



# Oregon

Kate Brown, Governor

**Department of Land Conservation and Development**

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: (503) 373-0050

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[www.oregon.gov/LCD](http://www.oregon.gov/LCD)



July 9, 2015

TO: Land Conservation and Development Commission

FROM: Jim Rue, Director  
Teddy Leland, Administrative Services Division Manager  
Amie Abbott, Commission Assistant  
Sadie Carney, DLCDC Policy Analyst

SUBJECT: **Agenda Item 6, July 23-24, 2015, LCDC Meeting**

## COMMISSION BUSINESS

### I. AGENDA ITEM SUMMARY

The Department of Land Conservation and Development will brief the Land Conservation and Development Commission on the Budget and Management Subcommittee report, proposed 2016 meeting dates and locations and the work of the Citizen Involvement Advisory Committee.

For additional information about this report, please contact Amie Abbott, Commission Assistant at 503-934-0045 or at [amie.abbott@state.or.us](mailto:amie.abbott@state.or.us).

### II. ATTACHMENTS

- A. Proposed 2016 meeting dates and locations
- B. Meeting site map



# Oregon

John A. Kitzhaber, M.D., Governor

**Department of Land Conservation and Development**

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## **AGENDA**

### **LCDC BUDGET AND MANAGEMENT SUBCOMMITTEE**

**Zoom Teleconference (1-888-683-5191)**

**Meeting ID: 844 475 845**



**July 13, 2015, 1:00 p.m.**

- 1. Call to Order**
  
- 2. Agency Business Report**
  - **2013-15 Execution**
  - **2015-17 Budget Development**
  - **Business Manager Approvals**
  
- 3. Adjourn**



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July 13, 2015

TO: Land Conservation and Development Commission  
Budget and Management Subcommittee

FROM: Teddy Leland, DLCD Administrative Services Division Manager  
Doug Crook, Fiscal Analyst

SUBJECT: LCDC Budget and Management Subcommittee (LCDC BAM)  
Teleconference, July 13, 2015 1:00 p.m.

## BUDGET AND MANAGEMENT SUBCOMMITTEE REPORT

### 2013-15 Legislatively Approved Budget:

	<b>General Fund</b>	<b>Other Funds</b>	<b>Federal Funds</b>	<b>Total Funds</b>	<b>POS/FTE</b>
Planning Programs	11,104,397	960,315	6,014,070	18,078,782	61/57.68
Grants	1,562,635	0	0	1,562,635	0/0
<b>Grand Total</b>	<b>\$12,667,032</b>	<b>\$960,315</b>	<b>\$6,014,070</b>	<b>\$19,641,417</b>	<b>61/57.68</b>

The 2013-15 LCDC BAM Subcommittee financial report is attached for your reference, based on the most recent management financial reports including May 2015 actuals.

The department is currently showing a tentative ending balance in General Fund mostly driven by the effect of vacancy savings in the Administrative Services Division, the Director's Office, and the Planning Services Division due to retirements and recruitment difficulties. The department's management team evaluated its ending balances and has used these ending balances, where appropriate, to cover operational expenditures projected to be under-funded.

### **2015-17 Budget Development:**

The Governor has signed House Bill 5027 (2015). The department's budget may be further adjusted by the end-of session bill.

House Bill 5027 provides the following 2015-17 budget:

	<b>General Fund</b>	<b>Other Funds</b>	<b>Federal Funds</b>	<b>Total Funds</b>	<b>POS/FTE</b>
Planning Programs	11,216,231	484,999	6,267,596	17,968,826	56/54.90
Grants	1,527,115	0	0	1,527,115	0/0
<b>Grand Total</b>	<b>\$12,743,346</b>	<b>\$484,999</b>	<b>\$6,267,596</b>	<b>\$19,495,941</b>	<b>56/54.90</b>

### **Business Manager Approvals:**

Teddy Leland has reviewed and approved May and June 2015 time and leave reporting for Director Jim Rue. These timesheets will be provided to you for your review and signature at your upcoming meeting. One travel claim has been authorized that requires your authorization. It is for February 2015 in the amount of \$87.40. This claim will be provided to you for your review and signature at your upcoming meeting.

Page 3 provides a summary of all financial transactions since your last annual review.

**COMMISSION BUSINESS AND REPORTS  
LCDC BAM SUBCOMMITTEE  
ANNUAL REVIEW OF AGENCY HEAD TRANSACTIONS**

A review of agency head transactions according to OAM 10.90.00 PO Approval of Agency Head Transactions and DLCD Policy 03-01 Agency Budget and Management is overdue. All timesheets containing leave requests, and travel expenses have been approved at each regular meeting of the LCDC BAM Subcommittee. No exception performance leave has been granted since 2013. The director does not have SPOTS cards for general purchasing. A SPOTS card is issued for business continuity planning purposes and is located in a secured location with data tapes. There have been no business continuity expenditures. Therefore no expenditures have been made using this state purchasing card.

Here is a brief summary of agency head transactions that have been approved by the LCDC BAM Subcommittee Chair.

February 6 2014:	November and December 2013 Timesheets and Leave Reporting July to December 2013 travel claims in the amount of \$2,937.93
March 13, 2014:	January and February 2014 Timesheets and Leave Reporting No travel claims
May 22, 2014:	March and April 2014 Timesheets and Leave Reporting January and March 2014 travel claims for totaling \$896.49
July 16, 2014:	May and June 2014 Timesheets and Leave Reporting No travel claims.
September 22, 2014:	July and August 2014 Timesheets and Leave Reporting April and May 2014 travel claims totaling \$370.17
November 10, 2014:	September and October 2014 Timesheets and Leave Reporting July 2014 travel claim for \$703.03
January 12, 2015:	November and December 2014 Timesheets and Leave Reporting No travel claims.
March 9, 2015:	January and February 2015 Timesheets and Leave Reporting August to December 2014 travel claims totaling \$1,458.91
May 12, 2015:	March and April 2015 Timesheets and Leave Reporting August to March 2015 travel claims totaling \$320.80

c: Cathleen Connolly, Chief Financial Office Analyst  
Matt Stayner, Legislative Fiscal Office Analyst

<b>Department of Land Conservation &amp; Development</b>			
<b>Agency Wide Total Funds, 2013-15</b>			
<b>Percent of Biennium Completed-- 95.8%</b>			
<b>Legislatively Adopted Budget 13-15</b>		<b>Biennium to Date Actuals through MAY 2015</b>	<b>Biennium to Date Available</b>
GF Operations	11,104,397	9,631,882	1,472,515
OF Operations	960,315	541,318	418,997
FF Operations	6,014,070	4,826,971	1,187,099
GF Grants	1,562,635	932,573	630,062
<b>Total Funds</b>	<b>19,641,417</b>	<b>15,932,744</b>	<b>3,708,673</b>
<b>Percentage of GF Operations Budget Spent</b>		<b>87%</b>	
<b>Percentage of OF Operations Budget Spent</b>		<b>56%</b>	
<b>Percentage of FF Operations Budget Spent</b>		<b>80%</b>	
<b>Percentage of GF Grant Budget Spent</b>		<b>60%</b>	
<b>Percentage of Total Funds Budget Spent</b>		<b>81%</b>	

