

CITY OF NORMAN, OK BOARD OF PARKS COMMISSIONERS MEETING

Development Center Conference Room A 225 N. Webster Ave, Norman, OK 73069

Thursday, September 04, 2025 at 5:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF JUNE 5, 2025, AND BOARD OF PARK COMMISSIONERS SPECIAL MEETING MINUTES OF JULY 3, 2025

ACTION ITEMS

- 2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS
- 3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM SOONER THEATRE
- 4. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE COLERAINE MULTIFAMILY PUD ADDITION
- 5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE TULL TRAILS SPUD ADDITION
- 6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN

- 7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN
- 8. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROPOSED CHANGES TO PARK HOURS OF OPERATION
- 9. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROPOSED CHANGES TO YOUNG FAMILY ATHLETIC CENTER OPERATING HOURS

DISCUSSION ITEMS

10. DISCUSSION REGARDING THE ADVISORY COMMITTEE FOR PARKS AND RECREATION POLICY & PROCEDURES

REPORTS

- 11. NORMAN FORWARD UPDATE
- 12. DIVISION UPDATE

MISCELLANEOUS ITEMS

PUBLIC COMMENT

This is an opportunity for citizens to address the Norman Board of Parks Commissioners. Due to Open Meeting Act regulations, the Commissioners are not able to participate in discussion during public comments. Remarks should be directed to the Commissioners as a whole and limited to three minutes or less.

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/04/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS

FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF JUNE 5, 2025, AND BOARD OF PARK COMMISSIONERS SPECIAL

MEETING MINUTES OF JULY 3, 2025

Norman Board of Parks Commissioners June 5, 2025

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Regular Session in the Development Center Conference Room A, on the 5th day of June 2025, at 5:35 p.m., and notice of the agenda of the meeting was posted at the Development Center Building at 225 N. Webster Avenue and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

Absent: Commissioners Davison and Tedder-Loffland

City Officials

Present: Jason Olsen, Director of Parks and Recreation

James Briggs, Park Development Manager Michelle Chao, Stormwater Program Specialist Paul Krout, Golf Maintenance Superintendent

Jeff Moody, Recreation Supervisor Megan Phelan, Park Planner

Mitchell Richardson, Recreation Manager Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM THE APRIL 3, 2025, PARK BOARD REGULAR MEETING

Commissioner Isacksen made the motion, and Commissioner Fagin seconded to approve the Regular Park Board minutes of April 3, 2025. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ACTIONS

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions pertaining to the Parks and Recreation Department as follows:

- <u>P-2425-27</u>: Proclamation proclaiming Saturday, May 17, 2025, as Kids to Parks Day in the City of Norman.
- <u>P-2425-33</u>: Proclamation proclaiming the Month of May 2025, as Bike Month and Friday, May 16, 2025, is Bike-To-Work Day in the City of Norman.
- <u>Contract K-2425-42</u>: Contract with Multisports, LLC for the YFAC Outdoor Pickleball Courts Construction Project and Final Payment of \$13,642.10.
- <u>Contract K-2425-75</u>: Contract with Happy Playgrounds, LLC for the William Morgan Park Playground Project and Final Payment of \$227,004.
- <u>P-2425-36</u>: Proclamation proclaiming May 2025 as Oklahoma Water Safety Month in the City of Norman.

ITEM 3, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT

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Mr. Mike Hinchy with GSB said the Design Team includes GSB, Wallace Design Collective, Tom Hoch Designs, Craig & Coyne Designs, and White & Associates. He said the design process used to develop the Westwood Park Master Plan Project (WWPMP) began in June 2024, and included utilizing a WWPMP Steering Committee, Staff review, and gathering public comments/input.

Mr. Hinchey presented WWPMP to the Board to include the following: 1) New main entry off Robinson Street; 2) Twelve outdoor standard tennis courts; 3) Four indoor tennis courts with Pro Shop; 4) Eight indoor pickleball courts; 5) Activity lawn; 6) Golf clubhouse, bar and grill, banquet facility with outdoor dining; 7) Shaded hitting tees; 8) Cart storage building; 9) Cart staging courtyard; 10) Golf Maintenance Building; 11) 604 total parking spaces; and 12) New city property and roadway at Tee Circle.

Mr. Hinchey said the Cart Staging area is designed to line up golf carts for play and an entertainment area with tables and chairs for events such as Beer Gardens. He said the initial designs included junior tennis courts; however, public comments suggested eliminating those to add a fourth indoor court. Staff said that the courts can be marked for younger players when necessary. Mr. Hinchey said the proposed design reflects the pickleball facility being placed along Robinson Street (where the current outdoor tennis courts are located) to reduce traffic noise.

Mr. Colton Craig, Craig & Coyle Designs, presented the Golf Course renovation, highlighting the current layout of the course and the proposed design. He said the most significant change to the golf course would be flipping the #1 and #10 holes; however, having the #9 and #10 holes on the same side of the golf course will reduce traffic. Mr. Craig said the current irrigation and drainage infrastructure is at its life span; the irrigation reservoir is at capacity; and the bunker quality can be improved. He said a golf course renovation will include adding a tree line to "strategically screen the golf course" to create a more peaceful environment.

Mr. Craig thought a good theme would be the *Wild Wild Westwood*. He showed various accessories that could be installed to bring the final touches to the theme, including tee markers, wood bunker rakes, rustic hole signage, and returning to the retro jersey flags used on the original Westwood Golf Course.

Mr. Hinchey said the golf course, which will be reconstructed first, will take 14 months; the golf clubhouse, which will be reconstructed second, will take 18 months; and the court sports area, which will be third, will take eight months. The aquatic center will remain open during the construction.

Commissioner Isacksen asked whether the current recycling center located at the north end of Fairway Drive would reopen after the project is finished, and Staff said no; it will be relocated. Commissioner Wyckoff asked if a traffic study had been done, and Staff said no; this is only a conceptual plan; however, a traffic study will be completed once a project is approved.

Commissioner Isacksen made the motion, and Commissioner Nanny seconded to approve and recommend the Westwood Park Master Plan to the City Council for their consideration. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

NAY: None

ITEM 4, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM MICHELLE CHAO TO INSTALL "LITTER BOOM" SIGNAGE IN EASTWOOD PARK

Ms. Megan Phelan, Park Planner, said the Parks and Recreation Department adopted the Project in the Park application process in 2023 on the recommendation of the Park Board of Commissioners. Through this process, citizens and local citizen groups can propose and execute small projects within our parks that align with departmental goals.

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Ms. Michelle Chao, Environmental Programs Supervisor with the City of Norman, approached the Parks and Recreation Department with a project proposal to install "Litter Boom" *Signage* in May 2025. This installation would consist of a sign made of durable materials with approved signage to be placed within Eastwood Park, in a location that has been previously agreed upon. The signage would help visitors and community members learn and understand what a litter boom is, the location of the litter boom in the park, and how it will benefit the Bishop Creek Watershed. It will be up to the City of Norman's Division of Environmental Resilience & Sustainability to maintain the signage to departmental standards that is safe and free of hazards. Staff will not need to assist with the installation, but will ensure it meets departmental standards.

Commissioner Fagin asked if the Litter Boom (a floating barrier designed to prevent litter tactically) would adversely affect the wildlife in Bishop Creek. Ms. Chao said no. There is no netting, and it is smooth, allowing animals to go over or under it. Commissioner Nanny asked how often the Litter Boom is collected, and Ms. Chao said every two weeks. Commissioner Usry wondered if there were any other litter booms in Norman's creeks/waterways, and Ms. Chao said no, that this was the first one in Norman.

The Park Board of Commissioners recommends that the Director of Parks and Recreation approve the "Litter Boom Signage" Project in Eastwood Park.

Commissioner Fagin made the motion, and Commissioner Wyckoff requested that the Director of Parks and Recreation approve the "Litter Boom *Signage*" Project in Eastwood Park. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

NAY: None

ITEM 5, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER

Mr. Andy Couch, Director of Firehouse Art Center (FAC), presented the annual report, and FAC's FY 24-25 Financials were sent to the Board before the meeting. Mr. Couch said FAC serves thousands of individuals through various in-house arts classes for children, teens, and adults, including painting, drawing, printmaking, fiber, jewelry, glass, sculpture, and ceramics. He said FAC also offers classes to include the Healing Studio for adults with disabilities, Firehouse Equality Club in partnership with Norman Pride, Art Forces for U.S. Military Veterans and active service members, and Sparks Art, a new program that will provide art education to all 5th-grade Norman Public School (NPS) students. Mr. Couch said FAC has invested over \$150,000 in improving the building, beginning with the new Pottery Patio, which provides a functional gas kiln and space for a clay mixer and space to host guests during events. He said additional improvements also include a new security and surveillance system. Mr. Couch said FAC commissioned nine new public murals on the Firehouse Art building and the surrounding Lions Park.

Mr. Couch said FAC is collaborating with the Assistance League Norman and Historic Campus Corner on the 2025 May Fair Festival, a multi-day event with children's rides and art activities, a 5K race, and a stage with live, local musical entertainment. Mr. Couch said OKPOP Museum has collaborated with FAC on the *Limited Edition* exhibition to showcase comic book art and archival materials. The exhibition will be on display at FAC through August 3, 2025.

Commissioner Wright said Mr. Couch has done some fantastic work at FAC and the Board agreed. Commissioner Isacksen said FAC's budget had a significant increase, and Mr. Couch said FAC's budget has doubled from approximately \$350,000 to \$700,000 due to grant writing opportunities and new sponsors. He said FAC received a \$200,000 grant from a foundation for the Art Sparks Program; however, he hopes that NPS will eventually start paying for the program as we begin to serve all grade levels. Commissioner Isacksen said some restricted assets on the 990-tax return were not on the financial statements. Mr. Couch

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said FAC had a pre-award letter for funds due in another fiscal year, and he wanted to report the fiscal year those funds were to be used; however, the accountants wanted to report the fiscal year in which FAC did <u>not</u> use those funds. Mr. Couch said FAC was able to do a 10-year audit that will help with the foundations and grant funds, as well as help clear up any confusion, allowing FAC to do a better job.

Commissioner Wyckoff made the motion, and Commissioner Wright seconded to accept the Firehouse Art Center's annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

NAY: None

ITEM 6, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM NORMAN OPTIMIST CLUB

Ms. Amanda Prince, Norman Optimist Club (NOC), presented the annual report, and NOC Financials were sent to the Board before the meeting. She said NOC operates two recreation youth baseball and fastpitch softball leagues per year and oversees all Reaves Park activities, including coordinating field usage and groundskeeping with many other organizations and non-league teams. Ms. Prince highlighted the league and tournament fee structures and said NOC offers Team Discount Codes and Scholarships. She told the Board that the softball & baseball registration/participation has grown over the past three years and highlighted numbers for the 2024 and 2025 Spring leagues and the 2024 Fall League.

Commissioner Isacksen and Chair Sheriff asked if the financial reports reflected some overlap between NOC and YFAC (basketball and volleyball registration), and Mr. Mitchell Richardson, Recreation Director, said yes, the Parks & Recreation Department paid NOC up until YFAC opened and began taking care of the basketball and volleyball registrations (FY 2023-24). He said YFAC currently accounts for and reports the basketball and volleyball league registrations on its annual report to the Board. Ms. Prince said the 2026 budget lists revenue estimates and expenditure for each NOC sports program separately, and Chair Sheriff said she appreciated that very much. Commissioner Wright asked whether different trash cans could be installed at Reaves Park to deter raccoons and/or assist with the large amount of trash after games. Chair Sheriff suggested supplying trash bags and asking each team to remove their trash before leaving the area to earn free candy or soda, and Ms. Prince said she loves that idea.

Commissioner Wright made the motion, and Commissioner Wyckoff seconded to accept the Norman Optimist Club annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

NAY: None

ITEM 7, being:

A CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM LITTLE AXE YOUTH SPORTS

Ms. Tiffany Earhart, Little Axe Youth Sports (LAYS) President, gave the annual presentation to the Board and provided financials before the meeting. She said Little Axe Youth Sports (LAYS) was sanctioned with the Babe Ruth Organization and participated with the North Canadian Athletic Association (NCAA) for league play. She highlighted the 2024 season league and tournament activity and the fee structures. Ms. Earhart said LAYS could not continue a partnership with Big Show Productions and therefore took a significant revenue hit. She said the tournament numbers are lower and felt it was due to losing Big Show Productions as well as Fire Lake drawing away participation with their new turf fields and being in the process of constructing a new future stadium. She said baseball had 65 participants in 2024,

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more than in 2023; however, softball had only 12 participants, likely due to them moving to Fire Lake. Ms. Earhart said she is working on grant opportunities that can bring in revenue; however, LAYS does not have funding to become a 501 (c) (3). Commissioner Nanny asked what the cost was to obtain a 501 (c) (3) status and what type of grants could be obtained if LAYS were a 501 (c) (3). Ms. Earhart said 7-8 years ago, an attorney quoted \$5,000, and a 501 (c) (3) organization can apply for various sports and turf grants, i.e., Gatorade and Scott's Turf. Commissioner Nanny asked whether the Parks and Recreation Department could help LAYS, and the Staff said from the City's perspective, LAYS would have to take care of 501 (c) (3) paperwork and costs. Commissioner Usry asked whether LAYS had any fundraisers. Ms. Earhart said yes, she did a "Drive-In Movie Night" and raises money when outside entities use the fields for tournament play; however, all the rain has rained out many of the games. Chair Sheriff asked if LAYS was close to no longer being able to continue operations, and Ms. Earhart said LAYS is solvent now. Still, she will continue to reach out to local businesses and look for partnerships to help subsidize the costs of ballpark operations.

Commissioner Wright made the motion, and Commissioner Wyckoff seconded to accept the Little Axe Youth Sports annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

NAY: None

Commissioner Fagin left the meeting at 7:20 p.m.

ITEM 8, being:

NORMAN FORWARD UPDATE

Mr. James Briggs, Park Development Manager, said the William Morgan Park renovation is nearing completion, and a ribbon cutting is scheduled for mid-June. He said the new boulder-themed playground has been completed to replace the old equipment. The renovation also includes a practice soccer goal, clearing the edges of the walking trails in the park along the pond and stream corridors, and replacing park furniture with new materials.

Mr. Briggs said staff is also putting together a request for proposals for the new playground for Bluestem Park, which will be built this year on the land acquired years ago next to "The Links" apartment community in south Norman. The park will include a large playground, walking trails, a sand volleyball court, a basketball court, and large areas of native plantings, among other features.

The next neighborhood park renovation will be out to bid for Northeast Lions Park once the land swap is completed with Norman Public Schools to acquire the parcel between High Meadows Park and Northeast Lions, making them one contiguous park. That new area will be the location for the new play equipment to reduce vandalism and conflicts with disc golf activity in the current playground.

Staff is waiting for the final drawings for the NF Saxon Park Master Plan and will bring the proposed master plan to a future Park Board meeting for review. Mr. Briggs said the Public Works Department will start the 36th Avenue SE from Cedar Lane to State Hwy 9 Project. This project includes building a roadway to Saxon Park. Mr. Briggs said initially, the NF Saxon Park Master Plan proposed constructing a road into the park; therefore, the Public Works project on 36th Avenue will ultimately reduce costs for the NF Saxon Park Master Plan.

ITEM 9, being:

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Mr. Mitchell Richardson, Recreation Manager, said the 2025 Fishing Derby is scheduled for June 7th at 8 a.m. at the Griffin Park pond, and the next Outdoor Movie Night, featuring Lego Batman, is on June 13th at 7:00 p.m. at Lions Park. The 2025 Juneteenth Festival is June 19th from 6:00 p.m. to 10:00 p.m. at Reaves Park, and Norman Fourth Fest will begin at 4:00 p.m. on July 4th at Reaves Park, with fireworks at 9:45 p.m.

Mr. Richardson said the Westwood Family Aquatic Center (WWFAC) opened on May 24th and has had several fun events, including Let it Glow on June 13th and June 20th, and the World's Largest Swim Lesson on June 19th. The 50th Annual Westwood Golf Invitation is scheduled for July 3rd and 4th and will celebrate with a 70s theme.

Based on neighborhood feedback, Mr. James Briggs said Community Development Block Grant (CDBG) funds will be used to create a pollinator garden at McGeorge Park. He said staff will present the Community Wildfire Protection Plan (CWPP) to Council for final adoption in June. He said this long-range plan is a key part of the process whereby the Norman Fire Department (NFD) can apply for funds and grants to help Norman better prepare for wildfires. Mr. Briggs said the Staff continues to work with DAVEY Resource Group to finalize the Urban Forest Master Plan (UFMP) and will present the plan at a future Council meeting for adoption. He said the UFMP is being created to act as a guiding document for our Forestry Division in the coming years. Mr. Briggs said the new 6-court outdoor pickleball facility & 2-court sand volleyball area, including the new lights for those courts, are complete at the Young Family Athletic Center (YFAC). This work will also include the installation of a perimeter fence and a concrete walking path. Mr. Briggs said the Staff will present the Bishop Creek Eco Park design at a future Council meeting for approval. This new park is located at the corner of Carter and Alameda and was purchased a few years ago as a proposed location for Stormwater control measures and to serve as a neighborhood park. Much of the work will include creating a retention pond in the section of Bishop Creek that cuts through the park to help control downstream flooding. Staff said work should begin in July and continue through the summer.

MISCELLANEOUS ITEMS

Chair Sheriff requested that the Staff discuss a Storm Evacuation Policy at a future meeting. A Special Park Board meeting may need to be scheduled in July to consider a parkland dedication. Staff will let the Board know as soon as possible.

Board know as soon as possible.		
]	PUBLIC COMMENT	
None.		
	ADJOURNMENT	
Chair S	heriff adjourned the meeting at 7:36 p.m.	
Passed a	and approved thisof2025	
Sherrel	Sheriff, Chair	

Norman Board of Parks Commissioners July 3, 2025 SPECIAL MEETING

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Special Session in the Development Center Conference Room A, on the 3rd day of July 2025 at 1:08 p.m., and notice of the agenda of the meeting was posted at the Development Center Building at 225 N. Webster Avenue and on the City website at least 48 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, Nanny & Tedder-Loffland

Absent: Commissioners Usry, Wright, and Wyckoff

City Officials

Present: Jason Olsen, Director of Parks and Recreation

James Briggs, Park Development Manager

Jeff Moody, Recreation Supervisor

Mitchell Richardson, Recreation Manager Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE 2880 CLASSEN BOULEVARD SPUD ADDITION

Mr. James Briggs, Park Development Manager, said the 2880 Classen Boulevard SPUD Addition is located on the west side of Classen Boulevard, south of Imhoff Road and east of the BNSF Railroad tracks. The development is located north of the Whataburger and OnCue Store on Highway 9 and Classen Boulevard. It will replace an automotive repair shop currently occupying the land being platted there. The plat contains 18 units of RM-2 (duplex) zoning, along with commercial property on the site's east side, facing Classen (not considered for parkland requirements). When it develops, there will be a total required public parkland dedication of 0.0797 acres. This development would also yield \$1,350 in Neighborhood Park Development Fees and the same in Community Park Development fees once all building permits have been issued. A private park would need to be twice as large as the public park, or 0.1594 acres.

The proposed plat contains a small detention pond on the south end and a large amount of paved surface parking for the commercial and residential buildings. As a result, there is limited space available for any parkland; the city does not seek such a small parcel of land for parkland development, especially in areas that are almost entirely commercial, such as the tract of land between the railroad and Classen Boulevard. The proposed plat will connect to the sidewalk system along Classen Boulevard that travels north to Constitution Street and then west across the tracks to Oak Tree Avenue, where Oak Tree South Park is located. That park is just over 100 feet from the western line of this addition, but it is across the railroad tracks, with no crossing allowed in that area. Based on these factors, the developer has requested a Fee-In-Lieu of Land decision, with fees to be used for the continued development of Oak Tree South Park.

Commissioner Tedder-Loffland asked if the proposed development had always been residential and Mr. Briggs said the developer is trying to rezone the property from commercial to residential. Commissioner Fagin asked if the park development fees collected would go to Oak Tree South Park, and if that park has a small skate park. Staff replied yes to both. Commissioner Isacksen said that while you cannot cross the railroad tracks, it is only a one-half mile walk (most of the walk has sidewalks) from the proposed development to Oaktree South Park. She asked whether a fence would be installed so people do not cross the railroad tracks, and the Staff said yes, most likely, BNSF railroad will require some fencing to be installed. Chair Sheriff asked if this development would include a recreation area, and Ms. Libby Smith, Attorney for the Developer, said there are no plans at this time due to it being a small development. Chair Sheriff asked whether the proposed detention pond would always be wet, and Ms. Smith said no, it would likely be dry.

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Commissioner Nanny wondered whether the Council had approved this proposed development, and the staff said no. The process is to present it to the Park Board for recommendation, then to the Planning Commission, and lastly to the Council for consideration. Commissioner Tedder-Loffland said she did not like the proposed development for residential use due to the number of businesses already in the area and the proximity of the nearest neighborhood park to the railroad tracks (Oak Tree South). Ms. Smith said there are a lot of student apartments/dwellings (urban development) in this area of Norman, including both sides of the railroad tracks. She said that this urban development is intended for the commercial retail businesses in front of the proposed development to serve the residents there. Commissioner Tedder-Loffland asked if this would be the only RM2 property in this area of Classen Boulevard, and Ms. Smith said yes, most of the property is designated C2 Commercial; however, there are plans for an apartment development to be constructed on Imhoff Road, just south of this proposed development, and plans to rezone neighboring vacant lots to build an apartment development. Commissioner Tedder-Loffland asked if the proposed duplexes are for individual or family living, and Ms. Smith said the duplexes will have one or two bedrooms.

City Staff recommends that the Park Board accept a Fee-In-Lieu-of-Land decision for the 2880 Classen Boulevard SPUD Addition.

Commissioner Isacksen made the motion, and Commissioner Fagin seconded to accept a Fee-In-Lieu of Land decision for the 2880 Classen Boulevard SPUD Addition. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, Nanny & Tedder-Loffland

NAY: None

MISCELLANEOUS ITEMS

Commissioner Tedder-Loffland thanked the Staff for the maintenance and improvements recently done at Blake Baldwin Skate Park.

Mr. Jason Olsen, Director of Parks and Recreation, invited the Board to the annual Norman Fourth Fest tomorrow at Reaves Park and also invited them to a public art dedication for the Griffin Park Silos on July 10th at 10:00 a.m.

Suly 10 at 10.00 a.m.	
PUBLIC COMMENT	
None.	
ADJOURNMENT	
Chair Sheriff adjourned the meeting at 1:24 p.m.	
Passed and approved thisof	2025
Sherrel Sheriff, Chair	



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/04/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY

APPROVED CITY COUNCIL ITEMS

DISCUSSION:

The City of Norman City Council met at a Regular meeting on August 12, 2025, and a Regular meeting on August 26, 2025, to consider several items pertaining to the Parks and Recreation Department. Staff have included those previously approved City Council agenda items to keep you informed and up to date.



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
 - i. FLEET Transportation Offices, located at 1310 Da Vinci St., Norman, OK
 - k. Norman Police Department, located at 112 W Daws St., Norman, OK
 - 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
- The City issued a Request for Proposal (RFP No. 2425-42) to solicit professional custodial services for the requisite municipal facilities; and
- 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
- 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.

<u>Survival</u>. 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]

CLEAN FREAKS 405, LLC			
BY: Bailey Collect Title: CEO			
ACKNOWLEDO	<u>GEMENT</u>		
STATE OF			
COUNTY OFTarrant)			
Before me appeard: Bailey Colbert.			
Before me, the undersigned, a Notary Public in and f	DRIVER LICE	NSE to me known	
to be the identical person who executed the foregoing	g, and acknowledg	ged to me that he/she	
executed the same as free and voluntary act and deed	I for the uses and p	ourposes therein set forth.	
WITNESS my hand and seal the day and year last ab		Notary Public, State of T	exas
Electionically signed and netanized entire desing the content		tary Public	-
My commission expires: 03/18/2028		John D Clark	
CITY OF NORMAN	The state of the s	13240917-9 COMMISSION EXPIRES March 18, 2028	
APPROVED this day of, 20_	by the Norman	City Council.	
Stephen Tyler I	Holman, Mayor		
Brenda Hall, City Clerk			
APPROVED as to form and legality this day	y of August	, 20 <u>25</u> .	
City Artorney	Xilknou		

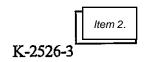


EXHIBIT A - CONTRACTOR'S PROPOSAL

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

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 (Bidg 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	<u>\$35,510.00</u>	
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





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Signature Page

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	Date	
Ony of Horman		
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.

Item 2.

- 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.
- <u>Fire-Adapted Communities</u>: Human populations and infrastructure are prepared as much as possible to receive, respond to, and recover from wildland fire.

• <u>Safe and Effective Risk-Based Wildfire Response:</u> 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):

- <u>Collaboration:</u> A CWPP must be collaboratively developed by local and state government representatives, in consultation with federal agencies and other interested parties.
- <u>Prioritized Fuel Reduction:</u> 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.
- <u>Treatment of Structural Ignitability:</u> 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	Supports federal fuel reduction efforts by focusing action in		
Restoration Act (HFRA)	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-	Provides a collaborative framework for implementing wildfire		
Year Comprehensive	risk reduction, aligning with the plan's goals of firefighting		
Strategy	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	The Norman CWPP serves as a wildfire annex to the Cleveland		
2000	County Natural Hazards Mitigation Plan, enabling access to		
	federal hazard mitigation funding.		
FLAME Act (2009) -	Supports a multi-agency, stakeholder-driven approach to		
Cohesive Wildland Fire	restoring landscapes, building fire-adapted communities, and		
Management Strategy	improving wildfire response capacity across the Norman area.		
State Policy Requirements			

Policy	City of Norman CWPP Addresses Policy
Oklahoma Forestland-	Identifies and designates local WUI areas; the CWPP's advisory
Urban Interface Fire	group may assist in developing classification criteria and
Protection Act (Defensible	promoting landowner wildfire mitigation actions.
Space Law)	
Oklahoma Natural Hazards	Incorporates wildfire risk data that aligns with statewide hazard
Mitigation Plan (2024)	vulnerability and mitigation priorities.
Oklahoma Forest Action	Prioritizes local communities at risk within the Norman region
Plan (2015)	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	Supplies wildfire risk data and strategies to reduce vulnerability
Hazards Mitigation Plan	across the Norman area.
(2020)	
City of Norman	The CWPP's wildfire risk assessment supports updates to the
Comprehensive Plan	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.

1.5 CWPP Planning Process

area.

City of Norman Parks and

Recreation Master Plan

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.

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

- 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.

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

Table 5: Norman CWPP Stakeholder Organizations

Organization / Agency	Role in CWPP Development			
Oklahoma State Parks -	Manage and maintain high-risk public lands within the CWPP area			
Lake Thunderbird	Collaborate on fuel reduction and prescribed fire activities. Suppor			
0111	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.

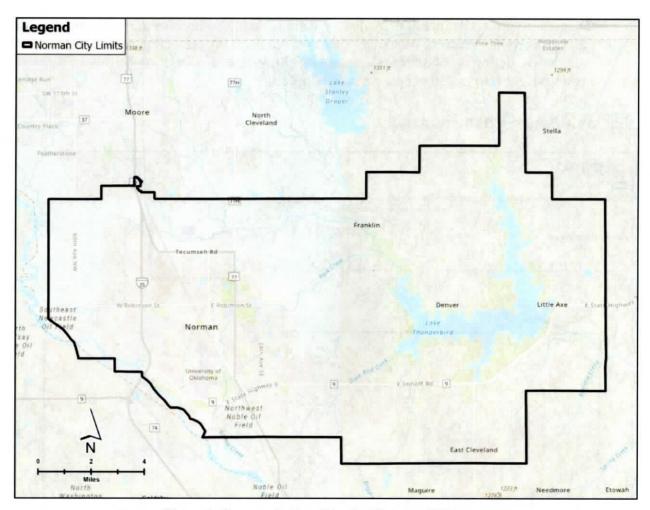


Figure 1: Community Base Map for Norman, Oklahoma

The WUI is defined in the Federal Register report on WUI communities at risk from fire. 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

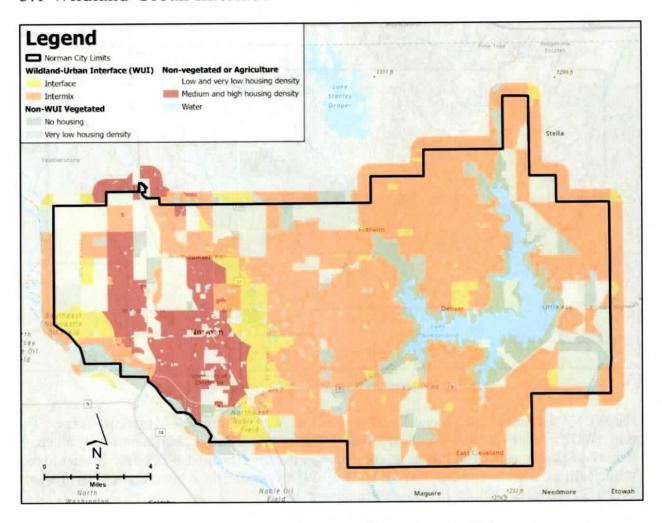


Figure 2: Wildland Urban Interface (WUI) for Norman, Oklahoma

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.

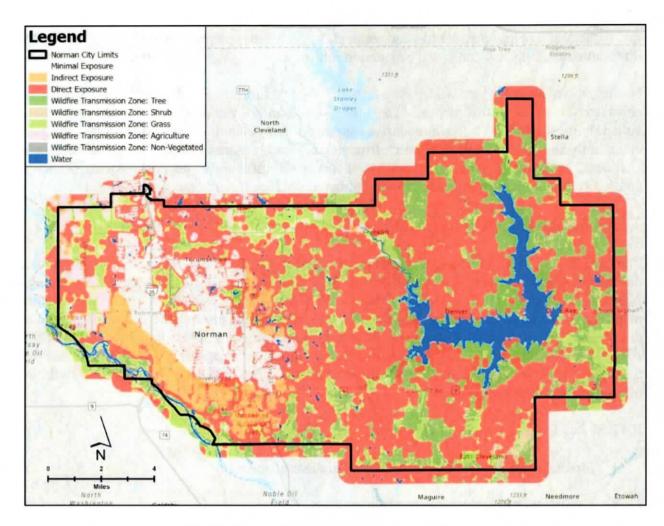


Figure 3: Community Wildfire Risk Reduction Zone (CWiRRZ) for Norman, Oklahoma

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.

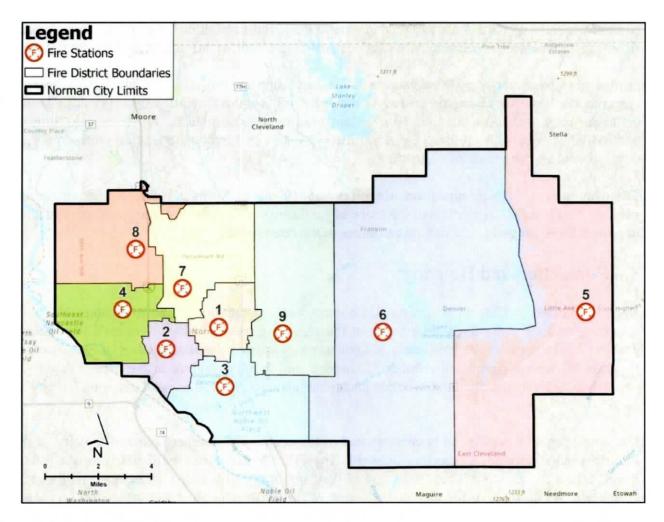


Figure 4: Norman Fire Department Stations

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,

Item 2.

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.

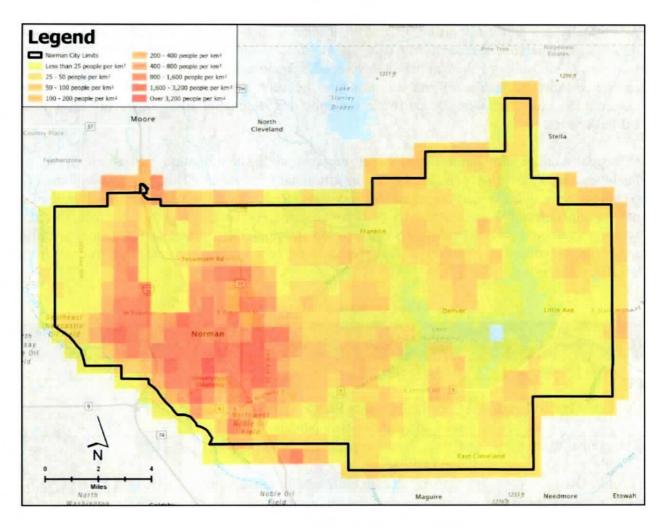


Figure 5: Population Density for Norman, Oklahoma

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%	

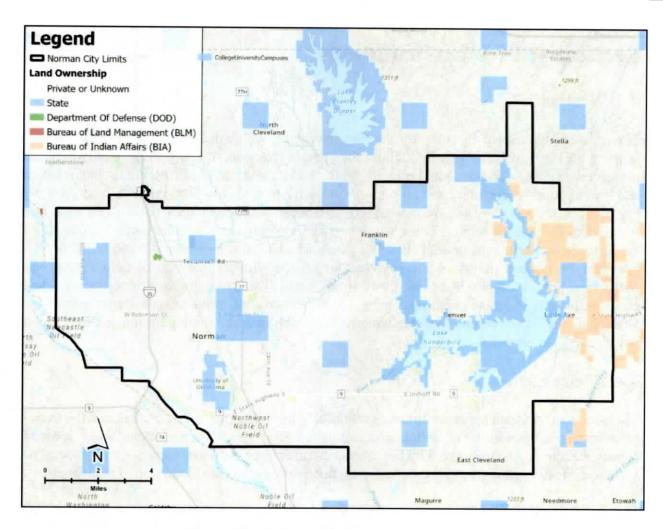


Figure 6: Land Ownership for Norman, Oklahoma

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.

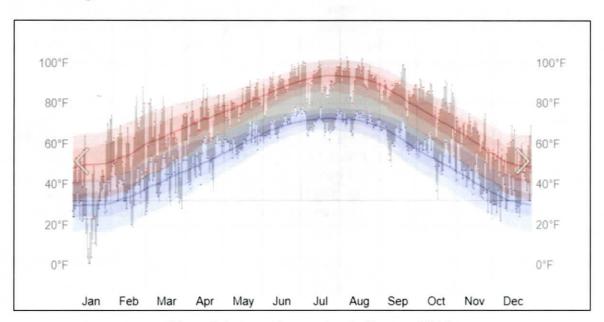


Figure 7: Average Temperature in Norman, Oklahoma

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.

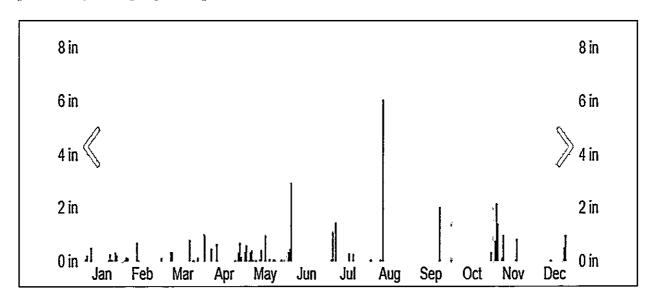


Figure 8: Average Rainfall for Norman, Oklahoma

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.

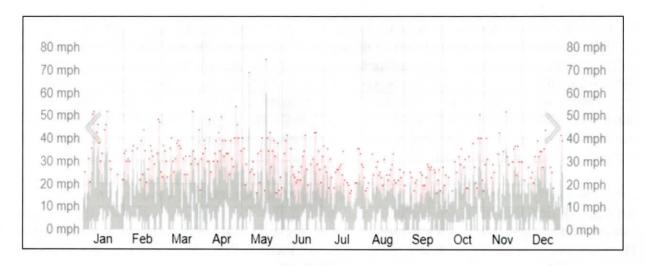


Figure 9: Average Wind Speed for Norman, Oklahoma

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.

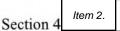
Norman typically experiences periods of drought, with some years marked by more severe conditions than others. These drought periods are often exacerbated by high temperatures, lower-than-average precipitation, and strong winds, all of which combine to create an environment that is highly conducive to 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

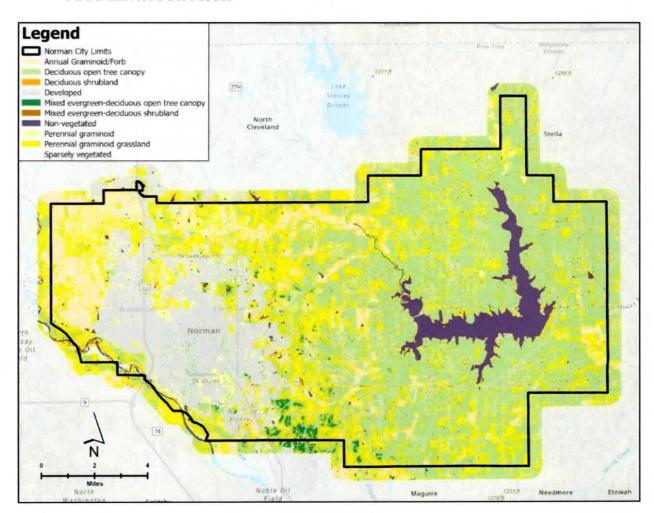


Figure 10: Existing Vegetation for Norman, Oklahoma

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.

