



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/04/2026

REQUESTER: Karla Sitton, Administrative Technician IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: DISCUSSION REGARDING PROPOSED UPDATES TO THE PARKS AND RECREATION DEPARTMENT'S POLICY AND RULE MANUAL AND CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUCH UPDATED POLICY AND RULES MANUAL

DISCUSSION:

The City of Norman Parks and Recreation Department manages City parks, facilities, and special events, with policies focusing on safety, inclusivity, and maintenance. The Parks & Recreation Department Rule and Policy Manual outlines community and operational partner(s), park and facility rules, park and facility rentals, and fee schedules, all of which have not been updated since 1991.

Staff and the Advisory Committee for Parks and Recreation Policy & Procedures, a Sub-committee of the Board of Park Commissioners, met several times between November 2025 and January 2026, to review the current policies, assess recent community needs and feedback, and research current best practices and regulations, including the Rules and Regulations Governing Open Space and Facilities, the Facility Use Policy, the Facilities Description, the Facility Rental Fee, and the Facility Fee Schedule.

The process for updating and adopting the new park policy and rules will begin on May 7, 2026, with the introduction and review of the rules, which would allow the Commissioners to review and make possible suggestions to staff on the rules as presented. On June 4, 2026, at the scheduled meeting, a first reading of the policy will take place; then, at a Special Meeting on June 16, a final reading and adoption of the updated Park Rules and Policy will occur.

RECOMMENDATION:

For the Norman Board of Park Commissioners to:

- 1) Review the updated rules and policy manual and provide suggestions, if any; and
- 2) Schedule a Special Meeting of the Norman Board of Park Commissioners on June 16, 2026, at 5:30 p.m. for final reading and adoption of the Norman Park Policy and Rules Manual.