In order to be officially recognized by the Lane County Board of Commissioners, a community organization must make a written request to the Board for recognition. A copy of the organization's Charter, the name and address of its representative for the receipt of notices and other communication, and the names and addresses of the organization's officers and Board members must accompany the request.

(2) Charter. The organization's Charter shall:

(a) Define the physical boundaries of the community. Any boundary conflict must be resolved by the groups involved. Organizations should have a logically similar community of interest.

(b) Provide for a democratic organization which elects officers periodically for a specified term and encourages the rotation of those officers.

(c) Define the relationship between the officers and the membership as a whole.

(d) Provide for membership which is at least open to persons 18 years of age or older who either own property within the community or who reside within the community. Only nominal membership fees may be required. However, voluntary contributions may be used as a source of revenue.

(e) Include criteria regulating voting.

(f) Provide that all meetings be open to the public and well publicized in advance.

(3) Organizational Responsibilities. Responsibilities of a recognized organization shall be to:

(a) Advise and consult with the County government on matters affecting the community. Such matters would include, but not be limited to, planning, zoning, housing, parks, open space and recreation, human resource delivery systems,

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traffic and transportation systems, water and sewage disposal systems, and other matters affecting the community. The Board of Commissioners will consider a community 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)*

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STANDING COMMITTEES

3.515 Standing Committees. The following standing committees shall meet jointly with the full Board of County Commissioners on matters pertinent to their charge, and shall not meet as a separate unit unless the committee obtains prior Board approval for a separate meeting. Such requests should be submitted via a proposed Board Order for the consent calendar whenever possible. If not possible, requests should be submitted to the Chair of the Board of Commissioners.

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- (a) Policies and Procedures
- (b) Legislative Affairs
- (c) Finance & Audit
- (d) Technology Management Team
- (e) Savings are Valuable to Employees (S.A.V.E.) Committee
- (f) Facilities
- (g) Economic Development Standing Committee

The County Administrator is responsible for arranging the joint meetings on an "as needed basis" in a rotating fashion on Tuesdays and Wednesdays. The County Administrator is encouraged to vet each standing committee's presentation prior to coming before the full Board, and may ask any commissioner as needed for their participation in this process.

(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) Five lay citizens appointed by individual Commissioners.
 - (ii) One elected Department Director or designee.
 - (iii) One department manager.
 - (iv) Non-voting staff support, as required.
- (c) Term
- All members serve at the will of the Commissioner who appointed them, but for no longer than four years without reappointment.

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(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.

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... (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.

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(b) Membership.

~~(ii) The County Administrator.~~

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

(iv) One at-large lay citizen, who is not a vendor, as described in

LM 3.506(2)(d), who will serve at the will of the Board of Commissioners, but for no longer than four years without reappointment.

(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) County Administrator~~

~~(ii) County Counsel~~

~~(iii) One elected department director or designee.~~

(iv) 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) County Administrator.~~

~~(ii) All department directors or designees.~~

(iii) Other staff support, as required.

(5) Policy and Procedures Committee.

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(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) County Administrator.

(ii) County Counsel.

~~(iii) One elected Department Director or designee.~~

(iii) Nonvoting Department managers and staff support, as required.

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(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) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.~~

~~(ii) One department director not included in (i) above.~~

~~(iii) The Director of the Department of Information Services.~~

~~(iv) 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; 07-5-23-2, 5.23.07)*

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LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
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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	CAO	ORS 423.560	3.522
4.	Mental Health Advisory/Local Alcohol and Drug Planning Committee	H&HS	ORS 430.342; ORS 430.630(7); OAR 309-014-0020(3); OAR 309-016-0020(2); OAR 415-056-0005(10)	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 458.505	3.530
8.	Community Health Council	H&HS	Section 330, Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended)	3.534

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NONMANDATED ADVISORY COMMITTEES

