

1 BY AUTHORITY

2 ORDINANCE NO. _____
3 SERIES OF 2019

COUNCIL BILL NO. 19-1292
COMMITTEE OF REFERENCE:
4 City Council - Direct File

5 A BILL

6 **For an ordinance codifying the existing office of legislative services and**
7 **specifying its personnel, duties, and functions.**
8

9 **BE IT ENACTED BY THE COUNCIL OF THE CITY AND COUNTY OF DENVER:**

10 **Section 1.** That article IV of chapter 13, D.R.M.C., is amended by adding the language
11 underlined, to read as follows:

12 **ARTICLE IV. – LEGISLATIVE SERVICES**

13 **Sec. 13-40. – Office of legislative services.**

14 In order to assist and support the council in the execution of its duties as described in article
15 III of the Denver charter and in this chapter 13 of the D.R.M.C., there is hereby created the office of
16 legislative services.

17 **Sec. 13-41. – Legislative services director and employees.**

18 The office of legislative services consists of the legislative services director, who is hired by
19 council and serves at the pleasure of council, under the direction of the council president. As
20 necessary, the legislative services director may hire additional at-will employees who serve at the
21 pleasure of the legislative services director to fulfill the office’s duties and functions described below.

22 **Sec. 13-42. – Office duties and functions.**

23 The office shall assist and support the council by:

24 (a) Providing the systems and staff expertise to assist council in the preparation and
25 review of legislation;

26 (b) Assisting the city council president in the preparation and administration of agendas
27 and associated materials, ensuring adequate staffing of council meetings and committee meetings,
28 and attending meetings and functions as required by the city council president and city council;

29 (c) In consultation with the city council president and city council, make recommendations
30 about the council budget and support the council president and the city council with the annual
31 budget process in article VII of the Denver charter.

32 (d) Managing the council operations and legislative services budget to allocate funds to
33 accomplish council objectives, and approve charges and expenses, as authorized by the annual
34 budget, for the operations and facilities of the city council and the legislative services director’s

- 1 assistants and clerical positions;
 2 (e) Ensuring systems for tracking and implementing the council budget in compliance with
 3 city fiscal rules;
 4 (f) Communicating the intentions of the city council president and the city council to
 5 internal city and external parties, and facilitating communication to the city council president and the
 6 city council from internal city and external parties;
 7 (g) In consultation with the Office of Human Resources, provide human resources services
 8 to city council and city council staff;
 9 (h) Interpreting council policies, rules and regulations and advising council members so
 10 as to support compliance with member guidelines and supporting the creation of new council policies
 11 as needed;
 12 (i) Assisting council with responses to Colorado Open Records Act requests;
 13 (j) Assisting the city council president and city council with the preparation of annual
 14 retreats, goals or strategic plan;
 15 (k) Supporting the training and development of council aides and providing them with
 16 systems and assistance in fulfilling city administrative requirements; and,
 17 (l) Performing other duties as determined by the city council or the city council president.

18
 19 COMMITTEE APPROVAL DATE: N/A
 20 MAYOR-COUNCIL DATE: N/A

21 PASSED BY THE COUNCIL _____
 22 _____ - PRESIDENT

23 APPROVED: _____ - MAYOR _____

24 ATTEST: _____ - CLERK AND RECORDER,
 25 EX-OFFICIO CLERK OF THE
 26 CITY AND COUNTY OF DENVER
 27

28 NOTICE PUBLISHED IN THE DAILY JOURNAL _____; _____

29 PREPARED BY: Kirsten J. Crawford, Assistant City Attorney; DATE: November 26, 2019

30 Pursuant to section 13-12, D.R.M.C., this proposed ordinance has been reviewed by the office of
 31 the City Attorney. We find no irregularity as to form, and have no legal objection to the proposed
 32 ordinance. The proposed **is not** submitted to the City Council for approval pursuant to § 3.2.6 of the
 33 Charter.
 34

35 Kristin M. Bronson, Denver City Attorney

36
 37 BY: _____, Assistant City Attorney DATE: _____