<b>Department of Land Conservation &amp; Development</b>			
<b>Agency Wide Total Funds, 2011-13</b>			
<b>Percent of Biennium Completed-- 80%</b>			
<b>Legislatively Approved Budget 11-13 Including Emergency Boards</b>		<b>Biennium to Date Actuals through MAY 2013</b>	<b>Biennium to Date Available</b>
GF Operations	9,077,884	7,913,875	1,164,009
OF Operations	1,457,573	843,594	613,979
FF Operations	6,117,281	5,258,667	858,614
GF Grants	1,599,341	596,305	1,003,036
GF SB 5701 Grants	220,000	110,000	110,000
<b>Total Funds</b>	<b>18,472,079</b>	<b>14,722,442</b>	<b>3,749,637</b>
<b>Percentage of GF Operations Budget Spent</b>		<b>87%</b>	
<b>Percentage of OF Operations Budget Spent</b>		<b>58%</b>	
<b>Percentage of FF Operations Budget Spent</b>		<b>86%</b>	
<b>Percentage of GF Grant Budget Spent</b>		<b>37%</b>	
<b>Percentage of GF SB 5701 Grant Budget Spent</b>		<b>50%</b>	
<b>Percentage of Total Funds Budget Spent</b>		<b>80%</b>	

**2013-15 Legislatively Approved Budget, including Feb 2014 Leg. Session  
July 2015 Report  
May Actuals**

<b>DEPARTMENT WIDE SUMMARY</b>		<b>Current Period</b>			<b>Bi Year to Date</b>		
	<b>Monthly Projection</b>	<b>Actual</b>	<b>Variance</b>	<b>Biennium Budget</b>	<b>Projected + Actual</b>	<b>Variance</b>	
General Fund	527,793	678,199	(150,406)	12,667,032	12,550,487	116,545	
Other Funds	40,013	23,207	16,806	960,315	559,799	400,516	
Federal Funds	250,586	87,320	163,266	6,014,070	5,368,184	645,886	
<b>TOTAL</b>	<b>\$ 818,392</b>	<b>\$ 788,726</b>	<b>\$ 29,666</b>	<b>\$ 19,641,417</b>	<b>\$ 18,478,470</b>	<b>\$ 1,162,947</b>	

<b>OPERATIONS / PLANNING SUMMARY</b>		<b>Current Period</b>			<b>Bi Year to Date</b>		
	<b>Monthly Projection</b>	<b>Actual</b>	<b>Variance</b>	<b>Biennium Budget</b>	<b>Projected + Actual</b>	<b>Variance</b>	
General Fund	462,683	563,926	(101,243)	11,104,397	10,987,852	116,545	
Other Funds	40,013	23,207	16,806	960,315	559,799	400,516	
Federal Funds	250,586	87,320	163,266	6,014,070	5,368,184	645,886	
<b>TOTAL</b>	<b>\$ 753,282</b>	<b>\$ 674,453</b>	<b>\$ 78,829</b>	<b>\$ 18,078,782</b>	<b>\$ 16,915,835</b>	<b>\$ 1,162,947</b>	

<b>GRANT SUMMARY</b>		<b>Current Period</b>			<b>Bi Year to Date</b>		
	<b>Monthly Projection</b>	<b>Actual</b>	<b>Variance</b>	<b>Biennium Budget</b>	<b>Projected + Actual</b>	<b>Variance</b>	
General Fund	65,110	114,273	(49,163)	1,562,635	1,562,635	-	
<b>TOTAL</b>	<b>\$ 65,110</b>	<b>\$ 114,273</b>	<b>\$ (49,163)</b>	<b>\$ 1,562,635</b>	<b>\$ 1,562,635</b>	<b>\$ -</b>	

\* LAB budget reflects Sal Pot & partial restoration of 2% GF holdback  
 \*\* Personal Services projections include COLA & merits

## Based on 2013-15 Legislatively Approved Budget Financial Model

**DEPARTMENT OF LAND CONSERVATION & DEVELOPMENT (66000)**  
**2013-15 Legislatively Approved Budget, including Feb 2014 Leg. Session**

DEPARTMENT-WIDE	Current Period			Bi Year to Date		
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
<b>PERSONAL SERVICES</b>						
<b>Personal Services Total</b>	\$ * 519,280	\$ 504,887	\$ 14,393	\$ *12,462,730	\$ *12,044,609	\$ 418,121

SERVICES AND SUPPLIES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Instate Travel	14,134	14,704	\$ (570)	339,215	228,028	\$ 111,187
Out of State Travel	773	4,347	\$ (3,574)	18,540	48,232	\$ (29,692)
Employee Training	3,438	556	\$ 2,882	82,517	74,158	\$ 8,359
Office Expenses	8,095	3,168	\$ 4,927	194,268	60,926	\$ 133,342
Telecommunications	5,522	3,984	\$ 1,538	132,520	131,895	\$ 625
State Gov Service Charges	7,687	16,866	\$ (9,179)	184,485	215,127	\$ (30,642)
Data Processing	2,761	-	\$ 2,761	66,270	66,074	\$ 196
Publicity & Publications	591	-	\$ 591	14,186	2,366	\$ 11,820
Professional Services	58,365	43,368	\$ 14,997	1,400,756	1,526,335	\$ (125,579)
IT Professional Services	13,750	122	\$ 13,628	329,993	896	\$ 329,097
Attorney General	30,596	34,806	\$ (4,210)	734,293	768,179	\$ (33,886)
Employee Recruitment & Develop	772	-	\$ 772	18,524	5,474	\$ 13,050
Dues & Subscriptions	29	559	\$ (530)	686	5,167	\$ (4,481)
Facilities Rental & Taxes	35,188	26,239	\$ 8,949	844,500	669,317	\$ 175,183
Fuels & Utilities	113	-	\$ 113	2,720	1,053	\$ 1,667
Facilities Maintenance	142	-	\$ 142	3,419	1,993	\$ 1,426
Program Related S&S	-	1,993	\$ (1,993)	-	19,227	\$ (19,227)
Other Services & Supplies	1,218	4,297	\$ (3,079)	29,236	127,120	\$ (97,884)
Expendable Prop \$250-\$5000	379	-	\$ 379	9,092	2,676	\$ 6,416
IT Expendable Property	5,302	11,856	\$ (6,554)	127,255	137,788	\$ (10,533)
<b>Sub Total</b>	* 187,122	166,865	\$ 20,257	*4,490,886	*4,092,031	\$ 398,855

CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
<b>Capital Outlay Total</b>	-	-	\$ -	-	1,633	\$ (1,633)

PERSONAL SERVICES, SERVICES & SUPPLIES, and CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
<b>Total</b>	\$ 706,402	\$ 671,752	\$ 34,650	*16,953,616	*16,138,273	\$ 815,343

SPECIAL PAYMENTS	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Distribution to Cities	39,904	51,973	\$ (12,069)	957,703	820,191	\$ 137,512 ***
Distribution to Counties	30,150	65,000	\$ (34,850)	723,592	574,774	\$ 148,818 ***
Distribution to Other Gov Units	35,518	-	\$ 35,518	852,420	795,066	\$ 57,354 ***
Distribution to Individuals	447	-	\$ 447	10,727	10,727	\$ -
Other Special Payments	6,374	-	\$ 6,374	152,979	149,059	\$ 3,920 ***
<b>Total</b>	* 111,992	116,973	\$ (4,981)	2,687,801	2,340,197	\$ 347,604 ***

DLCD AGENCY EXPENSES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
<b>Total</b>	* 818,394	\$ 788,725	\$ 29,669	*19,641,417	*18,478,470	\$ 1,162,947

\* LAB budget reflects Sal Pot & partial restoration of 2% GF holdback  
 \*\*\* empty FF limitation.

