

1.02 Filing Documents for City Council

Office of Management and Finance (OMF) staff shall communicate and coordinate with the CAO's Executive Assistant or designee in the development and filing of documents to be submitted to City Council for action. This coordination will help ensure the CAO is aware and supportive of all such actions taken by any OMF bureau and division and that the actions reflect and support an OMF-wide perspective. Staff are responsible for providing the information in a timely manner so OMF can meet all filing requirements and deadlines set by the Mayor (as Commissioner-in-Charge) and the City Auditor's Office.

Amending or Adding to City Code and Citywide Administrative Rules

If the OMF bureau or division action for Council adds or amends City Code, binding City policy or Citywide administrative rules, OMF staff are responsible for communicating and coordinating with the CAO's Policy Team in advance of preparing such documents for filing with Council.

Reference:

OMF 1.03 Developing and Managing Citywide Policies and Administrative Rules

OMF Business Owner:
Last updated:

Policy Team
April 17, 2017