



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/11/2026

REQUESTER: City Council

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2627-21: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ADOPTING THE FISCAL YEAR ENDING 2027 CITY COUNCIL HANDBOOK.

BACKGROUND:

Several years ago, Staff presented the idea of developing a City Council Handbook that would be adopted annually by City Council. Council reviewed examples from other cities including Sand Springs, Oklahoma and asked that Staff begin developing such a handbook for Norman. Council reviewed a draft handbook in 2025 but did not move forward with adoption. The 2025 Handbook was updated over the last year, and Staff presented the FYE27 City Council Handbook to Council at its recent retreat on July 24, 2026. Staff presented the Handbook in detail and Council indicated its support for placement of a resolution adopting the handbook on their agenda.

DISCUSSION:

The Handbook reviews Charter and ordinance provisions that govern City operations and processes. It includes previously adopted policies and procedures that impact City governance and Council decision making. Finally, it provides easy-to reference information about common issues Councils have faced over the years. Resolution R-2627-21 formally adopts the FYE27 Council Handbook. It is envisioned that the Handbook will be updated on an annual basis for Council review and consideration.

RECOMMENDATION:

Staff recommends adoption of R-2627-21 adopting the FYE27 City Council Handbook.