2013-15 Legislatively Approved Budget, including Feb 2014 Leg. Session

OPERATIONS / PLANNING Program Unit		Current Period			Bi Year to Date		
PERSONAL SERVICES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance	
Personal Services Total \$	* 519,280	\$ 504,887	\$ 14,393	\$ 12,462,730	\$ *12,044,609	\$ 418,121	

SERVICES AND SUPPLIES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Instate Travel	14,134	14,704	\$ (570)	339,215	228,028	\$ 111,187
Out of State Travel	773	4,347	\$ (3,574)	18,540	48,232	\$ (29,692)
Employee Training	3,438	556	\$ 2,882	82,517	74,158	\$ 8,359
Office Expenses	8,095	3,168	\$ 4,927	194,268	60,926	\$ 133,342
Telecommunications	5,522	3,984	\$ 1,538	132,520	131,895	\$ 625
State Gov Service Charges	7,687	16,866	\$ (9,179)	184,485	215,127	\$ (30,642)
Data Processing	2,761	-	\$ 2,761	66,270	66,074	\$ 196
Publicity & Publications	591	-	\$ 591	14,186	2,366	\$ 11,820
Professional Services	58,365	43,368	\$ 14,997	1,400,756	1,526,335	\$ (125,579)
IT Professional Services	13,750	122	\$ 13,628	329,993	896	\$ 329,097
Attorney General	30,596	34,806	\$ (4,210)	734,293	768,179	\$ (33,886)
Employee Recruitment & Develop	772	-	\$ 772	18,524	5,474	\$ 13,050
Dues & Subscriptions	29	559	\$ (530)	686	5,167	\$ (4,481)
Facilities Rental & Taxes	35,188	26,239	\$ 8,949	844,500	669,317	\$ 175,183
Fuels & Utilities	113	-	\$ 113	2,720	1,053	\$ 1,667
Facilities Maintenance	142	-	\$ 142	3,419	1,993	\$ 1,426
Program Related S&S	-	1,993	\$ (1,993)	-	19,227	\$ (19,227)
Other Services & Supplies	1,218	4,297	\$ (3,079)	29,236	127,120	\$ (97,884)
Expendable Prop \$250-\$5000	379	-	\$ 379	9,092	2,676	\$ 6,416
IT Expendable Property	5,302	11,856	\$ (6,554)	127,255	137,788	\$ (10,533)
<b>Sub Total</b>	<b>* 187,122</b>	<b>166,865</b>	<b>\$ 20,257</b>	<b>*4,490,886</b>	<b>*4,092,031</b>	<b>\$ 398,855</b>

CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Capital Outlay Total	-	-	\$ -	-	1,633	\$ (1,633)

PERSONAL SERVICES, SERVICES & SUPPLIES, and CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Total \$	706,402	\$ 671,752	\$ 34,650	\$ *16,953,616	\$ *16,138,273	\$ 815,343

SPECIAL PAYMENTS	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Distribution to Cities	16,488	2,700	13,788	395,712	258,200	137,512 ***
Distribution to Counties	23,453	-	23,453	562,868	414,050	148,818 ***
Distribution to Other Gov Units	6,873	-	6,873	164,934	107,580	57,354 ***
Distribution to Individuals	-	-	-	-	-	-
Other Special Payments	470	-	470	11,272	7,352	3,920 ***
<b>Total</b>	<b>* 46,883</b>	<b>2,700</b>	<b>\$ 44,183</b>	<b>*1,125,166</b>	<b>* 777,562</b>	<b>\$ 347,604 ***</b>

OPERATIONS/PLANNING EXPENSES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Total \$	* 753,285	\$ 674,452	\$ 78,833	\$ *18,078,782	\$ *16,915,835	\$ 1,162,947

\* LAB budget reflects Sal Pot & partial restoration of 2% GF holdback  
 \*\*\* empty FF limitation.

2013-15 Legislatively Approved Budget, including Feb 2014 Leg. Session

GRANT Program Unit	Current Period			Bi Year to Date		
	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
<b>PERSONAL SERVICES</b>						
Personal Services Total \$	-	\$ -	\$ -	\$ -	\$ -	\$ -

SERVICES AND SUPPLIES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Instate Travel	-	-	\$ -	-	-	\$ -
Out of State Travel	-	-	\$ -	-	-	\$ -
Employee Training	-	-	\$ -	-	-	\$ -
Office Expenses	-	-	\$ -	-	-	\$ -
Telecommunications	-	-	\$ -	-	-	\$ -
State Gov Service Charges	-	-	\$ -	-	-	\$ -
Data Processing	-	-	\$ -	-	-	\$ -
Publicity & Publications	-	-	\$ -	-	-	\$ -
Professional Services	-	-	\$ -	-	-	\$ -
IT Professional Services	-	-	\$ -	-	-	\$ -
Attorney General	-	-	\$ -	-	-	\$ -
Employee Recruitment & Develop	-	-	\$ -	-	-	\$ -
Dues & Subscriptions	-	-	\$ -	-	-	\$ -
Facilities Rental & Taxes	-	-	\$ -	-	-	\$ -
Fuels & Utilities	-	-	\$ -	-	-	\$ -
Facilities Maintenance	-	-	\$ -	-	-	\$ -
Program Related S&S	-	-	\$ -	-	-	\$ -
Other Services & Supplies	-	-	\$ -	-	-	\$ -
Expendable Prop \$250-\$5000	-	-	\$ -	-	-	\$ -
IT Expendable Property	-	-	\$ -	-	-	\$ -
<b>Sub Total</b>	-	-	-	-	-	-

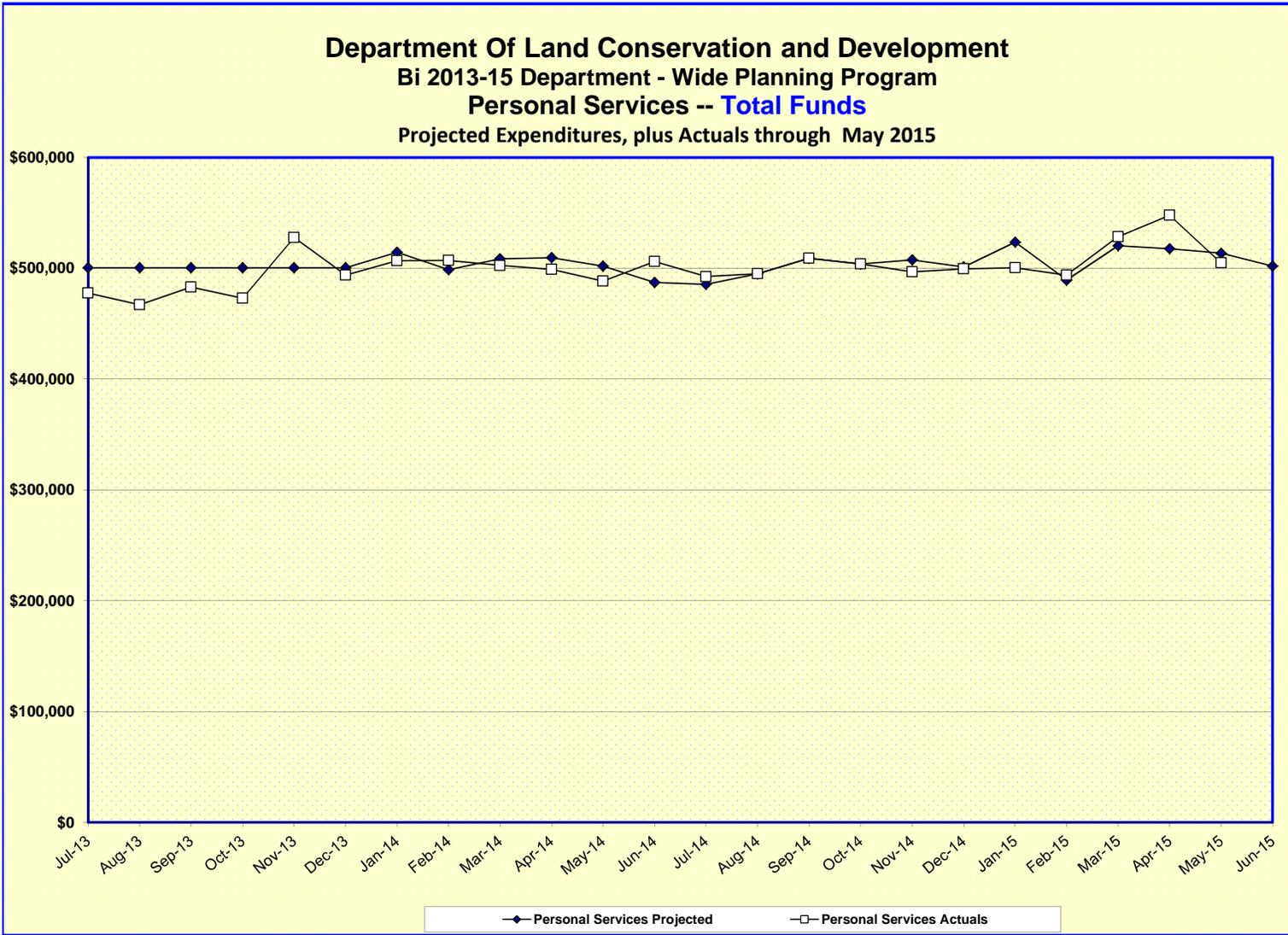
CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Capital Outlay Total	-	-	\$ -	-	-	\$ -

