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Memorandum Date: May 20, 2009
Order Date: June 3, 2009

TO: Board of County Commissioners

DEPARTMENT: CAO/ Community & Economic Development

PRESENTED BY: Mike McKenzie-Bahr, Community and Economic Development Coordinator

AGENDA ITEM TITLE: ORDER IN THE MATTER OF APPOINTING 6 MEMBERS TO THE ECONOMIC DEVELOPMENT STANDING COMMITTEE (EDSC)

I. MOTION

Move to approve the Order appointing six (6) members to each serve a four-year term beginning June 3, 2009 and ending June 3, 2013, on the Economic Development Standing Committee (EDSC). All members to serve at the will of the Commissioner who appointed them, but for no longer than four years without reappointment.

II. AGENDA ITEM SUMMARY

The Board is being asked to approve one (1) committee member recommendation by the Economic Development Coordinator and five (5) appointees made by individual members of the Board of Commissioners.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Background / Analysis

On April 14, 2009 the EDSC committee was dissolved and the Board gave direction to reappoint a new committee that consists of: five (5) lay citizens appointed by each individual Commissioner; one (1) department manager; and non-voting staff support, as required by Lane Manual.

<u>Recommendations:</u>	<u>Representing:</u>	<u>Term Expires:</u>
Chuck Forster	Dept. Manager	09/03/2013
Ryan Pape'	East Lane Appointee	09/03/2013
Janice Mackey	Springfield Appointee	09/03/2013
Shawn Winkler-Rios	South Eugene Appointee	09/03/2013
Terry Kohley	North Eugene Appointee	09/03/2013
Laurel Crenshaw	West Eugene Appointee	09/03/2013

B. Committee Charge

The Economic Development Standing Committee makes recommendations to the Board of County Commissioners regarding Lane County's economic development policies and activities, including development and periodic review of Lane County's development purposes, review and analysis of economic development proposals or grants outside economic development agencies or programs.

The work of the Economic Development Standing Committee also includes advising the Board of Commissioners on Economic Development Strategic Investment Program Allocations as per Lane Manual 4.110

C. Policy Issues

The nominees meet and exceed the minimum qualifications for service on this advisory committee.

D. Board Goals

Appointments of citizens to the EDSC is part of the County's effort to fulfill the stated goal of "providing opportunities for citizen participation in decision-making, voting, volunteerism and civic and community involvement."

E. Financial and/or Resource Considerations

There is no cost for the County to have the EDSC committee. Staffing the committee does take some County resource time, but that time is already allocated into staff activities as this has been an on-going committee.

F. Analysis

The purpose of the EDSC is identified in Lane Manual 3.515 and Lane Manual 4.110.

Lane Manual 3.515 includes the following:

(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.

Lane Manual 4.110 includes the following: "Allocations [from the Economic Development Strategic Investment Program] shall be made by the Board upon the advice of the Economic Development Standing Committee."

F. Alternatives/Options

The Board of Commissioners may:

- 1) Approve the ORDER appointing all six (6) recommendations;
- 2) Delay approving the Order if the Board needs additional information that could not be provided at the Board meeting;
- 3) Reject the ORDER.

IV. TIMING/IMPLEMENTATION

Upon approval by the Board, the six (6) members will be appointed to the EDSC.

V. RECOMMENDATION

The Lane County Community & Economic Development Coordinator recommends the Board of Commissioners approve the motion appointing the six (6) committee members.

VI. FOLLOW-UP

Once Board approval is given for these appointments, the prospective members will be issued letters and invited to attend an introductory meeting to review the committee's charge.

VII. ATTACHMENTS

1. Board Order
2. Lane Manual 3.515
3. Lane Manual 4.100

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.) ORDER IN THE MATTER OF
) APPOINTING 6 MEMBERS TO THE
) ECONOMIC DEVELOPMENT
) STANDING COMMITTEE (EDSC)

WHEREAS, there are six vacancies on the Economic Development Standing Committee and the committee recommends that the Lane County Board of Commissioners appoint six members to fill the vacancies; and

WHEREAS, the Economic Development Standing Committee provides advice to the Board on Economic Development policies and activities.

