CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/12/2025

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-3: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CLEAN FREAKS 405, L.L.C., IN THE AMOUNT OF $22,182.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR CITY OF NORMAN FACILITIES

BACKGROUND:

The Facility Maintenance Division's janitorial staff consists of two full-time employees, which are assigned daily duties involving supply chain deliveries, cleaning inspections, and cleaning needed areas on the main Municipal Complex campus. As the City no longer employs staff members to perform custodial cleaning, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

DISCUSSION:

Five proposals for RFP-2425-42 were received on April 2, 2025, from the following cleaning contractors to provide custodial services for the Adult Wellness and Education Center (AWE); Emergency Control/Operations Center (ECOC); Development Center (Building D); Police Headquarters (Building B); Municipal Courts (Building A), Human Resources/Information Technology Department Building (Building C); City Hall (201 West Gray); 12th Avenue Recreation Center; Little Axe Community Center; Fleet Management Division Offices; Fleet Transportation Maintenance; Fleet Bus Transportation Center; Park Maintenance Facility; Rotary Park Rental Facility; Andrews Park Rental Facilities; Young Family Athletic Center (YFAC); and Norman Investigation Center (NIC):

1. Clean Freaks 405, LLC
2. Source One
3. Unlimited Treasures
4. Alliance
5. Bori

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified services. Bori was disqualified, and Clean Freaks 405, LLC and Unlimited Treasurers were the lowest bids, with a difference of $987 per month cost. After evaluating each proposal, the staff recommended the proposal submitted by Clean Freaks 405, LLC, which had the lowest bid price, as they met all the requirements in the RFP-2425-42. Clean Freaks 405, LLC currently cleans Caldera Electric, Trinity Church USIC, and Vital Care Pharmacy. References were checked and positive reviews for Clean Freaks 405, LLC, and their custodial services were provided. Staff and Clean Freaks 405, LLC agreed to remove the Young Family Athletic Center and the Transportation Hub from this agreement.

The proposal submitted by Clean Freaks 405, LLC includes a base fee of $22,182.00 per month, which provides a combined 344 hours per week for the above-mentioned City facilities, autonomous cleaning equipment, and per-occurrence fees for deep cleaning of floors and windows. Funds are available in Facility Administration Services, Miscellaneous Services-Other (Account 10770430-44799).

If approved, the proposed contract will become effective August 15, 2025, and continue through August 14, 2026. The contract may be extended by mutual agreement for four (4) additional one (1) year terms, provided sufficient appropriations are made by Council. The services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that the City Council approve Contract K-2526-3 in the amount of $22,182.00 per month ($266,184.00 total for the 12-month term) to provide custodial services for the City of Norman Facilities as outlined in Exhibit B to the contract.

AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES FOR THE CITY OF NORMAN MUNICIPAL FACILITIES

This Agreement is entered into by and between the City of Norman, an Oklahoma municipal corporation, hereinafter called the "City," and Clean Freaks 405, LLC, an Oklahoma company, hereinafter called the "Contractor," for the following reasons:

1. The City requires professional custodial services (the "Services") for City of Norman Municipal Facilities as listed herein:
    a. Municipal Court, located at 321 N Webster Ave., Norman, OK
    b. HRIT, located at 313 N Webster Ave., Norman, OK
    c. City Hall, located at 201 W Gray St., Norman, OK
    d. Development Center, located at 225 N Webster Ave., Norman, OK
    e. City Recreation Centers:
        i. 12th Avenue Recreation Center, located at 1701 12th Ave. NE, Norman, OK
        ii. Little Axe Community Center, located at 1000 168th Ave. NE, Norman, OK
    f. Adult Wellness Center, located at 602 N Finlay Ave., Norman, OK
    g. YFAC, located at 2201 Trae Young Dr., Norman, OK (rejected)
    h. Park Maintenance Offices, located at 1320 Da Vinci St., Norman, OK
    i. FLEET Offices, located at 1301 Da Vinci St., Norman, OK
    j. FLEET Transportation Offices, located at 1310 Da Vinci St., Norman, OK
    k. Norman Police Department, located at 112 W Daws St., Norman, OK
    l. Police NIC, located at 1507 W Lindsey St., Norman, OK
    m. Andrew's Park Pavilion Building, located at 201 W Daws St., Norman, OK
    n. Rotary House, located at 1501 W Boyd St., Norman, OK; and
    o. Transportation Hub, located at 320 E Comanche St., Norman, OK (rejected); and

2. The City issued a Request for Proposal (RFP No. 2425-42) to solicit professional custodial services for the requisite municipal facilities; and

3. Contractor responded to RFP No. 2425-42 with a proposal that satisfied the requirements and qualifications of the City's RFP and was selected as the best proposal after reviewing and scoring all submissions; and

4. Contractor is prepared to provide the Services as outlined in the Contractor's proposal submitted March 28, 2025, attached hereto and incorporated herein as Exhibit "A" to this Agreement.

In consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

ARTICLE 1 - TERM

The Initial Term of this Agreement shall be from August 5th, 2025 and shall extend until July 31, 2026. This Agreement may be renewed, upon the written agreement of both parties, for four (4)

additional one (1) year terms (each a "Renewal Term"), unless terminated pursuant to the provisions set forth herein, for a maximum contract Term of five (5) years. Contractor understands that this Agreement and any continuation of this Agreement through Renewal Term(s) is subject to sufficient annual appropriations by the City for the fiscal year (July 1 to June 30) in which the Agreement is to be active.

ARTICLE 2 – CONTRACTOR PERFORMANCE AND STANDARD OF CARE

Contractor agrees to provide the Services particularly described in Exhibit "A," which allocate, on average, for six (6) days per week at seven (7) hours per night. Contractor warrants its performance of the Services by the use of personnel of required skill, experience, and qualification, and in a professional and competent manner, in accordance with generally recognized industry standards for similar services. In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the standard.

ARTICLE 3 – CITY PERFORMANCE

The City agrees to pay Contractor Twenty-Two Thousand One Hundred and Eighty Two Dollars ($22,182.00) per month for the Services provided under this Agreement, for a total annual price of Two Hundred Sixty Six Thousand One Hundred Eighty Four Dollars ($266,184.00), pursuant to the budget described in Exhibit "B," attached hereto and incorporated herein. Contractor shall submit monthly invoices to the City that include details for Services rendered within the invoice period. The City shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 – INDEMNIFICATION AND LIABILITY

Contractor agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all liabilities, costs, expenses, including, without limitation, attorney's fees, obligations, losses, damages, suits, claims, including, without limitation, Worker's Compensation claims of or by anyone whomever, (collectively "Claims") resulting from or in connection with Contractor's, its agents or employees provision of the Services under this Agreement; provided, however, that Contractor shall not be liable for Claims occasioned by the sole negligence of the City, its agents or employees. Further, the City shall not be liable or responsible to Contractor for any expense, loss or damage to any person or property occasioned by a third party or any Force Majeure event. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Agreement nor in any event be deemed a waiver of any action, right, or remedy otherwise available to the City under Oklahoma law.

Survival. The terms and conditions of this Article 4 shall survive completion of the Services, or the termination or expiration of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Contractor, at its own expense, shall keep in force Employer's Liability insurance, naming the City as co-insured, and in an amount no less than the limits prescribed by the Oklahoma Governmental Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto, issued by a company or companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities for

accidents arising out of or in connection with Contractor's provision of the Services, except when caused by the City's negligence or that of its agents or employees, and shall furnish to the City certificates evidencing such insurance subject to the limitations set forth above in respect to the City's sole negligence, and Contractor shall furnish a certificate to the effect that such insurance shall not be changed or cancelled without ten (10) days prior notice to the City, said notice shall be written and given by Contractor. Contractor shall also keep in force Worker's Compensation insurance in accordance with State Laws. Contractor shall be solely responsible for any Worker's Compensation and/or Employer's Liability Insurance.

ARTICLE 6 – FORCE MAJEURE

Neither party shall be responsible nor liable for any delays or failures in performance from any cause beyond its reasonable control, and without the fault of the party claiming an extension of time to perform, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, acts or omissions of a third party, riots, fires, earthquakes, floods, power blackouts, strikes, or weather events.

ARTICLE 7 – TERMINATION

A. *For Cause*: This Agreement may be terminated by either party, upon written notice, in the event of substantial failure by the other party to perform in accordance with its material duties or obligations under this Agreement. The defaulting party shall have thirty (30) days after written notice is given, specifying the event of default under the Agreement, to cure the default. If the default is not cured to the complete satisfaction of the non-defaulting party, such party may terminate the Agreement.

B. *For Convenience*: The City may terminate this Agreement for any reason upon thirty (30) days' written notice to Contractor.

ARTICLE 8 – NOTICES

Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is delivered personally, or within three (3) business days after it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, to:

City:

Lance Harper
Facility and Construction Manager
City of Norman P.O. Box 370
Norman, OK 73070
405-779-6525
LF.Harper@NormanOK.gov

Contractor:

Madison Winslow
3240 NW 16th street
Oklahoma City, OK 73107

405-406-2287
Cleanfreaksokc@gmail.com

Nothing contained in this Article 8 shall be construed to restrict the transmission of routine communication between representatives of the City and Contractor.

ARTICLE 9 – DISPUTES

In the event of a dispute between the City and Contractor arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 10 – MISCELLANEOUS

A. *Counterparts*: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.

B. *Severability*: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

C. *Governing Law; Venue*: This Agreement shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this Agreement shall be in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

D. *Compliance with Laws:* Contractor shall be responsible for complying with all applicable federal, state, and local laws, rules, and regulations.

E. *Binding Effect*: All the terms, covenants and conditions hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

F. *Authority*: Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery and performance of this Agreement has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Agreement, except as expressly set forth herein.

G. *Relationship of Parties*: This Agreement does not create any partnership or joint venture between the parties hereto, or render any party liable for any of the debts or obligations of

the other party. Neither party shall be deemed to be an agent or representative of the other.

H. *Third Party Rights:* The Services provided for in this Agreement are for the sole use and benefit of the City and Contractor. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties to this Agreement.

I. *Entire Agreement; Amendments*: This Agreement, including its Exhibits, constitutes the entire agreement among the parties hereto and supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

J. *Assignment*: This Agreement shall not be assigned by either party without prior written consent of the other party.

K. *Non-waiver*: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.

L. *Nondiscrimination*: Contractor agrees that it will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

[Remainder of page intentionally left blank]

K-2526-3

CLEAN FREAKS 405, LLC

BY: Bailey Colbert
Title: CEO

ACKNOWLEDGEMENT

STATE OF Texas)
) ss:
COUNTY OF Tarrant)

Before me appeard: Bailey Colbert.

Before me, the undersigned, a Notary Public in and for said County and State, this 7th day of July, 2025, personally appeared DRIVER LICENSE to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Notary Public, State of Texas

Electronically signed and notarized online using the Proof platform.

Notary Public

My commission expires: 03/18/2028

NOTARY PUBLIC STATE OF TEXAS

John D Clark

ID NUMBER
13240917-9
COMMISSION EXPIRES
March 18, 2028

CITY OF NORMAN

APPROVED this _____ day of _____, 20___ by the Norman City Council.

Stephen Tyler Holman, Mayor

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this 8 day of August, 2025.

City Attorney

EXHIBIT A - CONTRACTOR'S PROPOSAL

Proposal for Municipal Facilities Custodial Services

Submitted To: City of Norman, Oklahoma
Submitted By: Clean Freaks 405, LLC
Contact Information: Madison Winslow, Owner, (405) 406-2287, cleanfreaksokc@gmail.com
Date Submitted: 3/28/2025

Madison Winslow
Owner
Clean Freaks 405, LLC
3240 NW 16th St.
Oklahoma City, OK 73107
(405) 406-2287
Cleanfreaksokc@gmail.com
3/28/25

City of Norman
201 West Gray Street
Norman, OK 73069

Dear Lance,

Clean Freaks 405, LLC is proud to submit our proposal in response to the City of Norman's Request for Proposals for Municipal Facilities Custodial Services. As a small, locally owned cleaning company, we are deeply committed to providing consistent, high-quality service to the community we call home.

Because our owner is a Norman native and University of Oklahoma alum, Clean Freaks 405 brings an authentic understanding of the community's values, needs, and expectations. Our team is not only invested in doing the job right-we're invested in Norman itself.

As hands-on business owners, we are directly involved in day-to-day operations, supervision, and training. This structure ensures accountability, excellent communication, and a high standard of service. We take great pride in our attention to detail, reliability, and the trust we've earned from our residential and commercial clients.

We are especially excited about the opportunity to work with the City of Norman because of the training and partnership this contract offers. We welcome the chance to learn your standards and processes, and we're confident that our adaptability, professionalism, and strong work ethic will make us an excellent long-term fit.

Thank you for considering our proposal. We look forward to the opportunity to serve the City of Norman and contribute to the care of its municipal facilities.

Sincerely,

Madison Winslow
Owner
Clean Freaks 405, LLC

About Clean Freaks 405, LLC

Clean Freaks 405, LLC is a **locally owned and operated cleaning company** proudly serving the greater Oklahoma City metro, including Norman and surrounding communities. Founded in 2021, the company was built on a mission to deliver **dependable, detail-oriented cleaning services** with integrity and consistency.

We specialize in both **residential and commercial cleaning,** offering customized services based on each client's unique needs. Our team is thoroughly trained to approach every space with care, precision, and professionalism. Over time, we've built a reputation for being **reliable, communicative, and consistently high-performing.**

Clean Freaks 405 is co-owned by Bailey Colbert and Madison Winslow. As a **Norman native and University of Oklahoma alum,** Bailey brings valuable local insight and a deep-rooted connection to the community. Together, Bailey and Madison take a **hands-on approach to operations,** including employee training, quality control, and client communication. This direct involvement allows us to maintain high standards and respond quickly to any needs that arise.

Our company values are the foundation of everything we do:

- **Quality:** An unwavering commitment to superior service
- **Integrity:** Transparent and honest business practices
- **Community:** Dedication to serving and improving our local environment
- **Growth:** Continuous learning and adaptation to industry advancements

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Why Choose Clean Freaks 405?

We take pride in what sets us apart from other custodial service providers:

- **Women-Owned, Local Business**
  As a women-owned company based in central Oklahoma, we bring both passion and personal investment to our work. Our small business status allows us to stay flexible, focused, and fully committed to quality.
- **Hands-On Ownership & Management**
  Both owners are directly involved in every aspect of day-to-day operations. This ensures accountability, consistency, and personalized oversight on every job we take on.
- **Strong Community Connection**
  With ownership rooted right here in Norman, we understand the city's values, expectations, and standards- and we care deeply about meeting them.
- **Commitment to Quality & Consistency**
  We don't cut corners. Our staff is trained to deliver thorough, consistent service that exceeds expectations, every time.

- **Adaptability & Willingness to Learn**
  We are eager to partner with the City of Norman, learn your processes, and align with your existing systems and expectations. We see this contract as a long-term learning opportunity as well as a partnership.
- **Clear & Reliable Communication**
  We utilize team scheduling and communication tools to ensure internal efficiency and timely responses to client requests or feedback.

Proposed Staffing Plan

Clean Freaks 405, LLC is prepared to provide a dependable, well-trained custodial team to meet the daily cleaning needs of the City of Norman's municipal facilities. Our proposed staffing plan is built around consistency, accountability, and flexibility-ensuring coverage across all sites while maintaining high cleaning standards and minimizing disruptions to City operations.

Staffing Structure

- 4-5 Full-Time Team Leads/Staff Supervisors (on-site)
  Responsible for overseeing day-to-day operations, completing quality control checklists, and serving as the point of contact for City staff.
- 20-25 Full-Time Cleaning Technicians
  Assigned across locations to carry out nightly cleaning tasks according to the City's schedule and standards. Staffing levels may fluctuate based on exact facility needs and square footage, but we are prepared to scale our labor accordingly.
- 3-5 Floaters (Part-Time or On-Call)
  Available for coverage during absences, high-traffic events, or special deep cleaning assignments.

Scheduling & Shift Coverage

Our proposed schedule aligns with the City's stated requirements:

- Daily custodial presence Monday-Friday/Saturday/Sunday, 6:00 PM to 6:00 AM (according to each facility's hours)
- Adjustments can be accommodated upon request.

We are committed to ensuring uninterrupted coverage and smooth shift transitions. Employees will clock in and out using time-tracking software, and our team lead will conduct daily walk-throughs to confirm completion of tasks.

Training & Expectations

All staff members:

- Will be trained on-site to use City-provided supplies and follow Norman's custodial protocols.
- Receive thorough onboarding and safety training before working independently.
- Are held to Clean Freaks 405's internal standards of professionalism, appearance, punctuality, and attention to detail.
- Undergo OSBI background checks prior to assignment per RFP requirements.

Accountability & Oversight

- Clean Freaks 405 owners will remain directly involved in supervision and support, conducting consistent and unannounced quality checks, communicating directly with the City if issues arise, and ensuring all staff are meeting expectations.
- Any absences, incidents, or performance concerns will be addressed immediately, and floaters are available to ensure no disruption in coverage.

Quality Assurance, Safety & Supervision

At Clean Freaks 405, LLC, delivering consistent, high-quality custodial services is our top priority. As a small, hands-on company, we have the unique advantage of close oversight, direct communication, and a genuine investment in client satisfaction. Our approach to supervision, quality control, and safety ensures that every facility we serve is cleaned to the highest standard every time.

Hands-On Supervision

- Both owners of Clean Freaks 405 are actively involved in supervising employees and conducting on-site quality checks.
- A designated **Team Lead/Staff Supervisor** will be present during active shifts to oversee nightly operations, support staff, and ensure all duties are completed according to scope.
- Owners will perform **regular unannounced inspections** and follow up on any feedback provided by City staff.

Clear Accountability & Communication

- We use **Connecteam,** a digital workforce management platform, to manage staff schedules, time tracking, shift check-ins, and company communications. This ensures punctuality, consistency, and transparency at all levels.
- Cleaning staff are held to clearly outlined performance and attendance expectations, with documentation tracked through the platform.
- We encourage and welcome feedback from the City and are committed to prompt, proactive communication at all times.

Daily Task Verification

To ensure services are completed thoroughly and consistently:

- Clean Freaks 405 will implement the **daily task form provided by the City.**
- Staff will be trained on how to complete this form accurately and consistently each day.
- These records will serve as both an internal accountability measure and a tool for City review.

Safety & MSDS Compliance

Clean Freaks 405, LLC is committed to ensuring a safe work environment that meets all OSHA standards. In compliance with the City of Norman's requirements:

- We will maintain and provide **Material Safety Data Sheets (MSDS)** for all cleaning products used (even if provided by the City).
- MSDS documentation will be kept **on-site and updated regularly** in accordance with OSHA guidelines.
- All staff will receive safety training specific to each product and its handling procedures.
- Employees will be instructed in **proper chemical usage, PPE requirements,** and emergency response procedures.

Our safety practices are not just about compliance- they're about protecting our staff, City personnel, and the integrity of every space we clean.

Green Cleaning

Clean Freaks 405 is committed to **environmental responsibility.** Although cleaning chemicals are provided by the City, we train our team in green cleaning practices to minimize water waste, reduce product overuse, and maintain air quality. We support the City's Green Team Initiative and ensure our cleaning protocols protect both health and the environment.

Professional References

Below are references who can speak to the quality, reliability, and professionalism of Clean Freaks 405, LLC. Additional references are available upon request.

Client Name: Audra
Business/Organization Name: Caldera Electric
Type of Service Provided: Bi-Weekly Office Janitorial
Dates of Service: Jan 2023 - Present
Contact Information:

- Phone: (405) 535-8617

Client Name: Lindsay
Business/Organization Name: Trinity Church
Type of Service Provided: Daily Janitorial
Dates of Service: March 2022 - Present
Contact Information:

- Phone: (303) 999-1660

Client Name: Burt
Business/Organization Name: USIC
Type of Service Provided: Weekly Janitorial
Oates of Service: May 2023 - Present
Contact Information:

- Phone: (720) 877-1901

Client Name: Cheryl
Business/Organization Name: Vital Care Pharmacy
Type of Service Provided: Twice Weekly Janitorial
Dates of Service: January 2025 - Present
Contact Information:

- Phone: (405) 832-3510

Pricing Proposal attached separately.

Clean Freaks 405 is committed to building long-term partnerships and understands the importance of working within a defined budget. While the pricing outlined in this proposal reflects our current estimates based on labor requirements and service expectations, we are open to reasonable adjustments or negotiations-particularly if it helps secure the contract in full.

We're confident in our ability to provide consistent, high-quality service across all facilities and are more than willing to collaborate with the City of Norman to reach a mutually beneficial agreement.

Extras (as needed):
-Day Porter Rate: $24/hr
-Exterior Window Cleaning $80/hr

EXHIBIT B - BUDGET

Facility	Days/Week	Est. Man Hours/Day	Monthly Bid ($)
Adult Wellness (AWE)	6	8.0	$3500.00
Emergency Control Center (ECOC)	7	3.25	$2600.00
Development Center (Bldg D)	5	8.0	$3872.00
Police (Bldg B)	5	3.5	$1300.00
Municipal Courts (Bldg A)	5	3.6	$1290.00
HR/IT (Bldg C)	5	3.5	$1250.00
City Hall	5	4.4	$1600.00
12th Rec Center	6	3.75	$1700.00
Little Axe Rec Center	6	1.0	$600.00
Fleet Offices	5	4.0	$1600.00
Fleet Transportation Maint.	5	2.0	$730.00
Fleet Bus Transportation Hub	7	2.0	$.00
Park Maintenance	2	1.0	$250.00
Rotary Park Rental	1	1.0	$170.00
Andrews Park Rental	1	1.0	$170.00
Young Family Athletic Center (YFAC)	7	9.0	$.00
Norman Investigation Center (NIC)	5	3.75	$1550.00

Total Annual Bid Cost: $266,184.00

CITY OF NORMAN
Norman, Oklahoma
April 2nd, 2025

TABULATION OF BID QUOTES
CUSTODIAL SERVICES FOR THE CITY OF NORMAN

The following is a tabulation of quotes received by the City of Norman for the Custodial Services cleaning bid. This is for cleaning of city of Norman office builds with funding available in account 10770132-44210. Ref: RFP-2425-42

CONTRACTOR	MONTHLY PRICE
Clean Freaks OKC	**$35,510.00**
Source One	$43,763.00
Alliance	$41,778.00
Bori	$disqualified
Unlimited Treasures	$36,497.00

Recommendation: That the project be awarded to Clean Freaks OKC in the amount of $35,510.00 per month as the best bidder to meet specifications.

City of Norman

Jason Olson
Director of Parks and Recreation.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 8/12/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-67: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CHLOETA, FOR PROFESSIONAL COMMUNITY WILDFIRE PROTECTION PLAN SERVICES AND FINAL PAYMENT OF $3,689.88 AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On 11 November 2024, the City Council approved Contract Number K-2425-67 with Chloeta for the design and planning services involved in creating a Community Wildfire Protection Plan. This project was created to allow the City of Norman to hire a company to create a Community Wildfire Protection Plan (CWPP), which would help guide the work of our City Forester, in conjunction with the Norman Fire Department, to reduce the likelihood of wildfires occurring within the city limits, inhibiting the spread of active wildfires, and help residents be prepared in case a wildfire danger arises in town at any time in the future. In September 2024, Park Development advertised locally and regionally for the services necessary to produce a CWPP for Norman, and we received proposals from three companies to do the work. Staff evaluated the proposals and hired Chloeta to work on the project. Chloeta is a Native-owned business based in Oklahoma City that ranked highest among the selection committee members asked to review the proposals. Staff contacted Chloeta to verify a work schedule and cost for the CWPP, which was $48,544.74

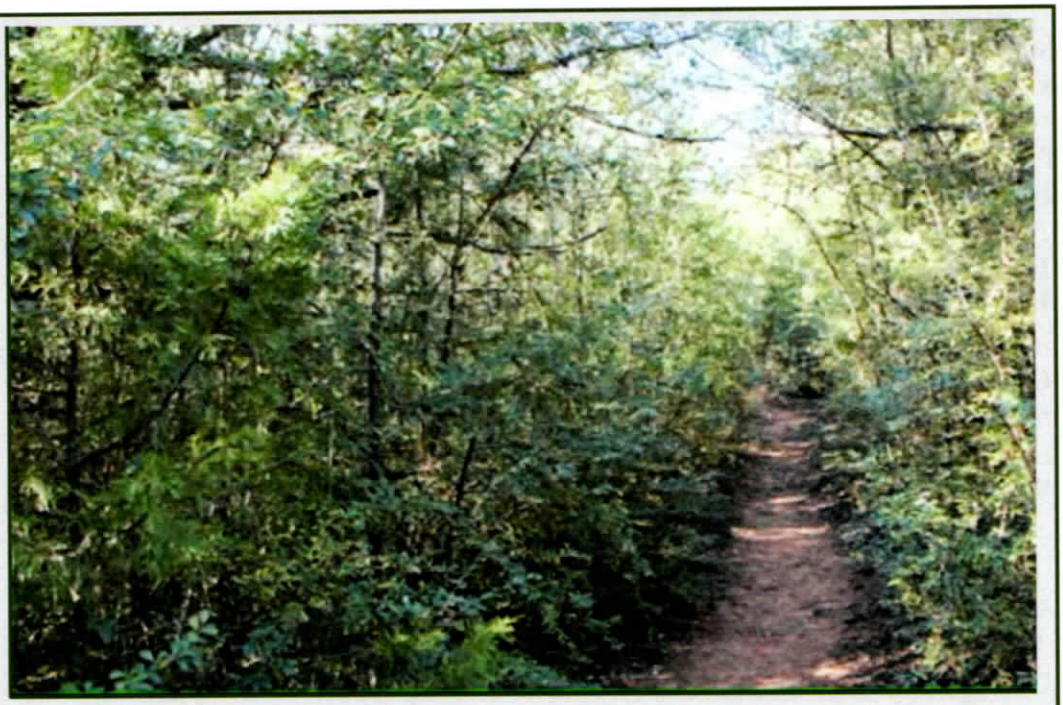
Creating a CWPP involved evaluating possible fuel sources and mitigation methods in all parts of town; and then devising a program specific to each of the distinct fire districts in Norman. The planning process included multiple stakeholders in addition to the City of Norman, including Oklahoma Forestry Services, OK Department of Tourism and Recreation (Lake Thunderbird State Park), the FAA (Max Westheimer Airport), the Citizen Pottawattamie Nation, and any/all utility companies with power lines in Norman. Once adopted, the CWPP will help Norman qualify for multiple grants from the State Forestry Services to implement the plan's goals in any given funding cycle.

DISCUSSION:

City Council approved Contract K-2425-67 for the Community Wildfire Protection Plan to Chloeta in the amount of $48,544.74; and work began with a stakeholder kickoff meeting, involving several City of Norman departments and our outside agencies mentioned earlier. Regular meetings occurred afterward, including visits to all Norman Fire Department (NFD) stations to collect data on past fires and current wildfire defense strategies. Once complete, the Norman CWPP can be used to educate residents on methods and reasons for taking action on their property, similar to what we will be doing on our public property, which will help reduce the risk of wildfire(s) spreading and growing when/if they occur in town. It will include a detailed evaluation of the Norman landscape, which will consider multiple environmental, climate, and landform factors to produce a customized protection plan for Norman.

A final draft of the CWPP was presented to the City Council at a study session on 27 May 2025, by Chloeta's team, in conjunction with the Norman Fire Department and the City Forestry Division. A few minor comments were incorporated into the final plan for adoption that is being presented now. The NFD and Forestry Division Staff have reviewed this document and found it complete, as specified in the original work plan.

RECOMMENDATION: Staff recommends that City Council accept the Community Wildfire Protection Plan for Norman as complete and authorize final payment in the amount of $3,698.88 to Chloeta. Funding is available from the annual Tree Program Project, Design (Account 50799966-46201; Project PR0212).



City of Norman Community Wildfire Protection Plan

2025

Prepared for the

City of Norman, Oklahoma

Prepared by

Chloeta

Oklahoma City, Oklahoma

CHLOETA

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The City of Norman (Norman) Community Wildfire Protection Plan (CWPP) is an initiative of Norman led by the Norman Forestry Division and Norman Fire Department to help its citizens understand wildfire risk, prepare for it, and avoid preventable impacts of future wildfires.

Norman, the Norman Fire Department (NFD), and the Oklahoma Forestry Services (OFS) have approved this CWPP. This plan is intended to share information and serve as a planning tool for fire and land managers and property owners to assess risks associated with wildland fire and identify strategies and make recommendations for reducing those risks.

_____ _____

Joel Chesser, Assistant Fire Chief Date
City of Norman

_____ _____

Larry Heikkila, Mayor Date
City of Norman

_____ _____

Colin Zink, City Forester Date
City of Norman

_____ _____

James Briggs, Park Development Manager Date
City of Norman

_____ _____

David Grizzle, Emergency Manager Date
City of Norman

_____ _____

Aaron Williams, Hazardous Mitigation Coordinator Date
Oklahoma Forestry Services

Acknowledgements

In the true spirit of collaboration, the following agencies noted in **Table 1** are acknowledged for their participation and commitment resulting in the 2025 Norman CWPP.

Table 1: Acknowledgements

Agency
City of Norman
Oklahoma Electric Cooperative
Oklahoma Forestry Services
Oklahoma Gas and Electric
Thunderbird State Park
University of Oklahoma

Executive Summary

The Norman Community Wildfire Protection Plan (CWPP) is a strategic, professional-level planning framework developed to guide the City of Norman's efforts in reducing wildfire risk, enhancing public safety, and strengthening long-term community resilience. Designed for municipal application, this plan is intended to directly inform and support the development of Norman's Emergency Operations Plan (EOP), ensuring wildfire-specific strategies are integrated into broader emergency management protocols.

Created through collaboration with local, state, and federal partners, the CWPP offers a non-regulatory yet actionable roadmap for wildfire mitigation, preparedness, and recovery. It also establishes a foundation for securing local, state, and federal funding through alignment with key legislation and initiatives, including the Healthy Forests Restoration Act (HFRA) and the National Cohesive Wildland Fire Management Strategy.

Key Objectives

- Protect lives, property, and critical infrastructure.
- Strengthen community resilience to wildfire impacts.
- Foster interagency coordination and stakeholder collaboration.

Priority Areas

- The CWPP identifies and focuses on Norman's most vulnerable zones, including the following:
- Wildland-Urban Interface (WUI) areas: Where homes and flammable vegetation intersect.
- Infrastructure corridors and public green spaces: Susceptible to direct and indirect wildfire impacts.

Core Components

- Risk Assessment: In-depth evaluation of wildfire hazards, vulnerabilities, and exposure throughout Norman.
- Community Collaboration: Prioritization of public engagement and coordination among city departments and regional partners to support a fire-adapted community.
- Action Plan: Strategic, prioritized initiatives for the following:
- Defensible space creation and fuel reduction.
- Structural hardening of buildings.

- Emergency preparedness planning.
- Public education and outreach.
- Prescribed Fire Program: Promotion of controlled burns to reduce fuel loads and mitigate future wildfire risk.
- Implementation and Maintenance: Establishment of clear roles, monitoring procedures, and a schedule for annual reviews and five-year plan updates.

Integration with Emergency Plans

The CWPP will directly support the development and refinement of Norman's EOP by providing wildfire-specific hazard mitigation strategies, operational protocols, and community coordination mechanisms. Additionally, the CWPP will inform and align with other critical city emergency planning documents, including the Hazard Mitigation Plan and any other city emergency plan. This comprehensive integration ensures a unified, all-hazards emergency management approach that enhances Norman's ability to prepare for, respond to, and recover from wildfire events and other disasters.

Funding

By aligning with federal and state wildfire protection priorities and demonstrating a professional, city-scale approach, the CWPP positions Norman to pursue funding opportunities through the following:

- FEMA Hazard Mitigation Assistance programs.
- U.S. Forest Service (USFS) and Bureau of Land Management (BLM) grants.
- State emergency management and forestry programs.
- Public-private partnerships and non-profit grant initiatives.

Conclusion

The Norman CWPP is more than a planning document—it is a catalyst for coordinated action and long-term resilience. Designed for use at the municipal professional level, it not only informs emergency planning through integration with the EOP but also opens pathways for vital funding to support mitigation, preparedness, and response. Through this plan, Norman is building a safer, fire-resilient future in the face of increasing wildfire threats.

List of Acronyms

Table 2: List of Acronyms

Title	Definition
BLM	Bureau of Land Management
CWDG	Community Wildfire Defense Grant
CWiRRZ	Community Wildfire Risk Reduction Zone
CWPP	Community Wildfire Protection Plan
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Performance Grant
EOP	Emergency Operation Plan
FBFM40	40 Scott and Burgan Fire Behavior Fuel Model
FEMA	Federal Emergency Management Agency
FLAME	Federal Land Assistance, Management, and Enhancement Act
FMAG	Fire Management Assistance Grants
FP&S	Fire Prevention and Safety
FST	Fire Service Training
GIS	Geographic Information Systems
HFRA	Healthy Forests Restoration Act
HOA	Homeowners Association
HMGP	Hazard Mitigation Grant Program
HMGP-PF	Post Fire Hazard Mitigation Grant Program
HMP	Hazard Mitigation Plan
IFTDSS	Interagency Fuel Treatment Decision Support System
NCWFM	National Cohesive Wildland Fire Management
NEPA	National Environmental Protection Act
NFD	Norman Fire Department
NFPA	National Fire Protection Association
OFS	Oklahoma Forestry Services
OSU	Oklahoma State University
OU	University of Oklahoma
SouthWRAP	Southern Wildfire Risk Assessment Portal
U.S.	United States
USDA	United States Department of Agriculture
USFS	United States Forest Service
WFMRD&A	Wildland Fire Management Research, Development, and Application Program
WUI	Wildland-Urban Interface

Section 1: Introduction

1.1 Plan Purpose

The City of Norman CWPP 2025 is the first to address the protection of assets specific to the City of Norman, Oklahoma. The goal of all CWPPs is to describe the risk of wildfire and outline the priorities, strategies, and action plans for fuels reduction treatments in the Wildland-Urban Interface (WUI). This CWPP also summarizes public resources for reducing structural vulnerability. It is intended to be a living document that connects community members through fire risk education and catalyzes action for fuel reduction projects to decrease overall loss from wildland fire. It should be revisited at least annually by fire responders for operational familiarity and at least every five (5) years by a steering committee to address landscape changes, goals, and associated outcomes.

The purpose of the Norman CWPP is to accomplish the following:

- Protect lives and property from wildland fires.
- Increase the community's ability to prepare for, respond to, and recover from wildland fires.
- Increase public understanding of living in a fire-resilient ecosystem.
- Inspire interagency cooperation and the need for taking preventative action to protect private property.
- Improve the fire resilience of the landscape while protecting other social, economic, and ecological values.

1.2 Importance of Developing a CWPP

The City of Norman (Norman) CWPP 2025 is the first to address the protection of assets specific to Norman, Oklahoma. The goal of all CWPPs is to describe wildfire risk and outline priorities, strategies, and action plans for fuels reduction treatments in the WUI. This CWPP also summarizes public resources for reducing structural vulnerability. It is intended to be a living document that connects community members through fire risk education and catalyzes action for fuel reduction projects to decrease overall loss from wildland fire. Fire responders should revisit this CWPP at least annually for operational familiarity. A steering committee should review this document at least every five (5) years to address landscape changes, goals, and associated outcomes.

The Norman CWPP has the following purposes:

- Protect lives and property from wildland fires.

- Increase the community's ability to prepare for, respond to, and recover from wildland fires.
- Increase public understanding of living in a fire-resilient ecosystem.
- Inspire interagency cooperation and the need for taking preventative actions to protect private property.
- Improve the landscape's fire resilience while protecting other social, economic, and ecological values.

1. Reducing Wildfire Risks in Vulnerable Communities. Oklahoma has many rural and suburban areas with higher wildfire risk due to factors such as dense vegetation, dry conditions, and proximity to forests or grasslands. A CWPP helps identify these high-risk areas and implements strategies to reduce the likelihood of wildfire through prescribed burns, defensible space creation around properties, and improved land management practices. By creating defensible space around homes, communities can lower the risk of fire damage and protect both residents and structures.

