

COMPARED VERSION  
NEW ORDINANCE TO CODE BOOKS

ORDINANCE NO. 220498

Amending Chapter 2, Code of Ordinances, by repealing Section 2-50 relating to the approval of resolution and ordinance drafts and fiscal notes and enacting in lieu thereof one new section of like number related to the approval of resolution and ordinance drafts and docket memos.

WHEREAS, clear communication and shared understanding of legislative items before Council is critical for effective debate and public engagement in the legislative process; and

WHEREAS, Section 2-50 of the Code of Ordinances currently requires fiscal notes accompany any ordinance or resolution with fiscal impacts; and

WHEREAS, there are opportunities to improve the current documentation that accompanies ordinances to provide a clearer and more holistic review of the anticipated impacts of those legislative items; NOW THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Chapter 2, Code of Ordinances, is amended by repealing Section 2-50 relating to the approval of resolution and ordinance drafts and fiscal notes and enacting in lieu thereof one new section of like number related to the approval of resolution and ordinance drafts and docket memos, to read as follows:

**Sec. 2-50. Approval of resolution and ordinance drafts; docket memos.**

(a) *Approval by requestor.* No ordinance or resolution initiated and prepared on the request of the mayor or any member of the city council shall be docketed for council action, unless such requesting official shall have indicated in writing that the official approves such resolution or ordinance as drafted, or that the official's approval of the resolution or ordinance is waived.

(b) *Docket memos.*

- (1) A proposed ordinance shall prior to introduction be accompanied by a docket memo.
- (2) The purpose of the docket memo shall be to allow councilmembers and members of the public to easily review the anticipated impacts of legislative items under consideration. A docket memo shall be a brief informational document, written in plain language, conveying the following:

- i. Overall purpose of the legislation, including intended impact on the lives of Kansas Citians and how those impacts relate to the Citywide Business Plan;
  - ii. Anticipated impact on the health and safety of Kansas Citians, particularly our youth, including any housing needs addressed by the action;
  - iii. Anticipated environmental impacts, including how the legislation advances
  - iv. the City's climate goals;
  - v. An equity impact analysis, including what groups may be disproportionately impacted by this legislation and how the legislation advances the City's equal opportunity goals like minority- and women-owned business enterprise (M/WBE) contracting requirements;
  - vi. Anticipated impacts on city staff capacity, including whether capacity exists in-house to implement the legislation or whether additional staffing or outsourcing will be required;
  - vii. Anticipated fiscal impacts, including how the legislation impacts the City's overall fiscal health, any upfront and recurring costs, whether those costs have been accounted for in the current adopted city budget, what other funding streams will be leveraged to reduce the cost to taxpayers, and any new revenues generated.
- (4) The city manager's office of management and budget shall be responsible for the preparation of all docket memos and such docket memos shall be in a form of their design. City departments and offices shall cooperate in providing any information necessary for the preparation of a docket memo.
  - (5) The sponsor of a proposed ordinance shall forward the proposed ordinance to the office of management and budget for preparation of a docket memo and following such preparation the docket memo shall be forwarded to the sponsor. Following the sponsor's receipt of a docket memo for a proposed ordinance or resolution, if any substantive changes are made to the proposed ordinance or resolution which would alter the anticipated impacts in the docket memo, then the party making such substantive changes to such proposed ordinance or resolution shall request a new docket memo. If substantive changes are made to a proposed ordinance, following the preparation of a docket memo, which would alter the anticipated impacts in the docket memo and the substantive changes are made following consideration by a council committee, then a new docket memo shall be prepared prior to consideration by the full council.
  - (6) The city clerk shall not assign a legislative control number to a proposed ordinance unless a docket memo is attached. A docket memo shall be inserted with the proposed ordinance by the city clerk in city council legislative binders.

Section 2. That this ordinance shall have an effective date of July 15, 2022.

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Approved as to form and legality:

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Chivonne Scott  
Assistant City Attorney