

Advisory Committees

Staff

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|------------------|---|--|
| 9:05 – 9:07 a.m. | Lane Workforce Partnership – LM 3.570 | Alicia Hays |
| 9:07-9:09 a.m. | Board of Property Tax Appeals – LM 3.554 | Annette Newingham |
| 9:09-9:15 a.m. | Economic Development Committee - LM 3.515 | Mike McKenzie-Bahr |
| 9:15-9:20 a.m. | Finance and Audit – LM 3.515 | Kay Blackburn Stewart Bolinger |
| 9:20-9:25 a.m. | Technology Management Team – LM 3.515 | Tony Black |
| 9:25-9:27 a.m. | Commission on Children and Families– LM 3.521 | Chuck Forster |
| 9:27-9:29 a.m. | Farm Review Board – LM 3.526 | Anette Spickard |
| 9:29-9:35 a.m. | Human Rights – LM 3.5140 | Bill Van Vactor |
| 9:35-9:37 a.m. | Budget Committee – LM 3.556 Metropolitan Wastewater Service District– LM 3.560 | David Garnick David Garnick |
| 9:37-10:00 a.m. | Community Mental Health– LM 3.524 Community Action – LM 3.530 Community Health Centers – LM 3.534 Community Health– LM 3.538 | Rob Rockstroh Rob Rockstroh Rob Rockstroh Rob Rockstroh |
| 10:00-10:15 a.m. | Planning Commission – LM 3.510 Community Organization Program – LM 3.513 Building Appeals – LM 3.520 | Kent Howe Kent Howe Kent Howe |
| 10:15-10:20 a.m. | Historic Resources Committee– LM 3.528 | Ollie Snowden |
| 10:20-10:25 a.m. | Parks Advisory Committee– LM 3.544 | Todd Winter |
| 10:25-10:30 a.m. | Resource Recovery – LM 3.546 | Patti Hansen |
| 10:30-10:35 a.m. | Tourism Council– LM 3.550 | Loralyn Spiro |
| 10:35-10:40 a.m. | Vegetation Management – LM 3.552 | Orin Schumacher |
| 10:40-10:45 a.m. | Road Advisory Committee– LM 3.548 | Ollie Snowden Sonny Chickering |
| 10:45-10:50a.m. | Public Safety Coordinating Council– LM 3.522 | Bill Van Vactor |
| 10:50-10:55 a.m. | Law Library– LM 3.542 | Teresa Wilson |
| 10:55-11:00a.m. | Legislative Committee – LM 3.515 | Comm. Dwyer Comm. Sorenson |
| | Policy and Procedures – LM 3.515 | Comm. Green Comm. Sorenson |
| | Human Services Commission – LM 3.568 | reorganization |
| | Metropolitan Wastewater Management– LM 3.572 | |
| | Rural Community Improvement Council– LM 3.549 | defunct |

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 96-1-30-2, Effective 1.30.96)*

3.154 Functions.

(1) The Department shall perform all information systems strategic planning and coordination for Lane County.

(2) The Department shall establish information technology standards.

(3) The Department shall be responsible for implementing information technology plans and standards.

(4) The Department shall participate in, make recommendations concerning, and advise the Board and its representatives in all matters related to Lane County's relationship with its regional partners in information technology.

(5) The Department shall stay abreast of current trends in technology and ensure that the Board, County Administrator, and Department Directors are aware of significant changes that will improve Lane County business functions.

(6) The Department shall deliver information services for County departments.

(7) The Department shall train County employees in effective use of information technology.

(8) The Department shall be responsible for administration and implementation of shared regional technology, and of such other regional information systems at the direction of the regional partners. *(Revised by Order No. 96-1-30-2; Effective 1.30.96; 04-7-28-7, 7.28.04)*

FAIR BOARD

3.160 Description.

The Lane County Fair Board is a lay board appointed by the Lane County Board of Commissioners, pursuant to state statute. It manages the facilities at the Lane County Fairgrounds pursuant to state statutes and the Lane County Home Rule Charter. While not technically a Lane County Department due to its independent management authority, the Fair Board is an integral part of Lane County government. Its budget is part of the Lane County budget and its employees are governed by the Lane County Home Rule Charter. The Board of Commissioners has delegated authority to the Lane County Fair Board, LC 2.225, to adopt a merit system of personnel administration, applicable to employees at the fairgrounds and separate from that applied to all other Lane County employees. Attached as Exhibit "A" is a memorandum of understanding executed by and between the Lane County Board of Commissioners and the Lane County Fair Board outlining in more detail their relationship. *(Revised by Order No. 98-9-9-9; Effective 9.9.98)*

EXHIBIT "A" TO LM 3.160

LANE COUNTY
BOARD OF COMMISSIONERS/FAIR BOARD
MEMORANDUM OF UNDERSTANDING

Definitions. As used in this document:

"Fair Board" means the Lane County Fair Board, which shall be a lay commission appointed by and accountable to the Board of Commissioners for the operation and maintenance of the Fairgrounds.

