

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator

DATE: May 8, 2023

RE: Designating EDC Team Jefferson as Jefferson County's Associate Development Organization for the 2023-2025 Biennium (July 1, 2023 – June 30, 2025) to the Washington State Department of Commerce

STATEMENT OF ISSUE: The Board of County Commissioners will consider approving an Associate Development Organization Certification/Designation Form with the Washington State Department of Commerce, designating EDC Team Jefferson as the County's Associate Development Organization for the 2023-2025 Biennium (July 1, 2023 – June 30, 2025).

ANALYSIS: Every two years, the Jefferson County Commissioners must designate an Associate Development Organization (ADO) to the Washington State Department of Commerce for the next biennium. During the previous designation process much work was done to restructure the work of our traditionally appointed ADO, EDC Team Jefferson, to increase accountability and improve performance. The City of Port Townsend, the Port of Port Townsend, Jefferson County Public Utility District No. 1 and the County have entered into a multi-year agreement with EDC to ensure the increased accountability and improved performance continue.

All parties to that agreement concur with the re-designation of EDC Team Jefferson as Jefferson County's ADO.

The next step is for Jefferson County to submit an Associate Development Organization Certification/Designation Form to the Washington State Department of Commerce, designating EDC Team Jefferson as the County's Associate Development Organization for the 2023-2025 Biennium (July 1, 2023 – June 30, 2025).

FISCAL IMPACT: None from the designation.

RECOMMENDATION: Staff recommends that the Board of County Commissioners authorize Chair Brotherton to execute and submit the attached Associate Development Organization Certification/Designation Form to the Washington State Department of Commerce, designating EDC Team Jefferson as the County's Associate Development Organization for the 2023-2025 Biennium (July 1, 2023 – June 30, 2025).

REVIEWED BY:


Mark McCauley, County Administrator

5/2/23
Date



Associate Development Organization Certification/Designation Form

(For use by County officials)

Jefferson

affirms/ designates the

EDC Team Jefferson

(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:

1. ☐ The prospective ADO is a **non-profit** organization.

OR

- ☐ A **public entity** that has formed an authority or committee with full operating authority to carry out the duties of the ADO. It is important to recognize that this group would have its own authority and budget, not just the power to recommend actions/plans/expenses.

2. Economic development is the **primary mission** of the prospective ADO, and not just a secondary activity. This can be demonstrated with a written mission statement in a brochure, web-page, newsletter, etc. It may also be documented in the organization's by-laws.
3. For economic interests in the county, this organization serves as a networking tool and resource hub for business retention, expansion, and relocation in Washington.
4. 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 2023-2025 biennium (07/01/2023-06/30/2025). **Please provide documentation of the County executive or governing body's action designating the above-identified organization as the ADO.**

Signature

Greg Brotherton

Print Name

Chair, Board of County Commissioners

Title

Date

PLEASE SUBMIT THIS FORM AND DOCUMENTATION TO:

Diana Divens, ADO Program Manager at: ✉ diana.divens@commerce.wa.gov
Office of Economic Development and Competitiveness
Washington State Department of Commerce
Post Office Box 42525
Olympia, WA 98504-2525
Cell: (564) 999-3279