



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/09/2024

REQUESTER: Anais Starr, Planner II, Historic Preservation Officer

PRESENTER: Jane Hudson, Director of Planning

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-12: CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$18,375 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2425-12 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE AND APPROPRIATION OF SPECIAL GRANT FUND BALANCE.

BACKGROUND:

On April 14, 1998, Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for development and support of local historic preservation programs. Since its initial participation in 1999, the City of Norman has received an approximate annual average allocation of \$15,000 in CLG grant funds. In the 25 years that the City has participated in the CLG program, the City has received over \$300,000 in funding. In February, SHPO notified the City of Norman that the City was eligible to apply for \$18,375 in CLG funding for the 2024-2025 program year.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO out of each year's budget. Funding is intended for historic research, public education and outreach programs. Over the past 25 years, Norman's CLG funding has created historic preservation educational materials, conducted historic architectural surveys, hosted free hands-on historic home repair workshops and provided training for staff and Historic District Commission Members.

DISCUSSION:

In conversations with the State Historic Preservation Office and the Historic District Commission, City Staff has developed proposed projects for 2024-2025 CLG funds. With Historic District Commission approval, staff prepared a funding application that includes project descriptions and a budget showing \$18,375 in proposed expenditures of CLG funds and documentation of

matching funds. On March 4, 2024 the Historic District Commission recommended approval of the CLG Grant Application projects described below.

The attached CLG application contains proposed historic preservation projects for the fiscal year 2024-2025 (FY 24-25) Program for consideration by City Council and the State Historic Preservation Office.

The CLG Program requires a 60/40 in-kind match. In order to receive \$18,375 in CLG grant funds, the City must document a minimum of \$12,250 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 \$2,160 (account 10440380-44003) allocation from the City of Norman General Fund.

CLG 2024-2025 PROJECTS AND BUDGET:

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 2024-2025. A total budget of \$3,000 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: Maintenance of Historic Tour Mobile App - \$1,725

This project is the maintenance fee associated with the historic tour mobile app for the Historic Norman mobile tour available through the STQRY app which was developed last year. The Historic Norman mobile tour is comprised of twenty-three historic structures, sixteen of which are listed in the National Register of Historic Places located in downtown Norman and the OU campus area. Now that the mobile tour app is established, the mobile app contractor, STQRY, requires an annual maintenance fee to continue hosting the historic app. A total budget of \$1,725 is proposed for this project.

PROJECT 4: Development of Southridge Historic Walking Tour Mobile App - \$1,500

This project will develop a historic tour mobile app of the structures in the Southridge Historic District that are listed in the National Register of Historic Places. Staff will provide the historical information regarding the structures to the current contractor, STQRY, to develop and launch this additional mobile tour app. The \$1,500 covers the anticipated expense of contracting with STQRY to execute the Southridge Historic mobile tour app. A total budget of \$1,500 is proposed for this project.

PROJECT 5: National Alliance of Preservation Commissions (NAPC) Workshop - \$8,500

This project will offer two virtual Commission Assistance and Mentoring Program (CAMP) workshops, offered by the NAPC, for staff and Commissioners. Staff anticipates a four-topic CAMP covering the essentials of Preservation Commissions in the fall and a two-topic in-person

CAMP regarding Disaster Recovery in the spring. The four-topic CAMP Essential is anticipated to cost \$4,500 while the two-topic CAMP Disaster Recovery anticipated to cost \$3,500. An allocation of \$500 in funds is being requested to address any software or hardware needs during these training sessions. A total budget of \$8,500 is proposed for these two training workshops.

PROJECT 6: Educational Postcard - \$1,800

Educational postcards will be mailed at least bi-annually to each property owner in the three Historic Districts. The postcards will remind property owners that they live in a city-designated Historic District Overlay, which requires that exterior modifications and repairs adhere to Historic District Ordinance and Preservation Guidelines. The educational postcards 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 \$1,800 would cover the cost of designing, mailing and printing for this project.

Project 7: Printing of Historic Norman Coloring Book - \$1,700

The Historic Norman Coloring Books will be re-printed to allow for distribution by Visit Norman, Parks Department, The Depot, Moore-Lindsay House Museum and other public sites. A total budget of \$1,700 would cover the cost of printing for this project.

TOTAL BUDGET OF CLG FUNDS - \$18,375

RECOMMENDATION:

Staff reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends that Council approve Contract K-2425-12 and appropriate \$18,375 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) - \$11,225
Travel/Training (22440146-44604) - \$3,000
Postage (22440146-44701) - \$1,000
Printing (22440146-44821) - \$2,500
Supplies (22440146-43001) - \$500
Membership Dues (22440146-44601) - \$150