"Fairgrounds Director" means the Director of the Lane County Fairgrounds, who shall be employed by and accountable to the Fair Board for the ongoing operation and maintenance of the Fairgrounds.

"Fairgrounds" means the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair, including but not limited to the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, Livestock Building, Lane County Ice, and various other buildings and related structures.

Recitals

A. Pursuant to ORS 565. 210(2), the Board of Commissioners shall appoint a board consisting of not less than three nor more than seven resident taxpaying citizens of the County to be known as the Lane County Fair Board. The Fair Board members shall serve staggered terms of three years each. At the first meeting in January, upon the expiration of the term of a Fair Board member, a successor shall be appointed to serve for three years. ORS 565. 210(5) provides that no more than one member of the Board of Commissioners may serve as a member of the Fair Board. It is the intent of the Board of Commissioners, absent extenuating circumstances, to limit the appointment of any individual to the Fair Board to no more than two terms. Members of the Fair Board are subject to removal per ORS 565.225, for reasons as defined by Lane Code 2.300.

B. Pursuant to ORS 565. 210(3), each member of the Fair Board is required to furnish a good and sufficient bond in favor of the County, conditional upon faithful performance of the duties of the office. The bond for each member shall be in a sum equal to \$10,000 or 20 percent of the total revenues received by the Fair in the last fiscal year ending prior to the appointment of each member, whichever is the lesser amount. The bond when approved by the Board of Commissioners shall be filed with the County Clerk. The premium on the bond shall be paid for by the Fair Board as an expense.

C. Pursuant to ORS 565. 220, the members of the Fair Board shall, as soon as their bonds have been filed and approved, meet and organize by electing a president. A majority of the members of the Fair Board shall constitute a quorum for the transaction of all business at meetings. In the absence of the President another member of the Fair Board shall perform the duties of the President.

D. The County Fair Funds are components of the Lane County Budget, and subject to review and approval by the Lane County Budget Committee, the Board of Commissioners and County staff as directed by the Board of Commissioners, as described in 32 Ops Atty Gen 193 (1965).

E. Pursuant to ORS 565. 240, the Fair Board shall make and enforce all rules and regulations necessary for the proper conduct and management of their fairs and all activities conducted on the Fairgrounds. It may appoint such marshals or police as may be necessary to keep order and preserve the peace during the time and at the place of holding the fairs and all other times when the Fair Board deems such appointments necessary for the preservation of the peace and the protection of the public and private property upon the Fairgrounds. The officers so appointed have the same authority for the preservation of order and making arrests upon the grounds, as would a deputy sheriff.

F. Under ORS 565. 230(1), the Fair Board has statutory authority for the exclusive management of the ground and all other property owned, leased, used or controlled by the County and devoted to the use of the County Fair and Fairgrounds.

G. Under ORS 565. 230(1), the Fair Board is entrusted and charged with the entire business management and financial and other affairs of the County Fair.

H. Under ORS 565. 230(2), in order that the Fairgrounds and buildings may be utilized to the fullest extent for pleasure, recreation and public benefit, the Fair Board has statutory authority to provide park facilities for the public or to issue licenses and grant permits for the holding of any exhibitions, shows, carnivals, circuses, dances, entertainment, or public gatherings upon the Fairgrounds.

I. In the exercise of its management authority and in accordance with ORS 565. 315, the Fair Board has authority to execute contracts and sign checks, concerning management of the Fairgrounds and of the Fair, including construction of capital improvements, subject to budget approval.

J. Bonding requirements and previous commitments by the Board of Commissioners to the public are hereby recognized which pledge current and future County revenues generated by the Countywide room tax to debt service on financings and refinancings issued for the Livestock Arena and an Ice Rink and

other Fairgrounds capital projects approved by the Board of Commissioners. The use of room tax revenues for these purposes shall terminate when the debts are fully paid.

K. The Board of Commissioners, by Order No. 02-1-9-4, approved the use of excess transient room tax revenues as provided by Lane Code 4.175(5), for transfer to the Fair Board for capital improvements for a period ending June 30, 2007, to be used for capital projects pursuant to the Fairgrounds Capital Improvements Plan, and further approved, by Order No. 03-6-18-1, the use of some of these funds for reimbursement of the transient room tax revenues special projects fund for the Planetarium and for the creation of a Fairgrounds "Rainy Day" cash reserve. The identified orders control the limitations, purposes, and use of the funds described.

L. The Board of Commissioners and the Fair Board have negotiated and hereby enter into this agreement concerning the rules, policies and procedures to be used in the conduct of fair activities for the purpose of limiting the liability of the County for personnel or contractual matters.

Understandings. Below are stated the understandings between the Board of Commissioners and the Fair Board as to how the Fair Board shall perform its responsibilities under the statutes and Lane County Home Rule Charter.

1. The Fair Board is responsible for hiring, terminating and otherwise supervising the activities of a Fairgrounds Director. The Fairgrounds Director is accountable to the Fair Board and responsible for the operations and conditions of the Fairgrounds. The Fairgrounds Director shall serve as secretary to the Fair Board under ORS 565. 220(3). The Fair Board shall annually evaluate the performance of the Fairgrounds Director and may award compensation adjustments within the salary range of the position as established by the Fair Board.

2. The Fair Board is authorized to hire, terminate and otherwise supervise staff to operate and manage Fairground facilities in accordance with the Oregon Revised Statutes and the Lane County Charter. All personnel decisions, including but not limited to establishing new positions, reclassifications, etc., may be made by the Fair Board so long as they are in conformance to the budget as adopted and state laws.

3. The Fair Board shall operate and otherwise manage the Fairgrounds, including the Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, the Livestock Building, Lane County Ice and all other facilities located at the Fairgrounds. The Fair Board is responsible for recruiting bookings, scheduling, establishing rental fees, general promotion, food service, concessions, maintenance and all other related operational activities.

4. The Fair Board has authority to make expenditures from the Fair Funds. The Fair Board shall comply with public purchasing laws and administrative rules as per state statutes. The Fair Board may contract with the County Department of Finance and Management Services for central purchasing services at the Fair Board's option.
5. The Fair Board may contract with the County for management services, accounting, bookkeeping, payroll services and legal services. If the Fair Board elects to perform these services itself or to contract for these services elsewhere, the County Department of Management Services may, upon Fair Board request, review and make recommendations to the Fair Board regarding its accounting, bookkeeping, and payroll systems for conformance with minimum standards prior to implementation.
6. All Fairgrounds facilities and activities including but not limited to the County Fair, Convention Center, Administration Building, Auditorium, the Wheeler Pavilion, the Expo Halls, the Livestock Building, and Lane County Ice will operate solely on self-generated revenues, without subsidy by the County's General Fund.
7. The Fair Board shall fully compensate the County General Fund for all direct and indirect expenditures incurred by the General Fund for Fairgrounds activities.
8. Disbursement of funds within the special fund(s) established for the functions of the Fair Board shall be made in accordance with Local Budget Law and any laws specifically governing such.
9. Periodic reports describing Fairgrounds operations shall be delivered to the Board of Commissioners. These reports shall describe current and anticipated events, past, current and projected financial condition and additional information as determined by the Fair Board or requested by the Commissioners. The reports shall also be delivered to the Office of County Administration.
10. At least once a year the Fair Board and Board of Commissioners shall meet to discuss topics of mutual concern.
11. The Board of Commissioners shall appoint one of its members to serve as liaison with the Fair Board President. The County Administrator shall serve as a liaison with the Fairgrounds Director and shall facilitate day-to-day communication and cooperation. Questions, answers, complaints and information requests shall be channeled through the liaisons. When major actions or major projects are contemplated by either the Board of Commissioners or the Fair Board, each Board shall communicate with the other early in the process.

12. The Fair Board shall defend and indemnify the Board of Commissioners and the County from liability arising out of matters occurring under the Fair Board's direction, management or authority, to the extent permitted by law. For purposes of this provision, any liability insurance purchased by the Fair Board shall either name Lane County as an additional insured, or name the insured party as Lane County, by and through its Fair Board.

13. This agreement is binding on both parties and can only be amended by the concurrence of both parties. This document shall be reviewed annually.

Lane County Commissioners

Fair Board

/s/ Bobby Green, Sr.
Chair

/s/ Tom Hunton
President

/s/ Donald E. Hampton

/s/ Angel Jones

/s/ Anna Morrison

/s/ Robert Zagorin

/s/ Bill Dwyer

/s/ Charles Warren

/s/ Peter Sorenson

/s/ Mike Schwartz

Date:

Date:

EXHIBIT "A" TO
LM 3.160

(Revised by Order No. 98-9-9-9; Effective 9.9.98; 99-12-15-1, 3.8.00; 04-3-31-15, 3.31.04)

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 the County to address the goal of sustaining natural resource and watershed protection and enhancement within a watershed, per ORS 541.350 to 541.395. *(Revised by Order No. 97-4-2-1; Effective 4.2.97)*

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 by-laws with an attached Board Order to be submitted to Legal Counsel and the Board for review and approval, unless provided otherwise.

(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 specific 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 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) Term. Unless otherwise stated in enabling legislation or a specific Lane Manual section, 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. This provision shall apply to all appointments made after the date of adoption of this section.