9.	Public Health Advisory Committee	H&HS		3.538
10.	Lane County Animal Services Advisory Committee.	H&HS		3.536
11.	Lane County Commission for the Advancement of Human Rights	CAO		3.540
12.	Law Library Advisory Committee	Legal Counsel		3.542
13.	Parks Advisory Committee	PW/Parks		3.544
14.	Resource Recovery Advisory Committee	PW/W. Mgmt.		3.546
15.	Roads Advisory Committee	PW		3.548
16.	Rural Community Improvement Council	CAO		3.549
17.	Tourism Council (Lane County)	PW/Parks		3.550
18.	Vegetation Management Committee	PW		3.552

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MANDATED SPECIAL COMMITTEES/BOARDS

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

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

24. Eugene-Springfield Metropolitan Partnership Board of Directors	City of Eugene		3.566
25. Human Services Committee	H&HS		3.568
26. Lane Workforce Partnership Advisory Committee	WFP	20 CFR 628.410; ORS 258A.458	3.570
27. Metropolitan Wastewater Management Commission	City of Eugene		3.572

OTHER APPOINTED COMMITTEES

28. Elected Officials Compensation Board MS 3.600
(Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-10-24-8, 10.24.07; 07-12-5-2, 12.5.07; 07-12-12-5, 12.12.07)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

STAFFING: Land Management Division
 MEETS: As needed
 MANDATED: UBC 105
 MEMBERSHIP: (7) Consists of representatives of the building construction industry.
 TERM: 4 years, ending June 30 *(Revised by Order No. 00-8-16-1; Effective 8.17.00)*

3.521 Commission on Children and Families.

Plans, initiates and coordinates systems to serve children and families throughout Lane County. The four major goals of the Commission are to promote a wellness system, create

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and encourage collaborative partnerships, establish structured community planning and decision making processes, and to maintain a framework of accountability. The Commission also develops policy and oversees the implementation of the local coordinated comprehensive plan. The Commission advises the Board of County Commissioners on critical issues and services affecting Lane County's children and families and serves as a local planning body for the Oregon Commission on Children and Families.

STAFFING: Department of Children and Families

MEETS: Monthly

MANDATED: ORS 417.760

MEMBERSHIP: (21) Consists of 21 members, the majority of whom are laypersons. A layperson is one whose primary income is *not* derived from either offering direct service to children and youth or being an administrator for a program for children and youth. Membership of the Commission shall consist of the County Administrator; three (3) youth representatives (between the ages of 15 and 20 at the time of appointment) with a preference that one youth represent a rural area and one youth position represent a metropolitan area; two (2) rural representatives; five (5) members appointed by individual County Commissioners. and nine (9) at-large members. appointed by the Board of County Commissioners. The Board shall appoint the chair.

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TERM: 4 years, ending June 30. (Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-2-21-1, 2.21.07)

3.522 Public Safety Coordinating Council.

Under ORS 423.560, develops and recommends to the Board a plan for use of 1) state resources to serve the local offender population, and 2) state and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and coordinates local criminal justice policy among affected criminal justice entities.

In addition to the duties assigned to it under ORS 423.560, the Council develops and recommends to the Board the plan for use of state resources to serve the local youth offender population; coordinates local juvenile justice policy among affected juvenile justice entities; and in consultation with the Commission on Children and Families, develops and recommends to the Board a plan designed to prevent criminal involvement by youth, which provides for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.

STAFFING: County Administration

MEETS: Quarterly

MANDATED: ORS 423.560

MEMBERSHIP: Up to 20, selected by the Board (unless noted otherwise) as follows:

- (1) Police chief, selected by the police chiefs in the county
- (1) Sheriff;
- (1) District Attorney;
- (1) State Court Judge, appointed by Presiding Judge;
- (1) Public Defender or Defense Attorney, appointed by Presiding Judge;