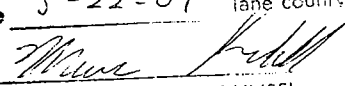
WHEREAS, the matter having been fully considered by the Board,

NOW THEREFORE, IT IS HEREBY ORDERED THAT: the following named persons be appointed to the Economic Development Standing Committee, these appointees are at the will of the Commissioner who appointed them, but for no longer than four years without reappointment:

<u>Appointees:</u>	<u>Representing:</u>	<u>Term Expires:</u>
Chuck Forster	Dept. Manager	06/03/2013
Ryan Pape'	East Lane Appointee	06/03/2013
Janice Mackey	Springfield Appointee	06/03/2013
Shawn Winkler-Rios	South Eugene Appointee	06/03/2013
Terry Kohley	North Eugene Appointee	06/03/2013
Laurel Crenshaw	West Eugene Appointee	06/03/2013

DATED this 3rd day of June, 2009.

Peter Sorenson, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 5-22-09 lane county

OFFICE OF LEGAL COUNSEL

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.

(3) Upon the sale of a real property asset acquired prior to 1980 which has been improved with post-1980 Funds (of any source) and which has been used for mixed purposes (roads, parks, policing or other purposes) the proceeds shall be distributed in a fair and equitable manner, taking into account the source of funds for acquisition and improvement, depreciation, rents paid, and usage over the period of County ownership. *(Revised by Order No. 98-7-29-18; Effective 7.29.98)*

VIDEO LOTTERY ALLOCATION POLICY

4.100 Purpose.

The Video Lottery Allocation Policy reaffirms that video lottery receipts must be applied to programs and activities which support economic development in Lane County. Video lottery revenue is received from the State of Oregon as a transfer from the Oregon State Lottery Fund. The Oregon State Lottery Fund is governed by Oregon Constitution, Article XV Section 4. This policy defines economic development activities for Lane County and provides guidance for strategic allocation of video lottery funds to economic development programs and activities. This policy reaffirmation is the basis for all video lottery allocation decisions for the benefit of Lane County citizens, and is meant to encourage partnerships between the County, communities within the county, non-profit organizations, private parties, and others directly involved in economic development activities, which meet one or more of the economic development objectives or categories listed in paragraph 4.105 below. *(Revised by Order No. 01-2-21-2; Effective 5.1.02; 05-11-30-3, 11.30.05)*

4.105 Definition of Economic Development.

Economic development is a program, a group of policies, and/or activity that seeks to improve the economic well being and quality of life for a community. Ideally, it will create and retain jobs, enhance employment opportunities, increase family wage income, and provide a stable tax base. Creation of new high paying jobs and improvement of worker's wages are the principal outcomes anticipated from this economic development policy. Outcomes may also include community development investments in infrastructure, commercial and business parks, other public/private partnerships, organization capacity development, and strategies that leverage funds and resources to accomplish the following:

(1) Business Development. Programs that encourage business growth and investment that create new employment opportunities, attract and expand business, increase tourism, and facilitate start-up and emerging businesses.

(2) Workforce Development. Partnerships between business, education and government that build the skills of the local workforce and increase opportunities for families to meet or exceed the median household income for Lane County. *(Revised by Order No. 01-2-21-2; Effective 5.1.02; 05-11-30-3, 11.30.05)*

4.110 Allocation.

Within the above definition, the revenues derived from the State's 2.5% video lottery distribution for economic development shall be allocated between two economic development categories. Through the annual budget process, the Board shall appropriate a maximum of 50% of the annual receipts to general allocation programs and the remainder (50% minimum) of the annual receipts for economic development strategic investment projects. All (100%) of unspent monies from previous years shall be appropriated for economic development strategic investment projects.

(1) Category 1 - General Allocation for Economic Development Program. Up to half (50%) of the County's annual receipts from video lottery revenue shall be allocated to the Category of General Allocation Economic Development Program. The purpose of the General Allocation is to pay for ongoing County programs and services which meet the adopted definition of economic development. The rationale is that citizens, tourists, employees and potential business owners shall benefit from a stable economic base, prepared and ready workforce, nurturing atmosphere for business growth and investment and consistent and knowledgeable development staff. Guidelines for the General Allocation for Economic Development Program shall be:

(a) The cost of administering the video lottery receipts shall be paid with video lottery funds from the General Allocation category.

(b) A working capital reserve for General Allocation programs may be maintained.

(c) The County may continue to participate in forums for exchanging ideas and addressing the economic development needs of the County.

