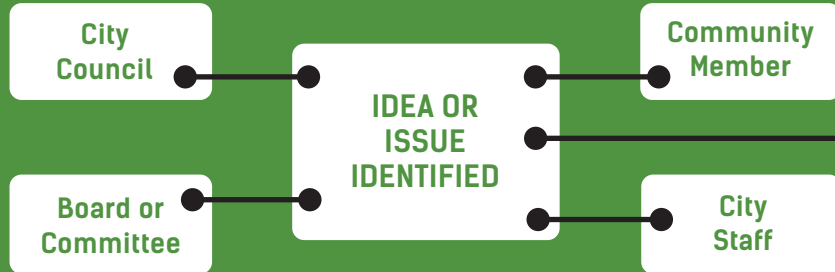


# HOW AN ORDINANCE IS CREATED

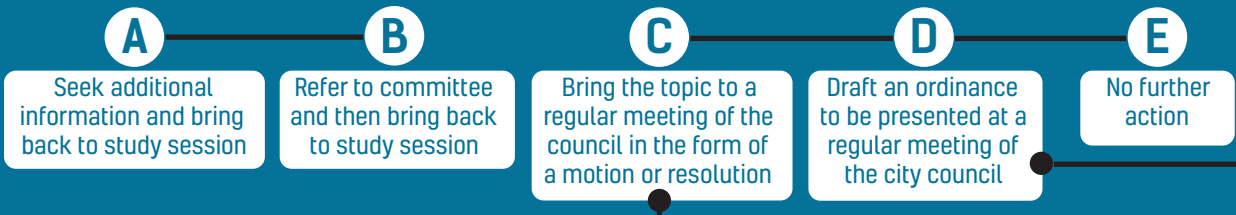
**ORDINANCE** - Begins with the identification of an issue. The Issue can be identified by anyone in the community.



**TOPIC**:- The IDEA or ISSUE is researched by city staff then presented as a PROPOSED TOPIC to the City Manager

**MAYOR/MANAGER AGENDA SETTING MEETING** - This is an informal weekly meeting where proposed topics for City Council are reviewed, discussed and placed on an agenda. Urgency, interest in the community and amount of time needed to review the issue, are some of the factors considered when placing the topic on the City Council's draft agenda calendar

**STUDY SESSION** - The City Council holds weekly informal meetings called "study sessions". Study sessions provide an opportunity for a topic to be introduced to the entire Council. The Council will receive information from the City's professional staff, topic matter experts, community members and others. After receiving information the City Council decides by consensus which path the topic should follow. A topic will continue to be returned to a City Council Study Session until either it is determined no further action is necessary, or the matter is referred to a regular or special meeting of the City Council.



The City Council may approve or disapprove a resolution or action item by regular motion at a single meeting.

**ADMINISTRATIVE PUBLIC HEARING** - The City Council may request that a matter be set for "public hearing" between the first and second readings. An administrative public hearing allows interested members of the public to make a statement regarding the TOPIC.

**FIRST READING** - An ordinance requires approval at two meetings of the City Council

**SECOND READING**:- An ordinance requires approval at two meetings of the City Council

- 30 day notice period following publication

**ORDINANCE BECOMES LAW**