



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1920-14 Amd#1

File ID: K-1920-14 Amd#1

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 21

In Control: City Council

Department: Planning and
Community
Development
Department

Cost:

File Created: 06/10/2020

File Name: CLG Grant

Final Action:

Title: AMENDMENT NO. ONE TO CONTRACT K-1920-14: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, EXTENDING THE CERTIFIED LOCAL GOVERNMENTS GRANT DEADLINE UNTIL SEPTEMBER 1, 2020, WITH GRANT FUNDING IN THE AMOUNT OF \$16,767 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS.

Notes: ACTION NEEDED: Motion to approve or reject Amendment No. One to Contract K-1920-14 with Oklahoma Historical Society, State Historic Preservation Office extending the Certified Local Governments deadline until September 1, 2020, if approved, authorize the execution thereof and the Mayor to execute any supplemental documentation related to the grant.

ACTION TAKEN: _____

Agenda Date: 06/23/2020

Agenda Number: 21

Attachments: City Council Staff Report,
2019-2020_CLG_Contractamd#1

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-1920-14 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 U.S. 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 for preservation projects within their community.

On July 12, 2019, the Council approved the contract with the State Historic Preservation Office for \$16,767 in federal dollars to hire a consultant to update the Historic Preservation Guidelines. SHPO prepared the contract based upon the City providing matching funds in the amount of \$35,000 for the proposed project of hiring of a consultant to prepare an update of the Historic Preservation Guidelines. Mainstreet Architects out of San Antonio Texas was hired to complete the project, but fell behind schedule due to the Coronavirus Pandemic and the associated restrictions. SHPO requested staff and consultant extend the schedule to September to allow for a quality set of revised Guidelines.

The CLG Program requires a 60/40% in-kind match formula. The City must document a minimum of \$8,500 in in-kind matching funds. Normally, \$8,500 in matching funds in the form of in-kind contributions of staff time and \$2,200 allocation in the General Fund account are used to meet the matching fund requirement. However, this year, the City Council, allocated \$35,000 in matching funds in order to provide enough resources to hire a consultant to update the Historic Preservation Guidelines. The additional matching funds of \$35,000 (in addition to the \$2,200 already budgeted), was allocated into the Consultant account (10440380-44003) to provide the matching funds listed in the CLG funding application submitted.

DISCUSSION: Due to the delays caused by the Coronavirus Pandemic, staff, SHPO and the consultant, Mainstreet Architects, determined that the Historic District Design Guideline update project should be extended to September 1, 2020 to allow adequate time to complete the project. Beyond the alterations to the schedule there are no other changes proposed for the contract.

The proposed 2019-2020 CLG projects and budget of **\$16,767** in CLG funds remains the same:

PROJECT 1: Attendance Planning/Preservation Conference 2019/2020 - \$1,500

Includes registration and travel expense for city staff to attend a planning/preservation conference. (This has been completed.)

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

Covers membership dues for city staff and Commissioners for one year. (This will be processed soon.)

PROJECT 3: Updating the Historic District Guidelines - \$14,517

Includes expenses associated with hiring a consultant firm to develop updates to the Historic Preservation 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. The Historic District Commission will guide the update process. (Scheduled for completion by September 1, 2020).

Miscellaneous Expenses: \$600

Includes expenses associated with the above project such as postage, printing, legal notices and supplies. (For the printing of review copies of the draft Guidelines.)

RECOMMENDATION: Staff reviewed the attached amended contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends that Council approve Contract K-1920-14 amendment #1 for the extension of the grant completion to September 1, 2020.