2. Enhancing Firefighting and Emergency Response. A CWPP provides a comprehensive framework for coordinating firefighting efforts and emergency responses across various local, state, and federal agencies. In Oklahoma, where wildfire seasons can be unpredictable, timely and efficient coordination is essential for saving lives and property. The plan establishes clear communication channels, resource-sharing agreements, and emergency evacuation routes, enabling first responders to act quickly and efficiently during a wildfire event. This collaborative approach improves response times and helps ensure that communities receive the support they need when wildfire strikes.

3. Promoting Community Awareness and Engagement. A key CWPP component is educating residents about wildfire risks and prevention strategies. In Oklahoma, many communities are not always aware of threats wildfires pose, especially in rural areas where people may be living in or near wildfire-prone regions. A CWPP fosters community involvement by encouraging residents to participate in mitigation efforts, learn fire safety practices, and understand evacuation plans. This grassroots engagement is critical to creating a culture of preparedness and resilience, ensuring that everyone is ready to act when needed.

4. Protecting Oklahoma's Natural Resources. Oklahoma is home to a variety of valuable natural resources, including forests, wildlife habitats, and agricultural lands. Wildfires can devastate these ecosystems, resulting in long-term environmental damage, loss of biodiversity, and soil erosion. By implementing a CWPP, the state can focus on fire prevention and suppression efforts that protect Oklahoma's natural heritage. These efforts include managing hazardous fuels, preserving wildlife corridors, and reducing fire hazards in areas of high ecological value.

5. Supporting Economic Stability. Wildfires not only pose a risk to lives and property but also have a significant economic impact on local economies, especially in areas dependent on agriculture, tourism, and outdoor recreation. In Oklahoma, wildfires can destroy crops, damage infrastructure, and disrupt essential services. By reducing wildfire frequency and severity through a well-crafted CWPP, communities can safeguard their economic interests and protect

Oklahomans' livelihoods, ensuring that agricultural operations and rural businesses are less vulnerable to fire damage.

6. Strengthening State and Federal Collaboration. A CWPP in Oklahoma enhances the state's ability to work with federal agencies, such as the United States (US) Forest Service and the Federal Emergency Management Agency (FEMA), to secure funding, resources, and technical assistance for wildfire mitigation and response efforts. With increasing wildfire frequency across the nation, cooperation between state and federal agencies is essential to tackling this complex issue. A CWPP ensures that Oklahoma is aligned with federal guidelines and priorities, enabling the state to access additional support for prevention, suppression, and recovery efforts.

Conclusion. A CWPP's importance to the welfare of Norman, Oklahoma, is clear. As the state continues to face the challenges of growing wildfire risks due to climate change, population growth, and evolving land use, a CWPP offers a structured, collaborative approach to minimizing these risks. By identifying vulnerable areas, improving fire management practices, educating residents, and ensuring effective coordination during emergencies, Norman can enhance its resilience against wildfires, protect its natural resources, and preserve the safety and well-being of its communities.

1.3 Policy Background Related to CWPPs

The Healthy Forest Restoration Act of 2003 was the initiating legislation for the development of CWPPs. This legislation encourages communities to develop these plans to help reduce their risk of wildfire loss as well as create healthier natural ecosystems. This act also provides allowances to expedite the National Environmental Protection Act (NEPA) process for fuels reduction projects on federal lands. When a CWPP is in place, community groups and municipalities can apply for federal grants to treat hazardous fuels and address special concerns to reduce the risk of catastrophic loss from wildland fire.

In 2009, Congress passed the Federal Land Assistance, Management, and Enhancement (FLAME) Act which called for a National Cohesive Wildland Fire Management Strategy (NCWFM), developed in 2014 and amended in 2023, to provide a framework for addressing wildland fire challenges across the nation. The Cohesive Strategy's vision is "To safely and effectively extinguish fire, when needed; use fire where allowable; manage our natural resources; and collectively, learn to live with wildland fire."

The Cohesive Strategy's goals follow:

- Resilient Landscapes: Landscapes, regardless of jurisdictional boundaries, are resilient to fire, insect, disease, invasive species, and climate change disturbances in accordance with management objectives.
- Fire-Adapted Communities: Human populations and infrastructure are prepared as much as possible to receive, respond to, and recover from wildland fire.

- Safe and Effective Risk-Based Wildfire Response: All authorities, responding in all land types, participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

The Norman CWPP focuses on achieving a CWPP's three (3) minimum requirements described by the Healthy Forests Restoration Act (HFRA):

- Collaboration: A CWPP must be collaboratively developed by local and state government representatives, in consultation with federal agencies and other interested parties.
- Prioritized Fuel Reduction: A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure.
- Treatment of Structural Ignitability: A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed by the plan.

1.4 Existing Plans and Policies

The Norman CWPP complements and supports a comprehensive framework of federal, state, and local plans, policies, and programs related to wildfire risk mitigation and emergency planning. These connections ensure that wildfire resilience efforts align with regulatory requirements and funding eligibility while also leveraging regional priorities and community values specific to Norman. **Table 3** outlines existing plans and policies.

Table 3: Existing Plans and Policies

Policy	City of Norman CWPP Addresses Policy
Federal Policy Requirements	
Healthy Forests Restoration Act (HFRA)	Supports federal fuel reduction efforts by focusing action in high-priority WUI zones. Local, state, and federal stakeholders collaboratively developed the CWPP that prioritizes fuel reduction projects in and around Norman and recommends strategies for reducing structural ignitability.
National Fire Plan – 10-Year Comprehensive Strategy	Provides a collaborative framework for implementing wildfire risk reduction, aligning with the plan's goals of firefighting capacity, rehabilitation, fuels treatment, community assistance, and accountability. The CWPP Advisory Committee serves as the local coordination body for related projects.
Disaster Mitigation Act of 2000	The Norman CWPP serves as a wildfire annex to the Cleveland County Natural Hazards Mitigation Plan, enabling access to federal hazard mitigation funding.
FLAME Act (2009) – Cohesive Wildland Fire Management Strategy	Supports a multi-agency, stakeholder-driven approach to restoring landscapes, building fire-adapted communities, and improving wildfire response capacity across the Norman area.
State Policy Requirements	

Policy	City of Norman CWPP Addresses Policy
Oklahoma Forestland-Urban Interface Fire Protection Act (Defensible Space Law)	Identifies and designates local WUI areas; the CWPP's advisory group may assist in developing classification criteria and promoting landowner wildfire mitigation actions.
Oklahoma Natural Hazards Mitigation Plan (2024)	Incorporates wildfire risk data that aligns with statewide hazard vulnerability and mitigation priorities.
Oklahoma Forest Action Plan (2015)	Prioritizes local communities at risk within the Norman region and outlines strategies for fuels reduction and forest restoration. The CWPP provides local actions and identifies funding opportunities.
Local and Regional Plans	
Cleveland County Natural Hazards Mitigation Plan (2020)	Supplies wildfire risk data and strategies to reduce vulnerability across the Norman area.
City of Norman Comprehensive Plan	The CWPP's wildfire risk assessment supports updates to the Natural Hazards Inventory and guide future land use regulations in rural and fringe areas surrounding Norman.
City of Norman EOP	Enhances pre-incident planning and coordination by aligning wildfire response roles and responsibilities outlined in the EOP with CWPP action strategies.
City of Norman Parks and Recreation Master Plan	Identifies wildfire risks in or near parks and open spaces and informs future fuel reduction and vegetation management priorities for publicly owned recreational land in the Norman area.

1.5 CWPP Planning Process

The process of creating and implementing a CWPP involves several steps to ensure that the community is prepared, vulnerable areas are identified, and proactive measures are taken to protect people, property, and the environment.

1. Preliminary Planning and Team Formation. Form a planning team that includes local government agencies, fire departments, and other stakeholders (e.g., utility companies, environmental groups). The steering committee will define the CWPP's primary goals and available resources, including funding, tools, expertise, and community support, to guide the CWPP's development.

2. Risk Assessment and Hazard Mapping. Analyze the wildfire risks to the community by considering factors such as vegetation types, topography, weather patterns, and historical fire activity. This effort can involve data collection from local fire agencies and other sources. Create maps that highlight areas of high fire risk, including WUI zones (areas where human development meets wildland areas), and areas with significant fire hazards, such as dense vegetation or dry, windy conditions. Identify key infrastructure (e.g., roads, utilities, water sources) and assess wildfire vulnerability and potential impacts.

3. Stakeholder Engagement and Input. Engage local agencies by hosting meetings to gather input on areas at greatest risk, concerns, and ideas for wildfire prevention and mitigation.

4. Setting Priorities for Mitigation and Protection. Based on risk assessment and community input, develop strategies to reduce wildfire risk. Prioritize areas or structures that need immediate mitigation efforts, including evacuation routes, critical infrastructure, and residential zones near high-risk areas.

5. Developing Response and Recovery Strategies. Identify and ensure adequate firefighting resources, such as equipment, personnel, and mutual aid agreements with neighboring communities or agencies. Increased firefighting personnel, equipment and associated resources will be necessary to fully support the goals of the CWPP

6. Implementing Mitigation and Prevention Measures. Begin implementing the mitigation measures identified in the CWPP. Collaborate with local governments, fire agencies, and non-profits to carry out wildfire prevention activities. Seek funding from state and federal programs (e.g., FEMA or state forestry grants) to support mitigation projects.

7. Training and Education. Educate the community on wildfire preparedness, including how to create defensible space, safely evacuate, and prepare emergency kits. Conduct training sessions and simulated wildfire evacuation drills to ensure residents are familiar with emergency procedures.

8. Monitoring, Evaluation, and Adaptation. Regularly assess the CWPP's effectiveness and make updates based on new risks, data, or community feedback. Evaluate the success of mitigation measures and response plan readiness. Adapt the CWPP to incorporate new strategies, technologies, or lessons learned from previous wildfires.

9. Review and Update the CWPP. Review and update the CWPP regularly, at least every five (5) years to account for changes in the community, environment, and risks. Re-engage stakeholders during the review process to gather input on plan updates and changes.

A CWPP is a comprehensive strategy to reduce wildfire risks and enhance preparedness in wildfire-prone areas. The CWPP process involves risk assessments, community engagement, mitigation efforts, emergency response planning, and ongoing evaluation. By following these steps, communities can better protect their residents, infrastructure, and natural resources from the devastating effects of wildfires. **Table 4** below offers a timeline of CWPP development activities.

Table 4: Norman CWPP Meetings

Date	Activity Type	Description
November 21, 2024	Planning Meeting	Project kick-off.
February 11, 2025	Planning Meeting	Met with each fire department station to discuss areas of concern.
February 26, 2025	Planning Meeting	Discussed fire departments' finds and draft information.

Date	Activity Type	Description
March 26, 2025	Stakeholder Meeting	Gathered stakeholder to introduce CWPP and mutual aid agreements.
April 30, 2025	Planning Meeting	Discussed initial draft comments and revisions.
May 13, 2025	Stakeholder Meeting	Discussed stakeholder comments for final draft.
May 27, 2025	Planning Meeting	Present to Norman City Council for approval.

Section 2: Stakeholders and Collaboration

A core element of developing a Community Wildfire Protection Plan (CWPP) is ensuring meaningful and ongoing collaboration with stakeholders and the community. The City of Norman (Norman) CWPP provides a framework for gathering local input, identifying high-risk areas, and creating a prioritized list of projects and strategies to reduce wildfire hazards and increase community resilience.

Throughout the development of the 2025 Norman CWPP, the planning team adopted a community-centered approach, incorporating feedback from a wide range of local, regional, and state partners. The CWPP advisory committee includes representatives from Norman Fire Department (NFD), City of Norman Emergency Management, the Oklahoma Forestry Service (OFS), the University of Oklahoma, Lake Thunderbird State Park, the City of Norman Parks and Recreation, and utility providers. The committee helped identify vulnerable assets, wildfire-prone neighborhoods, and critical infrastructure at risk.

Community and stakeholder input was collected through the following:

- Advisory committee workshops and interagency coordination meetings.
- Integration of public feedback from previous wildfire preparedness efforts, including Firewise USA® and local community evacuation planning initiatives.
- Technical consultation with utility providers, park districts, and water management agencies.

A complete list of participating stakeholders, including fire agencies, land management partners, utility providers, community organizations, and local governments, is provided in **Table 5**. Their continued involvement is essential to maintaining the CWPP's relevance and ensuring cross-jurisdictional alignment as wildfire risks evolve.

Table 5: Norman CWPP Stakeholder Organizations

Organization / Agency	Role in CWPP Development
NFD	Leading agency for wildfire response, outreach, and defensible space planning.
Norman Emergency Management	Planning, land use integration, emergency management coordination. Community engagement, infrastructure planning, emergency preparedness.
Norman Parks and Recreation	Vegetation management in green spaces and public lands and home to the Urban Forester/Forestry Division.
OFS	State-level fuels treatment, risk modeling, and CWPP technical guidance.
OU Emergency Management	Campus risk planning and research contributions, which includes Max Westheimer Airport.

Organization / Agency	Role in CWPP Development
Oklahoma State Parks – Lake Thunderbird	Manage and maintain high-risk public lands within the CWPP area. Collaborate on fuel reduction and prescribed fire activities. Support public education and recreational safety in wildfire-prone areas.
Oklahoma Gas and Electric	Coordinate on utility infrastructure protection and vegetation management. Contribute to risk assessment for electrical corridors. Support power outage mitigation and emergency response planning.
Oklahoma Electric Cooperative	Coordinate on utility infrastructure protection and vegetation management. Contribute to risk assessment for electrical corridors. Support power outage mitigation and emergency response planning.

Section 3: Planning Area Description

The City of Norman (Norman), located in Cleveland County, Oklahoma, is situated in the central part of the state, approximately 20 miles south of Oklahoma City. Known for its diverse landscapes, Norman is characterized by a mix of urban, suburban, and rural areas, making it uniquely vulnerable to risks associated with wildfires. The city lies within a region of Oklahoma that experiences frequent periods of hot, dry conditions, particularly during the summer months, which create an elevated risk for wildfire activity.

The planning area for the Norman CWPP encompasses the city itself as well as surrounding areas, including unincorporated parts of Cleveland County and adjacent rural communities. A variety of land types exist, from urbanized neighborhoods and commercial districts to residential areas located near forested regions, grasslands, a large reservoir, and agricultural land. The area is home to a combination of urban and WUI zones, where human development meets natural landscapes, creating increased wildfire risk.

The Norman city limits contain diverse parks, open spaces, and the Cleveland County fairgrounds, as well as the University of Oklahoma, which adds to the city's infrastructure and population density. The planning area also includes several parks, wooded areas, and riparian zones along the banks of the Canadian River, which flows to the south and west of the city. These natural areas, while contributing to Norman's scenic beauty and outdoor recreational opportunities, also represent areas where wildfire risks are present in every setting from floodplain to cross timbers.

In addition, the planning area extends to rural areas surrounding the city, where agricultural land, ranches, and undeveloped forested areas are prevalent. These regions are particularly vulnerable to wildfires, as they are often home to large stretches of grassland, forested plots, and agricultural crops. The presence of fire-prone vegetation shapes the landscape, which, combined with seasonal drought conditions, increases the potential for wildfire incidents.

Overall, the planning area for the Norman CWPP reflects a diverse range of environments, from urban settings to high-risk WUI zones, making it imperative to implement a comprehensive wildfire risk-reduction strategy. The CWPP will focus on reducing vulnerability to wildfires in these areas, improving community preparedness, and enhancing response capabilities across both urban and rural city areas and surrounding regions.

The Norman basemap in **Figure 1** provides a foundational geographic overview of the area. It includes key features such as city boundaries, major roadways, and water bodies. This map serves as a reference layer upon which additional wildfire-related data, such as risk zones, vegetation types, and critical infrastructure, can be overlaid. By offering spatial context, the basemap helps planners, emergency responders, community members, and stakeholders better understand Norman's physical layout and identify priority areas for wildfire mitigation and response efforts.

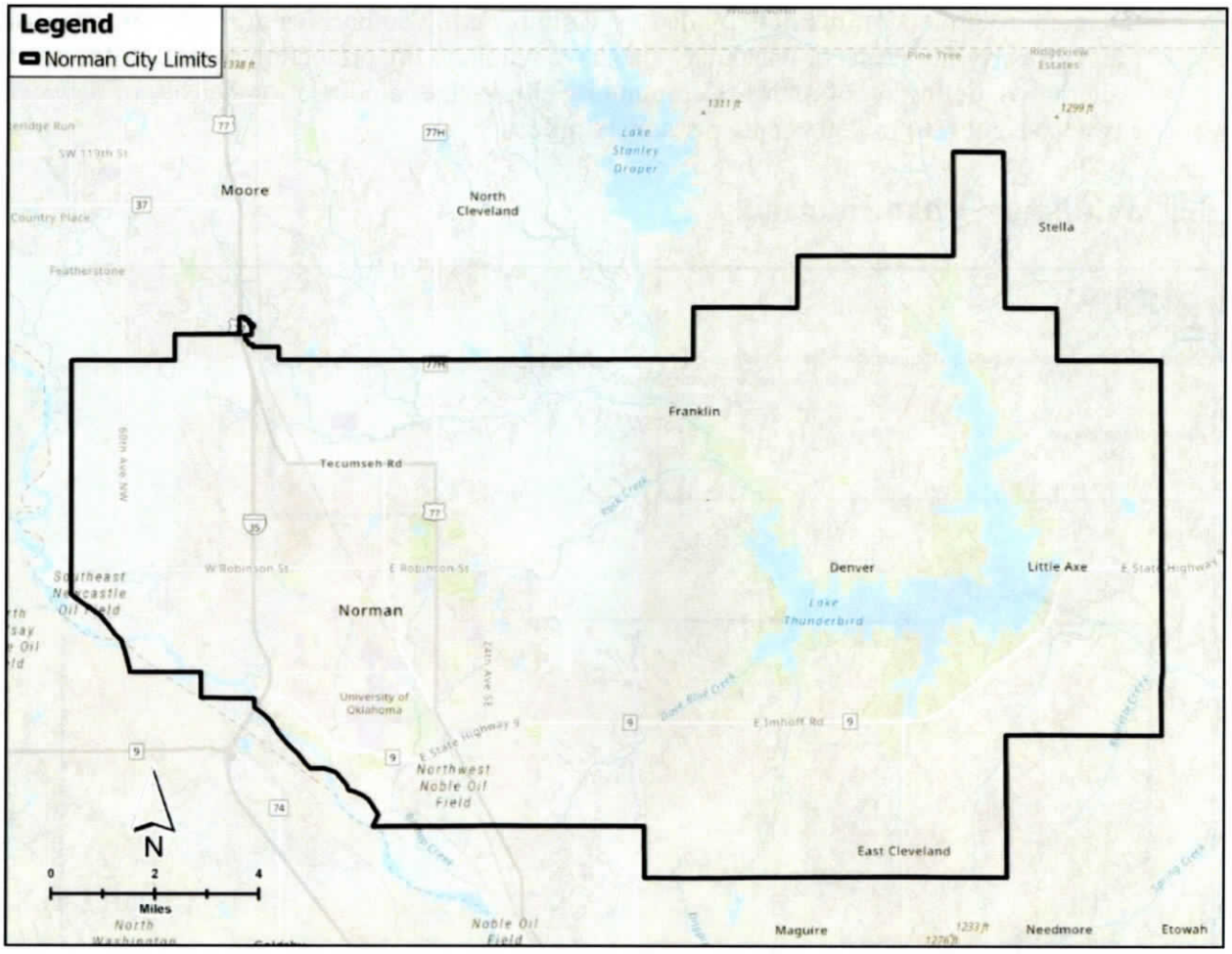


Figure 1: Community Base Map for Norman, Oklahoma

The WUI is defined in the Federal Register report on WUI communities at risk from fire.[1] The term "WUI" comprises both Wildland Urban Interface and Intermix, but there is a distinction. State and federal agencies will focus on communities that are classified as interface or intermixed. Municipalities, such as Norman, may contain all WUI classifications but are generally the only level of government working in occluded communities.

- ***Interface Community***: The Interface Community exists where structures directly abut wildland fuels. There is a clear line of demarcation between residential, business, and public structures and wildland fuels. Wildland fuels do not continue into the developed area. The development density for an interface community is three (3) or more structures per acre, with shared municipal services. Fire protection is provided by a local government fire department responsible for protecting structures from the interior and advancing wildland fires. An alternative definition of the interface community emphasizes a population density of 250 or more people per square mile.
- ***Intermix Community***: The Intermix Community exists where structures are scattered throughout a wildland area. There is no clear line of demarcation; wildland fuels are continuous outside of and within the developed area. The development density in the intermix ranges from structures remarkably close together to one structure per forty (40)

acres. Fire protection districts funded by various taxing authorities normally provide life and property fire protection and may also have wildland fire protection responsibilities. An alternative definition of intermix community emphasizes a population density of between twenty-eight (28) to 250 people per square mile.

3.1 Wildland-Urban Interface

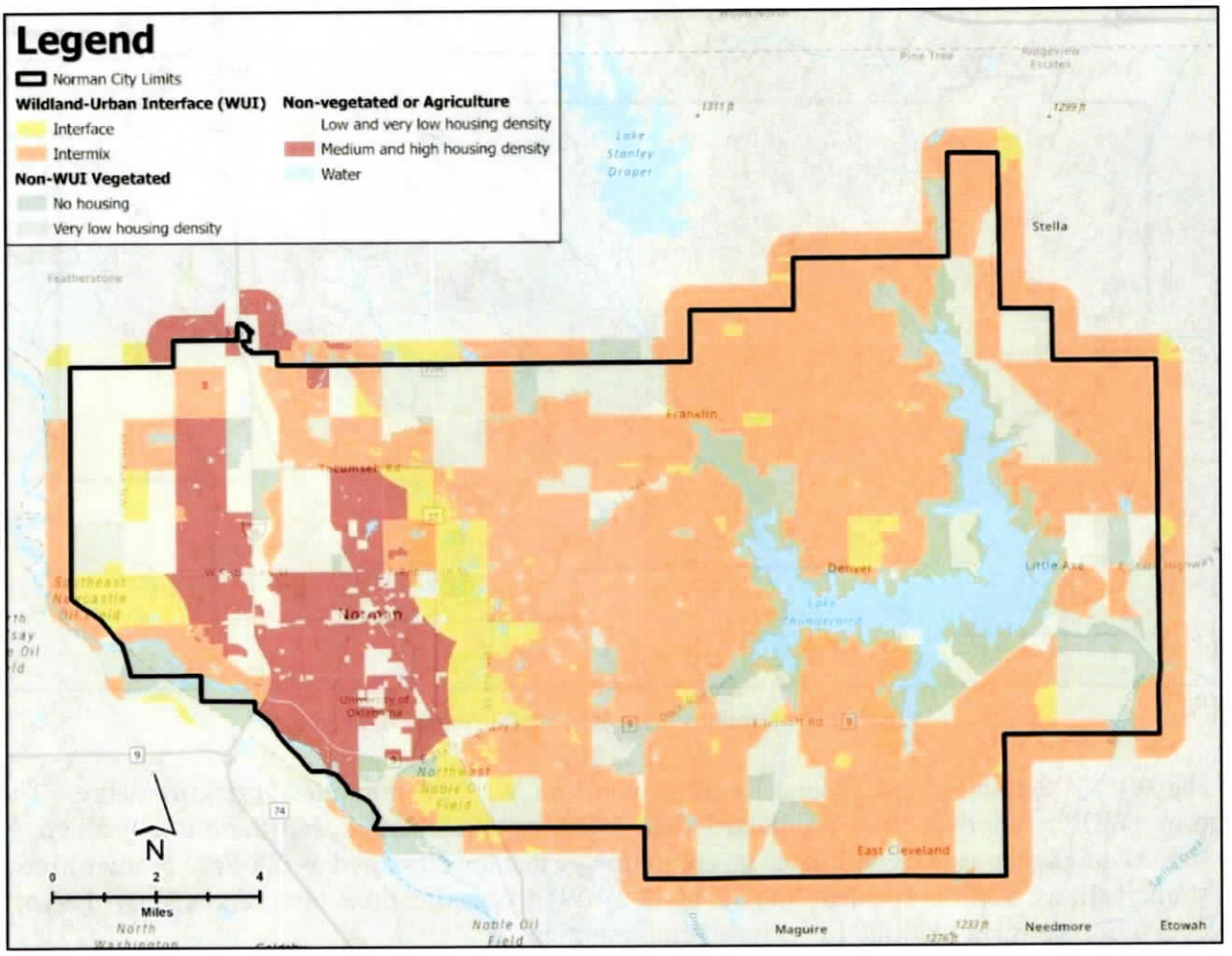


Figure 2: Wildland Urban Interface (WUI) for Norman, Oklahoma

WUI maps are critical tools for wildfire management, ensuring that resources are directed to areas with the greatest risk and aiding in making informed decisions on building codes, safety protocols, and emergency planning. **Figure 2**, WUI map, identifies areas where urban development meets or is near wildland areas prone to wildfire risks for Norman. The map highlights zones where human-built structures, such as homes and businesses, are near forests, grasslands, or other wildland areas that are susceptible to fires. The WUI map shows the boundary between urban or suburban areas and wildland regions, helping to identify where fire risk is highest. It helps to evaluate the potential for wildfires to spread to the communities in and surrounding the Norman city limits, guiding emergency planning and risk mitigation efforts. Local governments and fire agencies use WUI maps to prioritize areas for wildfire prevention measures such as defensible spaces, firebreaks, and

fuel reduction. It helps communities and residents in WUI better prepare for wildfires by providing information on high-risk zones and evacuation routes.

Norman's vulnerability to wildfires is shaped by its location in the WUI, its population characteristics, its infrastructure, and the surrounding environment. Addressing these vulnerabilities requires a comprehensive approach that includes risk mitigation strategies, community engagement, and developing strong emergency response systems. By addressing these challenges proactively, Norman can build resilience to wildfires and protect its residents, property, and critical infrastructure from the growing threat of wildfire hazards.

3.1.1 Interagency Fuel Treatment Decision Support System (IFTDSS)

The Interagency Fuel Treatment Decision Support System (IFTDSS) is a web-based tool developed and maintained by the Wildland Fire Management Research, Development, and Application Program (WFMRD&A) of the USFS. This tool is designed to assist land and fire managers in evaluating, planning, and documenting fuel treatments and fire behavior specific to their region. IFTDSS offers a user-friendly interface that provides access to a wide range of fire science models and geospatial data layers. These resources help assess wildfire risk, analyze treatment effectiveness, and support landscape-level fire planning to improve wildfire management in the Norman area.

IFTDSS key features include the following:

- Fire behavior modeling (e.g., flame length, rate of spread).
- Landscape and fuel treatment planning tools.
- Risk analysis and values-at-risk mapping.
- Integration with national datasets for fuels, topography, and historical fire occurrences.

3.1.2 Community Wildfire Risk Reduction Zones (CWiRRZ)

A Community Wildfire Risk Reduction Zone (CWiRRZ) (shown in **Figure 3** below) is an area designated for specific efforts to reduce the risk and impact of wildfires on communities. These zones are created through collaborative planning, often involving local governments, fire agencies, and community members, with the goal of mitigating wildfire hazards and increasing safety. A CWiRRZ was used to conduct a risk assessment that identifies areas most at risk from wildfires, including factors such as vegetation, terrain, climate, and nearby human infrastructure. This map can be used to develop mitigation strategies to reduce flammable vegetation and create defensible spaces around homes and communities. Activities can include prescribed burns, thinning forests, and removing dead vegetation while promoting building practices that reduce the potential for structures to catch fire. A visual tool can help educate residents and local stakeholders about fire safety, evacuation plans, and emergency preparedness. The goal is to minimize wildfire damage; protect lives, homes, and infrastructure; and enhance the community's resilience to future fires.

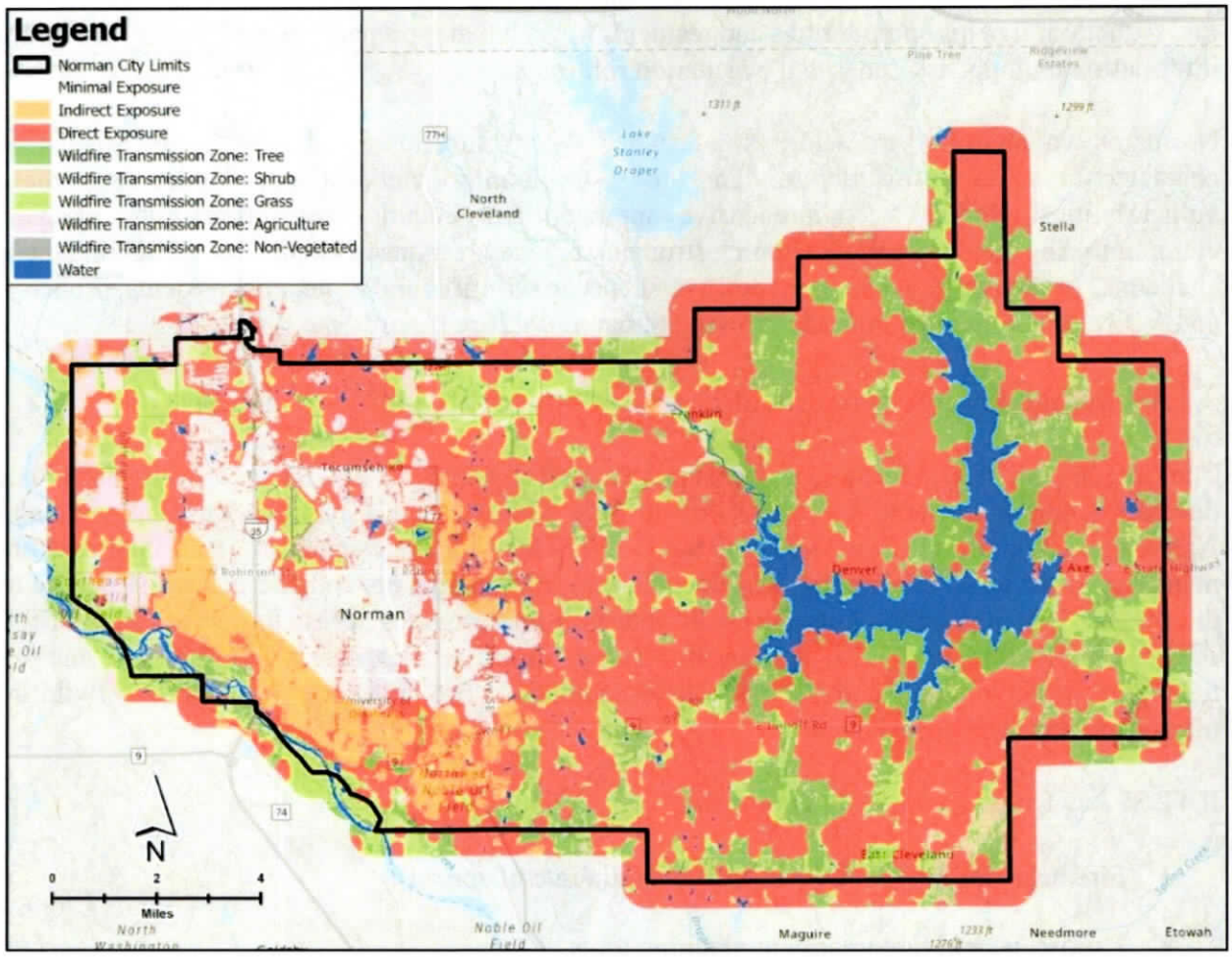


Figure 3: Community Wildfire Risk Reduction Zone (CWiRRZ) for Norman, Oklahoma

3.2 Fire Agency Capabilities and Preparedness

Equipped with a comprehensive array of resources and expertise, the Norman Fire Department (NFD) plays a crucial role in protecting the community from wildfire risks. Well-trained firefighters staff the department and receive specialized training in wildland fire suppression techniques, prescribed burns, and managing fire spread in various terrains. The NFD maintains a fleet of specialized equipment, such as brush trucks, all-terrain vehicles, and portable water systems, to effectively respond to wildfires, particularly in hard-to-reach or rural areas. **Figure 4** shows station locations and demonstrates the large rural area these 2 primary fire stations cover. Current staffing levels and the lack of additional fire stations possibly lead to increased response times and quicker fire spread.

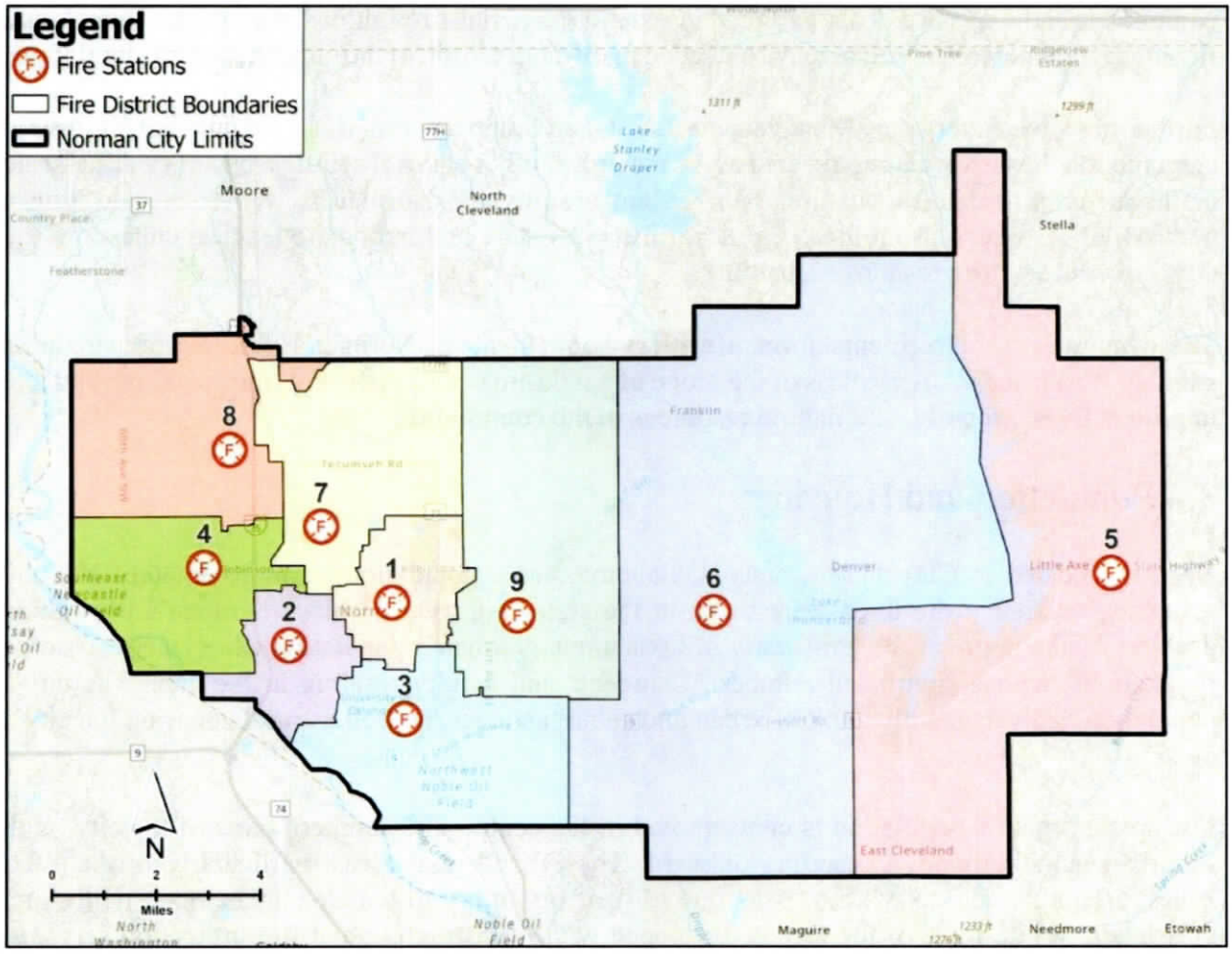


Figure 4: Norman Fire Department Stations

3.3 Agency Coordination

Norman is part of a broader regional network of wildfire mutual aid agreements that enhance the city's ability to respond to wildfire incidents, particularly those that may exceed local resources. These mutual aid agreements involve coordination between local fire departments, neighboring counties, and state agencies to provide additional support during large or complex wildfire events.