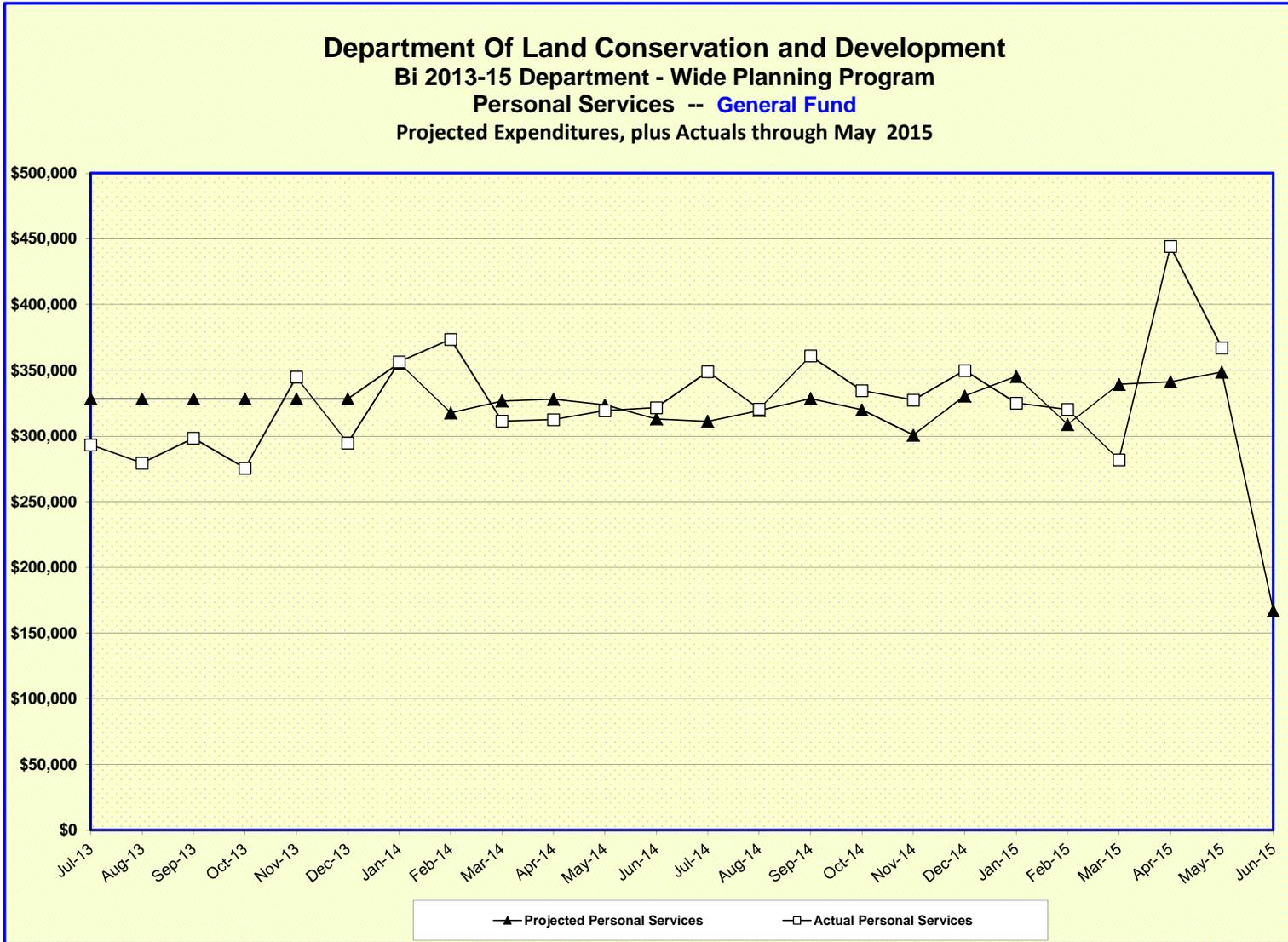
PERSONAL SERVICES, SERVICES & SUPPLIES, and CAPITAL OUTLAY	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Total \$	-	\$ -	\$ -	\$ -	\$ -	\$ -

