



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-2021-14 Amd #1

File ID: K-2021-14 Amd #1

Type: Contract

Status: Non-Consent Items

Version: 1

Reference: Item 32

In Control: City Council

Department: Planning and
Community
Development
Department

Cost:

File Created: 12/28/2020

File Name: CLG Grant Amendment

Final Action:

Title: AMENDMENT NO. ONE TO CONTRACT K-2021-14: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, FOR ACCEPTANCE OF AN ADDITIONAL \$4,025 IN FUNDS FOR A TOTAL OF \$23,484 IN CERTIFIED LOCAL GOVERNMENT GRANT FUNDS TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS AND BUDGET APPROPRIATION.

Notes: ACTION NEEDED: Motion to approve or reject Amendment No. One to Contract K-2021-14 with the Oklahoma Historical Society, State Historic Preservation Office accepting an additional \$4,025 in grant funding for a total amount of \$23,484; and, if approved, authorize the execution thereof and the Mayor to sign any supplemental documentation related to the grant; appropriate \$4,025 from the Special Revenue Fund Balance (22-29000) to \$4,025 to Consultant/Other (22440146-44009).

ACTION TAKEN: _____

Agenda Date: 01/12/2021

Agenda Number: 32

Attachments: 20-612 Amendment I, Appropriations and Transfer for
Contact 2021

Project Manager: Anais Starr, Historic District Planner

Entered by: anais.starr@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File K-2021-14 Amd #1

Body

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.

On July 14, 2020, the Council approved the contract with the State Historic Preservation Office for \$19,459 in federal dollars. SHPO prepared the contract based upon the City providing matching in-kind in personnel in the amount of \$12,973 for the proposed projects of printing and distributing the revised Historic Preservation Guidelines, a Virtual Wood Window Repair Workshop and training for Commissioners and Staff. However, in September SHPO offered an additional \$4,025 in CLG funds to Norman for educational projects. While developing projects for these additional funds, staff received more definitive costs for previously proposed projects, which resulted in lower costs, this resulted in additional funds available to expend. These additional funds were re-allocated to other projects as shown in the attached Account Appropriation and Transfer Schedule.

The CLG Program requires a 60/40% in-kind match formula. The City must document a minimum of \$15,656 in in-kind matching funds. The matching fund requirement will be met by \$13,456 in the form of in-kind contributions of staff time and \$2,200 allocation in the General Fund account.

DISCUSSION: In discussions with the State Historic Preservation Office, staff developed three projects to utilize the additional funds. These projects are the creation of a Historic Structures of Norman Coloring/Activity booklet for elementary age children, the hiring of a graphic consultant to address any final alterations to the Historic Preservation Guideline Handbook after public input, and the purchasing of additional registration spaces for the Virtual Window Workshop for Commissioners, staff and residents.

The proposed 2020-2021 CLG projects and budget of **\$23,484** will be used as follows:

PROJECT 1: Educational Training - \$325

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. However, due to the Coronavirus Pandemic the conference offered will be virtual. A total budget of \$325 would allow staff to attend the virtual National Planning Association Conference.

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

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

PROJECT 3: Printing and Distribution of the Historic District Guidelines - \$4,179

It is anticipated that after a public review and revision process that these new Historic Preservation Guideline Handbook will be adopted. This project proposes to make available a copy of the newly revised Historic Preservation Guideline Handbook to every resident who desires one in each of the three designated Historic Districts. \$3,779 for in-house printing costs along with \$300 in postage, \$100 for binders for staff and Commissioners versions, for a total of \$4,179 for this project.

PROJECT 4: Window Repair Workshop - \$6,000

A virtual training workshop to educate homeowners on repair of wood windows will be offered to historic residents. A total budget of \$6,000 for a consultant to develop a online, on-demand window repair workshop is requested for this project. This would allow 30 residents, 9 Commissioners and 1 staff to access online wood window repair workshop.

PROJECT 5: Staff Salary - \$5,000

The CLG grant allows funds to be used as part of the salary of the employee to administer the proposed CLG projects. \$5,000 has been requested for staff salary for work performed on the CLG projects.

PROJECT 6: Graphic consultant - \$2,500

It is anticipated that after the public meetings/input from residents of the three designated Historic Districts that there will be requested changes to the Historic Preservation Guideline Handbook. A graphic consultant firm will be used to correct the Adobe InDesign document in which the Historic Guidelines Handbook was developed. \$2,500 has been requested, this would allow 40-50 hours of work from a graphic consultant for any final revisions to the Historic Preservation Handbook.

PROJECT 7: Historic Preservation Coloring/Activity Book - \$5,330

This historic education project will develop a Norman Preservation Coloring/Activity Booklet appropriate for elementary children. The project cost of \$5,330 would allow for the development of the Coloring/Activity Book along with the printing of 4,000 copies, enough for every child in 1st, 2nd and 3rd grade in Norman Public Schools.

RECOMMENDATION: Staff recommends that Council approve Amendment #1 to Contract K-2021-14. Staff further recommends an appropriation in the amount of \$4,025 from the Special Revenue Fund Balance (22-29000) to Consultant/Other (22440146-44009). Staff will make the necessary transfer of remaining funds.