



REQUEST FOR LEGISLATIVE REFERRAL

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

DESCRIBE THE SPECIFICS OF YOUR REQUEST INCLUDING WHAT STRATEGIC PLANNING GOAL THIS REQUEST MEETS AND WHETHER YOU ANTICIPATE A BUDGET IMPACT (Attach maps, photos, reports or other documents that may assist in describing the nature of the request):

Definitions:

1. "Legislative referral" is any request from a council member, charter officer, or board chair for the study and recommendation of a legislative matter involving broad public interest or such that will require the creation, amendment, or repeal of an ordinance or resolution.
 - a) Requests of this nature from a resident or advisory board member shall be routed through a council member, charter officer or board chair.
 - b) A legislative referral does not include a recommendation to City Council by staff or a Charter Officer for creation, amendment or repeal of an ordinance or resolution that is routine in nature or is an operational function of the City under the purview of the City Manager.
 - c) A legislative referral does not include items that are routine in nature or that are an ongoing function of the Board's normal duties and responsibilities as established by City Code.

Process:

1. Legislative referrals shall be directed in writing to the City Clerk on a Legislative Referral Request Form (Request).
2. The City Clerk shall review the Request and do one of the following:
 - a) If the Request is incomplete, the City Clerk shall notify the requester and provide an opportunity for the deficiencies to be corrected.
 - b) If the Request is legislative in nature, the Request is placed on the next available City Council meeting agenda.
 - c) If the Request is not legislative in nature, the Request will be routed to the City Manager.
3. City Council shall take one or a combination of the following actions on a request presented to it:
 - a) Assign the request to the appropriate Board(s) for vetting and recommendation back to City Council
 - b) Direct the City Manager to bring forth information or staff recommendations to City Council relative to financial, operational or resource impacts at a future meeting.
 - c) Direct the City Clerk to place the request on a future City Council agenda for vetting and action directly by council.
 - d) Deny the request for any further consideration.
 - i. Requests denied by City Council may not be reconsidered for a period of not less than three (3) years.
4. Requests assigned to a Board shall be provided to the Chair of the appropriate Board(s) by the City Clerk.
 - a) Upon being placed on a properly noticed board(s) agenda, the assigned Board(s) shall take responsibility for fully vetting the Request and shall provide a recommendation to City Council by notifying the Clerk to place the Request back on the City Council agenda when appropriate.
 - b) The Board shall include with its recommendation any supporting documents, reports, maps, photos, or meeting minutes that are applicable to their recommendation and that would assist City Council in their roles as the final decision making body.
 - c) At any point in time City Council may request the Board Chair to give a report or update on a request before them.
 - d) If a request has not received a vote of support or opposition from the assigned Board(s), or has received support but has taken no action towards a final recommendation to City Council within six months of being referred by City Council, the applicable Chair of the Board(s) shall report back to City Council as to the reason(s) for delay. City Council may, upon hearing the reason(s) for delay, take any action to reassign the matter to another option listed under Step 3 of the Process identified herein, as deemed necessary.