



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/26/2022

REQUESTER: Anaïs Starr, Historic Preservation Officer

PRESENTER: Jane Hudson, Director of Planning

ITEM TITLE: CONSIDERATION OF THE ACCEPTANCE OF CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$8,650 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2223-26 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

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 \$8,650 in proposed expenditures of CLG funds and documentation of matching funds. City Council at their meeting on March 22, 2022, 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. In order to receive \$8,650 in CLG grant funds, the City must document a minimum of \$5,767 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived by in-kind contributions of staff time and by the annual \$2,200 (account 10440380-44003) contribution from the City of Norman General Fund.

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 2022-2023 CLG projects and budget are as listed below for a total of \$8,650 in CLG funds.

CLG 2022-2023 PROJECTS AND BUDGET

PROJECT 1: Educational Training - \$1,500

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 and/or Commissioners attend a national, regional, or state conference pertaining to preservation. Staff is anticipating an in-person conference attendance in 2022-2023. A total budget of \$1,500 includes registration fees and, if needed, travel expenses and lodging.

PROJECT 2: Memberships Dues for NAPC - \$150

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

PROJECT 3: Development of Historic Walking Tour Mobile App \$5,500

This project will develop a historic walking tour mobile app of the structures listed on the National Register of Historic Places. A mobile app contractor will be engaged to provide the software necessary to launch such an app, while staff will provide the historical information regarding the structures. The \$5,000 includes the anticipated expense of hiring a contractor to execute a walking tour mobile app and \$500 is allocated for any necessary hardware or software that may be needed to assist with this project. A total budget of \$5,500 is proposed for this project.

PROJECT 4: Quarterly Education Postcard - \$1,500

Educational postcards will be mailed quarterly to each property owner in the three designated Historic Districts. The postcards will remind property owners that they live in a designated Historic District, which requires that exterior alterations adhere to Preservation Guidelines. This will also provide an opportunity to pass along any current information that impacts the Historic Districts, such as available workshops. QR codes and website links to the Historic Preservation webpage will be included on the postcards, along with staff contact information. A total budget of \$1,500 would cover the cost of designing, mailing and printing for this project.

TOTAL BUDGET OF CLG FUNDS - \$8,650

RECOMMENDATION:

Staff reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends that Council approve Contract K-2223-26, and

appropriate \$8,650 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) - \$5,000

Travel/Training (22440146-44604) - \$1,500

Postage (22440146-44701) - \$1,000

Printing (22440146-44821) - \$500

Supplies (22440146-43001) - \$500

Membership Dues (22440146-44601) - \$150