LEGISLATIVE WORKFLOW

Week One

Process Begins
Agency initiates request
(fill out form, create executive summary)

Monday 3 p.m.
Send to MileHighOrdinance

Tuesday 3 p.m.
Request to Council:
Mayor's office submits requests to City Council staff for assignment.

Tuesday/Wednesday
Assignment:
Council staff recommends assignment to consent agenda or committee; committee chairs approve.

Week Two

Committee – Tuesday/Wednesday
Committee Meeting Held:
Approved requests move foward. Those not approved can be held in committee or filed by an individual council member.

Consent – Monday
Proposed Consent:
Agenda is emailed to council for review

Consent – Thursday
Approved Consent:
Agenda is published and issed to the public

Week Three

Tuesday 9:30 a.m.
Mayor-Council:
Upon approval by consent or committee, the request is briefly presented

Thursday Noon
Bill Filing:
The ordinance or resolution is drafted by city attorney's office and filed with city council.

Week Four/Five

Monday Week Four – Ordinance
First Reading:
All filed ordinances go to the full council for first reading. If approved, they are published in the Daily Journal.

Monday Week Five – Ordinance
Second Reading/Final Consideration:
The ordinance goes to the full Council for Second Reading or Final Consideration.

Monday Week Four – Resolution
First Reading:
Resolutions get only one reading unless held to a day certain for further consideration.

Friday After Approval
ORDINANCE or RESOLUTION BECOMES LAW.