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Memorandum Date: 02/25/2008

Order Date: 03/12/2008

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**TO:** Board of County Commissioners

**DEPARTMENT:** Public Works

**PRESENTED BY:** Todd Winter, Parks Division Manager

**AGENDA ITEM TITLE:** IN THE MATTER OF RATIFICATION OF GRANT APPLICATION AND ACCEPTANCE OF GRANT AWARD FROM OREGON PARKS AND RECREATION FOR ARMITAGE PARK CAMPGROUND DEVELOPMENT

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**I. MOTION**

Move approval of Board Order ratifying an application and accepting a grant award from Oregon Parks and Recreation for Armitage Park Campground Development.

**II. AGENDA ITEM SUMMARY**

Lane County Parks is asking the Board to review the application that has already been submitted to the Oregon Parks and Recreation Department for inclusion in the state submittal of projects under the County Opportunity Grant Program.

Lane County Parks reviewed current parks and campground needs and submitted one application for Armitage Park Campground Development. This project proposes to construct a 36 site campground, including Roads and Pads, located at Armitage Park. All sites are to be equipped with power, water, sewer, cable, underground irrigation, and landscaping. Two group sites, road infrastructure, and utilities are also included.

The total project cost for Armitage Campground Development is estimated to be \$750,000. The Oregon Parks and Recreation Department funds requested amount is \$375,000 or 50% of the total project cost. The remaining amount of \$375,000 will be paid for by Lane County Parks.

Lane County Parks received a successful application confirmation of grant funding up to \$375,000 from the Oregon Parks and Recreation Department for design and engineering, permits, roads and pads, utilities and campground construction for the Armitage Park Campground Development project and is scheduled to commence as soon as contract signatures have been received and recorded.

Parks is asking the Board of County Commissioners to ratify the grant application to the Oregon Parks and Recreation Department, accept the grant award, and delegate contract authority to the County Administrator for the execution of the contract for Armitage Park Campground Development.

### III. **BACKGROUND/IMPLICATIONS OF ACTION**

#### A. **Board Action and Other History**

In the past the Board has expressed the desire to seek grant opportunities to help defray the costs of enhancing county parks. Recent related Board action has identified construction of a campground at Armitage Park as being “consistent with the *Lane County Strategic Plan* in developing revenue generating opportunities and opportunities for public/private partnering” (BO# 07-3-14-2).

#### B. **Policy Issues**

The *Park and Recreation SDC Capital Improvement Plan*, items 34 through 37, identify campgrounds as SDC eligible capital projects.

*Lane Code*, Chapter 4 (4.605, 4.645) identifies planning, design, permitting, and construction of park and recreation capital improvements as SDC-eligible activities.

Under ORS 390.134, State and Sponsor may enter into an agreement concerning acquisition, development, maintenance, care and use of county park and recreation sites and State may make grants of money to assist Sponsor in such projects.

ORS 190.010 and the Lane County Home Rule Charter provide that units of local governments may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers or agents, have authority to perform.

Given the precarious nature of funding for parks throughout Oregon, recent policy choices have supported using the limited available funding earmarked for capital improvements to leverage other funding sources and investing in improvements with the greatest potential for revenue generation.

#### C. **Board Goals**

This action supports the *Parks Master Plan* Goal 1 by offering a variety of park and recreational opportunities for Lane County residents and visitors and is consistent with the *Statewide Planning* Goal #8, through creating a cooperative with other public agencies in planning park developments for both residents and tourists, and

by providing park and recreation facilities that are available to persons of limited finances (*Lane County Parks Master Plan 1980, pg. 10*).

This action supports the *Parks Master Plan* by maintaining and enhancing existing infrastructure for the benefit of the general public. (*Lane County Parks Master Plan 1980, pg. 4*)

This action supports the *Strategic Plan* overall goal to protect the public's assets by maintaining, replacing or upgrading the County's investments in systems and capital infrastructure. (*Lane County Strategic Plan 2001-2005, pg. 13*)

Generally, this action supports *Strategic Plan* Core Strategy D4 - Pursue intergovernmental revenue and private donations by applying for other public agencies' money for the project.

Development of a campground at Armitage Park has the potential to generate significant revenue and offers the opportunity to collaborate with other government agencies and private sector partners in the development of high-tech campground facilities. Items 34 and 35 of the *SDC Capital Improvements Plan*, the development of 20 campsites by 2011, are consistent with phase 1 campground development plans and with the Board goals.

#### **D. Financial and/or Resource Considerations**

The total project cost of \$750,000 total will be funded by this grant (\$375,000), Service Development Charges (\$200,000), and proceeds from the sale of the Glenada property (\$175,000). Public/private partnerships with local RV manufacturers are being explored to transform the campsites into a state-of-the-art facility. Review and Approval for SDC Appropriation in relation to Armitage Campground Development was voted on and approved through Board Order 07-3-14-2.

#### **E. Analysis**

Development of a campground at Armitage Park will be all new capacity and is expected to bring in much needed operating revenue into Park's budget, reduce dependence on Fern Ridge water levels for park revenues, and is projected to provide a highly demanded service based on industry input and its location on the McKenzie River and near I-5.