The NFD collaborates with the Cleveland County Fire Department, neighboring municipalities, and regional fire departments through a mutual aid system to ensure rapid response and resource sharing during wildfire events. This network allows for the deployment of additional personnel, specialized equipment, and fire suppression resources as needed. These partnerships ensure that Norman can draw on external assistance during large-scale emergencies, improving the efficiency and effectiveness of wildfire response.

In addition to local mutual aid, Norman benefits from collaboration with the OFS. This state agency provides vital support during significant wildfire incidents, offering firefighting resources,

equipment, and expertise. This partnership extends to aerial firefighting support, personnel, and fire management resources that may be needed in difficult terrain or during extreme fire conditions.

Furthermore, the Emergency Management Assistance Compact (EMAC), a nationwide mutual aid agreement, allows Norman to receive assistance from other states if wildfire becomes large-scale or threatens critical infrastructure. This system ensures that Norman is well-connected with a network of resources, from local fire departments to state and national agencies, enhancing the city's overall wildfire response capability.

These mutual aid agreements form a critical component of Norman's wildfire preparedness strategy, ensuring that, regardless of the scope of a wildfire event, sufficient resources are available to protect lives, property, and natural resources in the community.

3.4 Population and Housing

Norman, located in Cleveland County, Oklahoma, has a population of approximately 130,000 residents, making it the third-largest city in the state. **Figure 5** displays Norman's population density. As the home of the University of Oklahoma, Norman's population experiences seasonal fluctuations, with a significant number of students and faculty residing in the area. The city's population is diverse, with a mix of urban and suburban areas, as well as rural zones on the city's outskirts.

Much of Norman's population is concentrated in the central and southern parts of the city, with suburban neighborhoods expanding outward. These residential areas, particularly in the WUI zones, are vulnerable to wildfire risks due to their proximity to wooded areas, open fields, and grasslands. While most of the city is developed with infrastructure and fire protection services, portions of Norman's population live in more rural and less developed areas, which may face challenges related to fire response times and access to firefighting resources. Suburban neighborhoods in the northern and eastern areas of Norman, while urbanized, still feature significant tree cover, open spaces, and proximity to natural areas that increase fire risk. In addition, rural homes outside of the urban core may be more isolated, with larger properties and limited access to firefighting services. These areas may face longer response times and more challenging conditions during wildfire events.

Norman's population growth, especially in suburban areas near high-risk wildfire zones, highlights the need for proactive wildfire risk mitigation, preparedness, and education to safeguard the community. The city's diverse population, ranging from families in residential neighborhoods to students in university housing, requires tailored approaches to evacuation planning, public education, and fire safety outreach.

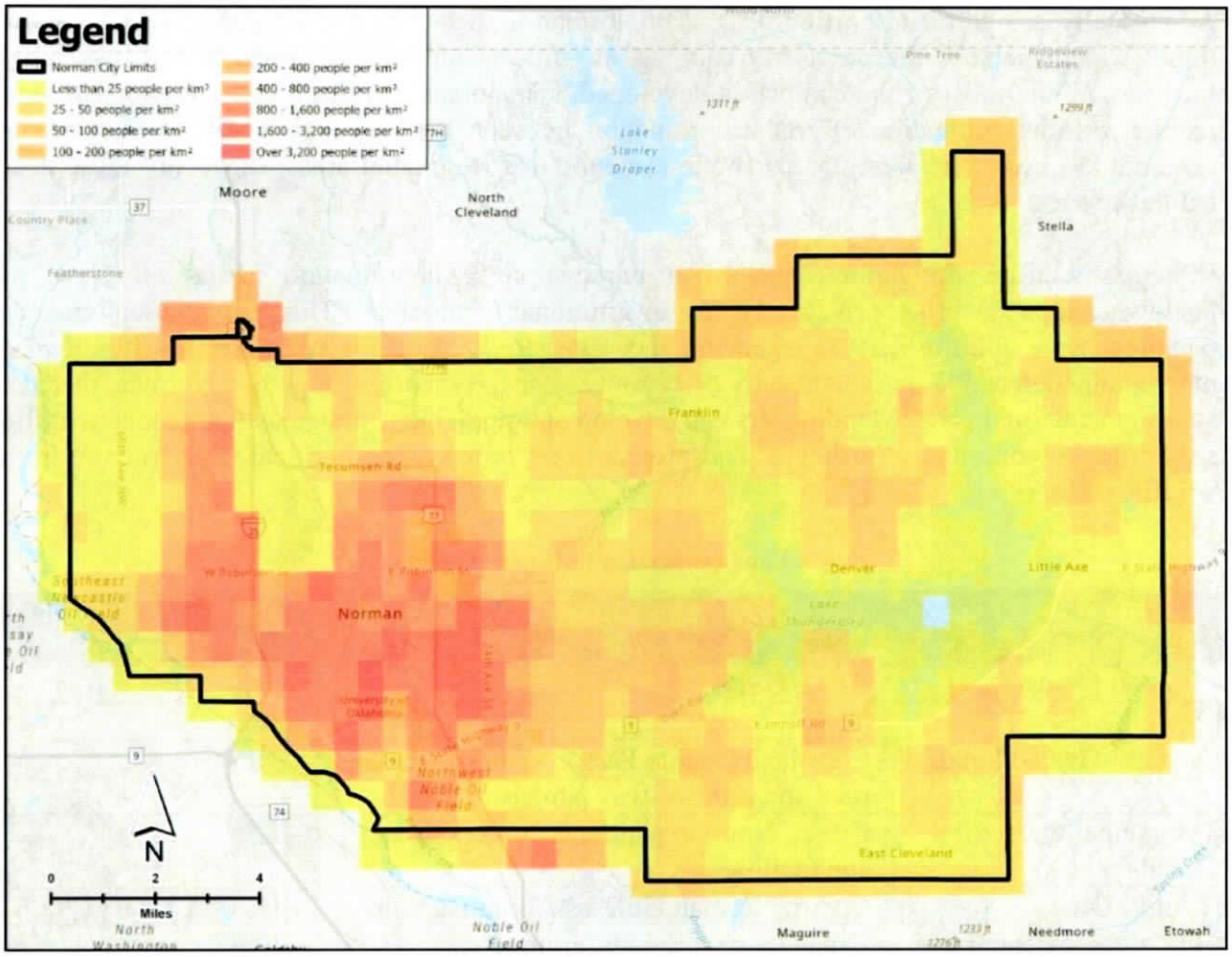


Figure 5: Population Density for Norman, Oklahoma

3.5 Land Ownership

The land within Norman is a mix of private, public, and institutional ownership, each contributing to the city's overall wildfire risk and response strategies. **Table 6** and **Figure 6** below explain land ownership within the Norman city limits and nearby areas. Private land makes up most developed areas in Norman, including residential neighborhoods, commercial properties, and suburban and rural areas. Many of these private properties are located within the WUI, making them especially vulnerable to wildfire risks due to their proximity to natural vegetation and open spaces. Homeowners in these areas play a critical role in wildfire mitigation by creating defensible space, maintaining fire-resistant landscaping, and participating in local fire safety programs such as Firewise USA.

Publicly owned lands in Norman include parks, open spaces, and city-managed facilities. Large parks such as Ruby Grant Park, Sutton Wilderness Park, and Lake Thunderbird State Park provide recreational and conservation areas but also present potential wildfire risks due to the presence of flammable vegetation and wooded areas. Active fire management, including prescribed burns and fuel reduction efforts, is necessary on these public lands to minimize wildfire hazards.

Additionally, a significant portion of land in Norman is owned by the University of Oklahoma (OU), which includes the university campus, an airport, and various research and residential facilities. While most of the campus is developed, some areas of open space and wooded land require wildfire mitigation efforts. Coordination between the OU and local fire agencies is essential to ensure fire safety across both academic and residential areas, especially those near natural spaces.

Effective wildfire mitigation in Norman requires close coordination across all types of landownerships such as private, public, institutional, and state. This cooperation ensures comprehensive wildfire risk management, such as shared responsibility for creating firebreaks, maintaining defensible space, and early detection systems. By working together, Norman, the OU, state agencies, and private landowners can develop and implement strategies that reduce wildfire risk; enhance community resilience; and protect lives, property, and critical infrastructure from wildfire threats.

Table 6: Land Ownership for Norman, Oklahoma

Ownership Type	Managing Entity / Description	Estimated % of Total Land Area
Federal Lands	BLM, USFS	~1%
State Lands	OFS	~6%
County-Owned Lands	Cleveland County Parks, Natural Areas, road and right-of-way parcels	~3%
Municipal-Owned Lands	City of Norman parklands, open space, and facilities	~12%
Utility-Owned Lands	City of Norman Utilities Administration	~3%
Private Residential and Commercial	Urban neighborhoods, commercial properties, subdivisions	~40%
Private Agricultural and Forestry	Working lands, small woodlots, conservation easements	~35%

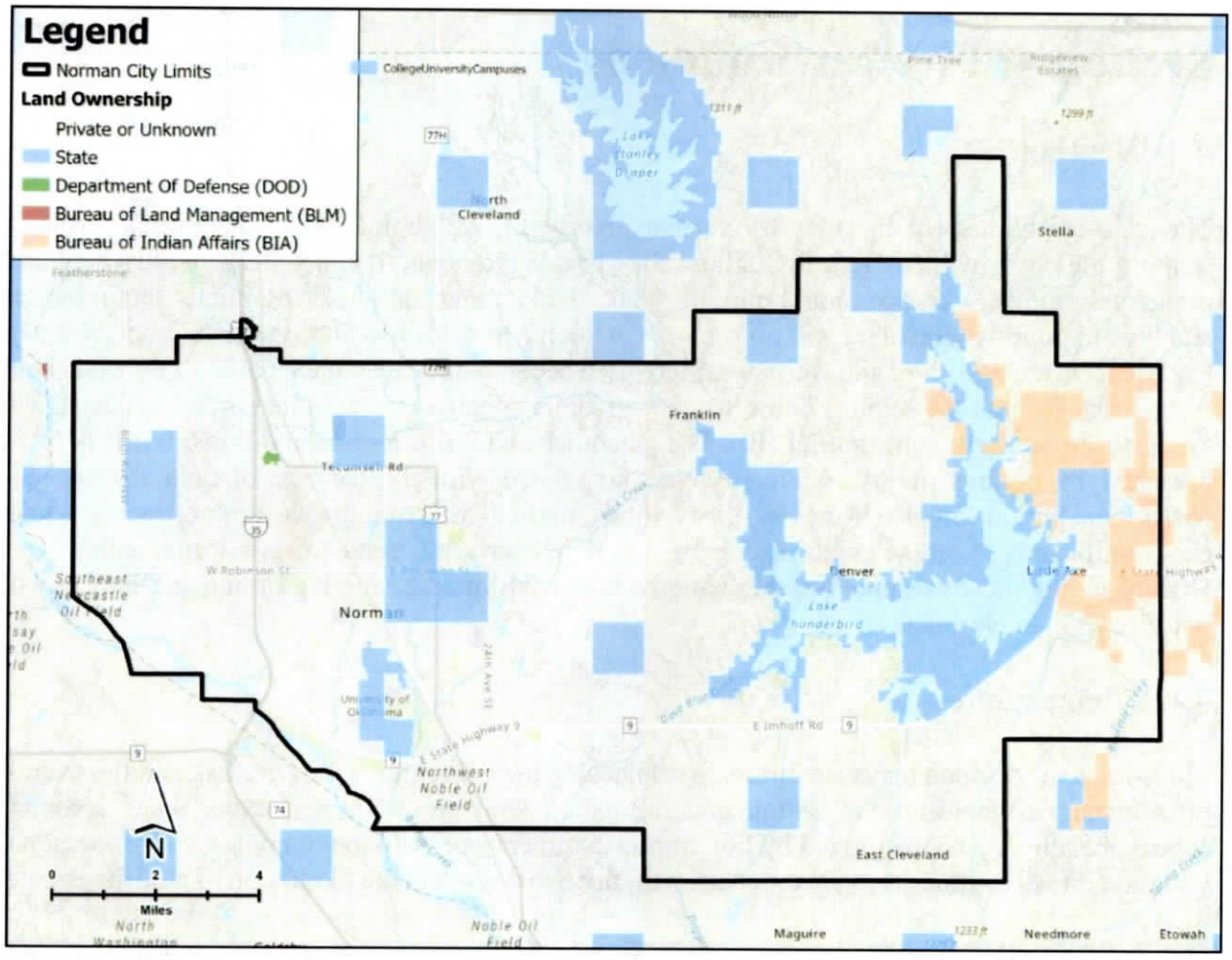


Figure 6: Land Ownership for Norman, Oklahoma

Section 4: Fire Environment

4.1 Weather

The seasonal climate of the City of Norman (Norman), Oklahoma, plays a significant role in shaping the city's wildfire risk throughout the year. Winters and springs are generally cool and moderately moist, with occasional rainfall, while the summer months bring higher temperatures and lower humidity, creating conditions more conducive to wildfires. During the summer, Norman experiences periods of dry and warm weather, often accompanied by winds, particularly when cold fronts pass through the region. These winds can elevate the risk of wildfire spread, especially in the absence of significant rainfall. Fall brings cooler and more moist conditions, but it is often preceded by periods of dry, windy weather associated with the passage of cold fronts. This transitional period can also bring dry, gusty winds, particularly from the west or northwest, which can significantly increase wildfire danger despite the overall trend toward wetter conditions. Understanding these seasonal weather patterns is crucial for assessing the timing and intensity of wildfire risks in Norman.

4.1.1 Temperature

The climate in Norman plays a significant role in shaping the region's wildfire risk and the overall effectiveness of wildfire prevention and mitigation strategies. Norman experiences a humid subtropical climate characterized by hot, humid summers and mild to cool winters. This seasonal variation directly influences vegetation growth, fire behavior, and the likelihood of wildfire events.

During the summer months, temperatures in Norman frequently rise above 90°F, with occasional heat waves pushing temperatures even higher. The combination of high temperatures and low humidity creates ideal conditions for the rapid spread of wildfires, especially when coupled with dry spells or drought conditions. These hot, dry periods are often exacerbated by strong winds, which are common in Oklahoma, further increasing the potential for fires to ignite and spread quickly across grasslands, forests, and other fire-prone areas.

In contrast, winters in Norman are generally mild, with average overall temperatures ranging from the mid-30s to mid-40s °F. While winter temperatures rarely drop to levels that would significantly impact wildfire risk, the occasional cold front can influence fire behavior during the transition between seasons. Moreover, winter months are often less active in terms of wildfire incidents, though occasional wildfire threats can still arise due to dry conditions or extended periods of little rainfall.

The spring and fall seasons in Norman experience more moderate temperatures, with highs ranging from the mid-60s to the low 80s °F. These transitional seasons are crucial for wildfire management because they often bring variable weather conditions, including sudden cold fronts, shifts in wind direction, and rainstorms that can alter the fire risk landscape. While fall can be particularly dangerous due to dry vegetation left over from the summer months, spring can also be a high-risk period as warm, dry spells increase the likelihood of wildfire activity. Average temperatures in Norman are displayed in **Figure 7**.

Overall, the temperature and climate conditions in Norman create fluctuating periods of high wildfire risk, particularly during the hot, dry summer months and in the spring and fall transition periods. Understanding the temperature patterns and their impact on wildfire behavior is critical for developing effective wildfire protection strategies, including planning for firebreaks, prescribed burns, and community education on fire safety. Given the increased frequency of extreme weather events associated with climate change, it is essential to consider temperature trends in the city's wildfire risk assessments and response planning to enhance community resilience against future wildfire threats.

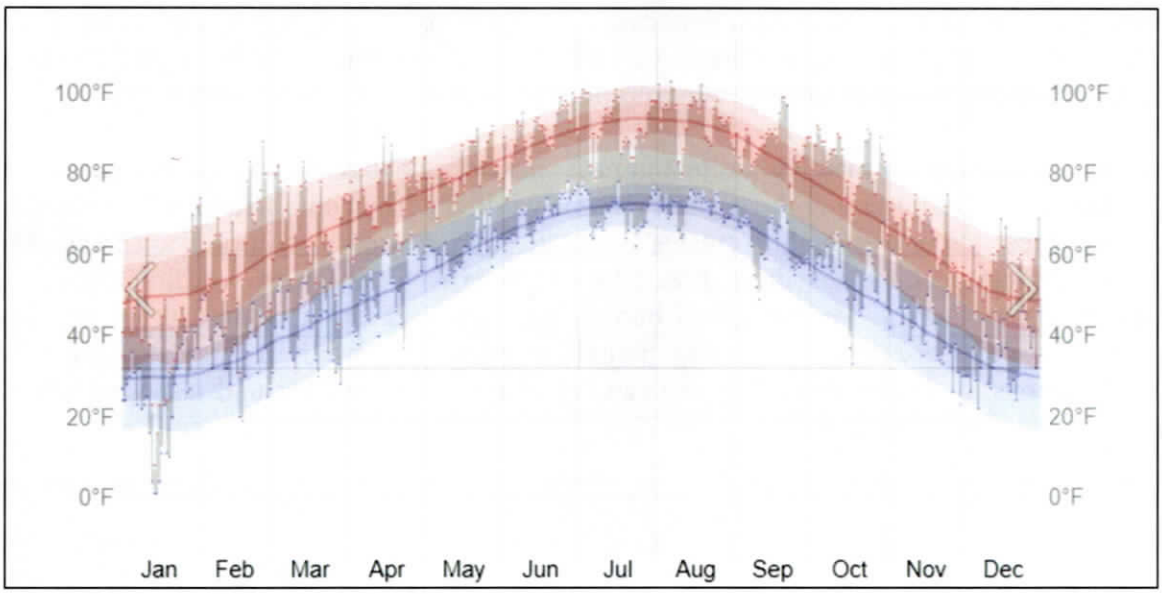


Figure 7: Average Temperature in Norman, Oklahoma

4.1.2 Precipitation

Precipitation patterns in Norman play a crucial role in shaping wildfire risk, as rainfall affects both vegetation growth and moisture levels across the landscape. **Figure 8** shows average rainfall for Norman. Although Norman receives an average of 35 to 40 inches of rainfall annually, its semi-arid climate results in uneven distribution throughout the year. These seasonal fluctuations in precipitation contribute to periods of increased wildfire vulnerability, particularly during drier months when vegetation becomes more flammable.

The wettest months in Norman are typically May and June when the area experiences frequent thunderstorms and rain showers associated with the spring and early summer storm season. These months can help reduce wildfire risks temporarily by increasing soil moisture and replenishing vegetation, which can absorb moisture and grow more densely. However, heavy rainfall during this time can also lead to flash flooding and other weather-related hazards, complicating wildfire management efforts. After these wetter months, vegetation growth can make areas more prone to wildfires once dry conditions return.

In contrast, late summer and fall (typically from July through October) are the driest months in Norman, with lower precipitation levels and higher evaporation rates. These months are the most

dangerous in terms of wildfire risk, as extended dry periods significantly lower moisture levels in grasslands, forests, and other vegetation, making them more susceptible to ignition. Additionally, the hot temperatures and occasional drought conditions during this time further exacerbate the risk of fire spread. Dry spells often last for weeks or even months, contributing to an increased likelihood of larger and more destructive wildfires.

Winter months (December through February) generally receive less precipitation, with average rainfall ranging between (one) 1 to (two) 2 inches per month. However, these months rarely experience the types of extended drought conditions that are typical of summer and fall. While winter precipitation is not as frequent, it may come in the form of light rain, or occasionally, snow or ice. These conditions have a limited impact on wildfire risk, but during warmer periods without rainfall, wildfires can still ignite in dry, wind-prone areas.

Overall, precipitation in Norman has a direct impact on wildfire behavior, with the dry periods in late summer and fall representing the highest risk for wildfires. The combination of low rainfall, high temperatures, and dry vegetation creates a volatile environment for wildfires to spread. The city's CWPP must account for these precipitation patterns to optimize wildfire mitigation strategies, such as planning for prescribed burns, managing vegetation, and ensuring that fire suppression resources are available during periods of reduced rainfall. By understanding the seasonal variations in precipitation, Norman can enhance its preparedness and response efforts, particularly during high-risk periods.

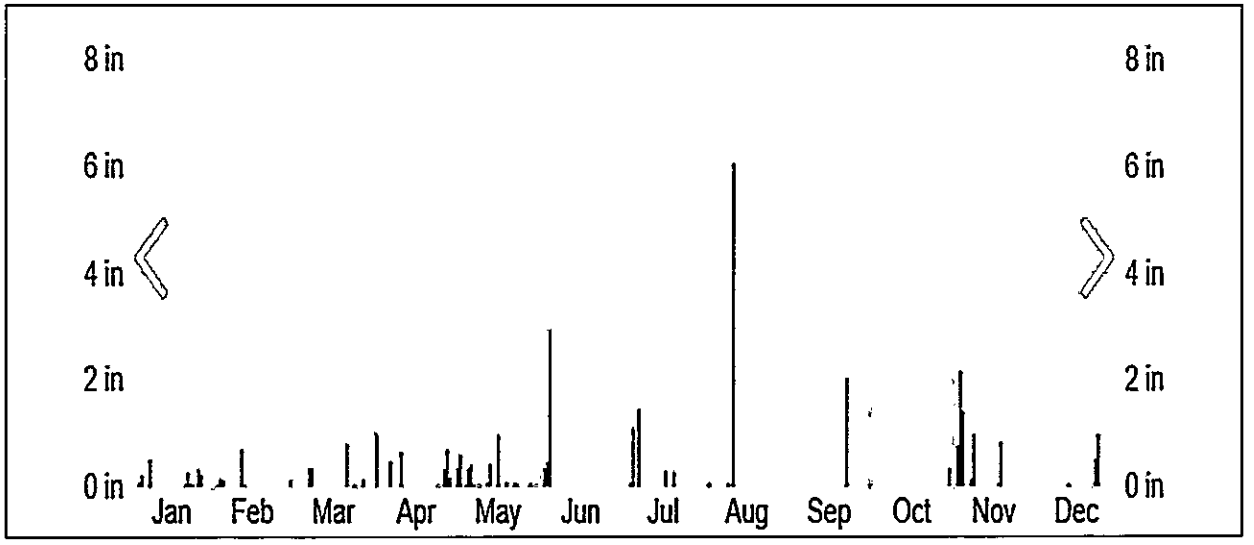


Figure 8: Average Rainfall for Norman, Oklahoma

4.1.3 Wind

Wind patterns play a crucial role in shaping wildfire behavior and risk in Norman. Known for its relatively flat terrain and exposure to the strong winds of the Great Plains, Norman is particularly susceptible to wind-driven wildfires, which can spread rapidly across the landscape, making it more challenging to control fire outbreaks. Average wind speeds for Norman are shown in **Figure 9.**

Throughout the year, Norman experiences significant wind activity, particularly during the spring and fall months. Average wind speeds in the city typically range between (ten) 10 to (fifteen) 15 miles per hour, but during certain conditions, wind gusts can exceed forty (40) to fifty (50) miles per hour, particularly when cold fronts pass through the region. These strong winds can quickly carry flames and embers from a wildfire over long distances, igniting new fires far beyond the initial blaze. In wildfire-prone areas, such as grasslands, forests, and rural properties, the combination of dry vegetation and strong winds creates an especially dangerous environment where fires can rapidly grow out of control.

Spring and early summer are typically the most hazardous seasons for wind-driven wildfires in Norman. During this time, the region experiences high wind speeds associated with seasonal weather shifts, especially when a warm, dry air mass clashes with cooler, moist air from storms. This phenomenon can lead to strong, gusty winds that increase the potential for wildfires to spread quickly. Additionally, the winds often come from shifting directions, making it harder to predict fire behavior and plan effective firefighting strategies.

Fall is another critical time for wind-driven fire risk, as winds tend to increase in frequency and strength as colder air moves into the region. Combined with the dry conditions common in late summer and early fall, these winds can cause wildfires to spread with little warning, threatening both rural and urban areas in the WUI. Wind-driven fires during this period can impact larger sections of the city, especially in areas with combustible vegetation or near transportation and utility corridors.

While the winter months generally see calmer winds, occasional cold fronts and windstorms can still influence fire behavior, particularly if a wildfire ignites during a dry period. However, winter wildfires are less frequent because of lower temperatures and higher moisture levels, though they are not impossible.

Given the impact of wind on fire spread, understanding and accounting for wind patterns is essential for wildfire mitigation and response planning in Norman. The city's CWPP must include strategies for managing fire risks in areas prone to strong winds, particularly by creating defensible spaces around properties, maintaining firebreaks, and enhancing fire detection and suppression capabilities. Wind forecasting and real-time monitoring during high-risk periods are also vital for effective emergency response. By addressing wind-related risks in the planning process, Norman can better protect its residents, infrastructure, and natural resources from the unpredictable and rapidly spreading nature of wind-driven wildfires.

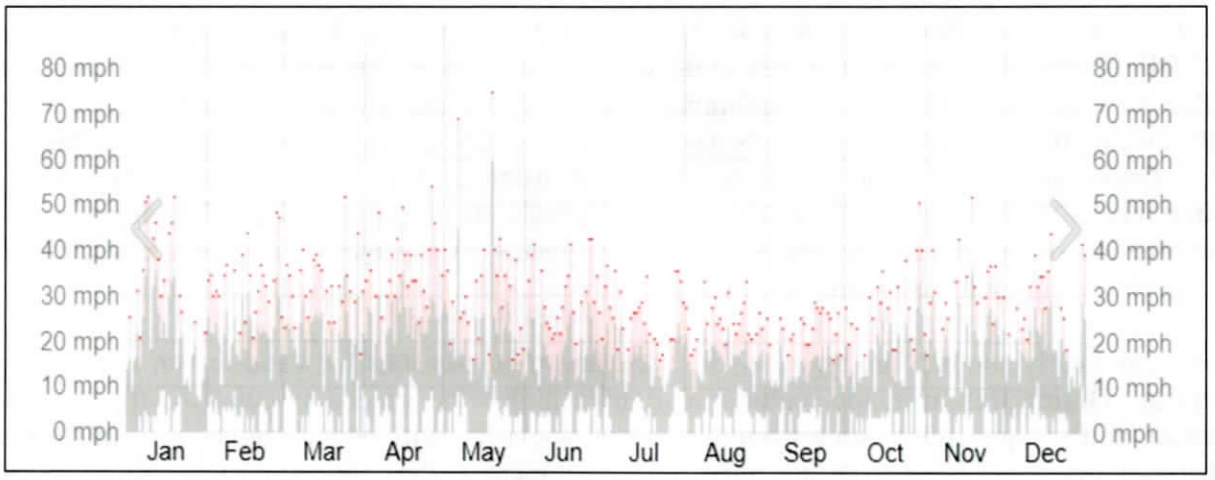


Figure 9: Average Wind Speed for Norman, Oklahoma

4.1.4 Drought

Drought conditions are a critical factor in the wildfire risk profile for Norman. As part of the broader climate variability in the region, droughts are not uncommon in central Oklahoma, and they significantly impact both wildfire behavior and fire prevention efforts. Drought leads to reduced soil moisture, dry vegetation, and elevated fire risks, all of which make wildfires more likely to ignite and spread, particularly in the summer and fall months.

Norman typically experiences periods of drought, with some years marked by more severe conditions than others. These drought periods are often exacerbated by high temperatures, lower-than-average precipitation, and strong winds, all of which combine to create an environment that is highly conducive to wildfire ignition and rapid spread. During these dry spells, grasses, shrubs, trees, and other vegetation become extremely parched and more susceptible to ignition, either from lightning strikes or human activity.

The impact of drought on wildfire risk is particularly significant during the summer and fall months, which are typically the driest periods of the year. Without adequate rainfall, vegetation remains parched, and moisture levels in the landscape decrease. This increases the chances that a small spark, such as from a discarded cigarette or an unattended campfire, could lead to a large, uncontrollable wildfire. Drought conditions also reduce the effectiveness of fire suppression efforts, as firefighters struggle with limited water supplies and dry conditions that make it harder to extinguish flames.

To mitigate the risks associated with drought and wildfires, Norman must incorporate strategies into the CWPP that focus on drought preparation, including the maintenance of defensible spaces, regular vegetation management, and public education on fire prevention during drought conditions. The CWPP should also emphasize collaboration between local fire departments, emergency services, and neighboring communities to ensure quick, coordinated responses during drought-driven wildfire events. Additional partners that the city can use are the National Oceanic and Atmospheric Administration, OU School of Meteorology, and the National Weather Center.

Additionally, addressing the potential for long-term droughts, exacerbated by climate change, will be essential in reducing the impacts of drought on wildfire frequency and intensity.

By understanding the relationship between drought and wildfire risk, Norman can better prepare for and respond to the dangers dry conditions pose, ensuring the safety of its residents, infrastructure, and natural landscapes.

4.2 Vegetation and Fuels Characteristics

In Norman, vegetation consists of a variety of forest types, grasslands, and shrublands, each with its own fire behavior characteristics. Using the 40 Scott and Burgan Fire Behavior Fuel Models (FBFM40), this assessment categorizes fuels based on type, density, and fire potential. Dominant fuel types in Norman include dense stands of trees, such as oak and pine, dry grasses, and mixed brush, each with different fuel loadings and potential flame lengths. A fuel hazard map was created to visualize the distribution of high-risk fuels, and detailed tables provide information on the acreage and percentage of coverage for each fuel type. This analysis is essential for identifying priority areas for fuel treatment and risk reduction efforts.

The fuel maps in **Figures 10 and 11** and corresponding **Tables 7 and 8** include two elements:

- Existing Vegetation
- Fire Behavior Fuel Model

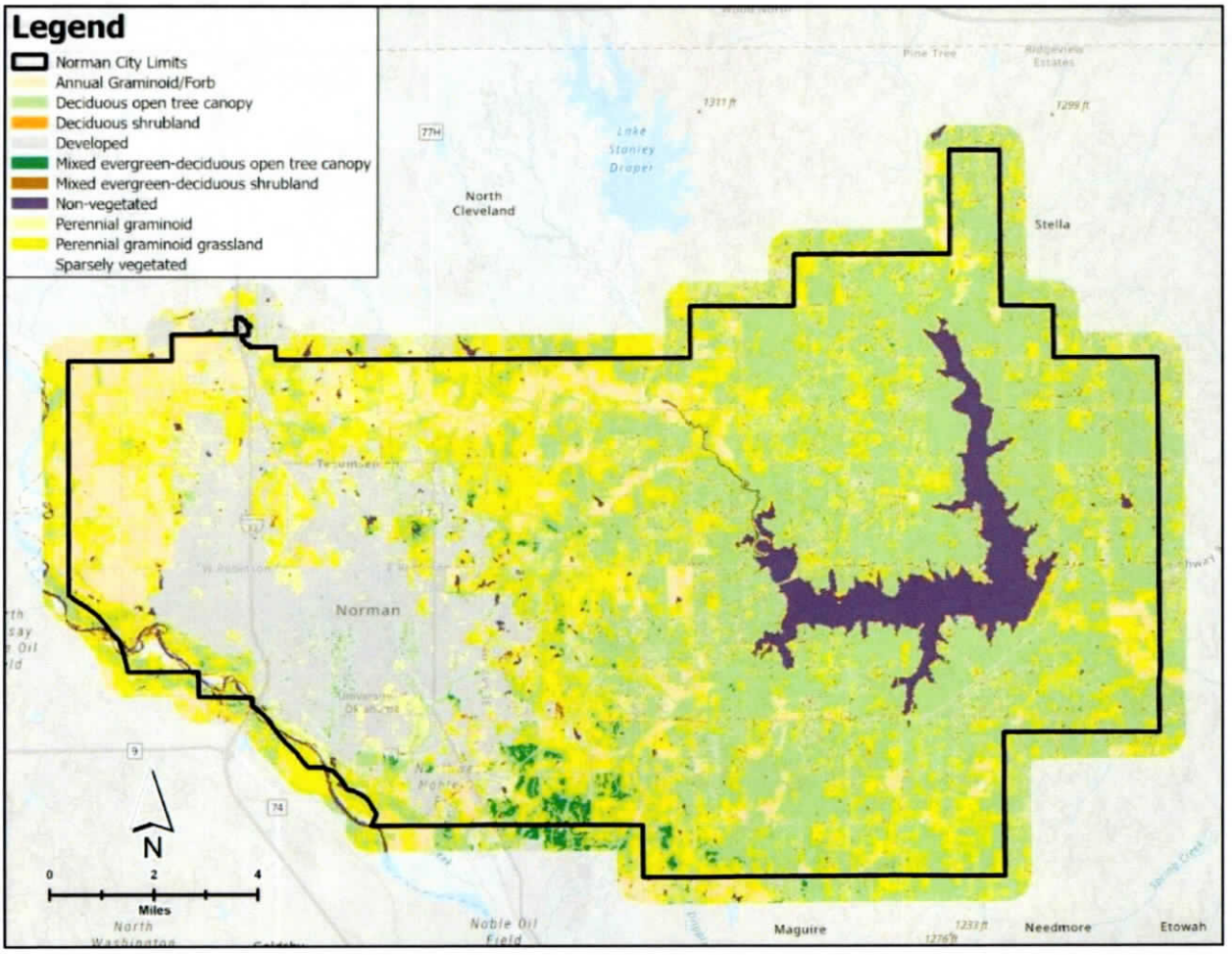


Figure 10: Existing Vegetation for Norman, Oklahoma

Table 7: Existing Vegetation Type with Acreage for Norman

Vegetation Type	Acres
Annual graminoid/forb	9,801
Deciduous open tree canopy	42,202
Deciduous shrubland	87
Developed	24,637
Mixed evergreen-deciduous open tree canopy	881
Mixed evergreen-deciduous shrubland	1,858
Non-vegetated	6,442
Perennial graminoid	4,681
Perennial graminoid grassland	30,436
Sparsely vegetated	249
TOTAL	**121,274**

The FBFM40 is used to represent distinct distributions of fuel loading found among surface fuel components, including both live and dead fuels, as well as different fuel types and size classes. The model accounts for variations in dead fuel moisture content and includes dynamic fuel models with herbaceous components, meaning that fuel loads shift between live and dead vegetation to simulate the curing process, rather than remaining static.