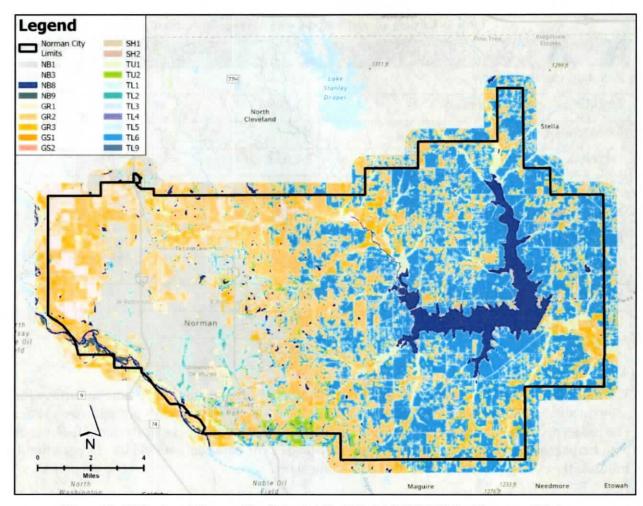


Figure 11: 40 Scott and Burgan Fire Behavior Fuel Model (FBFM40) for Norman, Oklahoma

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

Surface Fuel	Description	Acres
Non-bui condition	rnable Fuel Type Models (insufficient wildland fuel to carry a wildland fire un	der any
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 F	uels 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-S	hrub Fuels Type Models (mixture of grass and shrub, up to 50 percent shrub co	overage)
GS1	Shrubs are about 1-foot high, with a low grass load. Spread rate moderate; flame length low.	
GS2	Shrubs are 1 to 3 feet high, moderate grass load. Spread rate high; flame length moderate.	1,745
Shrub F nonexist	cuel Type Models (Shrubs cover at least 50 percent of the site, grass sparse to ent)	
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 of	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 car	nopy)
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

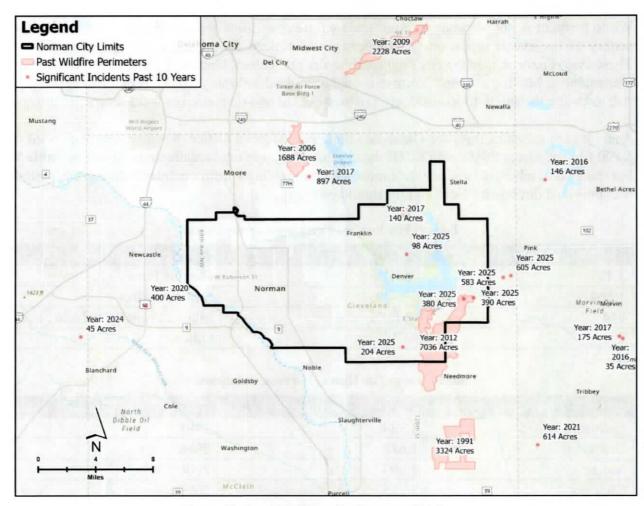


Figure 12: Large Wildfires for Norman, Oklahoma

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

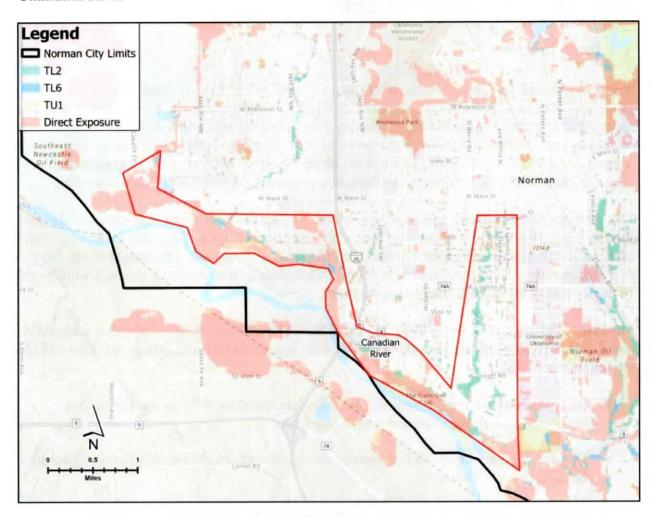


Figure 13: Canadian River Topography

Hall Park

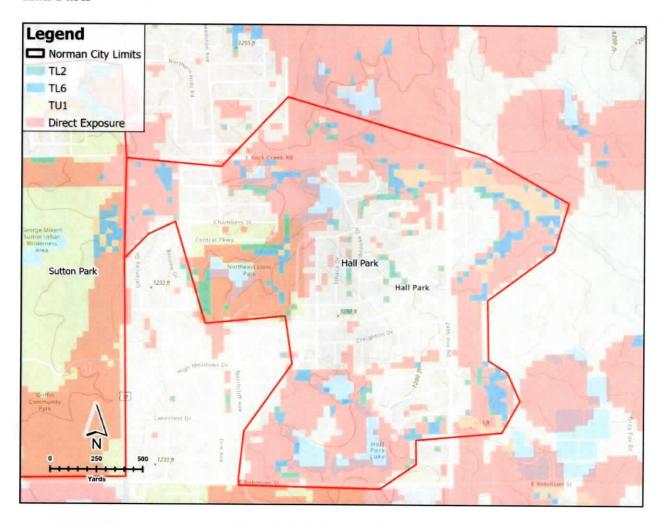


Figure 14: Hall Park Topography

Royal Oaks Park

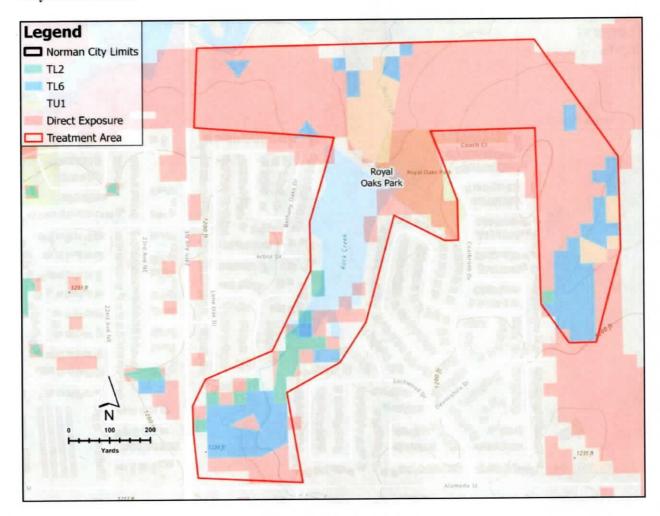


Figure 15: Royal Oaks Park Topography

Little River

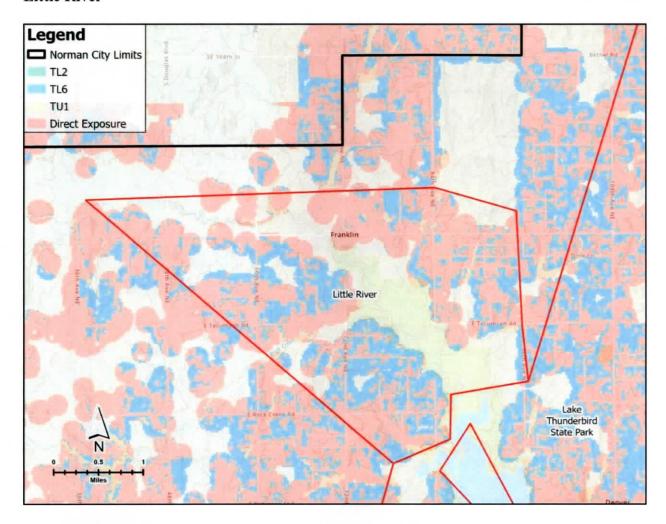


Figure 16: Little River Topography

Thunderbird State Park

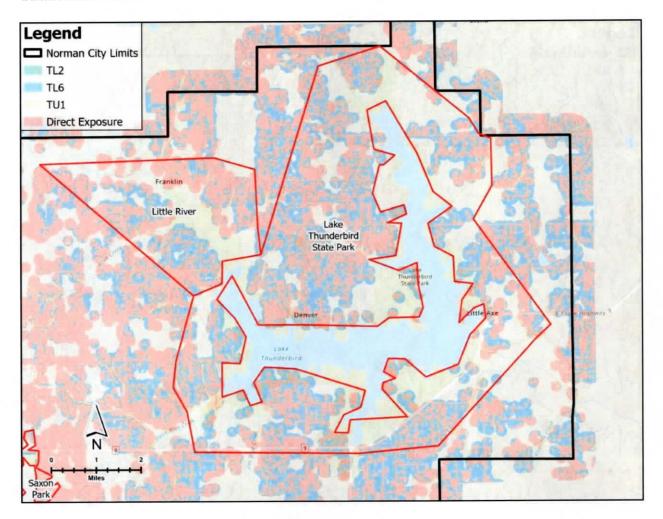


Figure 17: Thunderbird State Park Topography

Saxon Park

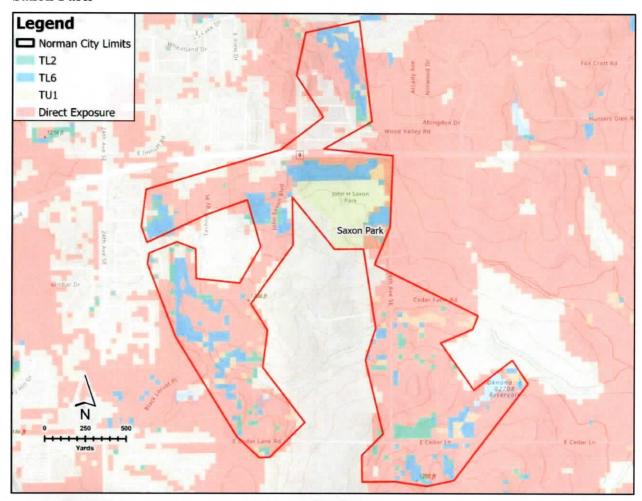


Figure 18: Saxon Park Topography

Sutton Wilderness

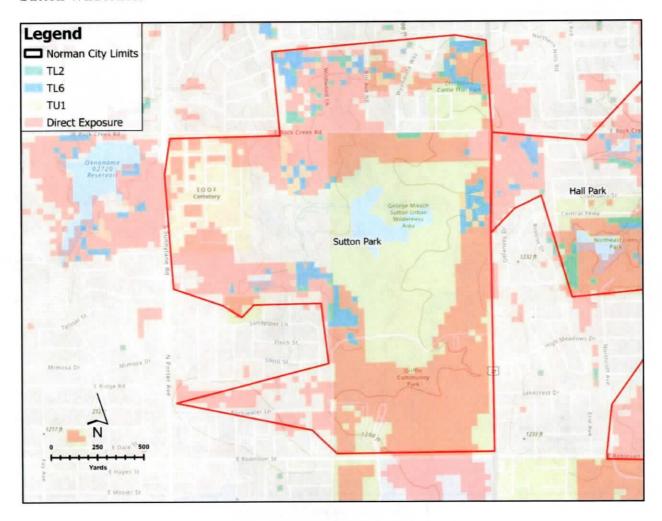


Figure 19: Sutton Wilderness Topography

Ruby Grant Park

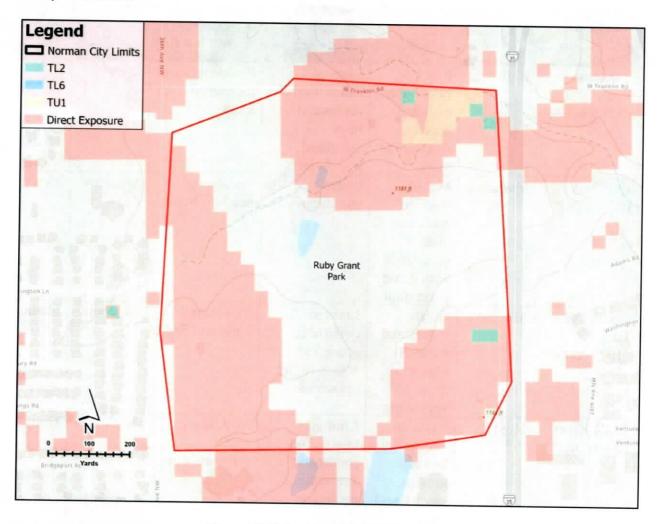
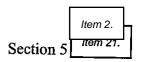


Figure 20: Ruby Grant Park Topography

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	-	Limited access	Nearby homes and access challenges	Moderate	Medium
Ruby Grant Park (148 acres)	Moderate		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.

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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	High	Limited access for emergency response	Fuel reduction along riverbanks.
	areas, with riparian vegetation and grasslands		Nearby residential areas with vulnerable populations	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,	Moderate	Dense vegetation within the park and residential areas with limited	Fuel reduction and defensible space around the park.
	surrounded by residential neighborhoods		defensible space	Improved firebreaks and access routes for firefighters
				Community outreach and education on wildfire risks

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Area Name	Description	Risk	Vulnerabilities	Recommended
		Summary		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.
		Ohal		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.

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- 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

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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.

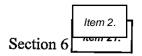
According to the OFS website, three defense zones are recommended to help prevent wildfire. Homeowners should keep a minimum distance of one hundred (100) to one hundred fifty (150) feet around their home clear and free of debris. Greater distances are recommended for homes on steep slopes or windswept 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.
- o Enclose eaves and vents with 1/8-inch metal mesh to prevent ember intrusion.

Windows and Doors

- o Install dual-pane or tempered glass windows to resist heat and reduce the risk of breakage.
- o Use fire-resistant door materials such as metal or solid-core wood.

• Decks and Attachments

- o Construct decks with non-combustible or ignition-resistant materials.
- o 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

Cool				
Goal 1: Protect Lives Programs	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	Priority
			Agency/Partner(s)	
Goal 1 1.1		Use CWiRRZ and OWRE data to map and prioritize high-risk zones.	City of Norman Fire,	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		Norman Emergency Management	High
	4.2	Create and publicize updated evacuation route maps and signage.	d publicize updated Transportation Dept.,	
	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

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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.

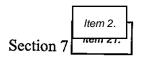
Removing burnable vegetation can mitigate wildfire hazards by reducing the continuity and availability of fuels. The objective of any fuel treatment project is to remove enough vegetation so that wildfire burns less severely and is more easily managed.

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	Intel. Spicad rate low, name rengances	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.

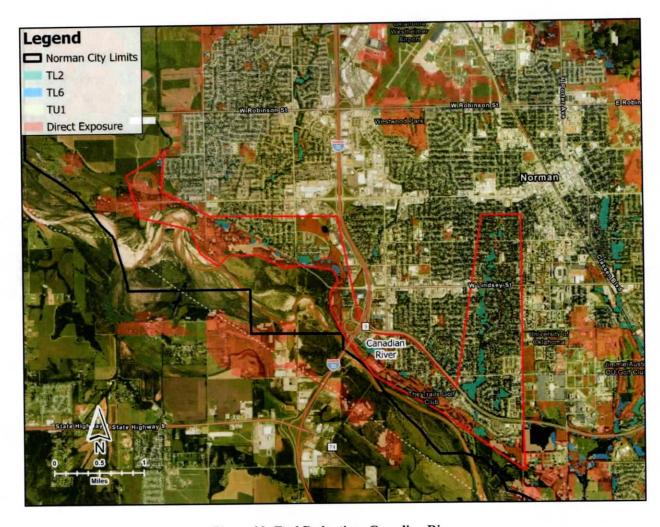


Figure 22: Fuel Reduction: Canadian River
Table 16: Canadian River Table Fuel Types and Acreage

Fuel Type – FBFM40	Description	Acres 145	
TL2	Low load, compact. Spread rate is very low; flame length is very low.		
TL6	Moderate load, less compact. Spread rate moderate; flame length low.	28	
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

	Table 17. Han I and I was a vi	Agree
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	Intel: Sproud two ,	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	

Section 1.

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.

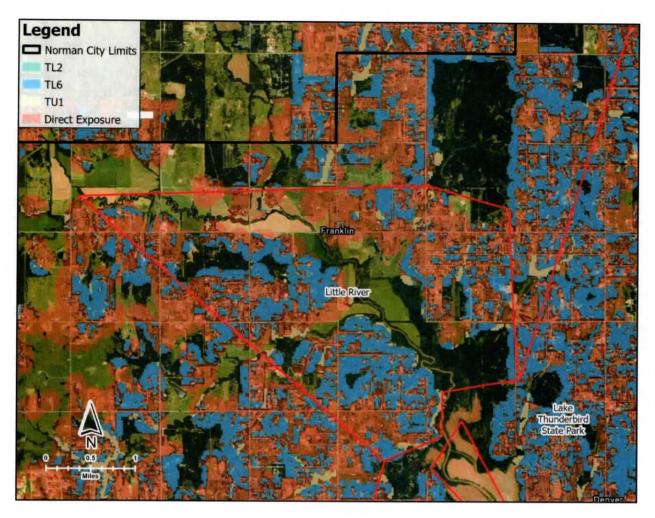


Figure 25: Fuel Reduction: Little River

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	

Section Item 2.

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.

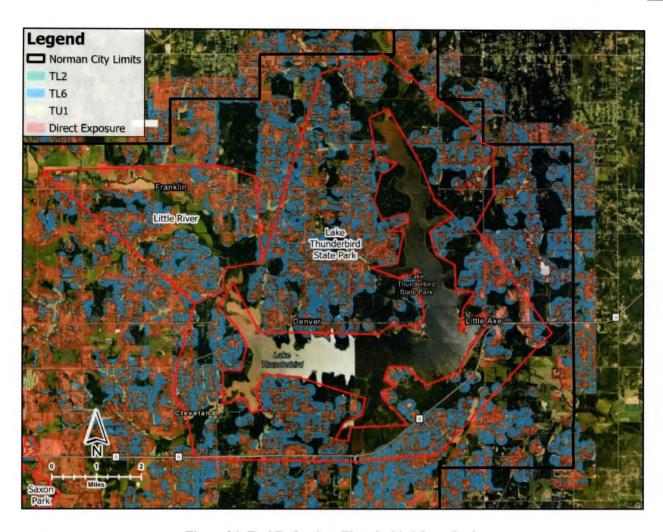


Figure 26: Fuel Reduction: Thunderbird State Park
Table 20: Thundrbird State Park Table Fuel Types and Acreages

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	

Section Item 2.

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.

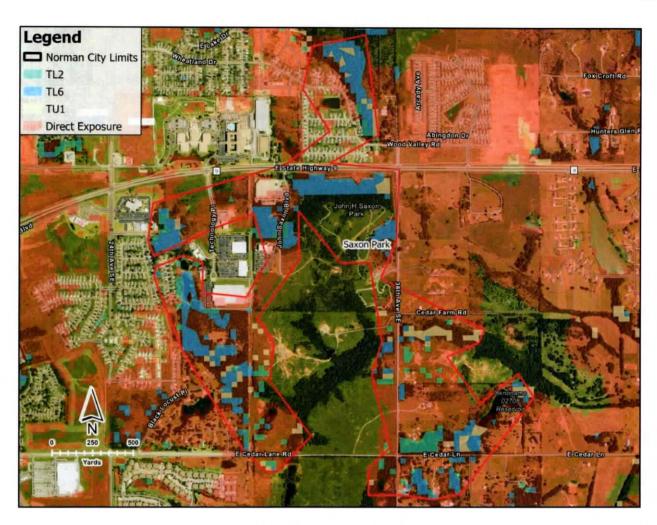


Figure 27: Fuel Reduction: Saxon Park

Table 21: Saxon Park Table Fuel Type and Acreages

Fuel Type – FBFM40	Description	Acres
TL2	Low load, compact. Spread rate is very low;	22
	flame length is very low.	
TL6	Moderate load, less compact. Spread rate	72
	moderate; flame length low.	
TU1	Fuel bed is low load of grass and/or shrub with 19	
	litter. Spread rate low; flame length low.	
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;	8
	flame length is very low.	
TL6	Moderate load, less compact. Spread rate	28
	moderate; flame length low.	
TU1	Fuel bed is low load of grass and/or shrub with	9
	litter. Spread rate low; flame length low.	
TOTAL		45



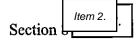
7.9.9 Ruby Grant Park

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 / Responsible Party Reporting				
Action Area	Indicators	Responsible Farty	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	CWPP Advisory	Annually	Evaluate implementation
action item progress.	Committee		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	CWPP Advisory	Every five (5)	Adjust mitigation focus
areas and exposure	Committee, Fire	years	based on updated risk and
zones.	Agencies		community input.
Update roles,	CWPP Advisory	Every five (5)	Reflect staff changes, new
responsibilities, and	Committee	years	stakeholders, or shifts in
partnerships.			agency capacity.



Maintenance Task	Responsible Party	Frequency	Purpose
Evaluate community	NDF, Norman	Annually	Ensure messages are
outreach	Emergency		reaching intended audiences
effectiveness.	Management, Schools		and inspiring action.
Compile Annual	CWPP Advisory	Annually	Summarize
Implementation	Committee	***	accomplishments,
Report.			challenges, and
			recommendations.
Conduct plan update	All Participating	Every five (5)	Ensure plan reflects current
and formal re-	Jurisdictions	years	policies; aligns with grant
adoption.			requirements
Integrate updates	Norman Planning	Every five (5)	Maintain consistency with
with other plans.	Department, Norman	years	broader hazard mitigation
	Emergency	12	and emergency plans.
	Management		

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

8/12/2025

DATE:

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

THIS CON	TRACT made and entered into this	day of	, 20, by and
between _	Musco Sports Lighting, LLC	, hereinafter design	ated as "Contractor", and
the City o	f Norman, a municipal corporation, h	ereinafter 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:
 - 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
 - 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.

- 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 <u>Ten (10)</u> days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously, and complete the same in <u>One Hundred Twenty (120)</u> calendar days. The City may terminate this Contract for any reason upon thirty (30) days written notice to Contractor.

4. <u>Notice</u>: 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. <u>Insurance</u>: 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:

- 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.

Miscellaneous:

- 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]

Bond # B-2526-22

STATUTORY BOND

Surety Bond No. 108299112

KNOW ALL MEN BY THESE PRESENTS:
That we,Musco Sports Lighting, LLCas Principal, andCompany of America, a corporation organized under the laws of the State ofCT, 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 ThousandDOLLARS andZero 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, 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:	Musco Sports Lighting, LLC
(W-1)	Company Name
gryller -	1
Corporate Secretary	BY Sally Len Principal
ATTEST:	Travelers Casualty and Surety Company of America
7/	Surety Name
sing !	
Corporate Secretary (Surety)	2 2
	BY terred Plur 3 "C
lowa	Surety Jessica J. Perkins, Attoriey in Polk
STATE OF OMKOKACHIOMMA, COUNTY OF COLOR	EXTERNAND, SS:
person who executed the foregoing, and ackno as Attorney-in-Fact free and voluntary act and deed WITNESS my hand and seal the day and year LAUREN BRUNS Commission Number 845563 My Commission Expires January 30, 2026 My Commission Expires: January 30, 2026	wledged to me that she executed the same ed for the uses and purposes therein set forth.
Commission Number: 845563	
Approved as to form and legality this	day of <u>August</u> , 20 <u>25</u> .
	Sugar Delme
	City Attorney
Approved by the Council of the City of Norma	n, this, day of 20 .
ATTEST:	
*** * **** * * * * * * * * * * * * * * *	

City Clerk

Mayor

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 of America Travelers Casualty and Surety Company
a corporation organized under the laws of the State of, 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

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

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:	Musco Sports Lighting, LLC
(201)	Company Name
grane	
Corporate Secretary	51 1 H.
	BY Shelly Alle
	Principal
ATTEST:	Travelers Casualty and Surety Company of America
OLAI	Surety Name
- Josh Whin	
Corporate Secretary (Surety)	6/7/1/
	BY MALE CONTRACTOR OF THE STATE
	Surety Dean M. Clark Atlorney in Fact
Iowa Polk STATE OF @ WANTE OF @ LANGE AND COUNTY OF CO	
	2: CO. URD
Before me, the undersigned, a Notary Public in and	for said County and State, on this distribuy of
	n M. Clark to me know to be the identical
person who executes the foregoing, and acknowled	ge to me that he executed the same as 21
Attomey- free and voluntary act and deed for the use in-Fact	s and purposes therein set forth.
WITNESS my hand and seal the day and year last a	bove written.
LAUREN BRUNS Commission Number 845563	\$ - P
My Commission Expires January 30, 2026	Notone Dublic
My Commission Expires: January 30, 2026	Notary Public
Commission Number: 845563	
Approved as to form and legality this 8 day of	August , 2025.
	As Man di Otmos
	City Attorney
	, ,
Approved by the Council of the City of Norman, the	is day of, 20
ATTEST:	Movies
	Mayor
City Clark	
City Clerk	

Bond # MB-2526-16

MAINTENANCE BOND

Surety Bond No. 108299112

WHEREAS, THE UNDERSIGNED_	Musco Sports Lighting, LLC	, her	einafter refer	red to	as
the Principal, has entered into a certain	contract dated		20,		
construction of:			,	101 ,	

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 of America _______, as a corporation organized under the laws of the State of _______, 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:	Mus	co Sports Lighting, LL	C
Corporate Secretary		Company Name	
Mailing Address of Principal:	BY She	lly the	
		Principal	
211 2nd Avenue West			TY A
	Travelers Casu	alty and Surety Company of A	merica VA.
Oskaoolsa, IA 52577		Surety Name	HARI
		7/1//	E CO
	BY:	Her	: D :
STATE OF CONSTRUCTION COUNTY	Polk Dean M. Clar OF Glodic Malacha Malacha, SS:		The state of the s
August , 2025 , personally appear identical person who executed the for same as Attorney- free and voluntary act in-Fact	red Dean M. Clark regoing, and acknowled	ge to me that he	own to be the executed the
to tam	N BRUNS Number 845563 ission Expires y 30, 2026	Notary Public	
My Commission Expires: January 30, 2	026	2 40110	
Commission Number: 845563			
Approved as to form and legality this	aday of Aug	ust	, 20 <u>25</u> .
	Ling	City Attorney	
Approved by the Council of the City of	of Norman, this day	of	, 20
ATTEGT		Mayor	
ATTEST:	_ 1 14 11		
City Clerk			



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 , lowa , 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.

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

Robert L. Raney, Senior Vice President

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, 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

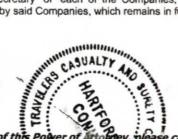
day of

2025









Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Atlante, 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.

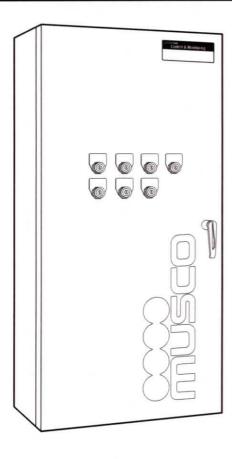
Rico Velazquez
Field Sales Representative - Oklahoma
Musco Sports Lighting, LLC
100 1st Avenue West – PO Box 808
Oskaloosa, IA 52577, USA

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

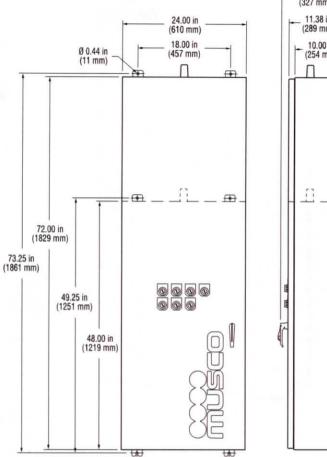


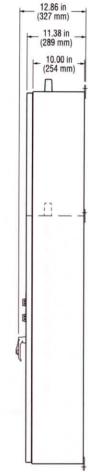
Technical Specifications

Control and Monitoring Cabinet Ratings

Construction

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

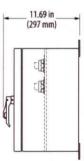




Off/On/Auto Manual Switches Cabinet (optional)

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

15.75 in (400 mm) 12.00 in Ø 0.44 in (305 mm) (11 mm) 0 17.00 in (432 mm) (ID) (ID) 15.75 in (400 mm) ln]



Manual switches cabinet



Remote wireless antenna 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



Datasheet: Control-Link® Control and Monitoring System

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.

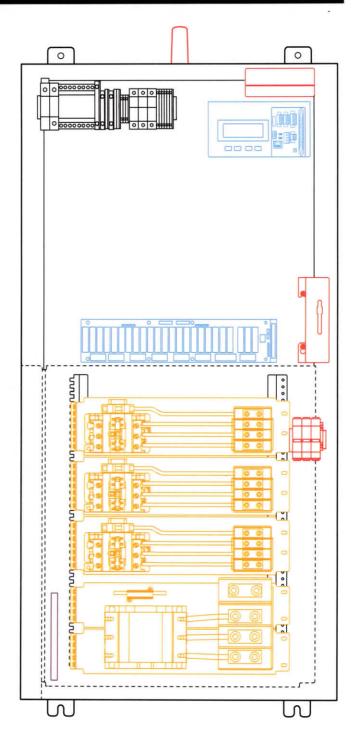
 Wireless communication requires a dedicated antenna, mounted minimum of 3 ft (0.91 m) above the cellular antenna and 7 ft (2.13 m) total distance away with line of sight to lighting poles.

Contactor Modules

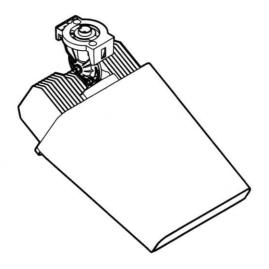
Tested and UL-listed for continuous operation. Field wiring terminated at load side of contactors for lighting circuits.

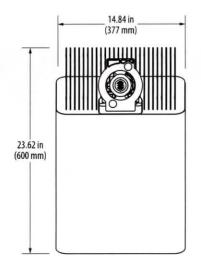
Ground Bar

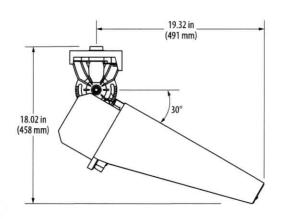
Provides integral ground bar for lighting equipment grounding.



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.

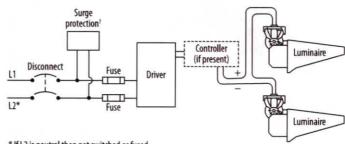
Driver Data

Electrical Data

Rated wattage¹

1080 W
540 W
1 - 2
<40 A, 256 μs
15 A
50°C (122°F)
IP54
95%
optional
15 - 100%
20 - 100%
<2%
<20%

Typical Wiring



* If L2 is neutral then not switched or fused.

† Not present if indoor installation.

								380 Vac 50/60 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 taxexempt 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.



Item 2.

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.

ASSED AND ADOP	ΓED 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 RESOLVÉD, 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 Jack day of July , 2025, by the Board of Directors of Healthy Living & Eitness, 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: Wy Wifield
Commission Number: 25004693

My Commission Expires: 4/18/2029

Notary Public State of Oklahoma Amy Winflold 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 31 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: Wind Wind (18) Commission Number: 25004693

My Commission Expires: 4/18/2029

Notary Public State of Okiahoma Amy Winfield My Commission # 25004893 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, 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.

Name of Director & President

Name of Director & Secretary Treasurer

William A. Saared

Signature Signature

new Miller

405

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.

Name of Director & President

Name of Director & Secretary Treasurer

Signature

Signature



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/04/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jennifer Heavner Baker, Executive Director, Sooner Theatre

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT

FROM SOONER THEATRE

DISCUSSION:

The Sooner Theatre opened its doors for the first time in 1929 as the first movie theatre in the region built to show talking pictures. Local architect Harold Gimeno spared no expense while building the Spanish Gothic-style building, spending over \$200,000. For nearly 50 years, The Sooner Theatre served as the most popular movie theatre in the area until the mid-1970s, when multiplexes gained popularity and the single-screen Sooner could no longer keep up with the demand. In 1975, the Sooner Theatre closed and stayed dark – nearly lost to the wrecking ball – until 1979, when a dedicated group of citizens refused to lose the theater, and appealed to the City of Norman under the aegis of the non-profit organization The Sooner Theatre of Norman, Inc.

The City agreed to purchase the theatre and lease it to the organization. After the first phase of restoration, the Sooner Theatre opened its doors again in 1982 as a community performing arts center.

The Sooner Theatre has become a beacon of light in the community's historic downtown Walker Arts District, impacting the lives of audiences and children each year.

RECOMMENDATION:

Staff recommends submitting the Sooner Theatre annual report to the City Council once the Board of Park Commissioners accepts the annual report.



Item 3.



LOOKING BACK, PLANNING AHEA

This report highlights our most recent completed Fiscal Year, beginning July 1, 2023 and ending June 30, 2024, based on the date it is due to the City of Norman (February 2025).

THE NUMBERS TELL THE STORY

Each year for the past 15 years, the City of Norman has invested \$65,274 in funding for salaries at The Sooner Theatre. This amount represented 5.6% of our total budget in FY '24, which was \$1,159,752 and 25% of our contributed income, which for FY 2024 was \$257,335.

We are incredibly grateful to the City of Norman for the municipal funding, and we want you to know how proud we are to be stewards of The Sooner Theatre building.

More than 12,000 audience members attended Sooner Theatre events in person during FY '24. They spent, on average, \$49.36 per person in our community, with an economic impact of \$576,000. That number does not include audiences who viewed Sooner Theatre messaging online or through our social media channels, which was estimated at 156,700. In addition, parents of the hundreds of students enrolled at The Studio of The Sooner Theatre contribute to the economic impact created by The Sooner Theatre by purchasing dance clothes, dance shoes, makeup, hair and wig products and anything else needed. They also frequent restaurants and coffee shops in downtown Norman each week while they wait for students. And, the theatre purchases lumber, fabric and supplies locally to build every set and costume for every show. **Last year, we saw 1276 enrolled in camps and classes** at The Studio of The Sooner Theatre (up 12% from the previous year), **and gave \$60,902 back in scholarships for tuition to 286 students** (up 63% from previous year) who could otherwise not afford to participate.

According to the Norman Economic Development Coalition, the input from our salary base and contracted instructors, shows **an economic impact of nearly \$3,000,000.00** in the community annually. We are so proud of the impact we make on the Norman community and on communities surrounding Norman. And, we are extremely grateful for community leaders who understand the impact the arts have on our community!

THE SOONER THEATRE OF NORMAN

The Sooner Theatre is listed on the National Registry of Historic Places and is truly a Norman landmark. The theater building is owned by the City of Norman. The Board and Staff of The Sooner Theatre of Norman Inc., are proud "stewards" of the management and activities of the facility, and have made significant investments of time, effort and resources to assure the survival of The Sooner - Norman's Premier Performing Arts Venue and Academy.

The mission of The Sooner Theatre is to change lives, offer diverse perspectives and create a cultural connection to the community through the performing arts and arts education.

OUR VISION STATEMENT

Our vision is to create a space for instilling creativity and passion for the arts, while providing a place for students to find their voices. We promote inclusion and healing through the arts and elevate the quality of life by providing diverse performing arts opportunities for all ages in our community.

OUR FUNCTION STATEMENTS

PRESENT quality theatrical productions

PROVIDE quality performing arts instruction for students ages 3-18

PROVIDE a quality venue for the presentation of cultural, artistic, educational and community development activities that improve the quality of life for our citizens and to SERVE as an historic anchor for the development of partnerships with other arts and business entities to create a revitalized, downtown arts district for Norman.

DIVERSITY MATTERS

The Sooner Theatre strives to provide programming that is diverse in all aspects. We actively seek ethnic, gender and ability diversity in casting our productions and selecting concert artists. We are diversity conscious in all casting, insuring we are making as diverse decisions as possible while keeping with the intent of the writer and the story we are telling. We welcome ideas in increasing the number of diverse artists, students and audience members in all we pursue. We have spoken to the City of Norman about getting hearing assisted devices. We can print or email large-print programs on request for those with vision impairment, and we also work with groups whose clients may be from under-served populations, including the United Way, Transition House, Norman Public Schools and others. We send information on programming and scholarships to all public elementary schools for distribution to all families in the Norman Public Schools. Theatre doesn't work if we cannot tell stories with ALL types of people and characters to and for ALL people.





THE SOONER THEATRE BOARD OF DIRECTORS

President, Dorion Billups, University of Oklahoma Debbie Kelleher, Retired Educator Vice President, Anne Cape, McAfee & Taft Treasurer, Stephanie Keller, Eide Bailly Secretary, Kristi Pate, Retired educator Jen Berge, Chicago Title Tiffany Bodenhamer, American Fidelity Kerri Brackin, Oil & Gas

Jerry Lessley, University of Oklahoma Karen McIntosh-Telford, Dillard Cies Savannah Simpson, First United Bank Susan Vassilakos, Community Volunteer Sarah Williams, Non-Profit Data Consultant Vicki Worster, Total Compliance

Advisory Members

Jason Olsen, City of Norman Mark Ledbetter, Armstrong Bank Tom Cooper, Vision Bank Chuck Thompson, Armstrong Bank





SOONER THEATRE STAFF

Ta'Nia Gaines,, Eide Bailly

Jennifer Heavner Baker, Executive Director Nicki Kraisky, Business Manager (part-time) Nancy Coggins, PR & Development Director Production Manager position - open Meghan Martens, Social Media & Advertising Coordinator (part-time)

Tish Willis, Studio Manager Brandon Adams, House Operations Manager Business Manager - full time - open

STAFFING

Our mission, function and program direction have, each year, been approved by the City administration, and Municipal money has been provided for The Sooner to have a firm "base" for staffing the facility, and on which to build its activities. According to Theatre

Item 3.

Facts, A Report on Practices and Performances in the American Nonprofit Theatre, a tyle theatre our size, with a similar County population, and the same amount of programming will have 10 full time employees. Our current staff manages both The Sooner Theatre and The Studio of The Sooner Theatre with 5 full-time and 3 part-time employees. We also utilize the Federal Work Study program at OU, when the opportunity arises. The Sooner Theatre utilizes contract labor for teachers, directors, choreographers, music directors, musicians and accompanists.

In January 2023, the Sooner Theatre moved **all HR functions to NexTep** in order to be better able to access reporting and to maintain and recruit employees. The Sooner's current \$1,003,860 budget **does not currently include anyone designated to supervise benefits and human resources**, and the theatre does not feel spending money on a full-time staff member to do that is the best utilization of our limited resources. Instead, we will pay an annual fee to have NexTep manage that function for us. NexTep provides health insurance that we cover for our employees, as well as voluntary participation in a 401(k), life insurance, dental and vision insurance, and so much more we could not provide access to without their help.

USE OF PAST CITY OF NORMAN FUND & MG es 2014-2015 \$197,425.55

Salaries 2003/2004 \$86,847.27 Salaries 2015-2016 **\$195,934.77** Salaries 2004/2005 **\$94,534.36** Salaries 2016-2017 **\$205.467.27** Salaries 2005/2006 \$108,541.76 Salaries 2017-2018 **\$235,314.47** Salaries 2006/2007 **\$141,000.00** Salaries 2018-2019 **\$243,693.22** Salaries 2007-2008 **\$146,473.00** Salaries 2019-2020 **\$254,486.07** Salaries 2008-2009 \$187,202.00 Salaries 2020-2021 **\$243,408** Salaries 2009-2010 **\$184,516.00** Salaries 2021-2022 \$253.017 Salaries 2010-2011 **\$190,950.00** Salaries 2022-2023 **\$275,071** Salaries 2011-2012 **\$194,600.00** Salaries 2023-2024 **\$310,990** Salaries 2012-2013 **\$168,832.83**

Salaries 2013-2014 **\$197,617.35**

The Municipal money we received in the amount of \$65,274 in FY 2024 was approximately 20.9% of our payroll expenses (FY 2024). We are very grateful for the increase of \$23,107 for FY 2024-25 to a total of \$88,381! Thank you!

Because we receive this money from the City of Norman, we are able to allocate other funding in our budget to programming that supports underserved populations in our community, including scholarships provided to students who otherwise would be unable to participate in performing arts programs due to cost, training instructors to provide specialized instruction for special needs students, and to participate in partnerships with community groups including CCFI and Assistance League to identify and give access to underserved populations.

The Sooner Theatre's earned revenue includes tickets to productions and concerts, tuitiq

for classes at our Studio, as well as rentals and concession sales. Percentage of total budd (\$1,159,752) from ticketing was 16.6%, tuition revenue was 45.2%, rentals and concessions is 3.5%, and contributed revenue donations/fundraisers was 19.4% of our total budget.

THEATRE ACTIVITY

Our programs serve quality of life needs in the areas of culture, education, theatre and music for an increasing number of citizens. Our product tells what we stand for, what we want to offer the community and how well we know our business. At The Sooner Theatre, we host professional artists to first-timers and foster performers from 3 years old on up. Our presentations reflect our mission, our image and ultimately, they determine our survival. We embrace the fact that we are not just "Community Theatre" but "Theatre for the Community". More than 13,000 people walked through our doors last year and we were able to track ticket sales to 116 Oklahoma zip codes and 35 out-of-state! We hope you agree that The Sooner Theatre grants a major return for the City's investment.

In 2002, our Board of Directors approved a programming portfolio consisting of **seven initiatives**.

1. THE MAIN EVENT SERIES is The Sooner Theatre's concert series.

2023-2024 Season: No Concerts booked

Tickets to Main Event concert series shows are based on artist fees and other expenses. We have so much live theatrical programming that requires use of the stage to build sets and rehearse that there just weren't dates available on the calendar to place concerts that worked for touring artists.



2. SOONER STAGE PRESENTS is The Sooner Theatre's selfproduced theatrical series.

2023-2024 Season: Cabaret, Seussical The Musical Tickets to Sooner Stage Presents Theatrical productions range from \$12.50-\$35 dependent on discounts.



3. THE STUDIO OF THE SOONER THEATRE is The Sooner Theatre's performing arts academy. The Sooner Theatre's Theatre Arts Education program impacts hundreds of children ages 3-18 each year by providing outstanding performing arts education in a warm and welcoming environment. Year-round classes follow the Norman Public Schools schedule. Fall classes begin in September and offer cumulative learning concluding in April. Summer camps are held in June and July.



The Sooner Theatre's education program began in 2003 with one summer camp production that served 31 children. Our total enrollment in 2023-2024 was 1276 (up 12% from 2023, and up 62% in the last three years) from across the metro area. The program has evolved into a year-round performing arts school with training in the areas of musical theatre, acting, improv, voice, and dance, as well as troupes that perform at various events through 175 the community. We also make it a point to bring in experts in our industry to present Master Classes to our students, and have hosted Broadway performers, National Tour performers, TV personalities, Broadway casting directors, and many others.

Studio students have been seen in many regional productions, including the OKC Philharmonic's *The Christmas Show*, OU productions, singing for the Thunder and Texas Motor Speedway, in many commercials and



films and on hit Nickelodeon and Netflix series! Sooner Theatre students were also chosen as the munchkins in the National Tour of The Wizard of Oz, Winthrop in The Music Man in Concert with Shirley Jones, and Studio students were featured as walk-on roles in the Broadway tours of both Camelot and Waitress.



In January of FY'23, Studio of The Sooner Theatre students attended the Junior Theatre Festival in Atlanta for the sixth year, where our students were adjudicated and attended workshops with 6500 theatre students from across the country. They were awarded Outstanding Ensemble in their pod and enjoyed all things musical theatre with 6500 attendees from the United States, United Kingdom, China, New Zealand

and Australia! One of their adjudicators stated, "There must be some 'secret sauce' at that theater in Norman, Oklahoma, we hope you share it with everyone!" They were impressed with all aspects of our students' performance, from skill level, to acting abilities to choreography and so much more!







BEYOND THE STAGE

There is no question that the productions of The Sooner Theatre are magical. The lights, the sound, the costumes, the sets and the talent we are lucky enough to work with - both community theatre and our youth educational productions. But, you might not be aware of all the things that happen **Beyond The Stage**.

Scholarships

Last fiscal year, The Studio of The Sooner Theatre gave \$60,902 in scholarships to 286 students who could otherwise not afford to participate in performing arts classes and camps. That is a 157% increase in scholarship awards over the previous fiscal year. This includes awardees of the Laurie McReynolds Memorial Scholarship, which we award by working with local non-profits, counselors and principals at Norman Public Schools elementary schools. This scholarship is awarded to a student from a diverse or under served background chosen because of either their need for assistance, potential talent or passion for the arts, or because the student could use some help finding his or her voice.

Special Needs Classes



We are excited to offer classes for special needs students. Our **Sooner Spotlights** class pairs middle and high school-age students with special needs with a student from The Studio's ambassador performance troupes to learn songs and dances. We also have a class whose name says it all - Sooner Legends! This group of teens and adults with Down syndrome will change your outlook on life. They are the most joyful, excited group of people you will ever meet. And, they can DANCE! We serve many other differentlyabled students in our regular classes including those on the

spectrum, hearing disabled, vision disabled and mobility limited students.

Tuition for Studio camps and classes ranges from \$150 for a one-week summer camp to \$680 for a school year production class. We normally give back approx. 20% of our annual tuition revenue in scholarships. For fiscal year 2024, total tuition revenue was \$524,076, and scholarships given totaled \$60,902, which funded 286 instances of tuition and/or fees over the last year, which is actually 12% of our tuition revenue return 177 as scholarships.

4. SPECIAL EVENTS

We held our highly anticipated Murder Mystery fundraiser in 2023-24, and were so excited to have audiences and performers back to help support the theatre! Murder Mystery is our annual fundraising dinner and show written, directed by and starring volunteers in our community. Murder Mystery 2024 raised \$51,582 for The theatre's operations and programs. The Voice of The Heartland, our other fundraising event is a bi-annual vocal competition featuring talented singers from around the region. It was not held in FY 2023-24.



5. RENTAL ACTIVITIES

Community organizations and individuals have the opportunity to rent the theatre for their activities, meetings or performances on the rare occurrences we have available dates on our calendar. Our rental revenue for 2023-24 was \$12,850.

Rental rates are approximately \$800-\$1000 per day for use of the theatre. We also rent the Studio event space for \$300-\$1200 per day.



Example of community rentals

- Various Community Churches
- Hispanic Flamenco Ballet
- Julia's Academy of International Dance
- Norman Chamber of Commerce
- Various Weddings & Engagements
- Pageants
- Norman Music Festival
- Various Dance Recitals
- Transition House's June Bug Jam
- Norman Police Academy
- OU School of Musical Theatre

6. SOONER CINEMA is The Sooner Theatre's film and video offerings.

We do not offer a film series at this time, we but normally host several events each year that do show films, including Norman Music Festival (this year we got to host the Hosty documentary!), Norman Film Festival, Moore-Norman Technology Center's Red Carpet Film Festival and Earth Rebirth Film Festival (as our production schedule allows).

Item 3.

7. OUTREACH AND DEVELOPMENT is our program designed to "give back". In additto our programming, The Sooner is deeply rooted in the community.

Our Outreach and Development includes:

Partnering with United Way's Celebrity Sing, Citizen's Advisory Council, Norman Convention and Visitors Bureau, The Norman Public School's Gifted Council and the Norman Arts Council. We are represented at the Norman Downtowner's Association, Norman Arts Council's Roundtable, Norman Rotary, the United Way Cabinet, Assistance League, Norman Public Schools PTA, Norman Chamber of Commerce Board and several other organizations.

Our Studio Ambassador Performance Troupes, made up of 3rd-12th grade students, also perform regularly in the community. These troupes and soloists have performed for thousands of audience members at various events including: The Norman Music Festival, The Rodeo Opry, The OKC Thunder, OKC Arts Council's Opening Night, OKC Festival of the Arts, The State Fair of Oklahoma, Holiday Open Houses for the Norman Assistance League, Public School assemblies, Devon Arts Day, the 2009 Mayor's Convention, NAC Arts Explosion, The OKC Philharmonic, Allied Arts, The 100th Anniversary of the Depot, Norman Music Festival, Kids for Kids Sake, Earth Day, Texas Motor Speedway, the Andy Roddick Tennis Exposition, Norman's Centennial Follies, Lyric Theatre, Jewel Box Theatre, University of Central Oklahoma, OMEA All State Chorus, Oklahoma City's Centennial Parade, Norman Christmas Parade, Norman Public Schools, Oklahoma Summer Arts Institute, Norman Chamber of Commerce, May Fair, June Bug Jam, The Chocolate Festival, OEC's Annual Meeting and many more!

We also participate as in-kind donors for community events to include:

- Assistance League
- Community After School Program
- Norman Arts Council
- Toby Keith Foundation
- Le Tour de Vin
- United Way of Norman
- Meals on Wheels
- Among Friends ...an Activity Center for Adults with Special Needs
- Norman Regional Hospital
- Blanchard, Purcell, Lexington, Washington and other Public School Systems

- Oklahoma Statewide Independent Living Council
- Cleveland County Family YMCA
- Travelers Aid and Homeless Assistance Center
- Norman Public Schools
- Norman Chamber of Commerce
- Meals on Wheels
- United Ministries
- University of Oklahoma
- Oklahoma Youth Orchestra
- Big Brothers Big Sisters
- Cleveland County CASA

You can see the growth our educational programming has had over especially the last few years. Because of such rapid and expansive growth, we have had to focus both staff and physical resources toward that program, but all initiatives are very important to our organization.

Item 3.

AWARDS AND HONORS

- The Sooner Theatre is **one of three** Norman arts organizations who are current Allied Arts member agencies.
- The Sooner Theatre was the **first (and only, so far) arts organization** to have been awarded the Norman Rotary Clubs' Le Tour De Vin grant and the Impact Oklahoma grant funding capital projects.
- In August 2020, The Sooner Theatre was named as the Oklahoma Center for Non-profits'
 ONE Award winner for Arts and Humanities.

OTHER SOURCES OF INCOME

In addition to the Municipal money, our other sources of income are from our annual Murder Mystery and Voice Of The Heartland Fundraisers, Corporate Sponsorships, Business and personal donations, program advertising, grants from foundations and other granting organizations, ticket revenues from concerts and performances, tuition revenue from our camps and classes and rental fees, both at the theatre and Studio.

Total earned revenue for FY 2024 was \$934,524, which accounted for 81% of our budget. Contributed (donated) income made up the remaining 19% of the budget.

"What we put on the stage is not only what the public sees – it is what we are."

-Thomas Wolf



Sooner Theatre of Norman, Inc

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 Petty Cash (deleted)	650.00
103 Armstrong Bank-Operations	124,745.00
104 Armstrong Bank Payroll	-25,433.87
107 Sooner Theatre STARS	32,371.78
109 Studio Capital Campaign	51,459.33
Total Bank Accounts	\$183,792.24
Accounts Receivable	
120 Accounts Receivable	185,306.75
120.01 Allowance for Bad Debt	-650.00
Total 120 Accounts Receivable	184,656.75
124 Pledges Receivable	141,257.66
124.01 Discount on Contributions	-900.00
Total 124 Pledges Receivable	140,357.66
Total Accounts Receivable	\$325,014.41
Other Current Assets	
121 Other Accounts Receivable	0.00
121.1 Dep.Insurance-Coggins& Willis	611.44
Total 121 Other Accounts Receivable	611.44
125 Returned Check	-332.00
135 Prepaid Expenses	12,879.34
999 Prior Period Adjustment	16,825.45
Total Other Current Assets	\$29,984.23
Total Current Assets	\$538,790.88
Fixed Assets	
152 Building Improvements	171,841.90
153 Furniture & Fixtures	6,837.02
154 Equipment	58,014.04
154.01 Sound Equipment	160,959.50
154.02 Light Equipment	138,168.27
156 Computer Equipment	35,521.88
157 The Studio at the Sooner	
155 Furniture & Fixtures	9,053.60
157.01 Equipment	34,535.94
157.02 Furniture and Fixtures	627.83
Total 157 The Studio at the Sooner	44,217.37

Sooner Theatre of Norman, Inc

Balance Sheet

As of June 30, 2024

	TOTAL
158 110 East Main St.	0.00
158.01 Building	1,723,753.49
158.03 Furniture & Fixtures	24,078.16
158.04 Equipment	7,686.11
Total 158 110 East Main St.	1,755,517.76
169 Accumulated Depreciation	-557,614.21
Total Fixed Assets	\$1,813,463.53
Other Assets	
190 Community Foundation Deposit	1,573.88
831.01 In-Kind With Time Restrictions	-19,246.00
988 PPA-With Donor Restrictions	-5,918.00
Total Other Assets	\$ -23,590.12
TOTAL ASSETS	\$2,328,664.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	8,728.13
203 Payroll Payable	-19,132.28
Total 200 Accounts Payable	-10,404.15
201 Studio Hail Storm Payable	-526.63
Total Accounts Payable	\$ -10,930.78
Other Current Liabilities	
2100 Payroll Liabilities	2,690.85
226 State Unemployement Tax Payable	-0.04
Total 2100 Payroll Liabilities	2,690.81
251.01 Discount Reno Loan #0410	-24,391.00
254.01 Discount Loan 0416	-18,791.00
299 Current Portion of LT Debt	6,000.00
991 Release of Donor Restrictions	-11,836.00
Gift Certificates Payable	720.00
Total Other Current Liabilities	\$ -45,607.19
Total Current Liabilities	\$ -56,537.97
Long-Term Liabilities	
251 Republic - Reno Loan #0410	15,000.00
253 Republic Bank-Loan # 75020415	968,301.88
254 Republic Bank- Loan-75020416	7,500.00
Deferred Income	7,598.81
Total Long-Term Liabilities	\$998,400.69
Total Liabilities	\$941,862.72

Sooner Theatre of Norman, Inc

Balance Sheet

As of June 30, 2024

TOTAL LIABILITIES AND EQUITY	\$2,328,664.29
Total Equity	\$1,386,801.57
Net Income	-11,255.34
3900 Retained Earnings	1,366,527.20
369 Net Assets - Unrestricted	31,529.71
Equity	
	TOTAL

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

	TOTAL
Income	
100.401 Sooner Stage Presents	
175.421 Cabaret Income	22,102.48
175.422 Suessical	51,124.95
Total 100.401 Sooner Stage Presents	73,227.43
108.400 The Studio Revenue	
108.401 Tuition Fees	521,861.35
108.466 Studio Scholarships	2,215.00
Total 108.401 Tuition Fees	524,076.35
108.402 Summer Camp Income	
108.490 ANNIE Ticket Sales	531.03
108.493 Alice in Wonderland	1,640.00
495 Ticket Sales	31,762.53
Tea Party in Wonderland	467.11
Total 495 Ticket Sales	32,229.64
Total 108.493 Alice in Wonderland	33,869.64
141.39 Finding Nemo	1,410.78
Total 108.402 Summer Camp Income	35,811.45
108.403 Other Income	2,670.00
108.476 Miscellaneous Studio Income	5,150.25
108.492 Atlanta Trip 2023-24	22,394.40
108.499 New York Trip 2023	108,075.00
Total 108.403 Other Income	138,289.65
108.405 Showcase Ticket Sales	21,317.30
108.408 Young Producers	
108.623 Mean Girls Tickets	24,020.03
Total 108.408 Young Producers	24,020.03
Total 108.400 The Studio Revenue	743,514.78
108.465 Studio Production Class	
108.508 ANNIE Jr.	22,199.94
465.8 Cinderella	
465.801 Tuition	7,497.50
Total 465.8 Cinderella	7,497.50
465.93 Madagascar	18,186.60
	22,395.48

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

	TOTAL
112.400 Murder Mystery	
112.401 Fundraiser Donations	31,673.60
112.403 Murder Mystery Sponsorship	13,500.00
112.404 Mix Money Donations	6,408.31
Total 112.400 Murder Mystery	51,581.91
115.00 Concessions	261.13
115.401 Sweet Shoppe Sales	27,620.27
Total 115.00 Concessions	27,881.40
116.400 Rental Income	12,850.00
401 Sweet Shoppe	
401.02 Concessions	1,582.32
Total 401 Sweet Shoppe	1,582.32
858.3	1,566.99
Encore Club & Kindful Donation\	417.24
Total Income	\$982,901.59
Cost of Goods Sold	
100.501 Sooner Stage Presents Costs	
161.508 A Christmas Story COS	7,619.04
161.519 Little Shop Costs	142.42
161.521 Cabaret COS	30,875.30
161.522 Suessical	38,101.44
161.523 Into the Woods Costs	237.50
Total 100.501 Sooner Stage Presents Costs	76,975.70
106.500 Annie Costs	84.01
108.500 The Studio Costs	475.00
108.501 Instructor Fees & Costs	99,306.15
108.503 Staff	9,296.00
108.504 Summer Camp Show Costs	4,375.55
108.614 Junie B.Jones Jr	1,105.31
108.907 Alice in Wonderland COS	21,706.81
566.22 Seussical Expenses	32.27
566.29 Finding Nemo	740.81
566.30 Magic Tree House	1,197.77
Total 108.504 Summer Camp Show Costs	29,158.52
108.505 Showcase Costs	23,111.91
108.506 Costumes	2,500.00
Total 108.505 Showcase Costs	25,611.91
108.568 Workshop Costs	875.00
Total 108.500 The Studio Costs	164,722.58

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

	TOTAL
108.507 Production Class Costs	450.00
565.6 Little Mermaid Costs	2,000.00
566.27 Beauty & the Beast Costs	200.00
566.28 Frozen Costs	47.69
566.31 Madagascar Jr.	12,081.17
566.32 Fiddler on the Roof	28,759.64
566.34 ANNIE Jr.	20,591.51
Total 108.507 Production Class Costs	64,130.01
108.572 Education Trip Costs	
108.914 JTF Trip Costs	77,635.03
108.915 New York Trip Costs	133,171.23
Total 108.572 Education Trip Costs	210,806.26
108.598 Young Producers Costs	
108.622 Mean Girls	35,355.63
108.626 CATS Costs	1,887.45
Total 108.598 Young Producers Costs	37,243.08
108.600 The Studio Overhead Costs	
108.602 Utilities	13,787.66
108.603 Repairs & Maintenance	19,228.22
108.604 Supplies	5,464.26
108.605 Miscellaneous	896.80
Total 108.600 The Studio Overhead Costs	39,376.94
112.500 Murder Mystery Costs	
112.501 Production Costs	2,400.66
112.502 Catering	16,244.45
112.504 Labor	815.00
112.505 Supplies	1,008.10
112.506 Miscellaneous	513.20
Total 112.500 Murder Mystery Costs	20,981.41
115.500 Concessions Costs	
115.501 Concessions Supplies	16,699.93
Total 115.500 Concessions Costs	16,699.93
116.500 Rental Costs	3,340.00
116.505 Rocky Horror Movie	1,000.00
Total 116.500 Rental Costs	4,340.00
502 Sweet Shoppe Supplies	413.96
505 Production Costs	413.90
505 Production Costs 505.11 Hospitality	28.30
Total 505 Production Costs	28.30
otal Cost of Goods Sold	
	\$635,802.18
GROSS PROFIT	\$347,099.41

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

	TOTAL
Expenses	
501 Marketing	10,597.61
501.01 Advertising	26,504.66
501.02 Postage, Copying & Printing	14,028.54
Total 501 Marketing	51,130.81
504 Bankcard Service Charges	1,472.34
504.1 Global Payment Credit Card Fees	27,171.43
506 Sales Tax	14,726.22
625 Community Outreach	880.00
630 Contract Labor	2,510.00
648 Dues and Licenses	8,913.42
649 Jackrabbit Fees	3,553.47
654 Equipment Lease	7,245.14
660 Insurance	24,196.31
660.04 D & O Ins	1,994.00
Total 660 Insurance	26,190.31
663 Custodial Services	6,600.00
700 Payroll Expenses	·
711 Salaries-Other	310,989.84
717 Payroll Taxes	927.70
Total 700 Payroll Expenses	311,917.54
702 Office Supplies	10,184.38
708 Technical Supplies	7,886.65
723 Professional Fees	2,350.00
726 Postage	392.94
744 Rent	1,808.13
747 Theatre Expenses	
474.02 Utilities	5,971.93
474.03 Paper Supplies	325.46
474.04 Cleaning &Covid 19 Supplies	1,536.69
747.01 Repairs & Maintenance	2,432.95
Total 747 Theatre Expenses	10,267.03
756 Miscellaneous Expenses	6,661.35
757 Non-Profit Training & Expenses	8,223.78
Gifts and Thank Yous	549.28
Total 756 Miscellaneous Expenses	15,434.41
768 Telephone & Internet	13,086.10
780 Utilities	230.00
Total Expenses	\$523,950.32
NET OPERATING INCOME	\$ -176,850.91

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

	TOTAL
Other Income	
100.402 Additional Shows Income	
155.00 Cutter Elliott Show	179.04
Total 100.402 Additional Shows Income	179.04
400 City of Norman(Salaries)	65,274.00
408 Grant Income	54,241.50
408.1 Allied Arts Foundation	37,570.09
Total 408 Grant Income	91,811.59
830 Interest Income	1,735.68
835 Miscellaneous Income	2,506.48
836 Advertising Income	4,772.50
836.10 Summer Stage Program Ads	1,275.00
Total 836 Advertising Income	6,047.50
851 Other Income	437.90
857 Board Donations	6,150.00
858 Friends Donations	2,100.00
858.3 Encore Club & Kindful Donations	30,649.07
Total 858 Friends Donations	32,749.07
858.01 STARS Fundraiser	49,085.17
862 Refund	1,358.78
Total Other Income	\$257,335.21
Other Expenses	
858.02 STARS Fundraiser COS	39,844.05
920 Interest Expense	
920.1 Interest on 110 E. Main loan	51,895.59
Total 920 Interest Expense	51,895.59
Total Other Expenses	\$91,739.64
NET OTHER INCOME	\$165,595.57
NET INCOME	\$ -11,255.34





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/04/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: James Briggs, Park Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE

COLERAINE MULTIFAMILY PUD ADDITION

BACKGROUND:

The Coleraine Multifamily PUD Addition is located in Section 4, Township 8 North, Range 2 West of the Indian Meridian. It is located on the north side of Imhoff Road, between Classen Boulevard and 24th Avenue SE. The development is situated in an area where several apartment communities have been built since 2000 (See Map). The plat contains 456 units of RM-6 (apartment/multi-family housing) zoning. When it develops, it will result in a total public parkland dedication of 2.0178 acres. This development would also yield \$34,200 in Neighborhood Park Development Fees and the same in Community Park Development fees once all building permits have been issued. A private park would need to be twice as large as the public park, or 4.0356 acres. A private parkland decision would also waive the collection of Neighborhood Park Development Fees and, instead, require that the same amount of funds be spent at a minimum when developing the private park for the Addition. Community Park Development Fees would still be collected.

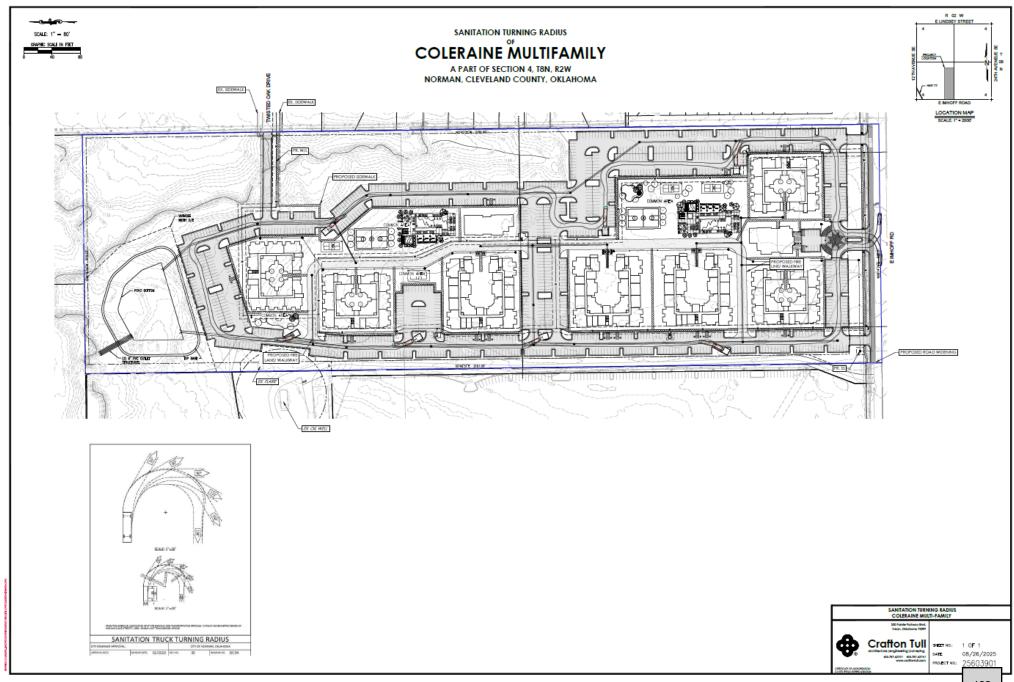
DISCUSSION:

The proposed plat contains several on-site recreation areas, including pickleball courts, a playground, outdoor basketball courts, and picnic areas. There are also two swimming pool areas, a clubhouse amenity for residents to use, and a large amount of undeveloped land around a detention pond area on the north end of the plat, adjacent to the Woodcreek Park land. If a private park were created, then those Community Park Fees collected for this addition would be available for future projects in any of the city's Community Parks. It should be noted that the detention pond cannot count as parkland or the swimming pools and clubhouse area if there is a request for private parkland. Ultimately, a good variety of outdoor recreational opportunities will be available for residents in the Coleraine Multifamily Addition, no matter if the decision is for parkland or fee-in-lieu of land.

The proposed plat shows a physical (sidewalk) connection to the adjacent residential neighborhood to the east via the existing Twisted Oaks Drive (the Oakhurst Park neighborhood). However, the streets do not connect due to zoning restrictions on the length of collector streets. As a result, residents of the Coleraine Addition could walk to the nearest public park (Oakhurst), and there are other public parks within walking distance, such as Woodcreek Park and Colonial Estates Park (see Map). As mentioned above, a fee-in-lieu of land could be used to help improve any of these parks, once collected, along with the park impact fees collected at the time of construction. This option would result in the most positive impact on the existing public parks. At the same time, the residents of the proposed Coleraine Multifamily PUD Addition would have walking access to those parks and the variety of on-site recreation opportunities provided by the developer/builder. Accessing public parks would require exiting the addition and driving along city streets to whichever park they chose, due to the emergency gate at the border of this property on Twisted Oaks Drive, as per zoning requirements.

RECOMMENDATION:

City Staff recommends that the Park Board accept a fee-in-lieu-of-land decision for the Coleraine Multifamily PUD Addition.

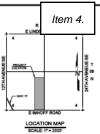


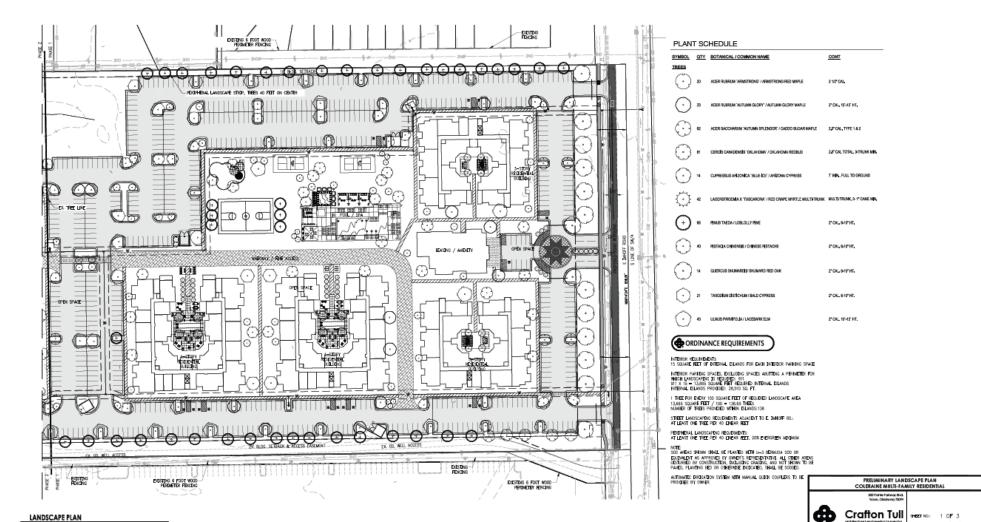
SOALE: 1" = 50" GRAPHIC SOALE IN FIET

PRELIMINARY SITE LANDSCAPE PLAN

COLERAINE MULTI-FAMILY RESIDENTIAL

A PART OF SECTION 4, T8N, R2W NORMAN, CLEVELAND COUNTY, OKLAHOMA





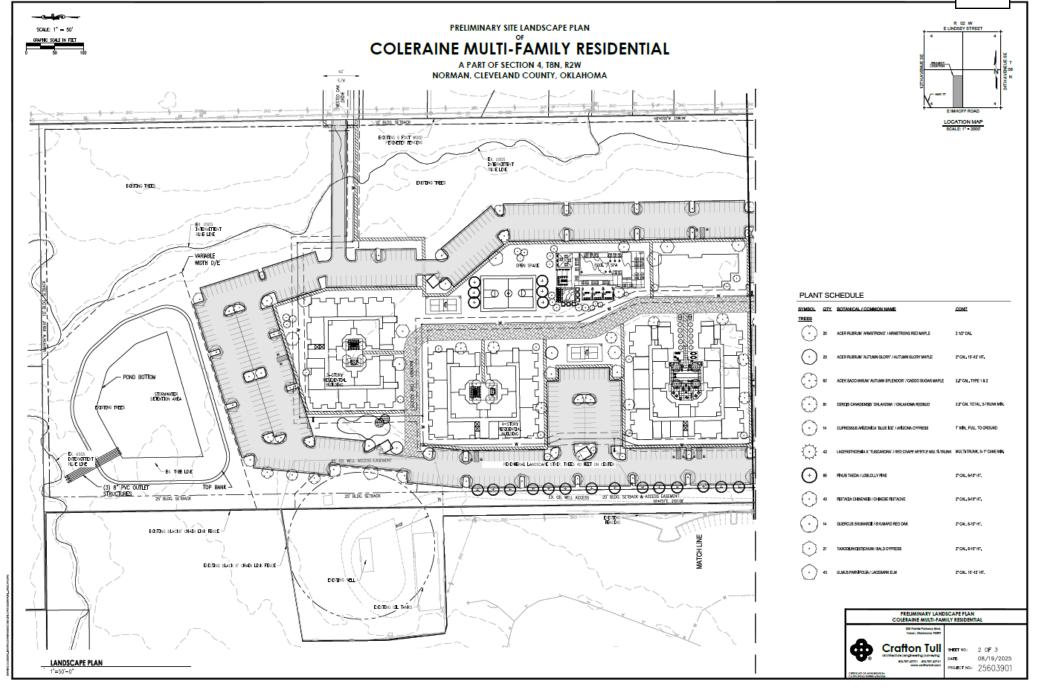
08/19/2025

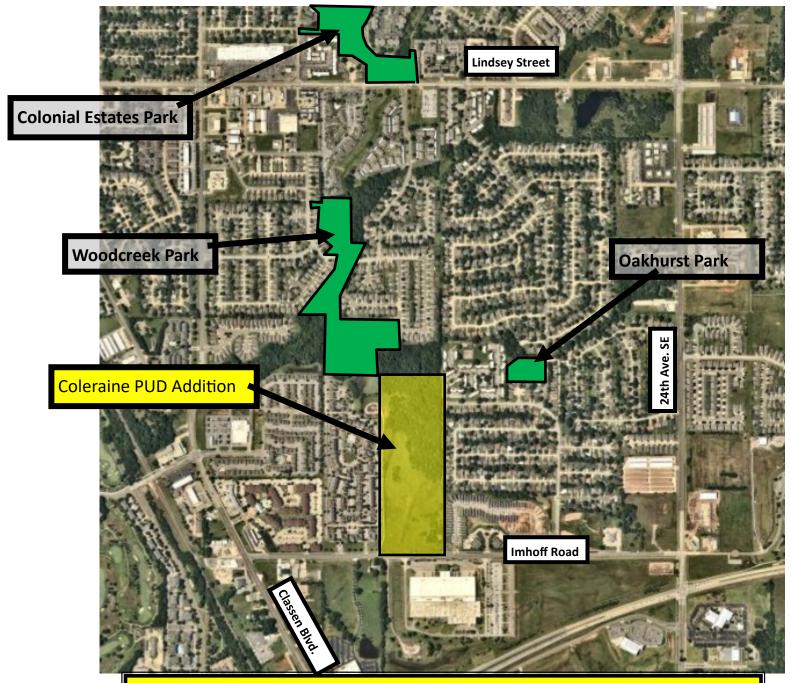
РИОЛЕСТ НО: 25603901

DATE

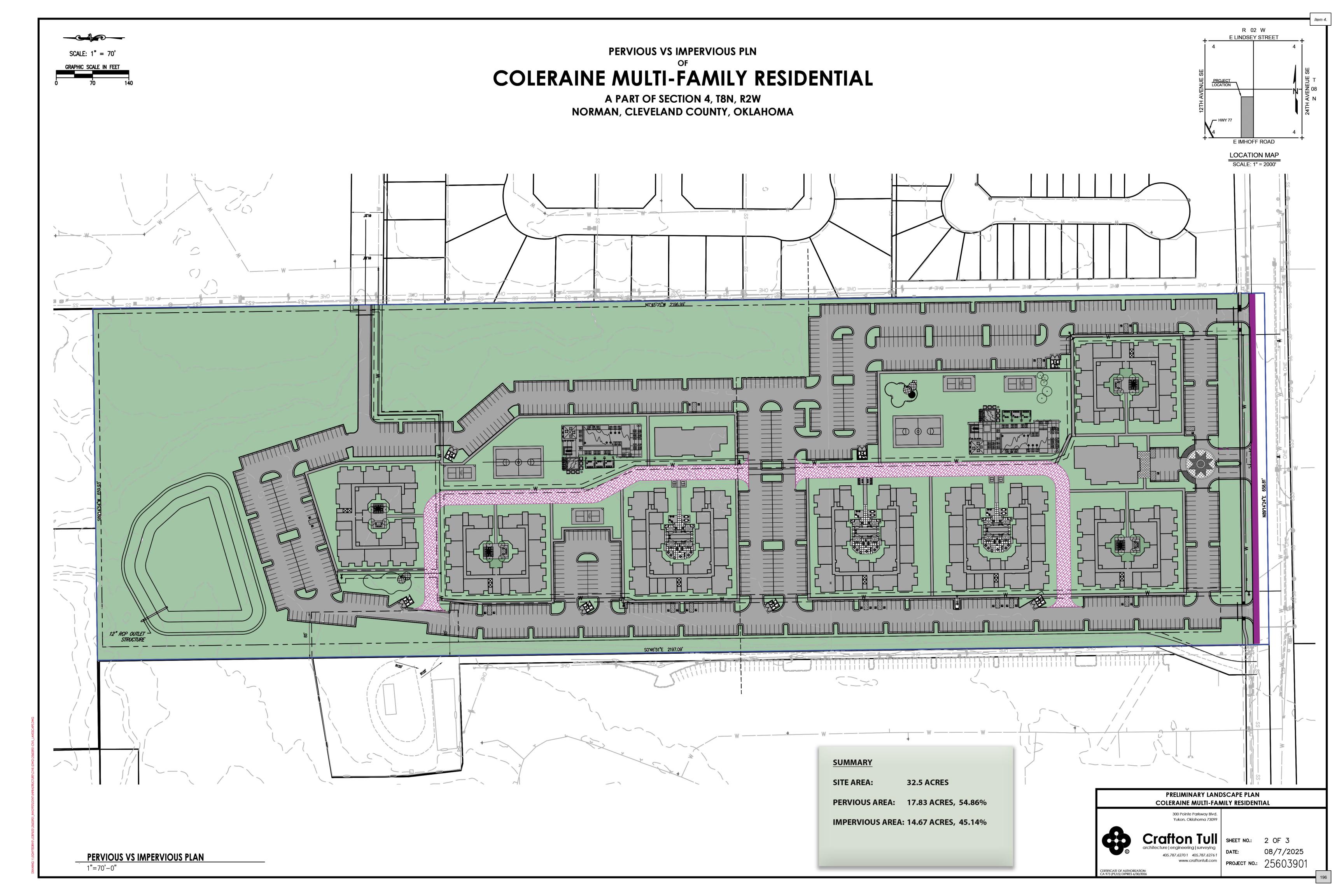
405.787.62701 405.787.6274







COLERAINE MULTIFAMILY PUD ADDITION
LOCATION MAP





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/04/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: James Briggs, Park Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE

TULL TRAILS SPUD ADDITION

BACKGROUND:

The Tull Trails SPUD (Simple Planned Unit Development) Addition is located in a part of Section 19, Township 9 North, Range 2 West of the Indian Meridian, and is located on the south side of Rock Creek Road, on the west side of Porter Avenue. The development is located immediately east of Norman North High School's athletic fields, and across Porter from the IOOF Cemetery; and includes a large pond that has been in place for decades (See Map). The plat contains 360 units of RM-6 (apartment/multi-family housing) in several buildings and several more units of senior living duplexes (RM-2) zoning, which would result in a total public parkland dedication of 1.593 acres. The commercial buildings on the plat do not require any park land dedication. This development would also yield \$27,000 in Neighborhood Park Development Fees and the same in Community Park Development fees once all residential building permits have been issued. A private park would need to be twice as large as the public park; or 3.186 acres. A private park land decision would also waive the collection of Neighborhood Park Development Fees and, instead, require that the same amount of funds be spent at a minimum when developing the private park for the Addition. Community Park Development Fees would still be collected.

DISCUSSION:

The plat being proposed contains a large amount of green space and walking trails around the pond, as well as several wider open areas between the duplexes and the lake trail where additional park like amenities could be built. The lake and any apartment swimming pool or clubhouse areas would not count towards any park land decision.

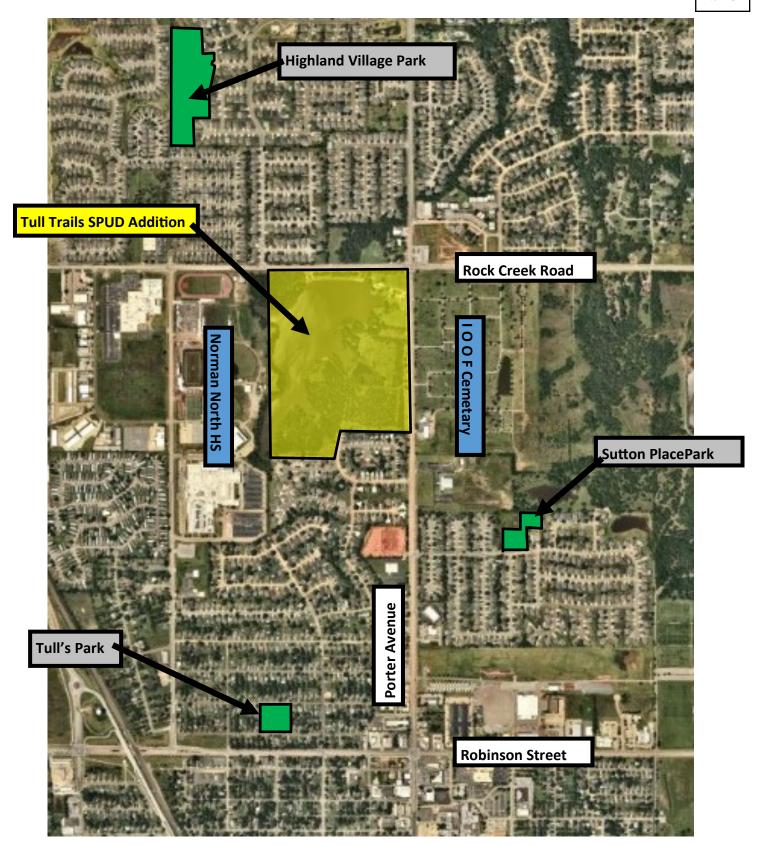
The proposed plat is still labeled as "2200 N. Porter Avenue / A Simple Planned Unit Development"; however, the name on any future plats will reflect the "Tull Trails SPUD" name for the same land. The open space exhibit for this plat shows that the single-family house in the northeast corner of the plat will remain in private ownership; and also shows that the western shore of the lake is not part of this ownership. Any lakeside trails will need to account for these

conditions as they are laid out for construction. Also note that the proposed "Preliminary Park Plan" (attached) shows what portion of the proposed trail that would satisfy the acreage required of a Private Park Land decision, if granted. All other recreational features seen on the plat would be above and beyond the required amount. Those green space areas that are not used as a trail do show a picnic pavilion in one location, however there is no plan showing any other amenities at the time of this report. There is a public park southwest of the proposed addition—Tull's Park located south of the Norman North High School land, closer to Robinson Street (see location map) that would be in walking distance of this addition. Other public parks are also close-by; however, they are accessed by crossing busy collector streets at signaled crosswalk intersections (see location map). Sutton Place Park (east, across Porter Avenue) and Highland Village Park (north, across Rock Creek Road) are the two closest public parks after Tull's Park.

The developer has requested a Private Park Decision for this addition, which is available as shown on the attached drawings.

RECOMMENDATION:

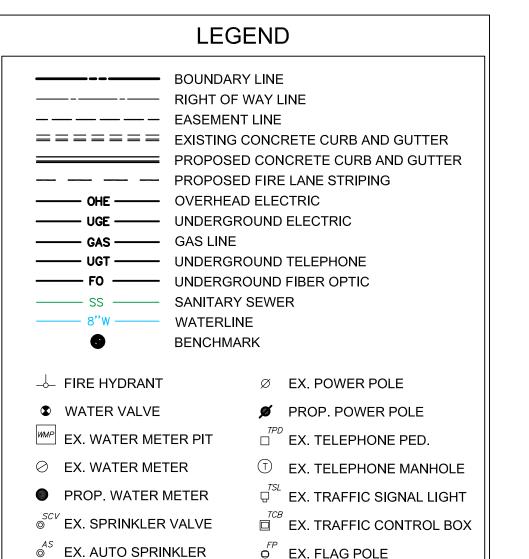
City Staff recommends that Park Board accept a Private Park Land decision for the Tull Trails SPUD Addition.



TULL TRAILS SPUD ADDITION LOCATION MAP

2200 N. PORTER AVENUE A PLANNED UNIT DEVELOPMENT PRELIMINARY PLAT

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M. NORMAN, CLEVELAND COUNTY, OKLAHOMA



CONTACT LIST OWNER TULL COMMERCIAL PROPERTIES, LLC ATTN: CAMERON TULL EMAIL: cameron.tull@gmail.com C/O: FLESKE COMMERCIAL ATTN: ERIC FLESKE EMAIL:eric@fleskeholding.com PHONE: 405.701.3505 CIVIL ENGINEER CEDAR CREEK INC. P.O. BOX 14534 OKLAHOMA CITY, OK 73113 OK CA 5864 EXP. 06.30.26 CONTACT: JASON EMMETT, P.E.

PHONE: 405.406.4622 GOLDEN LAND SURVEYING OK CA 7263 EXP. 06.30.26 7304 NW 164th ST., SUITE #5 **EDMOND, OK 73103** PHONE: (405) 802-7883

VS VERTICAL SEPARATION REQUIREMENT

o" EX. YARD LIGHT

S EX. SS MANHOLE

EX. GAS METER

S PROP. SS MANHOLE

▲ PROP. GAS METER

P EX. ELECT. MANHOLE

S EX. STORM MANHOLE

EX. POND EDGE

 \Box^{ET} EX. ELECT. TRANSFORMER \odot EX. GREASE TRAP

☐ EX. ELECT. PEDESTAL

EX. ELECT. METER

T PROP. ELECT. METER

GE EX. AIR CONDITIONER

PROP. LIGHT POLE

↓ EX. SIGNAGE

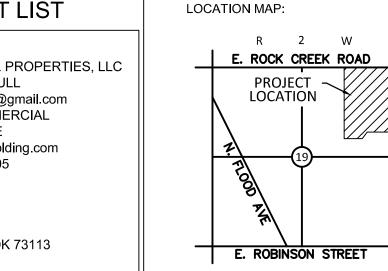
© EX. BOLLARD

BENCHMARK #1 BENCHMARK #3 DESC: MAG NAIL DESC: MAG NAIL N:697074.860 N:697128.427 E:2133515.051 E:2135373.076 Z:1175.499 Z:1181.203 BENCMARK #2 BENCHMARK #4 DESC: MAG NAIL DESC: MAG NAIL N:696489.165 N:695185.807

E:2135396.930

Z:1187.558 Z:1182.542 VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

E:2135321.058



DATE PREPARED: 08.21.25

SITE DATA TOTAL ACREAGE: 69.68 ACRES

TOTAL LOTS: 11 ZONING

CURRENT ZONING: C-R & RM-6 PROPOSED ZONING: PUD

SCALE: 1"=100'

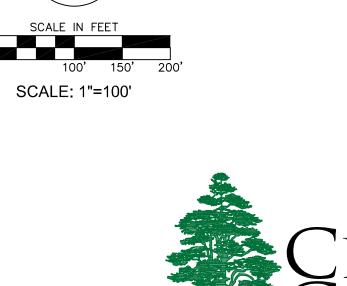
LEGAL DESCRIPTION

PROP. INLETS (SEE GRADING PLAN FOR TYPE)

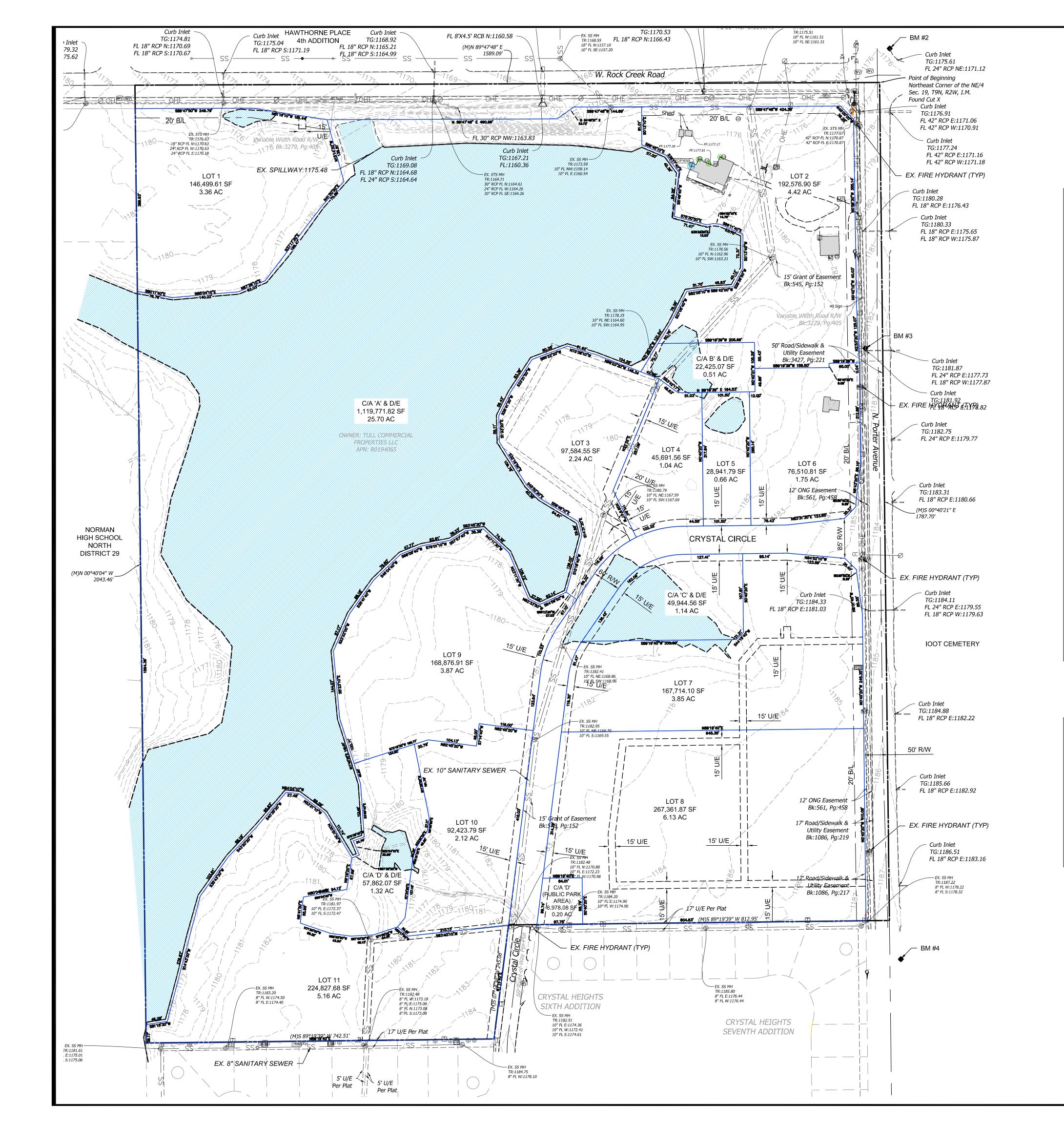
A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.



ENGINEERING • PLANNING • CONSULTING P.O. Box 14534 Oklahoma City, OK 73113 405-778-3385 www.cedarcreekinc.com



—-—— RIGHT OF WAY LINE === EXISTING CONCRETE CURB AND GUTTER PROPOSED CONCRETE CURB AND GUTTER

UNDERGROUND TELEPHONE UNDERGROUND FIBER OPTIC

> Ø EX. POWER POLE

EX. TELEPHONE PED. T EX. TELEPHONE MANHOLE \Box^{TSL} EX. TRAFFIC SIGNAL LIGHT

EX. TRAFFIC CONTROL BOX ex. Flag Pole

 $\Box^{\it ET}$ EX. ELECT. TRANSFORMER G EX. GREASE TRAP S EX. SS MANHOLE

> EX. GAS METER ▲ PROP. GAS METER P EX. ELECT. MANHOLE

S EX. STORM MANHOLE

LEGAL DESCRIPTION

SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF

BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

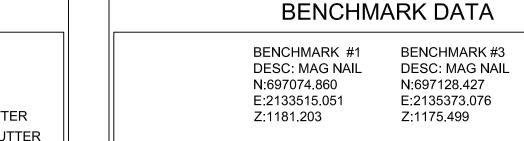


P.O. Box 14534 Oklahoma City, OK 73113 405-778-3385 www.cedarcreekinc.com

SEVENTH ADDITION

2200 N. PORTER AVENUE A PLANNED UNIT DEVELOPMENT PRELIMINARY GREENSPACE PLAN

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M. NORMAN, CLEVELAND COUNTY, OKLAHOMA



CONTACT LIST

OWNER
TULL COMMERCIAL PROPERTIES, LLC ATTN: CAMERON TULL EMAIL: cameron.tull@gmail.com C/O: FLESKE COMMERCIAL ATTN: ERIC FLESKE EMAIL:eric@fleskeholding.com PHONE: 405.701.3505 CIVIL ENGINEER CEDAR CREEK INC. P.O. BOX 14534

OKLAHOMA CITY, OK 73113 OK CA 5864 EXP. 06.30.26 CONTACT: JASON EMMETT, P.E. PHONE: 405.406.4622

SURVEYOR GOLDEN LAND SURVEYING OK CA 7263 EXP. 06.30.26 7304 NW 164th ST., SUITE #5 EDMOND, OK 73103

PHONE: (405) 802-7883

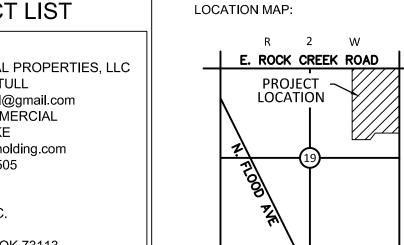
A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

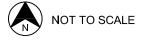
BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF

SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

IMPERVIOUS AREA: 1,989,564.86 SF (65.54%)

BENCMARK #2 BENCHMARK #4 DESC: MAG NAIL DESC: MAG NAIL N:696489.165 N:695185.807 E 2135396 930 E:2135321.058 Z:1187.558 Z:1182.542 VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT



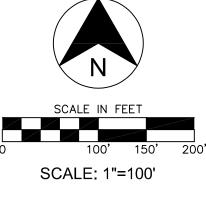


E. ROBINSON STREET

ZONING

DATE PREPARED: 08.21.25

CURRENT ZONING: C-R & RM-6 PROPOSED ZONING: PUD





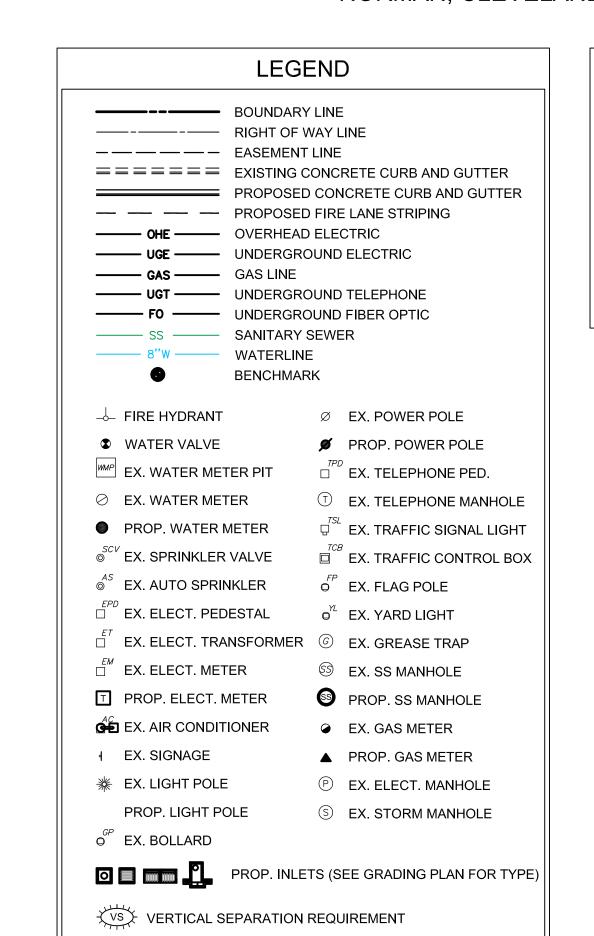
W. Rock Creek Road Northeast Corner of the NE/4 Sec. 19, T9N, R2W, I.M. Found Cut X 15' Grant of Easement Bk:545, Pg:152 Variable Width Road R/W Bk:3279, Pg:405 50' Road/Sidewalk & Utility Easement Bk:3427, Pg:221 see 19 39 W See 19 30 W Se OWNER: TULL COMMERCIAL PROPERTIES ALC APN: 120194065 (M)N 00°40'04" W 12' ONG Easement Bk:561, Pg:458 17' Road/Sidewalk & Utility Easement Bk:1086, Pg:219 M. 8 M. 8 M. B. Lituty Easement A.

CRYSTAL HEIGHTS SIXTH ADDITION

> CRYSTAL HEIGHTS SEVENTH ADDITION

2200 N. PORTER AVENUE A SIMPLE PLANNED UNIT DEVELOPMENT PRELIMINARY PARK PLAN

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M. NORMAN, CLEVELAND COUNTY, OKLAHOMA



BENCHMARK DATA

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

BENCHMARK #3

DESC: MAG NAIL

BENCHMARK #4

DESC: MAG NAIL

N:695185.807

E 2135396 930

LOCATION MAP:

E. ROCK CREEK ROAD

LOCATION

Z:1187.558

N:697128.427

E 2135373 076

Z:1175.499

BENCHMARK #1

DESC: MAG NAIL

N:697074.860

E:2133515.051

BENCMARK #2

N:696489.165

E:2135321.058

Z:1182.542

DESC: MAG NAIL

Z:1181.203

LEGAL DESCRIPTION

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

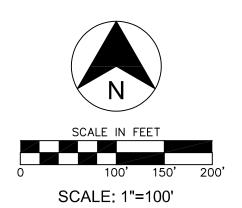
SITE DATA

TOTAL OCCUPANTS: 637.2 PERSONS

TOTAL PRIVATE PARK REQUIRED: 3.18 ACRES

TOTAL PRIVATE PARK PROVIDED: 3.22 ACRES

PRIVATE PARK AREA







CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/01/2024

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Katherine Leidy, Branch Director, Healthy Living Norman

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT

FROM HEALTHY LIVING NORMAN

DISCUSSION:

Healthy Living Norman operates the Adult Wellness and Education (AWE) Center, a 32,000-square-foot facility that serves as a hub for wellness activities.

The AWE furthers the citizen-initiated Norman Forward mission to fund and create quality-of-life projects for the Community. The goal of the wellness center is to embody and provide programs under one roof to improve the quality of life for adults 50 and above in the Norman Community. The AWE has a natatorium,, arts and crafts rooms; a demonstration kitchen, a fitness center, and outdoor pickleball, and offers health screenings, seminars, and events.

RECOMMENDATION:

Staff recommends submitting the Healthy Living Norman annual report to the City Council once the Board of Park Commissioners accepts the annual report.



Annual Report to the City of Norman Board of Parks Commissioners

September 4, 2025

Section 1 - Annual Activities

Programming at the Adult Wellness & Education Center is based on the Six Dimensions of Wellness and supporting healthy aging in our community.

Between July 1, 2024 and June 30, 2025, Healthy Living Norman has offered:

- 2455 Fitness classes (attendance: 34,341)
 - Land classes in group fitness room
 - Water classes in the natatorium
 - Pickleball clinics
 - o Boot camps & mini camps
 - o Line dancing & adult ballet
 - Senior Fitness Challenge program
- 678 Art classes (attendance: 4,610)
 - Fine art: sketching, drawing, painting
 - Pottery
 - Fused Glass
 - o Textiles: felting, embroidery, crochet, knitting, quilting
 - Jewelry
 - Basket weaving
 - Specialty classes
 - Crafts
 - Writing
- 660 Educational classes, scheduled game times, and events
 - Music & performing arts
 - o Dancing: Contra, English Country Dancing
 - o Cultural programming
 - Health & mental health
 - Health screenings
 - Support groups
 - o Book clubs
 - o Opera club & Gilbert & Sullivan Appreciation Society
 - Gardening Club at our Dimensions of Wellness Garden at the Cleveland County
 Master Gardeners Demonstration Garden
 - Floral arranging & container gardening
 - Nutrition education



- Safety
- Cooking & baking classes
- Finance & Legal topics
- Genealogy
- General interest
- o Culture
- OU Osher Lifelong Learning lectures
- Monthly Veterans programs
- o Indoor & outdoor games
- Singo with ArchWell Health
- o Tournaments & competitions

Special Events and Programming have included

- July 2024
 - AWElympics competitions & medal ceremony
 - Open House
 - Bring-a-Grandchild art classes
- August 2024
 - Wellness Expo
 - Beach Bash (dance with live band)
- September 2024
 - Grandparents Day family event (art, games, refreshments)
 - Tailgate party & cookout
 - Pickleball Tournament
- October 2024
 - Hispanic Heritage Month programming
 - Halloween Dance with live band & Thriller flash mob
 - Women's Health Forum
- November 2024
 - o First Anniversary Gala
 - Group Travel: Trip to England, Scotland & Wales
 - Veterans Day celebration
 - Collected clothing donations for Nana's Closet (helping grandparents raising grandchildren) and Socks for Seniors OK
- December 2024
 - Holiday Art Market & Workshops
 - Nutcracker Tea Party
 - o "Onwards" public art sculpture dedication and art workshops

- Holiday Talent Spectacular (talent show)
- January 2025
 - Elvis Day
- February 2025
 - Black History Month programming
 - Mardi Gras Dance party
 - SOUPer Bowl fundraiser
- March 2025
 - Entry in Norman's Mardi Gras Parade awarded trophy for best lights!
 - Festival of Colors Month programming celebrating Indian culture
 - o Women's History Month tea party & movie screenings
 - Line dancing party
 - o Sound Immersion for wellness
 - Group Travel: trip to the French Riviera
- April 2025
 - National Volunteer Month programming
 - Sister City Celebration celebrating 20 years as a sister city with Seika, Japan
- May 2025
 - o Senior Prom Stayin' Alive: Back to the Disco!
 - Mother's Day Tea Party
 - o Additional Sister Cities Japanese cultural programming
 - National Chocolate Chip Day baking contest
 - Launched 6x6 AWEsome Art project
- June 2025
 - Juneteenth Celebration
 - o Father's Day Lawn Games & Lunch
 - o Showtime at the AWE programs (music, comedy & open mic)
 - o Group Travel: trip to the Canadian Rockies & Glacier National Park

Regular Events

- Monthly Mornings with the Professor with OU Osher Lifelong Learning Institute
- Monday night Drummin' Up Wellness African drumming with Tiffany Couch
- Singo with ArchWell Health
- Karaoke
- Gardening at our Dimensions of Wellness Garden at the Cleveland County Master Gardeners Demonstration Garden
- Veterans coffee socials 2x per month

We hosted several intergenerational and cultural classes and events.

We are a host site for Aging Services Inc.'s Title III senior congregate lunch program.

Our Transportation Roundtable is advocating for greater access to transportation to wellness resources for older adults and adults with disabilities.

We are supporting older adults' participation in Oklahoma Senior Games by sharing information about the games, helping organize member teams, securing grant funds for training, and hosting the Senior Fitness Challenge event in October 2025. Members are competing in individual and team events in the 2025 games.

Section 2 - Mission Statement & Goals

MISSION

To promote the health and well-being of adults aged 50 and older by providing opportunities for physical activity, social engagement, and lifelong learning at the Adult Wellness and Education Center.

GOALS

- Reach 4000 active members by December 2026.
- Add regular programming in technology literacy and brain fitness in 2026.

We are in the process of transferring our operating agreement with the City of Norman from Healthy Living Center Norman, LLC – dba Healthy Living Norman (through Healthy Living & Fitness, Inc.) to our new, locally-controlled entity Healthy Living Center Norman, Inc. – dba Healthy Living Norman. In short, we are amicably separating from Healthy Living & Fitness, Inc. Our Board of Directors and leadership staff will be conducting a strategic planning retreat within the next few months, resulting in updated goals. The transfer of the operating agreement will not interrupt operations, staff, or programming at the Adult Wellness & Education Center.

Section 3 - Membership Fees

- Individual Membership: \$35 per month
- Family Membership for additional individual in the household: \$25 per month
- Members with Silver & Fit (Global Health, Blue Cross Blue Shield): reimburses Healthy
 Living Norman \$9 per visit up to \$36 per month (4 visits)
- Members with Renew Active (United Healthcare): reimburses Healthy Living Norman
 \$3 per visit up to \$30 per month (10 visits)
- Members with Silver Sneakers (Medicare Advantage or Medicare Supplement Plan):
 reimburses Healthy Living Norman \$3 per visit up to \$21 per month (7 visits)
- Members with HealthChoice insurance: \$30 per month
- Chickasaw Nation Members: free membership paid by the Chickasaw Nation
- Sliding Scale Fee based on Federal Poverty Guidelines:
 - Households below 100% of FPG \$10 per month
 - Households between 100% and 200% of FPG \$15 per month
- Veterans: \$30 per month
- A limited number of scholarships are available on a case-by-case basis.
- Day Pass (guests 50+) \$10 per person

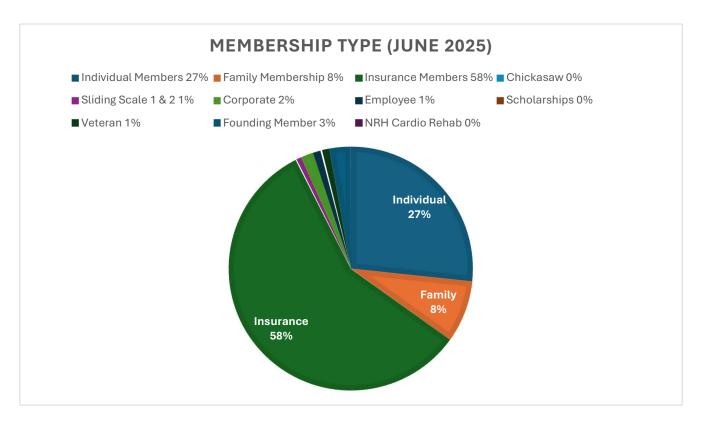
Corporate and Group memberships for those 50+ are available for a negotiated fee based on membership numbers and other factors established by the Board of Directors.

Current Corporate Memberships at \$30 per person per month:

- University of Oklahoma
- Norman Regional Health System
- State of Oklahoma
- Norman Public Schools
- NRH Cardio Rehab Patients (membership is for 3 months)

City of Norman Employee Membership: \$25 per month

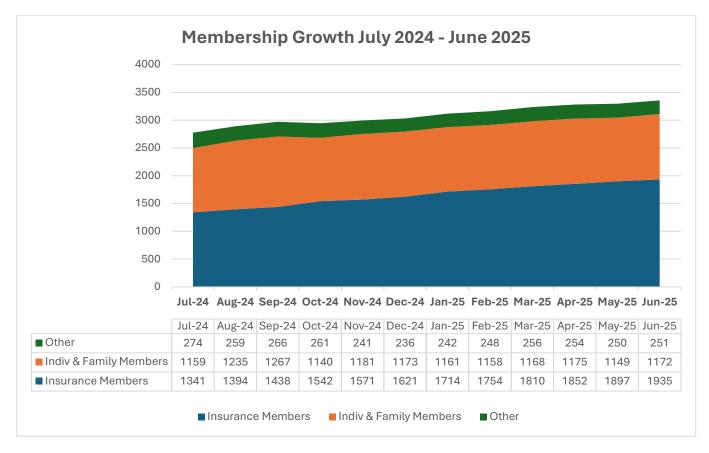
Exceptions to the above policy may be made on a case-by-case basis as determined by the Board President or other Board Appointed Designee.

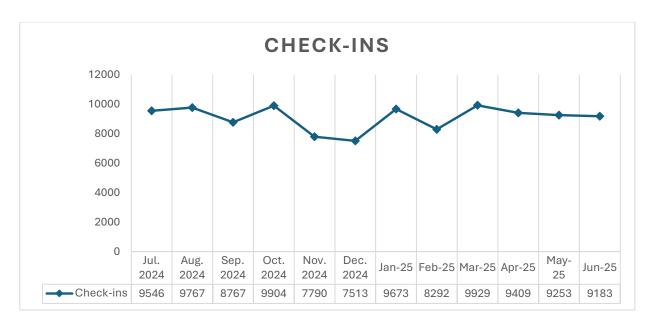


Insurance members include Silver & Fit/Active & Fit, Silver Sneakers, and Renew Active.

Section 4 – Participation

As of June 30, 2025, we had 3,358 active members.

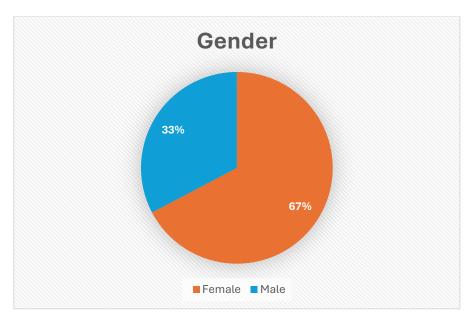


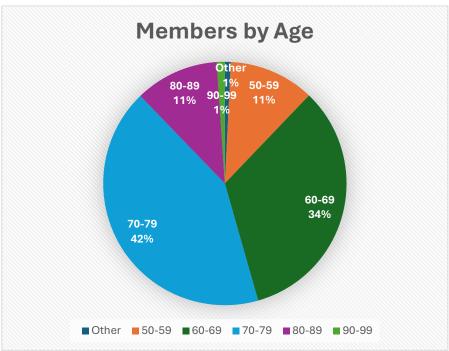


There were a total of 109,026 check-ins between July 1, 2024 and June 30, 2025.



This chart represents unduplicated individual member visits by month.





- "Other" indicates members who are under 50 years old. They include those with family memberships and Healthy Living Norman employees.
- One member is 100 years old and comes to exercise in the pool at least two times per week.

Section 5 - Revenue

Statement of Activity by Month Healthy Living Center Norman, Inc.

Distribution account	July 2024	August 2024	September 2024	October 2324	November 2024	December 2024	January 2025	February 2025	March 2025	April 2325	Mry 2025	June 2025	Total
Income													
4100 Combilations			120.27										133.37
4152 Coposite Sporsonilips	1,120.45	1,133.45		1,120.4			11,370.47	1,120.47	2,120.47	3,000,47	2,620.47	1,120.48	21,885.57
4153 indisidual Donations	100	261.00		422.4				20.04	482.41	202.15			1,362.75
4104 Gueta		\$,601.00		2,500.00	2,753.63		7,420.00	2,000,00	00000				22,961.00
Total for 4168 Contributions	5,121.65	6,542.45	1,350.82	3,742.9		3,192.47	18,920.47	3,178.51	2,193.00	4,142.52	2,633.47	1,120.40	\$56,374.73
4200 Other Income		4					1000			-		0.554	39 509'6
ACCT AN CAMA INCOME	0,0000	2,007.00	2,381.15				2,826.00	2,000,00	1,372.0	1,010	2,822	3,30,30	41,011.40
ADM Education Face and Lands	72.279	224.00	474.00				00.000	0000	00000	200 52	2000	445.00	0.442.00
ACCS Program Guide Sportcorolis	00'089	631.00	245.00		280.00		9529	70.784			190.00	00'006	3,015.80
ACRE Group Ex Fans	213.00	742.74	182.65	00.00			315.00	256.00		279.71	325.00	905.00	3,034.87
4257 Merchandise Income								110.00	8500	103.54	175.00	200.00	1,247.81
4009 Breezge Station	333.27	514.35			344.00	283.07		324.21	376.20	421.42	478.50	425.00	5,005.45
Tetal for 4248 Other iscome	9,353.60	6,523.40						4,124.71	9760	6,232.83	4,485.97	6,426.35	\$45,683.85
4000 Membership Payments	35,831.12	36,484.87						28,645.92	23,442.77	27,000,27	31,111.50	38,522.85	400,011.21
400 Thinp WD	2,372.00	11,462.00						8,394.75	9,335.50	20,000,0	11,372.00	800.25	90,137.75
AGES Chickean	143.00	142.00						140.00	140.00	140.03	140.00	90'084	1,683.00
Total for 4368 Merchenship Payments	43,844.12	48,103.87						47,100.60	48,519.27	47,129.82	52,394.50	38,533.10	\$500,028.90
4460 Penaznal Trainens	2,283.00	2,662.00	2,674.50					2,670.00	1,620.00	2,119.03	3,534.50	2,800.00	20,581.00
4660 Rental Incare													0.00
4662 Roam Rantal Income	390.00	364.00	390.00	400.00								428.00	1,128.00
Total for 4688 Restal income	397.00	368.93	393.93		979	4.80	970	0.80	08.0	643	000	128.00	\$1,128.80
4700 Lasse Incores													0.00
4712 Salact Physical Therapy	1,000.00	1,060.00	1,600.00	(800.00	1,063.63			1,062.00	1,000.00	1,000.00	1,600.00	1,000.00	12,000.00
47E4 Manage Theopiat								250.00	250.00	200.00	250.00	400.00	1,775.00
Total for 4788 Leans Income	1,693.00	1,068.00	1,600.00				1,250.00	1,258.00	1,350.00	1,258.88	1,350.00	1,400.00	\$12,775.60
4880 Special Events Income	1,126.92	5,165.23	600.00	4,801.77	2,534.37			1,068.02	(00000)	725.83	1,090.20	222.97	23,558.41
4000 Slavet Auction	390.00					173.00							3,753.47
Tuttal for Income	58,319,17		53,781.30	64,674.57	71,048.11		77,414.10	58,435.92	68,722.60	62,666,29	65,374.00	81,700.90	\$744,792.49
Cast of Goods Sald													
5063 Cost of Goods Sold							903.25			208.93			312.15
Tetal for Cost of Goods Sold	0.00	0.00	0.90			4.00		4.00	0.00	204.90	0.00	00'0	\$312.15
Gross Profit	58,319,17	71,662.51		68,674.57	71,049.11		22,310.85	58,431.92	68,722.60	62,656.33	65,374.00	84,700.90	\$701,488.34
Expanses													
SEED Special Events Expense	45.07	75407	1,000.04	1,047.22	4,918.04	1,443.22	1,763.06	2,525.39	3,890.56	2,363.37	616.22	40.33	20,631.70
GODD Markeding	4,305.57		3,121.95	3,196.02			2,700.62	2,315.16	2,595.55	2,314.35	2,327.41	1,867,54	20,908.25
6061 Social media				20.00			12.00						118.91
GCG2 Linding frees							200.38	11.22					411.00
Total for 6060 Marketing	6,385.57	2,663.50	3,181.95				3,112.00	2,327.33	2,594.55	2,314.35	2,327.41	5,867.64	\$27,462.34
G100 Office Supplies.	394.64	55.885	651.70	972.40	223.84	284.85	300 300	347.54	1,133.36	444.53	321.00	420.13	5,009.00
6182 LPVGlaFox Expense		1,485.00			1,485.00			1,485.00			1,485.00		5,943.00
6163 Art Class Supplies	1,557.60	742.03	1,187.13	D64.77			20.00	1,422.85	2,483.05	1,728.54	830.00	400.55	14,534.65
0104 Education/Training Expense		52.52	1,125.35			312.44		200.00		48.506	342.10	200.90	2,112.42
G185 Postage	2.11	31.25		08-80		25.76						14.00	132.12
6164 Group Filmera/GK		613.94	652.33		224.44		28.85					24.08	2,161.70
6167 Group Favers Caercine Experse		244.50	-78.80	794.30					738.00	74.35			1,962.17
GDD Gashilleage Expense			225.62				205.68			206.36		154.77	548.15
6253 Masis & Entertainment		53.82											93.82
6254 Volumen Staff Approximen	172.12	18.12	26.71	420.72	71.71		108.42	254.33	21.74	104.04	98.42	9004	2,700.82
6360 Repaint & resintenance		62.62	223.80				99 10		221.42				2,048.81
6261 IT Services	25,000	1,741.72	72.089			1,169.56	897.20	1,005.99	127 700	921.22	121.77	278.76	12,584.80
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Total for 6360 Repairs & resimbleance	157878	1,667.85	1,3193.66	2,326.76			97976	1,565.99	1,358.19	971.77	124.77	278.76	\$15,784.29
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TODG Payroll	33,320.50	75,338.57	34,443.42	38,386.22			20,800.14		35,631.46	36,000.75	33,005.41	32,626.60	417,515.85
7001 DKC Salay Rainburament		16,753.76		\$ 905.00	2,752.54	2,752.54		\$,525.00	2,752.54	2,752.54			20,771.64
Total for 7000 Paynali	33,350.59	52,001.93	24,449,62	XC00C34			23,809.14	15,573.80	31,354.20	20,785.29	33,695.41	32,656.00	\$456,384.73

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\$745,082.97	53,432.60	53,887.56	40,358.87	62,689.70	58,545.13	\$1,013.66	73,547.43	60,913.54	69,100.50	55,840.71	78,267.54	54,743.84
1,364.00							1,366.00					
27,005.15	3,000.24	4,743.90	1,013.84	3,275.66	2,715,70	2,717.17	3,142.17	3,201.64	2,417.95	2,653.97	3,088.11	2,982.40
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1,131.25		179.10			223.95		292.50		186.01		248.90	
465.20	201.00								985.00		168.73	
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13,542.67	825.00	482.50	600.00	1,890.00	790.79	420.00	712.50	1,550.00	862.50	1,155.00	3,162.50	2,736.00
9,081.53	240.00	225.00	500.00	545.00	1,061.00	221.00	228.00	1,730.00	2,022.50	434.00	212.00	280.00
2,484.83	07/00/1	254.30	140.30	140.30	143.33	230.66	194.33	148.38	140.30	319.38	148.33	140.30
62,747,79	4,125.00	4,382.10	4,215.08	4,187.40	4,545.02	4,025.54	5,784.90	5,764.99	5,877.00	5,730.12	5,733.52	5,643.70

consil Basis Thursday, August 28, 2025 03:30 PM GATZ

Section 6 - Beginning & Ending Fund Balance

Balance Sheet

Healthy Living Center Norman, Inc. As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 United Business Free (8570) - 1	868.85
Total for Bank Accounts	\$868.85
Accounts Receivable	
1100 OKC Salary Reimbursement Receivable	
Total for Accounts Receivable	(
Other Current Assets	
Total for Current Assets	\$868.85
Fixed Assets	
1200 Furniture and Equipment	15,456.60
Total for Fixed Assets	\$15,456.60
Other Assets	
Total for Assets	\$16,325.45
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
2000 Payroll Liabilities	-27,818.4
2200 Deferred Revenue - Grants	
2210 Deferred Revenue - Corporate Sponsorships	
2220 Deferred Revenue - Chickasaw	97,200.00
Total for Other Current Liabilities	\$69,381.59
Total for Current Liabilities	\$69,381.59
Long-term Liabilities	
Total for Liabilities	\$69,381.59
Equity	
3200 Retained Earnings	-88,923.0
Net Income	35,866.94
Total for Equity	-\$53,056.14
Total for Liabilities and Equity	\$16,325.45

Section 7 - Annual Budget

March Marc	Income J	January	February	March	April	May	June	July	August	September	October	November	December T	otals
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Company Comp			,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,								-		
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Company Comp	4209 Lift Project	s -				\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 50.00	750.00
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September Sept														
400 Center Name Property 1,000 0														
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4000 Special Events Income \$ 1,0000 \$ 4,000 \$ 5,000 \$		\$ 1,000.00	\$ 1,000.00											
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## 400 Carels \$1,740 00 \$1,750 00 \$			0 100		0 100 11	0 000			0.40.000					
4965 United 1900 10														
Total Artificial Contents \$ 3,750.00 \$			3 3,750.00	3,750.00	3,750.00	3 3,750.00	3 3,750.00	3,750.00	3 3,750.00	3 3,750.00	3 3,750.00	3 3,750.00	3 3,730.00	45,000.00
4902 Universitations			\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	45,000.00
1902 1 Percent browne														
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Tell 1600 Gales Tarse Paid Te														
Value Part Value	GROSS PROFII	\$ 69,362.66	\$ /1,400.00	\$ 72,310.00	\$ 73,510.00	\$ 74,210.00	\$ 74,010.00	\$ 75,710.00	\$ 00,410.00	\$ 11,900.00	\$ 70,000.00	\$ 101,260.66	\$ 60,610.74	945,202.00
5800 Special Events Expense	Expenses													\$ -
Sept	Total 5100 Sales Taxes Paid													
Total Special Events & Travel			\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 8,880.00
Section Continue			e 740.00	e 740.00	e 740.00	e 740.00	e 740.00	ê 740.00	e 740.00	e 740.00	e 740.00	é 740.00	6 740.00	6 00000
College Coll		\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 740.00	\$ 0,000.00
Second Force Supples		\$ 3,650,00	\$ 3,650.00	\$ 3,650.00	\$ 3,650.00	\$ 3,650.00	\$ 3,650.00	\$ 3,650,00	\$ 3,650,00	\$ 3,650,00	\$ 3,650,00	\$ 3,650,00	\$ 3,650,00	\$ 43,800.00
8103 Art Class Supples \$ 1,400 00 \$ 1,400 0														
6104 Group-Fitnesse(X) 6105 Pestage 6 \$ 376.00 \$ 37	6102 Membership/Billing Software													
6105 Forup Finesay S														
## 100 Group Finess QXX \$2,000 \$2,0														
\$101 Group Fitness Exercise Expense													\$ 12.00	
College Coll									\$ 220.00	3 220.00			6 220.00	
8200 Gaptimene S	6107 Group Fitness Evercise Evpense								\$ 72.00	\$ 72.00				
8203 Melay Find Harment		\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00	\$ 72.00			\$ 72.00	\$ 72.00	\$ 72.00	\$ 864.0
\$204 Volunteer/Staff Appreciation	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 3,180.00	\$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 72.00 \$ 3,180.00	\$ 864.0 \$ 38,160.0
Color Colo	Total 6100 Office Expenses 6200 Gas/Mileage Expense 6202 Travel	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 3,180.00 \$ 75.00 \$ 200.00	\$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0
8301 Figure 5 1,232,00 1,232,	Total 6100 Office Expenses 6200 Gas/Mileage Expense 6202 Travel 6203 Meals/Entertainment	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0
8301 Februses 5	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0
8302 Lawn Maintenance	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00 \$ 1,805.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0
83034 Pool Service \$ \$	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00 \$ 1,805.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 385.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 4,620.0
\$305 General Repairs \$ 3.00 \$ 3.0	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00 \$ 1,805.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 4,620.0 \$ 14,784.0
\$300 \$ 30.00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00 \$ 1,805.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 10.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 4,620.0 \$ 14,784.0 \$ 120.0
Cotal 6400 Business Licenses and Permits \$ 1,057.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,057.00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00 \$ 1,805.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 10.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 4,620.0 \$ 14,784.0 \$ 120.0
Cotal 6400 Business Licenses and Permits S 10,00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ - \$ - \$ -	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 1,500.00 \$ 1,805.00 \$ 1,805.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 10.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 4,620.0 \$ 14,784.0 \$ 120.0 \$ \$ \$ \$ \$ \$ \$ \$ -
Cotal 5600 Bank Charges & Fees	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,232.00 \$ 1,232.00 \$ -5 \$ -5 \$ -5 \$ -5	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 385.00 \$ 385.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 1,500.00 \$ 1,805.00 \$ 1,232.00 \$ 1,000 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 385.00 \$ 385.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 385.00 \$ 1,232.00 \$ 10.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 14,784.0 \$ 120.0 \$ 5 \$ 5 \$ 5 \$ 5 \$ 6
6600 Materials Expense \$ 200.00 \$ 200.	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ - \$ - \$ 30.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 500.00 \$ 30.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 30.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,500.00 \$ 1,805.00 \$ 1,232.00 \$ 10.00 \$ 30.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 385.00 \$ 1,657.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 30.00 \$ 1,657.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 385.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 30.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 12,260.0 \$ 14,784.0 \$ 120.0 \$ -\$ \$ -\$ \$ 360.0
6601 HLOKC Cafe & Shop/HLN Beverage Statio S 600.00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 1,232.00 \$ 1.00 \$ - \$ 30.00 \$ 1,657.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1.00 \$ 1,657.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,805.00 \$ 1,823.00 \$ 1,000 \$ 1,657.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 385.00 \$ 1,657.00 \$ 1,000	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 1,232.00 \$ 1,657.00 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,805.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 8,600.0 \$ 12,260.0 \$ 14,784.0 \$ 120.0 \$ -\$ \$ -\$ \$ 360.0 \$ 14,784.0 \$ 120.0 \$ 14,784.0 \$ 120.0 \$ 120.0
Cotal E700 Phone, Cable, Internet Expense \$ 1,082.00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 3 \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 10.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 45.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 45.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,22.00 \$ 10.00 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 1,805.00 \$ 1,805.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 1,000 \$ 1,000 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 200.00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 200,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 360.0 \$ 12,260.0 \$ 14,784.0 \$ 120.0 \$ 360.0 \$ 19,884.0 \$ 19,884.0 \$ 120.0 \$ 360.0 \$ 120.0 \$ 120.0
8801 CONG Expense	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 200.00 \$ 1,657.00 \$ 1,000 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 600.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 46.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 46.00 \$ 200.00 \$ 600.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 1,500.00 \$ 1,805.00 \$ 1,232.00 \$ 1,657.00 \$ 10,657.00 \$ 10,00 \$ 45.00 \$ 200.00 \$ 600.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 600.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 200.00 \$ 600.00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 200,00 \$ 600,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,805.00 \$ 1,657.00 \$ 10.00 \$ 10.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 900.0 \$ 2,400.0 \$ 5 8,600.0 \$ 5 8,600.0 \$ 5 4,620.0 \$ 5 4,620.0 \$ 5 120.0 \$ 5 5 5 5 360.0 \$ 5 120
880 ONG Expense	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 1,80.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 45.00 \$ 200.00 \$ 300.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,000 \$ 1,000 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 200.00 \$ 380.00 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,000 \$ 1,000 \$ 1,657.00 \$ 1,000 \$ 1,657.00 \$ 46.00 \$ 200.00 \$ 46.00 \$ 800.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 405.00 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 200.00 \$ 46.00 \$ 30.00 \$ 1,657.00 \$ 1,000 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 30.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 200.00 \$ 200.00 \$ 800.00 \$ 800.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,805.00 \$ 1,805.00 \$ 385.00 \$ 1,000 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 200.00 \$ 460.00 \$ 360.00 \$ 360.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 405.00 \$ 385.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 380.00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,000 \$ 1,657,00 \$ 1,657,00 \$ 45,00 \$ 200,00 \$ 45,00 \$ 800,00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 45,00 \$ 600,00 \$ 800,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 405.00 \$ 385.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 16,657.00 \$ 200.00 \$ 45.00 \$ 200.00 \$ 8 800.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 385.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 45.00 \$ 800.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 385.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 600.00 \$ 800.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 12,660.0 \$ 14,764.0 \$ 120.0 \$ 120.0 \$ 360.0 \$ 12,000.0 \$ 120.0 \$ 120.0 \$ 120.0 \$ 2,400.0 \$ 2,400.0 \$ 5,400.0 \$ 5,400.
8803 Cty of Norman Water Expense	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1.000 \$ - \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 10.00 \$ 1,057.00 \$ 10.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 200.00 \$ 1,087.00 \$ 1,087.00 \$ 200.00 \$ 800.00 \$ 800.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 600.00 \$ 800.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 1,000 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 10.00 \$ 3,00.00 \$ 1,00.00 \$ 3,00.00 \$ 1,00.00 \$ 3,00.00 \$ 1,00.00 \$ 3	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,505.00 \$ 1,232.00 \$ 1,000 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 600.00 \$ 800.00 \$ 1,082.00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 565,00 \$ 1,885,00 \$ 1,987,00 \$ 1,987,00 \$ 1,987,00 \$ 10,00 \$ 200,00 \$ 600,00 \$ 600,00 \$ 1,082,00 \$ 1,082,00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 200,00 \$ 800,00 \$ 800,00 \$ 10,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,867.00 \$ 1,867.00 \$ 45.00 \$ 200.00 \$ 1,082.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,232.00 \$ 1,000 \$ 1,000 \$ 1,000 \$ 10.00 \$ 10	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 2,400.0 \$ 12,260.0 \$ 14,784.0 \$ 120.0 \$ 120.0 \$ 19,884.0 \$ 120.0 \$ 2,400.0 \$ 12,000.0 \$ 12,000.0
804 WCA Waste Corp. Trash Exp \$ 150.00	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 10.00 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000 \$ 1,000.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$ 1,657.00 \$ 1,082.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,085.00 \$ 1,085.00 \$ 1,085.00 \$ 1,085.00 \$ 1,085.00 \$ 1,085.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 46.00 \$ 1,082.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 300.00 \$ 405.00 \$ 365.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 300.00 \$ 300.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,605.00 \$ 3,00.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 600.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 1,057.00 \$ 1,057.00 \$ 45.00 \$ 200.00 \$ 1,857.00 \$ 45.00 \$ 200.00 \$ 1,857.00 \$ 1,857.	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 605,00 \$ 1,232,00 \$ 1,00 \$ 1,657,00 \$ 1,657,00 \$ 10,00 \$ 45,00 \$ 600,00 \$ 600,00 \$ 1,082,00 \$ 1,082,00 \$ 1,082,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 1,082.00 \$ 1,188.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,057.00 \$ 1,057.00	\$ 864.0 \$ 8,160.0 \$ 8,160.0 \$ 900.0 \$ 900.0 \$ 9.0 \$ 900.0 \$ 9.0 \$
State Stat	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 250.00 \$ 200.00 \$ 1,232.00 \$ 10.00 \$ 10.00 \$ 1,57.00 \$ 10.00 \$ 1,000 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,857.00 \$ 10.00 \$ 45.00 \$ 600.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,857.00 \$ 1,000 \$ 45.00 \$ 1,082.00 \$ 1,680.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,000 \$ 45.00 \$ 1,650.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 175.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 465.00 \$ 1,657.00 \$ 10.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00 \$ 1,650.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,500.00 \$ 1,500.00 \$ 1,000.00 \$ 1,000.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,687.00 \$ 1,000.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 200.00 \$ 600.00 \$ 1,082.00 \$ 1,680.00 \$ 1,680.00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 300,00 \$ 505,00 \$ 385,00 \$ 1,857,00 \$ 1,00 \$ 45,00 \$ 600,00 \$ 1,082,00 \$ 1,082,0	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 200,00 \$ 45,00 \$ 1,082,00 \$ 1,680,00 \$ 1,680,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 600.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,820.00 \$ 1,880.00 \$ 1,880.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,805.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00	\$ 884.0 \$ 38,160.0 \$ 2,400.0 \$ 2,400.0 \$ 3,600
7001 Shared payroll S 41,175.00 S 41	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 1,000 \$ 1,660.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 1,680.00 \$ 1,680.00 \$ 406.00 \$ 400.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 200.00 \$ 800.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 400.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,032.00 \$ 1,0657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 1,657.00 \$ 46.00 \$ 200.00 \$ 406.00 \$ 1,680.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00	\$ 72.00 \$ 3,180.00 \$ 175.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1.00.00 \$ 1,657.00 \$ 46.00 \$ 46.00 \$ 1,660.00 \$ 1,680.0	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 1,005.00 \$ 1,0	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 600.00 \$ 200.00 \$ 1,680.00 \$ 1,680.00 \$ 406.00 \$ 400.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 505.00 \$ 1,057.00 \$ 1,057.00 \$ 45.00 \$ 200.00 \$ 1,057.00 \$ 1,0	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,657,00 \$ 10,00 \$ 45,00 \$ 200,00 \$ 1,082,00 \$ 1,680,00 \$ 1,680,00 \$ 1,680,00 \$ 406,00 \$ 406,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,000 \$ 1,	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,000 \$ 406.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 1,657.00 \$ 45.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 406.00 \$ 400.00	\$ 84.0 \$ 900.0 \$ 900.0 \$ 2,400.0 \$ 3,800.0 \$ 3,800.0 \$ 5 12,260.0 \$ 14,784.0 \$ 5 12,000.0 \$ 14,784.0 \$ 5 12,000.0 \$ 5 12,0
7001 Shared payroll with HLOKN \$ 3,000.00 \$ 3,000.00 \$ 3,000.00 \$ 3,000.00 \$ 3,000.00 \$ 3,000.00 \$ 3,500.00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1.00 \$ 1.657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 1,680.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 1,680.00 \$ 1,680.00 \$ 400.00 \$ 400.00 \$ 150.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,680.00 \$ 1,680.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 150.00 \$ 150.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 100.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 1,657.00 \$ 200.00 \$ 800.00 \$ 800.00 \$ 1,680.00 \$ 1,680.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 150.00 \$ 150.00 \$ 150.00	\$ 72.00 \$ 3,180.00 \$ 175.00 \$ 200.00 \$ 100.00 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,505.00 \$ 1,232.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,000 \$ 1,	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 1,232.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 800.00 \$ 1,680.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 2636.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 1,857.00 \$ 1,857.00 \$ 1,00.00 \$ 1,00.0	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 200,00 \$ 400,00 \$ 400,00 \$ 400,00 \$ 150,00 \$ 150,00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 8 10.00 \$ 10.00 \$ 46.00 \$ 800.00 \$ 800.00 \$ 1,680.00 \$ 406.00 \$ 406.00 \$ 156.00 \$ 156.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 150.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,232.00 \$ 1,032.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 1,680.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 2636.00	\$ 884.0 \$ 38,160.0 \$ 900.0 \$ 9,000.0 \$ 2,400.0 \$ 360.0 \$ \$ 8,600.0 \$ \$ 12,260.0 \$ \$ 14,784.0 \$ \$ 120.0 \$ \$ 12,000.0 \$ \$ 12
\$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$44,175.00 \$50,425.00 \$50	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$ 1,657.00 \$ 46.00 \$ 1,657.00 \$ 1,057.00 \$ 2,636.00 \$ 1,213.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,082.00 \$ 1,680.00 \$ 1,680.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 150.00 \$ 150.00 \$ 150.00 \$ 1,082.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$ 46.00 \$ 1,657.00 \$ 1,657.00 \$ 1,057.00 \$ 2,636.00	\$ 72.00 \$ 3,180.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 300.00 \$ 405.00 \$ 305.00 \$ 1,232.00 \$ 1,00.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 1,680.0	\$ 72.00 \$ 3,180.00 \$ 1,805.00 \$ 1,905.00 \$ 1,805.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 46.00 \$ 406.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,00.00 \$ 1,082.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 1,057.00 \$ 1,057.00 \$ 1,00 \$ 1,	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 200,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,00 \$ 1,057,00 \$ 10,00 \$ 45,00 \$ 200,00 \$ 1,082,00 \$ 1,082,00 \$ 406,00 \$ 406,00 \$ 406,00 \$ 150,00 \$ 150,00 \$ 150,00 \$ 150,00 \$ 150,00 \$ 150,00 \$ 150,00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 405.00 \$ 1,000 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 1,657.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 10.00 \$ 10.00 \$ 45.00 \$ 10.0	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,657.00 \$ 10.00 \$	\$ 884.0 \$ 8,160.0 \$ 900.0 \$ 900.0 \$ 2,400.0 \$ 3,600.0 \$ 8,600.0 \$ 14,784.0 \$ 14,784.0 \$ 140.0
1400 Employee Benefits	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 250.00 \$ 1,232.00 \$ 10.00 \$ 10.00 \$ 1,687.00 \$ 10.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,857.00 \$ 1,000 \$ 1,657.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,580.00 \$ 1,580.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,180.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,857.00 \$ 10.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,180.00 \$ 1,180.	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 400.00 \$ 400.00 \$ 1,213.00 \$ 1,131.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 16.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 1,052	\$ 72.00 \$ 3,180.00 \$ 1,005.00 \$ 1,005.00 \$ 1,005.00 \$ 1,005.00 \$ 1,005.00 \$ 1,000 \$ 1,	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 45.00 \$ 400.00 \$ 1,880.00 \$ 400.00 \$ 400.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 45.00 \$ 45.00 \$ 1,082.00 \$ 1,682.00 \$ 1,	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,000 \$ 1,657,00 \$ 45,00 \$ 45,00 \$ 400,00 \$ 1,082,00 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 800.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,500.00 \$ 400.00 \$ 400	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 46.00 \$ 400.00 \$ 400.0	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 400.00 \$ 400.00 \$ 1,213.00 \$ 1,213.00	\$ 864.0 \$ 38,160.0 \$ 2,400.0 \$ 3,600
\$\frac{7200 Dues and Subscriptions} \begin{center} \begin{array}{c} \begin{array}{c} 182.00 &	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 1,082.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,182.	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 200.00 \$ 200.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$ 1,175.00 \$ 3,000.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,000 \$ 1,0657.00 \$ 45.00 \$ 45.00 \$ 200.00 \$ 400.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,082.00 \$ 1,213.00 \$ 1,213.00 \$ 1,213.00 \$ 3,000.00	\$ 72.00 \$ 77.00 \$ 77.00 \$ 77.00 \$ 9.00 \$ 100.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 1,005.00 \$ 1,0	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,057.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,057.00 \$ 1,057.00 \$ 1,00 \$ 1,	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,00 \$ 1,657,00 \$ 45,00 \$ 45,00 \$ 1,680,00 \$ 1,680,00 \$ 1,680,00 \$ 1,680,00 \$ 1,680,00 \$ 1,082,00 \$ 1,082,00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,057	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 1,880.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 1,657.00 \$ 45.00 \$ 1,657.00 \$ 45.00 \$ 46.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,580.00 \$ 1,213.00 \$ 46.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$ 1,0	\$ 864.0 \$ 900.0 \$ 9,000.0 \$ 2,400.0 \$ 360.0 \$ \$ 12,260.0 \$ \$ 14,784.0 \$ \$ 14,784.0 \$ \$ 14,784.0 \$ \$ 120.0 \$ \$ 12,000.0 \$ \$
300 Port 1,750 \$ 700.00 \$	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 1,000 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,000 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 45.00 \$ 1,082.00 \$ 1,082.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 41,175.00 \$ 41,175.00 \$ 3,000.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.0	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 406.00 \$ 1,082.00 \$ 1,082.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 406.00 \$ 41,175.00 \$ 41,175.00 \$ 3,000.00	\$ 72.00 \$ 3,180.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 300.00 \$ 405.00 \$ 385.00 \$ 1,232.00 \$ 1,00.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 45.00 \$ 1,00.00 \$ 1,175.00 \$ 3,00.00 \$ 1,175.00 \$ 3,00.00 \$ 1,175.00 \$ 3,00.00 \$ 1,175.00 \$ 3,00.00 \$ 3,00.00 \$ 3,00.00 \$ 3,00.00 \$ 3,00.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,500.00 \$ 1,005.00 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,180.00 \$ 1,500.00 \$ 1,5	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 200.00 \$ 400.00 \$ 1,667.00 \$ 1,667.00 \$ 2,200.00 \$ 1,667.00 \$ 1,667.	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 200,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,00 \$ 1,657,00 \$ 10,00 \$ 45,00 \$ 10,00 \$ 45,00 \$ 1,082,00 \$ 1,0	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 200.00 \$ 10.00 \$ 45.00 \$ 1,082.00 \$ 1,082.00 \$ 406.00 \$ 406.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 3,500.00 \$ 3,500.00 \$ 400.00 \$ 3,500.00 \$ 400.00 \$ 3,500.00 \$ 45,925.00 \$ 3,500.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,805.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 1,082.00 \$ 1,082.00	\$ 864.0 \$ 38,160.0 \$ 5 8,160.0 \$ 5 9,00.0 \$ 5 2,400.0 \$ 5 12,260.0 \$ 5 14,784.0 \$ 5 120.0 \$ 5 14,784.0 \$ 5 120.0 \$ 5 19,884.0 \$ 5 2,400.0 \$ 5 2,400.0 \$ 5 2,400.0 \$ 5 2,400.0 \$ 5 2,400.0 \$ 5 1,800.0
7400 Contract Labor	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 1,067.00 \$ 45.00 \$ 1,080.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 200.00 \$ 45.00 \$ 1,082.00 \$ 1,082.00 \$ 406.00 \$ 406.00 \$ 1,082.00 \$ 1,175.00 \$ 41,175.00 \$ 41,175.00 \$ 3,000.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,857.00 \$ 1,657.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,130.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,130.00 \$ 1,080.00 \$ 1,080.00 \$ 1,130.00 \$ 1,130.00 \$ 1,080.00 \$ 1,130.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,130.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 1,657.00 \$ 45.00 \$ 200.00 \$ 46.00 \$ 46.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 406.00 \$ 406.00 \$ 1,123.00 \$ 41,175.00 \$ 3,000.00 \$ 441,175.00 \$ 441,175.00 \$ 441,175.00 \$ 5,000.00	\$ 72.00 \$ 3,180.00 \$ 1,00.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 328.00 \$ 1,00.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 1,00.00 \$ 45.00 \$ 1,00	\$ 72.00 \$ 3,180.00 \$ 1,005.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 200.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 300.00 \$ 505.00 \$ 10.00 \$ 1,657.00 \$ 1,00 \$ 1,00	\$ 3,180,00 \$ 75.00 \$ 200,00 \$ 30,00 \$ 200,00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 400.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 406.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,557.00 \$ 1,082.00 \$ 1,557.00 \$ 1,082.00 \$ 1,557.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,182.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 200.00 \$ 45.00 \$ 45.00 \$ 1,232.00 \$ 200.00 \$ 45.00 \$ 400.00 \$ 45.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 45.00 \$ 3,500.00 \$ 1,213.00 \$ 3,500.00 \$ 3,500.00 \$ 5,500.00 \$ 5,500.00 \$ 5,500.00 \$ 3,500.00 \$ 3,500.00 \$ 5,500.00 \$ 7,000.00	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 2,400.0 \$ 36.00 \$ 12,260.0 \$ 14,784.0 \$ 120.0 \$ 14,784.0 \$ 120.0 \$ 19,884.0 \$ 19,884.0 \$ 120.0 \$ 19,884.0 \$ 120.0 \$ 12,984.0 \$ 12,000.0 \$ 12,984.0 \$ 12,000.0 \$ 12,984.0 \$ 12,000.0 \$ 12,984.0 \$ 12,000.0 \$ 12,984.0 \$ 12,000.0 \$ 12,984.0 \$ 13,800.0 \$ 14,586.0 \$ 1,800.0 \$ 14,586.0 \$ 1,800.0 \$ 14,586.0 \$ 1
\$ 300.00 \$ 300.00	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 1,657.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,732.00 \$ 1,732.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,800.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 45.00 \$ 600.00 \$ 45.00 \$ 45.00 \$ 45.00 \$ 45.00 \$ 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 5 45.00 \$ 45.00 \$ 5 4	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 600.00 \$ 400.00 \$ 400.00 \$ 1,680.00 \$ 400.00 \$ 1,1213.00 \$ 1,213.00 \$ 1,213.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 100.00 \$ 100.00 \$ 100.00 \$ 1,03.00 \$ 1,03.00 \$ 1,00.00 \$ 1,1213.00 \$ 1,213.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 175.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,232.00 \$ 10.00 \$ 30.00 \$ 1,657.00 \$ 405.00 \$ 405.00 \$ 1,680.00 \$	\$ 72.00 \$ 3,160.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,505.00 \$ 1,507	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 45.00 \$ 400.00 \$ 200.00 \$ 200.00 \$ 1,680.00 \$ 400.00 \$ 400.00 \$ 1,680.00 \$ 1,082.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 385.00 \$ 1,057.00 \$ 1,057.00 \$ 1,057.00 \$ 1,00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 200,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,00 \$ 10,00 \$ 10,00 \$ 45,00 \$ 10,00 \$ 10,	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 46.00 \$ 46.00 \$ 40.00 \$ 40.00 \$ 40.00 \$ 40.00 \$ 40.00 \$ 46.925.00 \$ 1,230.00 \$ 1,232.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 1,032.00 \$ 1,057.00 \$ 45.00 \$ 45.00 \$ 45.00 \$ 400.00 \$ 500.425.00 \$ 500.425.00 \$ 500.00 \$	\$ 864.0 \$ 900.0 \$ 2,400.0 \$ 12,260.0 \$ 14,784.0 \$ 5 120.
7700 Equipment Expense \$ 48.00 \$ 48.00 \$ 48.00 \$ 48.00 \$ 48.00 \$ 48.00 \$ 48.00 \$ 48.00 \$ 48.00 \$ 577800 Pool Supplies \$ 548.00 \$	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 1,082.00 \$ 1,213.00 \$ 2,636.00 \$ 1,213.00 \$ 3,000.00 \$ 1,175.00 \$ 1,175.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 46.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,000	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 10.00 \$ 1,082.00 \$ 1,680.00 \$ 1,082.00 \$ 1,082.00 \$ 1,080.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 405.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 46.00 \$ 1,657.00 \$ 1,657.00 \$ 1,057.00 \$ 46.00 \$ 200.00 \$ 1,082.00 \$ 1,0	\$ 72.00 \$ 3,180.00 \$ 175.00 \$ 200.00 \$ 200.00 \$ 405.00 \$ 300.00 \$ 1,00.00 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500.00 \$ 1,500.00 \$ 1,605.00 \$ 3,00.00 \$ 1,657.00 \$ 46,00 \$ 400.00 \$ 1,680.00 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,000 \$	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 300,00 \$ 505,00 \$ 10,00 \$ 1,657,00 \$ 10,00 \$ 1,657,00 \$ 10,00 \$	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 200,00 \$ 200,00 \$ 505,00 \$ 1,00 \$ 1,00 \$ 1,00 \$ 1,00 \$ 45,00 \$ 1,082,00 \$ 1,082,	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 1,657.00 \$ 1,657.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 10.00 \$ 10.00 \$ 45.00 \$ 14,657.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,805.00 \$ 1,857.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 46.00 \$ 200.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$ 1,	\$ 864.0 \$ 38,160.0 \$ 900.0 \$ 2,400.0 \$ 2,400.0 \$ 360.0 \$ 12,260.0 \$ 14,784.0 \$ 5 22,000.0 \$ 14,784.0 \$ 14,784.0 \$ 5 22,000.0 \$ 19,884.0 \$ 12,000.0 \$ 19,884.0 \$ 12,000.0 \$ 19,884.0 \$ 12,000.0 \$ 19,884.0 \$ 12,000.0 \$ 19,800.0 \$ 19,800.0 \$ 19,800.0 \$ 19,800.0 \$ 19,800.0 \$ 18,00
\$ 548.00 \$ 548.00	Total 6100 Office Expenses	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 1,232.00 \$ 1,00 \$ 1,657.00 \$ 1,00 \$ 1,687.00 \$ 1,00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,682.00 \$ 1,682.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 555.00 \$ 1,232.00 \$ 1,857.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 1,682.00 \$ 1,682.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 41,75.00 \$ 44,175.00 \$ 700.00 \$ 1,213.00 \$ 1,175.00 \$ 3,000.00 \$ 44,175.00 \$ 400.00 \$ 41,75.00 \$ 41,75.00 \$ 41,75.00 \$ 5,000.00 \$ 41,75.00 \$ 41,75.00 \$ 1,700.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 100.00 \$ 100.00 \$ 1,032.00 \$ 10.00 \$ 1,032.00 \$ 1,000 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,650.00 \$ 1,082.00	\$ 72.00 \$ 3,180.00 \$ 175.00 \$ 2000.00 \$ 100.00 \$	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 1,500	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 45.00 \$ 10.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00	\$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 3085.00 \$ 1,057.00 \$ 1,000 \$ 1,000 \$ 440.00 \$ 1,082.	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 200,00 \$ 200,00 \$ 505,00 \$ 385,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 45,00 \$ 400,00 \$ 1,082,00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 100.00 \$ 100.00 \$ 1,232.00 \$ 10.00 \$ 1,857.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,650.00 \$ 1,082.00 \$ 1,175.00 \$ 1,175.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 1,680.00 \$ 1,880.00 \$ 1,880.00 \$ 1,880.00 \$ 1,213.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,232.00 \$ 1,232.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 400.00 \$ 1,213.00 \$ 1,213.00 \$ 1,082.00 \$ 1,175.00 \$ 1,175.00	\$ 864.0 \$ 38,160.0 \$ 2,400.0 \$ 2,400.0 \$ 360.0 \$ 5 4,620.0 \$ 5 5 4,620.0 \$ 5 14,784.0 \$ 5 120.0 \$ 5 14,000.0 \$ 5 14,784.0 \$ 5 120.0 \$ 5 14,000.0 \$ 5 14,872.0 \$ 5 12,984.0 \$ 5 12,984.0 \$ 5 12,984.0 \$ 5 18,000.0 \$ 5
9000 Payroll Taxes \$ 2,920.00 \$ 2,920.00 \$ 2,920.00 \$ 2,920.00 \$ 2,920.00 \$ 3,590.00 \$ 3	Total 6100 Office Expenses	\$ 72.00 \$ 3180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,000 \$ 1,000 \$ 1,057.00 \$ 10.00 \$ 1,067.00 \$ 1,082.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 200.00 \$ 505.00 \$ 1,232.00 \$ 1,000 \$ 10.00 \$ 1,0657.00 \$ 45.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,175.00 \$ 4,175.00 \$ 6,000.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1232.00 \$ 1,032.00 \$ 10.00 \$ 1,0657.00 \$ 10.00 \$ 45.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,175.00 \$ 4,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00 \$ 1,175.00	\$ 72.00 \$ 77.00 \$ 77.00 \$ 77.00 \$ 9.00 \$ 100.00	\$ 72.00 \$ 3,160.00 \$ 1,005.00 \$ 1	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 30.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,860.00 \$ 1,880.00 \$ 1,680.00 \$ 1,680.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,082.00 \$ 1,182.00 \$ 3,500.00 \$ 1,175.00 \$ 1,175.00 \$ 3,000.00	\$ 3,180.00 \$ 75.00 \$ 30.00 \$ 505.00 \$ 505.00 \$ 1,057.00 \$ 1,057.00 \$ 1,057.00 \$ 1,057.00 \$ 1,057.00 \$ 1,057.00 \$ 1,057.00 \$ 1,050.00	\$ 3,180,00 \$ 75,00 \$ 200,00 \$ 200,00 \$ 505,00 \$ 1,232,00 \$ 1,232,00 \$ 10,00 \$ 1,657,00 \$ 45,00 \$ 45,00 \$ 406,00 \$ 1,680,00 \$ 1,680,00 \$ 1,082,00 \$ 10,00 \$ 1,082,00 \$ 1,082,00 \$ 1,092,00 \$ 1,175,00 \$ 700,00 \$ 1,175,00 \$ 1,175,00 \$ 300,00	\$ 72.00 \$ 3,180.00 \$ 200.00 \$ 100.00 \$ 405.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,657.00 \$ 10.00 \$ 45.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,080.00 \$ 1,180.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 505.00 \$ 1,232.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 400.00 \$ 1,680.00 \$ 1,680.00 \$ 1,680.00 \$ 1,080.00 \$	\$ 72.00 \$ 3,180.00 \$ 75.00 \$ 200.00 \$ 30.00 \$ 5,500.00 \$ 5,805.00 \$ 1,657.00 \$ 10.00 \$ 1,657.00 \$ 45.00 \$ 45.00 \$ 45.00 \$ 46.00 \$ 46.00 \$ 406.00 \$ 406.00 \$ 1,680.00 \$ 406.00 \$ 1,213.00 \$ 1,213.00 \$ 406.00 \$ 1,000 \$	\$ 864.0 \$ 900.0 \$ 2,400.0 \$ 2,400.0 \$ 360.0 \$ 360.0 \$ 5 4,620.0 \$ 5 5 4,620.0 \$ 5 5 68,100.0 \$ 5 5 88,600.0 \$ 5 5 88,600.0 \$ 5 5 88,600.0 \$ 5 5 88,400.0 \$ 5 88,400.0 \$
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Section 8 – Officers & Expenditure Authorization

Current record of officers:

- Lynne Miller, President
- Lee Hall, Vice-President
- Bill Scanlon, Secretary/Treasurer

President Lynne Miller, Secretary-Treasurer Bill Scanlon, Executive Director Katherine Leidy, and Business Manager Tricia Forbes have authorization for expenditures.

Section 9 - Books & Records

Those responsible for maintaining Healthy Living Norman books and records:

Katherine Leidy

Executive Director

Healthy Living Norman

Tricia Forbes

Business Manager

Healthy Living Norman

Section 10 - Tax Affirmation

Healthy Living Norman is filing yearly tax returns.

Section 11 - Board Members

Healthy Living Center Norman, Inc. Board of Directors

Lynne Miller, President

Retired, Former Mayor of Norman, OK 801 48th Ave. SE Norman, OK 73026 405-834-3009

lmillerstuart@gmail.com

Lee Hall, Vice-President

Retired, Former City Councilor 648 S. Lahoma Ave. Norman, OK 73069 405-650-9088

lee.p.hall@gmail.com

Bill Scanlon, Secretary-Treasurer

Retired, Former City Councilor 3001 Harwich Ct. Norman, OK 73071 405-579-1679

scanlonwa@aol.com

Amy Davenport, Director

Director
University of Oklahoma
Fitness & Recreation
1401 Asp Ave., Room 170
Norman, OK 73019-2142
(405) 209-2842
amydavenport@ou.edu

Greg Heiple, Director

Director 218 E. Eufaula St. Norman, OK 73069 405-447-5535 gregheiple@gmail.com

Brian Hill, Director

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blhill77@yahoo.com

Elaine Purvis, Director

VP & Chief Strategy Officer
Norman Regional Health System
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405-307-2210
epurvis@nrh-ok.com

Jason Olsen, City of Norman Liaison

Director
Parks & Recreation Department
City of Norman
201 W. Gray St., Building C
Norman, OK 73069
405-366-5472

Jason.olsen@normanok.gov

Katherine Leidy

Executive Director Healthy Living Norman 602 N. Findlay Ave. Norman, OK 73071 405-857-7390

katherine@healthylivingnorman.com

Member Feedback

"I love going there for just quiet time or social time. Lots of my friends go. I love the physical fitness opportunities. I can do something new or familiar." – Lorrie S.

"I am feeling better physically and mentally because if the variety of classes and activities offered." – Lise S.

"Some of my friends have started calling me athletic - which has never happened before. I love keeping active when I would normally be sitting around." – Patrice M.

"The Center has enhanced my overall view of life and made it more positive." – Dale D.

"I have needed this outlet for body, mind and spiritual growth for years! Meeting and becoming reacquainted with my Norman family has brought me pleasure." -- Paulette A.

"I have needed this outlet for body, mind and spiritual growth for years! Meeting and becoming reacquainted with my Norman family has brought me pleasure." – Amy T.

"I have cerebral palsy and must do all I can to keep my feet and legs a part of my mobility regime. Your pool is essential and unique to that effort. I may stay in Norman when I retire because of the Wellness Center." – Ben K.

"Gets me out of the house and committed to staying physically fit after having been recently widowed. It's good for me mentally and physically." – Brenda S.

"I feel stronger, my balance hand energy have improved, and I've made new friends."

– Andrea C.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/04/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN

FOREST MASTER PLAN

BACKGROUND:

In 2024, the City of Norman hired DAVEY Resource Group (DAVEY) to produce an Urban Forest Master Plan (UFMP). The project for the UFMP included a process of assessing the current state of the Forestry Division and Norman's urban forest, gathering input from a steering committee, several stakeholders and public meetings, comparing Norman's current forestry programming to towns of similar size and location, as well as national averages, and making recommendations for how to move forward based on all of this information. DAVEY worked in close partnership with City staff from several Departments to find how the Forestry Division of the Parks and Recreation Department interacts with their tasks and how to strengthen the work of each part of the City to best achieve a strong UFMP for the next 15 to 20 years.

DISCUSSION:

After months of study and public input, DAVEY presented a draft Urban Forest Master Plan to the Park and Recreation Department for review and revisions. Once this was completed, the plan was formatted as a companion document to the recently approved Parks, Recreation, and Culture Master Plan, completed earlier this year. The work in the UFMP is also aligned with the Community Wildfire Protection Plan, which was reviewed by the Board of Park Commissioners and City Council before its adoption earlier this summer. The findings included in the Norman UFMP will help the Forestry Division plan for staffing, budget, equipment, and programming needs at a much higher level as Norman continues to add population and grow its built environment while managing our forest canopy. We will use this information to help us plan updates and improvements to Norman's park system, including protection and expansion of trees as a high-value natural resource.

RECOMMENDATION:

It is recommended that the Board of Park Commissioners recommend the proposed Urban Forest Master Plan to the City Council for their consideration and approval.







URBAN FOREST MASTER PLAN 2025

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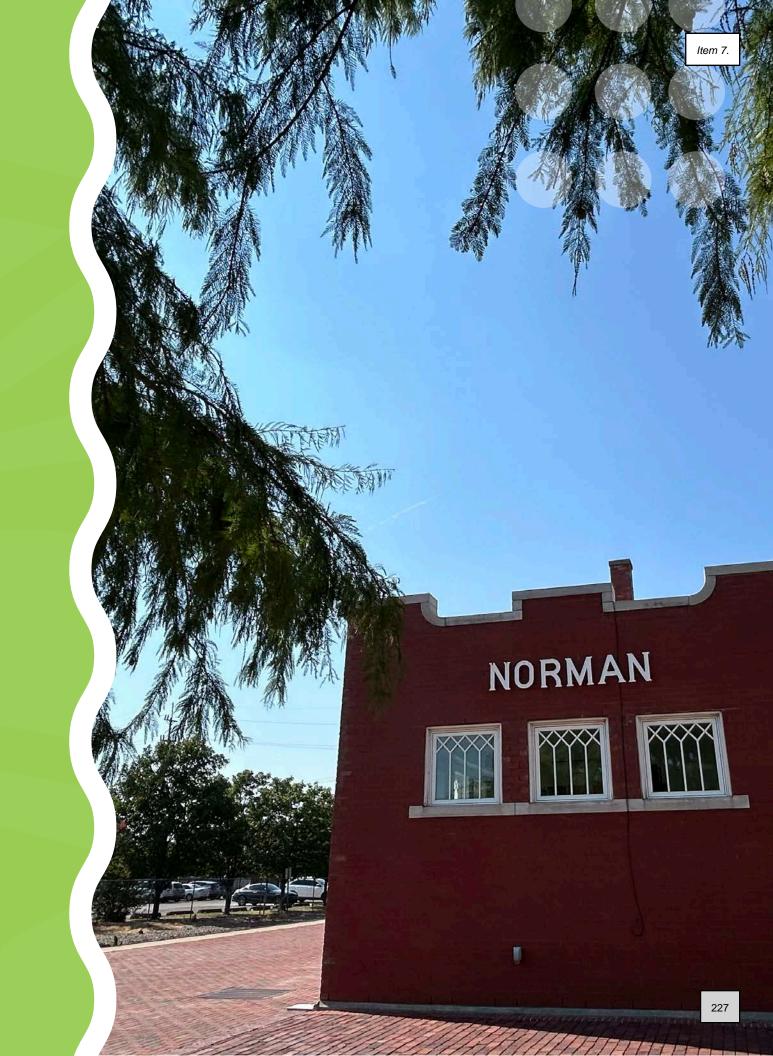
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• SECTION ONE INTRODUCTION





INTRODUCTION



A WORD FROM THE DIRECTOR

Hello, My Norman Neighbors!

After over 20 years working in Parks and Recreation here in Norman, I feel incredibly grateful to serve a community that values its natural beauty and shared spaces. As Norman's Parks and Recreation Director, I've had the honor of supporting programs, parks, and public spaces that bring people together and enhance our quality of life. One essential program that we oversee that not much of the Norman public is aware of is our Urban Forestry program.

Trees are more than just part of the scenery. They clean our air, cool our neighborhoods, reduce stormwater runoff, provide critical wildlife habitat, and add beauty and character to every corner of our city. Whether it's a shaded trail in a neighborhood park or a towering oak along a busy street, our urban canopy is vital in making Norman a healthy, sustainable, and livable place for all.

That's why I'm excited to introduce the Urban Forestry Master Plan—a long-term, community-driven vision to grow, preserve, and manage Norman's urban forest for generations to come. Over the past year, we've worked closely with residents, experts, and stakeholders to create a plan reflecting our current needs and future goals.

This plan will guide how we:

- Plant and care for trees in parks, streetscapes, and public spaces
- Preserve mature trees and natural wooded areas
- Engage the community in education and stewardship
- · Ensure equity, so all neighborhoods benefit from tree cover and green space

From legacy trees that have stood for decades to the saplings we plant today, our urban forest is a shared resource that requires thoughtful investment and active care.

As with all our Parks and Recreation efforts, we believe that these trees, spaces, and natural assets belong to the people of Norman. The Urban Forestry Master Plan is a promise: to protect what we have, grow smarter for the future, and ensure that every resident can enjoy the benefits of a greener, healthier city.

With appreciation,

Jason Olsen

Director of Parks and Recreation City of Norman

WHAT IS AN URBAN FOREST MASTER PLAN?

PURPOSE

The City of Norman created this Urban Forest Master Plan to understand the current state of Norman's public trees, promote the expansion of the city's urban forest, and sustainably grow the Forestry Division. Implementation of this Plan will help to maintain tree canopy that contributes to Norman's unique character and builds a more sustainable, equitable, and resilient future for its residents.

PROCESS

The development of this Urban Forest Master Plan is based on the principles of adaptive management (figure 1), a common approach to natural resource planning and management. This framework encourages Norman to regularly assess the state of the urban forest and the effectiveness of its management by cycling through a process of evaluation, visioning, planning, and implementation. In this plan, the process is illustrated by four questions:

- 1. What do we have? Key findings from Norman's tree inventory and the assessment of its management operations (see sections, "Norman's Urban Forest" and "The Forestry Program).
- 2. What do we want? Mission, vision, themes, and priorities from community engagement activities that took place during plan development (see the section, "Community Values and Public Engagement").
- **3. How do we get there?** Goals, recommendations, and actions to help Norman achieve the vision for its urban forest (see the section, "Recommendations and Implementation Strategy").
- **4. How are we doing?** Recommended metrics to measure progress and possible indicators of success that will feed into the next iteration of the adaptive management cycle (see the section, "Recommendations and Implementation Strategy").



Figure 1. Adaptive management approach.



SCOPE

The primary focus of the Urban Forest Master Plan is on public trees that are managed by the Forestry Division. Most of these trees are located in city parks within the western half of Norman city limits. However, many of the recommendations of this plan can be adapted and applied to trees on private property across Norman.

FORESTRY DIVISION MISSION

Provide the community of Norman with healthy and equitable tree canopy that enhances the quality of life for residents of all ages.

URBAN FOREST MASTER PLAN GOALS

- 1. Promote and protect a healthy and robust urban forest for the benefit of the Norman community.
- 2. Proactively manage public trees to create a legacy amenity.
- 3. Partner with the public and act as a trusted resource for information about stewarding trees on private property.

MEET THE TEAM

PLANNING TEAM

Colin Zink, City Forester

James Briggs, Park Development Manager

STEERING COMMITTEE

Will Spain, Member, Norman Tree Board

Kristi Isacksen, Commissioner, Park Board

Deb Cretsinger, Member, Environmental Control Advisory Board

Richard McKown, Green Earth Land Design

Michelle Corr. Resident

CONSULTANT TEAM



Sandra Albro

Eva Rodriguez

Ashley McElhinney

Lianna Walsh

Dana Karcher

EXECUTIVE SUMMARY

NORMAN'S URBAN FOREST

TREE CANOPY COVER

36% CITY-WIDE

18% WESTERN NORMAN

5,775 TREES IN PARKS AND PUBLIC FACILITIES

Increasing species diversity, planting new trees, and caring for existing trees will contribute to the sustainability of public trees and the benefits that they provide.



Many of Norman's park trees are older but in good condition. Sustained planting and maintenance can improve the age distribution and condition of trees over time.

THE FORESTRY PROGRAM

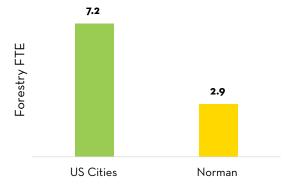
The Forestry Division is housed within the Parks and Recreation Department and plays a central role in managing the City's trees within managed areas of parklands and municipal properties.

FORESTRY ACTIVITIES 2021–2024



STAFFING

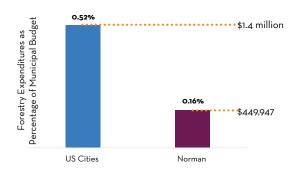
 Adding 3 dedicated tree crew members and 1 park arborist would bring Norman closer to average US municipal forestry staffing levels and reduce reliance on contracted tree care.



Norman Forestry staffing compared to the average for 508 US cities.

BUDGET

- In 2024, the Parks and Recreation Department spent \$449,947 on forestry.
- Dedicating \$1.4 million to Forestry would bring the City in line with average municipal forestry spending among US cities.



Forestry-related expenditures as a percentage of total municipal budget among 463 US cities and Norman.

COMMUNITY PRIORITIES AND PUBLIC ENGAGEMENT

350

number of community members who participated in the development of the Urban Forest Master Plan

COMMUNITY'S TOP TREE BENEFITS

- · Cooling shade in the summer
- · Wildlife habitat
- · Neighborhood character

COMMUNITY'S TOP CONCERNS ABOUT TREES

- Storm damage
- Tree-infrastructure conflicts (utilities, sidewalks, streets)
- Cost to maintain

FORESTRY DIVISION RECOMMENDATIONS

- 1. GROW THE FORESTRY DIVISION: Additional capacity will help Forestry grow and maintain trees across the City's large park system and reduce reliance on contractors.
- 2. PRIORITIZE MAINTENANCE OF PUBLIC TREES: Proactive management of the urban forest is a cost-saving measure that reduces risk and promotes long-term tree survival.
- **3. PROTECT THE URBAN FOREST:** Improved diversity and resilience reduce tree loss, build environmental sustainability, and protect tree benefits for the community.
- **4. PLAN FOR SUSTAINABLE GROWTH:** Trees can be a key part of a sustainable growth strategy for Norman that builds affordability, attractiveness, and quality of life for all residents.
- **5. PROMOTE THE "RIGHT TREE IN THE RIGHT PLACE":** Carefully matching tree species to planting sites can reduce tree-infrastructure conflicts and the cost of tree maintenance and removal in the long term.
- **6. PARTNER ON PLAN IMPLEMENTATION:** Coordinating forestry efforts across departments can help Norman implement tree care according to urban forestry best practices.

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TREES IN NORMAN

Trees contribute to the beauty and livability of Norman, connecting the community with nature. The Forestry Division, part of the Parks and Recreation Department, stewards public trees across 1,200 acres of parkland and municipal properties. It is responsible for tree planting, inspection, and maintenance of over 5,775 public trees as well as promoting the urban forest across Norman.

A majority of Norman's tree canopy is cared for by residents, businesses, and institutions along streets and on private property. Storm debris as well as tree conflicts with utilities and other infrastructure are common concerns as Norman's tree canopy grows and matures. The Forestry Division serves as a trusted resource to support tree stewardship on private property.

In 2025, Norman is in a period of rapid growth. *AIM Norman*, the City's comprehensive plan, projects that more than 23,000 additional housing units will be needed by 2045 to accommodate an expected population increase to 185,000 residents. This will add approximately 5,000–15,000 acres of new development to Norman. Past development has had mixed effects on the city's tree cover. In western Norman, new construction has added tree canopy through the planting of trees on land that was formerly grassland. In contrast, infill development in western Norman, and new development in eastern Norman, often require tree removal. There is a desire to preserve both housing affordability and tree canopy as the city grows.

This Urban Forest Master Plan outlines recommendations, action steps, and metrics that will help the Forestry Division continue to plant, preserve, maintain, and advocate for trees over the next 20 years. Implementation of this plan will guide Forestry in its mission to provide the community of Norman with healthy and equitable tree canopy that enhances the quality of life for residents of all ages.

ALIGNMENT WITH CITY GOALS AND RECOMMENDATIONS

This Urban Forest Master Plan aligns with two AIM Norman Development Principles and Goals.

AIM NORMAN REC. 4. RESPECT AND PROTECT THE ENVIRONMENT IN ALL DECISION-MAKING

· Promote and protect a healthy and robust urban forest.

AIM NORMAN REC. 8. ENCOURAGE BALANCED AND CONNECTED NEIGHBORHOODS

A well-managed urban forest will be a legacy amenity.

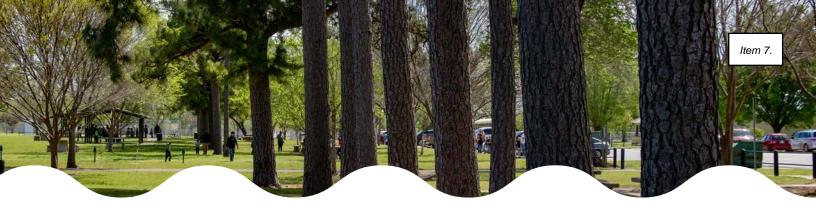
In addition, the Parks, Recreation and Culture Master Plan (2025) highlights recommended actions where the Forestry Division can expand and improve trees:

PARKS, RECREATION, AND CULTURE MASTER PLAN REC. 6. PROTECT NATURAL RESOURCES

- Complete and implement the Urban Forest Master Plan.
- · Grow the Forestry Division.

SECTION TWONORMAN'SURBAN FOREST





NORMAN'S URBAN FOREST

Norman's urban forest is composed of trees on both public and privately-owned land. Information from existing tree canopy studies and a 2024 public tree inventory establish a baseline on which the health and sustainable growth of the urban forest can be measured.

EXISTING TREE CANOPY

Tree canopy cover in Norman is estimated through multiple City and regional initiatives. Most recently, the City of Norman Community Wildfire Protection Plan estimates citywide tree canopy cover at 36% (Chloeta 2025; figure 2). Within the more urbanized area of western Norman, tree canopy cover is 17% to 19% (Environmental Control Advisory Board 2018; Davey Resource Group 2019; American Forests 2025; figure 3). The City of Norman Environmental Control Advisory Board (2018) recommended a citywide canopy goal of 35% to capture carbon dioxide, reduce urban heat, and maintain the beauty of Norman.

A comprehensive, up-to-date assessment of tree canopy cover in Norman could provide more detailed information about areas of tree canopy gain and loss over time. This information could help the City track its progress and identify mechanisms to curb tree canopy losses.

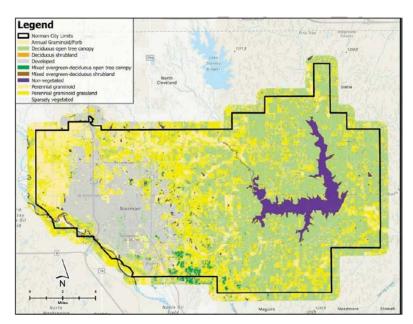


Figure 2. Vegetation cover in Norman. Reproduced from the City of Norman Community Wildfire Protection Plan (Chloeta 2025).

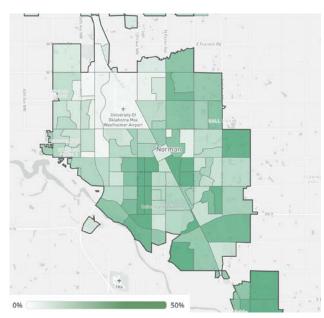


Figure 3. Tree canopy cover by US Census block group (American Forests 2025).

TREE CANOPY COVER HAS BEEN ESTIMATED AT 36% CITYWIDE AND 17%-19% WITHIN THE MORE URBANIZED AREA OF WESTERN NORMAN.

TREE EQUITY

Tree equity is fairness in the distribution of tree canopy so that all residents may enjoy the benefits of trees. American Forests' Tree Equity Score (2025) is a tool that measures tree equity nationally based on the spatial distribution of tree canopy cover and socioeconomic indicators.

Norman's citywide Tree Equity Score is 82 out of 100, which is characterized as "moderate priority" (figure 4). Norman can work to make tree canopy more equitable by targeting planting, maintenance, and preservation within areas that have the lowest existing tree cover and/or the largest population of vulnerable residents. American Forests estimates that strategically adding 0.4 square miles of additional tree cover within 13 of Norman's 99 block groups—an estimated 19,090 trees—would help raise citywide tree equity by bringing all these block groups from "highest priority" to a tree equity score of at least 75. As it sets goals for tree equity, Norman may decide to set a more aggressive goal.

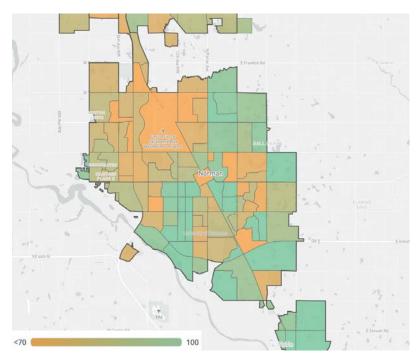


Figure 4. Tree Equity Score by block group, ranging from areas of lower tree equity (orange) to higher tree equity (green) based on environmental and social factors (American Forests 2025).

2024 PUBLIC TREE INVENTORY

In 2024, Davey Resource Group inventoried trees in most of Norman's public parks and facilities. The inventory recorded information including species, size, condition, location, and risk assessment information for 5,775 trees and 162 stumps within managed areas (figure 5, table 1). These trees are just a portion of the trees in Norman and do not include trees within natural areas, along streets, or on private property.

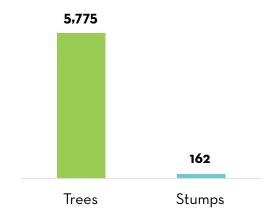


Figure 5. Inventoried trees and stumps in public parks and facilities, 2024.

Table 1. Tree and stump sites by park in the public tree inventory.

PARK	NUMBER OF TREE & STUMP SITES
Westwood Park	911
Reaves Park	485
Legacy Trail	302
Hall Park Greenbelt	282
Legacy Park	249
Northeast Lions Park	240
Griffin Community Park	224
Colonial Estates Park	219
Andrews Park	210
Woodcreek Park	191
Frances Cate Park	167
Highland Village Park	161
Westwood Tennis	124
Doubletree Greenbelt	112
Chisholm Cattle Trail Park	93
Brookhaven Park	87
Tulls Park	83
Kevin Gottshall Memorial Park	81
Eagle Cliff Park	81
Lions Park	80
Other parks and facilities	1,555

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TREE DIVERSITY

Tree diversity refers to the number and relative abundance of trees in an area. Measuring tree diversity helps to inform urban forest management decisions and provides information about the resilience of an urban forest to potential threats. Urban forestry industry standards for tree diversity recommend that no single species exceeds 10% of the tree population and no single genus exceeds 20% of the tree population (Santamour 1990).

The tree inventory catalogued 108 unique species within Norman's parks and public facilities. Eastern redcedar (Juniperus virginiana) is the most common species (10%), currently at the recommended limit for species abundance. It is followed by lacebark elm (Ulmus parvifolia, 8%), baldcypress (Taxodium distichum, 5%), American elm (Ulmus americana, 4%), and loblolly pine (Pinus taeda, 4%; figure 6). Future planting of Eastern redcedar should be limited—and planting of other species should continue—to reduce the relative abundance of Eastern redcedar over time.

ABUNDANCE OF EASTERN REDCEDAR AND ELM WITHIN THE PUBLIC TREE POPULATION IS AT OR NEAR RECOMMENDED LIMITS FOR TREE DIVERSITY.

Additionally, no single genus should exceed 20% of the tree population. Trees on Norman parklands and facility properties represent 60 distinct genera. At the level of genus, elm is the most common (*Ulmus*, 19%), followed by juniper (*Juniperus*, 10%), oak (*Quercus*, 10%), hackberry (*Celtis*, 9%), and pine (*Pinus*, 5%; figure 7). Although none of these genera currently exceed the 20% recommended threshold for genus abundance, future planting of elm trees should be carefully considered to reduce the relative abundance of elm over time. Specifically, planting of American elm should be limited to minimize the threat of future elm loss due to Dutch elm disease.

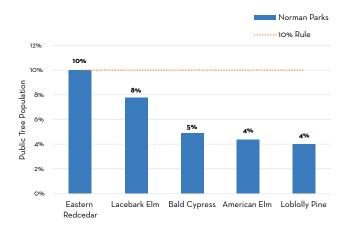


Figure 6. Top five tree species of public trees compared to a 10% rule for recommended species abundance.

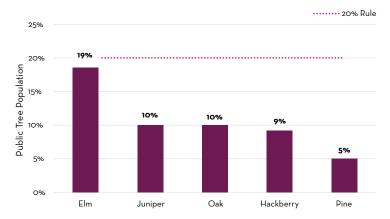


Figure 7. Top five genera of public trees compared to a 20% rule for recommended genus abundance.

SIZE-AGE CLASSES

Relative tree age can be estimated from trunk diameter. In urban forests, it is recommended that young trees should comprise 40% of the inventoried tree population, established trees should comprise 30%, maturing trees should comprise 20%, and mature trees should comprise 10% (Richards 1983). This distribution allows for a steady succession of trees into maturity while spreading out age-related maintenance needs.

Within Norman's public tree population, there is a surplus of established (41%) and mature (13%) trees and fewer young (31%) and maturing (15%) trees than recommended (figure 8). It is recommended that planting efforts be increased over time to ensure canopy continuity as mature trees age out of the population.

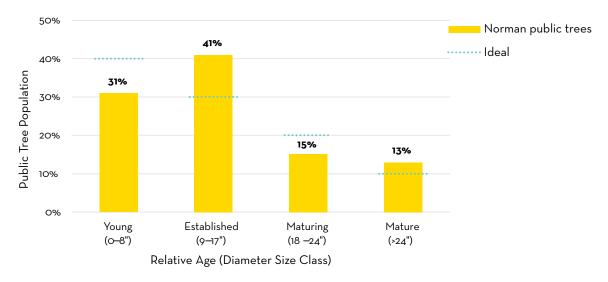


Figure 8. Size-age classes of public trees estimated from trunk diameter (DBH), relative to an ideal age class distribution.

CONDITION

Trees are a living resource; they age, grow, and change over time. The inventory collected tree condition information to gain insight into the public tree population's health and sustainability. DRG inventory arborists examined each tree for signs of stress, poor structure, mechanical damage, soil and root problems, and pests and/or diseases. Based on the cumulative quality of each tree, condition was rated as Good, Fair, Poor, or Dead.

Ninety percent of public trees were assessed to be in either Good or Fair condition, meaning that they show no major defects (figure 9). Trees rated as dead or poor only accounted for 10% of public trees.

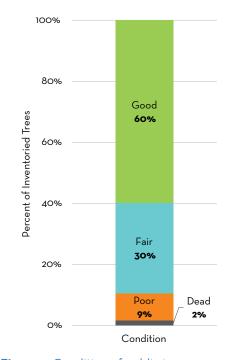


Figure 9. Condition of public trees.

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CONDITION BY SIZE-AGE CLASS

Most public trees were rated to be in Good or Fair condition within each size-age class (figure 10). The proportion of trees in Good condition was smaller among Maturing and Mature trees compared to younger size classes. This is not uncommon, as older and larger trees have had more time to accrue defects over their lifetimes, which reduces their condition rating over time.

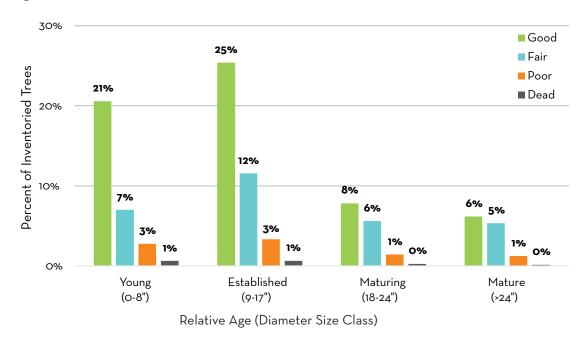


Figure 10. Condition of inventoried trees by size class.

DEFECTS

The most common defect among public trees was dead and dying branches—40% of public trees were recorded with this defect (table 2). Branch attachment was the second most common defect among public trees (21%). Thirteen percent of public trees did not have any notable defects.

Table 2. Defects noted during the public tree inventory.

DEFECT	NUMBER	PERCENT
Dead and dying branches	2,298	40%
Branch attachment	1,198	21%
No defect	748	13%
Decay or cavity	536	9%
Broken and/or hanging branches	387	7%
Tree architecture	281	5%
Other	165	3%
Root problem	113	2%
Cracks	27	>1%
Trunk condition	22	>1%
Total	5,775	100%



TREES IN NATURAL AREAS

The public tree inventory did not include trees within 307 acres of forested wildland parks in Norman, including the majority of the area of Saxon Park, Ruby Grant Park, and Sutton Wilderness Park. In 2025, trees within wildland parks are not under active management. However, capacity and expertise from the Forestry Division may be required for planning or implementation over the next 20 years. For example, the Community Wildfire Protection Plan (2025) recommends fuel reduction at select natural areas to reduce the risk of wildfire. Invasive species management and ecosystem restoration are examples of other activities that may require Forestry expertise and capacity in the future.

TREE BENEFITS

ENVIRONMENTAL BENEFITS

Trees provide many environmental benefits to communities. They help cool the air through shade and evapotranspiration. They clean the air by removing pollutants and particulate matter. And they indirectly clean our water by intercepting stormwater runoff, which reduces erosion and keeps waterborne pollutants from entering local waterways during storms. i-Tree Eco, a tool within the i-Tree Tools software suite from the US Forest Service and partners, was used to combine tree inventory data with local air pollution and weather data to quantify the environmental benefits of Norman's public trees.

Each year, Norman's public trees capture and store 67 tons of carbon from the atmosphere, remove 3 tons of pollutants and particulate matter from the air, and intercept 465,045 gallons of stormwater each year, for total annual cost savings of \$22,628 to the community (table 3). Over their lifetimes, public trees have stored 3,391 tons of carbon. The replacement value of these trees is \$15.7 million, an average of \$2,736 per tree.

The benefits that trees provide are linked to their physiology and stature. Generally, larger trees provide more benefits than smaller trees; however, the traits and benefits of individual species vary. Although lacebark elm comprises 8% of Norman's public trees, it provides 12% of the population's total annual benefits (table 4).

The benefits that are emphasized here are those that can be easily quantified—but trees provide numerous other environmental benefits. Of growing importance is the cooling ability of trees in urban areas, which helps to reduce urban heat island effect by shading surfaces and cooling the air. In Norman, the cooling benefit of trees was named as the most important benefit that trees provide to the community (figure 11). Trees also provide food and habitat for wildlife, which was named as the second most important benefit to the Norman community.

PEOPLE NAMED THE
COOLING BENEFIT OF TREES
AS THE MOST IMPORTANT
BENEFIT THAT TREES
PROVIDE TO THE NORMAN
COMMUNITY.

Table 3. Ecosystem benefits of Norman's public trees.

ECOSYSTEM BENEFITS OF PUBLIC TREES	QUANTITY	VALUE
ANNUAL BENEFITS		\$22,628
Air quality: pollution removal (lb)	5,940	\$7,082
CO removal	159	\$118
NO ₂ removal	801	\$49
$O_{_3}$ removal	3,850	\$1,637
SO ₂ removal	0.5	<\$1
PM ₁₀ removal	1,006	\$3,521
PM _{2.5} removal	113	\$1,757
Carbon sequestration (tons)	67	\$11,390
Stormwater: avoided runoff (gal)	465,046	\$4,156
TOTAL ANNUAL BENEFITS		
Structural Value		
Carbon storage (tons)	3,391	\$578,407
Replacement Value		\$15,704,510

Table 4. Tree species that provide the greatest value of total annual benefits.

SPECIES	NUMBER OF TREES	TOTAL ANNUAL BENEFITS VALUE
Lacebark elm	444	\$2,642
Eastern redcedar	583	\$1,747
Green ash	217	\$1,298
American elm	257	\$1,270
Eastern cottonwood	91	\$940
White mulberry	219	\$895
Shumard oak	205	\$889
Baldcypress	273	\$885
American sycamore	135	\$875
Hackberry	304	\$819

OTHER BENEFITS

Trees provide a host of other benefits to communities. Many of the social and human health benefits of trees are indirect effects of the environmental benefits that they provide. For example, by reducing air pollution, trees improve the health of people with asthma and chronic obstructive pulmonary disease by reducing exacerbation of these illnesses. Looking at trees and being in their presence—as well as the cooling effects of trees during summer heat produce a calming effect that indirectly improves a broad range of conditions from heart disease to mental health. These other benefits have further economic impacts that can be quantified in terms of avoided costs, such as the avoided cost of hospital visits, or added value, such as the value that trees add to homes.

In a survey of community members in Norman, people valued the character that trees add to their neighborhoods and the effect of trees on their mental and physical health as top benefits of trees (figure 11).

"Which of these tree benefits are most important to you? Trees __." Provide cooling shade in the summer 62% Provide wildlife habitat 57% Add to neighborhood or community character 33% Improve my mental and physical health 32% Reduce air pollution 28% Reduce flooding & stormwater runoff 19% Save energy costs 13% Reduce noise from roads and highways 11% Act as a windbreak 11% Beautify my home 10% Add value to my property Provide privacy Slow traffic 3% Reduce crime

0%

Figure 11. Top tree benefits in Norman based on 290 responses to a community survey.



TREE RESILIENCE

PEST & DISEASE RESILIENCE

Tree diversity helps to predict the susceptibility of an urban forest to pests and diseases. This is because pests and diseases tend to prefer host trees within the same species or genus. i-Tree Eco software was used to identify key pests and diseases of concern within Central Oklahoma and their potential economic impacts (table 5). i-Tree estimates the replacement value of Norman public trees using inventory data.

Not all identified threats have been found in Norman, but some of them may arrive over the next 20 years. As of 2025, Asian longhorned beetle (*Anoplophora glabripennis*) has not been detected in Oklahoma. However, it tolerates a broad range of climate conditions and targets many different tree hosts, making it a potential pest of concern in Norman in the future. Thirty-four percent of public trees, with an estimated replacement value of \$5 million, are susceptible to Asian longhorned beetle. Emerald ash borer (*Agrilus planipennis*) was confirmed in Oklahoma in 2022, though it has not yet been found in Cleveland County (USDA APHIS 2025). It threatens to eradicate nearly all ash trees in Norman, including 4% of public trees, within 5-10 years of its arrival.

Resilience of Norman's urban forest can be built by educating residents to recognize potential pests and diseases of concern and by creating plans and policies for pest and disease management.

Table 5. Susceptibility of public trees to existing and potential tree pests of concern in Oklahoma. Replacement value is the cost to replace a tree with a similar tree; it was calculated from i-Tree Eco.

PEST/DISEASE	NUMBER OF SUSCEPTIBLE TREES	REPLACEMENT VALUE (\$)
Asian longhorned beetle	1,853	\$5,140,991
Spotted lanternfly	788	\$1,767,191
Dutch elm disease	620	\$1,250,762
Oak wilt	565	\$1,353,167
Emerald ash borer	246	\$1,503,992
Forest tent caterpillar	124	\$197,989
Thousand canker disease	6	\$20,713



ICE STORM RESILIENCE

Ice storms bring freezing rain that accumulates on trees, weighing them down and leading to branch and tree failure. Norman has had significant ice storms, including a storm from December 8-11, 2007, that brought 1-1.5 inches of ice that killed approximately 9% of urban trees in Norman (Rahman and Rashed 2015), and a storm from October 26-29, 2020 that brought 1.5 inches of ice (National Weather Service 2021), also causing extensive tree damage.

Tree species that are particularly prone to ice damage include those with weak branch structure, fine branching, and broad crowns. In Norman, American elm, one of the five most abundant tree species in the public tree inventory, was noted to be particularly susceptible to ice damage in an analysis of 42 scientific sources (Hauer 2014, table 6). In total, 5% of trees within public space in Norman belong to species that are susceptible to ice damage.

Proactive pruning to correct weak and broken branching, as well as a storm response plan, can help to reduce the impact of ice storms.

WILDFIRE RESILIENCE

Wildfire is a natural force that has historically shaped the Great Plains and Cross Timbers ecosystems of Central Oklahoma. According to the Community Wildfire Protection Plan (2025), several areas in Norman are at high risk for wildfire due to excess fuel, which refers to organic materials that can ignite and burn. These areas include Hall Park, Royal Oaks Park, Sutton Wilderness, Saxon Park, and Ruby Grant Park. Eastern redcedar, the most prevalent tree species within Norman parks, is highly flammable and can increase the severity of wildfires in city parks.

Table 6. Tree species that are susceptible to ice damage in the 2024 Norman public tree inventory.

SPECIES: PRONE TO ICE DAMAGE	NUMBER OF TREES
Ulmus americana	257
Ulmus pumila	146
Ulmus rubra	121
Acer saccharinum	114
Celtis occidentalis	109
Populus deltoides	91
Gleditsia triacanthos	67
Salix	61
Robinia pseudoacacia	36
Betula nigra	30
Pinus virginiana	1



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SPECIES RECOMMENDATIONS

The Oklahoma State University Extension, administered by the Division of Agricultural Sciences and Natural Resources, produces *Oklahoma Proven*, a plant evaluation and marketing program to guide plant selection. Oklahoma Proven recommends 37 tree species for USDA Hardiness Zone 7a (Appendix A). Recommended species are well adapted to Oklahoma's climate, with an emphasis on drought tolerance and long-term landscape suitability.

Species should be further evaluated for suitability based on the actual characteristics of planting sites (see box, "Right Tree in the Right Place"). This helps to minimize costly maintenance and infrastructure conflicts as trees mature and extends the lifespan of trees. In addition, trees are important parts of the local ecosystem. Species selection should prioritize native species to provide food and habitat to a range of insects, birds, and animals, and to reduce reliance on chemical fertilizers and pesticides.

Norman can utilize Oklahoma Proven and other resources to create its own species recommendations, which should be frequently updated to leverage the latest science and field observations about how species perform locally.

PLANTING THE RIGHT TREE IN THE RIGHT PLACE HELPS TO MINIMIZE COSTLY MAINTENANCE AND INFRASTRUCTURE CONFLICTS AS TREES MATURE.

SUMMARY, NORMAN'S URBAN FOREST

- Tree canopy cover varies across Norman. Citywide, tree cover is estimated to be 36%, while in the more
 developed parts of Norman, tree cover is 17%-19%. A comprehensive urban tree canopy study can be useful for
 accurately measuring tree canopy and tracking areas of gains and loss over time as the city grows.
- A 2024 public tree inventory detailed information for 5,937 trees and stumps within managed areas of parks and public facilities. Information from the tree inventory can be used to guide the effective management of public trees.
- Building diversity of the public tree population helps to make it more resilient, protecting the benefits that trees provide to the community. Over time, planting a wider variety of species that have been proven to be well adapted to Oklahoma, can protect trees from damage from pests, diseases, and storms.
- Planting the right tree in the right place means choosing trees that are well-matched to planting sites based on characteristics such as size, light and soil preferences, and aesthetics. This helps to minimize costly maintenance and infrastructure conflicts and extends the lifespan of trees.

RIGHT TREE IN THE RIGHT PLACE:

A GUIDE FOR NORMAN RESIDENTS AND PROPERTY OWNERS

Planting a tree is an investment into Norman's community that adds beauty, shade, and environmental benefits, like cleaner air and water and resilience to extreme weather events. Planting the right tree in the right place is essential for its long-term health and for the safety of your home and community.

The term "right tree in the right place" means choosing a tree species that is well-suited to its planting location. When tree species and site conditions are well matched, trees are healthier, require less maintenance, and are allowed the opportunity to provide greater environmental, economic, and social benefits.

STEP 1: PICK YOUR PLANTING SITE

Before choosing a tree, understand the conditions of your desired planting site, including:

- Sunlight: is the site in full sun, part shade, or full shade?
- · Soil type and drainage: Is the soil loamy or more clay-like? Does water pool or drain at the site?
- **Space:** How much room is available above αnd below ground? Are there overhead or underground utilities at the site? What about buildings, fences, or concrete?



STEP 2: PICK THE RIGHT TREE SPECIES

Consider the planting sites conditions, your goals for the tree, and Norman's environment.

- Will the tree species suit Norman's climate? Norman experiences hot summers, drought, strong wind storms, and the occasional fire or ice event. Select a native or regionally adapted species that can tolerate Norman's extremes.
- · How big will it get? Consider how tall and wide the tree will grow. Avoid species that will outgrow your space.
- Every tree is different. Some trees drop leaves and flowers. Others have brittle wood or grow super fast. Choose species that meet what you're willing to invest when it comes to long-term care and maintenance.
- What do you want from your tree? Shade, fall color, wildlife habitat, screening or privacy prioritize what matters most to you.
- Double check your choice: Some species perform better than others in Norman. OSU extension or Norman's Forestry Division can help steer you towards reliable alternatives.



STEP 3: CONSIDER RIGHT-OF-WAY RULES AND UTILITIES

Trees planted too close to streets or utility lines can quickly become hazards and may need to be removed prematurely.

- Does your site have overhead utilities? Pick a small tree that grows no taller than 25 feet.
- What about underground utilities? Call OKIE811 before you dig to locate buried lines.
- Is your site in the right-of-way? Check city guidelines. Minimum distances from curbs, driveways, and signage may apply to reduce the risk of damage.



TIPS FOR SUCCESS!

- 1. Take the time to research the right tree for the right place, or consult a local tree expert for guidance!
- 2. Plan for your tree's mature size.
- 3. Water and mulch the tree property in the first 3 years to ensure your tree establishes well!

Planting the right tree in the right place today ensures your tree will thrive for many years to come!





- SECTION THREE THE FORESTRY PROGRAM





THE FORESTRY PROGRAM

As part of the development of the Urban Forest Master Plan, Davey Resource Group assessed the Forestry Division's program, operations, activities, and capacity. Where possible, the City's forestry program was compared to available data from other cities and urban forestry industry standards to produce recommendations for program improvements.

The following information sources were reviewed:

- Staff interviews
- · Staff-provided data
- · Forestry revenue and expenditures
- · Norman Tree City USA annual reports
- · Public tree inventory, 2024
- · City and regional planning documents
- City of Norman Tree Ordinance 16-901 916; 20-3301 3304.
- · Hauer and Peterson 2016

FORESTRY OPERATIONS

The Forestry Division is housed within the Parks and Recreation Department and plays a central role in managing the City's trees within managed areas of parklands and municipal properties. Forestry regularly coordinates with other key departments and divisions, including Public Works, Utilities, and Planning and Community Development, to support a cohesive approach to tree care, infrastructure planning, and land development.

STAFFING

The Parks and Recreation Department employs nine staff who conduct tree-related activities (table 7). Of these, only the City Forester works full-time in the Forestry Division. The Park Maintenance crew devotes part of their time to tree work, with the remainder of their time supporting mowing, trash clean up, and other maintenance related tasks in Norman parks. Accounting for the portion of staff time that is spent on tree care, these nine staff positions comprise 2.85 full-time equivalents (FTE) in forestry. This is lower than the average forestry FTE for 508 US cities that provided staffing information to a national study of urban forestry programs (7.2 FTE, figure 12). It is also lower than average for 87 cities who are of a similar size to Norman (11.8 FTE) and cities in the South region (8.2 FTE).

Table 7. City staff who work on forestry-related activities in Norman.

POSITION	NUMBER	FORESTRY FTE	CREDENTIALS
Park Maintenance Crew	3	1.5	
			ISA Certified Arborist
City Forester	1	1	ISA Certified Arborist Utility Specialist
			ISA Tree Risk Assessment Qualification
Park Development Manager	1	0.15	
Park Administrative Staff	2	0.1	
Code Compliance Inspector	2	0.1	
Total	9	2.85	

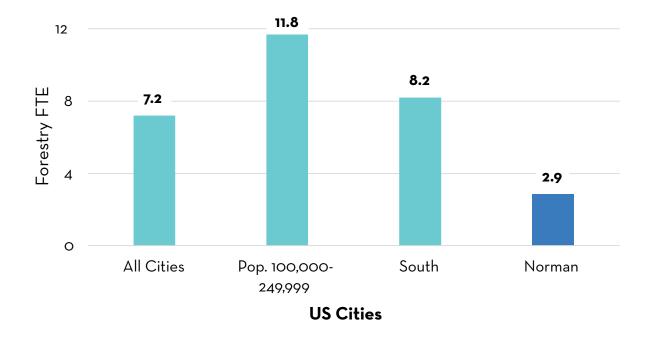


Figure 12. Forestry-related full-time equivalent (FTE) staff positions among 508 US cities that participated in a national municipal tree care census and in Norman.



ADDITIONAL FORESTRY CAPACITY

The addition of 4 forestry FTE would bring Norman closer to average US municipal forestry staffing levels and reduce reliance on contracted tree care, which is more expensive (table 8). This includes the addition of one 3-person tree crew to conduct pruning, planting, removal, and debris cleanup, and one park arborist to create and oversee the implementation of annual forestry work plans.

THE ADDITION OF 4 DEDICATED FORESTRY STAFF WOULD BRING NORMAN CLOSER TO AVERAGE US MUNICIPAL FORESTRY STAFFING LEVELS AND REDUCE RELIANCE ON CONTRACTED TREE CARE.

Training and certification allow tree crews to conduct maintenance according to urban forestry and safety standards, which reduces the risk for damage-related claims, high-cost priority maintenance, and injury incidents.

Additional Forestry capacity is supported by recommendations from the *Parks*, *Recreation and Culture Master Plan* including additional forestry staffing with relevant certifications, and increased resources for contracted services, as part of recommended increases in park maintenance expenditures (pp. 97-98).

Estimated tree activity costs with additional in-house capacity can be found in Appendix C.

Table 8. Recommended additions to forestry-related capacity in Norman.

POSITION	NUMBER	FORESTRY FTE	RECOMMENDED CREDENTIALS
Park Arborist	1	1	ISA Certified Arborist ISA Tree Risk Assessment Qualification
Tree Maintenance Worker I	2	2	ISA Certified Arborist
Tree Maintenance Worker II	1	1	ISA Certified Arborist ISA Certified Tree Climber Heavy Equipment Operator

EQUIPMENT

The Forestry Division shares equipment with the Park Maintenance Division and has adequate equipment to conduct tree trimming, planting, and removal, even with the addition of a dedicated tree crew (table 9). The addition of a grapple truck would assist City staff with the removal of large woody debris that results from utility line maintenance and storms. Currently, this type of debris handling is contracted out to companies that have a grapple truck.

Low staffing within the Forestry Division limits in-house capacity for tree work. The City relies on supplemental contracted labor to handle a significant portion of Norman's routine tree pruning and removals, at a cost that is 50%–300% higher than the in-house rate (Vogt, Hauer, and Fischer 2015).

Table 9. Forestry-related equipment within the Parks and Recreation Department, 2025.

EQUIPMENT	QUANTITY
Chipper (large)	1
Chipper (medium)	1
Stump Grinder	1
Chainsaw	19
Pole Saw	4
Bucket Truck	2
Mini Lift	1
Mulcher (attachment)	1
Tree Auger (attachment)	1
Skid steer	1
Grapple truck	0

^{*}Recommended new acquisition



TREE ACTIVITIES

From 2021-2024, the Forestry Division planted 687 trees, pruned 610 trees, removed 85 trees, and gave away 900 trees for planting on private property (figure 13).

Norman's public tree pruning program is still largely reactive, responding to tree-related issues and emergencies as they arise. Urban forestry industry standards recommend proactively pruning trees, as needed, on a 5-10-year schedule. Regular maintenance reduces the incidence of high-priority, high-cost pruning and removal and emergency response by up to 50% (AECOM 2013) and extends the lifespan of trees. Over the past 4 years, the Forestry Division has pruned an average of 153 trees annually. To achieve a 10-year pruning cycle, Norman Parks and Recreation would need to conduct routine maintenance on approximately 418 trees each year.

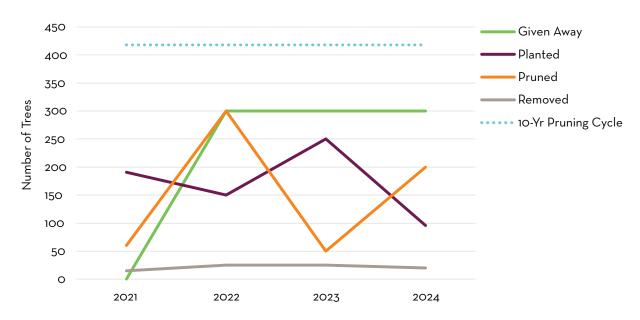


Figure 13. Annual tree activities conducted by Parks and Recreation, 2021–2024, compared to a recommended 10-year pruning cycle (blue dotted line).

Forestry inspects all public trees in its inventory each year. Staff use TreeKeeper® resource management software to read and update inventory information in the field.

The Community Wildfire Protection Plan and the City of Norman Emergency Operations Plan call for expanded roles and responsibilities of the Forestry Division for fuel load management and emergency tree pruning and removal.

BUDGET

In 2024, the Parks and Recreation Department spent \$449,947 on forestry-related activities and management (figure 14). As a proportion of the City of Norman's entire municipal budget, Norman spends much less than average for US cities who have shared data about municipal forestry spending—0.16% of Norman's city budget in 2024 compared to approximately 0.5% of average municipal budgets for 463 US cities (figure 15).

Of Norman's 2024 municipal budget, dedicating \$1.4 million to Forestry would bring the City in line with average municipal forestry spending among US cities. The *Parks, Recreation, and Culture Master Plan* outlines potential funding sources including the Norman Forward sales tax and developer impact fees. Additional possible funding sources that are specific to urban forestry include penalties for public tree damage or removal, mitigation fees for development, and grants.

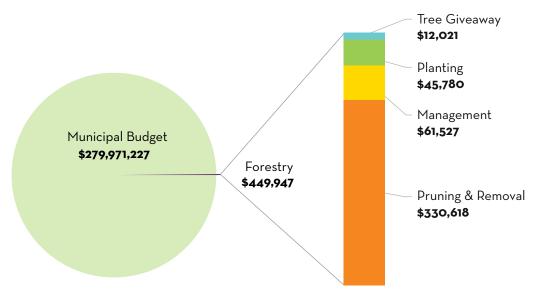


Figure 14. Parks and Recreation Department expenditures on forestry-related activities and management, 2024.

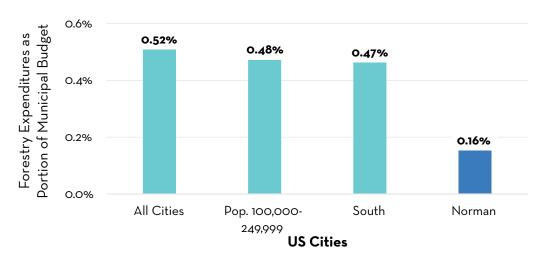


Figure 15. Percentage of forestry-related expenditures among 463 US cities that provided data to a national municipal tree care census and Norman.

PUBLIC SERVICE REQUESTS

From 2022-2024, the Norman Action Center reported 389 forestry-related calls, of which 39% were related to woody debris (figure 16). Managing woody debris that arises from storms, utility line clearance, and other causes is currently the responsibility of private property owners. Forestry staff help to maintain street clearance—for instance, by removing trees and broken limbs that have fallen into the street—and aid Norman residents with woody debris removal in emergencies. In the event of widespread, severe storms, Norman's disaster response plan includes hiring contractors to remove large woody debris from front yards. Increased Forestry Division staffing and equipment would result in better customer service for the residents of Norman.

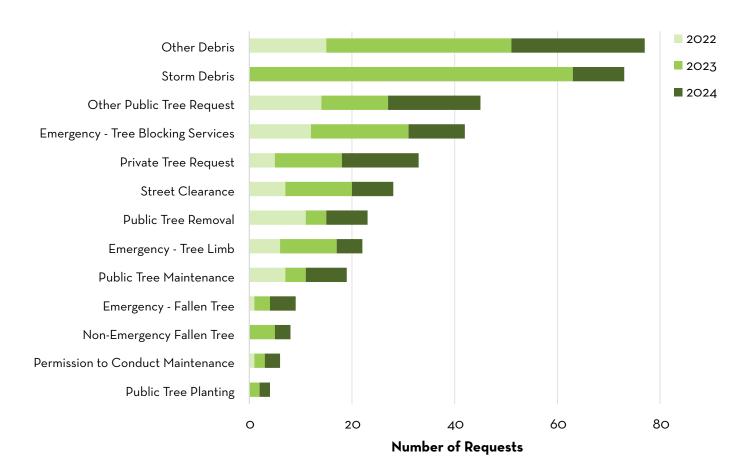


Figure 16. Forestry-related calls to the Norman Action Center by type, 2022-2024.



TREE CARE RESPONSIBILITY

In Norman, city code assigns responsibility for tree maintenance and debris clean-up along streets, within utility easements, and elsewhere on private property to property owners. An exception is within Commercial Tree Zones and Historic Tree Zones, where Forestry is involved in the care of trees along streets (see box, "Who Cares for Trees Along Streets in Norman?").

As public employees, Forestry staff are not permitted to perform tree work on private property. However, through calls to the Action Center and the Forestry Division, Forestry staff can provide consultation to residents about courses of action for tree concerns on private property. A majority (60%) of respondents in a community survey of trees answered that they would first contact the City of Norman if they had a problem with a street tree (figure 17). This shows that the Forestry Division acts as a trusted resource in the community for information about tree care.

NORMAN CITY
CODE ASSIGNS
RESPONSIBILITY
FOR TREE
MAINTENANCE AND
DEBRIS CLEAN-UP
ALONG STREETS,
WITHIN UTILITY
EASEMENTS, AND
ELSEWHERE ON
PRIVATE PROPERTY
TO PROPERTY
OWNERS.

"If I had a problem with a street tree, I would first contact ___."

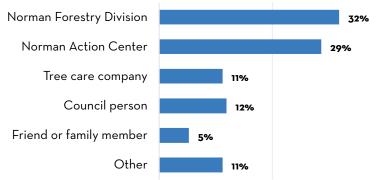


Figure 17. Community survey responses about trusted tree care resources, 2025 (286 responses).



WHO CARES FOR TREES ALONG STREETS IN NORMAN?

A QUICK GUIDE FOR PROPERTY OWNERS

Trees planted in the street right-of-way—typically a grassy area between the sidewalk and the curb—are located within public easements on private property. In Norman, the adjacent property owner is responsible for the care and maintenance of these trees, as outlined in the Code of the City of Norman, Oklahoma, Section 16-108.

PROPERTY OWNER RESPONSIBILITIES:

- Watering to support tree establishment and health. Permit not required.
- Monitoring tree health to assess the evidence of pests, disease, hazards, or decline. Consult the Forestry Division if a tree appears to be hazardous.
- **Pruning** to maintain safe clearance over sidewalks (7 feet) and streets (14 feet), or **planting or removing a street tree**. Permission from Norman's City Forester is required before altering, planting or removing any street tree.

WHAT THE CITY DOES NOT DO:

- The City does not prune, water, or routinely maintain street trees.
- The City **does not** remove street trees unless they interfere with public infrastructure or present a threat to public safety.

Instead, the City of Norman's Forestry Division inspects, prunes, waters, and maintains trees in Norman's parklands and city-managed lands—over 1,200 acres of land! Working together, residents and public servants can keep Norman's tree-lined streets safe, beautiful, and thriving.

For more information and tree care resources, please visit the Forestry Division website.



PROGRAM EVALUATION: INDICATORS OF A SUSTAINABLE URBAN FOREST

The Indicators of a Sustainable Urban Forest is an assessment tool that is grounded in peer-reviewed research and widely used to evaluate urban forestry programs (Kenney and colleagues 2011). It provides a comprehensive framework for evaluating the strengths and gaps within Norman's forestry program and opportunities to align the program with urban forestry best practices.

An adaptation of the *Indicators* was created for Norman; it includes 30 indicators that were organized into three categories: Trees, People, and Management Approach. The tool provides evaluation criteria for scoring each indicator on a five-point scale ranging from Low to High. Major findings across indicators for each of the three categories are provided here; a detailed description of the tool and Norman's scoring is provided in Appendix B.

THE TREES: LOW-MODERATE

The Forestry Division has a current, GIS-based public tree inventory of parks and public facilities to help identify management strategies and priorities. There are opportunities to increase data collection to better understand the state of the urban forest across Norman. A public tree planting plan can help to manage resources, plant trees where they can address multiple community priorities, and support continuity in tree canopy as public trees mature, decline, and die.



THE PEOPLE: LOW-MODERATE

Across stakeholder groups in Norman, there are opportunities to utilize the goals, priorities, and recommendations from this Urban Forest Master Plan to collaboratively grow tree canopy in Norman. Within City government, formal avenues of communication including regular touchpoints and a work order system can help the staff track projects and communicate across departments.

Building relationships with nonprofit environmental and community groups can help to create coordinated education and awareness-building initiatives. Tree inventories and management plans can guide large landowners in urban forest management on private land. Regular contact between Forestry and utility company vegetation management coordinators can be used to obtain updates about maintenance schedules, promote right-tree-right-place principles, and identify potential funding opportunities for outreach and education. Forestry maintains an active relationship with Oklahoma Forestry Services, which can serve as a valuable partner to supplement local capacity in key areas such as technical expertise, training, and largescale forest management.

THE MANAGEMENT APPROACH: LOW-MODERATE

Additional Forestry capacity and recommendations from this Urban Forest Master Plan can help the City achieve the goal of proactive public tree management, which was first outlined in the Community Forest Management Plan (2006). Data from the public tree inventory can be used to update the Community Forest Management Plan to guide management decisions over the next 3-5 years. Recommended resources for tree species selection can help developers and residents choose pest- and climate-resilient tree species that will contribute to a healthy ecosystem in Norman. Annual reports about Forestry activities, accomplishments, and Action Center requests can promote awareness and transparency about Forestry activities. Finally, an interdisciplinary committee can help to oversee implementation of the Urban Forest Master Plan.





SUMMARY, THE FORESTRY PROGRAM

- The Parks and Recreation Department has 2.85 full-time equivalent staff positions dedicated to forestry activities.
 The addition of 4 full-time equivalent staff positions would bring the Forestry Division in line with the national average for forestry capacity and would help Forestry proactively manage public trees.
- The addition of a grapple truck would assist City staff with the removal of large woody debris that results from utility line maintenance and storms.
- The Forestry Division conducts primarily reactive maintenance of public trees. Over the past 4 years, Forestry has pruned an average of 153 trees each year and typically inspects all trees in its inventory each year. To establish a 10-year pruning cycle, approximately 418 trees would need to be inspected and pruned, as needed, each year.
- The Forestry Division conducts an annual tree giveaway, which distributed 900 trees to Norman community members from 2021–2024 for planting on private property.
- In 2024, the Parks and Recreation Department spent \$449,947 on forestry-related activities and management, or 0.16% of Norman's city budget. Dedicating \$1.4 million to Forestry would bring the City in line with average municipal forestry spending among US cities.
- Approximately 40% of Action Center calls between 2022-2024 were related to woody debris. Property owners
 are responsible for managing and removing woody debris on rights-of-ways and easements per city code. The
 Forestry Division aids with woody debris removal after storms and to maintain street clearance.
- City code assigns responsibility for tree maintenance along streets, utility easements, and private property to property owners.
- Using a peer-reviewed urban forestry program assessment tool, the current performance level, gaps, and opportunities were identified for 30 indicators of a sustainable urban forest that can guide Norman as it grows its Forestry Division.

• SECTION FOUR COMMUNITY PRIORITIES & PUBLIC ENGAGEMENT





COMMUNITY PRIORITIES & PUBLIC ENGAGEMENT

The process to develop the Urban Forest Master Plan incorporated feedback from more than 350 residents and stakeholders in Norman to understand the issues, opportunities, and challenges they see for trees and the urban forest in Norman. This feedback informed the development and recommendations of the Urban Forest Master Plan.

ENGAGEMENT ACTIVITIES

- Steering Committee (4 meetings): December 2024–June 2025, 5 members
- Focus Groups (6): April-May 2025, 24 participants
- · Community Survey (1): March-May 2025, 296 participants
- · Community Meetings (2): March and June 2025, 27 participants

PARTICIPATING STAKEHOLDERS

- · Norman City Departments and Divisions:
 - Forestry
 - · Parks and Recreation
 - · City Manager's Office
 - Planning
 - · Public Works
 - Utilities
- Planning Commission
- · Environmental Control Advisory Board
- Norman Chamber of Commerce
- · Oklahoma Electric Cooperative

- · OGE Energy Corp.
- Cleveland County Conservation District
- Central Oklahoma Master Conservancy District
- · Norman Rotary Club
- Ideal Homes
- Home Creations
- · Sierra Club
- · Kiowa Tribe
- Master Gardeners
- Norman residents

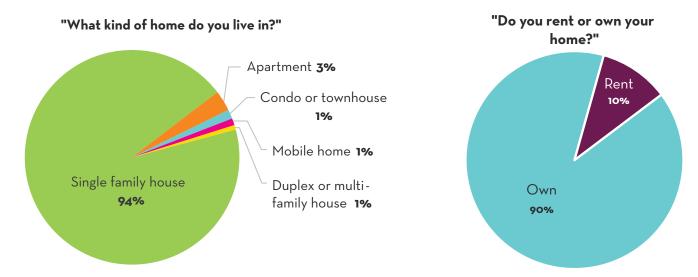
ENGAGEMENT FINDINGS: WHAT WE HEARD

COMMUNITY SURVEY

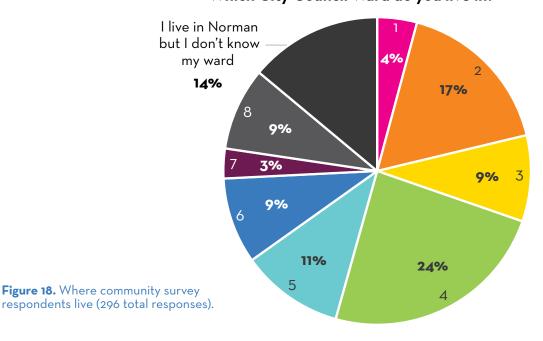
A community survey collected responses over 10 weeks from early March through mid-May 2025. The survey was advertised via City communication outlets and via utility bill inserts.

WHO RESPONDED

Of 296 participants who completed the Norman Urban Forest Master Plan community survey, most respondents are single-family homeowners (figure 18). Respondents represent all eight city council wards. Survey responses are consistent with the proportion of Norman residents who own trees on private property but underrepresent residents who do not own trees but are affected by trees in the community.



"Which City Council Ward do you live in?"



PRIORITIES AND CONCERNS ABOUT TREES

84%

of respondents feel there are too few trees in Norman parks 79%

of respondents feel it is very or extremely important to have more trees in their neighborhood

When asked to describe the general state of trees in Norman, the most common themes included wanting more trees (16%), positive descriptions of trees (13%), and noting that trees are maturing and declining (12%). The most frequent concerns about trees in Norman are risk of storm damage (44%) and conflict with infrastructure including utilities, sidewalks, street signs, and storm drains (46% total, figure 19; refer to figure 11 for tree benefits findings).

"Which of these possible downsides of trees most concern you? Trees ___."

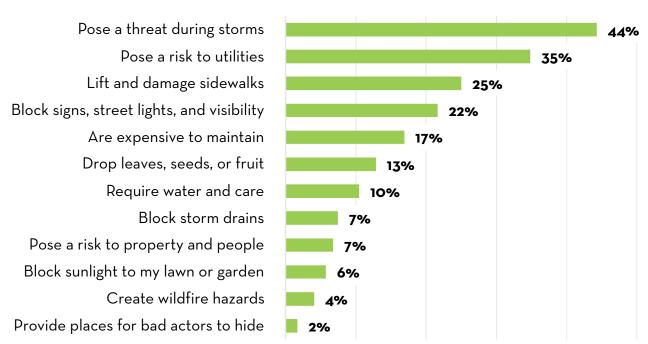


Figure 19. Concerns about trees among 296 community survey respondents. Respondents could select up to three answers.

DESIRED RESOURCES

While private property owners are responsible for the maintenance of trees within street rights-of-way, 55% of survey respondents felt that the City of Norman should be responsible for caring for trees along streets. Only 19% of respondents agreed that maintenance should be the responsibility of property owners.

When asked about possible forestry programs or services they would use, two-thirds of respondents wanted resources for planting on private property, while one-third of respondents were looking for opportunities to volunteer (figure 20).

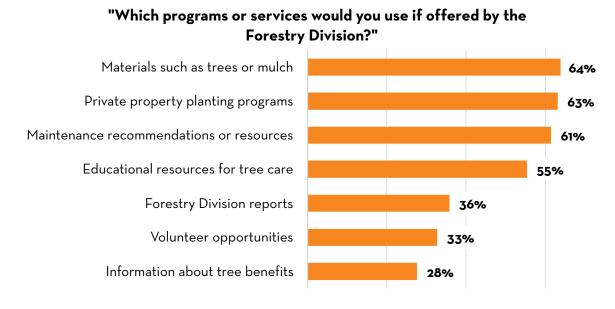


Figure 20. Community survey responses about desired City programs and services (292 responses). Respondents could select multiple options.



STAKEHOLDER THEMES AND PRIORITIES

Six focus groups and two community meetings collected deeper feedback to inform the development of the Urban Forest Master Plan. Focus group participants were invited from among groups that currently have tree-related responsibilities as well as groups who interact with constituents who care for trees. Community meetings were advertised via City communications channels and open to the general public.

The following themes were identified as priorities important to stakeholders:

- Community engagement: More guidance and resources about proper tree care, especially on topics such as species selection and placement. Proactive, two-way community engagement that extends beyond issue-based interactions.
- Interdepartmental coordination: Clear roles and shared protocols among City departments for improved efficiency, particularly during storms and infrastructure projects.
- **Tree equity:** Ensure that all residents benefit from the urban forest regardless of geography or income.
- Long-term urban forest planning: Plan to maintain continuity in tree canopy as trees die or are removed.
- Right tree in the right place: Create resources to assist residents and homeowners with choosing tree species based on desired aesthetic attributes that will be long-lived, avoid costly maintenance, benefit native ecosystems and wildlife, and be suited to Norman's climate.

- Clarify private property rights and responsibilities: Provide plain-language guides about City tree code and policies and consistently enforce tree regulations.
- Trees as infrastructure: Recognize trees as essential green infrastructure for stormwater management, flooding, and water quality.
- Trees and development: Early integration of tree planning in development, species selection resources, and a menu of options that will allow developers to balance environmental sustainability and affordable housing.
- Utility line maintenance: Residents are concerned about the quantity of tree pruning and removal, as well as debris handling and notification practices.





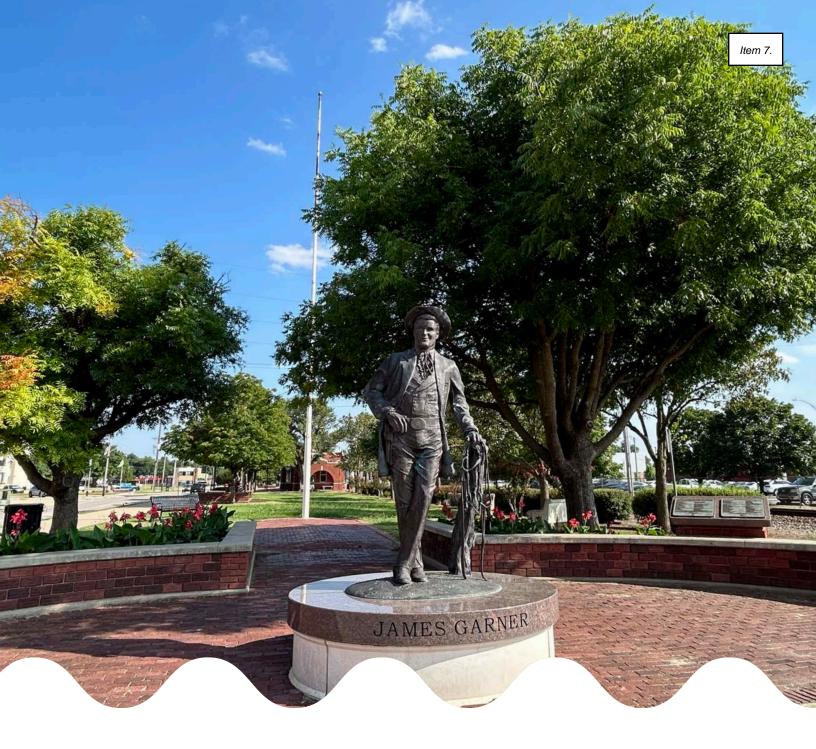


SUMMARY, COMMUNITY PRIORITIES AND PUBLIC ENGAGEMENT

- · More than 350 community members contributed feedback that shaped the creation of the Urban Forest Master Plan.
- A community survey found that most respondents felt it was important to have more trees in neighborhoods and parks. Top concerns about trees related to storm damage and conflicts with infrastructure.
- Stakeholder feedback gathered during six focus groups and two community meetings revealed that segments of
 the community are strongly pro-tree, viewing trees as assets. Within this group, residents often strongly advocate
 for the protection of trees from removal during development and utility maintenance.
- A number of themes were identified relating to community engagement, desired resources, and City government operations that informed recommendations of the Urban Forest Master Plan.

SECTION FIVE RECOMMENDATIONS & IMPLEMENTATION STRATEGY





RECOMMENDATIONS & IMPLEMENTATION STRATEGY

RECOMMENDATION 1: GROW THE FORESTRY DIVISION

To date, the Forestry Division has demonstrated a high degree of effectiveness with a small staff. Forestry will require additional capacity to maintain trees across the City's large park system and to take on additional responsibilities including new street tree districts and AIM Norman goals. Moving capacity from contracted companies to in-house staff can provide long-term cost savings. These savings can be reinvested into expanding the portion of the City's tree canopy that is under active management.

ACTIONS

- Establish a dedicated Forestry crew that includes 1 Park Arborist and 3 Tree Maintenance Crew positions.
- Provide training and credentials for Forestry staff, including ISA Certified Arborist and advanced credentials (ISA Tree Climber, TRAQ) and wildfire protection training.
- Acquire a grapple truck to more safely and effectively handle heavy woody debris during tree removal and storm cleanup.
- Create an urban forestry standard operations procedures manual with policies and practices that are based on best management practices and urban forestry standards; provide for regular updates.
- Examine opportunities for dedicated funding, earned income, and financial support for Forestry operations as detailed in the *Parks*, *Recreation & Culture Master Plan*:
 - · Dedicated funding: Create a dedicated Forestry Division budget within the municipal budget.
 - Earned income: Establish a Tree Fund to collect proceeds, penalties, and donations.
 - Financial support: Pursue local, state, federal, and nonprofit grant opportunities.
- Publish annual reports on the City website that include Forestry accomplishments and activities.

METRICS

- · Forestry FTEs and credentials
- Forestry revenue and expenditures
 - Emergency pruning and removal expenditures
- · Volume of woody debris managed
- · Number of annual reports

SUCCESS INDICATORS

- The Forestry Division has the capacity and resources to proactively care for public trees.
- City council and the general public are well informed about Forestry activities.

RECOMMENDATION 2: PRIORITIZE MAINTENANCE OF PUBLIC TREES

Efficient and effective management decision making relies on clear goals and accurate, up-to-date information. Proactive management of the urban forest—including regular inspection and maintenance—is a cost-saving measure that reduces risk and promotes long-term tree survival. Regular collection of tree canopy and inventory data can help the Forestry Division increase the portion of public trees that are under proactive management.

ACTIONS

- Update the public tree inventory on a 5-year cycle. Expand the inventory to include City-maintained street trees within Commercial Tree Zones and Historic Tree Districts. Note utility conflicts and site characteristics to aid with species selection.
- Conduct a sample inventory of forested natural areas to assess tree benefits, vulnerabilities, and management needs.
- Implement a routine pruning program for a portion of public trees, as capacity and resources allow, with the goal
 of establishing a 5-10 year proactive maintenance cycle for public trees. Expand the area that is under proactive
 maintenance over time.
 - In the near term, prioritize proactive maintenance within high-traffic and/or high-risk areas.
- Establish regular maintenance for newly planted trees, including watering, mulching, and staking, for 2–3 years to ensure establishment.
- Conduct young tree training (pruning) for trees <6 inches diameter at standard height (DSH) on a 3-year cycle to establish strong growth forms and reduce more costly maintenance as trees mature.
- Utilize contracted tree care companies for high- and moderate-priority tree removal and high-priority pruning of public trees.
- Update the 2006 community forest management plan using inventory data and findings from the Urban Forest Master Plan.

METRICS

- Public tree population attributes: number, diversity, size distribution, condition, defects, planting sites.
- Number of trees inspected and maintained annually.
- · Number of trees removed annually.

SUCCESS INDICATORS

- All public trees are regularly inspected and maintained.
- Young trees establish and succeed into larger size classes.
- · Average tree lifespan increases.
- Emergency tree and branch failures decrease.

RECOMMENDATION 3: PROTECT THE URBAN FOREST

Long-term threats to the urban forest in Norman include pests, disease, extreme weather, and wildfire. Improved species diversity, shifting the composition of trees toward more resilient species, and actively managing wildlands are ways to reduce risk of tree loss and protect tree benefits for the community.

ACTIONS

- Conduct a citywide urban tree canopy assessment to quantify existing canopy, evaluate areas of canopy gain and loss, and estimate ecosystem services.
- Develop a list of mostly native, pest- and climate-resilient tree species (or endorse and promote existing species selection resources) for public plantings, tree giveaways, and new development. Update the list regularly to build citywide species diversity.
- For public tree removals, document tree characteristics and reasons for removal; identify trends over time to inform the approved species list.
- Create a strategy to monitor and manage invasive species and pests, including Asian longhorned beetle, spotted lanternfly, Dutch elm disease, Chinese privet, and emerald ash borer.
- Partner with nonprofit organizations and volunteer groups to support invasive species removal and native species restoration in forested areas of wildland parks.
- Implement vegetation management, fuels reduction, and defensible space creation within forested areas of Cityowned parks and green spaces, as detailed in the Community Wildfire Protection Plan.

METRICS

- Tree canopy cover and change
- Number of trees treated and removed annually
- Frequency of tree species list updates
- Pest and disease incidence
- · Volume of fuels and invasive plants removed

SUCCESS INDICATORS

- The Forestry Division is a trusted resource for information about tree species selection and pest/disease management.
- · Forest health within wildland parks increases.
- Wildfire damage within Norman parks is minimized.

RECOMMENDATION 4: PLAN FOR SUSTAINABLE GROWTH

Norman is experiencing a decades-long period of rapid population growth and development that is having mixed effects on its tree canopy. Trees are being removed and planted within new development while trees are aging out within Core Norman. Better understanding how, where, and why tree canopy is changing can help the City develop effective policies that balance multiple priorities. Trees can be a key part of a sustainable growth strategy for Norman that builds affordability, attractiveness, and quality of life for all residents.

ACTIONS

- · Study urban tree canopy change by land use to understand how development is impacting tree canopy in Norman.
- Conduct a priority planting analysis to identify areas for planting and preservation where trees can address multiple City priorities, including stormwater management, urban heat island reduction, and social equity.
- Create a long-term planting plan for parks that aligns with the 15-year park update cycle. Replace trees that have been removed, strategically grow canopy, and increase the abundance of native, pest- and climate-resilient species within parks.
- Coordinate with City departments to increase tree canopy along trails, bike lanes, and capital street improvements to promote multi-modal transportation and build connectivity to parks.
- Support implementation of the AIM Norman Stormwater Master Plan Update recommendations that align with urban forestry, such as incentive credits for the preservation of at least 60% beneficial tree cover for development projects in riparian areas within water quality protection zones.
- Expand Norman's NeighborWoods Program to support equitable distribution of trees in rights-of-way and neighborhoods with low canopy cover.
- Conduct a feasibility study and gauge public interest in creating policy mechanisms to increase tree canopy cover on private property and the increase the City's involvement in street tree management.
- Explore a credit system for affordable housing projects that allows developers to choose from a menu of sustainable options, including tree planting, tree preservation, green infrastructure, and recycled materials.
- Support implementation of the Community Wildfire Protection Plan recommendation to reduce fuels and maintain defensible space around newly constructed neighborhoods.

METRICS

- Number of trees planted annually by the Forestry Division
- Number of trees that are planted, protected, and preserved in construction and development projects
- Tree Equity Score
- Tree canopy cover

SUCCESS INDICATORS

- · Public tree diversity increases.
- Tree losses are minimized during development and construction projects.
- Tree canopy cover grows and becomes more evenly distributed across Norman public and private property.

RECOMMENDATION 5: PROMOTE THE "RIGHT TREE IN THE RIGHT PLACE"

Private property owners in Norman are responsible for tree maintenance in street and utility rights-of-way—however, many residents are not aware of that. During Urban Forest Master Plan public engagement activities, many stakeholders asked for resources that clarify their responsibilities and provide tips about planting and tree care. Properly matching tree species to planting sites—commonly called "right tree in the right place (at the right time)" in urban forestry—is a long-term strategy to reduce utility, street, and sign conflicts as well as reduce the cost of tree maintenance and removal.

ACTIONS

- Develop tip sheets to increase public awareness about key urban forestry messages, Norman tree regulations, and educational resources, translated into multiple languages.
- Leverage City communication channels to conduct outreach campaigns about private tree stewardship and key urban forestry messages such as "the right tree in the right place".
- Connect developers, builders, and the public with tree species lists, species selection resources, policy summaries, and planting specifications to promote tree species diversity, site compatibility, and long-term tree survival.
- Increase public awareness of Historic Tree Districts through signage, storytelling campaigns, or walking tours that
 connect trees to Norman's cultural identity.
- Work with tree giveaway recipients to match tree species to planting site characteristics. Screen for planting sites that are in a street right-of-way or utility easement.
- Pilot a volunteer program that trains residents to serve as neighborhood liaisons, helping to distribute educational materials, answer common questions, and support tree maintenance in their communities.

METRICS

- Number of residents engaged
- · Action Center requests
- · Number and size of Historic Tree Districts

SUCCESS INDICATORS

- Residents demonstrate a good understanding of available resources for tree species selection and which site factors affect tree suitability.
- Historic Tree Districts become a popular tool for additional tree protection and preservation within street rights-of-way.
- Tree survival and establishment on private property increases.

RECOMMENDATION 6: PARTNER ON PLAN IMPLEMENTATION

Norman is in a period of rapid city growth, which will require expansion and adaptation of City operations. Processes to coordinate forestry goals and efforts across multiple departments, led by experts in the Forestry Division, can create new channels for relationship-building, communication, and tracking. This will help City staff implement tree care according to urban forestry best practices and build local capacity to increase awareness about trees.

ACTIONS

- · Create an interdepartmental work order system to track urban forestry activities and communicate across departments.
- · Provide arboriculture training to staff in other City departments that perform tree trimming.
- Amend the City of Norman Emergency Operations Plan to include procedures for emergency pruning, removal, and debris management.
- Work across City departments to develop an approved tree and shrub species list and planting protocol for sites with overhead or underground utilities in street rights-of-way.
- Establish a committee composed of city staff, residents, partner organizations, and subject matter experts to guide Urban Forest Master Plan implementation and monitor progress.
- Establish regular contact with utility companies to receive updates about vegetation management schedules,
 distribute utility-developed educational materials, and identify potential funding opportunities for aligned education
 and outreach campaigns.
- · Encourage large institutions and businesses to create campus tree management plans.
- Partner with nonprofits, neighborhood associations, community groups, and academic institutions to co-host volunteer planting days, tree care events, and educational workshops.
- Cultivate partnerships with green industry leaders to coordinate urban forestry messaging, provide arboriculture training, and grow nursery stock that aligns with City tree species lists.
- Participate in regional urban forestry networks that share information among municipal forestry programs and develop strategies for shared problems.
- Create an FAQ on the Forestry web page to answer common community questions, link to educational resources, and promote the Urban Forest Master Plan.

METRICS

- · Work orders: number, type, and days to close
- Number of Forestry partners
- Number of campus tree management plans
- Number of trees pruned annually

SUCCESS INDICATORS

- City of Norman departments coordinate on urban forestry and support implementation of Urban Forest Master Plan.
- Large landowners within Norman plant, preserve, and proactively manage trees on their campuses.
- Local nonprofit institutions support Forestry messages and goals in their community engagement.



SECTION SIXCONCLUSION





CONCLUSION

Norman's Forestry Division has demonstrated effectiveness in the care of nearly 6,000 trees across 1,200 acres of parklands and public facilities. Adding capacity within Forestry can allow in-house crews to proactively manage the City's public trees, which has been shown to produce long-term cost savings, reduce risks, and extend tree lifespans.

Increasing species diversity, planting resilient trees, and actively managing wildlands can build resilience of the urban forest and protect the benefits that trees provide. Additional information about the urban forest, gained through a tree canopy study and ongoing tree inventory updates, can enable data-informed decision-making about policy and management strategies.

Supporting tree care on private property will be increasingly important as Norman grows. Many property owners are unaware of their responsibilities for maintaining trees in street and utility rights-of-way. Equipping residents, businesses, and institutions with clear guidance about proper tree care and species selection will allow them to better steward private tree canopy and reduce their maintenance burden.

Trees can be a central component of a citywide growth strategy that balances affordability, resilience, and quality of life. Adding capacity and resources to the Forestry Division will allow it to cost-efficiently care for public trees and serve as a trusted community resource. Partnering with the community will create a healthy, resilient, and sustainable tree canopy that serves as a lasting amenity for the Norman community.





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• • APPENDICES





APPENDICES

A. OKLAHOMA PROVEN RECOMMENDED TREE SPECIES

Oklahoma Proven recommended tree species, separated by height at maturity.

SMALL TREES (<25 FT)

BOTANICAL NAME	COMMON NAME
Acer buergerianum	Trident maple
Asimina triloba	Pawpaw
Cercis canadensis var. texensis 'Oklahoma'	Oklahoma redbud
Chilopsis linearis	Desert-willow
Chionanthus	Fringetree
Frangula caroliniana	Indian cherry
Magnolia grandiflora 'Southern Charm'	Teddybear® southern magnolia
Magnolia stellata	Star magnolia
Magnolia x 'Elizabeth' Magnolia x 'Butterflies'	Deciduous hybrid magnolia cultivars
Magnolia x soulangiana	Saucer magnolia
Malus 'Prairifire'	Crabapple
Ziziphus jujuba	Chinese date

MEDIUM TREES (25-50 FT)

BOTANICAL NAME	COMMON NAME
Acer campestre	Hedge maple
Acer saccharum 'Caddo'	Caddo sugar maple
Acer truncatum	Shantung maple
Carpinus	Hornbeam species
Cercis species and cultivars	Redbud
Parrotia persica	Persian parrotia
Pinus flexilis 'Vanderwolf's Pyramid'	Limber pine cultivar
Pinus heldreichii	Bosnian pine
Pistacia chinensis	Chinese pistache
Quercus fusiformis	Escarpment live oak
Quercus muehlenbergii	Chinkapin oak

LARGE TREES (>50 FT)

botanical name	COMMON NAME
Ginkgo biloba	Ginkgo
Gymnocladus dioica	Kentucky coffeetree
Nyssa sylvatica	Black gum
Quercus macrocarpa	Bur oak
Quercus shumardii	Shumard oak
Taxodium distichum	Bald cypress
Tilia tomentosa	Silver linden
Ulmus americana 'Valley Forge', 'New Harmony', 'Princeton'	American elm cultivars
Ulmus crassifolia	Cedar elm
Zelkova serrata	Japanese zelkova



B. INDICATORS OF A SUSTAINABLE URBAN FOREST PERFORMANCE LEVEL RATINGS

An adaptation of the *Indicators of a Sustainable Urban Forest* peer-reviewed assessment tool was created to evaluate Norman's forestry program. Thirty indicators were organized into three categories: Trees, People, and Management Approach. The tool provides evaluation criteria to support scoring on each indicator on a five-point scale ranging from Low to High.

In this condensed version of the tool, the overall objective or industry standard is summarized with notes about Norman's current performance and opportunities for performance level improvement.

THE TREES

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Urban Tree Canopy Moderate	Achieve the desired tree canopy cover according to goals set for the entire city and neighborhoods. Alternatively, achieve 75% of the total canopy possible for the entire city and in each neighborhood.	The Oklahoma City Metropolitan Area Tree Canopy Assessment (2019), which included only 22% of the city of Norman's land area, found that tree canopy cover was 18% as of 2016. The 2018 Review and Update of Mayors' Climate Agreement Recommendations states that tree canopy declined from 35% to 17% and set a canopy goal of 35% (Rec. Action 11).	The UFMP will provide detail about the level of tree planting and preservation that will be needed to achieve 35% tree cover. Use this as a tool to advocate for more resources to achieve the goal.
Equitable Distribution of Canopy Low	Achieve low variation between tree canopy and equity factors citywide by neighborhood. Ensure that the benefits of tree canopy are available to all, especially for those most affected by these benefits.	Using data from the <i>Tree Equity Score</i> by American Forests, 66% of block groups (65 of 99) have a moderate to highest tree equity score. In the Block groups with 43%-68% people of color, canopy cover is 5.2 percentage points lower than city average (14.3% vs 19.5%). Tree planting and public education and outreach are currently based on other factors than tree equity.	Utilize the Tree Equity Score to identify priority areas for tree planting and preservation.
Size and Age Distribution of Trees Low-Moderate	Establish a diverse-aged population of public trees across the entire city and for each neighborhood. Ideal standard: O-8" DBH: 40% 9-17" DBH: 30% 18-24" DBH: 20% Over 24" DBH: 10%	Age distribution across Norman's parks is trending towards the industry recommended age distribution. Age distribution of street trees has not been assessed.	Create a long-term planting plan for parks to replace lost trees and gradually plant additional trees. Evaluate the age distribution of Citymaintained ROW trees.

70

Over 24" DBH: 10%

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Condition of Public Trees Moderate	Possess a detailed understanding of tree condition and potential risk of all intensively managed, publicly owned trees. This information is used to direct maintenance actions.	Tree condition and risk were measured in the 2024 inventory of park and facility trees.	Utilize the 2024 park tree inventory to make management decisions. Evaluate risk and condition of City-maintained ROW trees.
Trees in Natural Areas Low	Possess a detailed understanding of the ecological structure and function of all publicly owned natural areas (such as woodlands, ravines, stream corridors, etc.), as well as usage patterns.	Trees in natural areas have not been evaluated.	Conduct a sample inventory of natural areas to understand population, benefits, and risks.
Trees on Private Property Low-Moderate	Possess a solid understanding of the extent, location and general condition of trees on private lands.	The 2019 Oklahoma metro area urban tree canopy assessment provides limited information about the location and extent of private property tree canopy for a portion of the city.	Conduct an urban tree canopy assessment of the entire city.
Tree Diversity Moderate	Establish a genetically diverse population of publicly owned trees across the entire city and for each neighborhood. Tree populations should be composed of no more than 30% of any family, 20% of any genus, or 10% of any species.	In the 2024 park and facilities tree inventory, eastern redcedar is the most common species (10% of total inventoried trees), and elm is the most common genus (19% of total inventoried trees). The diversity of street trees is unknown.	Expand species diversity of newly planted trees. As eastern redcedar and elm naturally decline, replace them with other pest- and climateresilient species.
Suitability Low-Moderate	Establish a tree population suited to the urban environment and adapted to the overall region. Suitable species are gauged by exposure to imminent threats, considering the "Right Tree for the Right Place" concept and invasive species.	In the 2024 park inventory, 32% of inventoried trees are susceptible to invasive pests such as Asian longhorned beetle. Site suitability data for public trees has not been collected.	Conduct an inventory of City-maintained street trees. Note utility conflicts and site suitability.



THE PEOPLE

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Neighborhood Action Low-Moderate	Residents understand, cooperate, and participate in urban forest management at the neighborhood level. Urban forestry is a neighborhood-scale issue.	There is interest and limited involvement by groups such as the Sierra Club, Master Gardeners, and the University of Oklahoma, but there are no unified goals or priorities.	Build relationships with external partners who can help promote messaging from the Urban Forest Master Plan.
Large Private/ Institutional Landholder Involvement Low-Moderate	Large, private, and institutional landholders embrace citywide goals and objectives through targeted resource management plans.	There may be management plans in place for large institutions such as the University of Oklahoma.	Promote the goals and objectives of the Urban Forest Master Plan to large institutions such as OU and encourage them to create campus management plans.
Green Industry Involvement Low	The green industry works together to advance citywide urban forest goals and objectives. The city and its partners capitalize on local green industry expertise and innovation.	There is little involvement from green industry leaders to advance urban forestry goals in Norman.	Cultivate partnerships with local green industry leaders to promote the goals of the UFMP.
City Department and Agency Cooperation Moderate	All city departments and agencies cooperate to advance citywide urban forestry goals and objectives.	City departments coordinate with Parks on landscape plans for construction projects and on ROW trees that conflict with utilities. There is good rapport among departments, but capacity is limited across the City.	Continue to partner with other City departments on urban forestry. As Forestry capacity grows, create a work order system to track projects and communicate across departments.
Funder Engagement Low	Local funders are engaged and invested in urban forestry initiatives. Funding is adequate to implement citywide urban forest management plan.	There are limited fundings sources for urban forestry in Oklahoma. State law allows for the use of sales and use taxes to supplement municipal budgets.	Continue to look for external funding opportunities to supplement the forestry budget. Look for opportunities to support popular aspects of the urban forestry program with sales/use tax funds.
Utility Engagement Low	All utility companies are aware of and vested in the urban forest and cooperate to advance citywide urban forest goals and objectives.	No planned coordination exists between the City and utility companies.	Establish regular contact with utility company vegetation management coordinators to share public updates about maintenance schedules, right-tree-right-place principles, and potential funding opportunities for outreach and education.

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES	
Developer Engagement Moderate	The development community is aware of and vested in the urban forest and cooperates to advance citywide urban forest goals and objectives.	Developers are aware of municipal goals and objectives for tree preservation and protection. Developers report that affordable housing and infill development are sometimes constrained by tree preservation requirements.	Create and maintain an updated species list that promotes citywide diversity and resilience. For affordable housing projects, consider creating a credit system that allows developers to choose from a menu of sustainable options. Balance tree benefits, remaining lifespan, and likely survival of preserved trees in review of landscape plans.	
Public Awareness Moderate	The general public understands the benefits of trees and advocates for the role and importance of the urban forest.	Despite the generally positive perception of trees, there are minimal education and awareness-building initiatives that are coordinated across the city, and minimal access to resources and capacity to support implementation and expand awareness of tree benefits.	Strengthen partnerships with local organizations who can help coordinate volunteer opportunities, tree giveaways, and tree education and outreach. Create an FAQ on the forestry web page.	
Regional Collaboration Low-Moderate	Neighboring communities and regional groups are actively cooperating and interacting to advance the region's stake in the city's urban forest.	Norman Forestry maintains a good relationship with Oklahoma Forestry.	Look for opportunities to increase communication and information sharing with other Oklahoma cities on topics including urban forestry funding, enforcement, and street tree maintenance.	

encourage stewardship of trees.

block outreach campaign to



THE MANAGEMENT APPROACH

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Tree Inventory Moderate-High	Comprehensive, GIS-based, current inventory of all intensively managed public trees to guide management, with mechanisms in place to keep data current and available for use. Data allows for analysis of age distribution, condition, risk, diversity, and suitability.	A GIS-based inventory of 5,937 park and facilities tree sites was conducted in 2024. Street trees have not been inventoried.	Add City-maintained ROW trees to the inventory (trees within Commercial Tree Zones and Historical Tree Districts). Update the inventory on a 5-year cycle.
Canopy Assessment Low	Accurate, high-resolution, and recent assessment of existing and potential city-wide tree canopy cover that is regularly updated and available for use across various departments, agencies, and/or disciplines.	Norman does not have a current tree canopy assessment.	Conduct a citywide urban tree canopy assessment.
Management Plan Low-Moderate	Existence and buy-in of a comprehensive urban forest management plan to achieve city-wide goals. Re-evaluation is conducted every 5 to 10 years.	The City of Norman Community Forest Management Plan was published in 2006.	Update the community forest management plan using inventory data and findings from the UFMP.
Risk Management Program Low	All publicly owned trees are managed for maximum public safety by way of maintaining a city-wide inventory, conducting proactive annual inspections, and eliminating hazards within a set timeframe based on risk level. Risk management program is outlined in the management plan.	The condition and maintenance priority of a portion of park trees was collected in the 2024 inventory. The condition of street trees is unknown. Management is primarily request-based or emergency response.	Collect information about tree condition and maintenance priority for City-maintained ROW trees.
Maintenance Program of Publicly-Owned Trees (trees managed intensively) Low	All intensively managed, publicly owned trees are well maintained for optimal health and condition in order to extend longevity and maximize benefits. A reasonable cyclical pruning program is in place, generally targeting 5-to-7-year cycles. The	There is no systematic tree pruning program in place. Norman currently has a reactive system; City code requires that adjacent property owners are responsible for pruning and maintenance of public trees in	Implement a proactive pruning program for a portion of public trees. Expand the area that is under proactive maintenance over time. Use City communication channels to implement a cyclical

74 296

maintenance program is outlined in

the management plan.

maintenance of public trees in

the street right of way.

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Maintenance Program of Publicly-Owned Natural Areas (trees managed extensively) Low-Moderate	The ecological structure and function of all publicly owned natural areas are protected and enhanced while accommodating public use where appropriate.	The Norman Parks and Recreation Master Plan is under development. It indicates that publicly owned natural areas (wildland parks) and their associated maintenance costs were not quantified (pg. 98).	Build relationships with nonprofit organizations and friends-of-parks groups who can conduct invasive species removal at key wildland parks.
Planting Program Low-Moderate	Comprehensive and effective tree planting and establishment program is driven by canopy cover goals, equity considerations, and other priorities according to the plan. Tree planting and establishment is outlined in the management plan.	Tree establishment is systematic in parks but is ad hoc elsewhere. Funding for tree planting comes from the municipal budget.	Begin a modest tree planting program to replace trees that are removed and to plant in priority public spaces. Gradually increase tree planting and establishment year-over-year.
Tree Protection Policy Moderate	Comprehensive and regularly updated tree protection ordinance with enforcement ability is based on community goals. The benefits derived from trees on public and private property are ensured by the enforcement of existing policies.	Tree protection policies only apply to City of Norman properties and new construction projects with rights-of-way where regulated trees are or may be located.	Increase public awareness of historic tree districts.
City Staffing and Equipment Low-Moderate	Adequate staff and access to the equipment and vehicles to implement the management plan. A high-level urban forester or planning professional, strong operations staff, and solid certified arborist technicians.	Equipment is sufficient, but staffing levels and advanced tree training are low.	Increase the capacity of forestry by increasing tree training opportunities for staff and the amount of time they can allot to tree care.
Funding Low-Moderate	Appropriate funding in place to fully implement both proactive and reactive needs based on a comprehensive urban forest management plan.	The City of Norman spent \$449,947 on tree activities in 2024, of which \$330,618 was spent on pruning, \$45,780 was spent on planting, and \$12,021 supported tree giveaways. Maintenance is primarily reactive.	Increase the level of funding for proactive tree care and risk management.



INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Disaster Preparedness & Response Moderate	A disaster management plan is in place related to the city's urban forest. The plan includes staff roles, contracts, response priorities, debris management and a crisis communication plan. Staff are regularly trained and/or updated.	The Community Wildfire Protection Plan is under development. The City of Norman Emergency Operations Plan is in place but does not address the urban forest.	Amend the emergency operations plan to include procedures for emergency pruning, removal, and debris management. Utilize the Storm Mitigation Plan template from OK Forestry.
Resilience Low-Moderate	The City understands the climate and pest/disease vulnerability of its trees and community. Management decisions are informed by strategies to improve urban forest resilience and mitigate the harmful effects of climate change.	The Cleveland County Hazard Mitigation Plan describes vulnerability to a variety of disasters. Susceptibility of park trees to pest and disease and climate resilience are underway as part of development of the urban forest master plan.	Promote species lists of pest- and climate-resilient trees for use on public and private property.
Communication Moderate-High	Effective avenues of two-way communication exist among city departments and between the city and its residents. Messaging is consistent and coordinated, when feasible.	Residents submit tree-related requests to the City via telephone, email, and the Action Center, which are then answered or addressed by Parks and Rec staff. Communication between City departments about trees takes place ad hoc.	Annually publish basic information about forestry activities, accomplishments, and Action Center requests and responses on the Forestry web page. Establish a committee to oversee implementation of the UFMP.

C. 5-YEAR ESTIMATED MANAGEMENT BUDGET

A five-year management budget is provided for recommended maintenance needs of 5,775 trees and 162 stumps that were inventoried within manicured areas of Norman parks in 2024, as well as projected future maintenance needs. Costs are estimated from the actual size of trees in the inventory, based on estimated time, labor, and materials, which is typically quoted by tree diameter. Contactor costs are assumed to be 50% greater than in-house costs.

The management budget is in 2025 dollars, not adjusted for future inflation, and does not include costs for forestry management, public engagement and outreach, debris cleanup, or maintenance of trees within natural areas or along streets.

HIGH-PRIORITY TREE REMOVAL

RESOLVE BACKLOG IN YEAR 1. CONTRACTED.

ACTIVI"	TY COST	YEA	AR 1	YEA	AR 2	YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
1-3"	\$42	1	\$42	1	\$42	1	\$42	1	\$42	1	\$42	\$210
4-6"	\$87	2	\$174	2	\$174	2	\$174	2	\$174	2	\$174	\$870
7-12"	\$207	20	\$4,140	6	\$1,242	6	\$1,242	6	\$1,242	6	\$1,242	\$9,108
13-18"	\$471	22	\$10,362	4	\$1,884	4	\$1,884	4	\$1,884	4	\$1,884	\$17,898
19-24"	\$908	14	\$12,705	2	\$1,815	2	\$1,815	2	\$1,815	2	\$1,815	\$19,965
25-30"	\$1,238	5	\$6,188	1	\$1,238	1	\$1,238	1	\$1,238	1	\$1,238	\$11,138
31-36"	\$1,568	4	\$6,270	1	\$1,568	1	\$1,568	1	\$1,568	1	\$1,568	\$12,540
37-42"	\$2,228	2	\$4,455	1	\$2,228	1	\$2,228	1	\$2,228	1	\$2,228	\$13,365
>42"	\$3,053	3	\$9,158	1	\$3,053	1	\$3,053	1	\$3,053	1	\$3,053	\$21,368
Activity	y Total(s)	73	\$53,493	19	\$13,242	19	\$13,242	19	\$13,242	19	\$13,242	\$106,461

MODERATE-PRIORITY TREE REMOVAL

RESOLVE BACKLOG IN YEAR 2. CONTRACTED.

ACTIVI"	тү соѕт	YEA	YEAR 1		AR 2	YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
1-3"	\$42	1	\$42	1	\$42	1	\$42	1	\$42	1	\$42	\$210
4-6"	\$87	2	\$174	11	\$957	2	\$174	2	\$174	2	\$174	\$1,653
7-12"	\$207	6	\$1,242	33	\$6,831	6	\$1,242	6	\$1,242	6	\$1,242	\$11,799
13-18"	\$471	4	\$1,884	34	\$16,014	4	\$1,884	4	\$1,884	4	\$1,884	\$23,550
19-24"	\$908	2	\$1,815	25	\$22,688	2	\$1,815	2	\$1,815	2	\$1,815	\$29,948
25-30"	\$1,238	1	\$1,238	9	\$11,138	1	\$1,238	1	\$1,238	1	\$1,238	\$16,088
31-36"	\$1,568	1	\$1,568	10	\$15,675	1	\$1,568	1	\$1,568	1	\$1,568	\$21,945
37-42"	\$2,228	1	\$2,228	3	\$6,683	1	\$2,228	1	\$2,228	1	\$2,228	\$15,593
>42"	\$3,053	1	\$3,053	4	\$12,210	1	\$3,053	1	\$3,053	1	\$3,053	\$24,420
Activity	y Total(s)	19	\$13,242	130	\$92,237	19	\$13,242	19	\$13,242	19	\$13,242	\$145,205



LOW-PRIORITY REMOVAL

RESOLVE BACKLOG IN YEARS 1-3. IN HOUSE.

ACTIVI"	гү соѕт	YEA	AR 1	YEA	AR 2	YEA	AR 3	YEA	AR 4	YEA	AR 5	FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
1-3"	\$28	14	\$392	14	\$392	14	\$392	1	\$28	1	\$28	\$1,232
4-6"	\$58	20	\$1,160	20	\$1,160	20	\$1,160	2	\$116	2	\$116	\$3,712
7-12"	\$138	20	\$2,760	20	\$2,760	20	\$2,760	6	\$828	6	\$828	\$9,936
13-18"	\$314	16	\$5,024	16	\$5,024	16	\$5,024	4	\$1,256	4	\$1,256	\$17,584
19-24"	\$605	7	\$4,235	7	\$4,235	7	\$4,235	2	\$1,210	2	\$1,210	\$15,125
25-30"	\$825	4	\$3,300	4	\$3,300	4	\$3,300	1	\$825	1	\$825	\$11,550
31-36"	\$1,045	2	\$2,090	2	\$2,090	2	\$2,090	1	\$1,045	1	\$1,045	\$8,360
37-42"	\$1,485	1	\$1,485	1	\$1,485	1	\$1,485	1	\$1,485	1	\$1,485	\$7,425
>42"	\$2,035	1	\$2,035	1	\$2,035	1	\$2,035	1	\$2,035	1	\$2,035	\$10,175
Activity	/ Total(s)	85	\$22,481	85	\$22,481	85	\$22,481	19	\$8,828	19	\$8,828	\$85,099

STUMP REMOVAL

RESOLVE BACKLOG IN YEAR 1. IN HOUSE.

ACTIVI"	TY COST	YEA	AR 1	YEA	R 2	YEA	AR 3	YEA	.R 4	YEA	.R 5	FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
1-3"	\$18	19	\$342	16	\$288	16	\$288	3	\$54	3	\$54	\$1,026
4-6"	\$28	40	\$1,120	33	\$924	24	\$672	6	\$168	6	\$168	\$3,052
7-12"	\$44	112	\$4,928	59	\$2,596	32	\$1,408	18	\$792	18	\$792	\$10,516
13-18"	\$72	77	\$5,544	54	\$3,888	24	\$1,728	12	\$864	12	\$864	\$12,888
19-24"	\$94	48	\$4,512	34	\$3,196	11	\$1,034	6	\$564	6	\$564	\$9,870
25-30"	\$110	18	\$1,980	14	\$1,540	6	\$660	3	\$330	3	\$330	\$4,840
31-36"	\$138	13	\$1,794	13	\$1,794	4	\$552	3	\$414	3	\$414	\$4,968
37-42"	\$160	6	\$960	5	\$800	3	\$480	3	\$480	3	\$480	\$3,200
>42"	\$182	6	\$1,092	6	\$1,092	3	\$546	3	\$546	3	\$546	\$3,822
Activity	y Total(s)	339	\$22,272	234	\$16,118	123	\$7,368	57	\$4,212	57	\$4,212	\$54,182

HIGH-PRIORITY PRUNING

YEAR 1. IN HOUSE 80%/CONTRACTED 20%.

ACTIVI	TY COST	YEA	AR 1	YEA	AR 2	YEA	AR 3	YEA	R 4	YEA	.R 5	FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
1-3"	\$22	1	\$22	1	\$22	2	\$44	2	\$44	2	\$44	\$176
4-6"	\$33	3	\$99	3	\$99	3	\$99	3	\$99	3	\$99	\$495
7-12"	\$83	12	\$990	8	\$660	8	\$660	8	\$660	8	\$660	\$3,630
13-18"	\$132	16	\$2,112	6	\$792	6	\$792	6	\$792	6	\$792	\$5,280
19-24"	\$187	22	\$4,114	3	\$561	3	\$561	3	\$561	3	\$561	\$6,358
25-30"	\$248	12	\$2,970	2	\$495	2	\$495	2	\$495	2	\$495	\$4,950
31-36"	\$336	9	\$3,020	1	\$336	1	\$336	1	\$336	1	\$336	\$4,362
37-42"	\$418	5	\$2,090	1	\$418	1	\$418	1	\$418	1	\$418	\$3,762
>42"	\$649	4	\$2,596	1	\$649	1	\$649	1	\$649	1	\$649	\$5,192
Activity	y Total(s)	84	\$18,013	26	\$4,032	27	\$4,054	27	\$4,054	27	\$4,054	\$34,205

MODERATE-PRIORITY PRUNING

YEARS 1-3. IN HOUSE.

ACTIVI"	ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		.R 4	YEAR 5		FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
1-3"	\$20	1	\$20	1	\$20	1	\$20	2	\$40	2	\$40	\$140
4-6"	\$30	3	\$90	3	\$90	3	\$90	3	\$90	3	\$90	\$450
7-12"	\$75	31	\$2,325	31	\$2,325	31	\$2,325	8	\$600	8	\$600	\$8,175
13-18"	\$120	51	\$6,120	51	\$6,120	51	\$6,120	6	\$720	6	\$720	\$19,800
19-24"	\$170	51	\$8,670	51	\$8,670	51	\$8,670	3	\$510	3	\$510	\$27,030
25-30"	\$225	35	\$7,875	35	\$7,875	35	\$7,875	2	\$450	2	\$450	\$24,525
31-36"	\$305	22	\$6,710	22	\$6,710	22	\$6,710	1	\$305	1	\$305	\$20,740
37-42"	\$380	8	\$3,040	8	\$3,040	8	\$3,040	1	\$380	1	\$380	\$9,880
>42"	\$590	6	\$3,540	6	\$3,540	6	\$3,540	1	\$590	1	\$590	\$11,800
Activity	y Total(s)	208	\$38,390	208	\$38,390	208	\$38,390	27	\$3,685	27	\$3,685	\$122,540

ROUTINE INSPECTION

5-YEAR CYCLE. IN HOUSE.

ACTIVI'	TY COST	COST YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
Walk-by Assessment	\$5	578	\$2,888	583	\$2,913	585	\$2,925	593	\$2,963	603	\$3,013	\$14,700
Activity	y Total(s)	578	\$2,888	583	\$2,913	585	\$2,925	593	\$2,963	603	\$3,013	\$14,700



YOUNG TREE TRAINING

TRIMMING OF TREES <8 IN. DBH ON A 3-YEAR CYCLE. IN HOUSE.

ACT	ACTIVITY COST YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR	
DIAMET	COST/TREE	COUNT	COST	COST								
1-3"	\$20		\$0		\$0	284	\$5,680	227	\$4,540	259	\$5,180	\$15,400
4-6"	\$30		\$0	260	\$7,800		\$0		\$0		\$0	\$7,800
>6"	\$40	79	\$3,160		\$0		\$0		\$0	260	\$10,400	\$13,560
Act	vity Total(s)	79	\$3,160	260	\$7,800	284	\$5,680	227	\$4,540	519	\$15,580	\$36,760

ROUTINE PRUNING

10-YEAR CYCLE. IN HOUSE.

ACTIVI"	ту соѕт	YEA	AR 1	YEA	AR 2	YEA	AR 3	YEA	AR 4	YEA	AR 5	FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COST								
1-3"	\$20	18	\$366	28	\$566	28	\$566	28	\$566	28	\$566	\$2,630
4-6"	\$30	44	\$1,323	44	\$1,323	44	\$1,323	44	\$1,323	44	\$1,323	\$6,615
7-12"	\$75	152	\$11,378	152	\$11,378	152	\$11,378	152	\$11,378	160	\$11,970	\$57,480
13-18"	\$120	107	\$12,840	107	\$12,840	107	\$12,840	107	\$12,840	107	\$12,840	\$64,200
19-24"	\$170	50	\$8,432	50	\$8,432	50	\$8,432	50	\$8,432	50	\$8,432	\$42,160
25-30"	\$225	30	\$6,795	30	\$6,795	30	\$6,795	30	\$6,795	30	\$6,795	\$33,975
31-36"	\$305	11	\$3,447	11	\$3,447	11	\$3,447	11	\$3,447	11	\$3,447	\$17,233
37-42"	\$380	4	\$1,672	4	\$1,672	4	\$1,672	4	\$1,672	4	\$1,672	\$8,360
>42"	\$590	2	\$944	2	\$944	2	\$944	2	\$944	2	\$944	\$4,720
Activity	y Total(s)	418	\$47,196	428	\$47,396	428	\$47,396	428	\$47,396	436	\$47,989	\$237,373

REPLACEMENT TREE PLANTING AND MAINTENANCE

REPLACES TREES THAT ARE REMOVED ANNUALLY. IN HOUSE.

ACTIVIT	ACTIVITY COST YEAR 1		AR 1	YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
Purchasing	\$250	177	\$44,250	234	\$58,500	123	\$30,750	57	\$14,250	57	\$14,250	\$162,000
Planting & Watering	\$200	177	\$35,400	234	\$46,800	123	\$24,600	57	\$11,400	57	\$11,400	\$129,600
Mulching	\$25	177	\$4,425	234	\$5,850	123	\$3,075	57	\$1,425	57	\$1,425	\$16,200
Activity	/ Total(s)	177	\$84,075	234	\$111,150	123	\$58,425	57	\$27,075	57	\$27,075	\$307,800

NEW TREE PLANTING AND MAINTENANCE

FILLS VACANT PLANTING SITES. IN HOUSE.

ACTIVI"	ACTIVITY COST YEAR 1		AR 1	YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COST
Purchasing	\$250	50	\$12,500	25	\$6,250	75	\$18,750	100	\$25,000	100	\$25,000	\$87,500
Planting & Watering	\$200	50	\$10,000	25	\$5,000	75	\$15,000	100	\$20,000	100	\$20,000	\$70,000
Mulching	\$25	50	\$1,250	25	\$625	75	\$1,875	100	\$2,500	100	\$2,500	\$8,750
Activity	y Total(s)	50	\$23,750	25	\$11,875	75	\$35,625	100	\$47,500	100	\$47,500	\$166,250

TOTAL COSTS

ACTIVITY COST	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	FIVE-YEAR COST
In House Total	\$258,622	\$261,348	\$221,533	\$149,441	\$161,124	\$1,052,067
Contracted Total	\$70,338	\$106,285	\$27,295	\$27,295	\$27,295	\$258,506
Cost Grand Total	\$328,959	\$367,633	\$248,828	\$176,736	\$188,419	\$1,310,574







MEETING DATE: 09/04/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF PROPOSED CHANGES TO PARK HOURS OF

OPERATION

DISCUSSION:

The City of Norman owns and operates 67 parks, and two (2) new parks will be constructed within the next year. Recently, the Norman Police Department requested the Parks and Recreation Department to set hours at Sutton Wilderness Nature Park. Generally, parks are closed at night. Community Park hours are 6:00 a.m. to 12:00 a.m., and Neighborhood Park hours are 6:00 a.m. to 11:00 p.m.

After discussion, the Staff would like to propose changes to park hours in Community, Neighborhood, and Special Use Parks as follows:

Community Parks: Daily 6:00 am to 11:00 pm
 Neighborhood Parks: Daily 6:00 am to 9:00 pm

Special Use Parks:

**	Creekside Bike Park	April-October	6:00 am - 9:00 pm
		November – March	8:00 am - 6:00 pm
*	Edwards Park	Daily	6:00 am - 11:00 pm
*	Sutton Wilderness Nature Park	April-October	6:00 am - 9:00 pm
		November – March	8:00 am - 6:00 pm
*	Legacy Park	Daily	6:00 am - 11:00 pm
*	Westwood Park	Seasonal Hours as Set b	y the Director
*	Bishop Creek Eco Park	April-October	6:00 am – 9:00 pm

November – March 8:00 am – 6:00 pm

RECOMMENDATION:

Staff recommends that the Park Board of Commissioners support the proposed changes to park hours of operation and recommends that the City Council approve this action.



MEETING DATE: 09/04/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Mitchell Richardson, Recreation Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF PROPOSED CHANGES TO YOUNG FAMILY

ATHLETIC CENTER OPERATING HOURS

DISCUSSION:

The Young Family Athletic Center (YFAC) currently operates under the following schedule:

Monday – Friday: 6:30 am – 8:00 pm

• Saturday: 10:00 am - 8:00 pm

Sunday: 12:00 pm – 4:00 pm

Special holiday hours (MLK Day, Memorial Day, Juneteenth, and Labor Day)

• 12:00 pm – 6:00 pm

After reviewing facility usage patterns, staffing considerations, and public feedback, staff recommend adjusting the hours to align with community needs, increase efficiency, and provide consistency across facility spaces. The proposed changes differentiate pool hours from gym hours to better reflect operational demands:

- Monday Friday
 - o Pool: 7:00 am − 7:00 pm
 - o Gym: 8:00 am − 8:00 pm
- Saturday
 - o Pool: 10:00 am 4:00 pm
 - o Gym: 10:00 am − 6:00 pm
- Sunday
 - 12:00 pm 4:00 pm

Close on all holidays recognized by the City of Norman

RECOMMENDATION:

Staff recommends that the Park Board of Commissioners support the proposed changes to the Young Family Athletic Center's operating hours and recommend that the City Council approve this action.



MEETING DATE: 09/04/2025

REQUESTER: Karla Sitton, Admin Technician IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: DISCUSSION REGARDING THE ADVISORY COMMITTEE FOR PARKS AND

RECREATION POLICY & PROCEDURES

BACKGROUND:

The Norman Board of Park Commissioners has several subcommittees appointed from its membership, including an Advisory Committee for Parks and Recreation Policy & Procedures, which is convened to help update the Policies and Procedures for the Parks and Recreation Department. The Commissioners appointed to the Advisory Committee include Chair Sheriff and Commissioners Davison, Isacksen, and Usry.

DISCUSSION:

The Parks and Recreation Department is responsible for managing the park systems, recreational facilities, programs, and the Westwood Complex. The department is organized into six functional divisions: Administration, Parks, Recreation, Parks Planning, Westwood, Forestry, and Facility Maintenance.

The Parks & Recreation Department Rule and Policy Manual has not been updated since 1991. The Advisory Committee for Parks and Recreation Policy & Procedures will review the current policies, assess recent community needs and feedback, and research current best practices and regulations, such as Rules and Regulations Governing Open Space and Facilities; Facility Use Policy; Facilities Description; Facility Rental Fee and Facility Fee Schedule



MEETING DATE: 09/04/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: NORMAN FORWARD UPDATE

DISCUSSION:

Norman Forward is a citizen-initiated proposal to renovate, expand, construct, and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes, and other quality of life projects throughout Norman. The initiative came to the City Council from community groups, stakeholders, and Norman residents, who prepared an initial package using analysis and information from recreational planning professionals and research firms. Citizens approved the initiative at the polls in October 2015.

The Director of Parks and Recreation will provide updates on park-related Norman Forward Projects.



MEETING DATE: 09/04/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: DIVISION UPDATE

DISCUSSION:

The Parks and Recreation Department manages the park systems, recreational facilities & programs, and the Westwood Complex and maintains city-owned buildings. The department comprises six functional divisions: Administration, Parks, Recreation, Parks Planning & Forestry, Facility Maintenance, and Westwood.

Each Division Manager will briefly overview recent programs and/or progress within their division.