



City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

**SPECIAL MEETING OF THE
BARTLESVILLE CITY COUNCIL**

**Tuesday, January 19, 2021
7 p.m.**

**Mayor Dale Copeland
918-338-4282**

AGENDA

1. **Call to order the business meeting of the Bartlesville City Council by Mayor Copeland.**
2. **Roll Call and Establishment of a Quorum.**
3. **Invocation.**
4. **Citizens to be heard.**
5. **City Council Announcements and Proclamations.**
6. **Authorities, Boards, Commissions and Committee Openings**
 - Two openings on the Ambulance Commission
 - One opening on the Bartlesville Convention & Visitors Bureau
 - One opening on the City Planning Commission
 - One opening on the Construction and Fire Codes Appeals Board
 - Two openings on the Library Board
 - One opening on the Park Board
 - One opening on the Sewer System Improvements Oversight Committee
 - One opening on the White Rose Cemetery Board
7. **Consent Docket**
 - a. **Approval of Agreements, Change Orders, Contracts, and Lease Agreements**
 - i. Change Order 4 with McAnaw Construction for the Water Utilities Renovation Project.
8. **Hold a public hearing to obtain citizen input on the 2020 CDBG Coronavirus Response Grant and to authorize staff to proceed with the submittal of a grant application. Presented by Nancy Warring, Assistant City Planner.**
9. **City Manager and Staff Reports.**
10. **City Council Comments and Inquiries.**
11. **Adjournment.**

The Notice of Meeting and Agenda was received and filed in the Office of the City Clerk, 401 S. Johnstone Ave., Bartlesville, Oklahoma, and posted in prominent public view at City Hall at 5 p.m. on Thursday, January 14, 2020.

Jason Muninger
Jason Muninger, City Clerk/CFO

/s/ Elaine Banes
by Elaine Banes, Deputy City Clerk

*City of Bartlesville Webcast of meeting: <https://www.cityofbartlesville.org/city-government/city-council/webcast/> and Channel 59 on Sparklight. All discussion items are subject to possible action by the City Council. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Approval of Change Order 4 with McAnaw Construction for the Water Utilities Renovation Project.

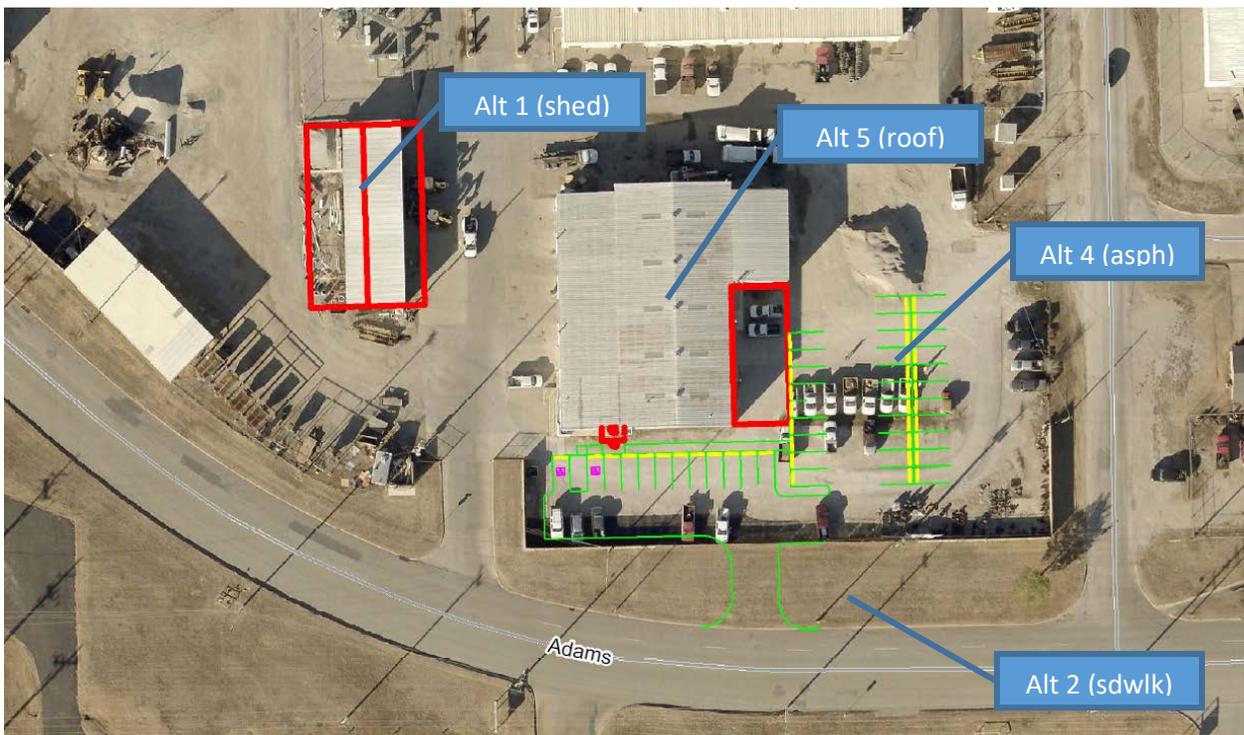
Attachments:

Change Order 4

II. STAFF COMMENTS AND ANALYSIS

One of the capital projects approved last fiscal year through the Water Capital Reserve Fund was the renovation/expansion of the Water Utilities Building, which is shown below (note, Alternates 1 and 5 were not awarded in the construction contract). The overall budget for the project is \$1.5MM.

Renovation Overview



In February 2020, Council awarded the construction contract to McAnaw Construction for \$1,494,717.27.

Construction started in March and the project is approximately 99% complete. Several items have come up with the renovation that were outside of the original scope of work, which are detailed below.

- Mezzanine ceiling tile deduct; the drop ceiling scheduled for the mezzanine was not needed and deleted from the project - (\$649.00).
- Additional electrical for horn strobes; the Fire Marshall required horn strobes in the crew room areas that was not part of the original contract. Additional electrical work is needed to power the stobes - \$1,431.63.
- Oven controls; the plans call for the oven control/hood fire suppression to power the oven for 2 hours, then automatically cuts power (to re-energize, a person must key in an activation code to get another 2 hour window), as well as cutting power to the oven in the event the hood suppression system activates. This item rewires the oven control system to leave the oven powered at all times and only cuts power if the hood suppression system activates. The cost to reprogram this operation is \$565.00

The total cost of Change Order 4 is \$1,347.63. There are sufficient savings in the water department capital reserve fund to pay for the change order.

III. RECOMMENDED ACTION

Staff recommends approval of Change Order 4 with McAnaw construction for \$1,347.63.

AIA[®] Document G701[™] – 2017

Change Order

PROJECT: <i>(Name and address)</i> City Public Works - Water Department Reno	CONTRACT INFORMATION: Contract For: General Construction Date:	CHANGE ORDER INFORMATION: Change Order Number: 004 Date: January 8, 2021
OWNER: <i>(Name and address)</i> City of Bartlesville 401 S. Johnstone Bartlesville, Ok 74003	ARCHITECT: <i>(Name and address)</i> Dan Kelcher PLLC PO Box 1361 Bartlesville, OK 74005	CONTRACTOR: <i>(Name and address)</i> McAnaw Construction 1700 W Hensley Blvd. Bartlesville, Ok 74003

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

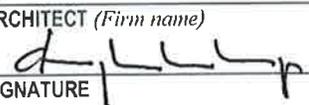
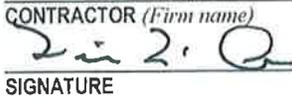
Deduct for ceiling grid and labor. \$(649.00)
Installation of range hood horn strobes required by fire marshal. \$1,431.63
Electrical work to remove the (2) ovens off the 2-hour timer. \$565

The original Guaranteed Maximum Price was	\$ 1,494,717.27
The net change by previously authorized Change Orders	\$ 69,194.49
The Guaranteed Maximum Price prior to this Change Order was	\$ 1,563,911.76
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 1,347.63
The new Guaranteed Maximum Price including this Change Order will be	\$ 1,565,259.39

The Contract Time will be increased by Three (3) days.
The new date of Substantial Completion will be November 6, 2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Dan Kelcher PLLC ARCHITECT <i>(Firm name)</i>	McAnaw Construction CONTRACTOR <i>(Firm name)</i>	City of Bartlesville OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Dan Kelcher Jr., Owner/Architect	Mike McAnaw, Owner	Dale Copeland, Mayor, City of Bartlesville
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
1. 11. 2021 DATE	1-11-21 DATE	 DATE

