



Ordinance Preparation & Presentation Policy

Previous Council Action

March 23, 2016 Council Meeting:

L.17 Discussion and potential direction to the City Manager to utilize two or more hours of staff time to develop a specific process related to how Council sponsored ordinance changes are developed and move through the review process to potentially include additional involvement by the sponsoring Council Member, if so desired. (For Possible Action) **[Duerr]**

Unanimous Approval



Ordinance Preparation & Presentation Policy

- Discussions with Council Member Duerr
- Discussions with Staff
- Revisited existing City Charter requirements & Council Rules and Regulations

CONCLUSION:

Prepare an ordinance preparation and presentation policy for all substantive or significant ordinances - *NOT just Council Sponsored Ordinances*



Initiation of Ordinance to Amend RMC

- **Council Sponsored Ordinances** are initiated in the same manner (no changes)
 - Still utilizing the existing Council Assignment and L-item processes
- **Staff Initiated Ordinances** are still set in motion by the City Manager & Staff as needed

CONCLUSION: Ordinances are initiated the same way



STEP 1: Staff Memo Outlining Steps to be Taken

The Staff member(s) assigned to prepare any ordinance will first send a memo to Council detailing:

1. Anticipated scope of work
2. Whether Staff will hold public workshops
3. Dates, times, and locations of public workshops (*if any*)
4. Projected dates Staff will return to Council to present and introduce the proposed ordinance



STEP 2: Meet with Council & Distribute Draft

→ For a Council Sponsored Ordinance, Staff is encouraged to meet with the Council Member to determine his or her objective and intent for the ordinance.

→ Once the draft ordinance is developed and ready to be published for public review, the draft ordinance shall be posted on the “Proposed Ordinance” page of the City’s website.

→ The draft ordinance shall be distributed to Council via memo along with a link to the draft ordinance on the website and a reiteration of important upcoming dates.



STEP 3: Presentation

Prior to a first reading of the ordinance, staff shall return to Council with a J-Item presentation of the draft ordinance and the work done up to that point to:

1. **Discuss and summarize the proposed ordinance**
1. **Note any policy, administrative or legal concerns**
1. **Receive feedback from the entire City Council**



STEP 4: Introduction & Adoption

Following the presentation and feedback from Council, Staff will make any corresponding or necessary changes and bring back the ordinance for a first reading and then adoption.

QUESTIONS?