



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 07/27/2021

**REQUESTER:** Anais Starr

**PRESENTER:** Anais Starr, Planner II/Historic Preservation Officer

**ITEM TITLE:** CONSIDERATION OF THE ACCEPTANCE OF CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$10,750 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2122-25 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE AND BUDGET APPROPRIATION. FROM THE SPECIAL GRANT FUND BALANCE.

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### **BACKGROUND:**

On April 14, 1998, Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), thereby making Norman a member city in the Certified Local Governments (CLG) Program. The Certified Local Governments Program is part of the US Department of the Interior national program for the development and support of local historic preservation programs. The CLG Program allows member cities to apply for funds to be used for preservation projects within their community.

With Historic District Commission approval, staff prepared a funding application that included project descriptions and a budget showing \$10,750 in proposed expenditures of CLG funds and documentation of matching funds. City Council at their meeting on March 23, 2021, approved the submission of the CLG application. Staff subsequently submitted the application later that month to SHPO with the list of projects shown below.

SHPO prepared the attached contract based upon the CLG application submitted by staff. The approval of that contract and appropriation of funds into accounts is now needed.

The CLG Program requires a 60/40% in-kind match formula. For \$10,750 in CLG funds, the City must document a minimum of \$7,167 of in-kind matching funds. An in-kind match in the form of personnel hours plus the \$2,160 already budgeted in the Consultant account (10440380-44003) will provide the stated matching funds listed in the CLG funding application submitted.

## **DISCUSSION:**

Designation as a CLG City includes recognition of Norman's historic preservation efforts on both state and national levels and entitles the City to apply for a portion of the education/outreach funds set aside by the SHPO out of each year's budget. Funds are to be used for public information materials, historic research, commission and staff training, and public outreach and education projects.

The proposed 2021-2022 CLG projects and budget are as follows for a total of \$10,750 in CLG funds:

### **PROJECT 1: Educational Training - \$3,000**

Training in the form of attendance at an annual preservation/planning conference is strongly encouraged by SHPO for staff and commissioners of all CLG participant cities. Usually staff/Commission attend a national or regional one, two or three-day conference. Staff is anticipating an in-person conference attendance in the spring of 2022. A total budget of \$3,000 includes registration fees and if needed, travel expenses and lodging.

### **PROJECT 2: Memberships Dues for National Alliance of Preservation Commissions - \$150**

Pays for the membership dues for staff and Historic District Commissioners to the National Alliance of Preservation Commission. Total budget of \$150 would provide membership for staff and all Commissioners.

### **PROJECT 3: C.A.M.P Training for Commission - \$7,000**

This project will provide training to all Historic District Commissioners and staff in the form of a 2-day C.A.M.P. (Commission Assistance and Mentoring Program). The C.A.M.P. training will review topics such as purpose of historic preservation, legal aspects of Commissions, interpretation of Guidelines and design review. This \$7,000 includes all expense associated with this customized training package.

### **PROJECT 4: Education Mailing - \$600**

This project proposes an educational mailing in the form of a letter sent to each property owner in the three historic districts. The letter would remind property owners that they live in a historic district, which has additional regulations. A total budget of \$600 would cover the cost of mailing and printing for this project.

### **TOTAL BUDGET OF CLG FUNDS \$10,750**

## **RECOMMENDATION:**

Staff reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends that Council approve Contract K-2122-25, and appropriate \$10,750 from the Special Revenue Fund Balance (account 22 – 29000) into the accounts shown below, and accept the grant funds when reimbursed to be recorded in the SHPO/CLG Special Revenue account (224-331326). Staff recommends Council approve the

contract in this amount. Applicable accounts have been established in the Special Revenue Fund, for purposes of this grant:

Consultant, Other (22440146-44009) - \$7,000

Travel/Training (22440146-44604) - \$3,000

Postage (22440146-44701) - \$250

Printing (22440146-44821) - \$300

Supplies (22440146-43001) - \$50

Membership Dues (22440146-44601) - \$150