



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-2021-14

File ID: K-2021-14

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 27

In Control: City Council

Department: Planning and
Community
Development
Department

Cost:

File Created: 06/25/2020

File Name: CLG Grant

Final Action:

Title: CONSIDERATION OF THE ACCEPTANCE OF CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$19,459 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2021-14 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE AND BUDGET APPROPRIATION FROM THE SPECIAL REVENUE FUND BALANCE.

Notes: ACTION NEEDED: Motion to accept or reject CLG grant funding in the amount of \$19,459 to be used for the development and support of local historic programs; and, if accepted, approve Contract K-2021-14 with the Oklahoma Historical Society, SHPO; authorize the execution thereof and the Mayor to sign any supplemental documentation related to the grant; appropriate \$19,459 from the Special Grant Fund Balance (22-29000) designating \$1,409 to Consultant/Other (22440146-44009); \$1,700 to Travel/Training (22440146-44604); \$500 to Misc Services/Postage (22440146-44701); \$9,700 to Business Services/Printing (22440146-44821); \$1,000 to General Supplies (22440146-43001) \$150 to Membership Dues (22440146-44601); \$5,000 to Salaries-Full-Time (22440146-42001); and, upon reimbursements, deposit funds in the SHPO/CLG Special Revenue account (224-331326).

ACTION TAKEN: _____

Agenda Date: 07/14/2020

Agenda Number: 27

Attachments: CLG_Contract_SHPO

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:
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Text of Legislative File K-2021-14

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 CLG funding application as requested by SHPO. The CLG funding application included project descriptions along with associated budget showing \$19,459 in proposed expenditures of CLG funds and documentation of matching funds. City Council at their meeting on May 12, 2020, approved the submission of the CLG application. Staff subsequently submitted the application later that month to SHPO with the projects listed below.

SHPO prepared a contract based upon the CLG application submitted by staff. The contract and appropriation into accounts is now needed.

The CLG Program requires a 60/40% in-kind match formula. For \$19,459 in CLG funds, the City must document a minimum of \$12,973 in in-kind matching funds. An in-kind match in the form of personnel hours plus the \$2,160 already budgeted in the Consultant account (10440380-44003) will provide the stated matching funds listed in the CLG funding application submitted.

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 projects.

The proposed 2019-2020 CLG projects and budget are as follows for a total of \$19,459 in CLG funds:

PROJECT 1: Educational Training - \$1,700

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. However, due to the Coronavirus Pandemic this training may be offered virtually. A total budget of \$ 1,700 includes registration fees and if needed, travel expenses and lodging.

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 - \$10,200

Revisions to the Preservation Design Guidelines are currently under development by a consultant. It is anticipated that after a public review and revision process that these new Preservation Guidelines will be adopted. This project proposes to make available a copy of the newly revised Preservation Design Guidelines to every resident in each of the three Historic Districts. \$9,700 for in-house printing costs is anticipated along with \$500 in postage for a total of \$10,200 for this project.

PROJECT 4: Window Repair Workshop - \$2,409

A workshop to educate home owners on repair of wood windows to be held virtually or in-person with appropriate measures addressing any COVID-19 concerns. The workshop will be conducted by a local wood window repair company. A total budget of \$2,409 is anticipated in consultant fees and supplies for this project.

PROJECT 5: Staff Salary - \$5,000

The CLG grant allows funds to be used as part of the salary of the employee staffing Historic Preservation programs. \$5,000 has been requested for staff salary.

RECOMMENDATION: Staff reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends that Council approve Contract K-2021-14, and appropriate \$19,459 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) - \$1,409
Travel/Training (22440146-44604) - \$1,700
Postage (22440146-44701) - \$500
Printing (22440146-44821) - \$9,700
Supplies (22440146-43001) - \$1,000
Membership Dues (22440146-44601) - \$150
Salaries-Full-Time (22440146-42001) - \$5,000