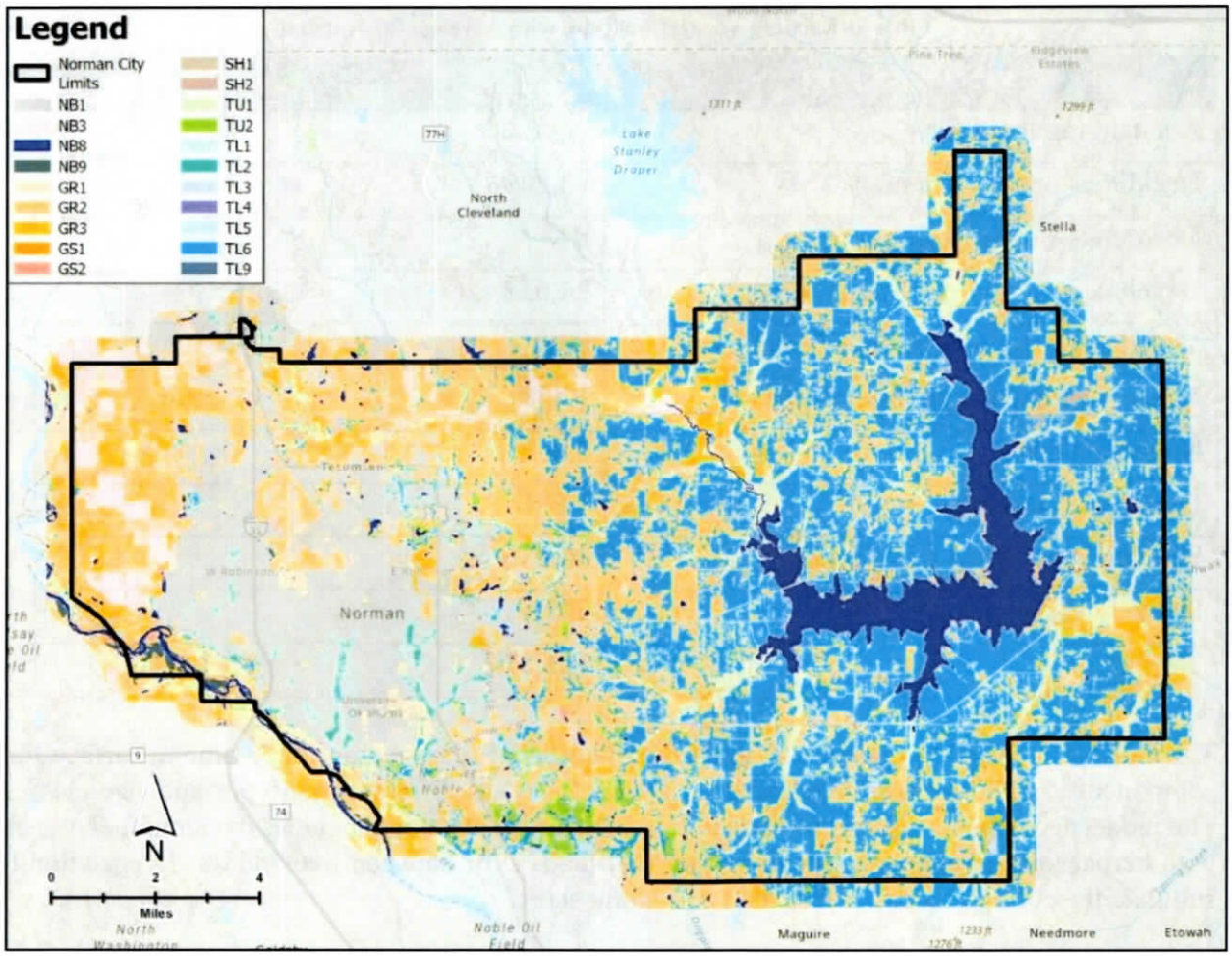


Figure 11: 40 Scott and Burgan Fire Behavior Fuel Model (FBFM40) for Norman, Oklahoma

Table 8: Surface fuels acreage and percentage of area covered in Norman

Surface Fuel	Description	Acres
Non-burnable Fuel Type Models (insufficient wildland fuel to carry a wildland fire under any condition)		
NB1	Urban or suburban development; insufficient wildland fuel to carry wildland fire. Includes roads.	24,920
NB3	Agricultural field, maintained in nonburn able condition.	3,313
NB8	Open water	6,449
NB9	Bare ground	250
Grass Fuels Type Models (nearly pure grass and/or forb type)		
GR1	The grass is short, patchy, and heavily grazed. Spread rate moderate; flame length low.	4,999
GR2	Moderately coarse continuous grass, average depth about 1 foot. Spread rate high; flame length moderate.	29,982
GR3	Very coarse grass, average depth about 2 feet. Spread rate high; flame length moderate.	6,279
Grass-Shrub Fuels Type Models (mixture of grass and shrub, up to 50 percent shrub coverage)		
GS1	Shrubs are about 1-foot high, with a low grass load. Spread rate moderate; flame length low.	130
GS2	Shrubs are 1 to 3 feet high, moderate grass load. Spread rate high; flame length moderate.	1,745
Shrub Fuel Type Models (Shrubs cover at least 50 percent of the site, grass sparse to nonexistent)		
SH1	Low shrub fuel load, fuelbed depth about 1 foot; some grass may be present. Spread rate very low; flame length very low.	59
SH2	Moderate fuel load (higher than SH01), depth about 1 foot, no grass fuel present. Spread rate low, flame length low.	4,297
Timber-Understory Fuel Type Models (Grass or shrubs mixed with litter from forest canopy)		
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	4,566
TU2		680
Timber Litter Fuel Type Models (dead and down woody fuel litter beneath a forest canopy)		
TL1	Light to moderate load, fuels 1 to 2 inches deep. The spread rate is very low; flame length very low.	17
TL2	Low load, compact. Spread rate is very low; flame length is very low.	1,116
TL3	Moderate load conifer litter. Spread rate is very low; flame length is low.	285
TL4	Moderate load, includes small diameter downed logs. Spread rate low, flame length low.	3

Surface Fuel	Description	Acres
TL5	High load conifer litter; light slash or mortality fuel. Spread rate low; flame length low.	138
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	32,041
TL9	Very high load broadleaf litter; heavy needle-drape in otherwise sparse shrub layer. Spread rate moderate; flame length moderate.	5

4.3 Wildfire History

Norman, like much of central Oklahoma, has experienced periodic wildfire events throughout its history. While wildfires are not as frequent as in some other parts of the country, they still pose significant risks, especially during dry, windy seasons when fire conditions are heightened. The combination of natural landscapes, such as grasslands, forests, and open spaces, alongside urban development and rural areas in proximity, creates a unique wildfire risk profile for Norman. **Figure 12** and corresponding **Table 10** offer more wildfire history.

Historically, wildfires in Norman have been primarily driven by dry conditions during the summer and fall months, which are common in the region. These fires have been exacerbated by Oklahoma's strong winds and fluctuating weather patterns, such as drought followed by dry lightning or human activity, such as discarded cigarette butts or improperly managed burns. One of the most notable wildfire events in recent history occurred in the summer of 2012, which was one of Oklahoma's driest years on record. The region faced severe drought conditions, and Norman saw several large wildfires, particularly in rural and wooded areas. These fires, fueled by dry vegetation, forced evacuations and resulted in property and crop losses, highlighting the need for better preparedness and coordination between local fire departments, residents, and landowners.

Another significant wildfire event took place in 2018 when fires broke out in several locations around Norman and Cleveland County during a particularly dry spring. Though smaller in scale than other fires in the state, these incidents still required substantial resources from the city's fire department, as well as mutual aid from nearby communities. Recently, in March of 2025, Oklahoma experienced a historic weather event where high winds and low humidity produced critical fire weather conditions. Across the state, many communities experienced devastating wildfires, including the City of Norman. The March wildfire event further demonstrated the need for additional personnel and resources to mitigate wildfires effectively, safely, and quickly. This event emphasized the importance of managing vegetation in the WUI and ensuring firebreaks and defensible spaces to protect homes and infrastructure.

In recent years, Normal wildfire frequency and intensity have been increasing, a trend that mirrors broader changes in Oklahoma's climate and growing urbanization. Hotter summers, drought periods, and expanding development near forests, grasslands, and agricultural lands have raised overall wildfire risk in the area. As Norman continues to grow, particularly in suburban areas bordering natural landscapes, wildfire mitigation efforts will become even more critical.

While Norman is not as prone to large-scale wildfires as some regions in the western U.S., the history of fire events in the city has underscored the need for proactive wildfire management. These events have shaped the city's approach to fire prevention, land management, and emergency preparedness. Moving forward, Norman is committed to developing strategies that reduce wildfire risk to ensure the safety of its residents, businesses, and natural resources from future fire threats.

According to statistics from the Oklahoma State Fire Marshal Office, Norman Fire responded to 3,800 fire calls from 2019 to 2023. Of those calls, the following breakdown is shown in **Table 9**: For more comprehensive and accurate information regarding wildfire incidents during this period, data provided directly by Norman Fire should be referenced.

Table 9: Fire Incident Types Norman, Oklahoma

Number of Incidents	Percentage	Incident Type
3,497	55.4%	Outside Fires
1,664	26.3%	Structure Fires
944	14.9%	Mobile Property/Vehicle Fires
211	3.3%	Other

Table 10: Large Fire History Norman, Oklahoma, Area

Fire Name	Acres Burned	Year Occurred
Unknown USGS	3,324	1991
Unknown	1,688	2006
Moore	1,693	2006
Choctaw	2,228	2009
Noble	7,036	2012
Brinkley	35	2016
Walker Road	146	2016
Norman	140	2017
Brinkley Road	175	2017
OKC Complex	897	2017
HWY 62	400	2020
Cowboy Day	614	2021
Midstream	45	2024
Timberline	98	2025
Post Oak	204	2025
East Thunderbird	380	2025
East Thunderbird	390	2025
East Thunderbird – Station 2	583	2025
East Thunderbird - Lema	605	2025

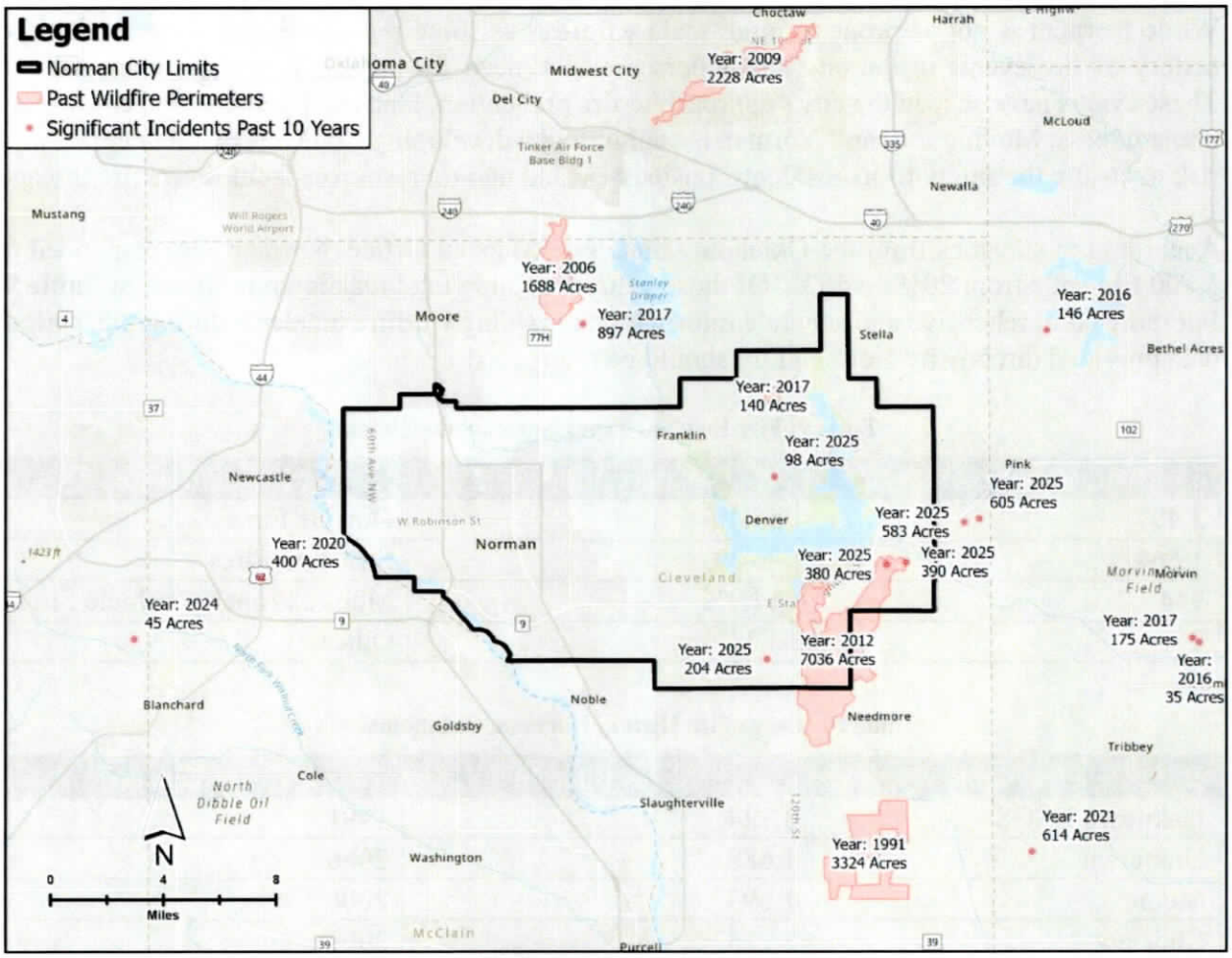


Figure 12: Large Wildfires for Norman, Oklahoma

4.4 Summary

As human development continues to expand into forested and rural areas, the risk of WUI fires in Norman increases. The city's diverse geography, varying land ownership patterns, and a mix of urban and rural communities further complicate efforts to reduce wildfire risk. While there are multiple programs and entities dedicated to wildfire risk response, reduction, and education, the ability to integrate resources and information effectively is often limited. The risk assessment and action plan of the Norman CWPP aim to create opportunities for improved collaboration, enhanced wildfire mitigation efforts, and a reduction in the overall risk of wildfire across the city.

Section 5: Risk Assessment

5.1 Introduction

A key element of the City of Norman (Norman) CWPP is the Wildfire Risk Assessment, which evaluates the potential loss of life, property, and essential infrastructure in the event of a fire. This assessment provides a localized understanding of wildfire hazards and identifies neighborhoods, corridors, and community assets throughout Norman that are at higher risk. It is designed to support local planning efforts and decision-making and should be used in conjunction with regional and statewide assessments to inform comprehensive wildfire mitigation strategies.

The data gathered through this risk assessment is intended to assist emergency managers, firefighting professionals, and land use planners in prioritizing areas of concern for more in-depth analysis and proactive mitigation efforts. The 2025 update incorporates the most current fire risk data, geospatial modeling, and input from local stakeholders, ensuring that Norman's wildfire risk strategies reflect the latest available information.

Purpose: The purpose of the 2025 Wildfire Risk Assessment is to establish a data-driven foundation for understanding and addressing wildfire hazards in Norman, Oklahoma. This includes the following actions:

- Incorporating the most current wildfire risk data into the CWPP to assess wildfire exposure and vulnerability across the community.
- Developing community-wide maps and geospatial datasets that highlight overall wildfire risk and key WUI zones.
- Identifying areas of elevated risk for targeted mitigation planning, defensible space creation, and fuels treatments.
- Supporting public education efforts and future neighborhood-level risk assessments.
- Guiding strategic investments and resource allocation in alignment with the CWPP Action Plan.

The risk assessment will serve as a tool to inform decision-making related to fuel reduction, defensible space implementation, public education, and emergency planning. It is intended to be a dynamic resource, updated regularly as new data and community input are gathered, and plays a central role in prioritizing mitigation strategies outlined in the CWPP Action Plan.

5.2 Areas of Concern

For this CWPP, the specific greenspace and greenspace interface targets with Fuel Models TL2 (timber litter with light load) and TL6 (timber litter with moderate load), as well as TU1 (timber understory with light surface fuels) are displayed in the maps (**Figures 13 to 20**) and **Table 11**:

