

W. 8, b.

AGENDA COVER MEMO

DATE: April 7, 2004
TO: Lane County Board of Commissioners
DEPT.: Public Works/Parks Division
PRESENTED BY: Jake Risley, Parks Planner

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF SUBMITTING AN APPLICATION AND ACCEPTING A BOATING FACILITIES GRANT FROM THE OREGON STATE MARINE BOARD FOR BOATING IMPROVEMENTS AT MERCER LAKE LANDING, APPROPRIATING \$27,250.00 IN FUND 216, AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN THE COOPERATIVE AGREEMENT.

I. MOTION

In the Matter of submitting an application and accepting a Boating Facilities Grant from the Oregon State Marine Board for boating improvements at Mercer Lake Landing, appropriating \$27,250.00 in Fund 216, and delegating authority to the County Administrator to Sign the Cooperative Agreement.

II. ISSUE OR PROBLEM

Shall Lane County apply for and accept a boating facility grant from the Oregon State Marine Board to improve boating facilities at Mercer Lake Landing?

III. DISCUSSION

A. Background

The Oregon State Marine Board is accepting grant applications for Round 2 funding of boating improvements through their Boating Facilities Grant Program.

In November 1991, Lane County Parks received a request from Jim Pearson, Secretary of the Northwest Bass Club, to install a Boarding Dock at Mercer Lake Landing. No action was taken on that request. In February 2004, Lane County Parks

received 3 letters from members of the Northwest Bass Club making the same request "Please consider installing a Boarding Dock at Mercer Lake Landing".

Additionally, Ron Rhodehammel, Facilities Manager for the Oregon State Marine Board, contacted Lane County Parks and requested that we submit an application for Round 2 funding from the Oregon State Marine Boards Boating Facilities Grant Program to install a Boarding Dock at Mercer lake Landing. He mentioned that he had received numerous requests from boaters in the Florence area for this improvement. The Parks 2005 Plan recognized the need for a boarding dock at Mercer Lake Landing and it was also identified in the 1999-2005 State Marine Boards Six-Year Statewide Boating Facilities Plan.

B. Analysis

Mercer Lake Landing is the only improved public access point on Mercer Lake. A new boarding dock at the Landing would provide a safer, more efficient, and accessible site for visitors who use the boat ramp to launch and retrieve their boats. Boarding Docks provide an opportunity for boaters to temporarily tie-off their boats while they park or retrieve their vehicles. The parking lot at Mercer Lake Landing is located approximately 1/8 of a mile from the boat ramp on the opposite side of Mercer Lake Road. A new boarding dock would make boarding, launching, and retrieving boats much easier for our visitors and the improvements would be designed to meet current ADA accessibility standards.

The total estimated cost of the project is \$31,350.00. Lane County Parks will provide \$2,600.00 of in-kind service to administer, supervise, and inspect the project and \$1,500.00 for project permits. We are asking the Oregon State Marine Board to provide \$27,250.00 for the balance of the project.

Lane County currently receives \$3,700.00 per year from the Oregon State Marine Board Maintenance Assistance Program (M.A. P.) to assist with maintenance responsibilities of the existing boat ramp at Mercer Lake Landing. We will continue to receive these monies for maintenance of the new improvements and may see a slight increase in funding due to the addition of a new boarding dock.

APM Chapter 1, Section 2a, Issue 1, Item IV (B)

1. What is the match requirement, if any, and how is that to be covered for the duration of the grants? The State Marine Board prefers to see a cash match from it's recipients although it is not a requirement. Lane County Parks will be providing \$2,600.00 of in-kind service to administer, supervise, and inspect the project and \$1,500.00 cash for project permits.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant? The only Parks funds required for this grant are the personnel costs for Parks staff for design assistance, project administration, and project supervision/inspection and permits.

3. Will the grant funds be fully expended before county funds need to be spent? No, the County will be dispersing funds to cover labor and materials costs throughout the project and will submit progress payment requests to the Oregon State Marine Board to reimburse Lane County.

4. How will the administrative work of the grant be covered if the grant funds don't cover it? The administration of the grant is part of Lane County's in-kind match for this project and will be completed by Lane County Parks employees using currently budgeted staff positions.

