



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1819-18 Amd#1**

**File ID:** K-1819-18 Amd#1

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 24

**In Control:** City Council

**Department:** Planning and  
Community  
Development  
Department

**Cost:**

**File Created:** 10/31/2018

**File Name:** CLG Grant Amendment

**Final Action:**

**Title:** AMENDMENT NO. ONE TO CONTRACT K-1819-18: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE CHANGING THE SCOPE OF THE PROJECT SUBMITTED WITH THE CERTIFIED LOCAL GOVERNMENTS GRANT.

**Notes:** ACTION NEEDED: Motion to approve or reject Amendment No. One to Contract K-1819-18 with Oklahoma Historical Society, State Historic Preservation Office; and, if approved, authorize the execution thereof.

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

**Agenda Date:** 11/13/2018

**Agenda Number:** 24

**Attachments:** SHPO Contract\_Amendment.I\_18-612.pdf,  
2018-19\_CLG\_Grant\_Contract.pdf, Master

**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-1819-18 Amd#1

body

**BACKGROUND:** On July 10, 2018 Council approved the City of Norman's contract with the State Historic Preservation Office (SHPO) for \$11,250 in Certified Local Government (CLG) grant funds which are used to support local historic preservation efforts. The contract proposed utilizing \$10,000 of the funds to hire a consultant to update the Historic District Guidelines adopted in 2009. Staff released a Request for Proposals (RFP) for consultants to update the Historic District Guidelines in August, but did not receive any proposals. At that time, the State Historic Preservation Office requested the City issue a second solicitation utilizing a list of out-of-state consultants procured by their office. SHPO felt it was possible there were not enough qualified consultants within the state with experience and/or interest in developing design guidelines and hoped that a second solicitation with the inclusion of out-of-state consultants might warrant viable proposals, unfortunately it did not. Staff however, would note that after the second issuance of the RFP, several inquiries from consultants - all asking about

funding-were received by staff; none of those inquiries resulted in submission of proposals. The lack of a viable proposal from a consultant for updating Historic District Guidelines now requires revised projects and the amendment of the contract with SHPO for the CLG funds.

As a reminder, the CLG Program requires a 60%/40% in-kind funding match formula. For \$11,250 in CLG funds, the City must document a minimum of \$7,500 of 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 \$2,200 in the Consultant account (010-4040-419.40-03).

**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 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 amended 2018-2019 CLG projects for the \$11,250 of CLG funds are as follows:

SHPO wants to ensure that the City of Norman expends the CLG funds within the remaining timeframe for the completion of CLG projects, which is June of 2019. To that end, SHPO asked the City of Norman to consider spending the CLG funds to sponsor and host a Commission Assistance and Mentoring Program (C.A.M.P) one-day training program at a cost of around \$7,000. This one-day C.A.M.P would be open to staff and commissioners of all CLG cities throughout Oklahoma. City of Norman Historic District Commissioners and city staff would be able to attend at no charge. It is also proposed that the City of Norman act as host and therefore will need to find a venue with adequate seating and audio-visual equipment for the event. No other resources besides city staff time would be required.

The attached amended contract was recommended for approval by the Historic District Commission at their November 5, 2018 meeting. The amended contract would allow the City to expend the CLG funds for the revised projects listed below:

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

Includes registration fees and travel expenses for city staff and/or Commissioners to attend the 3-day conference in Chickasha.

**PROJECT 2: Attendance at the National American Planning Association Conference April 2019 - \$1,500.**

Includes registration fees and travel expenses for the Historic Preservation Officer to attend the 4-day conference in San Francisco, CA.

**PROJECT 3: Membership Dues for the National Alliance of Preservation Commissions - \$150.** Covers membership dues for city staff and Commissioners for one year.

**PROJECT 4: Commission Assistance and Mentoring Program (C.A.M.P) Training Program - \$7,000.**

Includes the expenses associated with hiring a consultant team from the National Alliance for Preservation Commission to conduct the one-day training session.

**Project 5: Educational Mailing to the Historic Districts - \$225.** Postage and printing associated with mailing to approximately 500 residences. This would allow all new historic district residents to be informed about the requirements of living in a historic district.

**Project 6: Windows Repair Workshop - \$1,675.** Includes the expense of hiring of a contractor to conduct this one-morning demonstration window repair workshop as well as associated expenses such as printing and any necessary equipment.

**RECOMMENDATION:** Staff has reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office and recommends approval.

