

Hierarchy of Council Review

Ordinances that require Council review:

1. High-Impact Ordinances
 - Zoning and Land Use: Changes to zoning laws, land use regulations, and development projects that significantly affect the community.
 - Public Safety: Ordinances related to police, fire, emergency services, and public health regulations (e.g., pandemic response measures).
 - Budget and Finance: Approval of budgets, tax rates, major financial expenditures, and bond issues.
2. Regulatory and Compliance Ordinances
 - Environmental Regulations: Ordinances related to environmental protection, waste management, and sustainability initiatives.
 - Building Codes: Updates to building codes, construction standards, and housing regulations not already regulated by the State.
 - Licensing and Permits: Regulations governing business licenses, permits, and other regulatory compliance measures.
3. Social and Community Impact Ordinances
 - Civil Rights and Equality: Ordinances that address discrimination, equal opportunity, and accessibility.
 - Public Health and Welfare: Regulations concerning public health, housing standards, and welfare programs.
 - Transportation and Infrastructure: Significant changes to public transportation, road construction, and infrastructure projects.

Policies that should be reviewed by Council:

1. Policy Changes and Initiatives
 - Long-Term Strategic Plans: Comprehensive plans and strategic initiatives that guide the long-term development of the community.
2. Regulatory and Compliance Policies
 - Personnel Policies: Major updates to employee handbooks, codes of conduct, disciplinary procedures, and other comprehensive personnel policies that affect a significant number of employees or have broad implications for the organization.
 - Example – Paid Paternal Leave Policy
3. Social and Community Impact Policies
 - Workplace Equity and Inclusion: Policies related to workplace diversity, equity, inclusion, anti-discrimination, harassment, and equal employment opportunities.

Policies and Ordinances That **May Not** Require Review by the Common Council:

1. Routine Administrative Ordinances
 - Operational Adjustments: Minor changes to the day-to-day operations of city departments (e.g., office hours, administrative procedures).
 - Non-Substantive Updates: Technical corrections, re-codifications, and non-substantive amendments to existing ordinances.
2. Minor Financial Adjustments

- Fee Adjustments: Minor adjustments to existing fees that do not significantly impact the overall budget (e.g., increase in fee for records requests that is within the statutory range).
- 3. Specific Localized Issues
 - Temporary Permits: Issuance of temporary permits or variances for specific events or activities.
- 4. Pre-approved Projects and Contracts
 - Pre-approved Contracts: Execution of contracts and agreements that have been previously authorized by the council.
 - Ongoing Projects: Routine decisions related to ongoing projects that have received prior council approval.
- 5. Routine Administrative Ordinances
 - Operational Adjustments: Minor updates to existing personnel policies that do not significantly alter the overall framework, such as administrative changes to procedures, minor clarifications, or updates required for regulatory compliance (e.g., Pregnant Workers Fairness Act).
 - Technical Corrections: Non-substantive amendments to personnel policies to correct errors, update language, or reflect changes in organizational structure without changing the policy's intent or impact.

Considerations for Determining Council Review Necessity

1. **Impact Assessment:** Evaluate the potential impact of the ordinance on the community. High-impact ordinances should be prioritized for council review. Assess the potential impact on employees. Major policy changes that affect a large number of employees or significantly alter working conditions should be reviewed by the council.
2. **Public Interest and Transparency:** Consider the level of public interest and the need for transparency. Ordinances with significant public interest should undergo council review. Policies that are likely to generate significant concern or interest among employees should be reviewed by Council.
3. **Legal and Regulatory Requirements:** Ensure compliance with legal and regulatory requirements that may mandate council oversight.
4. **Efficiency and Delegation:** Balance the need for oversight with administrative efficiency. Routine and minor issues can often be delegated to appropriate city officials or committees. Balance the need for thorough review with administrative efficiency. Routine updates and minor changes can be managed by HR Department or administrative officials.