



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: September 2, 2025

Re: Financial Assistance Agreement Amendment - Columbia Historic Preservation Plan grant project (Case # 258-2023)

Executive Summary

The attached ordinance would authorize the City Manager to execute amendments to the FY 24 financial assistance agreement with the Missouri Department of Natural Resources State Historic Preservation Office (SHPO) relating to the Columbia Historic Preservation Plan grant project. The proposed amendment would allow for city personnel expenses to be applied to the overall local share of project budget (\$10,000) and result in an additional \$4,335.90 in the Federal share (\$15,000) to be reimbursed to the City.

Discussion

The City Manager authorized a financial assistance agreement between the City and the Missouri Department of Natural Resources State Historic Preservation Office (SHPO) on October 2, 2023 for the purposes of hiring a consultant to complete a historic preservation plan for the City. The agreement set the project budget at \$25,000, which was to be used solely for consultant services and expenses. The agreement requires a local match of 40% of the project budget (\$10,000 local share), with 60% to be reimbursed to the City (\$15,000 Federal share).

The project timeline for the historic preservation plan was originally set to run from October 1, 2023 to May 15, 2024. Due to delays in Federal funding for the project, the timeline was extended until September 19, 2025. In the process of procuring preservation consultant services from Mr. David Taylor, the contract signed was significantly less than that allocated within the grant. The Historic Preservation Commission intended to utilize the remaining project funds to secure graphic design services for the preservation plan once Mr. Taylor's work was completed. However, with the closing of the grant cycle forthcoming, procurement of graphic design services is no longer possible within the grant cycle.

Given this situation, staff proposed the attached budget amendment to the SHPO Grant Administrator in efforts to secure the remaining grant funds prior to their release such that they could be applied to city personnel expenses related to the project. Having the remaining grant funds allocated in this fashion is a permissible expenditure that has never been previously possible when performing consultant work with historic preservation projects. Furthermore, this type of reimbursement represents an opportunity to recapture General Fund salary expenditures associated with the assigned city staff to the Historic Preservation Commission.

Mr. Taylor's contract was in the amount of \$14,500, which left \$10,500 available for graphic design services. Staff has logged a total of 130 hours on the project thus far, and projects



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another 64 hours anticipating that graphic design services would be completed in-house, and considering the remaining work to meet the final three milestones and close the grant project.

The SHPO Grant Administrator has reviewed this request and the amended, "Attachment A: Scope, Purpose and Description of Grant Activities," of the agreement (attached) which includes an allocation of up to \$7,226.50 of personnel expenses being applied to the local share of the project for reimbursement purposes. A detailed breakdown of the budget is included below for comparison.

Approved Project Budget			
Cost Category	Federal Share	Local Share	Total Cost
Contractor	\$15,000	\$10,000	\$25,000
Contractor (Actual)	\$8,700	\$5,800	\$14,500
Unused Budget Funds	\$6,300	\$4,200	\$10,500

Revised Project Budget			
Cost Category	Federal Share	Local Share	Total Cost
Contractor	\$13,035.90	\$1,464.10	\$14,500
Personnel	0	\$7,226.50	\$7,226.50
Total Expenses	\$13,035.90	\$8,690.60	\$21,726.50
Unused Budget Funds	\$1,964.10	\$1,309.40	\$3,273.50

The proposed budget amendment would allow for personnel expenses to be applied to the overall local share of project budget, resulting in an additional \$4,335.90 in the Federal share allocation to be reimbursed to the City. The proposed amendment offsets 60% the staff time logged, that would otherwise have been solely paid by the City irrespective of staff's involvement in the project.

The SHPO Grant Administrator has asked that a new financial assistance agreement be executed by the City Manager; however, modifications are only being proposed to the project closing date referenced and the budget report found in "Attachment A." An exhibit is attached with the modifications highlighted for clarity, and the complete agreement is also attached for execution upon approval of this request. The proposed amendment will allow staff to submit the final financial report and request for reimbursement, then close the grant prior to the end date of September 19.

The original financial assistance agreement, the proposed agreement, and the "Attachment A" revisions exhibit are attached for reference and review.



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Fiscal Impact

Short-Term Impact: Approval of the amendment would allow the City to capture up to \$4,335.90 in Federal funds that would otherwise be lost because the project is to be completed under-budget.

Long-Term Impact: No long-term impacts are anticipated.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Inter-Governmental Cooperation, Secondary Impact: Economic Development, Tertiary Impact: Not Applicable

Legislative History

Date	Action
10/02/2023	Authorized a financial assistance agreement with the Missouri Department of Natural Resources to prepare a historic preservation plan and establish goals and priorities for the identification and registration of historic properties and amended the FY 2023 Annual Budget to appropriate funds.

Suggested Council Action

Approve the proposed amendment to the financial assistance agreement with the Missouri Department of Natural Resources.