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- (1) Community Corrections Manager;
- ~~(1) County Commissioner;~~
- (1) Youth Services Department Director;
- (1) Public Health Official recommended by the Health and Human Services Department Director;
- (1) Mental Health Official recommended by the Health and Human Services Department Director;
- (3) Up to three lay Citizens;
- (1) City Councilor or Mayor, selected by the City of Eugene;
- (1) City Councilor or Mayor, selected by the City of Springfield;
- (1) City Manager or other City Representative, selected by the cities other than Eugene or Springfield;
- (1) County Administrator;
- (1) Representative of the Oregon State Police (non-voting), selected by the Superintendent of Oregon State Police;
- (1) Oregon Youth Authority Representative (non-voting), selected by the Director of Oregon Youth Authority

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TERM: 4 years, ending December 31 (*Revised by Order No. 01-5-9-1; Effective 5.9.01; 03-8-27-3, 8.27.03*)

3.524 Mental Health Advisory/Local Alcohol and Drug Planning Committee.

Advises the Board of County Commissioners as the local mental health authority, and the Director of the Department of Health and Human Services on community needs and priorities for mental health services and alcohol and drug abuse prevention and treatment services and shall assist in planning and in review and evaluation of those services.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: ORS 430.342, ORS 430.630(7), OAR 309-014-0020(3), OAR 309-016-0020(2), OAR 415-056-0005(10)

MEMBERSHIP: (13) Consists of 13 persons who are broadly representative of the community, with a balance of age, sex, ethnic, socioeconomic, geographic, professional and consumer interests represented. Membership shall include advocates for persons with mental or emotional disturbances, drug abuse problems, mental retardation or other developmental disabilities and alcoholism and alcohol abuse problems. It shall also include a number of minority members which reasonably reflects the proportion of the needs for alcoholism treatment and rehabilitation services of minorities in the community as well as a representative for the mental health Consumer Council. Subcontractors of mental health services, alcohol and drug prevention and treatment services, developmental disabilities services, their employees and their board members are barred from membership on this committee.

TERM: 4 years, ending October 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07; 09-3-18-1; 3.18.09*)

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3.526 Farm Review Board.

Advises the County Assessor with respect to the use of comparable sales figures in assessing agricultural land; the Board also advises the County Assessor as to whether figures or factors are proper under ORS 308A.092.

STAFFING: Department of Assessment and Taxation

MEETS: Once or twice each year

MANDATED: ORS 308A.095

MEMBERSHIP: (5) Two appointed by the Board of Commissioners, two appointed by the Assessor and fifth member chosen by other four members.

TERM: 2 years for Commissioner and Assessor appointees, 1 year for joint appointee, all ending January 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.528 Historic Resources Committee (Lane County).

Represents a variety of historical interests and the interests of the property owners. Its tasks shall include: general concern with historical matters in the County; to monitor conditions affecting such resources; to devise criteria and methods for the selection of newly-designated historical resources; to advise the staff and officials of the County on proposed new historical sites and structures; to oversee the administration of the Historic Structures or Sites ordinance; and to perform other related tasks and duties. The Committee reports to the Planning Commissions and subsequently to the Board of County Commissioners.

STAFFING: Department of Public Works, Land Management Division

MEETS: Monthly

MANDATED: Lane County Goal 5, Policy 1 and Statewide Planning Goal 5

MEMBERSHIP: (7) Reflects the geographic diversity of the County and other requirements of the Goals.

TERM: 4 years, ending November 30 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.530 Community Action Advisory Committee.

Provides advice to the Board of County Commissioners on the emergency basic needs and community action service systems, to address the needs of low income citizens of Lane County. Its tasks shall include: Reviewing and approving program policy related to the expenditure of federal and state anti-poverty funds; being involved in and consulted on the hiring and firing of the designated Community Action Program Coordinator/Administrator; monitoring and evaluating program effectiveness; insuring the effectiveness of community involvement in the planning process; assuming all duties delegated it by the Board of County Commissioners.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: ORS 458.505

MEMBERSHIP: (12) The Committee shall consist of twelve members appointed by the Lane County Board of Commissioners. Representation shall be as follows: A third of the members shall be public officials currently serving or their designees; at least a third of the members shall be representatives of low income persons in Lane County; the balance of the members shall represent business, industry, labor, religious, welfare, education or other major groups of interest in the community.