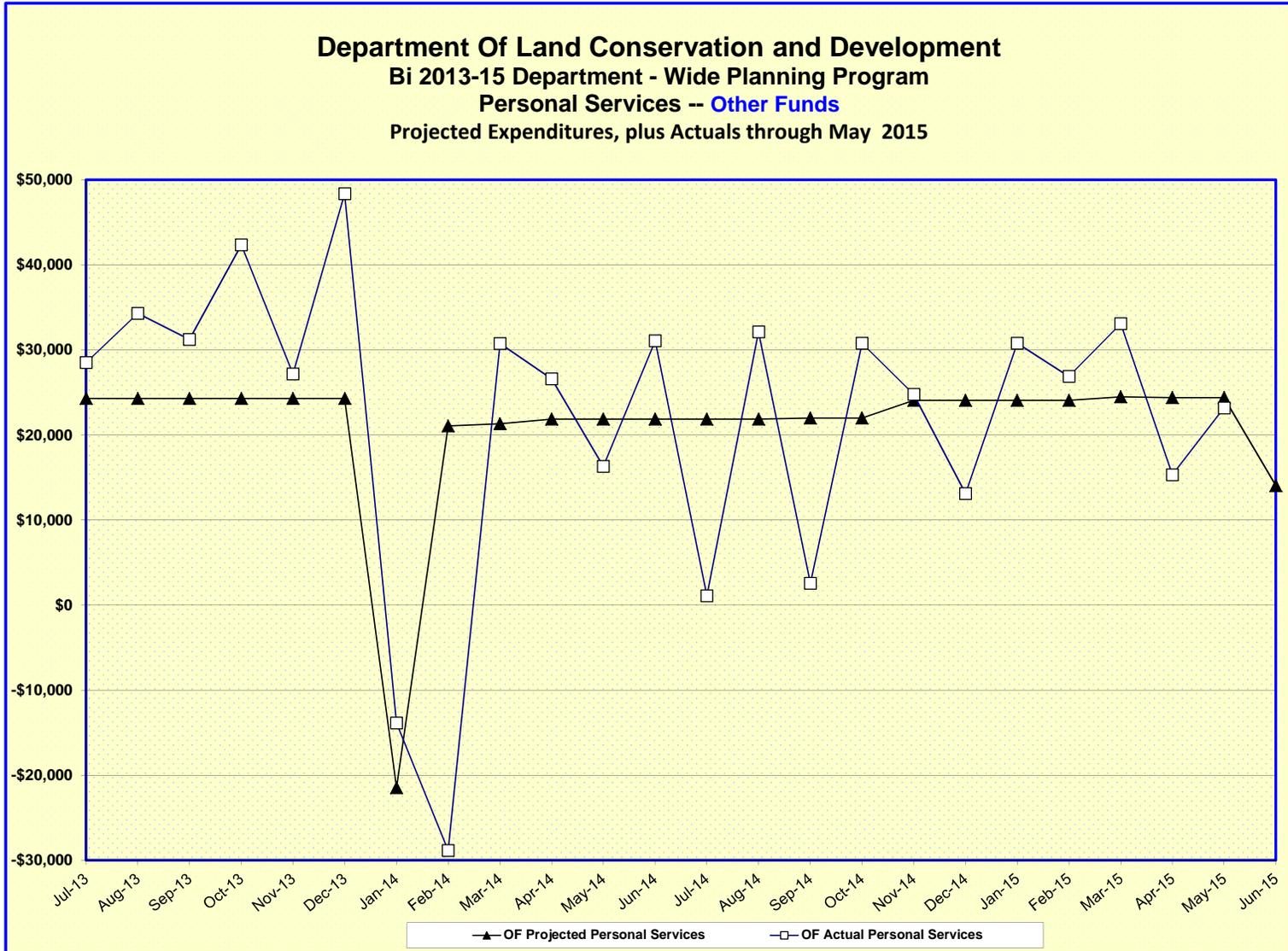
SPECIAL PAYMENTS	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Distribution to Cities	23,416	49,273	\$ (25,857)	561,991	561,991	\$ - **
Distribution to Counties	6,697	65,000	\$ (58,303)	160,724	160,724	\$ - **
Distribution to Other Gov Units	28,645	-	\$ 28,645	687,486	687,486	\$ - **
Distribution to Individuals	447	-	\$ 447	10,727	10,727	\$ - **
Other Special Payments	5,904	-	\$ 5,904	141,707	141,707	\$ - **
<b>Total</b>	<b>*65,109</b>	<b>114,273</b>	<b>(49,164)</b>	<b>*1,562,635</b>	<b>*1,562,635</b>	<b>- **</b>

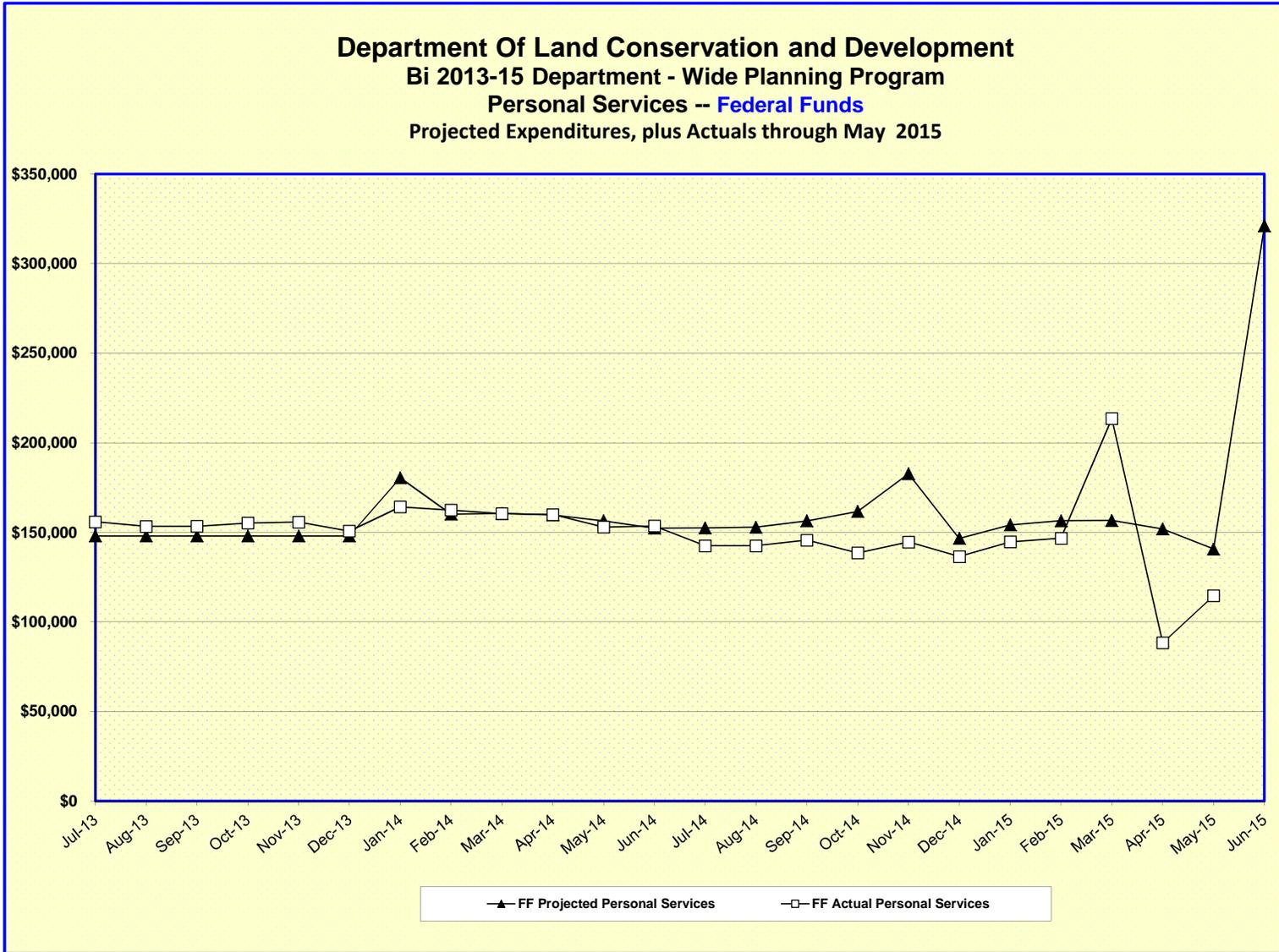
GRANT EXPENSES	Monthly Projection	Actual	Variance	Biennium Budget	Projected + Actual	Variance
Total \$	* 65,109	\$ 114,273	\$ (49,164)	\$ *1,562,635	\$ *1,562,635	\$ -

\* LAB budget reflects restoration of 2% GF holdback \*\* GF Grants assumed to be fully obligated