5. Have the stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for services if funding does not continue? Parks staff currently provides maintenance services for the existing ramp. Upon completion of this project staff will continue to maintain the new boating improvements. Lane County Parks receives \$3,700.00 annually in Maintenance Assistance Program (MAP) Funds from the Oregon State Marine Board to assist with routine maintenance. We will continue to receive these monies and may see a slight increase in assistance due to the addition of transient moorage facilities as part of this project.

6. What accounting, auditing and evaluation obligations are imposed by the grant conditions? Lane County agrees to maintain all fiscal records relating to the agreement in accordance with generally accepted accounting principles. The accounting procedures shall provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls shall be established which are adequate to ensure that all expenditures reimbursed under the agreement are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service departments? Lane County Parks has administered a number of these grants in the past and has successfully completed our obligations to the Grantor for covering our accounting, auditing, and evaluation obligations. These are appropriate costs and they will be covered by the Lane County Parks personnel budget. Additionally, the Public

Works Department cost accounting staff provides professional support for all accounting and auditing assistance required.

8. Are there any restrictions against applying the county full cost indirect charge? The Oregon State Marine Board will not provide any funds to Lane County for administration, overhead or indirect costs associated with this agreement. However, Lane County is not asking for funds for these services so it is not applicable.

9. Are there unique conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations? The term of this agreement is twenty (20) years at which time it will be subject to review, renewal or expiration. Written approval from the Oregon State Marine Board is required if any user fees are charged for the use of the improvements described in this agreement. The only additional County work would be the minor on-going maintenance requirements that are covered in part by Maintenance Assistance Program (MAP) Funds.

10. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools. Not Applicable.

11. Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure. Not Applicable.

12. If this is a grant funded computer/software applications project..... Not Applicable.

C. Alternatives/Options

1. Approve the resolution and order and proceed with the project.
2. Do not approve submission of the application or acceptance of the Oregon State Marine Board grant. If the Board decides to proceed with this alternative we will continue to provide boating facilities at Mercer Lake Landing; however, the existing facilities are sub-standard for launching or retrieving boats, and are not ADA accessible. In addition, we would be declining a \$27,250.00 grant from the Oregon State Marine Board. Future re-award of this grant opportunity will most probably require a 25% cash match (\$7,500).

D. Recommendation

Staff recommends that the Board approve the Board Order to submit an application and accept the grant from the Oregon State Marine Board.

E. Timing

The Parks Division began research, site work, and design for the Mercer Lake Landing project in February 2004. Construction of the new facilities would most likely occur in the fall of 2004.

IV. IMPLEMENTATION/FOLLOW-UP

The County Administrator will need to sign the Cooperative Agreement.

V. ATTACHMENTS

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

) IN THE MATTER OF SUBMITTING AN
) APPLICATION AND ACCEPTING A
) BOATING FACILITIES GRANT FROM
) THE OREGON STATE MARINE BOARD
) FOR BOATING IMPROVEMENTS AT
) MERCER LAKE LANDING,
) APPROPRIATING \$27,250.00 IN FUND 216,
) AND DELEGATING AUTHORITY TO THE
) COUNTY ADMINISTRATOR TO SIGN
) THE COOPERATIVE AGREEMENT.

ORDER NO.

WHEREAS, the Oregon State Marine Board is accepting applications for Round 2 of the Boating Facilities Grant Program for the 2004-2005 biennium; and

WHEREAS, the Lane County Parks Division desires to participate in this grant program to the greatest extent possible as a means of providing needed park system improvements and enhancements; and

WHEREAS, the Lane County Parks Divisions Capital Improvement Plan and the Oregon State Marine Board Six-Year Boating Facility Plan recognizes the need to make boating facility improvements at Mercer Lake Landing; and

WHEREAS, the proposed project could not be completed without the assistance of grant funds;

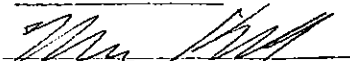
IT IS HEREBY ORDERED, that Lane County Board of Commissioners approve submission of the grant application and authorize the County Administrators execution of an Oregon State Marine Board Grant for boating facility improvements at Mercer Lake Landing.

DATED this 7th day of April, 2004.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 3-30-04 lane county


OFFICE OF LEGAL COUNSEL