



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1819-18**

**File ID:** K-1819-18

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 19

**In Control:** City Council

**Department:** Planning and  
Community  
Development  
Department

**Cost:** \$2,202.02

**File Created:** 06/25/2018

**File Name:** CLG Grant

**Final Action:**

**Title:** CONSIDERATION OF THE ACCEPTANCE OF CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$11,250 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-1819-18 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE.

**Notes:** ACTION NEEDED: Motion to accept or reject CLG grant funding in the amount of \$11,250 to be used for the development and support of local historic programs; and, if accepted, approve Contract K-1819-189 with the Oklahoma Historical Society, SHPO; authorize the execution thereof and the Mayor to sign any supplemental documentation related to the grant; appropriate \$11,250 from the Special Grant Fund Balance (022-0000-334.13-26) designating \$10,000 to Professional Services/Consultant/Other (022-4046-464.40-09); \$700 to Prof. Services/Workshops & Seminars (022-4046-464.46-04); \$100 to Misc Services/Postage (022-4046-464.47-01); \$100 to Printing Services (022-4046-464.48-21); \$200 to General Supplies/Books, Reports, Manuals (022-4046-464.30-01); and \$150 to Membership Dues (022-4046-464.46-01).

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 07/10/2018

**Agenda Number:** 19

**Attachments:** 2018-19\_CLG\_Grant\_Contract.pdf

**Project Manager:** Anais Starr, Historic Preservation 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-1819-18

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.

With Historic District Commission approval, staff prepared a funding application that included project descriptions and a budget showing \$11,250 in proposed expenditures of CLG funds and documentation of matching funds. City Council approved the submission of the application with the projects listed below in April, 2018 and staff subsequently submitted the application. In early June, 2018 the Oklahoma State Historic Preservation Office notified the City of Norman of the award of CLG funds for \$11,250. The attached contract will allow the City to accept those funds.

The CLG Program requires a 60%/40% in-kind match formula. For \$11,250 in CLG funds, the City must document a minimum of \$7,500 in in-kind matching funds. The \$7,500 in matching funds is derived by in-kind contributions of staff time and by a General Fund allocation of \$2,160 in the Consultant account (010-4080-419.40-03).

**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. Funding may be used for public information materials, historic research, commission and staff training, and public outreach and education programs. The proposed 2018-2019 CLG projects and budget are as follows for a total of \$11,250:

**PROJECT 1: Attendance at Oklahoma State Preservation Conference June 2019 - \$700**

Includes registration and travel expense for city staff to attend the 3-day conference in Chickasha.

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

Covers membership dues for city staff and Commissioners for one year.

**PROJECT 3: Updating the Historic District Guidelines - \$10,000**

Includes expenses associated with hiring a consultant firm to develop Phase 1 of the updates to the Historic District Guidelines. This includes evaluation of the current Guidelines, revisions to accommodate the Southridge Historic District and future historic districts, correction of errors, and the streamlining of common projects into the Administrative Bypass process.

**Miscellaneous Expenses: \$400**

Includes expenses associated with the above project such as postage, printing and supplies.

**RECOMMENDATION:** Staff has reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends that Council approve Contract K-1718-38, appropriate \$11,250 from the Special Revenue Fund Balance (account 022-0000-253.20-00) into the accounts shown below, and accept the grant funds when reimbursed to be recorded in the SHPO/CLG Special Revenue account (022-0000-334.13-26). Staff recommends the Council approve the contract in this amount. Applicable accounts have been established in the Special Revenue Fund, for purposes of this grant:

Consultant, Other (022-4046-464.40-09) - \$10,000

Travel/Training (022-4046-464.46-04) - \$700

Postage (022-4046-464.47-01) - \$100

Printing (022-4046-464.48-21) - \$100

Supplies (022-4046-464.30-01) - \$200

Membership Dues (022-4046-464.46-01) - \$150