(d) The County may contract with other agencies for the purpose of community/county promotion, marketing/recruitment, and other economic development support services, the sole purpose of which is to build capacity over time and increase and/or stabilize the economy of the County and its citizens.

(e) The County may maintain or hire County staff internally or contract with other agencies to provide economic development support services to the county and/or communities within the county.

(2) Category 2 - Economic Development Strategic Investment Program. The County shall establish the "Economic Development Strategic Investment Program." The purpose of this category is to assist communities to pro-actively leverage video lottery dollars through public-private partnerships that will make a measurable difference in the economic growth and stability of Lane County. This program shall be capitalized annually with a minimum of 50% of the new video lottery revenue received each year from the Oregon State Lottery Commission's transfer to counties for economic development activities. In addition, all revenue unspent in previous years will be added to this category. General guidelines for this category shall be:

(a) Any activity or project supported by this program must demonstrably and directly increase the chance of making a measurable difference to the economy of Lane County and its citizens.

(b) Projects are expected to have some financial support other than video lottery money.

(c) Allocations toward projects or facilities identified in a recognized capital improvement plan (e.g., the County, community within the county or economic development organization's capital improvement plan) shall receive priority consideration.

(d) Projects that require multi-year commitments may be funded.

(e) Allocations shall be made by the Board upon the advice of the Economic Development Standing Committee, after review and comment by the Lane Economic Committee.

(f) No obligation shall exist to recommend an annual expenditure from this category. Projects should only be recommended for funding if they substantially meet the general guidelines and can demonstrate a direct impact on economic development of the community. Some or all of the funds may be carried over in any year for larger allocations in a later year.

(g) The cost of administering the Economic Development Strategic Investment program shall be paid with video lottery funds from the economic

development strategic investment category. *(Revised by Order No. 01-2-21-2; Effective 5.1.02; 05-11-30-3, 11.30.05)*

COMPUTER AND COMMUNICATION RESOURCES

4.200 Purpose.

The purpose of this policy is to provide guidance to the departments and employees in the prudent use and management of the computer resources, communication resources, and information technology of Lane County. *(Revised by Order No. 01-3-14-4; Effective 3.14.01; 05-11-2-1, 11.2.05)*

4.220 Policy.

Computer resources, communication resources, and information technology are provided and shall be used in the furtherance of County business. The County Administrator shall adopt administrative procedures implementing this policy, including sanctions for policy violation. Those procedures may include minor and incidental personal use, which for the limited purpose of compliance with the state ethics rules is considered part of the compensation package for County officers and employees. The County Administrator is authorized to establish a monthly stipend in lieu of an assigned communication device. *(Revised by Order No. 01-3-14-4, Effective 3.14.01; 05-11-2-1, 11.2.05)*

FIREWISE INCENTIVES PROGRAM

4.300 Purpose.

The purpose of this voluntary program is to institute specific incentives, including building permit fee waivers and grant funding opportunities, for targeted residential construction and landscaping improvements that qualify under Title III, Section 601 of Public Law 110-343 - The Emergency Economic Stabilization Act of 2008. These provisions establish and define allowable incentives, and the authority of county staff to conduct fire safety property assessments to determine program eligibility and to confirm that requirements of the program have been satisfied. Participation in this program shall be voluntary. *(Revised by Order No. 09-3-31-4, 4.15.09)*

4.305 Financial Incentives.

In an effort to reduce the catastrophic loss of life, property and natural resources from a wildland urban interface disaster Lane County promotes home design, construction, landscaping and maintenance activities that follow the national Firewise Communities program guidelines. To this end, the following incentives are available to qualifying county homeowners within Lane County and outside of the Urban Growth Boundary of an incorporated city, to the extent consistent with LM 4.310:

(1) Building Permit Fee Waivers. Building permit fees may be waived for property owners and supplanted with Title III funds for those qualifying improvements listed under LM 4.305(2) that are made to lawfully established dwellings and that meet applicable standards found in the 2009 International Urban-Wildland Interface Code. These waivers shall cover 100% of building permit fees, when permits are required for said improvements, up to a maximum amount of \$2,500. However, no more than 20% of the total annual Title III incentive funding available each fiscal year shall be applied towards fee waivers. Fees for planning actions, septic permits, and other approvals separate from the building permit are not covered by this waiver. The county may require