



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 01/24/2023

**REQUESTER:** Jeanne Snider, Assistant City Attorney

**PRESENTER:** Brenda Hall, City Clerk

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-24 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING AND ENACTING A NEW CODE FOR THE CITY; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE; AND PROVIDING FOR THE SEVERABILITY THEREOF.

---

**BACKGROUND:** Codification or Recodification is the process of consolidating and organizing the city code into a logical and sequential code of ordinances.

Title 11 § 14-108 of the Oklahoma Statutes states the governing body of a municipality may, from time to time, authorize a codification of its ordinances. The ordinances and parts of ordinances included in the code may be revised, rearranged, renumbered and reorganized into some systematic arrangement.

Section 14-109 of Title 11 states the penal ordinance of every municipality shall be compiled and published in a permanent form, either printed or typed, periodically, but not less than once each ten (10) years. The ten (10) year codification requirement is satisfied if the code complies with the compilation requirement and the biennial supplements are made a part of the permanent volume, which are maintained in permanent form either bound or in a loose-leaf form.

The City of Norman has utilized a loose-leaf supplement system since 1976 and, therefore, has not been required to recodification every ten (10) years. However, recodification of the code does provide an opportunity to review the code as a whole and ensure it is current and sufficiently organized.

**DISCUSSION:** The City began the process of recodification in the fall of 2020 after funds were included in the FYE2021 budget. Online access to the Norman City Code is currently provided by Municode, an industry leader in search application for over 3300 codes nationwide. Municode is a source for custom government websites, self-service publication, meetings and agenda management and more.

The City partnered with Municode, who has a team of experienced attorneys who worked with the City step-by-step to ensure that the code was legally sufficient, modern and quickly connects with our citizens. There was a comprehensive review of all materials. Each ordinance was examined to determine whether it should be included in the code and a digital conversion of all materials were formatted as to styling and numbering. Photographs, maps, diagrams, charts and tables were integrated in the revision.

Attorneys with Municode conducted a legal review of the materials to identify conflicts, inconsistencies, obsolete ordinances and comparison to the Oklahoma Statutes. Department heads or their designees were provided a copy of the initial draft for review for their pertinent provisions. Through a number of telephone conferences and emails, staff reviewed and discussed the recommendations from Municode.

Substantive code provisions still in effect did not change. One of the best changes is the addition of the Zoning Code to the Norman City Code allowing staff, residents, and council members to have easy access to the Zoning Code. All the code section numbers have changed which will be a learning curve for staff and requiring forms, signs and other documents to be updated. Code provisions that were removed due to obsolence include provisions relating to the Children's Rights Coordinating Commission, expired sales tax, COVID-19 Pandemic, self-service fueling stations, childcare establishments, and cable television of the Norman Code were deleted during the process and will be repealed. Due to an Oklahoma City ordinance regarding panhandling being overturned in Federal court, the begging ordinance was deleted. Chapters are available for future revisions and additions to the code. All in all, the code will be more user friendly and easier to research. The recodified Norman City Code can be found at <https://norman.municipalcodeonline.com/book?type=ordinances>.

**RECOMMENDATION:** The recommendation for recodification of the Norman City Code are being forwarded to Council for consideration at this time.