In order to satisfy *APM Chapter 1, Section 2A, Issue I*, the following is the list of questions that need to be answered when a Board agenda item relates to approval of a grant or any project or proposal with limited duration funding.

**1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?**

The match requirement is 50% of the total project cost. This amount will come from Parks SDC and funding from the sale of the Glenada property, as approved through Parks CIP five year plan (BO# 07-3-14-2).

**2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?**

These projects will be competitively bid as a capital improvement project and require the county to cover a portion of the match as well as any overages that may include expenditures for Material and Services.

**3. Will the grant funds be fully expended before county funds need to be spent?**

No. This is a contract with a reimbursable agreement. Lane County Parks will distribute the full cost of the project upon project commencement and will receive project reimbursement per the match split according to the reimbursable agreement (billed to the state on a quarterly basis).

**4. How will the administrative work of the grant be covered if the grant funds don't cover it?**

Administrative costs were included in project cost estimates. Lane County will cover this activity in proportion to the match split.

**5. Have grant stakeholders been informed of the grant sun-setting policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.**

The grants are a one-time, project specific allocation that will need to be completed by December 31, 2009. There is no expectation that there will be continued funding.

**6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?**

Currently, no formal auditing system is established with these grant funds beyond those standards already in place at Lane County.

**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 is it an appropriate cost incurred by support service departments?**

These activities will be managed by Public Works staff utilizing, among other tools, the cost accounting system, Engineering staff and Parks staff. Costs associated with these activities will be covered by Parks and are appropriate incurred costs by support service departments.

**8. Are there any restrictions against applying the county full cost indirect charge?**

All costs generated for this project are eligible for reimbursement from this State Parks grant, including Public Works and county overhead. These expenses are tracked by Public Works cost accounting system.

**9. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?**

No. Site is currently operated as a designated county park. Grant will only enhance.

**F. Alternatives/Options**

- Ratify application and award grant, delegating authority to the County Administrator to sign contract and award documents.
- Decline ratification of grant application and refuse award. Give direction to staff in next steps in development of Armitage Campground development.

**V. RECOMMENDATION**

Staff is recommending that the Board approve the motion.

**VI. TIMING/IMPLEMENTATION**

In order to add Armitage Campground to the State Inventory of campgrounds, at least one campsite must be ready and operational by July 1, 2008. It therefore is essential that the development and construction process move forward quickly with minimal to no delays in order to meet that deadline. Staff are currently in the process of developing an Bid/RFP for the selection of the general contractor for this project. The award of that contract can not be made until the Oregon Parks and Recreation grant award has been accepted.

**VII. FOLLOW-UP**

Staff will coordinate to implement this project upon execution of the agreement and complete project by agreed to deadline.

**VII. ATTACHMENTS**

**Board Order**

*Attachments available for review at front desk of Board office.*

IN THE BOARD OF COMMISSIONERS OF LANE COUNTY  
STATE OF OREGON

ORDER NO. ) IN THE MATTER OF RATIFICATION OF GRANT  
) APPLICATION AND ACCEPTANCE OF GRANT  
) AWARD FROM OREGON PARKS AND RECREATION  
) FOR ARMITAGE PARK CAMPGROUND  
) DEVELOPMENT  
)  
)  
)

**WHEREAS**, ORS 190.010 and the Lane County Home Rule Charter provide that units of local governments may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers or agents, have authority to perform; and

**WHEREAS**, under ORS 390.134, State and County may enter into an agreement concerning acquisition, development, maintenance, care and use of county park and recreation sites and State may make grants of money to assist County in such projects; and

**WHEREAS**, State and County desire to achieve improvements in county park and recreation facilities for Armitage Park Campground Development; and

**WHEREAS**, *Lane Code*, Chapter 4 (4.605, 4.645) identifies planning, design, permitting, and construction of park and recreation capital improvements as SDC-eligible activities; and

**WHEREAS**, The *Park and Recreation SDC Capital Improvement Plan*, items 34 through 37, identify campgrounds as SDC eligible capital projects; and

**WHEREAS**, the planned construction of a campground at Armitage Park is consistent with the *Lane County Strategic Plan* in developing revenue generating opportunities and opportunities for public/private partnering; and

**WHEREAS**, the Board supports the application prepared by Parks for the Oregon Parks and Recreation Department's grant for Armitage Park Campground Development, and

**WHEREAS**, the Board desires to accept the grant award and execute the contract consistent with this Order to enhance county parks and develop revenue generating opportunities and increased opportunities for public/private partnering;

**NOW THEREFORE, BE IT**

**ORDERED**, that the application submitted by Parks for Armitage Park Campground Development is hereby ratified, and

**ORDERED**, that the Board accepts the grant award and delegates signature authority to the County Administrator to execute the State/Local Agreement County Opportunity Grant Program contract consistent with this Order.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

Approved as to Form  
Date \_\_\_\_\_ Lane County

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Office of Legal Counsel

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Fay Stewart, Chair  
Lane County Board of Commissioners