



October 30, 2023

MEMORANDUM FOR CITY AGENCIES

FROM: Department of Legislative Reference

SUBJECT: Updates to City Regulation Promulgation Process

---

This memorandum serves as official notification to City agencies that the enactment of Ordinance 23-269 has updated the process for drafting, amending, and passing City regulations (“promulgation”).

Ordinance 23-269 has implemented the following changes:

1. To begin the promulgation process, City agencies are now required to complete a Notice of Regulation Development (NORD), a short form that asks basic questions regarding the nature of the proposed regulations and their statutory authority;
2. City agencies will now work with the Department of Legislative Reference (DLR) to draft, amend, or repeal regulations (previously, agencies completed this process with the City Solicitor’s Office);
3. Following drafting with DLR, the City Solicitor’s Office will maintain their role in reviewing proposed regulations for adherence to statutory authority as well as form and legal sufficiency;
4. Proposed, amended, or repealed regulations will now receive sign off from the Office of the City Administrator prior to completing the required 30-day notice and comment period;
5. Agencies will no longer be responsible for ensuring compliance with the required public notice and comment period for proposed regulations. This step will now be handled by DLR with the creation and dissemination of a monthly register of all regulations pending throughout City government (the “COBRA Register”).

For more information on promulgating City regulations, please visit DLR’s webpage.