Canadian River

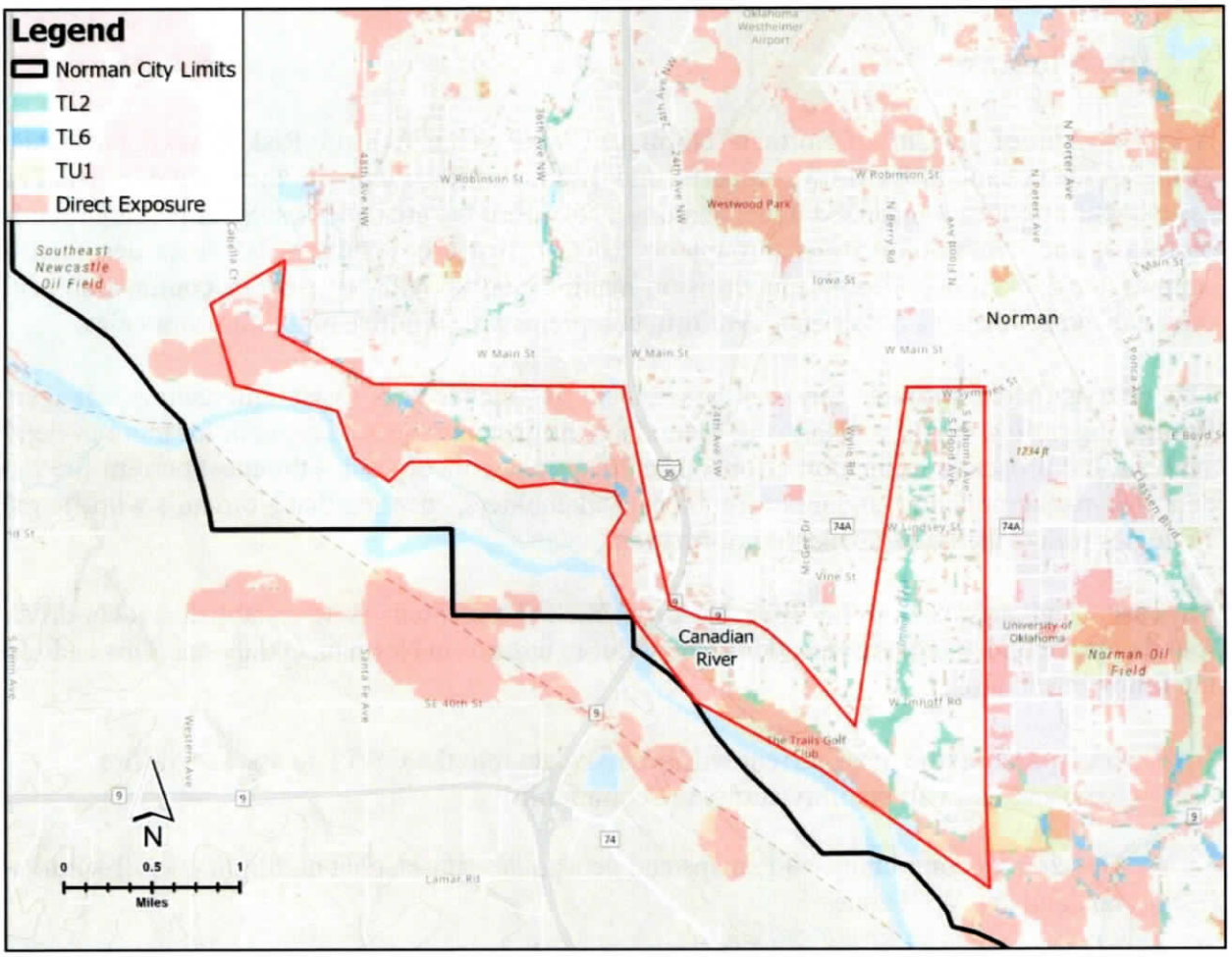


Figure 13: Canadian River Topography

Hall Park

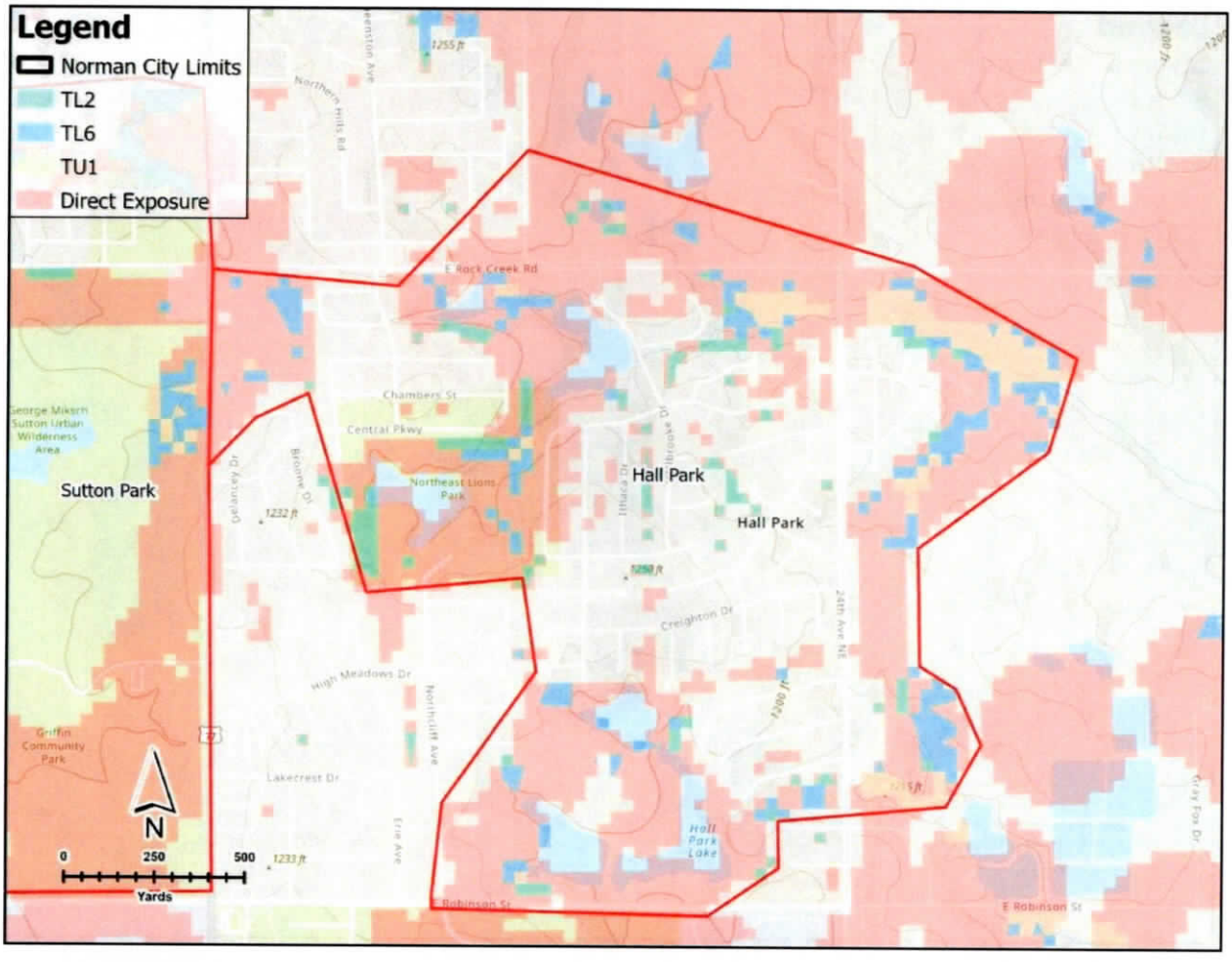


Figure 14: Hall Park Topography

Royal Oaks Park

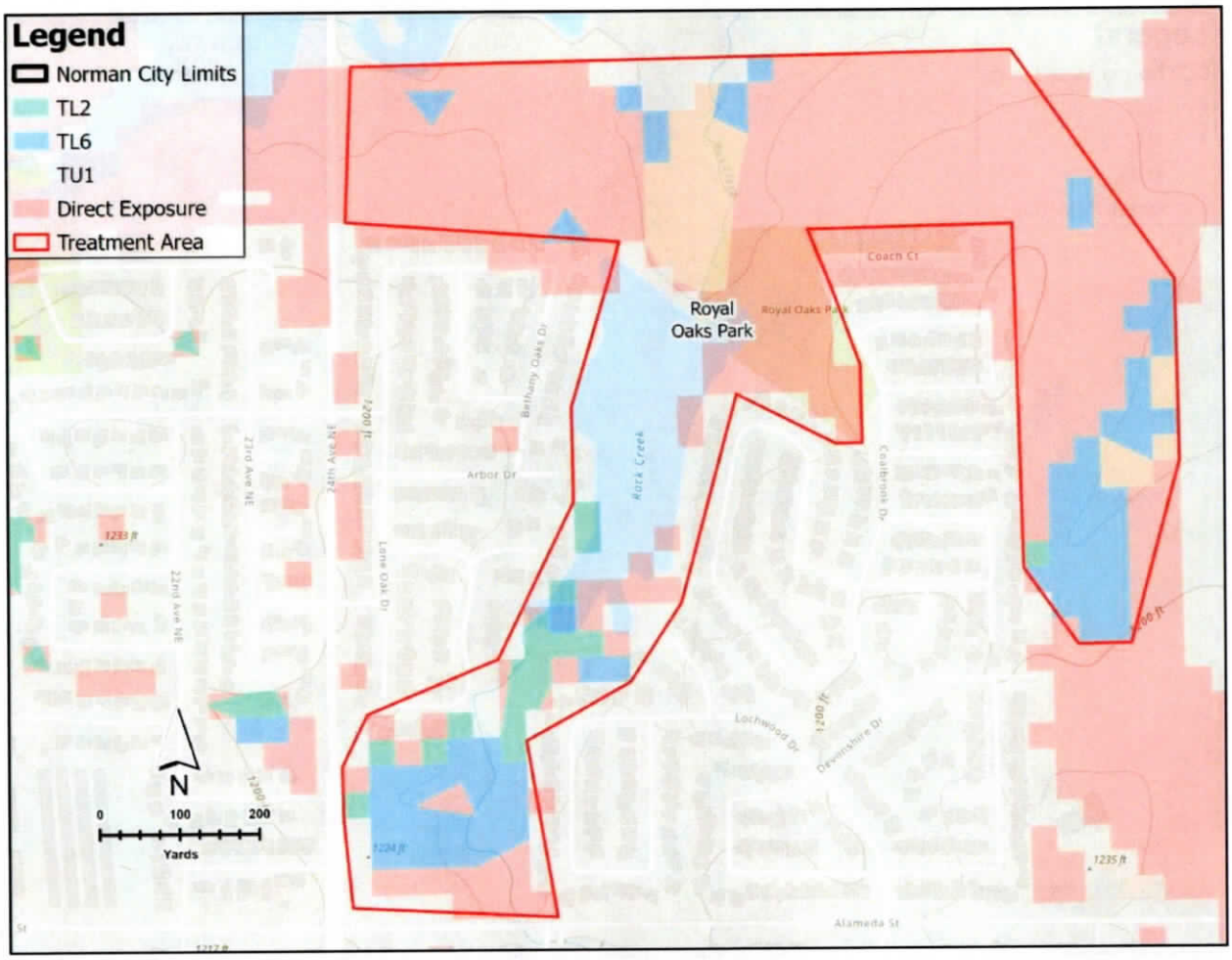


Figure 15: Royal Oaks Park Topography

Little River

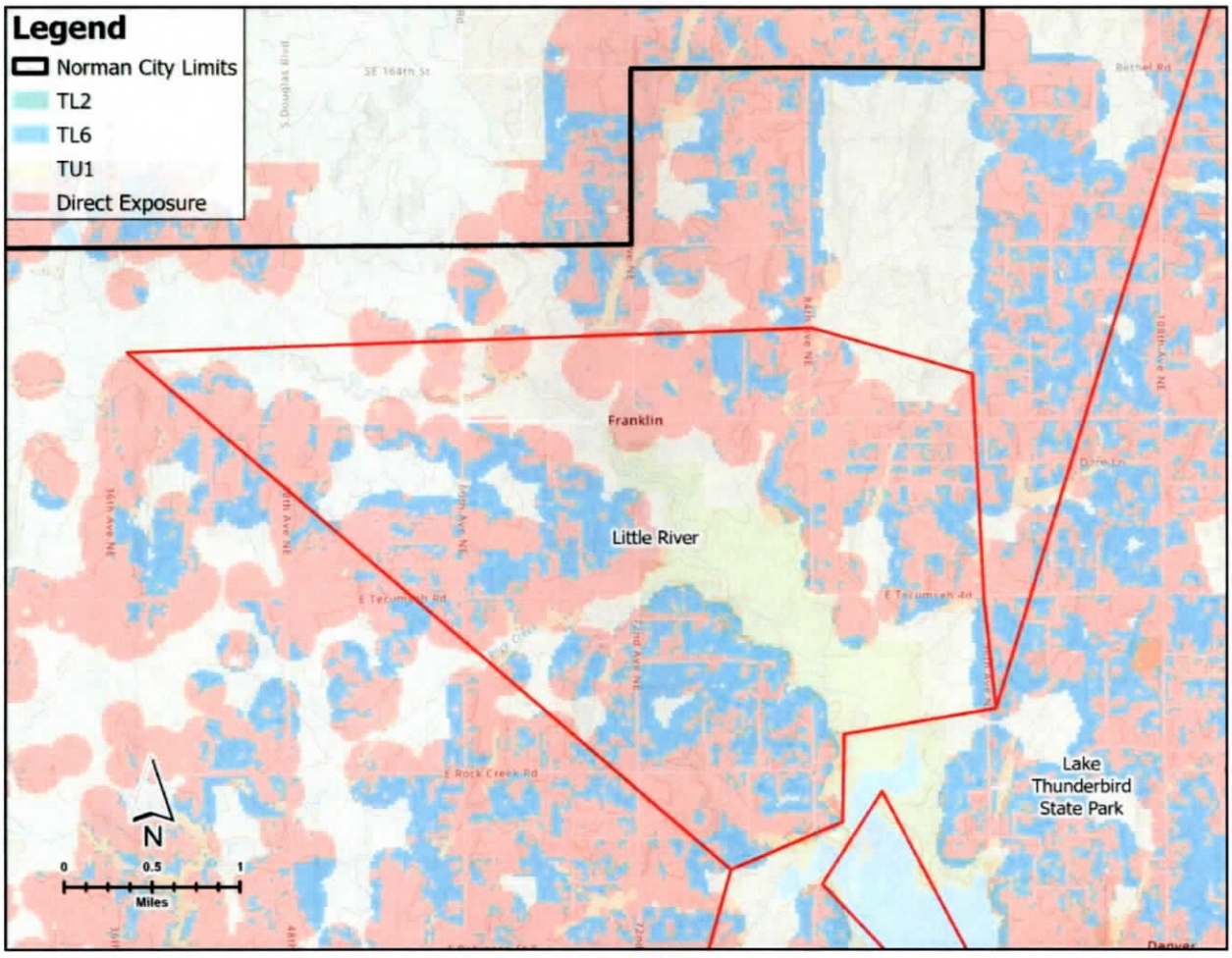


Figure 16: Little River Topography

Thunderbird State Park

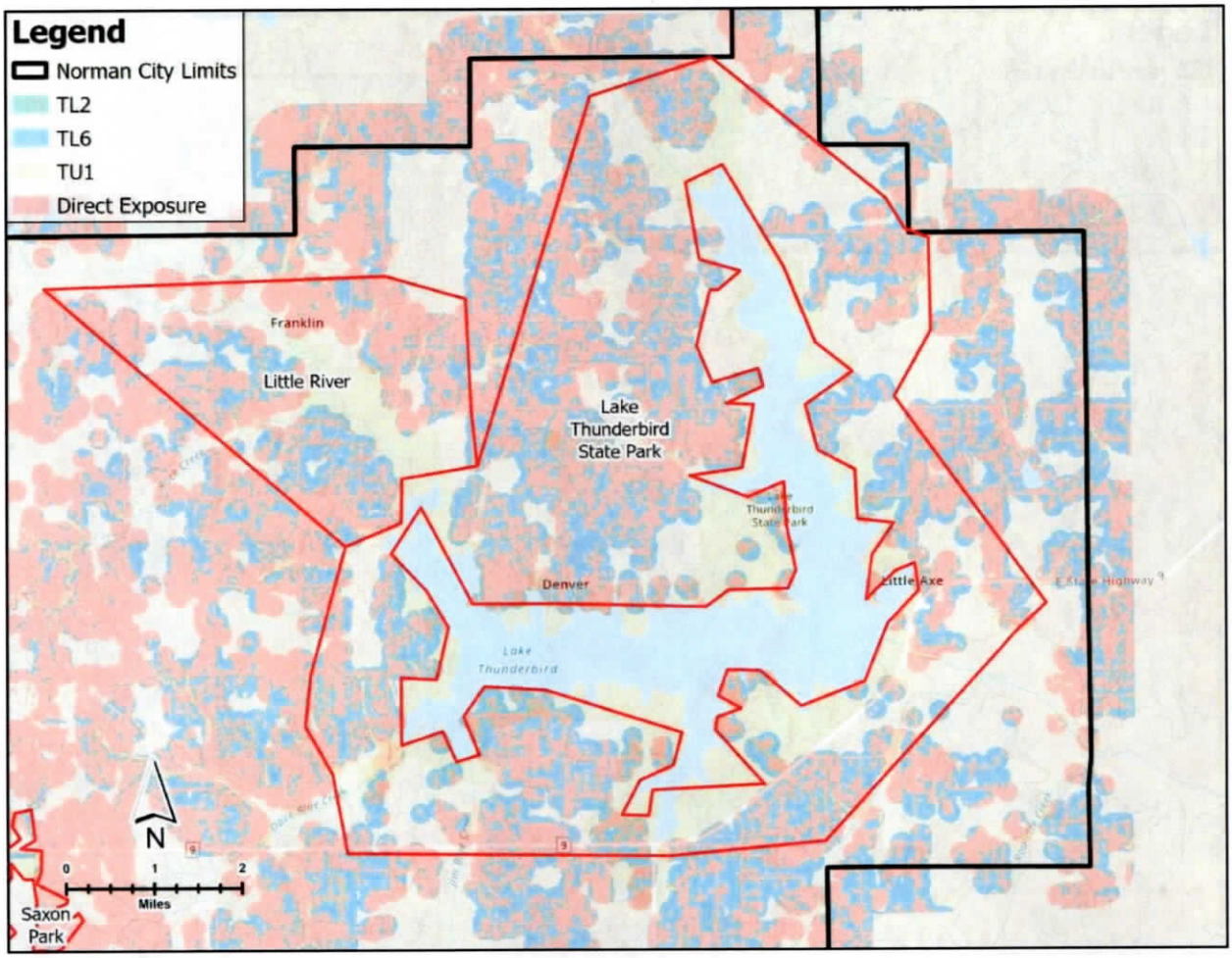


Figure 17: Thunderbird State Park Topography

Saxon Park

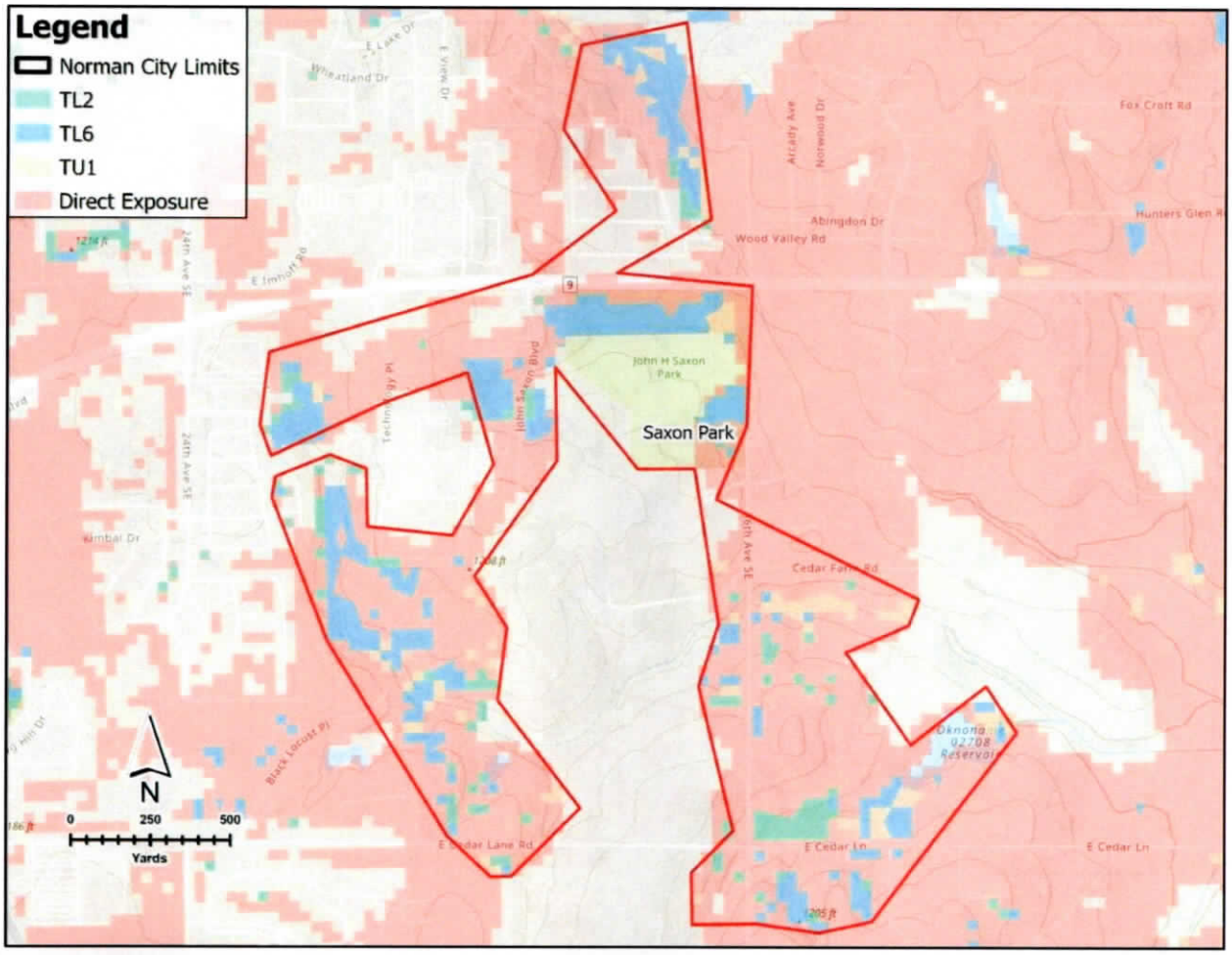


Figure 18: Saxon Park Topography

Sutton Wilderness

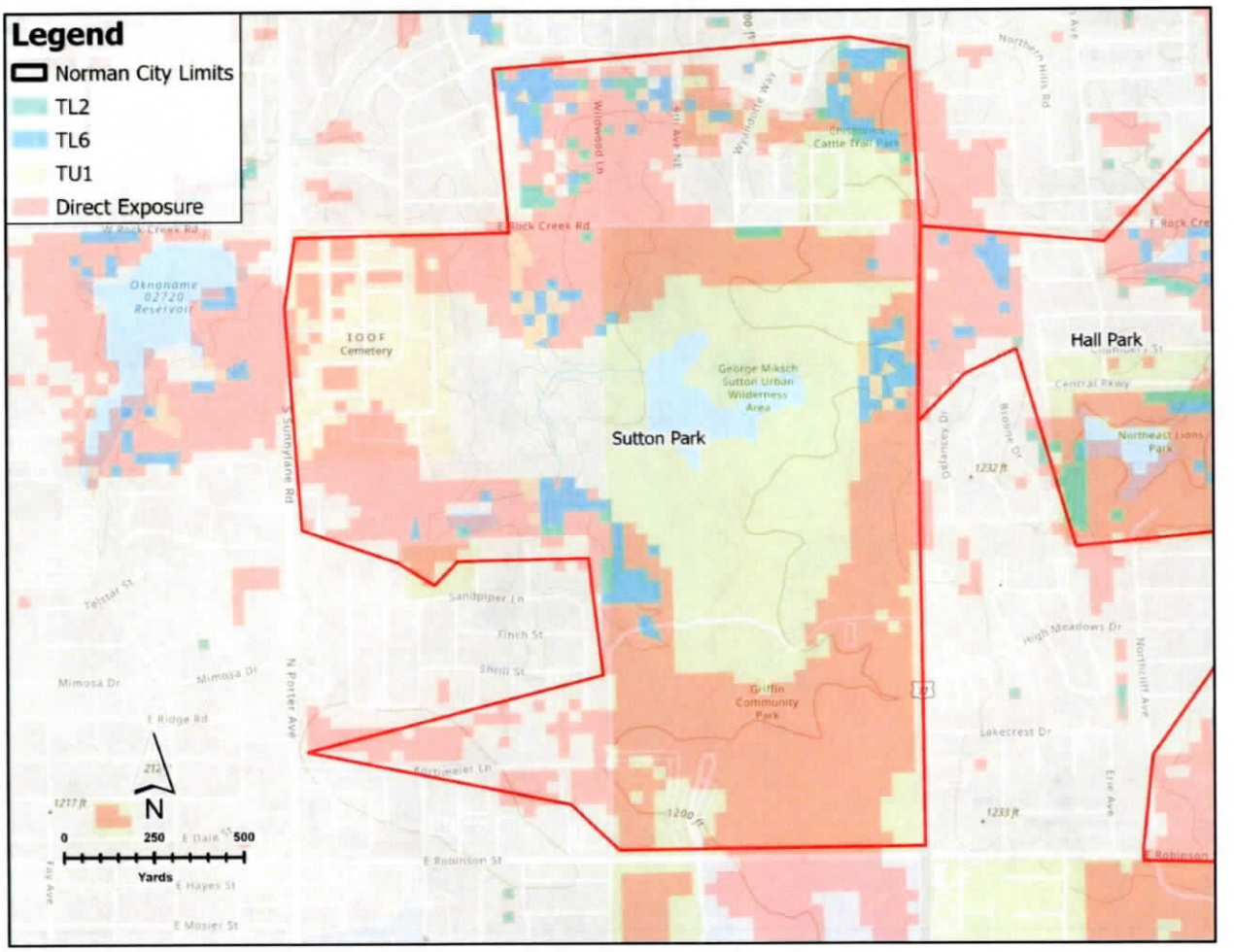


Figure 19: Sutton Wilderness Topography

Ruby Grant Park

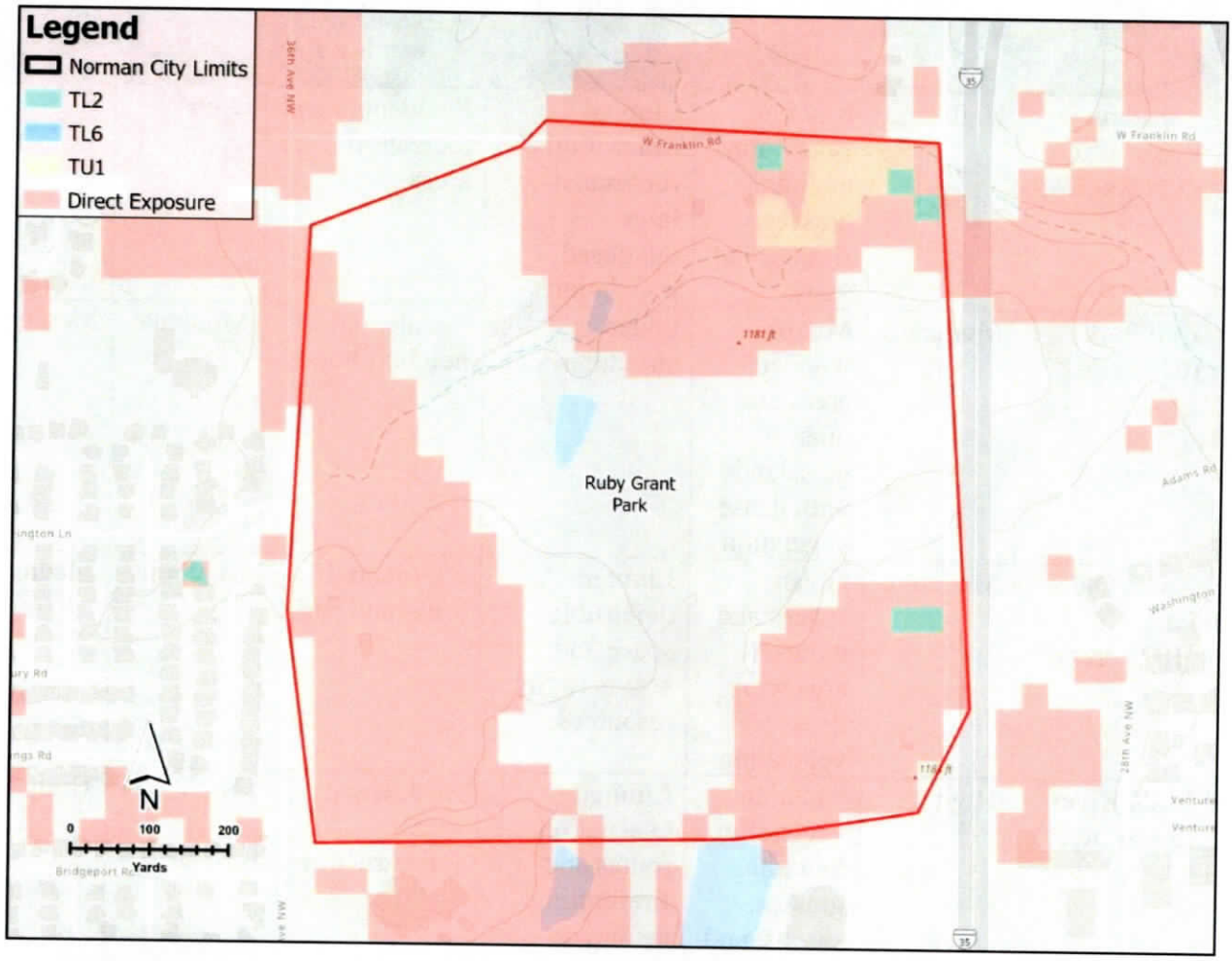


Figure 20: Ruby Grant Park Topography

Table 11: Wildfire Risk Assessment Table - Norman, Oklahoma

Area/Asset	Wildfire Hazard Level	Exposure Potential	Community Vulnerability	Critical Infrastructure at Risk	Overall Risk Rating	Mitigation Priority
Canadian River (2,269 acres)	High	Riparian vegetation, including grasses, shrubs, and trees.	Limited evacuation routes and large unhoused populations	Residential and recreation areas	High	High
Hall Park (617 acres)	Moderate	Mix of wooded areas and open grasslands with dense vegetation	Older structures	Residential neighborhoods	Moderate	Medium
Royal Oaks Park (102 acres)	Moderate	Green spaces and wooded area with dense vegetation	Limited defensible space and access to fire resources.	Residential areas and parks	Moderate	Medium
Little River (5,601 acres)	High	Riparian vegetation, including grasses, shrubs, and trees.	Limited evacuation routes and firefighting resources.	Residential areas, infrastructure	High	High
Thunderbird State Park (23,204 acres)	High	Woodland, grasslands, and dense brush	Limited evacuation routes	Recreational infrastructure and residential areas	High	High
Saxon Park (477 acres)	High	Adjacent to wooded areas and open grasslands	Limited access points and proximity to residential areas	Nearby homes and limited access roads	High	High
Sutton Wilderness (627 acres)	Moderate	Extensive natural grasslands	Limited access	Nearby homes and access challenges	Moderate	Medium
Ruby Grant Park (148 acres)	Moderate	Large park with mixed vegetation and open spaces	Increasing exposure during peak times	Playground, sports fields, trails, and homes	Moderate	Medium

Wildfire Risk Assessment Column Definitions are below:

- **Wildfire Hazard Level:** Based on fuel type, slope, and historical fire behavior.
- **Exposure Potential:** Likelihood of flame contact, embers, smoke, or radiant heat.
- **Community Vulnerability:** Based on population density, evacuation capacity, structural vulnerability, etc.
- **Critical Infrastructure at Risk:** Key public or private infrastructure that may be affected.
- **Overall Risk Rating:** A qualitative summary of the previous three columns.
- **Mitigation Priority:** Strategic level of urgency for action planning.

5.2.1 Fire Hazards in Unhoused Encampments

The unhoused population includes many who live with mental illness, drug addiction, and other problems. At unhoused shelters where some are housed, attention to fire prevention may take a back seat to other concerns, such as adding capacity. More troubling are fire hazards at makeshift housing sites and unhoused camps throughout Norman.

Fire calls to unhoused encampments include many of the same types of emergencies as other calls. According to the Norman Fire Department, unhoused individuals often use open fires for cooking or warmth, which cause brush fires or abandoned building fires. Also, inside the makeshift tents in unhoused encampments, residents may use or store propane, butane, car batteries, ammunition, or other hazards.

In January 2024, a recorded two hundred forty (240) citizens were experiencing being unhoused in Norman, Oklahoma, with ninety-one (91) of them unsheltered, according to the Cleveland County unhoused population headcount. The number of people experiencing being unhoused in Norman has increased since 2015. According to the local Point in Time Count, conducted by the Cleveland County Continuum of Care earlier this year, one hundred twenty-five (125) of those people are utilizing emergency shelters, fourteen (14) are sheltered in transitional housing and seventy-four (74) are considered unsheltered. The median number of citizens in the past fifteen (15) years has been two hundred sixty-six (266) people and the average is three hundred twenty-two (322) people. The city has considered alternative locations to shelter the unhoused, but these have been met with opposition. The city does not have a 24/7 permanent shelter.

Responding to fires at unhoused encampments requires additional training and awareness for firefighters, especially in issues involving mental health, addiction, de-escalation tactics, and crisis resolution. More personnel are often needed on a call. For example, additional staff may be needed to keep watch on apparatus because of the potential for vandalism or theft.

Unhoused encampments, often located in ravines, rivers, creek beds, and other wildfire-prone areas, create a dangerous wildfire hazard. Open flames used for cooking and warmth, combined with flammable debris and a lack of fire prevention measures, make these encampments a serious threat—not only to the community but also to those living within them.

Unhoused encampments are particularly prone to wildfire for several reasons:

- Improvised Living Conditions: Many encampments are set up using flammable materials such as tents, tarps, and cardboard, which can easily catch fire.
- Cooking and Heating Methods: Individuals in encampments often use makeshift cooking devices, open flames, or portable stoves, which can lead to accidental fires, especially in close quarters.
- Electrical Hazards: Some encampments may have makeshift electrical setups, using extension cords or other unsafe wiring, which can pose fire risks.
- Lack of Fire Safety Infrastructure: Encampments lack access to fire safety resources, such as fire extinguishers, and access to emergency services may be limited.
- Proximity to Flammable Materials: Encampments are often located near brush, debris, or other flammable materials that can easily ignite and spread fire.
- Substance Use: The presence of drugs and alcohol can impair judgment and increase the likelihood of accidents that lead to fires.
- Refuse: Combustible materials are present, but trash collection services and flush toilets are not.

These factors create an environment where fires can start easily and spread rapidly, posing significant risks to those living in encampments and nearby communities and requiring unique wildfire prevention messaging.

5.3 Summary of Key Findings

5.3.1 Maintenance

The Norman CWPP and its components, especially the risk assessment, require long-term maintenance to continue to effectively support Norman. Institutionalizing this long-term process and assigning maintenance responsibilities to oversee long-term maintenance can help ensure that the plan continues to be a functional document. This document is intended to be a living document that connects community members through fire risk education and catalyzes action for fuel reduction projects to decrease overall loss from wildland fire. Fire responders should revisit the CWPP at least annually for operational familiarity. The steering committee should review the document every five (5) years by to address landscape changes, goals, and associated outcomes.

5.3.2 Risk Assessment

While Norman has a predominantly moderate risk throughout much of the area within the city limits, high-risk areas do exist within the city's response area. These high-risk areas could result in catastrophic wildfire occurrences and should be addressed with mitigation efforts. The risk assessment can be shared with local communities and used as a decision-making tool to help prioritize fuels reduction projects. However, to ensure long-term viability, the risk assessment should be updated and enhanced with more precise data from the local community level.

5.3.3 Community Planning

Because of Norman's scale, the countywide risk assessment could not assess the structural ignitability of every structure located in the WUI. Local planning efforts in small communities and neighborhoods should collect more refined, site-specific data required to address the structural ignitability component of the risk assessment. Local community planning efforts are vital because as site-specific data is gathered at the micro level, it can be fed back into the countywide risk assessment. The incorporation of this refined local data into the countywide assessment will help to provide a better picture of overall risk in Norman.

5.3.4 Collaboration

The risk assessment draws on many data sources. As a result, it will be important to maintain collaborative approaches to identifying, acquiring, and utilizing data layers among data users and providers. Because of the importance that local refined data plays in community planning efforts, collaboration among the county and local communities will also be important.

Section 6: Mitigation Measures and Strategies

As wildfire threats continue to evolve and urban development expands into natural landscapes, the Norman CWPP offers a comprehensive set of mitigation strategies aimed at reducing wildfire risks to people, property, infrastructure, and ecosystems. These strategies address both broad, landscape-level challenges and specific vulnerabilities identified through community input, field assessments, and recent fire science research.

This section builds upon the CWPP's foundational Wildfire Risk Assessment and incorporates local priorities identified through on-the-ground evaluations and feedback from local experts and stakeholders. Together, these strategies reflect the best practices in wildfire mitigation, covering areas such as fuel management, defensible space, building resilience, infrastructure protection, and emergency planning.

6.1 Introduction to Areas of Concern

The Norman CWPP identifies key Areas of Concern—neighborhoods, corridors, and assets—that are particularly vulnerable to wildfire impacts. These areas meet one or more of the following criteria:

- Located within WUI zones.
- Contain critical infrastructure or high-value community assets.
- Face unique wildfire vulnerabilities, such as limited ingress/egress, steep slopes, or ecological sensitivity.

A Wildfire Risk Summary was developed using both qualitative and spatial analysis based on wildfire exposure potential, built-environment vulnerabilities, and topographic challenges. These include ignition-prone materials, dense housing configurations, and single-access neighborhoods. **Table 12** below explains the Norman CWPP Areas of Concern.

The Recommended Actions in this section are based on CWPP best practices and informed by current research on suburban wildfire spread and home-to-home ignition risks. Mitigation measures address both system-wide vulnerabilities and location-specific issues. These actions include the following:

- Fuel reduction and defensible space creation.
- Parcel-level ignition resistance retrofits.
- Improved access for emergency response.
- Protection of critical infrastructure (e.g., utility lines, hospitals, communication corridors).

- Regulatory updates, incentives, and community outreach.

These strategies aim to reduce risks, protect vulnerable areas, and enhance the community's overall wildfire resilience.

Table 12: Norman CWPP Areas of Concern

Area Name	Description	Risk Summary	Vulnerabilities	Recommended Mitigation Actions
Canadian River	A 2,269-acre area runs through rural and urbanized areas, with riparian vegetation and grasslands	High	Limited access for emergency response Nearby residential areas with vulnerable populations	Fuel reduction along riverbanks. Creation of firebreaks and defensible space Improve access routes for emergency response. Public education on evacuation plans
Hall Park	A 617-acre public park with a mix of wooded areas and open grasslands, surrounded by residential neighborhoods	Moderate	Dense vegetation within the park and residential areas with limited defensible space	Fuel reduction and defensible space around the park. Improved firebreaks and access routes for firefighters Community outreach and education on wildfire risks

Area Name	Description	Risk Summary	Vulnerabilities	Recommended Mitigation Actions
Royal Oaks Park	A 102-acre park area with wooded and grassy sections, located near residential developments	Moderate	Dense vegetation in the park and limited access for fire suppression teams	Increase defensible space for nearby homes. Fuel reduction within the park. Improve evacuation routes for residents. Fire-resistant building materials for nearby homes.
Little River	A 5,601-acre natural corridor with riparian zones, rural communities	Moderate	Dense brush and forested areas along the river, limited evacuation routes, and rural areas with agricultural activity and livestock at risk	Fuel management and defensible space for rural properties. Community engagement on fire prevention. Improve road access and create firebreaks in critical areas.
Thunderbird State Park	A 23,204-acre recreational area with dense forests, grasslands, and a large lake	High	Dense vegetation in the park and proximity to residential areas with limited evacuation routes	Develop fire management plans for the park. Increase defensible space for surrounding homes. Community education and awareness campaigns. Emergency evacuation drills for visitors.

Area Name	Description	Risk Summary	Vulnerabilities	Recommended Mitigation Actions
Saxon Park	A 477-acre park with wooded areas and grasslands, surrounded by residential areas	High	Proximity to homes, limited access, and high fuel loads in surrounding areas	Focus on invasive species removal, enhance firebreaks, and establish community fire safety programs.
Sutton Wilderness	A 627-acre park with grasslands and red cedar encroachment, located near homes	Moderate	Residential proximity and limited evacuation routes	Conduct prescribed burns, reduce invasive species, and improve community fire preparedness.
Ruby Grand Park	A 148-acre developed park with sports fields, trails, and open spaces	Moderate	Lack of defensible space around park infrastructure	Clear vegetation around high-risk areas, install fire barriers, and educate the public on fire safety.

6.2 Land Development and Building Code Improvements

To enhance wildfire resilience in Norman, the city can implement several land development and building improvements. Key measures include adopting fire-resistant building materials such as non-combustible siding, ember-resistant vents, and fire-resistant roofing, particularly in WUI zones. Additionally, regulations for defensible space around new buildings, requiring a 30-foot buffer of managed vegetation, will help slow or stop fire spread. Road design improvements for better emergency access and multiple evacuation routes, along with wildfire risk assessments incorporated into zoning regulations, will further protect communities. Mandating fire protection systems in new developments, such as sprinklers and fire-resistant materials, and increasing building setbacks from high-risk areas will improve overall resilience. Lastly, community fire safety education and incentive programs for property owners can encourage widespread adoption of fire-resistant practices. These combined efforts will reduce wildfire risk and protect Norman's residents and infrastructure.

6.3 Education and Community Empowerment

Although fire prevention education programs exist, very few landowners may be aware of this information.

The three goals of education and awareness for this planning effort are as follows:

- Instill a sense of personal responsibility for taking preventative actions regarding wildland fire on one's property.

- Increase public understanding of living in a fire-adapted ecosystem.
- Increase the community's ability to prepare for, respond to, and recover from wildland fires.

6.3.1 Firewise USA

The Firewise USA program, developed by the National Fire Protection Association (NFPA), empowers residents to take preventative action by creating defensible space around structures, managing vegetation, and using fire-resistant construction materials. Key practices include maintaining a minimum 100-foot buffer of defensible space around homes, trimming overhanging limbs, eliminating ladder fuels, and reducing leaf litter and debris. Homeowners are encouraged to utilize fire-resistant roofing and siding materials, keep gutters clear, and ensure that address signage is visible for emergency responders. Just as crucial is the need for community collaboration that enhances preparedness through shared resources, education, and neighborhood action.

6.3.2 Southern Wildfire Risk Assessment Portal (SouthWRAP)

The Southern Wildfire Risk Assessment Portal (SouthWRAP) is a web-based planning and risk analysis tool developed by the Southern Group of State Foresters. This tool provides critical wildfire risk data and interactive mapping capabilities for the southern United States, including Oklahoma.

The Wildfire Risk Explorer is an interactive map that displays detailed data layers related to wildfire risk, fuel types, topography, and historical fire activity. This tool enables city planners, emergency managers, and residents to visualize wildfire hazard potential across Norman and identify the most vulnerable areas. The platform also highlights Community Protection Zones that are strategically important areas near population centers where fuels management and mitigation efforts can have the greatest impact. This feature is especially useful for Norman's expanding WUI, where residential development intersects with natural vegetation.

The Values at Risk layer identifies critical resources such as homes, infrastructure, and environmentally sensitive areas that may be threatened by wildfire. By pinpointing what is at stake, this feature helps prioritize mitigation projects and supports effective communication with stakeholders and the public. Another essential tool within the portal is the Wildfire Hazard Potential map, which assesses the likelihood and intensity of fire behavior based on factors such as vegetation, slope, and historical ignition patterns. This information is particularly valuable for long-term planning efforts, such as zoning, land-use decisions, and fire-resilient development.

The Treatment Opportunities layer identifies areas where fuel reduction or other mitigation activities would be most effective in lowering wildfire risk. These treatment zones can be integrated into Norman's overall mitigation strategy, helping to guide resource allocation and support applications for funding or interagency collaboration. Users can also generate customized reports summarizing wildfire risk, values at risk, and recommended treatments for specific

properties or areas. These reports are ideal for use in planning, grant writing, and public outreach efforts tied to the CWPP.

SouthWRAP offers multiple viewer modes designed to accommodate different user needs, ranging from casual exploration to detailed wildfire risk analysis. The platform's Basic Viewer is designed for general users, such as homeowners and community members, who want a straightforward way to explore wildfire risk data in their area. It offers simplified navigation, quick access to key layers such as wildfire hazard potential and values at risk, and an intuitive interface suitable for non-technical users. This mode is ideal for raising public awareness and promoting community engagement.

The Professional Viewer provides access to a broader range of data layers and tools tailored for emergency managers, fire professionals, land use planners, and other decision-makers. This mode includes detailed modeling outputs, fuel treatment opportunities, historical fire occurrence data, and custom reporting tools. Users can conduct risk assessments at various geographic scales, generate project-specific maps, and integrate multiple data sources to support planning and mitigation strategies.

The Custom Reporting Tool functions across viewer modes but is particularly powerful in Professional Viewer. This tool allows users to generate site-specific reports summarizing wildfire risk levels, priority treatment areas, and vulnerable assets. These reports can be saved, printed, or shared, and they are especially useful for inclusion in grant applications, CWPP updates, or outreach materials.

6.3.3 Prescribed Fire Program

Norman recognizes prescribed fire as a critical land management tool for reducing hazardous fuels, enhancing ecosystem health, and mitigating catastrophic wildfire risk. As part of the CWPP, Norman is considering a structured Prescribed Fire Program in collaboration with local landowners, OFS, OU, and the Norman fire departments. The program's primary goals would be to reduce the buildup of hazardous vegetative fuels in high-risk WUI areas, restore and maintain native prairie and cross-timbers ecosystems, and promote public safety through the controlled and responsible use of fire.

The program will begin with the identification and mapping of priority burn areas based on fuel loads, fire history, ecological needs, and their proximity to developed areas. Each prescribed burn will be guided by a detailed burn plan that aligns with National Wildfire Coordinating Group (NWCG) standards, outlining weather conditions, fire behavior predictions, safety measures, and contingency strategies. The city will work closely with partners such as the Oklahoma Prescribed Burn Association and the Cleveland County Conservation District to encourage private landowner involvement by offering technical support and education.

Training will be a cornerstone of the program, with opportunities for local fire personnel, land managers, and community volunteers to gain skills in prescribed fire planning and implementation. The city will support a trained cadre of qualified burn bosses and fire crews to carry out prescribed burns safely and effectively. Public engagement is also a key focus. Residents will be notified in

advance of any planned burns and provided with educational materials explaining the benefits and safety considerations of prescribed fire. The city will utilize online platforms, including its website and social media channels, to keep the public informed.

Each burn will be monitored to evaluate its effectiveness in reducing fuel loads and achieving ecological goals. These assessments will help refine future planning efforts and improve program outcomes over time. All burns conducted under this program will comply with Oklahoma state laws and local ordinances, including those pertaining to air quality and burn permits. Ultimately, through the regular and safe use of prescribed fire, Norman aims to foster a fire-adapted community that is resilient to wildfire threats while preserving the health and diversity of its natural landscapes.

6.4 Recommendations to Reduce Structural Vulnerability

Structural ignitability refers to the vulnerability of buildings and other structures to ignition from wildfire embers, radiant heat, or direct flame contact. Reducing structural ignitability is critical to improving wildfire resilience. Best practices for reducing the risk of structure loss are outlined below.

According to the OFS website, three defense zones are recommended to help prevent wildfire. Homeowners should keep a minimum distance of one hundred (100) to one hundred fifty (150) feet around their home clear and free of debris. Greater distances are recommended for homes on steep slopes or windswept exposures.

- Zone One ([thirty [30]-foot minimum from the perimeter of the house): Homeowners are encouraged to plant low-growing, fire-resistant plants and water plants and grass regularly, especially during droughts and burn bans.
- Zone Two (thirty [30] to sixty [60] feet from the house): This area includes slow-growing drought-tolerant shrubs and ground covers to keep fire near ground level.
- Zone Three (sixty [60] to one hundred fifty [150] feet from the house): Homeowners are required to remove over-growth and major pruning every three (3) to five (5) years. Trees should be thinned, and homeowners should remove any limbs that may encounter power lines.

6.4.1 Structural Hardening Measures

Beyond defensible space, reducing structural ignitability requires ignition-resistant construction materials and maintenance practices noted below.

- Roofing and Gutters
    - Use Class A fire-rated roofing materials such as metal, tile, or asphalt shingles.
    - Regularly clean gutters to prevent the buildup of dry leaves and pine needles.

- Siding and Walls
    - Use non-combustible or ignition-resistant siding materials such as stucco, fiber cement, or treated wood.
    - Enclose eaves and vents with 1/8-inch metal mesh to prevent ember intrusion.
- Windows and Doors
    - Install dual-pane or tempered glass windows to resist heat and reduce the risk of breakage.
    - Use fire-resistant door materials such as metal or solid-core wood.
- Decks and Attachments
    - Construct decks with non-combustible or ignition-resistant materials.
    - Remove debris from beneath decks and use non-flammable ground coverings.

Reducing structural ignitability through defensible space and ignition-resistant construction is essential to protecting Norman from wildfire. Individual citizens can significantly reduce the risk of wildfire-related structure loss and improve overall wildfire resilience on their property by following these guidelines.

6.4.2 Restoring Resilient Landscapes

A resilient landscape is one that can withstand, adapt to, and recover from wildfire impacts while maintaining ecological health and community safety. In the context of the Norman CWPP, creating a resilient landscape involves managing vegetation, protecting critical infrastructure, and promoting land use practices that reduce fire intensity and spread. By integrating fire-adapted strategies and ecological principles, the plan aims to enhance the long-term sustainability of the environment and the safety of residents in fire-prone areas.

The steering committee's intention is to engage in continued discussions with the Norman community and adjacent landowners to implement the CWPP and accomplish hazardous fuels reduction projects in the most expeditious manner possible.

The steering committee recognizes the effectiveness and value of maximizing treatment efforts in areas that are adjacent to federal or other private projects and recommends that future projects consider these benefits when selecting areas for treatment.

With these goals in mind, education and outreach are top priorities for the Norman CWPP. Property owners and visitors will continue to benefit from clear examples of what a fire-resilient landscape and community look like as well as easy access to resources that help them act. Property owners are strongly encouraged to learn more about how they can reduce the hazards to their own property.

Section 7: Action Plan

7.1 Goals and Objectives

Table 13 below outlines the primary goals of the City of Norman (Norman) CWPP and their corresponding objectives. This framework is designed to provide a clear, actionable guide to support implementation efforts, inform prioritization, and encourage ongoing collaboration among local, state, and federal partners. Each goal focuses on a key area of wildfire preparedness, mitigation, and community resilience. The associated objectives provide measurable steps to help achieve each goal, ensuring a comprehensive and coordinated approach to reducing wildfire risk throughout Norman.

Table 13: Goals and Objectives

Goal	Supporting Objectives
Goal 1: Protect Lives, Property, and Critical Infrastructure	1.1 Identify and prioritize high-risk areas for mitigation, especially those vulnerable to east wind-driven wildfire events. 1.2 Develop strategies to protect critical infrastructure, including utilities and emergency access routes. 1.3 Support the expansion of defensible space and structural hardening measures across WUI neighborhoods.
Goal 2: Enhance Wildfire Resilience through Community Engagement and Education	2.1 Implement education campaigns to increase public awareness of fire-adapted living and home ignition risks. 2.2 Expand community participation in Firewise USA® and neighborhood preparedness networks. 2.3 Partner with local schools, businesses, and civic groups to deliver wildfire preparedness education.
Goal 3: Restore and Maintain Resilient Landscapes	3.1 Use data from IFTDSS and CWiRRZ to identify priority fuel treatment zones. 3.2 Coordinate with local, state, and federal partners to plan and implement ecologically appropriate fuel reduction projects. 3.3 Promote landscape-scale forest health initiatives that consider climate change and fire-adapted ecosystems.
Goal 4: Improve Emergency Response and Recovery Capabilities	4.1 Align CWPP actions with the Norman EOP and mutual aid agreements. 4.2 Develop and practice evacuation routes and sheltering plans for at-risk communities. 4.3 Build capacity for post-fire recovery planning, including watershed protection and community support services.
Goal 5: Strengthen Collaboration Across Jurisdictions	5.1 Formalize coordination among Norman, OFS, BLM, USFS, and rural fire districts. 5.2 Establish a CWPP Advisory Committee for ongoing implementation, tracking, and plan updates. 5.3 Leverage state and federal funding opportunities such as the Landscape Resiliency Program and CWDGs.

Goal	Supporting Objectives
Goal 6: Support Policy Alignment and Regulatory Integration	6.1 Use the CWPP as a guide to inform local land use planning, building codes, and hazard mitigation policies. 6.2 Encourage local adoption of voluntary best practices for wildfire risk reduction in zoning and development decisions. 6.3 Develop a Prescribed Fire Program.

7.2 Action Items and Implementation

The City of Norman (Norman) CWPP is a living tool that can be used for multiple outcomes. The plan contains recommendations consistent with the Cohesive Strategy's three goals (safe and effective wildfire response, fire-adapted communities, and resilient landscapes), as well as prioritized recommendations and preferred treatment methods. The risk assessment process evaluates critical needs and identifies priority areas. The following recommendations meet the purposes of the Norman CWPP:

- Reduce hazardous fuels on public land.
- Reduce hazardous fuels on private land.
- Reduce structural vulnerability.
- Increase education and awareness of the wildfire threat.

7.3 Action Plan Methods

The development of the CWPP Action Plan (see **Table 14** below) for Norman, Oklahoma, was based on a combination of data-driven analysis, stakeholder engagement, and alignment with state and federal wildfire mitigation frameworks. Geographic risk modeling and local wildfire data helped identify and prioritize areas most vulnerable to wildfire impacts. These areas were evaluated for both direct exposure, such as flame and ember pathways, as well as indirect risk factors, including limited evacuation routes, infrastructure dependence, and community vulnerability.

Input from fire agencies, utility providers, local planners, and community groups was essential in selecting feasible and locally supported mitigation actions. Action items were designed to address specific conditions within Norman while supporting broader regional goals for wildfire resilience. Key strategies include creating defensible spaces, reducing fuel loads, hardening structures, and enhancing public education efforts. Each action was assigned a priority level to guide phased implementation, considering the urgency of the risk, available resources, and the potential for reducing wildfire hazards.

Table 14: Norman CWPP Action Items

Goal	Objective	Action Item	Lead Agency/Partner(s)	Priority
Goal 1	1.1	Use CWiRRZ and OWRE data to map and prioritize high-risk zones.	City of Norman Fire, ODF, Geographic Information Systems (GIS) Teams	High
	1.2	Assess and harden critical infrastructure corridors (e.g., power lines, water facilities).	EWEB, Cleveland County, Public Works	High
	1.3	Launch a defensible space assistance program for WUI homeowners.	City of Norman Fire, Firewise Communities	High
Goal 2	2.1	Conduct seasonal public outreach on fire preparedness and home hardening.	Local Fire Districts, City PIOs, Schools	High
	2.2	Host Firewise certification workshops for Homeowners Associations (HOAs) and neighborhood groups.	Firewise USA®, Local Fire Agencies	Medium
	2.3	Develop wildfire safety curriculum for wildfire in local K–12 schools.	Local School Districts, Emergency Management	Low
Goal 3	3.1	Prioritize treatment projects using IFTDSS scenarios and ecological data.	OFS, USFS, BLM, CWPP Committee	High
	3.2	Coordinate cross-jurisdictional fuel reduction projects and prescribed burns.	OFS, BLM, Local Fire Districts	High
	3.3	Develop a long-term forest health and fire-adapted ecosystem strategy.	OFS, Natural Resources Partners	Medium
Goal 4	4.1	Integrate CWPP priorities into the Norman EOP.	Norman Emergency Management	High
	4.2	Create and publicize updated evacuation route maps and signage.	Transportation Dept., Fire Dept., Public Works	High
	4.3	Build a local post-fire recovery task force and response framework.	Norman, Cleveland County Office of Emergency Management	Medium
Goal 5	5.1	Establish regular interagency CWPP coordination meetings and workshops.	CWPP Advisory Committee	Medium
	5.2	Formally adopt CWPP by all participating jurisdictions and update every five (5) years.	Norman, OFS, BLM	High

Goal	Objective	Action Item	Lead Agency/Partner(s)	Priority
	5.3	Pursue CWDG and FEMA grants to fund prioritized mitigation projects.	City/County Planners, Fire Dept., Grant Writers	High
Goal 6	6.1	Review city and county development codes to integrate wildfire resilience best practices.	Planning Departments	Medium
	6.2	Promote voluntary adoption of defensible space and fire-resistant building practices in building permit processes.	Planning, Fire Prevention Divisions	Medium
	6.3	Reduce the buildup of hazardous vegetative fuels in high-risk WUI areas, restore and maintain native prairie and cross-timbers ecosystems, and promote public safety through the controlled and responsible use of fire.	Norman and NFD	High

7.4 Safe and Effective Wildfire Response

Norman is charged with identifying and assessing opportunities to improve coordinated wildfire response including an assessment of the water resources available for fire suppression in the Norman CWPP area. The steering committee will make recommendations for projects to ensure adequate water resources are available for fire suppression. In addition, the steering committee will help conduct further assessments to determine the evacuation needs and identify potential projects developing new and/or improving existing routes.

7.5 Improving Fire Protection Capabilities

Grants and funding opportunities for wildfire prevention, recovery, and mitigation are essential in addressing the growing threat of wildfires and their devastating impact on communities, ecosystems, and economies. These financial resources, often provided by government agencies, non-profit organizations, and private foundations, support a range of initiatives, from research and emergency response to land management and rebuilding efforts. By securing funding, organizations and local governments can implement crucial wildfire preparedness programs, enhance firefighting capabilities, restore affected landscapes, and foster community resilience. Accessing these grants and funding possibilities is key to reducing wildfire risk and ensuring a more sustainable, fire-resilient future. Below are funding opportunities that Norman could include.

