

1 BY AUTHORITY

2 ORDINANCE NO. \_\_\_\_\_  
3 SERIES OF 2025

COUNCIL BILL NO. \_\_\_\_\_  
COMMITTEE OF REFERENCE:

4  
5 A BILL  
6

7 **For an ordinance amending Chapter 13 and Chapter 15 of the Revised Municipal**  
8 **Code, and renaming of the Office of Legislative Services to the City Council**  
9 **Central Office.**  
10

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

12 **Section 1.** That chapter 13, article III of the Code shall be amended by deleting the language  
13 stricken and adding the language underlined, to read as follows:  
14

15 **Sec. 13-21. - ~~Office of legislative services.~~ City Council Central Office.**

16 (a) *Office.* In order to assist and support the council in the execution of its duties as described  
17 in article III of the Charter and in this chapter 13 of the D.R.M.C., there is hereby created the ~~office~~  
18 ~~of legislative services~~ City Council Central Office.

19 (b) *Director and employees.* The ~~office of legislative services~~ City Council Central Office  
20 consists of the ~~legislative services~~ city council executive director, who is hired by council and serves  
21 at the pleasure of council, under the direction of the council president. As necessary, the ~~legislative~~  
22 ~~services~~ city council executive director may hire additional at-will employees who serve at the  
23 pleasure of the ~~legislative services~~ city council executive director to fulfill the office's duties and  
24 functions described below.

25 (c) *Duties and functions.* The office shall assist and support the council by:

26 (4) Managing the council operations and ~~legislative services~~ city council central office budget  
27 to allocate funds to accomplish council objectives, and approve charges and expenses, as  
28 authorized by the annual budget, for the operations and facilities of the city council and the ~~legislative~~  
29 ~~services~~ city council executive director's assistants and clerical positions;  
30

31 **Section 2.** That chapter 15, article I, of the Code shall be amended by deleting the language  
32 stricken and adding the language underlined, to read as follows:  
33

34 **Sec. 15-3. - Review and comment hearing on inherited ordinances and charter**  
35 **amendments.**

1 (a) Prior to the submission to the clerk and recorder of any affidavit or statement of intent  
2 commencing the process for initiating any ordinance or charter amendment, the proponents of the  
3 initiated measure shall submit a typewritten draft of the text of the proposed ordinance or charter  
4 amendment to the ~~legislative services~~ city council executive director and to the city attorney for  
5 review and comment. No later than ten (10) business days after the date of submission of the original  
6 draft, unless it is withdrawn by the proponents, the ~~legislative services~~ city council executive director  
7 and the city attorney shall render their comments to the proponents of the petition concerning the  
8 format or contents of the proposed ordinance or charter amendment at a meeting open to the public.  
9 Where appropriate, such comments shall also contain suggested editorial changes to promote  
10 compliance with the plain language provisions of this section.

11 (b) After the public meeting but before submission to the clerk and recorder of any affidavit or  
12 statement of intent commencing the petition process, the proponents may amend the text in  
13 response to some or all of the comments of the ~~legislative services~~ city council executive director  
14 and the city attorney. If any substantial amendment is made to the text, the amended text shall be  
15 resubmitted to the director and the city attorney for comment in accordance with subsection (a) of  
16 this section. If the director or city attorney have no additional comments concerning the amended  
17 text, they may so notify the proponents in writing, and, in such case, a hearing on the amended text  
18 pursuant to subsection (a) of this section is not required.

19 (d) After the conference provided in subsections (a) and (b) of this section, the ~~legislative~~  
20 ~~services~~ city council executive director and the city attorney shall submit jointly to the proponents  
21 and the clerk and recorder written notice certifying compliance with this section and a proposed ballot  
22 title and ballot question, provided that no ballot title or ballot question shall be submitted if the  
23 ~~legislative services~~ city council executive director and the city attorney believe an initiative contains  
24 more than one subject pursuant to section 8.3.1(B) and 8.3.2(E) or does not propose municipal  
25 legislation pursuant to section 1(9) of article V of the state constitution. The clerk and recorder shall  
26 not receive or act upon any affidavit or notice of intent commencing the process for initiating any  
27 ordinance or charter amendment unless the affidavit or notice of intent is accompanied by a  
28 certification as provided herein.

29 **Sec. 15-11.- Initiative, referendum, and recall petitions; fiscal impact estimate and**  
30 **ballot information booklet.**

31 (b) *Fiscal impact estimate and ballot information booklet.*

32 (3) *Ballot information booklet.* The clerk and recorder, in consultation with the ~~legislative~~  
33 ~~services~~ city council executive director and the city attorney, shall compile a ballot information  
34 booklet which contains the text and title of the measure and a summary of the major arguments for

1 and against the measure. When preparing the ballot information booklet, the clerk and recorder shall  
2 accept written comments from any person submitted no later than sixty (60) days before the election.  
3 The clerk and recorder shall deliver the booklet to voters before the first day to mail ballots to  
4 domestic voters under state law. The clerk and recorder may combine this booklet with other required  
5 election materials or make this booklet available electronically.

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7 COMMITTEE APPROVAL DATE: \_\_\_\_\_, 2025.  
8 MAYOR-COUNCIL DATE: \_\_\_\_\_, 2025.  
9 PASSED BY THE COUNCIL \_\_\_\_\_ 2025

10 \_\_\_\_\_ - PRESIDENT  
11 APPROVED: \_\_\_\_\_ - MAYOR \_\_\_\_\_ 2025  
12 ATTEST: \_\_\_\_\_ - CLERK AND RECORDER,  
13 EX-OFFICIO CLERK OF THE  
14 CITY AND COUNTY OF DENVER  
15

16 NOTICE PUBLISHED IN THE DAILY JOURNAL \_\_\_\_\_ 2025; \_\_\_\_\_ 2025

17  
18 PREPARED BY: \_\_\_\_\_; DATE: \_\_\_\_\_  
19

20 Pursuant to section 13-9, D.R.M.C., this proposed ordinance has been reviewed by the office of the  
21 City Attorney. We find no irregularity as to form and have no legal objection to the proposed  
22 ordinance. The proposed ordinance is not submitted to the City Council for approval pursuant to §  
23 3.2.6 of the Charter.  
24

25 Katie J. McLoughlin, Interim City Attorney

26  
27 BY: \_\_\_\_\_, \_\_\_\_\_ City Attorney DATE: \_\_\_\_\_