



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).