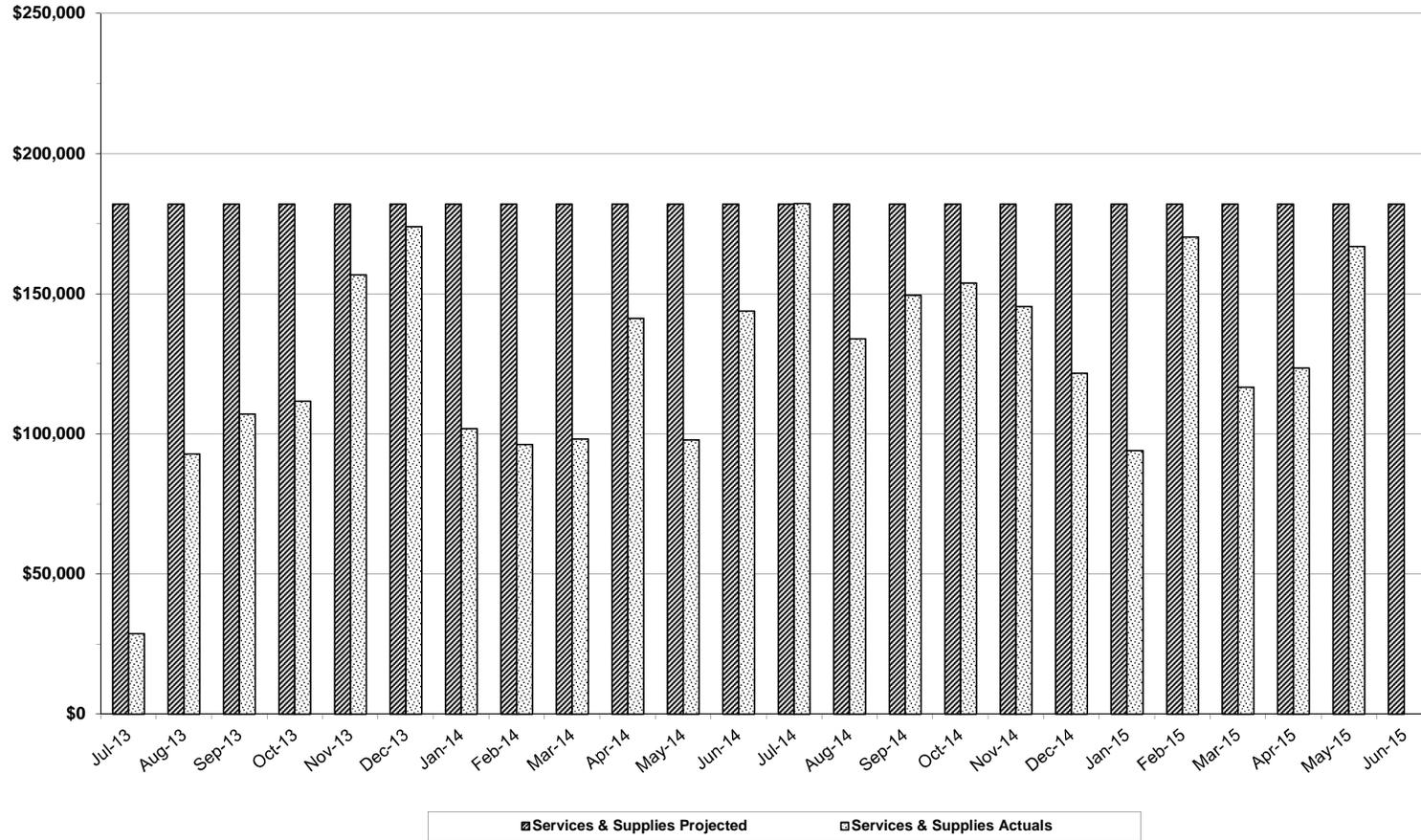




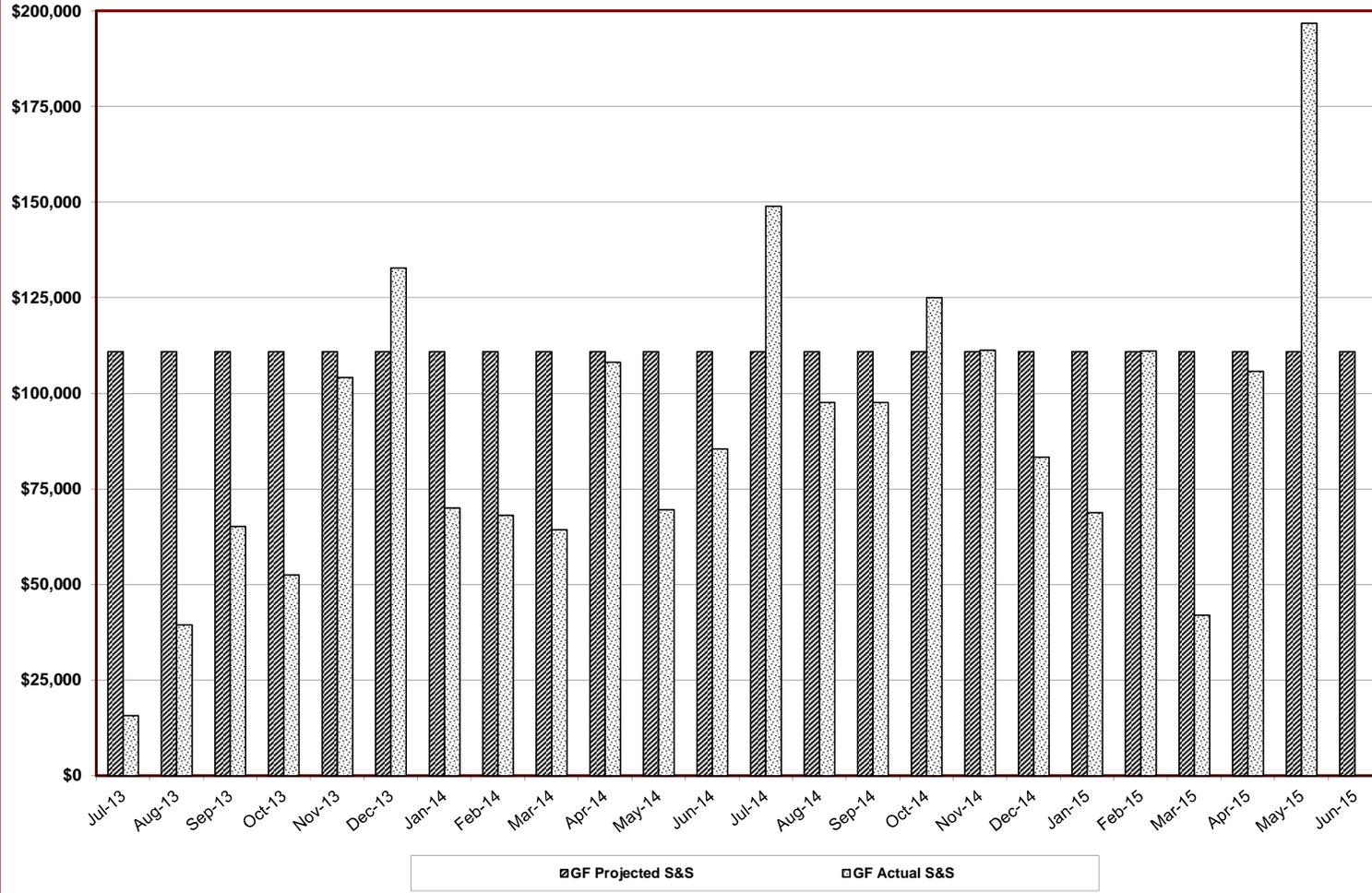




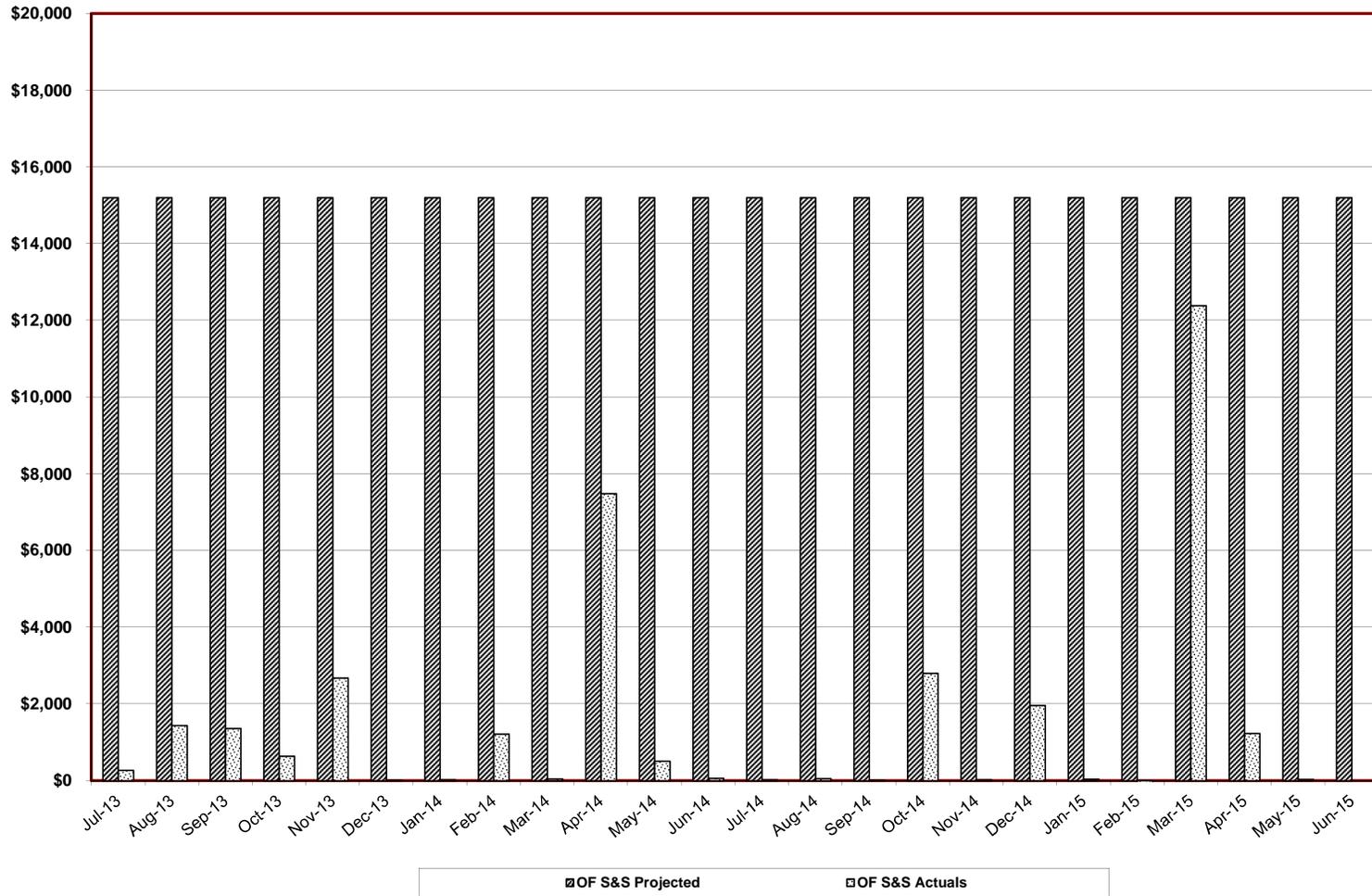
**Department Of Land Conservation and Development**  
**Bi 2013-15 Department - Wide Planning Program**  
**Services & Supplies -- Total Funds**  
**Projected Expenditures, plus Actuals through May 2015**



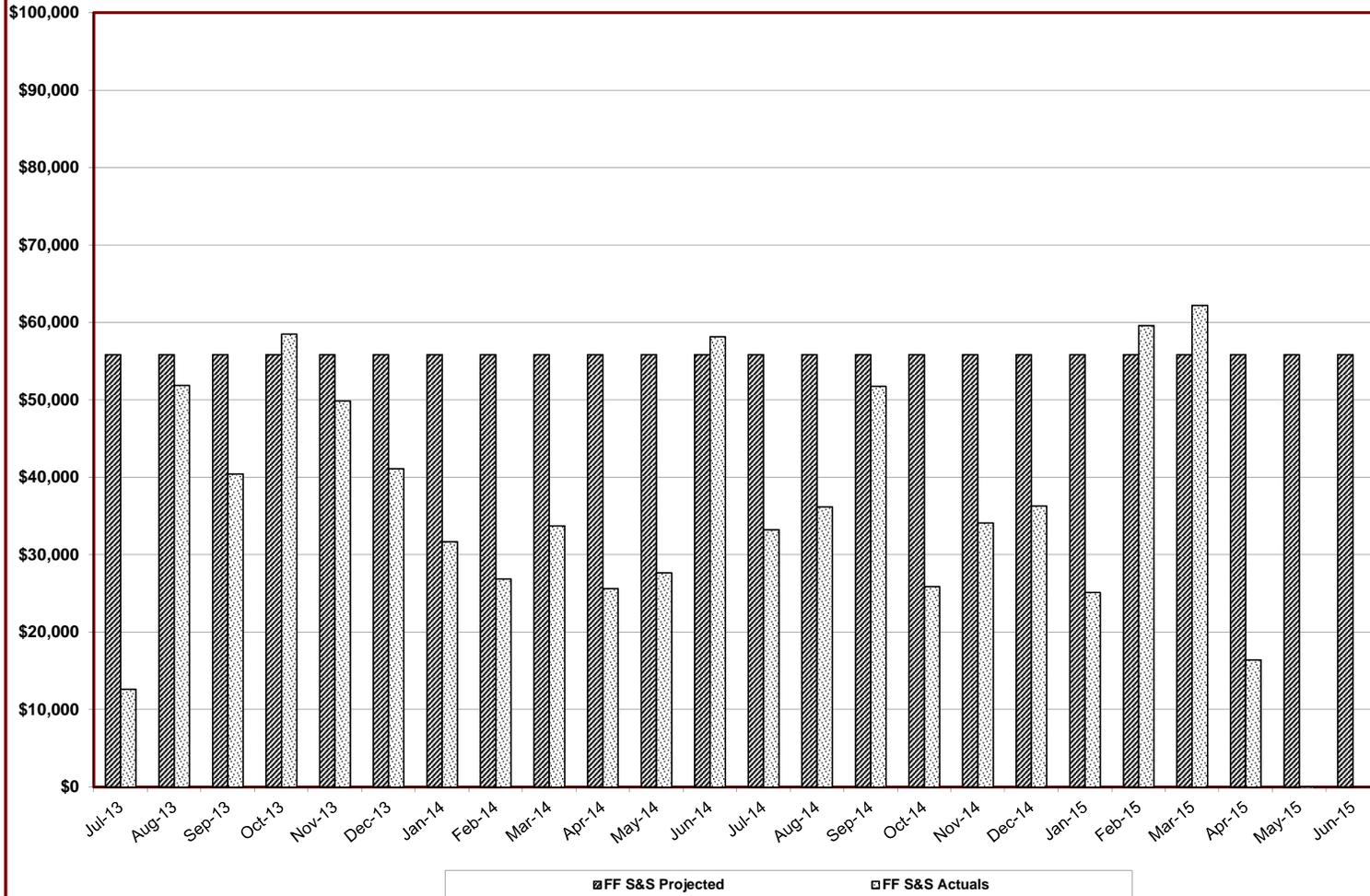
**Department Of Land Conservation and Development**  
**Bi 2013-15 Department - Wide Planning Program**  
**Services & Supplies -- General Fund**  
**Projected Expenditures, plus Actuals through May 2015**



**Department Of Land Conservation and Development**  
**Bi 2013-15 Department - Wide Planning Program**  
**Services & Supplies -- Other Funds**  
**Projected Expenditures, plus Actuals through May 2015**



