



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: October 21, 2024

Order Date: November 5, 2024

TO: Board of County Commissioners

DEPARTMENT: Lane County Public Works

PRESENTED BY: Dan Hurley, Public Works Director

AGENDA ITEM TITLE: ORDER/ In the Matter of Approving Four Public Works Contracts and Amendments and Delegating Authority to the County Administrator to Execute the Approved Contracts and Amendments for Garten Service, Inc., Expense in the Amount of \$5,000; Friends of Buford Park and Mt. Pisgah, Non-Financial; Mount Pisgah Arboretum, Non-Financial; and Oregon Department of State Lands, Revenue in the Amount of \$115,000.

I. MOTION

That the contracts and amendments listed in Exhibit A – November 5, 2024, are approved and the County Administrator is delegated authority to execute the approved contracts and amendments.

II. DISCUSSION

A. Background Analysis

Under Lane Manual section 600.310, the County Administrator's authority to execute contracts is limited to that do not exceed one hundred fifty thousand dollars (\$150,000) in cost or revenue nor three (3) years in length. The proposed contracts and amendments described in the attached Exhibit A require delegation of additional authority to the County Administrator for execution.

The attached contracts and amendments have been submitted by Public Works based upon information submitted by the identified Public Works divisions. To submit such contracts, grants, and amendments, the Department must describe how the agreements meet the criteria for consideration on the consent agenda, generally those related to:

- Intergovernmental Agreements (IGA) that continue an existing long-term relationship with another public entity, for substantially the same subject matter, whether as a new or extended contract,
- Routine contracts and extensions of existing contracts or subcontracts for not more than one year, when renewal is provided for in the terms of the original contract, and
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

B. Health Implications

Details regarding the health implications and impacted areas of specific contracts are specified in the contracts described in Exhibit A.

C. Alternative Options

- a. Approve the contracts and amendments listed in Exhibit A and delegate authority to the County Administrator to execute the contracts and amendments.
- b. Do not approve the contracts and amendments.

III. RECOMMENDATION

Lane County Public Works recommends Option #1 – Approve the contracts and amendments listed in Exhibit A and delegate authority to the County Administrator to sign the contracts and amendments.

IV. ATTACHMENTS

Board Order
Exhibit A – November 5, 2024, Contracts List

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-11-05-03

In the Matter of Approving Four Public Works Contracts and Amendments and Delegating Authority to the County Administrator to Execute the Approved Contracts and Amendments for Garten Service, Inc., Expense in the Amount of \$5,000; Friends of Buford Park and Mt. Pisgah, Non-Financial; Mount Pisgah Arboretum, Non-Financial; and Oregon Department of State Lands, Revenue in the Amount of \$115,000.

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 and amendments listed below have been accepted or awarded 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 and amendments 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 and amendments exceed the County Administrator's authority to execute granted in Lane Manual sections 20.600.220 to 20.600.320,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the contracts and amendments listed in Exhibit A – November 5, 2024, are approved and the County Administrator is delegated authority to sign the approved contracts and amendments.

ADOPTED this 5th day of November, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners

Exhibit A – November 5, 2024

Original contract title	Mixed Paper Recycling Services for Lane County Facilities
Contractor/other party	Garten Services, Inc.
New or amendment	Amendment #2/ Key Id #55908/ PW20122201
Description	Contractor is providing mixed paper recycling services at Lane County Facilities.
Amount	Increase funds by \$5,000.00; Gross total amount \$106,221.25
Expense or revenue	Expense
Term of agreement	Increase term by six-months, new expiration date 12/31/2024; original term 1/01/2021-12/31/2023; amendment #1 increased term to 6/30/2024
Previous board orders	BO #23-12-05-04
Implications for policy	None
Board goals	Strategic Priority #3: Maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.
Health implications	None

Original contract title	Memorandum of Understanding for Damages to Leased Areas Within Howard Buford Recreation Area
Contractor/other party	Friends of Buford Park and Mt. Pisgah
New or amendment	New MOU – 58956_0; 56503_0 for Lease
Description	Friends of Buford Park and Mt. Pisgah operates and maintains a portion of County owned Howard Buford Recreation Area through a Lease. In January 2024, an ice storm caused significant damage within the lease area. Lessee performed work at County's request to gain access, eliminate hazards to health and property, and to return the leased areas to acceptable, occupiable condition. County will submit all eligible damages and costs of work performed by Lessee to FEMA for potential reimbursement.
Amount	County agrees to pass-through all funds awarded and received to Lessee
Expense or revenue	Pass-through
Term of agreement	August 13, 2024 through July 31, 2034
Previous board orders	BO # 21-08-03-09 for Lease
Implications for policy	N/A
Board goals	Example: Strategic Priority #2B: Focus on the intersection of economic development, equity, and the environment as we look to achieve a viable, fair, and livable community.
Health implications	None.

Original contract title	Memorandum of Understanding for Damages to Leased Areas Within Howard Buford Recreation Area
Contractor/other party	Mount Pisgah Arboretum
New or amendment	New MOU – 58955_0; 54870_0 for Lease
Description	Mount Pisgah Arboretum operates and maintains a portion of County owned Howard Buford Recreation Area through a Lease. In January 2024, an ice storm caused significant damage within the lease area. Lessee performed work at County's request to gain access, eliminate hazards to health and property, and to return the leased areas to acceptable, occupiable condition. County will submit all eligible damages and costs of work performed by Lessee to FEMA for potential reimbursement.
Amount	County agrees to pass-through all funds awarded and received to Lessee
Expense or revenue	Pass-through
Term of agreement	August 13, 2024 through July 31, 2034
Previous board orders	BO #19-07-30-07 for Lease
Implications for policy	N/A
Board goals	Example: Strategic Priority #2B: Focus on the intersection of economic development, equity, and the environment as we look to achieve a viable, fair, and livable community.
Health implications	None.

Original contract title	North Jetty Park Maintenance Agreement
Contractor/other party	Oregon Department of State Lands
New or amendment	Amendment #5; Key Id #54747 / PW19080501
Description	Maintenance agreement between Lane County Parks and the Department of State Lands to maintain the North Jetty Park during Fiscal Year 2025. This amendment corrects the total amount to include all prior periods.
Amount	\$115,000 (\$21,000.00 for FY25 unchanged)
Expense or revenue	Revenue
Term of agreement	Upon execution through June 30, 2025.
Previous board orders	BO #22-07-12-06, BO #23-09-19-03, BO #24-07-16-04
Implications for policy	N/A
Board goals	Example: Strategic Priority #2B: Focus on the intersection of economic development, equity, and the environment as we look to achieve a viable, fair, and livable community.
Health implications	None.