





office memorandum

DATE: October 9, 2020

TO: Darrel Pyle, City Manager

THROUGH: Shawn O'Leary, Director of Public Works 

FROM: Carrie Evenson, Stormwater Program Manager 

SUBJECT: Approval of Contract No. K-2021-59 with Meshek and Associates, LLC, in the amount of \$25,000.00 for FEMA Hazard Mitigation Assistance Grant Application Services

BACKGROUND:

The Oklahoma Department of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) provide disaster response and recovery assistance and pre-disaster mitigation grant funding for mitigation projects designed to prevent or reduce future loss of lives and property and/or minimize the costs of future disaster response and recovery. The Hazard Mitigation Grant Program (HMGP) provides federal funds up to 75% of the costs associated with hazard mitigation projects. The required 25% local match can be in the form of cash funding or “in kind” services.

To be eligible for HMGP funding, a jurisdiction must meet the following requirements:

1. Have a FEMA-approved Hazard Mitigation Plan
 - a. The City of Norman is an active participant in the Cleveland County Hazard Mitigation Plan, which was approved by FEMA in September 2020.
2. Be a current participant in the National Flood Insurance Program (NFIP)
 - a. The City of Norman is a current participant in the NFIP
3. Propose a project that meets the following:
 - a. Solves a problem by reducing hazard consequences or future risks;
 - b. Provides long-term meaningful and definable risk reduction benefits;
 - c. Is cost effective;
 - d. Is environmentally sound; and
 - e. Complies with all state and federal laws, rules, and administrative requirements.

For several years, residents of The Vineyard Addition have experienced property damage due to flooding. In July 2015, the City of Norman hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area. On January 29, 2016, Meshek and Associates submitted a report detailing the results and recommendations of their analysis. Two possible alternatives were identified that would help alleviate some of the flooding reported by residents, including regrading The Vineyard detention pond and replacing the existing 18-inch pipe with a double 30-inch pipe; however, no funding was available at that time for final design of the selected alternative. During the FYE 2018 budget process, City Council approved funding for the final design of The Vineyard Addition Drainage Improvements. Amendment No. 1 to Contract No. K-1617-120 with Meshek and Associates

for The Vineyard Addition Drainage Improvements in the amount of \$30,000.00 on October 10, 2017. The final design was completed in 2019; however, funding to construct the drainage improvements has not yet been approved.

Based on discussions with staff at Meshek and OEM, it is believed this project would be highly competitive with other projects for federal funding through FEMA Hazard Mitigation Assistance through the HMGP or Building Resilient Infrastructure and Communities (BRIC) pre-disaster mitigation grant programs.

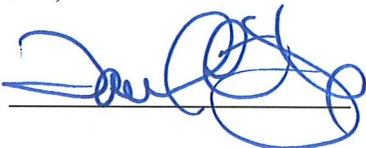
DISCUSSION:

This is an opportunity to apply for Federal funding assistance, which if secured, would greatly improve drainage in The Vineyard Addition and serve to mitigate a repetitive loss area.

Staff began negotiations with Meshek and Associates, LLC, in July 2020. Budgeted funds in the amount of \$25,000.00 are available for this project in Account No. 10550222-44099, Other Professional Services. The project is scheduled to begin in October 2020.

RECOMMENDATION:

Staff recommends approval of Contract No. K-2021-59, between the City of Norman and Meshek and Associates, LLC, for FEMA Hazard Mitigation Grant Application Assistance in the amount of \$25,000.00.

Approved by:  Not Approved: _____

Reviewed by: Shawn O'Leary, Director of Public Works
Kathryn Walker, City Attorney