**Department Of Land Conservation and Development**  
**Bi 2013-15 Department - Wide Planning Program**  
**Services & Supplies -- Federal Funds**  
**Projected Expenditures, plus Actuals through May 2015**

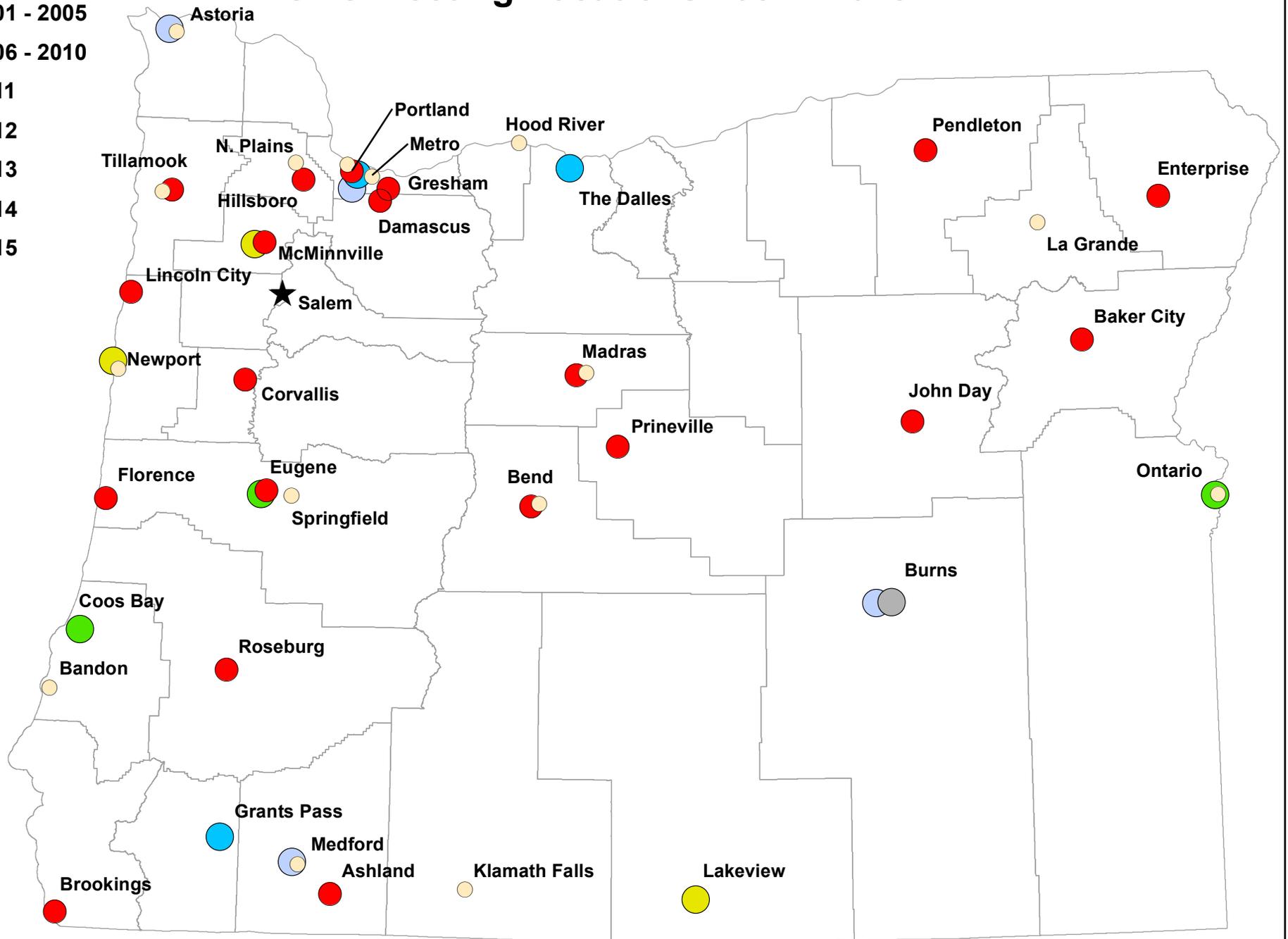


**Year**

# LCDC Meeting Locations 2001 - 2015

Attachement B

- 2001 - 2005
- 2006 - 2010
- 2011
- 2012
- 2013
- 2014
- 2015
- ★ All



# 2016 LCDC Meeting Dates and Locations

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Date	Location
<b>January 14-15, 2016</b>	Salem
<b>March 10-11, 2016</b>	Gold Beach
<b>May 19-20, 2016</b>	Salem
<b>July 23-24, 2016</b>	Joseph (Wallowa Co.)
<b>September 22-23, 2016</b>	Salem
<b>November 17-18, 2016</b>	Redmond (Sisters)

DRAFT



# Oregon

Kate Brown, Governor

Department of Land Conservation and Development

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July 16, 2015

TO: Land Conservation and Development Commission

FROM: Robin McArthur, Commissioner

SUBJECT: **Agenda Item 6, July 23-24, 2015, LCDC Meeting**

## COMMISSION BUSINESS CITIZEN INVOLVEMNT ADVISORY COMMITTEE

### I. AGENDA ITEM SUMMARY

At the January Land Conservation and Development Commission (commission) meeting, the Citizen Involvement Advisory Committee (CIAC) shared its work program and asked for commission direction on some of the issues and opportunities the committee faces. This memo is intended to provide that direction. It will be revised with the commission's input at the July meeting and discussed with the CIAC in August.

For additional information about this report, please contact Sadie Carney, Rural Policy Advisor, Communications Manager at 503-934-4586 or at [sadie.carney@state.or.us](mailto:sadie.carney@state.or.us)

### II. BACKGROUND

**CIAC ROLE AND RESPONSIBILITIES:** How can the CIAC best serve the commission and the Department of Land Conservation and Development (DLCD or department over the next biennium?

**Overarching Goal:** Encourage and support public involvement in Oregon's land use planning system by fostering a better and more widespread understanding of how the land use program works to protect and enhance those things we value about living, working and playing in Oregon.

CIAC role: The CIAC is comprised of talented, committed individuals who volunteer their time and energy because they believe in the mission of the department and the critical role public involvement plays in the overall success of Oregon’s land use program. The committee will be most effective if it focuses on a few strategic initiatives during the 2015-2017 biennium that will support, promote and celebrate effective citizen involvement initiatives in communities throughout the state.

Specific work tasks for this biennium:

- **Become a resource for jurisdictions seeking to implement more robust citizen involvement processes.**
  - Assess results of citizen involvement survey (distributed in early July) to gain knowledge of current practices and identify effective tools and techniques.
  - Build inventory of effective citizen involvement initiatives including low and no-cost efforts that achieve desirable results.
  - Seek opportunities to promote effective citizen involvement techniques (e.g., convene roundtable discussions among practitioners; sponsor panels at American Planning Association, League of Oregon Cities and Association of Oregon Counties conferences).
  - Utilize the personal and professional networks of CIAC members to help share committee initiatives.
  
- **Establish a protocol to consult with individuals and jurisdictions in cases where a citizen is concerned that the local process fails to comply with the applicable citizen involvement plan.**
  
- **Develop a set of guideline for local governments to consult when contemplating a shift from a Citizen Involvement Committee to a local governing body (and vice versa)**

**CIAC RESOURCES:**

Given that CIAC members are volunteers and DLCD staff resources are tight, the committee and DLCD staff are encouraged to refine and phase work task items to match available capacity.

Staff resources available to the CIAC currently includes:

Sadie Carney: 5-6 hours per month plus CIAC meetings  
Casaria Taylor: 4-5 hours per month plus CIAC meetings