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Public officials shall consist of at least one Lane County member, one City of Eugene member and one City of Springfield member.

The remaining members are appointed by Board of Commissioners. Subcontractors of emergency basic needs or community action services, their employees and their board members are barred from membership on this committee.

TERM: 1 year, public officials
4 years, others, ending June 30 (*Revised by Order No. 00-8-16-1; Effective 8.17.00; 08-8-6-1, 8.6.08*)

3.534 Community Health Council

Provides assistance and advice to the Board of Commissioners and the Health & Human Services Department's Community Health Centers of Lane County (CHCLC) in promoting its mission to provide comprehensive health care that is quality-driven, affordable and culturally competent to the people of Lane County. The Community Health Council will provide input and feedback to generally advise the development, implementation and evaluation of CHCLC programs, including but not limited to all programs funded through the Federal Bureau of Primary Health Care Grant(s). This may include providing feedback and advice regarding the health care needs of Lane County residents. One goal of the Community Health Council is to review marketplace trends and to provide assistance and advice which reflect the economic realities of the marketplace. The Council shall participate in the selection and evaluation of the CHCLC Project Director/Program Manager, in accordance with County personnel policies and procedures. This Council shall assist with monitoring CHCLC operation in accordance with applicable federal, state and local laws and regulations; participate in planning and reviewing the CHCLC budget; review the budget and financial plan for each fiscal year, as well as the project budget and primary care grant renewals, and give recommendations prior to their submission to the Board of County Commissioners for adoption, in accordance with local budget law. The Council shall participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals, including client satisfaction with the services offered; participate in selecting the services provided by the CHCLC and in determining its operating hours and which services will be offered at which sites; participate in adopting health care policies regarding scope and availability of services; participate in approving or disapproving subsequent grant applications for the CHCLC's programs. The Council shall work with the H&HS/CHCLC's management team and with community leaders to actively engage in long-term strategic planning to build sustainability for the centers.

STAFFING: Department of Health & Human Services
MEETS: Monthly
MANDATED: Section 330 of the Public Health Service Act (42 U.S.C. 254b, et seq., as now or hereafter amended) and CFR 42 Part 51c subpart C.

MEMBERSHIP: (17) The Council shall have 17 members. Representation shall be from consumers, health care providers and community representatives as follows: 51% of the members of the Council must be individuals who are served by the CHCLC and must also be representative with respect to demographic factors. 49% of the members shall be representative of the CHCLC catchment area and will be selected for their expertise in community affairs, local government, finance, legal affairs, trade unions, commercial or industrial concerns or social service agencies. No more than half of the non-consumer representatives may derive more than 10% of their annual income from the

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health care industry. No member may be an employee of the CHCLC, spouse, or child, parent, brother or sister by blood or marriage.

TERM: 4 years, ending June 30 (*Revised by Order No. 03-11-25-8, Effective 11.25.03; 07-12-5-2, 12.5.07*)

NONMANDATED COMMITTEES

3.536 Lane County Animal Services Advisory Committee.

Advises the Health and Human Services Director and the Board of County Commissioners on matters of animal service operations, program improvements, model and state of the art animal welfare, care control programs, and facilities.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: ~~(7) Consists of five members appointed by individual Commissioners and two at-large members appointed by the Board of Commissioners.~~

TERM: ~~Commissioner appointed members serve at the will of the Commissioner who appointed them, but for no longer than 4 years without reappointment. The two at-large members serve at the will of the Board of Commissioners, but for no longer than 4 years without reappointment. (Revised by Order No. 07-12-12-5; Effective 12.12.07)~~

Deleted: (7) Consists of five Commissioner representatives and two members appointed by the committee.¶
TERM: . . . Commissioner appointed members will serve at the will of the Commissioner who appointed them. The two appointed members will serve 2 year terms, ending December 31. (*Revised by Order No. 07-12-12-5; Effective 12.12.07*)