7.5.1 Community Wildfire Defense Grant (CWDG)

The Community Wildfire Defense Grant (CWDG) program is a federal initiative aimed at helping at-risk communities reduce the risk of wildfire damage. Funded by the U.S. Department of

Agriculture (USDA), the program provides financial assistance to local and tribal governments, as well as nonprofit organizations, to implement wildfire mitigation projects. These projects can include creating defensible spaces around homes, improving wildfire preparedness plans, removing hazardous vegetation, and enhancing emergency response capabilities. The CWDG program is designed to empower communities to take proactive measures to protect lives, property, and natural resources from the growing threat of wildfires.

7.5.2 Hazard Mitigation Grant Plan (HMGP)

The Hazard Mitigation Grant Program (HMGP) is a federal initiative managed by FEMA that provides funding to support projects aimed at reducing or eliminating the long-term risk of disasters, including wildfires, floods, and hurricanes. The program helps state, local, tribal, and territorial governments fund mitigation measures such as improving infrastructure, enhancing emergency preparedness, and protecting vulnerable areas. HMGP funding is typically available after a presidential disaster declaration and can be used for projects that address the root causes of disasters to minimize future damage and loss of life. The goal is to build more resilient communities by reducing future hazard impacts.

7.5.3 Post Fire Hazard Mitigation Grant Program (HMGP-PF)

The Post Fire Hazard Mitigation Grant Program (HMGP-PF) is a specialized funding initiative under FEMA's HMGP. It focuses on supporting wildfire recovery and mitigation efforts in areas that recent wildfires have impacted. This program provides financial assistance to state, local, tribal, and territorial governments to implement projects aimed at reducing the risk of future wildfires and enhancing community resilience. HMGP-PF funding can be used for activities such as vegetation management, infrastructure improvements, and fire prevention measures, all designed to prevent or lessen future wildfire impacts. The program helps communities recover from the immediate effects of wildfire while addressing long-term risks.

7.5.4 Fire Management Assistance Grants (FMAG)

Fire Management Assistance Grants (FMAG) are federal funds provided by FEMA to assist state, local, tribal, and territorial governments in managing and mitigating wildfires. These grants help cover the costs of firefighting efforts, including expenses for equipment, personnel, and operations needed to control and suppress wildfires. FMAGs are typically rewarded when wildfire threatens to cause major destruction, and firefighting costs exceed certain thresholds. The program aims to reduce the financial burden on communities facing large-scale wildfires and to enhance their ability to respond effectively to fire emergencies.

7.5.5 Fire Prevention and Safety (FP&S) Grants

Fire Prevention and Safety (FP&S) Grants, managed by FEMA, are designed to support projects that aim to prevent fires and enhance safety in communities. These grants focus on funding initiatives related to fire prevention, education, and safety, including programs that reduce the risk of fire-related injuries and deaths. FP&S grants are typically awarded to fire departments, non-profits, and other eligible organizations to support activities such as fire safety education, the

installation of fire prevention equipment, and community outreach programs. The program's goals are to improve fire safety awareness and reduce the overall incidence of fires, particularly in high-risk areas.

7.5.6 Emergency Management Performance Grant (EMPG)

The Emergency Management Performance Grant (EMPG) program, managed by FEMA, provides funding to state, local, tribal, and territorial governments to enhance their emergency management capabilities and improve preparedness for a variety of disasters, including wildfires, floods, and other hazards. The EMPG program supports efforts to develop and maintain emergency plans, conduct training and exercises, and strengthen coordination among response agencies. The goal is to ensure communities are better equipped to respond to and recover from emergencies, ultimately reducing the impact of disasters on public health and safety.

7.5.7 State Fire Capacity Grant

The State Fire Capacity (SFC) Grant is a federally funded program administered through OFS to support local and rural fire departments in building their capacity to prevent and respond to wildfires. This grant provides funding for wildfire mitigation planning, training, equipment, and community outreach efforts. OFS will apply for the SFC Grant on behalf of Norman, covering both the application process and the project funding. As a result, there will be no cost to Norman to apply for or implement the grant-funded activities, making it a highly effective and cost-efficient opportunity to advance wildfire preparedness and mitigation efforts.

7.6 Firefighter Training

Firefighter training in Oklahoma is crucial to ensuring that emergency responders are fully prepared to handle the unique challenges wildfires pose. With the state's diverse terrain and frequent fire risks, specialized training equips firefighters with the skills and knowledge necessary to protect lives, property, and natural resources. Oklahoma offers a variety of training programs, workshops, and certification opportunities that focus on everything from fire suppression tactics to safety protocols and advanced firefighting techniques. These training initiatives not only enhance firefighter effectiveness but also strengthen the state's overall emergency response capabilities, ensuring that first responders are ready for any challenge they may face. Currently, the Norman Fire Department uses strategies and tactics that are adapted and tailored to meet the response needs of the City of Norman. The Norman Fire Department is extremely knowledgeable and capable in mitigating wildfires, however due to the size of the response district, large WUI, and sizeable rural area, more resources including personnel, stations, and equipment are needed to help reduce the impact wildfires have on the community. Training opportunities also exist outside of the state and are utilized to further educate and prepare personnel.

7.7 Fire-Adapted Communities

Oklahoma is not immune to the impacts from hazardous wildland fires. Historic wildfire events have caused catastrophic damage throughout communities resulting in loss of life, significant

structural loss, and damage to natural resources. Recently an emphasis has been placed on key communities-at-risk to encourage planning and mitigation efforts for future wildfire events. This is being facilitated through CWPP development and extensive outreach efforts at the local and county level.

The steering committee is charged with the task of engaging community members to review the risk assessment, including the overall fire risk in this CWPP and identify projects that will increase the potential for property owners to survive a high-intensity wildland fire within the Norman area. Property owners can use the information in this document as a resource to individually improve their home's fire resistance.

The steering committee's intention is to engage in continued discussions with landowners to facilitate fuels reduction projects on private lands utilizing the data in Appendix A. These actions can be accomplished through educational activities or grants for specific projects on private lands.

One important piece of a fire-adapted community is preparing for the recovery process after a wildland fire occurs. Many resources exist for property owners who are recovering from a wildland fire that can impact their small business and home. Building community and business resiliency is the key to being fully adapted to fire.

7.8 Recommendations and Preferred Treatment Methods

A key element in community fire planning is the meaningful discussion it promotes among community members. The success of this CWPP is dependent on local stakeholders' involvement and input. A plan that accurately reflects the community's interests and priorities will have greater legitimacy and success in implementing the recommended actions.

7.9 Hazardous Fuels Reduction

Fuel reduction treatments are recommended for areas within Risk Reduction Zones. During a wildland fire, plant material can act as fuel and increase wildfire intensity. These fuels allow fires to burn hotter, longer, and faster, making fires more difficult and dangerous to manage. Houses and other developments in or near the WUI are surrounded by these fuels.

Removing burnable vegetation can mitigate wildfire hazards by reducing the continuity and availability of fuels. The objective of any fuel treatment project is to remove enough vegetation so that wildfire burns less severely and is more easily managed.

Fuels have historically been treated outside of communities to provide a buffer between forest and rangeland land and the wildfire-prone areas. Recently, land managers and communities have started reducing fuels within wildfire hazard areas to lessen the impacts of fires that either move into the community from the wildland or originate from within the community.

To reduce flammable material within and near communities, land management agencies strategically remove and reduce fuels. Strategies include the following:

- Conducting prescribed fires to reduce hazardous fuel loadings. Prescribed burning reintroduces and maintains fire within the fire-adapted ecosystem, helping to stabilize and improve the resiliency of forest and rangeland conditions while increasing public and firefighter safety.
- Thinning forest and range land areas using saws or other equipment.
- Reducing grasses and shrubs mechanically or using domesticated grazing animals.
- Chemical treatments.

Fuels treatments complement other wildfire mitigation strategies, such as creating defensible space, home hardening, and other mitigation measures within the built environment to reduce risks to people, homes, and communities and make wildfire response safer and more effective.

7.9.1 Proposed Fuel Treatment Zones

As part of Norman's CWPP, several key areas have been identified for strategic fuel treatments to reduce wildfire risk and protect both residential communities and natural resources. **Figure 21** offers a map overview of these areas. **Table 15** delineates corresponding fuel types. Priority zones include the Canadian River and Little River corridors, Lake Thunderbird State Park, and several neighborhood parks, such as Hall Park, Royal Oaks Park, Sutton Wilderness, Saxon Park, and Ruby Grant Park. Red-shaded zones on the map indicate areas of potential wildfire exposure, where radiant heat or direct flame contact could impact structures or public spaces. These areas were selected based on wildfire exposure, ecological importance, and proximity to homes and infrastructure. Planned treatments will focus on thinning hazardous vegetation, removing invasive species, creating defensible space, and improving emergency access while maintaining the ecological integrity of each site through collaborative efforts with local, state, and private partners.

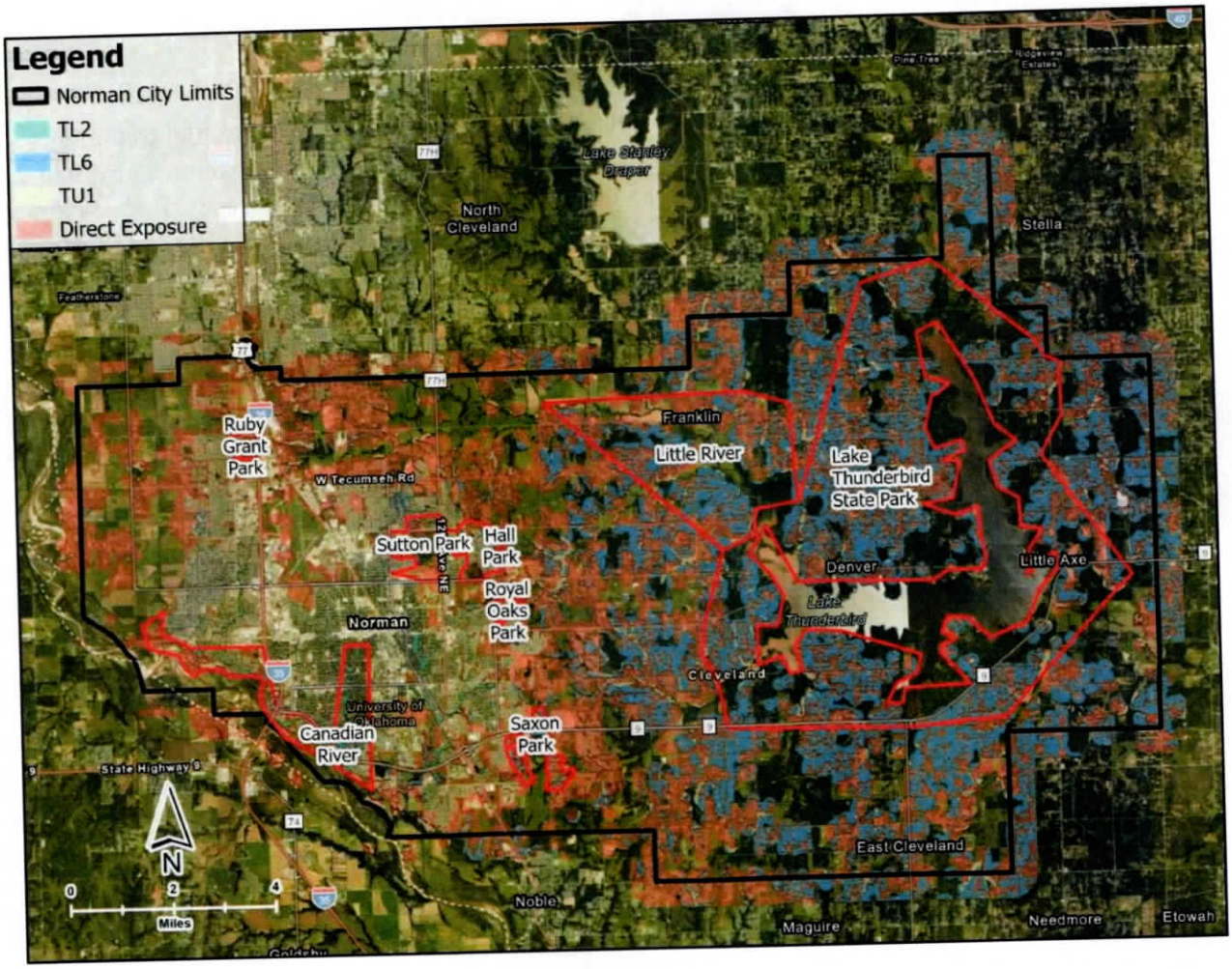


Figure 21: Overview of Proposed Fuel Treatment Zones for Norman, Oklahoma

Table 15: Fuel Type with Total Acreage Covered in Norman

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	412
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	8,615
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	671
TOTAL		**9,698**

7.9.2 Canadian River

The Canadian River fuel reduction proposal is demonstrated in **Figure 22,** encompassing approximately 2,269 acres. This area has been identified as a priority treatment zone due to its combination of hazardous vegetation and proximity to residential development and critical infrastructure. The site includes a mix of high-risk fuel types, notably Fuel Models TL2 (timber litter with light load) and TL6 (timber litter with moderate load), as well as TU1 (timber understory with light surface fuels). See **Table 16**. These fuels are capable of sustaining moderate- to high-intensity surface fires and pose significant risk under extreme fire weather conditions. The red-shaded areas on the map represent zones of elevated wildfire exposure where homes and infrastructure may be directly threatened by flame contact or radiant heat. The proposed treatment units—TL2 (one hundred forty-five [145] acres), TL6 (twenty-eight [28] acres), and TU1 (forty-seven [47] acres)—are outlined in red. Recommended mitigation efforts include selective thinning of understory vegetation, removal of accumulated dead and downed material, and enhancement of defensible space around critical assets. These actions aim to reduce ladder fuels, decrease fire intensity and rate of spread, and improve firefighter access and operational safety, thereby reducing overall wildfire risk to the Canadian River corridor and surrounding communities.

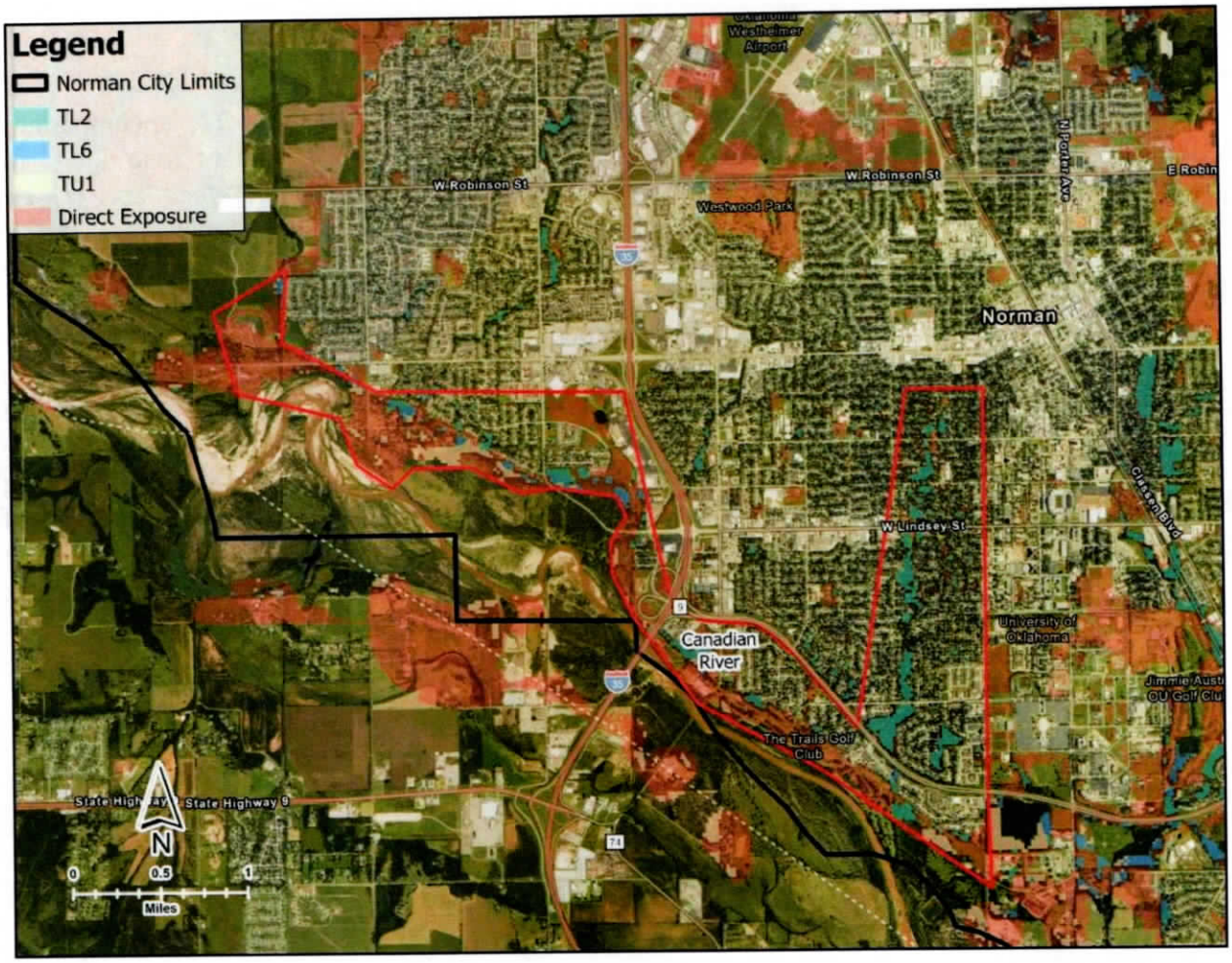


Figure 22: Fuel Reduction: Canadian River

Table 16: Canadian River Table Fuel Types and Acreage

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	145
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	28
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	47
TOTAL		**220**

7.9.3 Hall Park

Hall Park fuel reduction proposal is demonstrated in **Figure 23,** a seventy-three (73)-acre priority treatment area. This site has been identified for mitigation due to its hazardous vegetation profile and proximity to residential neighborhoods and community infrastructure. The area includes a combination of high-risk fuel types: Fuel Model TL2 (timber litter with light surface fuel load) across nineteen (19) acres, TL6 (timber litter with moderate load) across thirty-four (34) acres, and TU1 (timber understory with light surface fuels) across twenty (20) acres. See **Table 17**. These fuels can support surface fire spread and, under certain conditions, transition into more intense fire behavior that could threaten nearby homes. The red outlined boundary defines the seventy-three (73)-acre proposed treatment zone where targeted fuel reduction efforts are recommended. These efforts include understory vegetation thinning, downed woody debris removal, and defensible space creation or expansion around key assets. Additional mitigation projects may involve establishing shaded fuel breaks along access routes, improving ingress and egress for emergency response, while maintaining fuel continuity breaks to slow fire spread.

Figure 23: Fuel Reduction: Hall Park

Table 17: Hall Park Table Fuel Types and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	19
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	34
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	20
TOTAL		**73**

7.9.4 Royal Oaks Park

Royal Oaks Park fuel reduction proposal is demonstrated in **Figure 24**, a twenty-five (25)-acre priority treatment area. This site has been selected for mitigation due to its mix of hazardous vegetation and its proximity to nearby homes and community infrastructure. The area contains a combination of fire-prone fuel types, specifically Fuel Model TL2 (timber litter with light surface fuel load) over four (4) acres, TL6 (timber litter with moderate surface fuel load) over fifteen (15) acres, and TU1 (timber understory with light fuels) across six (6) acres. See **Table 18**. These fuels can sustain surface fires that may intensify under dry, windy conditions, posing a threat to adjacent residential areas. The red outlined boundary marks the full 25-acre proposed treatment area where strategic fuel reduction measures are recommended. These include understory vegetation thinning, dead and downed woody debris removal, and defensible space creation or maintenance around park boundaries and nearby homes. Additional mitigation strategies may involve installing shaded fuel breaks along trail systems and access roads, enhancing emergency access, and maintaining fuel discontinuities to limit fire spread.

Figure 24: Fuel Reduction: Royal Oaks Park

Table 18. Royal Oaks Park Table Fuel Types and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	4
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	15
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	6
TOTAL		**25**

7.9.5 Little River

The Little River fuel reduction proposal demonstrated in **Figure 25** is a 1,615-acre priority treatment area. This landscape has been identified for proactive wildfire mitigation due to its extensive coverage of hazardous vegetation and proximity to residential communities, infrastructure, and natural resources. The area includes a range of fire-prone fuel types, primarily Fuel Model TL6 (timber litter with moderate surface fuel load) spanning 1,452 acres, along with TL2 (timber litter with light load) covering thirty-fiver (35) acres, and TU1 (timber understory with light surface fuels) across one hundred twenty-eight (128) acres. See **Table 19**. These fuel types can sustain surface fire activity, and under adverse weather conditions, support rapid fire spread that threatens nearby homes and ecological values. The red outlined boundary defines the full 1,615-acre treatment area, where a range of fuel reduction strategies are recommended to mitigate risk. Key mitigation actions include selective thinning of understory vegetation, removal of accumulated dead and downed materials, and expansion of defensible space near the WUI. Additional projects may involve establishing shaded fuel breaks along trails, roads, and utility corridors; enhancing emergency ingress and egress; and restoring native vegetation to reduce fuel continuity.

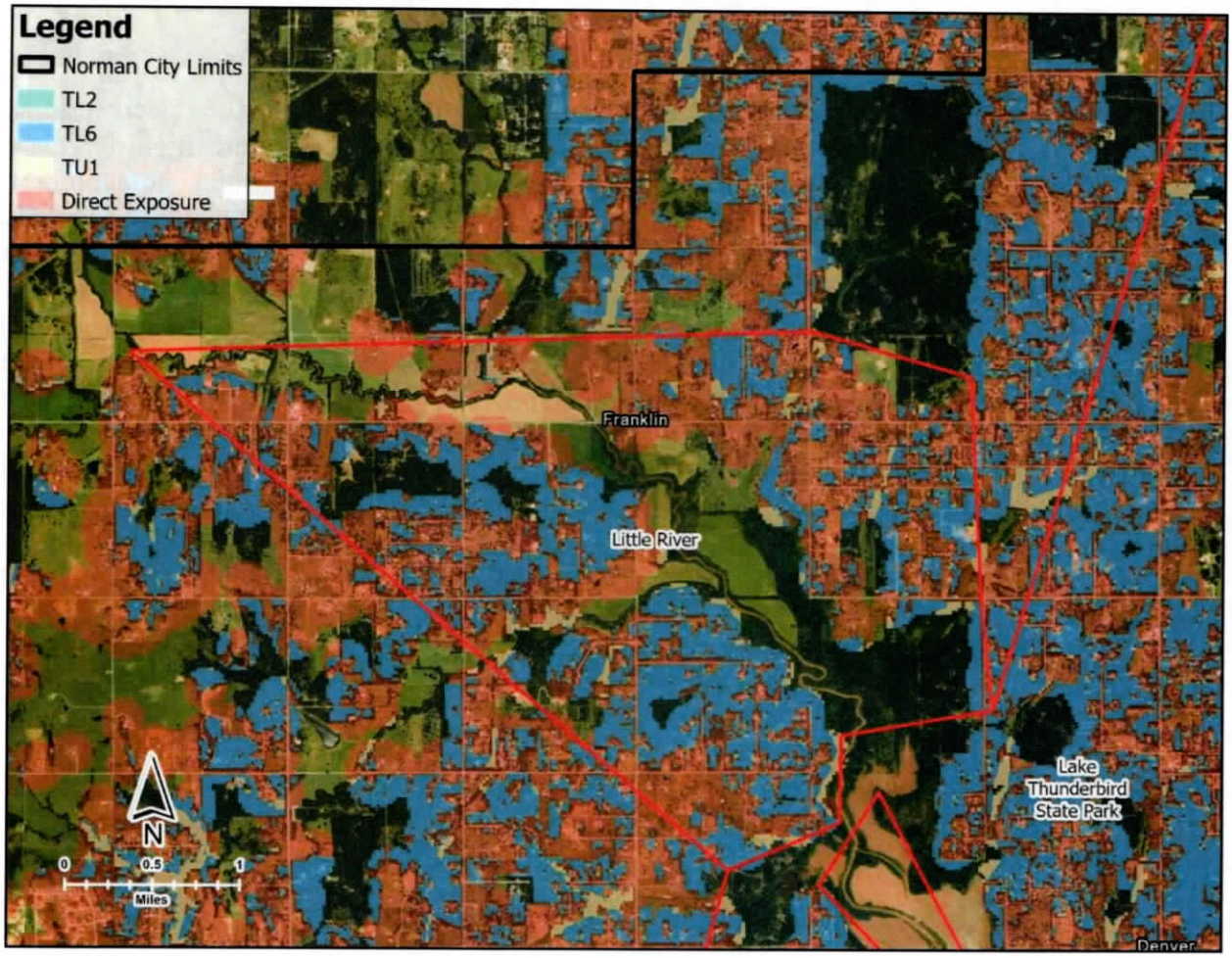


Figure 25: Fuel Reduction: Little River

Table 19: Little River Table Fuel Types and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	35
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	1,452
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	128
TOTAL		**1,615**

7.9.6 Thunderbird State Park

Thunderbird State Park fuel reduction proposal demonstrated in **Figure 26** is a 7,839-acre priority treatment area. This expansive site has been designated for wildfire mitigation due to its high fuel loads, diverse vegetation, and its proximity to recreational infrastructure, residential areas, and critical public resources. The landscape consists predominantly of Fuel Model TL6 (timber litter with moderate surface fuel load), which spans 7,183 acres, alongside TL2 (timber litter with light surface load) over one hundred seventy-nine (179) acres, and TU1 (timber understory with light fuels) across four hundred seventy-seven (477) acres. See **Table 20**. These fuel types present a significant wildfire hazard, with the potential to sustain fast-moving surface fires and generate intense heat under extreme conditions. The red outlined boundary defines the full treatment area, where a comprehensive set of fuel reduction strategies is proposed. Recommended mitigation efforts include mechanical thinning of understory vegetation, removal of downed woody debris, prescribed burning where ecologically appropriate, and the maintenance of defensible space around developed zones such as visitor centers, trailheads, and campgrounds. Additional projects may include the creation of shaded fuel breaks along park roads and utility lines, the improvement of emergency access and evacuation routes, and restoration of native fire-adapted vegetation to reduce fuel continuity and enhance ecological resilience.

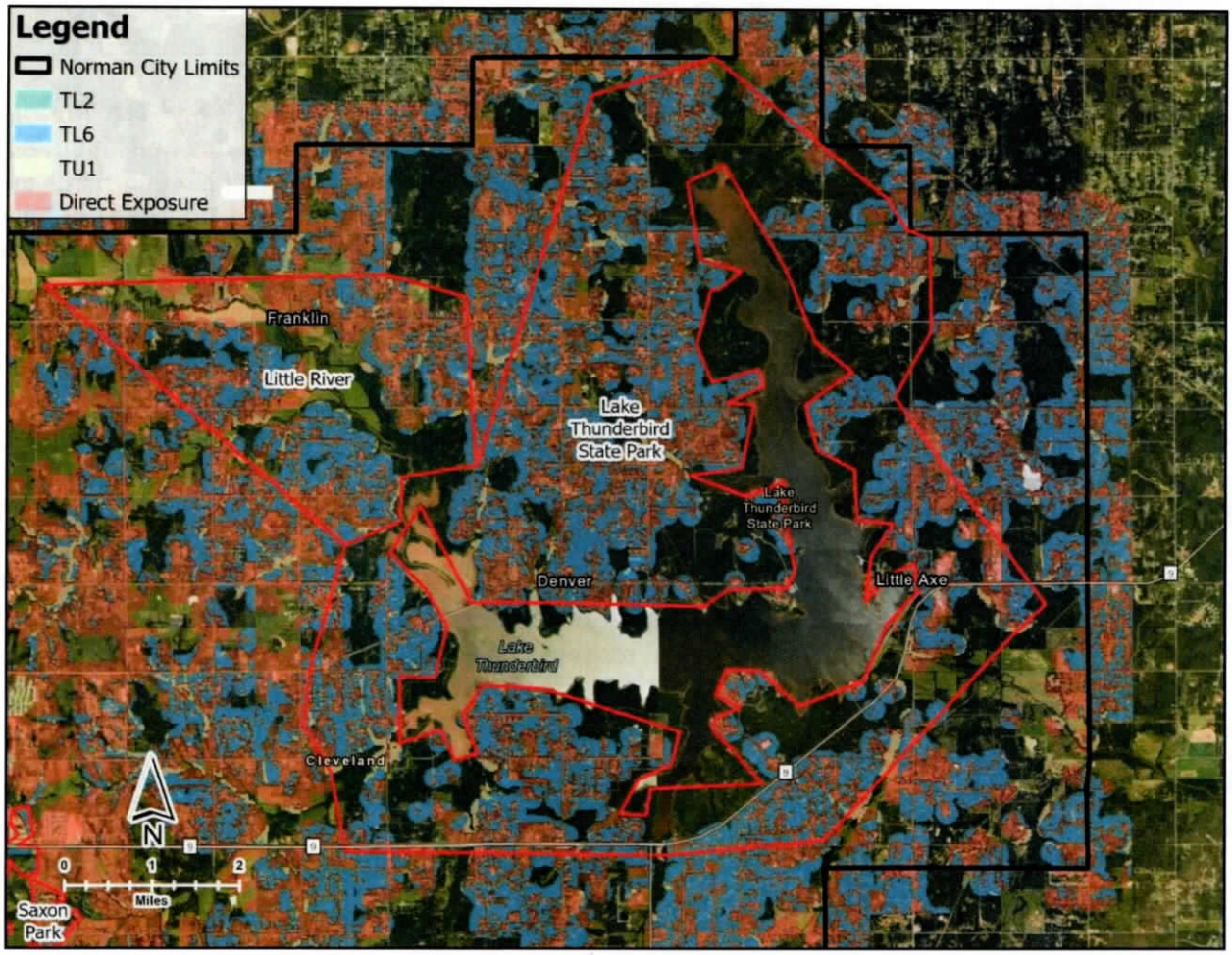


Figure 26: Fuel Reduction: Thunderbird State Park

Table 20: Thundrbird State Park Table Fuel Types and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	179
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	7,183
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	477
TOTAL		**7,839**

7.9.7 Saxon Park

The Saxon Park fuel reduction proposal demonstrated in **Figure 27** is a one hundred thirteen (113)-acre priority treatment area. This area has been identified for wildfire mitigation due to its hazardous vegetation profile and its proximity to residential neighborhoods and park infrastructure. The site includes a mix of high-risk fuel types, specifically Fuel Model TL6 (timber litter with moderate surface fuel load) covering seventy-two (72) acres, TL2 (timber litter with light fuel load) across twenty-two (22) acres, and TU1 (timber understory with light surface fuels) over nineteen (19) acres. See **Table 21**. These fuels can sustain moderate- to high-intensity surface fires, and under the right conditions, facilitate rapid fire spread that threatens nearby homes, park users, and critical infrastructure. The red-outlined boundary marks the entire 113-acre proposed treatment zone, where targeted fuel reduction strategies are recommended. Mitigation efforts include mechanical understory vegetation mechanical thinning, dead and downed wood removal, and defensible space creation around trails, picnic areas, and adjacent residential property lines. Additional projects may involve establishing shaded fuel breaks along park roads and boundaries, enhancing emergency vehicle access, and restoring low-fuel native plant species to disrupt fuel continuity.

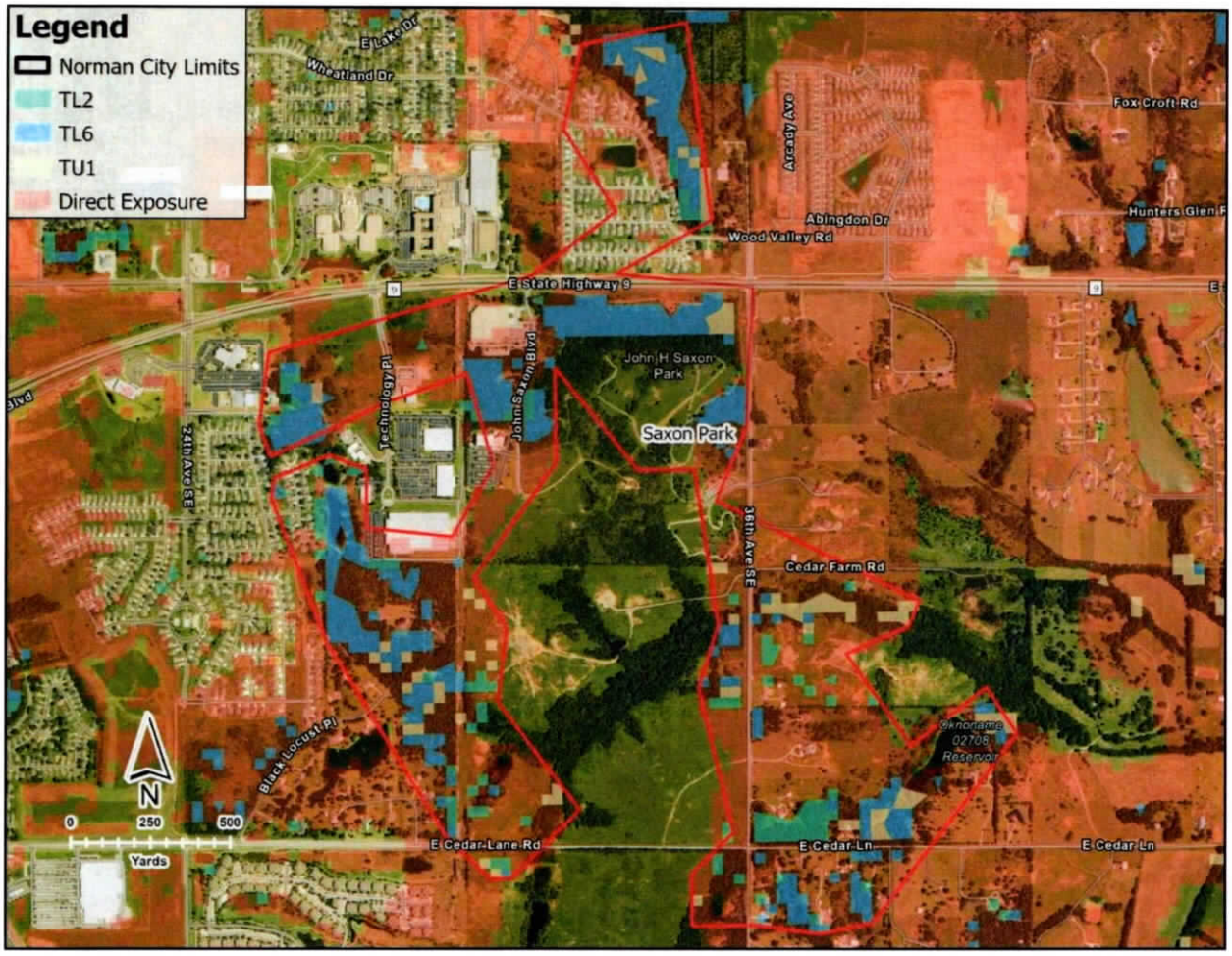


Figure 27: Fuel Reduction: Saxon Park

Table 21: Saxon Park Table Fuel Type and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	22
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	72
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	19
TOTAL		**113**

7.9.8 Sutton Wilderness

Sutton Wilderness fuel reduction proposal demonstrated in **Figure 28** is a forty-five (45)-acre priority treatment area located in Norman, Oklahoma. This site has been identified for proactive wildfire mitigation due to its dense vegetation, frequent public use, and its proximity to surrounding residential neighborhoods. The area includes a combination of fire-prone fuel types: Fuel Model TL6 (timber litter with moderate surface fuel load) covering twenty-eight (28) acres, TL2 (timber litter with light surface fuel load) across eight (8) acres, and TU1 (timber understory with light fuels) on nine (9) acres. See **Table 22**. These fuel conditions can support moderate-intensity surface fires and pose a significant risk, especially during periods of drought and high winds. The red-outlined boundary marks the forty-five (45)-acre proposed treatment area where key fuel reduction strategies are planned. These strategies include thinning understory vegetation, removing accumulated deadfall and downed woody debris, and creating defensible space along park boundaries and around high-use areas such as trails, benches, and signage. Additional mitigation projects may include establishing shaded fuel breaks along park access paths, enhancing emergency response access, and reintroducing native, low-fuel vegetation to reduce fire spread potential while maintaining ecological integrity.

