



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 7/25/23

**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 \$18,375 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2324-28 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

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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 \$18,375 in proposed expenditures of CLG funds and documentation of matching funds. City Council at their meeting on March 28, 2023, 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 \$18,375 in CLG grant funds, the City must document a minimum of \$10,050 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) 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 2023-2024 CLG projects and budget are as listed below for a total of \$18,375 in CLG funds.

## **CLG 2023-2024 PROJECTS AND BUDGET:**

### **PROJECT 1: Educational Training - \$2,700**

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 2023-2024. A total budget of \$2,700 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 which is currently being developed by mobile app contractor. The current historic app being developed is comprised of structures from central Norman that are listed on the National Register of Historic Places. Once the historic tour app is established, the mobile app contractor 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 - \$2,000**

This project will develop a historic tour mobile app of the structures listed on the National Register of Historic Places in the Southridge Historic District. While staff provides the historical text and pictures for the tour app, a mobile app contractor will be engaged to develop and launch the tour app. The \$1,500 includes the anticipated expense of hiring a contractor to execute a historic 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 \$2,000 is proposed for this project.

### **PROJECT 5: Window Repair Workshops at the Moore-Lindsay Historic Museum House - \$10,000**

This project will offer a two-day Window Maintenance Workshops and a one-day Exterior Wall Maintenance Workshop. The two-day Window Repair Workshop is anticipated to cost \$6,500 while the one-day workshop is anticipated to cost \$3,500. A total budget of \$10,000 is proposed for these two projects.

**PROJECT 6: Quarterly Education Postcard - \$1,800**

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 city-designated Historic District, which requires all exterior modifications and repairs adhere to the adopted *City of Norman Preservation Guidelines*. The postcard also provides an opportunity to share information that impacts the Historic Districts, such as available workshops, QR code for *Preservation Guidelines*, website link for the Historic District Commission webpage, and staff contact information. A total budget of \$1,800 would cover the cost of designing, mailing and 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-2324-28 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) - \$13,225

Travel/Training (22440146-44604) - \$2,700

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

Printing (22440146-44821) - \$800

Supplies (22440146-43001) - \$500

Membership Dues (22440146-44601) - \$150