3.538 Public Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: ~~(12) Consists of five members appointed by individual Commissioners, two at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.~~

TERM: ~~At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. (Revised by Order No. 00-8-16-1; Effective 8.17.00; 07-12-5-2, 12.5.07)~~

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3.540 Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

Advise the Board of County Commissioners on the status of civil and human rights in the County, and provide the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provide community education and outreach concerning human rights programs within Lane County; recommend, support, and assist in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; develop and

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publicize a system to assist persons in seeking resolution of harassment and discrimination complaints and recommend appropriate action; recommend policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provide an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); hold at least three (3) Commission meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develop a work plan annually for the upcoming year; affirm, encourage, and promote programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

The LCCAHR may take positions on human rights issues as a commission and speak to the public solely on behalf of the LCCAHR. The members shall not take positions on behalf of the County without prior written approval. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. Unless approved by the Board, positions taken by LCCAHR do not necessarily reflect the views or positions of the County or the Board of Commissioners. All such written statements must be copied to County Counsel.

STAFFING: County Administration, with collaborations with the Human Resources Department, and Department of Children and Families. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.

MEETS: Monthly, with Commissioners attending commission meetings held in their district. In any case, one (1) Commissioner liaison should attend all commission meetings. Video-conferencing should be made available as possible to ensure county-wide involvement.

NONMANDATED

MEMBERSHIP: (11): Consists of 11 members comprised of five (5) individual commissioner appointees and six (6) at-large appointees, selected based on the criteria listed below and after a careful screening process involving applications and reference checking.

For Commissioner appointees: After requesting nominees from within their respective districts to city officials, including mayors and other community members, each County Commissioner appoints one member to represent the Commissioner's district, with that appointee residing within the Commissioner's district whenever possible. Each Commissioner appointee is expected to report back to the appointing Commissioner to help keep lines of communication open between the Board and the LCCAHR.

Criteria for all appointments:

- (a) Agreement with the mission of the LCCAHR
- (b) Ability to attend the meetings
- (c) Experience and expertise in human rights and/or community relations
- (d) Group process and conflict resolution training, skills and experience
- (e) Special sensitivity to marginalized groups
- (f) Preference given to candidates who represent minority communities, protected classes or other groups subject to human rights abuses

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Associate Members (non-voting) should be recruited to increase representation from as many groups as possible.

No more than two (2) County employees may serve on the Commission.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05; 06-11-29-4, 11.29.06; 07-10-24-8, 10.24.07)

Deleted: Up to 4 years, from date of appointment. All Commissioners serve at the will of the Board and may be removed.

3.542 Law Library Advisory Committee.

Works with assigned county staff to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two at-large lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

TERM: At-large appointees serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.

(Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05)

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3.544 Parks Advisory Committee.

Advises the Board of County Commissioners on park needs of County residents and visitors regarding County park facilities. Recommends priorities for projects, including financial and operational development and acquisition. Also provides recommendations regarding long-range planning for future park programs and future park needs. Serves as a liaison group representing the concern of the community with regard to parks.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.

(Revised by Order No. 00-8-16-1; Effective 8.17.00)

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3.546 Resource Recovery Advisory Committee.

Makes recommendations to the Board of Commissioners concerning administrative policy legislation, long-range planning and financing for the County's Solid Waste Program; also investigates possible alternative methods of garbage disposal and recycling programs.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (16) Consists of five members appointed by individual Commissioners, seven at-large members appointed by the Board, one rural wastehauler, and three special regional members, one each from Springfield, Eugene and rural Lane County.

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TERM: All members serve at the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment. *(Revised by Order No. 01-8-1-8; Effective 8.1.01)*

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3.548 Roads Advisory Committee.

Reviews road improvement needs; develops a Five-Year Capital Improvements Program; reviews and provides recommendations for long-range planning for future transportation needs, including alternative transportation modes and makes recommendations to the Board of Commissioners.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of five members appointed by individual Commissioners and two at-large members.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.