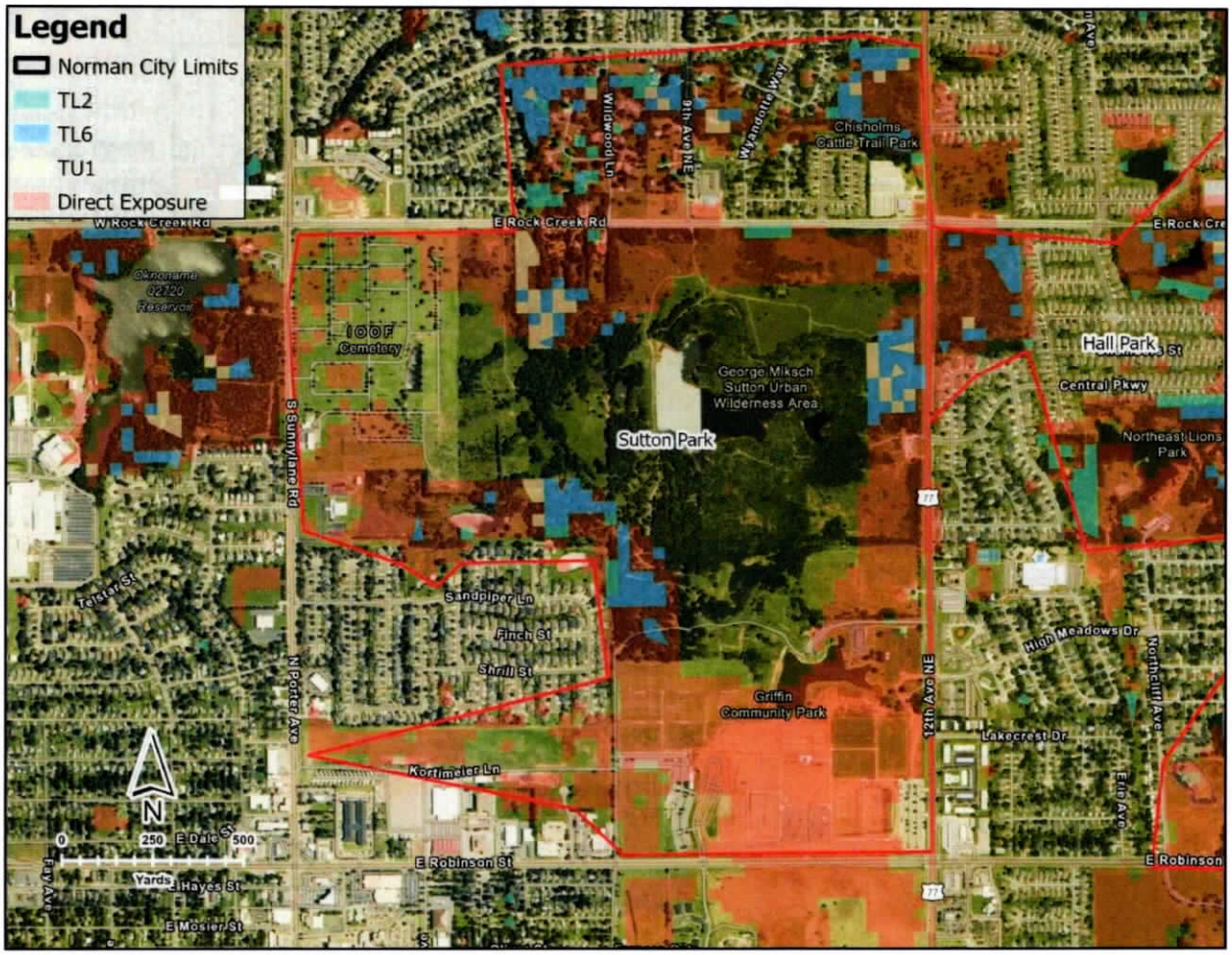


Figure 28: Fuel Reduction: Sutton Wilderness

Table 22: Sutton Wilderness Table Fuel Types and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	8
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	28
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	9
TOTAL		**45**

7.9.9 Ruby Grant Park

Ruby Grant Park fuel reduction proposal demonstrated in **Figure 29** is a four (4)-acre priority treatment area. This small yet strategically important site has been identified for wildfire mitigation due to its mix of flammable vegetation and its proximity to surrounding residential development and recreational infrastructure. The area includes two primary fuel types: Fuel Model TU1 (timber understory with light surface fuels) across three (3) acres, and TL2 (timber litter with light fuel load) over one (1) acre. See **Table 23**. While the overall fuel load is relatively light, these fuels can still carry low- to moderate-intensity surface fires, particularly under dry and windy conditions, posing a risk to park users and adjacent homes. Red-shaded zones on the map indicate areas of potential wildfire exposure, where radiant heat or direct flame contact could impact structures or public spaces. The red-outlined boundary encompasses the entire four (4)-acre proposed treatment zone, where targeted fuel reduction activities are recommended. These include thinning understory vegetation, removing light deadfall, and maintaining defensible space around trails, signage, and nearby property lines. Given the park's limited size, additional mitigation efforts may focus on public education signage, regular vegetation maintenance during fire season, and ensuring clear emergency access for first responders.

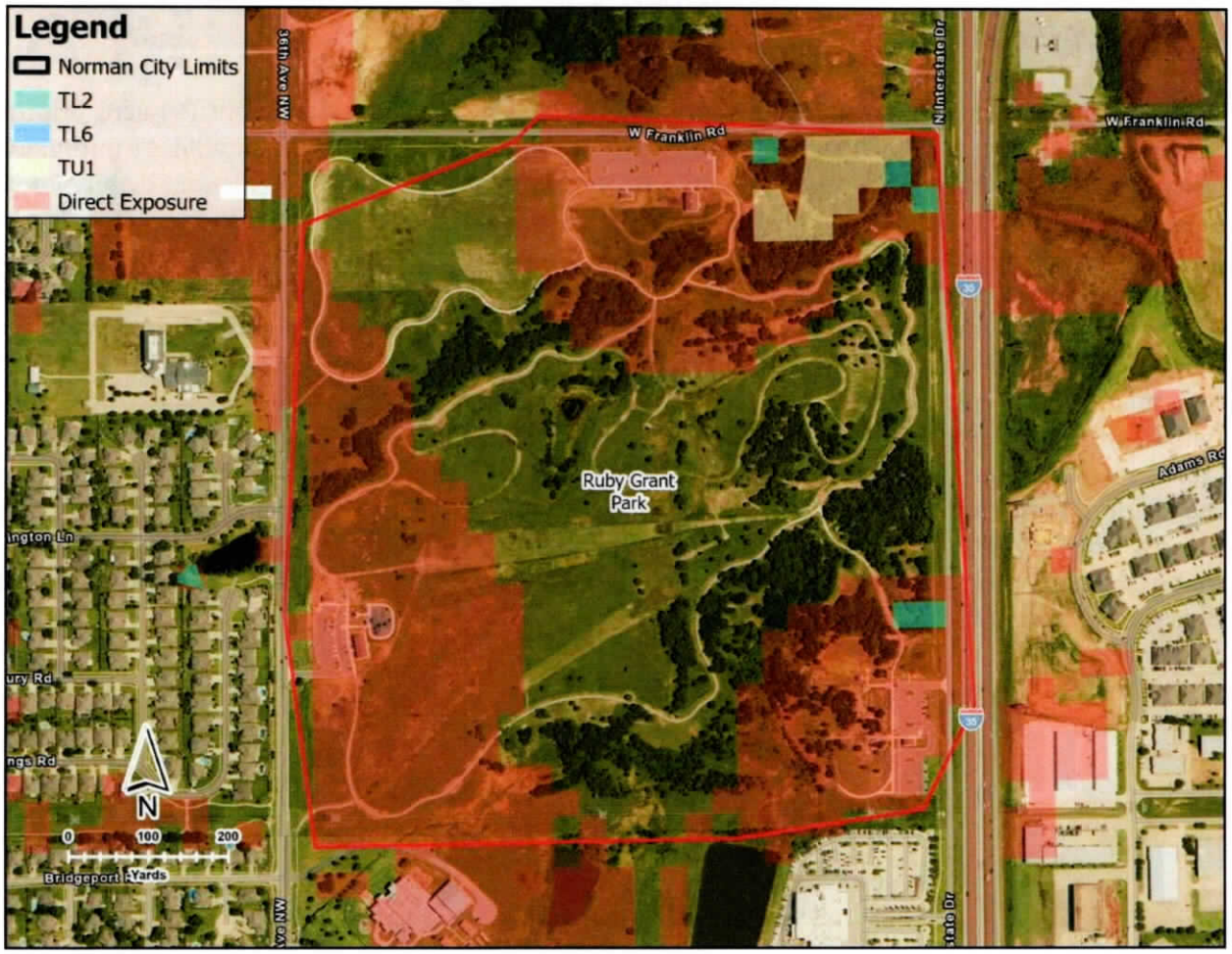


Figure 29: Fuel Reduction: Ruby Grant Park

Table 23: Ruby Grant Park Table Fuel Types and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low; flame length is very low.	1
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	0
TU1	Fuel bed is low load of grass and/or shrub with litter. Spread rate low; flame length low.	3
TOTAL		**4**

Section 8: Plan Implementation and Maintenance

Overview: The advisory committee faced a challenging task in developing the City of Norman (Norman) CWPP. Successfully implementing and sustaining the initiatives outlined in the action plan will require a significant investment of time, resources, and financial support. The first step in reducing wildfire risks has been building a collaborative and cooperative environment involving local fire departments, community-based organizations, local government, and public land management agencies.

The advisory committee recognizes that the Norman CWPP will be a living document, intended to support ongoing efforts in fuels reduction, public education, and other projects aimed at decreasing the overall risks of loss from wildfires. The CWPP will be reviewed at least annually to ensure its relevance and effectiveness in meeting the community's needs.

The advisory committee recommends a formal review of the CWPP every five years or following any significant wildfire event within the planning area. Review topics may include the following:

- Identification and assessment of new or treated risks.
- Evaluation of progress toward established goals.
- Updates to maps and geospatial data.
- Adoption of new or revised priorities based on emerging risks.
- Identification of specific community outreach initiatives or fuel treatment projects.
- Discussions of available grant opportunities and funding eligibility.
- Grant writing and securing funding for key projects.
- Identifying appropriate projects to address additional priorities, including structural vulnerability, public education, and critical transportation routes as outlined in the action plan.

8.1 Plan Implementation

The successful implementation of the Norman CWPP relies on ongoing collaboration, strategic actions, and adaptive management. This section outlines the structure and approach for executing the plan, including coordination responsibilities, monitoring efforts, and procedures for future updates.

8.2 Implementation Structure

The CWPP advisory committee will lead plan implementation in Norman. The advisory committee consists of representatives from NFD, OFS, city and county emergency managers, planning departments, utility providers, and community stakeholders. This group will be responsible for the following:

- Guiding and overseeing the execution of prioritized action items.
- Facilitating coordination and resource sharing among agencies.
- Aligning CWPP strategies with local, state, and federal wildfire resilience efforts.

The committee will meet quarterly to review progress, assess new opportunities (such as funding and partnerships), and respond to emerging wildfire risk conditions.

8.3 Roles and Responsibilities

Effective implementation of the Norman CWPP relies on strong partnerships and clearly defined responsibilities among local, state, federal, and community stakeholders. This table outlines the lead agencies and supporting organizations responsible for advancing key plan components. Each entity plays a critical role in wildfire mitigation, response planning, public education, infrastructure protection, and long-term resilience building. By clearly delineating roles and fostering collaboration, the CWPP ensures a coordinated, city-wide approach to reducing wildfire risk and protecting Norman's people, property, and natural resources. **Table 24** below outlines CWPP roles and responsibilities.

Table 24: CWPP Roles and Responsibilities

Partner/Agency	Primary Roles and Responsibilities
NFD	Lead public outreach and defensible space programs. Integrate CWPP priorities into response planning. Support structural vulnerability assessments.
OFS	Coordinate state-level fuel reduction projects. Provide technical expertise for risk analysis and landscape resilience. Administer grants and compliance with state codes.
BLM	Collaborate on fuels treatment on federally managed lands. Share geospatial data and wildfire modeling support.
Norman Emergency Management	Align CWPP strategies with the EOP. Lead evacuation planning and emergency coordination efforts.
City and County Planning Departments	Incorporate CWPP findings into comprehensive plans and development code. Promote wildfire-resilient building practices.
Utility Providers	Protect energy and water infrastructure in high-risk zones. Support hazard mitigation planning for critical facilities.
Parks and Recreation Departments	Implement vegetation management and fuels reduction in urban green spaces. Coordinate wildfire risk mitigation in public parks.
CWPP Advisory Committee	Oversee plan implementation and updates. Track progress of action items and reporting. Facilitate cross-jurisdictional collaboration.

Partner/Agency	Primary Roles and Responsibilities
Community Organizations/HOAs	Support local defensible space and Firewise programs. Help organize neighborhood-scale preparedness initiatives.
School Districts/Educational Partners	Integrate wildfire safety into curriculum. Support school-based outreach and emergency planning.

8.4 Monitoring and Reporting

Norman CWPP progress will be evaluated through a structured monitoring and reporting process tied directly to measurable performance indicators. These indicators—such as acres treated, homes assessed, outreach events held, and funding secured—are aligned with each major action area in the plan. **Table 25** explains monitoring and reporting plans. The CWPP advisory committee will be responsible for compiling and publishing an Annual Implementation Report, which will include the following:

- A summary of complete actions and measurable outcomes.
- Identification of barriers to implementation and proposed solutions.
- Updates to wildfire risk assessments or priority areas based on new data or wildfire events.
- Recommended actions for the following year.

This approach ensures that the CWPP remains a dynamic, actionable document that adapts to changing conditions and continues to guide city-wide efforts toward wildfire resilience in Norman.

Table 25: CWPP Monitoring and Reporting

Action Area	Performance Metrics / Indicators	Responsible Party	Reporting Frequency
Fuels Reduction	Acres treated (mechanical, prescribed burn). Number of high-risk zones mitigated.	OFS, BLM, NFD	Semi-annually
Defensible Space Implementation	Number of homes assessed or treated. Community Firewise designations achieved.	NFD, HOAs	Annually
Public Outreach and Education	Number of outreach events, workshops held. Educational materials distributed.	Fire Department, OEM, School Districts	Quarterly
Structural Hardening	Number of structures upgraded with fire-resistant materials. Permits issued for fire-resilient construction.	Norman Planning Department, Fire Marshal	Annually
Evacuation and Emergency Preparedness	Evacuation drills conducted. Routes and signage updated.	Norman Emergency Management, NFD	Annually
Interagency Coordination	Number of CWPP Advisory Committee meetings. Updates to shared response protocols.	CWPP Advisory Committee	Quarterly
Grant Funding and Resource Tracking	Funding secured. Number of grants applied for/awarded.	City/County Grant Writers, OFS	Annually

Action Area	Performance Metrics / Indicators	Responsible Party	Reporting Frequency
Plan Maintenance	Annual progress report published. Five (5)-year full CWPP update completed.	CWPP Advisory Committee	Annually/Every five (5) years

8.5 Plan Maintenance and Updates

The Norman CWPP is designed to be a living document, responsive to changing conditions, new data, and the community's evolving needs. To ensure its long-term effectiveness, the CWPP advisory committee will conduct an annual review to assess progress, identify barriers to implementation, and adjust near-term priorities. Additionally, a comprehensive update will occur every five (5) years to accomplish the following:

- Reassess wildfire risk using the most current data and tools available, such as local wildfire risk assessments and geospatial modeling.
- Update goals, objectives, and action items to reflect changing community needs and development patterns.
- Incorporate changes in land use, climate conditions, wildfire regulations, and state or federal policies.
- Integrate feedback gathered from public outreach and stakeholder engagement efforts.

Table 26 below outlines specific plan maintenance activities, those responsible, how often activities occur, and their intended outcomes, ensuring the CWPP remains a relevant and actionable tool for wildfire resilience in Norman.

Table 26: CWPP Plan Maintenance

Maintenance Task	Responsible Party	Frequency	Purpose
Review and update action item progress.	CWPP Advisory Committee	Annually	Evaluate implementation status; identify successes and gaps.
Update wildfire risk assessment data.	GIS/Planning Teams, OFS, BLM	Every five (5) years (or as needed)	Reflect new modeling, fire history, or land use changes.
Reassess priority areas and exposure zones.	CWPP Advisory Committee, Fire Agencies	Every five (5) years	Adjust mitigation focus based on updated risk and community input.
Update roles, responsibilities, and partnerships.	CWPP Advisory Committee	Every five (5) years	Reflect staff changes, new stakeholders, or shifts in agency capacity.

Maintenance Task	Responsible Party	Frequency	Purpose
Evaluate community outreach effectiveness.	NDF, Norman Emergency Management, Schools	Annually	Ensure messages are reaching intended audiences and inspiring action.
Compile Annual Implementation Report.	CWPP Advisory Committee	Annually	Summarize accomplishments, challenges, and recommendations.
Conduct plan update and formal re-adoption.	All Participating Jurisdictions	Every five (5) years	Ensure plan reflects current policies; aligns with grant requirements
Integrate updates with other plans.	Norman Planning Department, Norman Emergency Management	Every five (5) years	Maintain consistency with broader hazard mitigation and emergency plans.

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-54: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MUSCO SPORTS LIGHTING, L.L.C., IN THE AMOUNT OF $98,000, MAINTENANCE BOND MB-2526-16, PERFORMANCE BOND B-2526-21; AND STATUTORY BOND B-2526-22 FOR WESTWOOD TENNIS COURT LIGHTING SYSTEM PROJECT, AND ADOPTION OF RESOLUTION R-2526-23 GRANTING TAX EXEMPT STATUS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 8/12/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-54: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MUSCO SPORTS LIGHTING, L.L.C., IN THE AMOUNT OF $98,000, MAINTENANCE BOND MB-2526-16, PERFORMANCE BOND B-2526-21; AND STATUTORY BOND B-2526-22 FOR WESTWOOD TENNIS COURT LIGHTING SYSTEM PROJECT, AND ADOPTION OF RESOLUTION R-2526-23 GRANTING TAX EXEMPT STATUS.

BACKGROUND:

Since it opened in the 1980s, the Westwood Tennis Facility has steadily increased its membership and activities. Over the decades, new tennis courts have been constructed, a pro shop was built and later expanded, and a 2-court indoor structure was added as a part of the 2015 Norman Forward initiative. The facility has offered youth and adult programming, and it has been sanctioned by the United States Tennis Association (USTA) to host regional tournament events. One crucial part of the day-to-day operations for Norman residents and the USTA events is the maintenance of the courts and court lighting.

The sport has national standards for the "speed," color, and size of courts (including space between courts) and the light levels on courts for night play. New courts were built recently, including the latest technology for all court construction details. There are twelve outdoor competition courts, two indoor courts, and one unlit outdoor court striped for smaller youth teaching (4 total). All courts get regular resurfacing done to align with standards; however, the six oldest courts never upgraded their lighting to modern technology. As a result, those old lights are at the end of their lifespan, and recent maintenance issues have demonstrated that the fixtures are considered obsolete and getting replacement parts is difficult.

During the fiscal year 2024-2025 (FYE 2025) budget process, Parks identified replacement of the light fixtures as a priority for the final year of the multi-year Room Tax-funded project being completed for the Westwood Tennis Complex, that included the regular resurfacing of all 12 competition courts, improvements to the pro shop mechanical & plumbing infrastructure, and work on the Complex fencing, furnishings, and lighting.

DISCUSSION:

The City of Norman participates in several nationwide bidding services, including Sourcewell. These services receive bids for many products and services used in municipal construction projects related to utilities, public works, facility construction, and parks and recreation facilities. Sourcewell collaborates with hundreds of vendors and contractors to secure the best pricing for a wide range of work extended to all its members.

Following that process and in compliance with the City Code bidding requirements (Section 12-204.b.4), MUSCO Sports Lighting was awarded a contract to provide "Sports Lighting with Related Supplies and Services" under Sourcewell Master Project 199030; Contract Number 041123-MSL (attached)—good through 2027. That contract covers the recommended type of lighting system to upgrade the lights on the six oldest courts at Westwood Tennis Center.

MUSCO has been used to light several of our other lighted facilities in recent NORMAN FORWARD projects, including the Blake Baldwin Skatepark, Griffin Park Soccer, and the new T-ball fields at Reaves Park. MUSCO lights were also recently installed on the outdoor pickleball, sand volleyball, and synthetic turf field at the Young Family Athletic Center (YFAC). These are all LED light systems, which can be controlled remotely.

Staff recommends awarding Contract K-2526-54 to MUSCO Sports Lighting, LLC, in the amount of $98,000 for the Westwood Tennis Courts Lighting Improvements Project. Funding is available in the Room Tax Fund, Westwood Tennis Center Improvements, Construction (Account 23793364-46101; Project RT0091).

RECOMMENDATION 1: It is recommended that the City Council approve Contract K-2526-54, Performance Bond B-2526-21, Statutory Bond B-2526-22, and Maintenance Bond MB-2526-16 for the Westwood Tennis Court Lighting Improvements Project.

RECOMMENDATION 2: It is further recommended that MUSCO Sports Lighting, LLC, be authorized and appointed as project agent for the Westwood Tennis Court Lighting Improvements Project by Resolution R-2526-23 to avoid the payment of sales tax on materials purchases related to the project.

Contract # K-2526-54

CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 20___, by and between Musco Sports Lighting, LLC, hereinafter designated as "Contractor", and the City of Norman, a municipal corporation, hereinafter designated as "City".

WITNESSETH

WHEREAS, the City is a participant in the Nation-wide bidding process conducted by Sourcewell and other services, which has caused Solicitation for Bids to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the projects in the Sports Lighting Category; of which the City would consider the following project:

WESTWOOD TENNIS COURT LIGHTING IMPROVEMENTS

as outlined and set out in the project scope of work, layout and pricing documents supplied by Musco Sports Lighting, LLC, and in accordance with the terms and provisions of said documents awarded as part of Sourcewell Contract Number 041123-MSL; and

WHEREAS, the Contractor in accordance with the pricing included in said Sourcewell Contract, has submitted to the City, in the manner and at the time specified, a proposal in accordance with the terms of this Contract; and

WHEREAS, the City, in the manner provided by law, has examined, and canvassed the proposal submitted and has determined and declared the above-named Contractor to be able to supply and install the items described in the proposal, and has duly awarded this contract to said Contractor, for the total sum named in the proposal, to wit: Ninety Eight Thousand DOLLARS and Zero CENTS ($98,000.00);

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The Contractor shall, in a good and first-class, workmanlike manner at their own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this Contract and the following Contract Documents:

   i. Specifications, Provisions and Bonds thereto, all of which documents are on file in the office of the City Clerk of the City of Norman, and are made a part of this Contract as fully as if the same were set out at length, with the following additions and or exceptions: (If none, so state.) NONE

   ii. The Sourcewell Master Project Number 199030; Contract Number 041123-MSL (Expiration: 06/16/2027); Category-Sports Lighting with related supplies and services and general provisions of said contract;

are made part of this contract as if fully written in detail herein or attached thereto.

To that end, no provision of this Contract or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the City to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the Contractor, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligation of the Contractor; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the City or in any way to restrict the freedom of the City to exercise full discretion in its dealing with the Contractor.

2. The City shall make payments to the Contractor in the following manner:

i. The project manager, or other appropriate person, will make accurate estimates of the value, based on contract prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof, to submit to the City as an application for payment. The Contractor shall furnish to the project manager, or the appropriate person, such detailed information as they may request to aid them as a guide in the preparation of the application for payment. Each estimate and application for payment must contain or have attached an affidavit as required by Senate Bills 469 of the 1974 Legislature. The City will pay Contractor within thirty (30) days of receipt of the application for payment and only after the work contained in the application for payment has been fully completed and has been approved and accepted by the City.

ii. On completion of all the work, but prior to the acceptance thereof by the City, it shall be the duty of the project manager, or other appropriate person, to determine that said work has been completely and fully performed in accordance with this Contract and the Contract Documents; and upon making such determinations said official shall make his final certificate to the City. The Contractor shall furnish proof that all claims and obligations incurred by them in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the contract bonds for payment of the final estimates to the Contractor; thereupon, the final estimate (including retainages) will be approved and paid within thirty (30) days and only after all the work has been fully completed to the satisfaction of the City.

3. It is further agreed that the Contractor will commence said work within Ten (10) days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously, and complete the same in One Hundred Twenty (120) calendar days. The City may terminate this Contract for any reason upon thirty (30) days written notice to Contractor.

Contract # K-2526-54

4. Notice: Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is delivered personally, or within three (3) business days after it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, to:

City:

James Briggs
Park Development Manager
225 N. Webster Ave.
Norman, OK 73070

Contractor:

Musco Sports Lighting, LLC
Rico Velazquez, Project Manager/Field Rep.
211 2nd Avenue West
Oskaloosa, IA 52577

5. Indemnification: Contractor agrees to indemnify and hold harmless the City, its officers, agents and employees from and against all liability for injuries or death to persons, legal expense or damage to property caused by Contractor's, its agents or employees performance under this Contract; provided, however, that Contractor shall not be liable for injury, damage or loss occasioned by the sole negligence of the City, its agents or employees. Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damages, suits, expenses, liability or proceedings of any kind whatsoever, including, without limitation, Worker's Compensation claims of or by anyone whomever, in any way resulting from, or arising out of, Contractor's acts, omissions or operations under or in connection with this Contract. Further, the City shall not be liable or responsible to Contractor for any loss or damage to any property or person occasioned by a third party. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Contract.

6. Insurance: Contractor shall, at its own expense, keep in force insurance of the following types and in not less than the following amounts, issued by a company or companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities for accidents arising out of or in connection with Contractor's performance of this Contract, except when caused by the City's negligence or that of its agents or employees, and shall furnish to the City certificates evidencing such insurance subject to the limitations set forth above in respect to the City's sole negligence and Contractor shall furnish a certificate to the effect that such insurance shall not be changed or cancelled without ten (10) days prior notice to the City, said notice shall be written and shall be given by Contractor, to wit:

i. Worker's Compensation Insurance and Employer's Liability Insurance as prescribed by State Statute, for all of Contractor's employees and subcontractors working on the project, with the subcontractors to also provide the same.

ii. Provide both Commercial General Liability Insurance and Automobile Liability Insurance for personal injury and property damage in limits prescribed by the Oklahoma Governmental Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto, as follows:

a. $25,000 for loss of property arising out of a single act or occurrence.

i. $125,000 per person for any other loss arising out of a single act or occurrence.

b.$1,000,000 for any number of claims arising out of a single act or occurrence.

7. Miscellaneous:

i. *Counterparts*: This Contract may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.

ii. *Severability*: If any provision of this Contract is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

iii. *Governing Law; Venue*: This Contract shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this agreement shall be in the District Court of Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

iv. *Authority*: Each party hereto has the legal right, power and authority to enter into this Contract. Each party's execution, delivery and performance of this Contract has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Contract, except as expressly set forth herein.

v. *Entire Agreement; Amendments*: This Contract and the associated Contract Documents constitute the entire agreement among the parties hereto and may not be amended or modified, except in writing, signed by each of the parties hereto. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

vi. *Assignment*: This Contract shall not be assigned by Contractor without prior written consent of the City.

vii. *Nondiscrimination:* Contractor acknowledges that the Certification of Nondiscrimination completed with their bid proposal is incorporated herein and thereby agrees to comply with the requirements contained in such certification throughout the performance of this Contract.

viii. *Non-Waiver*: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.

8. The sworn statement below must be signed and notarized before this Contract will become effective.

[Signatures on following page]

Contract # K-2526-54

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals respectively the 1st day of August, 20 25. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

CONTRACTOR

Corporate Seal

Musco Sports Lighting, LLC
Company Name

ATTEST: _____ BY _____
Corporate Secretary President or Managing Partner

STATE OF ~~OKLAHOMA~~ IOWA)
COUNTY OF ~~CLEVELAND~~ MAHASKA)

Shelly L. Herr, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by Contractor to submit the above Contract to the City. Affiant further states that Contractor has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City any money or other thing of value, either directly or indirectly, in the procuring of the contract.

_____
President or Managing Partner

Subscribed and sworn to before me this 1st day of August, 20 25

_____
Notary Public

MELINDA K. WALTER
Commission Number 746584
My Commission Expires

My Commission Expires: 04/24/2028
Commission Number: 746584

CITY OF NORMAN

Approved as to form and legality this 8 day of August, 20 25.

_____
City Attorney

Approved by the City Council this _____ day of _____, 20_____.

ATTEST: _____
Mayor

_____
City Clerk

Bond # B-2526-22

STATUTORY BOND

Surety Bond No. 108299112

KNOW ALL MEN BY THESE PRESENTS:

That we, Musco Sports Lighting, LLC as Principal, and Travelers Casualty and Surety Company of America, a corporation organized under the laws of the State of CT, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation and city of the first class, of the State of Oklahoma, in the penal sum of Ninety Eight Thousand DOLLARS and Zero CENTS, ($98,000.00), for the payment of which well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns, jointly and severally, firmly by these presents.

Dated this _____ day of _____, 20_____.

The conditions of this obligation are such, that whereas, the above Bonded Principal Musco Sports Lighting, LLC is the lowest and best bidder for the making of the following City work and improvement, viz.:

WESTWOOD TENNIS COURT LIGHTING IMPROVEMENTS

and has entered into a certain written contract with THE CITY OF NORMAN, dated _____, 20_____, for the erection and construction of said work and improvement, in exact accordance with the bid of said Principal, and according to certain specifications heretofore made, adopted and placed on file in the office of the City Clerk of the City of Norman.

NOW, THEREFORE, if the said Musco Sports Lighting, LLC Principal, shall well and truly pay all indebtedness incurred for labor and material and repairs to and parts for equipment furnished in the making of said public improvement incurred by said Principal or subcontractors, then this obligation shall be void. Otherwise, this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this bond, the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond # B-2526-22

ATTEST:

Corporate Secretary

Musco Sports Lighting, LLC
Company Name

BY

Principal

ATTEST:

Corporate Secretary (Surety)

Travelers Casualty and Surety Company of America
Surety Name

BY

Surety Jessica J. Perkins, Attorney-in-Fact

STATE OF ~~OKLAHOMA~~ Iowa, COUNTY OF ~~CLEVELAND~~ Polk, SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 1st day of August, 2025 personally appeared Jessica J. Perkins to me known to be the identical person who executed the foregoing, and acknowledged to me that she executed the same as Attorney-in-Fact free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

LAUREN BRUNS
Commission Number 845563
My Commission Expires
January 30, 2026

Notary Public

My Commission Expires: January 30, 2026

Commission Number: 845563

Approved as to form and legality this 8 day of August, 2025.

City Attorney

Approved by the Council of the City of Norman, this _____, day of _____ 20___.

ATTEST:

Mayor

City Clerk

Bond # B-2526-21

PERFORMANCE BOND

Surety Bond No. 108299112

KNOW ALL MEN BY THESE PRESENTS:

That we, Musco Sports Lighting, LLC, as Principal, and Travelers Casualty and Surety Company of America, a corporation organized under the laws of the State of CT, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation and city of the first class, of the State of Oklahoma, in the full and just sum of Ninety Eight Thousand DOLLARS and Zero CENTS, ($98,000.00), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns jointly and severally, firmly by these presents. Dated this _____ day of _____, 20___.

The conditions of this obligation are such, that whereas, said Principal is the lowest and best bidder for the making of the following city work and improvements, viz.:

WESTWOOD TENNIS COURT LIGHTING IMPROVEMENTS

and has entered into a certain written contract with THE CITY OF NORMAN dated _____20_____, for the erection and construction of said work and improvement, which said contract is hereby made a part and parcel of this bond as if literally written herein.

NOW, THEREFORE, if said Principal shall, in all particulars, well, truly and faithfully perform and abide by said Contract and each and every covenant, condition and part thereof and shall fulfill all obligations resting upon said Principal by the terms of said contract and said specifications; and if said Principal shall promptly pay, or cause to be paid, all labor, materials and/or repairs and all bills for labor performed on said work, whether by subcontract or otherwise; and if said Principal shall protect and save harmless said City of Norman from all loss, damage and expense to life or property suffered or sustained by any person, firm, or corporation caused by said Principal or his or its agents, servants, or employees in the construction of said work, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of said Principal or his or its agents servants, or employees, and if said Principal shall protect and save the City of Norman harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

It is further expressly agreed and understood by the parties thereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond #B-2526-21

ATTEST:

Corporate Secretary

Musco Sports Lighting, LLC
Company Name

BY
Principal

ATTEST:

Corporate Secretary (Surety)

Travelers Casualty and Surety Company of America
Surety Name

BY
Surety Dean M. Clark, Attorney-in-Fact

STATE OF ~~OKLAHOMA~~ Iowa, COUNTY OF ~~CLEVELAND~~ Polk, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 1st day of August, 2025 personally appeared Dean M. Clark to me know to be the identical person who executes the foregoing, and acknowledge to me that he executed the same as Attorney-in-Fact free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS ~~my hand and seal the day and~~ year last above written.

LAUREN BRUNS
Commission Number 845563
My Commission Expires
January 30, 2026

Notary Public

My Commission Expires: January 30, 2026

Commission Number: 845563

Approved as to form and legality this 8 day of August, 2025.

City Attorney

Approved by the Council of the City of Norman, this ____ day of _____, 20___.

ATTEST:

Mayor

City Clerk

Bond # MB-2526-16

MAINTENANCE BOND Surety Bond No. 108299112

WHEREAS, THE UNDERSIGNED Musco Sports Lighting, LLC, hereinafter referred to as the Principal, has entered into a certain contract dated _____, 20_____, for the construction of:

WESTWOOD TENNIS COURT LIGHTING IMPROVEMENTS

WHEREAS, under the ordinances of said City of Norman the said Principal is required to furnish to the City a maintenance bond covering said construction, said bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of said construction.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That the said Principal and Travelers Casualty and Surety Company of America, as a corporation organized under the laws of the State of CT, and authorized to transact business in the State of Oklahoma, as surety, are jointly and severally, firmly held and bound unto said City in the penal sum of Ninety Eight Thousand Dollars and Zero CENTS ($98,000.00), in lawful money of the United States of America, same being 100% of the cost of the construction herein referred to for the payment of which, well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

The condition of this bond is such that if the said Principal shall keep and maintain, subject to normal wear and tear, the said construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, for a period of one (1) year from the date of the written final acceptance thereof by the City, and shall promptly repair, without notice from the City, any and all defects or failures occurring or arising from improper workmanship, materials, or failure to protect new work until it is accepted within a period of one year without notice from said City, and without expense to said City, thence this obligation shall be null and void and of no force and effect; otherwise to be and remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the Principal to make any needed repairs upon said construction, or to maintain any part of the same, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the Principal by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the Principal at the address set forth below, then the Principal and surety shall jointly and severally be liable to the City, for the cost and expense for making such repairs, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Bond #MB-2526-16

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Executed and delivered this ________________ day of ________________, 20_____.

ATTEST: ________________
Corporate Secretary

Musco Sports Lighting, LLC
Company Name

Mailing Address of Principal:

211 2nd Avenue West

Oskaoolsa, IA 52577

BY ________________
Principal

Travelers Casualty and Surety Company of America
Surety Name

BY: ________________
Dean M. Clark, Attorney-in-Fact

STATE OF ~~OKLAHOMA~~ Iowa, COUNTY OF ~~CLEVELAND~~ Polk, SS:

Before me, the undersigned, a Notary Public in and for said County and State, this 1st day of August, 2025, personally appeared Dean M. Clark to me known to be the identical person who executed the foregoing, and acknowledge to me that he executed the same as Attorney-in-Fact free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

NOTARIAL SEAL IOWA — [LA]REN BRUNS, Commission Number 845563, My Commission Expires [Jan]uary 30, 2026

____
Notary Public

My Commission Expires: January 30, 2026
Commission Number: 845563

Approved as to form and legality this 8 day of August, 2025.

____
City Attorney

Approved by the Council of the City of Norman, this ___ day of ________________, 20____.

