



**City of Racine, Wisconsin
Common Council**

AGENDA BRIEFING MEMORANDUM

COMMITTEE: To Be Referred

ORDINANCE 0003-25

AGENDA DATE: Common Council Agenda for referral to committee – May 20, 2025

DEPARTMENT: City Attorney's Office

Prepared By: City Attorney Scott R. Letteney

Reviewed By: N/A

SUBJECT: Communication presented by Alderman Weidner sponsoring Ordinance 0003-25 – Proposed Amended Ordinance Procedure.

EXECUTIVE SUMMARY:

Proposed Ordinance 0003-25 – Proposed Amended Ordinance Procedure, would amend the Code of Ordinances regarding the process for amending the Code of Ordinances, including creating new ordinances. Specifically, it would recreate Chapter 2, Article II, Division 5, Section 2-119, of the Code of Ordinances as described in the Background and Analysis section of this Agenda Briefing Memorandum.

BACKGROUND AND ANALYSIS:

As it currently exists, Chapter 2, Article II, Division 5, Section 2-119, of the Code of Ordinances provides a procedure for amending or creating ordinances. Under the current procedure, ordinance changes are initiated by an elected official seeking a change, notifying the City Clerk, and working individually with the City Attorney's Office on the modification.

Under the procedure as proposed by Alderman Weidner, a request for an ordinance change is initiated by an elected official by submitting a communication through the Common Council to a standing committee. If the standing committee agrees a change to the Code of Ordinances is warranted, the City Attorney will be directed to prepare the ordinance modification. After the modification is written, the proposed ordinance is returned to the standing committee for consideration and recommendation for approval. A standing committee recommendation for approval is forwarded to the Common Council for final action.

31
32 This is the existing language of Racine Ordinances section 2-119:

33 **Sec. 2-119. - Action on ordinances.**

- 34 (a) All requests for amendments to the Code of Ordinances, including new
35 ordinances, shall be in writing, made by the mayor or of the alderman, and shall
36 be delivered to the clerk. The clerk forthwith shall direct such request to the city
37 attorney.
- 38 (b) The city attorney shall draft proposed amendments to the Code of Ordinances, in
39 consultation with the requesting official. Alternatively, the requesting official may
40 draft a proposed amendment to the Code of Ordinances, or request another city
41 department draft a proposed amendment to the Code of Ordinances, to be forward
42 to the city attorney for legal review and further drafting as necessary to comply
43 with relevant law. When the requesting official is satisfied with the proposed
44 amendments to the Code of Ordinances as drafted, the city attorney forthwith
45 shall so notify the clerk.
- 46 (c) Based upon the guidance provided in section 2-77 and elsewhere within this Code
47 of Ordinances, within 14 days of notification by the city attorney to the clerk, the
48 clerk, in consultation with the mayor, shall determine the most-appropriate
49 standing committee to which such proposed amendment to the Code of
50 Ordinances should be directed and shall place the proposed ordinance amendment
51 on such committee agenda.
- 52 (d) The standing committee shall consider such proposed ordinance amendment and
53 report its recommendation to the common council for final action.

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55 This is the proposed language for Racine Ordinances section 2-119:

56 **Sec. 2-119. - Action on ordinances.**

- 57 (a) All requests for amendments to the Code of Ordinances, including new
58 ordinances, shall be in writing, made by the mayor or an alder, and shall be
59 delivered to the clerk as a communication pursuant to section 2-117. The clerk
60 shall direct such request to the standing committee specified by the requesting
61 official, or if no such committee is specified, to the appropriate standing
62 committee based upon the guidance provided in section 2-77 and elsewhere
63 within this Code of Ordinances. The common council shall retain authority to
64 modify committee referrals.
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66 (b) The standing committee to which the request is referred shall review the request.
67 If the standing committee approves proceeding with the amendment, the clerk
68 shall forward the committee's recommendations to the city attorney.
- 69

(c) The city attorney shall draft proposed amendments to the Code of Ordinances based on the standing committee's recommendations, in consultation with the requesting official as needed. The city attorney shall draft such amendments as necessary to comply with relevant law. When the proposed amendments are drafted, and the requesting official is satisfied, the city attorney shall notify the clerk.

(d) The clerk shall return the drafted amendments to the standing committee for review. The standing committee shall consider such proposed ordinance amendment and report its recommendation to the common council for final action. If revisions are needed, the standing committee or the common council shall return the draft to the city attorney with specific requested changes.

BUDGETARY IMPACT: None.

OPTIONS/ALTERNATIVES:

To approve, modifying the procedures for proposing and considering amendments to the Code of Ordinances.

To deny, declining to modify the procedures for proposing and considering amendments to the Code of Ordinances.

RECOMMENDED ACTION BY ALDERMAN WEIDNER: To approve.

ATTACHMENT(S): None.