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

- Hold a Public Hearing for the purpose of obtaining citizen views of community development, housing, and public service needs and the development of activities being proposed for CDBG-CV funding for submission of a 2020 CDBG Coronavirus Response grant;
- Authorize staff to proceed with the submittal of a CDBG-CV application;

II. STAFF COMMENTS AND ANALYSIS

In May of 2020, the City sent a Letter of Interest to the Oklahoma Department of Commerce for participation in the CDBG Coronavirus Disease Relief Program. The Program provides grant funding for activities that address the health and economic challenges brought on by the COVID-19 pandemic. The funds are intended to pay costs not covered by other forms of assistance and that specifically benefit persons of low and moderate income. Bartlesville is one of eighteen designated *Small Cities* that are eligible for funding. A formal application is due to ODOC by February 1, 2021.

As part of the process, the City of Bartlesville adopted a Citizen Participation Plan which requires a public hearing on January 19, 2021 to receive citizen input on how program funds should be used. The Plan also requires that, during the January 19 meeting, CDBG-CV needs will be discussed and several items will be explained to the public. See the attachment for more detailed information.

III. RECOMMENDED ACTION

The City Council is requested to hold a public hearing on January 19, 2021 to obtain citizen input on the 2020 CDBG Coronavirus Response grant and to authorize staff to proceed with the submittal of a grant application.

Discussion Items

January 19, 2021 City Council Special Meeting

FIVE GRANT-RELATED ITEMS TO BE EXPLAINED TO THE PUBLIC:

- I. *The amount of CDBG-CV funds to be made available for the current fiscal year, if the proposed project is approved.*

The State of Oklahoma has a total of \$8,072,433.48 in CDBG-CV funds available to distribute to 18 eligible cities. If divided based on the population percentage, Bartlesville would receive \$700,069.13. However, the amount that Bartlesville ultimately applies for will be based on estimated local need. Staff is working with existing non-profit organizations within the community to prepare these estimates. At this time, staff is looking at preparing an application requesting up to \$1 million, based on projected Oklahoma household eviction rates after January 2021. This figure may be subject to change as more information is received.

- II. *The range of activities that may be undertaken with those funds.*

Applicants may select up to three of the five activity areas:

- 1) **Utility Assistance (up to six months of assistance)** includes assistance for water, gas, and electric for individuals who are delinquent on their bills due to the effects of COVID-19.
- 2) **Rental Assistance (up to six months of assistance)** provides assistance to households who have experienced a loss of income due to COVID-19 for up to six months. Assistance may cover past due arrears and payments to bring beneficiary current. Expenses must have accumulated on or after January 21, 2020. Maximum amount of assistance per month must at least meet rent reasonableness standards (24 CFR 888 and 24 CFR 982.503). You may also use the Fair Market Rent (24 CFR 982.507.2) values found at (<https://www.huduser.gov/portal/datasets/fmr.html>)

For Washington County, the Fair Market Rent for 2021 (compared with 2020) is as follows:

Final FY 2021 & Final FY 2020 FMRs By Unit Bedrooms					
Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
<u>FY 2021 FMR</u>	\$612	\$639	\$728	\$1,017	\$1,194
<u>FY 2020 FMR</u>	\$518	\$610	\$696	\$941	\$1,110

- 3) **Medical Assistance** includes supplies and equipment to adhere to social distancing guidelines, prevent the further spread of Coronavirus, and support a community's recovery from the Coronavirus outbreak. This assistance includes supporting the growing number of mental health services necessary during the outbreak and in relation to the safer-at-home policy and social distancing

measures. Assistance will support programs that require personal protective equipment (PPE) to protect employees and the public, as well as the expansion of public services that adhere to social distancing guidelines and directly serve LMI individuals. Activities may include:

- Personal protective equipment (PPE) to protect employees or the general public from further spreading/contracting Coronavirus in hospitals, mental health facilities, and public transportation vehicles;
- Equipment and chemicals for sanitation of facilities; and
- Coronavirus testing kits for LMI individuals.

4) **Mental Health Assistance** includes supplies and services for mental health in relation to the rise in number of mental health cases, as well as a need to maintain social distancing. This assistance will support activities that expand mental health services that have experienced an upward trend in mental health needs since January 21, 2020, as well as offer mental health services at a distance. Activities may include:

- PPE for mental health workers;
- Equipment and chemicals for sanitation of facilities;
- Electronics configured to serve only as a form of mental health service and to adhere to social distancing guidelines that will be provided to LMI individuals; and
- Data plans (2-year max) for electronic equipment for socially distanced mental health services. Subrecipient contracts cannot be closed until 2-year contract has expired for data plan.