____
Mayor

ATTEST: ________________
City Clerk

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Dean M. Clark** of **DES MOINES**, **Iowa**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this day of , **2025**

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Date: July 23, 2025
Expiration date: August 23, 2025
To: James Briggs

Project: Westwood Tennis Center Relight
Norman, Oklahoma
Musco Project Number: 236366

Sourcewell
Master Project: 199030, **Contract Number:** 041123-MSL, **Expiration:** 06/16/2027
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL

Quotation Price – Materials Only Delivered to Job Site

Lighting

(6) Tennis Courts – at 30 footcandles *$98,000*

Sales tax, bonding, labor, installation, and unloading of the equipment are not included.
Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

SportsCluster® system with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Average light levels of 30 footcandles

System Description

- Factory aimed and assembled luminaires
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- Disconnects
- UL listed assemblies
- Corrosion protection

Environmental Light Control

- Spill light minimized
- Off-site glare light minimized

Control Systems and Services

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 10 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors
- Warranty starts the date of shipment

Musco Scope

- Provide design and layout for lighting system
- Test and final aim equipment

Installation Services Provided

[See attached scope of work]

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- The owner of the field is responsible for the structural integrity of the existing poles and/or structures

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
Attn: Musco Contracts
Fax: 800-734-6402
Email: musco.contracts@musco.com

All Purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL

Delivery Timing

8 - 10 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

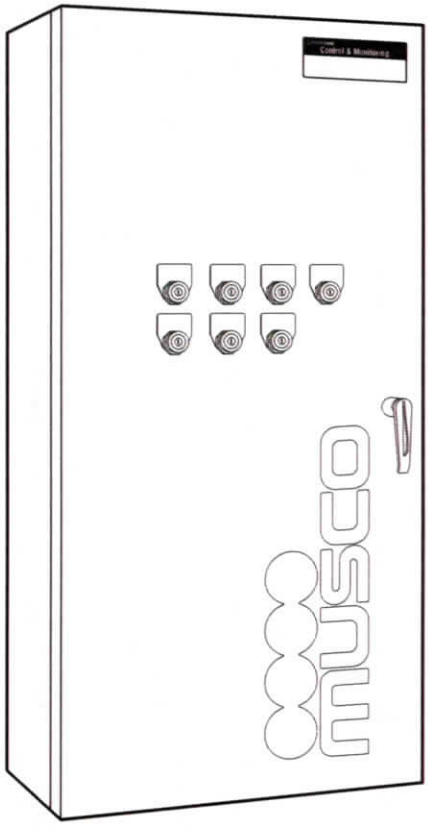
Quote is based on following conditions:

- Shipment of entire project together to one location.
- 208 Volt, 3 phase electrical system requirement.
- Structural code and wind speed = 2018 IBC, 110 mi/h, Exposure C.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Product assurance and warranty program is contingent upon site review and compatibility with Musco's lighting system.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Rico Velazquez
Field Sales Representative - Oklahoma
Musco Sports Lighting, LLC
100 1st Avenue West – PO Box 808
Oskaloosa, IA 52577, USA
Phone: (405)-479-5693
E-mail: Rico.Velazquez@Musco.com

Datasheet: **Control-Link® Control and Monitoring System**



Overview

Control-Link® Control and Monitoring System provides remote on/off control, dimming, system monitoring, and management of your lighting system.

Features

- Engineered to work with Musco's TLC for LED® lighting technology
- Durable construction may be mounted inside or outside
- Factory assembled and wired, in our UL-authorized manufacturing facility

Control

- Lighting system and auxiliary equipment
- Control options: Control-Link website, smartphone app, phone call, or email up to 10 years in advance
- Seven controllable lighting zones
- Three customizable dimming levels (factory set at 100%, 50%, 20%)
- Door-mounted or remote-mounted off/on/auto switches allow for manual override of automated control

Monitoring

- Detects luminaire outages and other issues that affect light quality

Management and Support

- Control-Link Central™ service center provides support 24 hours a day, 7 days a week for scheduling, monitoring, and reporting
- Luminaire outage notification within the next business day
- Multi-level user security settings
- Customized usage reports through website

Technical Specifications

Control and Monitoring Cabinet Ratings

UL 508A Listed.....E204954

CE declaration .....LVD, EMC, RoHS

IEC 60439-1 compliant .....UL test report 05NK26317

IEC Emissions/Immunity.....Class A compliant

Operating temperature .....-4°F to 140°F (-20°C to 60°C)

FCC Part 15 .....Class A compliant

Weight for 72 inch (1829 mm) cabinet ..... 180 lb (82 kg)

Weight for 48 inch (1219 mm) cabinet ..... 140 lb (64 kg)

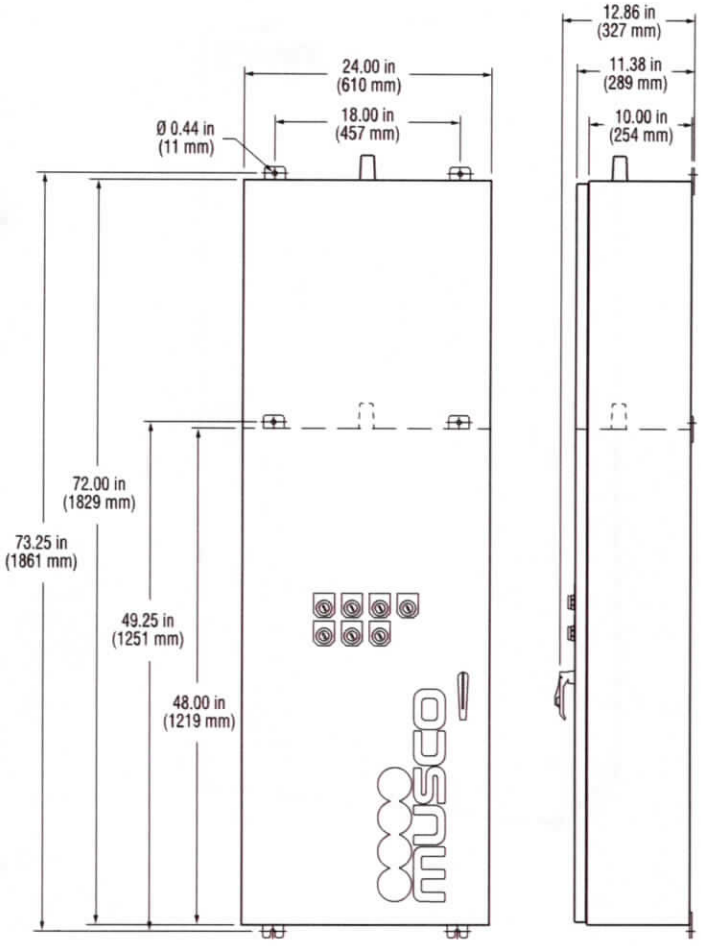
Lighting circuit voltage..... up to 480 V

Short Circuit Current Rating (SCCR)

with 30 A contactors* .....18 kA

with 60 or 100 A contactors* .....25 kA

*Minimum circuit breaker interrupt rating must be greater than or equal to SCCR rating listed above.

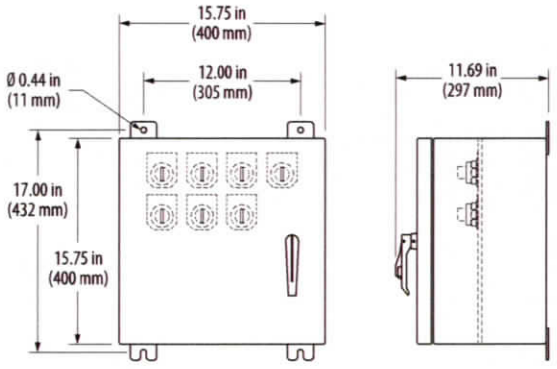


Construction

- NEMA type 4 (IP65) cabinet
- Powder-coated aluminum 5052 H32 cabinet and panel
- Lockable, 3-point latch

Off/On/Auto Manual Switches Cabinet (optional)

- NEMA type 4 (IP65) cabinet
- Powder-coated aluminum 5052 H32 cabinet and panel
- Lockable door
- Hinged interior panel for switch mounting



Manual switches cabinet

Remote Wireless Antenna Cabinet (for wireless communication)

- Cast aluminum with texture gray paint finish
- Omnidirectional antenna
- Operating temperature: -40°C (-40°F) to 85°C to (185°F)
- Frequency: 900 MHz, 868 MHz, or 2.4 GHz

Remote wireless antenna cabinet

Internal Details

- Factory wired, programmed, and tested
- Internally fused
- Control power terminal blocks provided
- One control circuit operates entire cabinet
- Plug-in wire harnesses provided to connect multiple cabinets

Control Module

Receives and stores schedules from Control-Link Central™ service center, operates your equipment, and verifies schedules were carried out.

- Executes scheduled on/off or dimming events.
- Stores schedules for up to 7 days
- Reboots automatically and executes current schedule when power is restored, in case of power interruption
- Monitors Musco lighting system and reports issues to keep facilities operating and to help plan routine maintenance
- Alerts Control-Link Central service center to schedule appropriate action or maintenance

Communication Modules

Communication with Control-Link Central via integrated, high speed, cellular connection with no additional monthly charges during the warranty period.

Communication with light poles via powerline communication or wireless communication.

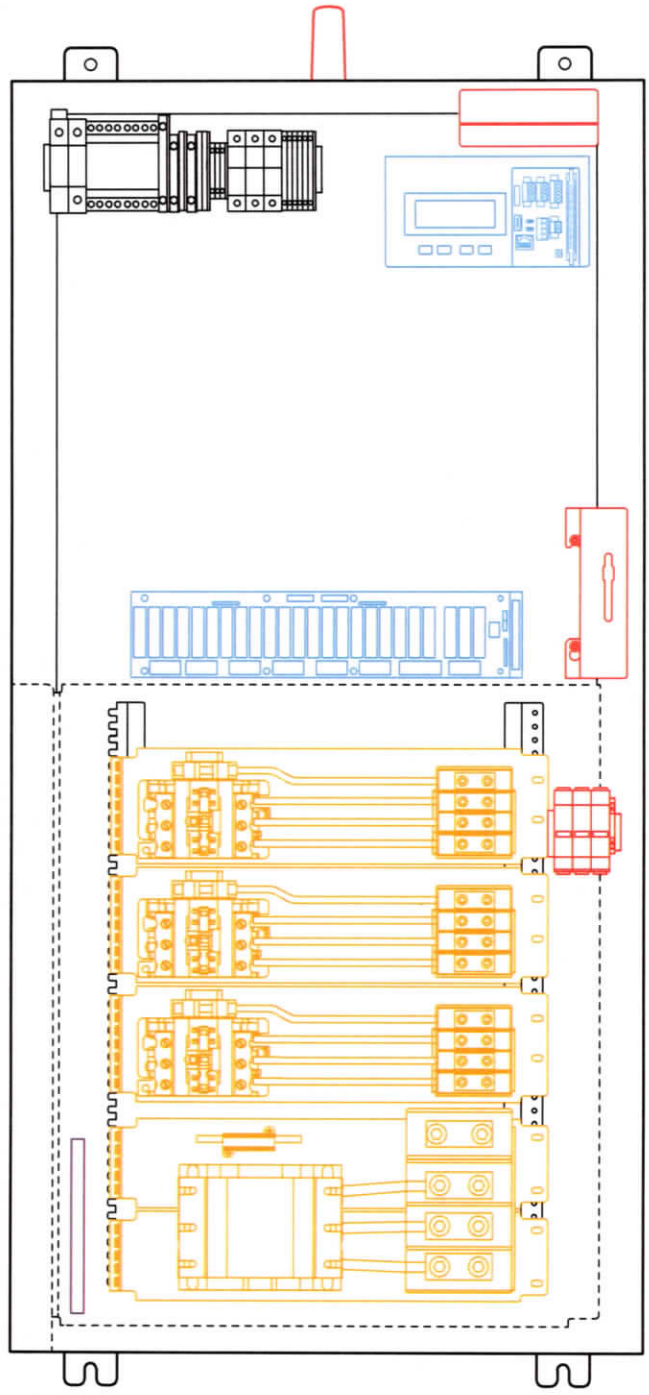
- Wireless communication requires a dedicated antenna, mounted minimum of 3 ft (0.91 m) above the cellular antenna and 7 ft (2.13 m) total distance away with line of sight to lighting poles.

Contactor Modules

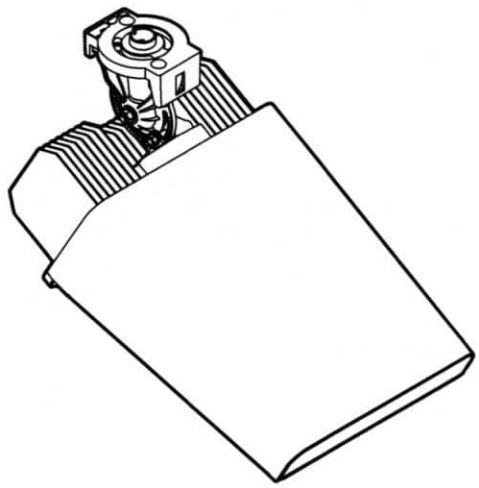
Tested and UL-listed for continuous operation. Field wiring terminated at load side of contactors for lighting circuits.

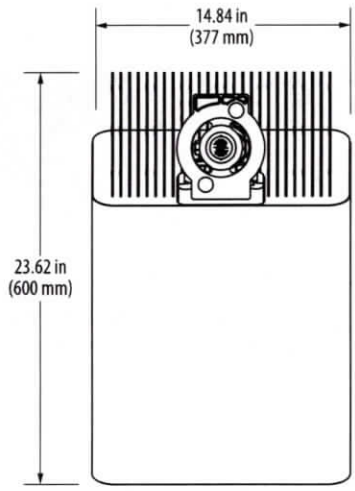
Ground Bar

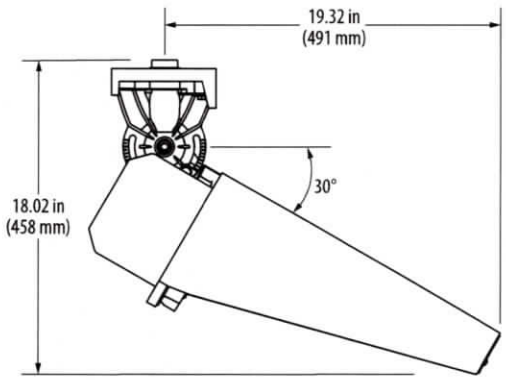
Provides integral ground bar for lighting equipment grounding.



Datasheet: TLC-LED-550 Luminaire and Driver







Luminaire Data

Weight (luminaire)	25 lb (11 kg)
UL listing number	E338094
UL listed for USA/Canada	UL1598 CSA-C22.2 No.250.0
CE Declaration	LVD, EMC, RoHS
Ingress protection (luminaire)	IP66
Impact rating	IK07
Material and finish	Aluminum, powder-coat painted
Wind speed rating (aiming only)	150 mi/h (67 m/s)
UL, IEC ambient temperature rating (luminaire)	50°C (122°F)

Photometric Characteristics

Projected lumen maintenance per IES TM-21-11	
L90 (20k)	>120,000 h
L80 (20k)	>120,000 h
L70 (20k)	>120,000 h
Lumens[1]	67,000
CIE correlated color temperature	5700 K
Color rendering index (CRI)	75 typ, 70 min
LED binning tolerance	5-step MacAdam Ellipse

Footnotes:

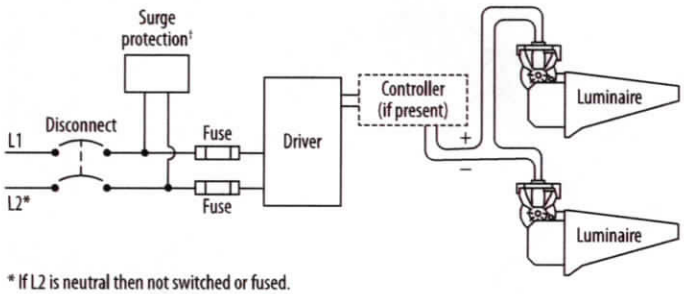
1) Value represents most common optical variation. Incorporates appropriate dirt depreciation factor for life of luminaire.

Driver Data

Electrical Data

Rated wattage[1]	
Per driver	1080 W
Per luminaire	540 W
Number of luminaires per driver	1 - 2
Starting (inrush) current	<40 A, 256 µs
Fuse rating	15 A
UL, IEC ambient temperature rating (electrical components enclosure)	50°C (122°F)
Ingress protection (electrical components enclosure)	IP54
Efficiency	95%
Dimming mode	optional
Range, energy consumption	15 - 100%
Range, light output	20 - 100%
Flicker	<2%
Total harmonic distortion (THD) at full output	<20%

Typical Wiring



* If L2 is neutral then not switched or fused.
† Not present if indoor installation.

	200 Vac 50/60 Hz	208 Vac 60 Hz	220 Vac 50/60 Hz	230 Vac 50 Hz	240 Vac 50/60 Hz	277 Vac 60 Hz	347 Vac 60 Hz	380 Vac 50/60 Hz	400 Vac 50 Hz	415 Vac 50 Hz	480 Vac 60 Hz
Max operating current per luminaire[2]	3.32 A	3.19 A	3.02 A	2.89 A	2.88 A	2.40 A	1.92 A	1.75 A	1.66 A	1.60 A	1.39 A

Footnotes:

1) Rated wattage is the power consumption, including driver efficiency losses, at stabilized operation in 25°C ambient temperature environment.

2) Operating current includes allowance for 0.90 minimum power factor, operating temperature, and LED light source manufacturing tolerances.

Notes

1. Use thermal magnetic HID-rated or D-curve circuit breakers.
2. See *Musco Control System Summary* for circuit information.

Resolution

R-2526-23

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING MUSCO SPORTS LIGHTING, L.L.C., AS PROJECT AGENT FOR THE WESTWOOD TENNIS COURT LIGHTING SYSTEM PROJECT.

§ 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by Musco Sports Lighting, L.L.C., as Project Agent for the Westwood Tennis Court Lighting System Project; and

§ 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Musco Sports Lighting, L.L.C., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, Musco Sports Lighting, L.L.C., to purchase materials which are in fact used for the Westwood Tennis Court Lighting System Project; and

§ 3. WHEREAS, this limited agent status is conferred with the express understanding that Musco Sports Lighting, L.L.C., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That the City of Norman, Oklahoma, on the 12th day of August, 2025, did appoint Musco Sports Lighting, L.L.C., who is involved with the Westwood Tennis Court Lighting System Project, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the Westwood Tennis Court Lighting System Project.

PASSED AND ADOPTED THIS 12th day of August 2025.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Meeting Agenda

Tuesday, August 26, 2025

6:30 PM

DIRECTOR OF PARKS AND RECREATION

City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority

City Council

David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Bree Montoya, Ward 3, Helen Grant Ward 4, Vacant, Ward 5, Joshua Hinkle, Ward 6, Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8, Mayor Stephen Tyler Holman.

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C., SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C., AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C., SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C., AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

BACKGROUND:

Norman voters approved the Norman Forward Quality of Life Projects Sales Tax of 2015, which provided a one-half percent (1/2%) sales tax dedicated to fund several quality-of-life projects, including a Senior Wellness Facility (the "Facility"). The City approved a contract with Frankfurt-Short-Bruza Associates ("FSB") in August 2019 for the design of the facility. Initially, FSB was developing designs for a facility within the $7.6 million Norman Forward amended allocation; with proposed additional phases to be added should funding become available in the future. On October 29, 2020, Council allocated an additional $4.8 million towards the Facility project with funds that were freed up after the City received federal Coronavirus Aid, Relief and Economic Security Act reimbursements for other unrelated previously budgeted expenses.

After the increase in funding, the City approved an amendment to FSB's contract to accommodate the design and construction of the facility in a single phase on an approximately 4.7-acre site in the southeast corner of the Norman Regional Hospital System's Porter Avenue Wellness Village Campus. In November 2020, Staff released a Request for Proposals related to the facility's operation. Interviews were later conducted, and the City proceeded with negotiations with Healthy Living & Fitness, Inc., an operator of one of the City of Oklahoma City's Senior Wellness Centers.

Council approved a Memorandum of Understanding with Healthy Living & Fitness, Inc. on April 13, 2021, to develop a contractual relationship related to the operation of the Facility. Council approved Contract K-2223-130 with Healthy Living Center Norman, LLC (the "Agreement") on May 23, 2023. Contract K-2223-130 is the lease and management agreement between the City and Healthy Living Center Norman, LLC; a Limited Liability Corporation created by Healthy Living & Fitness, incorporated for the operation of the Norman facility. The Agreement provides that the Operator will operate, manage and maintain the Property for a five (5) year term, with the possibility of up to three (3) additional five-year terms. Notably, Section 7.10 of the

Agreement allows for assignment of the contract to another entity only upon approval by the City.

DISCUSSION:

When Healthy Living & Fitness, Inc. was initially selected as Operator, it was because of their success in running a similar facility in Oklahoma City. Long term, it was hoped that the Facility could be managed by a local Board of Directors instead of a Board located in Oklahoma City. Healthy Living & Fitness, Inc. has worked closely with the staff of the Norman facility, and members of its Programming Committee, all Norman residents, to transition to a local Board. In December 2024, after engaging outside counsel, Healthy Living & Fitness, Inc. formed Healthy Living Center Norman, Inc. as a separate non-profit entity for this ultimate purpose.

Members of the newly formed Healthy Living Center Norman, Inc. Board of Directors include the following Norman residents:

Lynne Miller, President

Lee Hall, Vice-President

Bill Scanlon, Secretary/Treasurer

Amy Davenport

Elaine Purvis

Brian Hill

Greg Heiple

Healthy Living Center Norman, Inc. has applied for 501(c)(3) designation from the Internal Revenue Service and is currently awaiting formal approval.

Per the terms of Section 7.10 of the Agreement, the City has received a Resolution of the Healthy Living & Fitness, Inc. Board of Directors expressing its desire and intent to assign the Agreement from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc. subject to City approval. The City is also in receipt of a resolution from the Board of Directors of Healthy Living Center Norman, LLC formerly assigning all assets to Healthy Living Center Norman, Inc. upon approval by the City of such assignment and a release from the City of all liability with respect to its obligations under the Agreement upon such assignment. The return of assets is conditional on Healthy Living Center Norman, Inc. receiving a determination of tax-exempt status as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code within 24 months of the date of the transfer. The reason for this condition is due to restrictions related to the transfer of assets from a 501(c)(3) entity to a corporation without such a designation.

Finally, the City is also in receipt of a resolution from Healthy Living Center Norman, Inc. expressing its intent to accept the assignment of the Agreement upon City approval, and a resolution authorizing it to accept interests and obligations of the Agreement from Healthy Living Center Norman, LLC. These Board resolutions are attached to Resolution R-2526-38 as Exhibits A, B, C and D.

Other than the name of the Operating entity, all terms of the Agreement will remain the same upon approval of this Assignment. No disruptions to operations, staffing, etc. are anticipated at the Facility as a result of this Assignment. The Assignment will allow for local control of the Facility. Resolution R-2526-38, if adopted, will formally approve the assignment of the Agreement from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc. The resolution also releases Healthy Living Center Norman, LLC from all liability related to its obligation of the Agreement as of the date of the assignment.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-38.

Resolution R-2526-38

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C. SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C. AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

§ 1. WHEREAS, Norman voters approved the Norman Forward Quality of Life Projects Sales Tax of 2015, providing a one-half (1/2) percent sales tax dedicated to fund a number of Quality of Life projects, including a Senior Wellness Facility (the "Facility"); and

§ 2. WHEREAS, in November 2020, after soliciting proposals pursuant to a Request for Proposals related to the operation of the Facility, and subsequent interviews, the City of Norman ("City") opted to enter into negotiations with Healthy Living & Fitness, Inc, for the ultimate lease and management of the Facility; and

§ 3. WHEREAS, on April 13, 2021, the City entered into a Memorandum of Understanding (K-2021-109) with Healthy Living & Fitness, Inc. for the purpose of developing a contractual relationship related to the lease and management of the City's planned Facility; and

§ 4. WHEREAS, Healthy Living & Fitness, Inc. formed Healthy Living Center Norman, L.L.C. on February 22, 2022, for the purpose of operating the Facility; and

§ 5. WHEREAS, on May 23, 2023, the City entered into Contract K-2223-130 (the "Agreement) with Healthy Living Center Norman, L.L.C. for the management, operation, and administration of the Facility; and

§ 6. WHEREAS, Section 7.10 of the Agreement provides that Healthy Living Center Norman, L.L.C. may not assign its interests or obligations contained in the Agreement without prior written consent of the City; and

§ 7. WHEREAS, a local group of residents serving on the Programming Committee for the facility began exploring options for local control of the operating entity of the Facility instead of Healthy Living Center Norman, Inc.; and

§ 8. WHEREAS, Healthy Living & Fitness, Inc. engaged counsel to assist in forming a new Oklahoma nonprofit corporation that could operate the Facility independently; and

§ 9. WHEREAS, Healthy Living Center Norman, Inc. was formed December 12, 2024, for the ultimate purpose of assuming the responsibilities of operating the Facility as a more appropriate organizational structure aligned with the nonprofit mission of Healthy Living & Fitness, Inc.; and

§10. WHEREAS, the Board of Directors of Healthy Living Center Norman, Inc. includes Lynne Miller, President, Lee Hall, Vice-President, William Scanlon, Secretary/Treasurer, Amy Davenport, Elaine Purvis, Brian Hill and Greg Heiple; and

§11. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living & Fitness, Inc., attached as Exhibit A, indicating its desire and intent to assign the Agreement from Healthy Living Center Norman, L.L.C. to Healthy Living Center Norman, Inc. subject to City approval; and

§12. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living Center Norman, L.L.C.., attached as Exhibit B, assigning all of its assets to Healthy Living Center Norman, Inc. upon approval by the City and release of liability; and

§13. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living Center Norman, Inc., attached as Exhibit C, expressing its intent to accept the assignment of the Agreement upon City approval; and

§14. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living Center Norman, Inc., attached as Exhibit D, authorizing it to accept the interest of Healthy Living Center Norman, L.L.C. in its contract with the City, including the acceptance of assets, business arrangements, contracts and employees related to the operation of the Adult Wellness Center upon approval of such assignment by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§15. THAT, the assignment of Contract K-2223-130 from Healthy Living Center Norman, L.L.C. to Healthy Living Center Norman, Inc. is hereby approved.

§16. THAT, the City hereby releases Healthy Living Norman, L.L.C. from liability related to its performance of its obligations related to Contract K-2223-130 as the date of execution of this Resolution R-2526-38.

PASSED AND ADOPTED this _____ day of _____, 2025.

_____

Mayor

ATTEST:

_____

City Clerk

RESOLUTION OF HEALTHY LIVING & FITNESS, INC.

ASSIGNMENT OF OPERATING AGREEMENT FOR SENIOR WELLNESS CENTER located at 602 North Findlay Avenue, Norman, Oklahoma 73071

WHEREAS, Healthy Living & Fitness, Inc., an Oklahoma nonprofit corporation having its principal place of business at 11501 North Rockwell, Oklahoma City, Oklahoma 73162, is the parent organization overseeing the operations of the Senior Wellness Center located at 602 North Findlay Avenue, Norman, Oklahoma 73071; and

WHEREAS, Healthy Living Center Norman, LLC, an Oklahoma limited liability company, has served as the operating entity for the Senior Wellness Center pursuant to a Lease and Management Agreement entered into on the 23rd day of May, 2023, by and between the City of Norman, Oklahoma, a municipal corporation, and Healthy Living Center Norman, LLC (the "Agreement"); and

WHEREAS, Healthy Living & Fitness, Inc. has formed a new Oklahoma nonprofit corporation, Healthy Living Center Norman, Inc., to assume the responsibilities of operating the Senior Wellness Center as a more appropriate organizational structure aligned with its nonprofit mission; and

WHEREAS, the officers of Healthy Living Center Norman, Inc. shall be as follows:

Lynne Miller, President

Lee Hall, Vice President

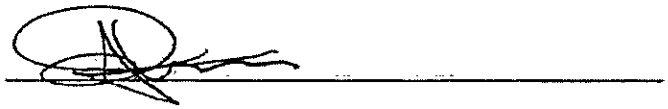
Bill Scanlon, Secretary/Treasurer

NOW, THEREFORE, BE IT RESOLVED, that Healthy Living Center Norman, LLC hereby requests that the City of Norman, Oklahoma, approve the assignment of the Agreement, from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc., effective upon approval and completion of any administrative requirements; and

BE IT FURTHER RESOLVED, that this assignment shall be considered sufficient to fulfill any notification or approval requirements regarding the assignment of the Agreement with Healthy Living Center Norman, LLC and the transfer of such Agreement to Healthy Living Center Norman, Inc.; and

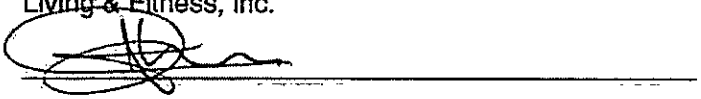
BE IT FURTHER RESOLVED, that the officers of Healthy Living & Fitness, Inc. sole member of Healthy Living Center Norman, LLC are authorized to take all necessary steps to execute and implement this assignment in cooperation with the City of Norman, Oklahoma.

ADOPTED this 18th day of June, 2025, by the Members of Healthy Living Center Norman , LLC

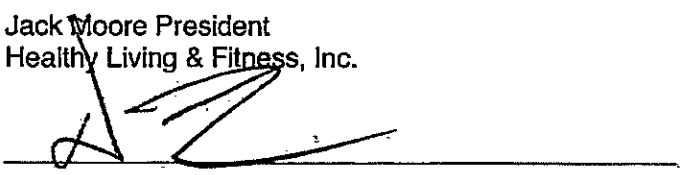


Jack Moore Authorized Member

ADOPTED this 31st day of July, 2025, by the Board of Directors of Healthy Living & Fitness, Inc.



Jack Moore President
Healthy Living & Fitness, Inc.



Darren Telford
Secretary & Treasurer

State of Oklahoma
County of Oklahoma

On this 31st day of July, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared:

Jack Moore who is personally known to me or who has produced valid identification and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed for the purposes therein set forth.

Darren Telford who is personally known to me or who has produced valid identification and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed for the purposes therein set forth.

Document: Resolution of Healthy Living & Fitness, Inc.
Assignment of operating agreement for Senior Wellness Center located at 602 North Findlay Avenue, Norman, Oklahoma 73071.

Sworn to and subscribed before me this 31st day of July, 2025.

Signature of Notary Public

Name: Amy Winfield
Commission Number: 25004693
My Commission Expires: 4/18/2029

Notary Public State of Oklahoma
Amy Winfield
My Commission # 25004693
Expires 4/18/2029

RESOLUTION OF HEALTHY LIVING CENTER NORMAN, LLC
TO ASSIGN ALL ASSETS TO HEALTHY LIVING CENTER NORMAN, INC.
UPON CITY OF NORMAN APPROVAL AND RELEASE OF LIABILITY

WHEREAS, Healthy Living Center Norman, LLC (the "LLC") currently holds the lease and management agreement dated May 23, 2023, with the City of Norman, Oklahoma (the "City"), for the operation of the Senior Wellness Center located at 602 North Findlay Avenue, Norman, Oklahoma 73071 (the "Agreement");

WHEREAS, the LLC has determined that it is in the best interest of all parties that the lease and management responsibilities be transferred to Healthy Living Center Norman, Inc., an Oklahoma nonprofit corporation (the "Corporation");

WHEREAS, the Corporation has been formed to continue the mission and services of the LLC and is prepared to assume full responsibility under the Agreement;

WHEREAS, the City of Norman must approve and formally assign the Agreement to the Corporation, and issue a full and complete release of liability to the LLC with respect to all obligations under the Agreement;

NOW, THEREFORE, BE IT RESOLVED, that upon (i) the formal assignment by the City of Norman, Oklahoma of the lease and management agreement dated May 23, 2023, from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc., and (ii) the execution by the City of a full and complete release of liability to Healthy Living Center Norman, LLC related to said Agreement, then:

The LLC shall assign, transfer, and convey all of its right, title, and interest in and to all assets held by the LLC that are used in connection with the Senior Wellness Center, including but not limited to bank accounts, furniture, equipment, materials, supplies, and any other tangible or intangible property, to Healthy Living Center Norman, Inc. A complete list and inventory of such assets is attached hereto as Exhibit A and incorporated herein by reference;

The officers and managers of the LLC are hereby authorized and directed to take any and all steps necessary to effectuate the assignment of assets, including the execution of any and all documents required to complete the transfer;

Conditional Return of Assets: In the event that Healthy Living Center Norman, Inc. does not receive a determination of tax-exempt status as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code from the Internal Revenue Service within twenty-four (24) months of the date of asset transfer, then Healthy Living Center Norman, Inc. shall return all assigned assets as listed in Exhibit A to Healthy Living & Fitness, Inc., the sole member of Healthy Living Center Norman, LLC. If any of the assets listed in Exhibit A are not available for return, Healthy Living Center Norman, Inc. shall make a cash payment to Healthy Living & Fitness, Inc. in an amount equal to the fair market value of such assets at the time of the original transfer;

This resolution shall be effective immediately and shall remain in full force and effect unless modified or rescinded by further resolution of the LLC.

ADOPTED this 31st day of July, 2025, by the Members of Healthy Living Center Norman, LLC.

Jack Moore
Managing Member

Exhibit A: Inventory of Assets at Time of Transfer
(Attach asset list here)

State of Oklahoma
County of Oklahoma

On this 31st day of July, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared:
Jack Moore who is personally known to me or who has produced valid identification and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed for the purposes therein set forth.

Document: Resolution of Healthy Living Center Norman, LLC to assign all assets to Healthy Living Center Norman, Inc. upon City of Norman approval and release of liability.

Sworn to and subscribed before me this 31st day of July, 2025.

Signature of Notary Public

Name: Amy Winfield
Commission Number: 25004693
My Commission Expires: 4/18/2029

Notary Public State of Oklahoma
Amy Winfield
My Commission # 25004693
Expires 4/18/2029

HEALTHY LIVING CENTER NORMAN, INC.

BOARD RESOLUTION

The following resolution was passed in a duly convened meeting of the Board of Directors of Healthy Living Center Norman, Inc. (the "Corporation") at the Adult Wellness & Education Center on the 17th day of June, 2025.

IT WAS RESOLVED THAT Healthy Living Center Norman, Inc. (Healthy Living Norman) expresses an intent to accept the assignment of the contract with the City of Norman from Healthy Living Center Norman, LLC and perform all of the obligations thereof, upon approval by the City. Per Section 7.7 of the Lease and Management Agreement, notice in writing shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the following addresses:

Darrel Pyle, City Manager
The City of Norman
201 W. Gray St.
Norman, OK 73069

With copy to:
Kathryn Walker, City Attorney
The City of Norman
201 W. Gray St.
Norman, OK 73069

We, Lynne Miller and William A. Seaward as Director and President, and Director and Secretary/Treasurer, hereby certify that this resolution (a) has been duly recorded in the meeting minutes and signed by the Directors of the Corporation, (b) is in force, and (c) does not in any way exceed the objects or powers of the Corporation or the powers of the Directors.

Lynne Miller
Name of Director & President

William A. Seaward
Name of Director & Secretary Treasurer

Lynne Miller
Signature

William A. Seaward
Signature

HEALTHY LIVING CENTER NORMAN, INC.

BOARD RESOLUTION

The following resolution was passed in a duly convened meeting of the Board of Directors of Healthy Living Center Norman, Inc. (the "Corporation") at the Adult Wellness & Education Center on the 17th day of June, 2025.

IT WAS RESOLVED THAT Healthy Living Center Norman, Inc. (Healthy Living Norman) is hereby authorized to accept the interest of Healthy Living Center Norman, LLC in its contract with the City of Norman, including the acceptance of assets, business arrangements, contracts and employees related to the operation of the Adult Wellness Center upon approval of such assignment by the City of Norman.

We, Lynne Miller and William A. Seaman as Director and President, and Director and Secretary/Treasurer, hereby certify that this resolution (a) has been duly recorded in the meeting minutes and signed by the Directors of the Corporation, (b) is in force, and (c) does not in any way exceed the objects or powers of the Corporation or the powers of the Directors.

Lynne Miller
Name of Director & President

William A. Seaman
Name of Director & Secretary Treasurer

Signature

Signature