


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Philip Morley, County Administrator



DATE: June 13, 2011

SUBJECT: Authorization to Designate the Economic Development Council of Jefferson County as the Associate Development Organization (ADO) for Jefferson County; Washington State Department of Commerce

STATEMENT OF ISSUE:

The Board of County Commissioners are requested to authorize designation of the Economic Development Council of Jefferson County as the Associate Development Organization (ADO) for Jefferson County. The designation of the ADO is pursuant to state law for the upcoming state biennium and would be submitted to the Washington State Department of Commerce.

ANALYSIS:

A letter from the Washington State Department of Commerce has been received requesting Jefferson County to designate an Associate Development Organization (ADO) by June 15, 2011. Designation of the county's ADO is necessary every two years for the new state biennium. WSU Jefferson County Extension's Team Jefferson was designated in 2007 and 2009, and has ably performed the responsibilities of the ADO during that time..

For the coming biennium, Team Jefferson has elected to reorganize and incorporate as a non-profit organization that is no longer part of Jefferson County Extension. Team Jefferson is now registered in Washington State under the name "Economic Development Council of Jefferson County," and includes the same individuals who volunteered with Team Jefferson. The new organization, known in shorthand as "EDC Team Jefferson," has submitted its application for federal registration under Internal Revenue Code 501(c)(6) regulations for business leagues, chambers of commerce, boards of trade, and similar organizations.

EDC Team Jefferson's scope of work as the Associate Development Organization is defined by RCW 43.330.080. EDC Team Jefferson also continues to work with Jefferson County, the Port of Port Townsend and the City of Port Townsend on developing a Joint Economic Development Strategy, pursuant to the Joint Economic Development Planning Agreement adopted by the three jurisdictions in May of 2010. Pursuant to that work, EDC Team Jefferson is working with the three jurisdictions to further refine its responsibilities under RCW 43.330.080 and to implement the emerging Jefferson County Joint Economic Development Strategy.

FINANCIAL ANALYSIS:

EDC Team Jefferson has a \$108,000 - \$125,000 annual budget for performing its core ADO duties. It would be funded by a \$33,000 Department of Commerce grant, plus a total of \$75,000 - \$92,000 from the three Joint Economic Development Planning Agreement jurisdictions. For the last half of 2011, the budget would be ½ these amounts.

Jefferson County has already appropriated \$25,000 for the ADO in the adopted 2011 County Budget. Sufficient funds are available within Fund 114 should an additional \$5,667 need to be appropriated.

EDC Team Jefferson is working with the City of Port Townsend and the Port to confirm funding support for the last half of 2011 from those two organizations. EDC Team Jefferson's ability to perform its core ADO responsibilities would be compromised if full-share funding by the other jurisdictions were not provided.

RECOMMENDATION:

It is recommended that the Board of County Commissioners pass a motion authorizing the BoCC Chair to sign the form designating the Economic Development Council of Jefferson County as the Associate Development Organization (ADO) for Jefferson County, and submit the designation to the Washington State Department of Commerce.

REVIEWED BY:


Philip Morley, County Administrator

6/10/11
Date



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

www.commerce.wa.gov

RECEIVED

May 16, 2011

MAY 18 2011

**JEFFERSON COUNTY
COMMISSIONERS**

The Honorable David Sullivan, Chairman
Jefferson County Commissioners
Post Office Box 1220
Port Townsend, Washington 98368

RE: Action Requested by June 15, 2011

Dear Commissioner Sullivan:

Every two years, the Department of Commerce begins the process of contracting with Associate Development Organizations (ADOs) by sending a letter to the Board of County Commissioners or County Executive in each county requesting designation of an ADO.

Commerce is directed by RCW 43.330.080 to contract with county-designated ADOs to increase the support for and coordination of community and economic development services in communities or regional areas.

As part of the contracting process, please complete the enclosed ADO Affirmation/Designation Form for the 2011-2013 biennium, returning to Commerce by June 15, 2011. Your county can choose to re-designate the current ADO or make a new designation.

Thank you for consideration in helping to move the contracting process forward. I look forward to working with our ADO partners during the next biennium.

Sincerely,

Patti Brooke
Assistant Director
Business Services Division

Enclosure

cc: WSU Jefferson County Extension





STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

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ASSOCIATE DEVELOPMENT ORGANIZATION AFFIRMATION/DESIGNATION FORM

_____ affirms/ designates the _____
(Name of County) (Name of ADO)

as the Associate Development Organization to coordinate economic development services for the county under contract with the Washington State Department of Commerce. Consistent with statutory requirements:

- This organization's primary mission is to coordinate economic development throughout a service area that encompasses jurisdictions within the geographic boundaries of the county.
- The decision making of the organization is not controlled by a single unit of government within the service area.
- This organization is broadly representative of community and economic interests and is capable of identifying key economic development problems, developing appropriate solutions, and mobilizing broad support for recommended initiatives.
- This organization works with, and includes (on its board or among its members) representatives of key players involved in economic development within the geographic boundaries of the county, including local government, chambers of commerce, workforce development councils, port districts, labor groups, institutions of higher education, community action programs, and other appropriate private, public, or nonprofit groups.
- For economic interests in the county, this organization serves as a networking tool and resource hub for business retention, expansion, and relocation in Washington.
- This organization has/will have the capacity during the period under contract with Commerce to carryout work activities as detailed in RCW 43.330.080

This designation is effective on the date signed below, and shall remain in effect for the 2011-2013 biennium.

Signature

Title

Print Name

Date

PLEASE SUBMIT TO:
Kathy Carlson, Program Coordinator
Business Services Division
Washington State Department of Commerce
Post Office Box 42525
Olympia, WA 98504-2525

