Resolution or Ordinance Request Flow Chart

**Planning**
As needed, work with MO to determine need for Council briefings, scheduling committee times, identifying potential issues, etc.

**Initiate Request**
Fill out form(s), create executive summary, have applicable parties review as needed (CAO, DoF, etc.)

**Submit Request to:**
MileHighOrdinance@denvergov.org no later than 11 a.m. Monday. (Earlier is better!)

**E-mail to:**
Internal Agency Point Person (if applicable)

**MO Processes Requests into Legistar**
(assigns ordinance/resolution number, creates title description, ensures completeness, etc.). If requests are incomplete, they will be held.

**MO = Mayor’s Office**  
**CAO = City Attorney’s Office**  
**DoF = Department of Finance**  
**Green = Agency Action**

**CAO and DoF Review:**
MO sends request to CAO and DoF by 3 p.m. Tuesday for final review and makes any needed corrections before agendas are published.

**Requests Placed On Committee Agendas:**
MO sends requests to City Council Legislative Analysts by 3 p.m. Tuesday, who then work with committee chairs for item assignment for committee action or consent.

**Attend Committee Meeting (as needed):**
Items pass/fail on action pass on consent.

**Attend Mayor-Council Meeting:**
Upon approval at Committee, the request goes forward to Mayor-Council meeting the week following committee approval.

**Code Changes:**
Council Rules require public comment in committee for proposed code changes.

**Ordinance /Resolution Filed:**
(Ordinance or resolution is drafted by CAO or DoF and filed with City Council no later than Thursday at noon before the Monday Council meeting)

**Second Reading/Final Consideration for Ordinances:**
The ordinance goes to the full Council for Second Reading the following week for consideration. If a Council Member "calls out" your request, you are expected to attend in person. Otherwise, you can attend virtually if you prefer. *Zoning is four weeks later and requires a public hearing.

**Resolutions and Ordinance First Readings at Monday City Council Meeting:**
Resolutions only require one reading and if passed, will go on for signatures. If a Council Member "calls out" your request, you are expected to attend in person. Otherwise, you can attend virtually if you prefer.

**Signatures:**
If the request passes, it is signed by Council President, Mayor (and all other applicable signatories) and sent to Clerk and Recorder.

**Action Items:**
Presentations are required for action items and should be reviewed by MO. Preferred deadline to turn in final PowerPoint to City Council Legislative Analysts is Thursday COB the week before item is scheduled on committee agenda.

*Entire process takes 4-6 weeks (for non-zoning items)