



AGENDA COVER MEMO

Memorandum Date: February 21, 2024

Order Date: March 5, 2024

TO: Board of County Commissioners

DEPARTMENT: County Administration

PRESENTED BY: Matt McRae, Disaster Recovery Manager

AGENDA ITEM TITLE: ORDER/ In the Matter of Giving Authority to the County Administrator to Sign All Contract Amendments for the FEMA Hazard Mitigation Grant Program Radio Alert System project and McKenzie Schools Structural Retrofit project with a Not-To-Exceed of \$75,000 and \$100,000.

I. MOTION

Move to Give Authority to the County Administrator to Sign All Contract Amendments for the FEMA Hazard Mitigation Grant Program Radio Alert System project and McKenzie Schools Structural Retrofit project with a Not-To-Exceed of \$75,000 and \$100,000.

II. DISCUSSION

A. Intent of Amendments

MPTX was awarded contract #56614 as a result of a formal procurement. The scope of work includes assisting County in applying for FEMA HGMP grants and for projects that do receive funding, providing additional project assistance. The County was awarded two projects and therefore intends to amend the contract to direct MTPX to proceed with project assistance for the Radio Alert System project and the McKenzie Schools Structural Retrofit project. Each amendment will add additional funding and extend the contract term three years. Staff will phase these projects and monitor MPTX's spending. The Radio Alert System Project will not exceed \$75,000 and the McKenzie Schools Structural Retrofit will not exceed \$100,000.

B. Approval Authority

Under Lane Manual section 20.600.320 the County Administrator's authority to execute amendments to contracts is limited to contracts and agreements that do not exceed one hundred fifty thousand dollars (\$150,000) in cost or revenue nor three (3) years in length, unless an exception applies. The proposed contract described in the attached Exhibit A requires delegation of additional authority to the County Administrator for execution.

The agreement meets the criteria for consideration on the consent agenda, generally those related to:

- Contracts that continue an existing long-term relationship with another entity, for substantially the same subject matter, whether as a new or extended contract,
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

C. Health Implications

This Amendment extends project management services for two FEMA-funded hazard mitigation projects—Radio Alerting System and McKenzie Schools Structural Retrofit. Both projects will help support community members during a disaster thereby reducing negative health impacts.

D. Alternative Options

- a. Give Authority to the County Administrator to Sign All Contract Amendments for the FEMA Hazard Mitigation Grant Program Radio Alert System project and McKenzie Schools Structural Retrofit project with a Not-To-Exceed of \$75,000 and \$100,000.
- b. Do not give authority to the County Administrator.

III. RECOMMENDATION

County Administration Policy Division recommends Option #1— Give Authority to the County Administrator to Sign All Contract Amendments for the FEMA Hazard Mitigation Grant Program Radio Alert System project and McKenzie Schools Structural Retrofit project with a Not-To-Exceed of \$75,000 and \$100,000.

IV. TIMING/IMPLEMENTATION

Funds will start being allocated towards the proposed uses immediately.

V. FOLLOW-UP

Status reports will be shared at future Holiday Farm Fire quarterly updates to the Board.

VI. ATTACHMENTS

Board Order

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-03-05-03

ORDER/ In the Matter of Giving Authority to the County Administrator to Sign All Contract Amendments for the FEMA Hazard Mitigation Grant Program Radio Alert System project and McKenzie Schools Structural Retrofit project with a Not-To-Exceed of \$75,000 and \$100,000.

WHEREAS, Lane Manual Chapter 20 sets forth the County's policies regarding award, acceptance, and amendment of grants and contracts; and

WHEREAS, all of the contracts or grants listed below have been accepted or award in accordance with the requirements of the Lane Manual, including the requirements for competitive selection; and

WHEREAS, all the projects and services covered by the contracts, amendments, and grants listed below are routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, these contracts, amendments, and grants exceed the County Administrator's authority to execute granted in Lane Manual section 20.600.320,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows: In the Matter of Giving Authority to the County Administrator to Sign All Contract Amendments for the FEMA Hazard Mitigation Grant Program Radio Alert System project and McKenzie Schools Structural Retrofit project with a Not-To-Exceed of \$75,000 and \$100,000.

ADOPTED this 5th day of March, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners