



Oklahoma City Parks & Recreation Department

**Rules, Regulations, and Policies
of the Oklahoma City Park Commission**

Last Revised and Approved by Park Commission: 3/20/2024

1. INTRODUCTION

The Oklahoma City Park Commission (Park Commission) is an advisory board to the City Council of The City of Oklahoma City. The membership, authority, and functions of the Park Commission are set forth in Article II of Chapter 38 of the Oklahoma City Municipal Code, 2020 (Code). In accordance with Section 38-50 of the Code, the Park Commission, with the approval of the City Council, promulgates these Rules, Regulations, and Policies for the maintenance of order, safety and decency in public parks operated by the Oklahoma City Parks & Recreation Department (OKC Parks). OKC Parks serves as the contact point for all matters to be heard by the Park Commission and is responsible for compiling and preparing the Park Commission's agenda.

2. THE OKLAHOMA CITY PARKS SYSTEM

OKC Parks manages over 170 parks, which includes over 5,000 acres of land and 100 miles of trails. Facilities within the Parks System include, but are not limited to, recreation centers, swimming pools, golf courses, senior centers, event centers, sports complexes, athletic fields, and a fish hatchery.

3. PURPOSE

Members of the Park Commission are patrons and advocates of the Oklahoma City Parks System, and they provide a community voice for the users of the parks. As such, they may recommend rules, regulations, and policies for the maintenance of order, safety and decency in public parks. Members volunteer their time and are not employed by the City. Members of the Commission may also receive regular verbal or written reports on OKC Parks System programs, improvements, and operations.

4. MEMBERSHIP AND STRUCTURE

The Park Commission is made up of nine residents, with at least one member appointed from each ward. Commissioners are appointed by the Mayor with the advice and consent of the City Council. The Director of OKC Parks or designee serves as the Secretary of the Park Commission.

Members can be re-appointed to successive terms with prior consent of member. A formal letter from the Commission's Secretary will be sent to each member of the Commission six (6) months prior to the expiration of their current term inquiring if the member is interested in being re-appointed to an additional four-year term. The member's response will be sent to the Mayor's office notifying them of the Commissioner's desire to serve or not serve an additional term.

5. OFFICERS

One member of the Park Commission shall serve as chair and another member shall serve as vice-chair. Park Commission will choose the members to serve in the position of chair and vice-chair, which will be held for a period of one calendar year.

Duties of Chair:	Conduct monthly Commission meetings
	Attend ribbon cuttings or other parks events at the request of the Director of OKC Parks
	Select Commissioners to serve on special committees
Duties of Vice-Chair:	Conduct monthly Commission meetings in absence of Chair

6. NOMINATION AND ELECTION OF OFFICERS

At the October Park Commission meeting, an item will be placed on the agenda requesting that each commissioner express their interest in serving as an officer the following calendar year. At the November Park Commission meeting, an action item for the election of officers will be placed on the agenda for approval. The members will vote for the Chair through a roll call vote. The Secretary will report the tally of votes. The member who receives the highest number of votes will be elected Chair, and the member who receives the second-highest number of votes will be elected Vice-Chair. In the event of a tie-vote, the Director of OKC Parks will converse with the Commissioners to resolve the tie.

7. MEMBER ABSENCES

Members of the Park Commission contribute their experience, energy, and passion to improve the parks in Oklahoma City. An important element of this contribution is regular attendance at Park Commission meetings. If a member misses more than four (4) regularly scheduled Park Commission meetings in a calendar year, the Park Commission may consider a resolution recommending that the Mayor remove the member from the Park Commission.

8. ACQUISITIONS, DONATIONS, AND DEVISES OF PARK PROPERTY

The Park Commission shall make recommendations to City Council on acquisitions, donations, and devises of property used for park purposes. In general, the following procedure will be used when acquiring or devising property used for park purposes:

Acquisition

1. OKC Parks locates property(ies) of interest and conducts assessment on property to determine suitability for park development

2. Discussion item is placed on Park Commission agenda to get feedback on potential property(ies)
3. Once preferred property is selected, OKC Parks secures property survey and appraisal to determine fair market value
4. OKC Parks negotiates purchase price with property owner
5. Item for consideration is placed on Park Commission agenda to recommend acquisition of property to City Council
6. City Council considers acquisition of property
7. Informational report is placed on Park Commission agenda regarding acquisition determination

Devise

1. OKC Parks conducts assessment on property to determine suitability for park development
2. If property is not suitable for parks purposes, item for consideration is placed on Park Commission agenda to recommend that Council surplus property
3. OKC Parks secures property survey and appraisal to determine fair market value
4. OKC Parks places property for public sale
5. OKC Parks negotiates sales agreement with buyer who has provided highest offer at or above fair market value
6. City Council approves devise of property (requires 3 hearings pursuant to Council policy)
7. Informational report is placed on Park Commission agenda regarding devise of property

The Director of OKC Parks will provide guidance to the Commission on whether property is suitable for park purposes. The Park Commission may also consider any historical or cultural significance of the property. Land development and property speculation are generally considered to be outside the function of the Commission and should not be considered by the Commission.

9. WASTE DISPOSAL FACILITIES

The Oklahoma Department of Environmental Quality regulations prohibit waste disposal facilities from being located within one-half mile of a park, unless the managing agency of the park provides a letter stating that the facility is not expected to cause an adverse impact to the park. The Park Commission shall provide a recommendation to City Council as to whether such letter of no-adverse impact should be issued. An application to the Park Commission to provide such a recommendation is initiated by a request letter from a representative of the waste disposal facility to the Director of OKC Parks. The request letter shall include:

- The type of waste facility being proposed, including any descriptions of how the facility will operate and how waste will be processed
- The types of waste which will be disposed of at the proposed facility
- The volume of waste which can be processed at the proposed facility
- The hours of operation of the proposed facility
- Any methods used to minimize noxious odors and blowing trash
- The drainage plans for the proposed facility and area around the proposed facility
- Number of vehicles enter facility daily and how vehicles bringing waste will enter and exit the proposed facility
- A copy of the full ODEQ application packet
- The current zoning of the property and whether rezoning will be required to operate the proposed facility.
- 5-year business growth plan
- Amount of emissions from equipment being used on property
- Any noise which will be generated by equipment or generators on site

The Park Commission's recommendation shall be forwarded to City Council for a final determination on the issuance of a letter of a Public Recreation or Natural Preservation Area statement of no-adverse environmental impact.

10. CHANGES TO RULES, REGULATIONS, AND POLICIES

The Park Commission may recommend amendments to these Rules, Regulations, and Policies at any time to the OKC Parks Director. The Director can determine if the recommendation is appropriate and if the proposal is better addressed through a park rule or through an ordinance change. An item will be placed on Park Commission agenda for consideration. If Park Commission recommends an ordinance amendment, the item will follow the public hearing process established by City Council for the codification of ordinances. If Park Commission recommends an amendment to these Rules, Regulations, and Policies, the amendment will be approved by the City Council.

11. NAMING AND RENAMING POLICY

a. Purpose

To establish standard procedures and guidelines for future decisions regarding the naming of public parks operated by OKC Parks

b. Authorization

The naming of parks shall be a function of the Park Commission, which may seek input from a Naming Committee appointed by the Chair. Diversity, balance, and

creativity will be sought during adoption of names. These names shall be recommended to the City Council for final approval

c. Objectives

- Provide name identification for individual parks as well as ensure duplication of names is avoided
- Provide criteria for citizen input into the process of naming parks
- Ensure that the naming of parks is controlled by the City Council through recommendations from Park Commission, with advice from City staff

d. Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- The geographic location of the park. This includes descriptive names
- An outstanding feature of the park
- A subdivision, street, school, or natural feature adjoining the park
- A commonly recognized historical event, cultural significance, symbol, group, organization, or individual (living or deceased)
- An individual or organization that contributed significantly to the acquisition or development of the park to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park (typically not less than 50 percent of the value of the property or improvements)
- Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered, along with the length of service by the individual—this to be fully substantiated by the person making the request
- An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as candidates for naming

e. Process for Existing Un-Named Park Properties

- Individuals, groups, and/or organizations interested in proposing a name for an existing, un-named park, park area, or park facility shall do so in writing, presented to the City's Parks and Recreation Department Director, for consideration by the Park Commission and the Park Naming Committee
- The Park Commission shall consider the request at a public meeting and allow for public comment prior to the next, regular Park Commission meeting. The Chair may appoint a Park Naming Committee, if so desired

- Following the public-comment period, the Park Commission shall recommend to the City Council action on the request

f. Process for New Park Properties

- A temporary name may be designated by City staff for identification during acquisition and/or development of the park
- Individuals, groups, and/or organizations may suggest names for the park in writing, presented to the Parks and Recreation Department Director, for consideration by the Park Commission and the Park Naming Committee
- The Chair will appoint the Park Naming Committee to make a name recommendation. The Park Naming Committee may choose from a variety of means to select a name (citizen contests, recommendations from previous owners, historical review of the site, etc.), but in all cases, citizen involvement is encouraged
- The Park Commission shall consider the request at a public meeting and allow for public comment prior to the next, regular Park Commission meeting
- Following the public-comment period, the Park Commission shall recommend to the City Council action on the request

g. Park Renaming

The renaming of parks shall be discouraged. Critical examination shall be conducted to ensure that renaming the park does not diminish the original justification for the name or the prior contributions. Renaming will follow the same procedures as naming the park. Provided, however:

- Parks named by deed restriction shall not be considered for renaming
- In general, parks named after individuals shall not be changed unless it is found that, because of the individual's character, the continued use of their name would not be in the best interest of the community