**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 forward. 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 issued 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 Four – Resolution**
  - First Reading:
    - Resolutions get only one reading unless held to a day certain for further consideration.

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

- **Friday After Approval**
  - ORDINANCE or RESOLUTION BECOMES LAW.