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AGENDA COVER MEMO

DATE: March 15, 2006

TO: Lane County Board of Commissioners

DEPT: Public Works/Parks Division

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

AGENDA ITEM TITLE: Order/ In the Matter of Appointing a Five Member Citizen Committee to Evaluate and Recommend Awards for the Lane County Tourism Special Projects Grants for the Year 2006.

I. MOTION

MOVE TO APPOINT A FIVE-MEMBER CITIZEN COMMITTEE TO EVALUATE AND RECOMMEND AWARDS FOR THE LANE COUNTY TOURISM SPECIAL PROJECT GRANTS FOR THE YEAR 2006.

II. ISSUE OR PROBLEM

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

III. DISCUSSION

A. Background

With approval of the Board in 1997, the grant application and awarding process for Special Project Tourism Grants was simplified. The new process has worked well with 145 grants awarded and \$801,700 disbursed for tourism promotion within Lane County over the last five rounds. Administrative time spent on the grant program has been reduced and grant appeals have been minimized. For the 2006 grant cycle (Round 16), we expect to disburse another \$143,500 in Special Project Tourism Grants.

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

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

All recommendations are forwarded to the Board of County Commissioners for final approval. The person selected should have a broad understanding of the impacts of

tourism, and be familiar with the County's tourism efforts and Yearly Marketing Plan. The anticipated term for each member is March 15, 2006 through December 31, 2006.

B. Analysis

It is very important for the citizen appointments to be made immediately, in order to keep the established timeline for awarding grants and executing contracts by April 30, 2006.

C. Alternatives/Options

Based on previous Board direction, each Board member should appoint a citizen from their district to serve on a committee to evaluate and recommend grant applicants for the Lane County Tourism Special Projects Grant Program.

D. Recommendations

Approve the attached Board Order.

E. Timing

Approval is needed immediately to avoid delays in awarding grants.

IV. IMPLEMENTATION/FOLLOW-UP

N/A

V. ATTACHMENTS

Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

**) IN THE MATTER OF APPOINTING A
) FIVE MEMBER CITIZEN COMMITTEE TO
) EVALUATE AND RECOMMEND AWARDS
) FOR THE LANE COUNTY TOURISM SPECIAL
) PROJECT GRANTS FOR THE YEAR 2006**

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


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

NOW THEREFORE, it is hereby ordered that the following individuals are appointed to the Lane County Tourism Special Projects Grant Advisory Committee for Round 16 of the grant program, with term running from March 15, 2006 through December 31, 2006.

1. Commissioner District 1 Billee Wilson Hoornbeek
2. Commissioner District 2 Art Paz
3. Commissioner District 3 Elaine Weiss
4. Commissioner District 4 Angel Jones
5. Commissioner District 5 Terry Arnold

Adopted this _____ day of March, 2006.

Chair, Lane County Board of Commissioners

APPROVED AND FORWARDED:
MAY 3-1-06

CLERK

In the Matter of Appointing a Five Member Citizen Committee to Evaluate and Recommend Awards for the Lane County Tourism Special Projects Grants for the Year 2006