(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, the replacement shall be appointed only to fill the unexpired portion of the term. 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) Community Mental Health Advisory Committee.

The County Administrator is delegated authority to implement the interview process.

(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)*

TASK FORCES

3.507 Task Forces.

(I) 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.

(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 the Board 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.

(a) Watersheds. The Board has recognized five (5) river basins: 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.

(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)*

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, 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.

(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.

(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

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, 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)*

STANDING COMMITTEES

3.515 Standing Committees.

(1) Economic Development Committee.

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

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

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

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

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

(b) Membership.

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

(ii) One elected Department Director or designee.

(iii) One department manager.

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

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

(2) Finance and Audit Committee.

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

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

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

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

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

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

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

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

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

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

(x) Oversee and evaluate County Performance Auditor.

(b) Membership.

(i) Two members of the Board of Commissioners.

(ii) One elected department director or designee.

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

(3) Technology Management Team (TMT).

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

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

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

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

- (iv) Review new technologies that offer opportunities to increase economy and efficiency in County operations, and champion those technologies with the Board of Commissioners.
- (v) Review any other proposals having a technological impact on county operations.
- (b) Membership.
 - (i) Two members of the Board of Commissioners.
 - (ii) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
 - (iii) One department director not included in (ii) above.
 - (iv) The Director of the Department of Information Services.
 - (v) The County Administrator.
- (c) Other Non-Voting Participants.
 - (i) Interested department managers. Computer Services

Managers with the consent of the committee.

(4) Legislative Committee.

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

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

Board direction.

(b) Membership.

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

(5) Policy and Procedures Committee.

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

- (i) Personnel related matters particularly those relating to Lane Charter, Code or Manual provisions.
- (ii) The operating procedures between the Board, the County Administrator, and elected and administrative Department Directors.
- (iii) The development of rules and procedures on the Board's internal operations. This could include such issues as Board representation on committees or organizations, and the authority and role of those representatives or procedures for making Board appointments to the Budget or Advisory Committees.
- (iv) Other policy matters referred by the Board.

(b) Membership.

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

required. (Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03)

LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

| <u>Committee</u> | <u>Responsible Department</u> | <u>Mandate</u> | <u>LM#</u> |
|---|-----------------------------------|--|------------|
| 1. Building Appeals and Advisory Board | PW/LMD | UBC 105 | 3.520 |
| 2. Commission on Children and Families | C&F | ORS 417.760 | 3.521 |
| 3. Public Safety Coordinating Council | LCOG | ORS 423.560 | 3.522 |
| 4. Community Mental Health Advisory Committee | H&HS | ORS 430.342 ORS 430.630(8) OAR 309-14-020(2) | 3.524 |
| 5. Farm Review Board | A&T | ORS 308A.095 | 3.526 |
| 6. Historic Resources Committee (Lane County) | PW/LMD | Goal 5 | 3.528 |
| 7. Community Action Advisory Committee | H&HS | ORS 184.802 | 3.530 |
| 8. Public Welfare Board (Lane County)(Inactive) | H&HS | ORS 411.145 | 3.534 |

NONMANDATED ADVISORY COMMITTEES

| | | | |
|--|---------------|--|-------|
| 9. Community Health Advisory Committee | H&HS | | 3.538 |
| 10. Human Rights Advisory Committee | MS | | 3.540 |
| 11. Law Library Advisory Committee | Legal Counsel | | 3.542 |
| 12. Parks Advisory Committee | PW/Park | | 3.544 |
| 13. Resource Recovery Advisory Committee | PW/W. Mgmt. | | 3.546 |
| 14. Roads Advisory Committee | PW | | 3.548 |
| 15. Rural Community Improvement Council | CAO | | 3.549 |
| 16. Tourism Council (Lane County) | PW/Parks | | 3.550 |
| 17. Vegetation Management Committee | PW | | 3.552 |

MANDATED SPECIAL COMMITTEES/BOARDS

| | | | |
|-----------------------------------|------------|-------------|-------|
| 18. Board of Property Tax Appeals | MS | ORS 309.020 | 3.554 |
| 19. Budget Committee | MS | ORS 294.336 | 3.556 |
| 20. Fair Board (Lane County) | FAIR BOARD | ORS 565.210 | 3.558 |

21. Metropolitan Wastewater Service District CAO ORS 294.336 3.560

22. Planning Commission PW/LMD ORS 215.030 3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

23. Eugene-Springfield Metropolitan Partnership Board of Directors CAO 3.566

24. Human Services Committee H&HS 3.568

25. Lane Workforce Partnership Advisory Committee WFP Workforce Investment Act of 1998 3.570

26. Metropolitan Wastewater Management Commission MS 3.572

OTHER APPOINTED COMMITTEES

27. Elected Officials Compensation Board CAO 3.600

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

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