



**Administrative Regulations
Office of the Mayor**

Title: PROCEDURE FOR REQUESTING THE PREPARATION OF AN ORDINANCE OR RESOLUTION

A.R. Number: 3.2 **Effective Date:** 1/1/2012 **Page:** 1 of 2

Supersedes: Procedure for Requesting the Preparation of an Ordinance or Resolution **A.R. 3.2 DATED:** 2/1/2007

I. PURPOSE

The purpose of this regulation is to provide for a uniform procedure for the submission of requests for the Mayor to introduce an ordinance or resolution at a meeting of the City Council.

II. POLICY

No ordinance or resolution will be introduced showing the Mayor as the chief patron unless the Mayor has initialed or signed an O&R Request and this O&R Request has been submitted to the Office of the City Attorney in accordance with the requirements for which this regulation provides.

III. PROCEDURE

A. Manual

There shall be an O&R Manual approved by both the Chief Administrative Officer and the City Attorney. The Manual shall describe in detail the process to be followed in the drafting, submission, monitoring and implementation of an O&R Request. From time to time, the Chief Administrative Officer and the City Attorney jointly may issue updates to the O&R Manual.

B. Submission Schedule

Before the beginning of each fiscal year, the Office of the Chief Administrative Officer and the Office of the City Attorney shall publish an O&R Submission Schedule showing the deadlines by which O&R Requests must be submitted in accordance with the O&R Manual in order for the requested ordinance or resolution to be introduced at a particular meeting of the City Council.

C. Website

The Office of the Chief Administrative Officer and the Office of the City Attorney shall publish the O&R Manual, the O&R Submission Schedule and any other materials relating to the O&R process on the City's intranet site.

D. Training

The Office of the Chief Administrative Officer and the Office of the City Attorney shall provide periodic training to members of the City Administration on the process set forth in the O&R Manual. This training may be Citywide or targeted to particular City agencies, as appropriate or requested.



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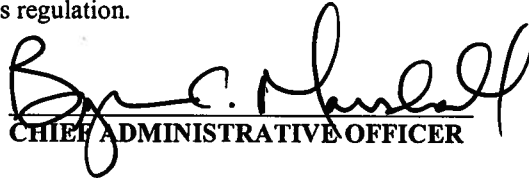
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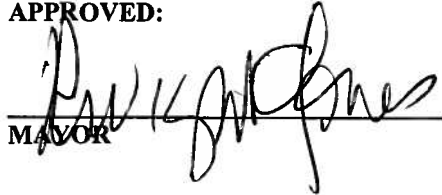
IV. REGULATION UPDATE

The Office of the Chief Administrative Officer and the Office of the City Attorney jointly shall be responsible for modifications to this regulation.

RECOMMEND APPROVAL:


CHIEF ADMINISTRATIVE OFFICER

APPROVED:


MAYOR