5) **Nutrition Assistance** includes supplies and equipment necessary to support LMI individuals affected by the economic hardships due to the Coronavirus outbreak and the safer-at-home policy enacted by Governor Stitt on March 24th, 2020.

- Perishable and non-perishable foods, PPE, and necessary equipment to serve food to LMI individuals while maintaining social distancing for programs such as food banks, drive- thru food pickups, and direct home food delivery.

III. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.

To assure that funds are going to those most in need, staff recommends partnering with existing non-profit organizations in the community which are already serving the low and moderate income population. By doing so, services provided through this grant can be done on an individual and household level basis. In other words, low and moderate income eligibility will be determined one at a time as services are provided. Therefore, 100% of Bartlesville's grant funds will benefit low and moderate income persons.

IV. The proposed CDBG-CV activities likely to result in displacement and any anti-displacement and relocation plans developed by the City in accordance with Section 104(d)(1) and (2) of the Act.

None of the proposed activities will result in displacement.

- V. The basis on which the City may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City and does not necessarily include providing funding to such groups.

City staff has contacted several existing non-profit organizations within the community that currently work with low to moderate income persons to provide the types of services allowable under this grant program to determine their interest in partnering with the City to implement the grant activities.

NEED FOR COVID RELIEF IN BARTLESVILLE

In evaluating the five (5) eligible grant activity areas, City staff recommends rental assistance and utility assistance as two of the greatest unmet needs for COVID-19 relief in Bartlesville. The increasing demand for both rental and utility assistance has been recognized by experts throughout the United States.

- According to the Urban Institute, those hardest hit by COVID-19 job losses are workers in industries like tourism and transportation, which are bearing the brunt of the economic shutdown. UI has been providing weekly estimates of how many residents have lost low income jobs due to COVID-19. Their last update, dated January 8, 2021, estimates that 306 low-income jobs in Bartlesville have been lost due to COVID-19.
- The Bureau of Labor Statistics, in establishing the methodology for the distribution of Federal Government CARES Act Funds to States, identified employment in the following targeted industries as one priority for funding: 1) Mining, quarrying, and oil and gas extraction; 2) Arts, entertainment, and recreation; and 3) Accommodation and food services.
- In a September 25, 2020 report prepared for the National Council of State Housing Agencies, research firm Stout estimated that 130,000 to 180,000 renter households in Oklahoma would be unable to pay rent and would be at risk of eviction. They estimated that, by January 2021, the range of rent shortfall in Oklahoma would be between \$248 million and \$323 million.
- The 2019 American Community Survey estimates that there are approximately 4,800 occupied rental units in Bartlesville. Oklahoma has 515,827 occupied rental units. If the same percentage of eviction risk noted above for Oklahoma renters was applied to Bartlesville renters, then potentially 1,210 to 1,675 renter households would be unable to pay rent and would be at risk of eviction.

Quantifying the need for COVID relief services is more difficult to confirm on the local level due to the number of non-profit and faith-based community organizations that provide a variety of assistance programs to the low and moderate income population, but the following information clearly identifies that the need is present and continues to grow in our community.

- In the Spring of 2020, United Way offered COVID-19 Impact Grants to assist area non-profits. By mid-May, they had received 52 grant requests, and the major area of need was feeding individuals and helping with rent and utilities. By August, they had distributed \$331,000 to non-profits.
- Agape Mission, which provides on-site prepared meals, indicated that they normally feed around 250 per day. At the end of 2020, that had increased to an average of 350 meals per day.
- Concern provides emergency food, utility, rent, hotel, and prescription assistance. They noted an increase in the need for emergency lodging due to homelessness issues and an increase in assistance due to power and water shut-offs. They indicated that the majority of people with utility shut-offs stated that COVID was part of the cause. They also said their financial assistance in 2020, which was over \$22,000, was double that of 2019.

City staff continues to meet with local agencies to quantify Bartlesville's need for COVID relief and to determine which agencies are best suited to meet the strict requirements of the grant. As of the writing of this report, Concern has indicated an interest in partnering on a rental and utility assistance program, and Mary Martha Outreach has indicated an interest in partnering on a program to provide non-perishable food products, in addition to the perishable food products they currently provide.