

# Spring Cleaning Model Ordinance



## Overview

1. All departments will be required to submit to the city council a report of inefficient, confusing, costly, or unnecessary processes, steps, or requirements their department teams are responsible for administering and solutions that are suggested by the responsible parties. Teams will implement a metric and feedback system to track pain points, bottlenecks, or commonly failed processes and employee-suggested solutions to these issues. The council members will go through each report to accept or reject these items, and the items accepted will be added to the annual “spring cleaning” efficiency bill. This can be thought of as similar to the sunset review process conducted at the state level.
2. All team employees should be encouraged to suggest items and solutions. As the experts in administering their respective processes, their suggestions should be thoughtfully considered. The feedback system should include optional anonymity for employees concerned about speaking up.

## Draft Ordinance Language

1. Each city department shall submit to the city manager, by [DATE] of each year, reports to include the following:
  - a. Metrics, to be developed and implemented by each department, that quantify commonly inefficient, ineffective, confusing, or overly cumbersome regulatory processes, requirements, rules, regulations, and procedures.
  - b. Recommendations from city department employees regarding strategies to alleviate the problems identified and quantified pursuant to Subsection 1(a).
2. The city manager shall consider each department’s annual report and make a recommendation to the city council, by [DATE] of each year of draft ordinances necessary to implement changes recommended by city departments.
  - a. The city manager shall publish this report, and copies of reports submitted pursuant to Section 1, on its website by [DATE] of each year.
3. The city council may, based upon the recommendations of the city manager, draft an annual “spring cleaning” reform items ordinance to implement changes designed to improve city processes, requirements, rules, regulations, and procedures.