



Docket Memos

Finance, Governance, and
Public Safety Committee



KANSAS CITY

Finance Dept





Ordinance Fact Sheets

LEGISLATIVE FACT SHEET		Legislation Number:	
		Approval Deadline:	
LEGISLATION IN BRIEF:			
What is the reason for this legislation?	Fact Sheet Color Codes User Entered Field User Select From Menu For OMB Use		
	Sponsor(s)		
	Programs, Departments, or Groups Affected		
	Sub-Program in Budget (page #)		
Discussion (including relationship to other Council actions)	Applicants/ Proponents	City Department	
		Other	

In addition to Fiscal Notes, ordinances are accompanied by Fact Sheets.



Ordinance Fact Sheets

	Staff Recommendation	For	
	Board or Commission Recommendation	N/A	
	Future Impacts		
	None		
	Cost of Legislation current Fiscal Year		
	Costs in Future Fiscal Years?	No	
	Citywide Business Plan Goal	Annual Revenue Increase/Decrease	
	Citywide Business Plan Objective	Applicable Dates:	
	Citywide Business Plan Strategy	Prepared by:	
		Date Prepared:	
Reviewed by:			
Date Reviewed			
Reference Numbers			

Fact Sheets provide a brief overview of the ordinance, including a description of the legislation, its relation to the Citywide Business Plan, sponsor information, and department information.

Streamlined Docket Memo

Includes

- Executive Summary
- Discussion
- Fiscal Impact
- Citywide Business Plan Impact
- Prior Legislation
- Service Level Impacts
- Other Impacts (e.g., advancement of equal-opportunity goals)

City of Kansas City, Missouri



Docket Memo

Ordinance/Resolution #

Submitted Department/Preparer: **Please Select**

Executive Summary

Click or tap here to summarize this ordinance/resolution in plain language.

Discussion

Click or tap here to provide [more detailed information and analysis](#) on this topic.

Fiscal Impact

1. Is this legislation included in the adopted budget? Yes No

2. What is the funding source?

Click or tap here to provide fund name(s).

3. How does the legislation affect the current fiscal year?

Click or tap here to enter text.

4. Does the legislation have fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.

Click or tap here to enter text.

5. Does the legislation generate revenue?

Click or tap here to enter text.

Budget Review

(Staff will complete this section.)

1. This legislation is supported by the general fund. Yes No

2. This fund has a structural imbalance. Yes No






This new docket memo will combine the most important information from the Fiscal Note and Fact Sheet into one document written in plain language.

The City Clerk will not assign a legislative control number to a proposed ordinance unless this docket memo is attached.

This will ensure Council has the information it needs for effective debate and public engagement in the legislative process.





City of Kansas City, Missouri

Docket Memo

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan Impact

List which goals and strategies in the [Citywide Business Plan](#) are impacted.

Prior Legislation

Click or tap here to list prior related ordinances/resolutions related.

Service Level Impacts

Click or tap here to provide a description of how this ordinance will impact service levels. List any related key performance indicators and impact.

Other Impacts

1. What is the impact on equity, including what groups may be disproportionately impacted by this legislation?
Click or tap here to enter text.
2. Does this legislation impact the health and safety of citizens, particularly youth, including any housing needs? If so, please explain.
Click or tap here to enter text.
3. Does this legislation advance the City's climate goals? Are there any anticipated environmental impacts? If so, please explain.
Click or tap here to enter text.
4. Does this legislation impact staff capacity, including whether capacity exists in-house to implement the legislation or whether additional staffing or outsourcing will be required, if so, please explain.
Click or tap here to enter text.



Purpose

This new docket memo will allow Councilmembers and the public to easily review agenda items and their impact. In plain language, the memos will include:

- The purpose of the legislation, its intended impact, and how it relates to the Citywide Business Plan
- Expected impact on health and safety of residents, particularly youth and housing needs
- Environmental impacts, including how it relates to the City's climate goals
- An equity impact analysis, including what groups may be disproportionately affected by this and whether this advances the City's equal opportunity goals
- Expected impact on City staff capacity
- Anticipated fiscal impact, including how it will affect the City's fiscal health, upfront and recurring costs, whether those costs are budgeted, whether there is additional funding from other sources, and whether new revenues will be generated



Ordinance No. 220498

- Replaces the Fact Sheet and Fiscal Note with the docket memo
- Redefines the information to be included in the docket memo
- Department sponsors will submit draft docket memos for review

Resolution No. 220501

- Updates the Council standing rules to reflect this new requirement



New Docket Memo Benefits

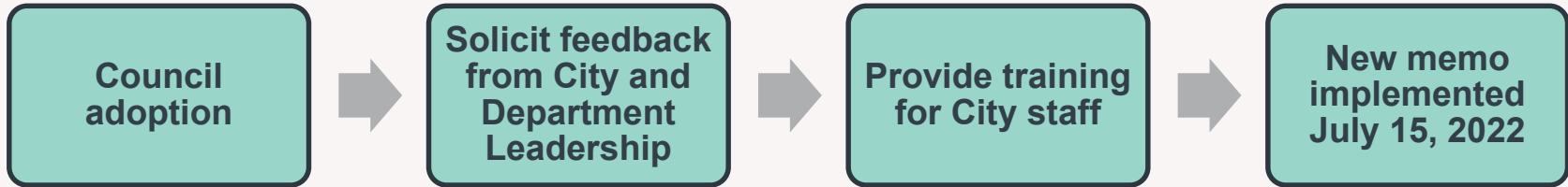
Clarity: Uses plain language; presents all information in one location

Efficiency: One document completed by submitting departments with subject matter expertise and reviewed by Finance and Law

Transparency: Makes the legislative process easier to understand



Timeline for Implementation





Questions?

You can find us at:

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@kansascity

www.kcmo.gov/budget