(Revised by Order No. 01-8-1-8; Effective 8.1.01)

- Deleted: one member from each Commissioner's voting district to serve the same term of office as the Commissioner making the appointment, plus

- Deleted: 4 years, ending December 31 for Commissioner appointees; 4 years, ending June 30 for at-large members.

3.549 Rural Community Improvement Council.

Analyzes the needs and issues of the non-metro communities and makes recommendations to the Board of Commissioners on any Lane County economic development activities including but not limited to recommendations on the rural component of video lottery funds and room tax funds. Advises the Board in accordance with the following purpose, goals and subjects:

Purpose. To provide a forum for discussion and an avenue for implementation of rural economic and community development projects and programs including: (1) Provides the mechanism for small communities to participate in policy development that affects them, focusing on diversification of rural opportunities (i.e. jobs); (2) Enhancement of the rural lifestyle and character that contributes to the economic and cultural stability of rural Lane County.

Goals. Develop rural community and economic development goals recognizing funding requirements, specific infrastructure needs and other factors important to rural incorporated and unincorporated communities in Lane County.

Primary Subject Areas. Rural/Urban Interaction, Economic Diversification /Enhancement of Rural Communities, Transportation, Housing, Job Creation, Long-Term Resource Management and other issues established by the Rural Community Improvement Council.

STAFFING: Department of County Administration

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (11) Consists of representatives of the following interests:

One from City in East Lane Commissioner District

One from City in West Lane Commissioner District

One from Unincorporated Community in East Lane Commis-

sioner District

One from Unincorporated Community in West Lane Commis-

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One At-Large from East Lane Commissioner District

One At-Large from West Lane Commissioner District

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One from Business Community
One from Agricultural Community
One from Rural Fire Protection District
East Lane County Commissioner
West Lane County Commissioner

The Oregon Department of Transportation, Lane County Public Works Department and Land Management Division and other agencies as determined appropriate shall have ex-officio positions on the Rural Community Improvement Council.

TERM: 3 years, ending December 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.550 Tourism Council (Lane County).

Advises the Board on policy issues and activities to enhance tourism throughout Lane County, including the implementation of a marketing plan toward which Lane County will allocate the dedicated funds from the Transient Room Tax.

STAFFING: Department of Public Works/Parks Division

MEETS: As needed

NONMANDATED

MEMBERSHIP: (5) Five members appointed by individual Commissioners.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.
(*Revised by Order No. 00-8-16-1; Effective 8.17.00; 08-11-25-5, 11.25.08*)

Deleted: Consists of district appointed members by Commissioners.

Deleted: 1 year, ending December 31

3.552 Vegetation Management Advisory Committee.

Acts as a forum for public input into the County's Integrated Vegetation Management (IVM) Program. Reviews vegetation management needs and related issues and makes recommendations to the Board of County Commissioners. Works with Public Works staff to establish vegetation management priorities in keeping with available funds and IVM methodologies. Reviews requests for vegetation management activities beyond the scope of routine maintenance. Reviews the program standards and policies, including long-range planning for future program needs and prepares recommendations for Board action as necessary. Serves as liaison group in representing the vegetation management concerns of the community to the Board and representing Board decisions to the community.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (9) Five members appointed by individual Commissioners and four at-large appointments.

TERM: At the will of the appointing Commissioner(s), but for no longer than 4 years without reappointment.
(*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

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MANDATED SPECIAL COMMITTEES/BOARDS

3.554 Board of Property Tax Appeals.

Hears petitions for reduction of: a) The assessed value or specially assessed value of property as of January 1, but only if the value that is the subject of the petition was added to the roll prior to December 1 of the tax year; b) The real market value of property, but only if the maximum assessed value of the property that is the subject of the petition is determined by ORS Chapter 308, and c) Corrections to value is made pursuant to ORS Chapter 311.

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