



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Anaïs Starr, Historic Preservation Officer

PRESENTER: Jane Hudson, Planning Director

ITEM TITLE: CONSIDERATION OF THE APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF: CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$7,875 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2526-57 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On April 14, 1998, City 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 the 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 to \$18,000 in CLG grant funds. In the 27 years of participation in the CLG program, the City has received over \$250,000 in funding.

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 annually. Funding is intended for historic research, public education, and outreach programs. Over the past 27 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 the Commission.

With Historic District Commission approval, staff prepared a funding application that included project descriptions and a budget showing \$7,875 in proposed expenditures of CLG funds and documentation of matching funds. At their meeting on April 22, 2025, City Council approved the submission of the CLG application. Staff 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. To receive \$7,875 in CLG grant funds, the City must document a minimum of \$3,090 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 2025-2026 CLG projects and budget are listed below for a total of \$7,875 in CLG funds.

CLG 2025-2026 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 2025-2026. 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. A 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 a 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: Lunch and Learn Windows Programs \$1,200

This project will offer two Lunch and Learn Programs for residents and Historic Commissioners. The two-hour presentations will provide historic window information, including the basic anatomy of wood windows, window types, proper maintenance practices, and an overview of do-it-yourself repair versus professional repairs. Each two-hour Lunch and Learn program are anticipated to cost \$500 for a consulting contractor to develop the curriculum and present the program. A total budget of \$1,000 is proposed for two Lunch and Learn Window Programs. An additional \$200 is allocated for this project for any software or hardware needs for the Lunch and Learn Programs. A total budget of \$1,200 is proposed for this project.

PROJECT 5: Biannual Education Postcard - \$1,800

Educational postcards will be mailed biannually to each property owner in the three designated Historic Districts. The postcards will remind property owners they live in a historic district, which requires exterior modifications and repairs 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 \$1,800 would cover the cost of designing, mailing, and printing for this project.

TOTAL BUDGET OF CLG FUNDS - \$7,875**RECOMMENDATION:**

Staff reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends Council approve Contract K-2526-57 and appropriate \$7,875 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) - \$2,725

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

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

Printing (22440146-44821) - \$800

Supplies (22440146-43001) - \$200

Membership Dues (22440146-44601) - \$150