



Community Development Department

Planning, Building Safety, Environmental Soils, Code Enforcement
PO Box 6005, Bend, Oregon 97708-6005
117 NW Lafayette Avenue
www.deschutes.org/cd

MEMORANDUM

TO: Deschutes County Board of Commissioners

FROM: Matthew Martin, Associate Planner
Nick Lelack, Director

DATE: January 20, 2016

SUBJECT: Marijuana Advisory Committee Selection, Facilitation & Schedule

I. SUMMARY

On January 13, 2016, the Board of County Commissioners (Board) directed staff to initiate recruitment for the Deschutes County Marijuana Advisory Committee (MAC). The purpose of this memorandum is to outline administration of the committee.

II. MAC MEMBER SELECTION PROCESS

On January 15, 2016, County staff issued a media release, posted information on the County's website, utilized social media, and sent direct emails to potentially interested persons to recruit members for the MAC.

Staff seeks Board direction on the process and timeline to select members with the first meeting tentatively scheduled for Wednesday, February 10. Committee member appointments will be made by the Board at a regular meeting.

III. FACILITATION

The Board expressed support for hiring a professional facilitator for the MAC meetings. Staff is requesting proposals and quotes for professional facilitation services for five (5) meetings, including extensive meeting preparation and follow-up with staff. Facilitation services are estimated to cost up to \$15,000. A professional facilitator provides many benefits, including providing additional capacity for this significant effort during budget season, sustained high permit volumes, increasing coordination with Bend on the UGB remand and Bend Airport Master Plan Update, training new staff, and more.

IV. MEETING SCHEDULE/LOCATION

The MAC is expected to meet on Wednesdays in February and March from 4 p.m. to 7 p.m. Staff proposes MAC meetings be held in the Deschutes Services Building. The reason is to provide a regular meeting place in a centralized location where recording and other equipment is readily available and easily accessible. In addition, the facilitator's proposal did not budget for travel to meetings outside of Bend with the exception of one tour.

Staff seeks Board direction on whether (1) to hire a facilitator, and (2) to hold meetings at the Deschutes Services Building.