

INDEX OF ATTACHMENTS

ATTACHMENTS

DESCRIPTION

Sample 1	Format for adding a new section, article, or chapter to the City Code.
Sample 2	Format for an amendment to a provision of the City Code.
Sample 3	Format for repealing sections, articles, chapters, or provisions of the City Code.
Sample 4	Format to add a new subject to the City Code.
Sample 5	General format for a motion.
Sample 6	General format for a resolution.
Number 7	Fiscal Note form
Number 8	Check Sheet

DRAFT COPY

Formai for adding a new secuon, article, or chapter to the City Code

ORDINANCE

CITY OF NEW ORLEANS

CITY HALL: _____

CALENDAR NUMBER: _____

NO. _____ MAYOR COUNCIL SERIES

BY. COUNCILMEMBER

AN ORDINANCE to amend the Code of the City of New Orleans by adding thereto a new subsection to be designated as section ____, relative to ____; to provide for ____; and otherwise to provide with respect thereto.

1 SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY,
2 That the Code of the City of New Orleans, Louisiana is hereby amended by adding a (*section,*
3 *article or chapter*) to be numbered as follows (*section, article, chapter*) _____, which said
4 (*section, article or chapter*) shall read as follows:

5 ("Section, Article or Chapter) _____. (*Quotation marks should begin and end the*
section, article, or chapter being added)

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS _____

PRESIDENT OF COUNCIL

Delivered to the Mayor on: _____

Approved:

Disapproved: _____

MAYOR

Returned by the Mayor on: _____ at _____

CLERK OF COUNCIL

YEAS:

NAYS:

ABSENT:

DRAFT COPY

Format for an amendment to a provision of the City Code

ORDINANCE

CITY OF NEW ORLEANS

CITY HALL _____

CALENDAR NUMBER: _____

NO. _____ MAYOR COUNCIL SERIES

BY COUNCILMEMBER

AN ORDINANCE to amend the Code of the City of New Orleans section _____,
relative to _____, to provide for _____, and otherwise to provide with respect thereto

1 SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY
2 ORDAINS, that section _____ of the Code of the City of New Orleans is hereby amended to
3 read as follows:

4 "Section _____." (*Quotation marks should begin and end the provision
being amended*)

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS _____

PRESIDENT OF COUNCIL

Delivered to the Mayor on: _____

Approved. _____
Disapproved. _____

MAYOR

Returned by the Mayor on. _____ at _____

CLERK OF COUNCIL

YEAS:

NAYS:

ABSENT.

DRAFT COPY

(Format for repealing sections, articles, chapters, or provisions of the City Code)

ORDINANCE

CITY OF NEW ORLEANS

CITY HALL _____

CALENDAR NUMBER: _____

NO _____ MAYOR COUNCIL SERIES

BY: COUNCILMEMBER

AN ORDINANCE to amend the Code of the City of New Orleans by repealing
(section, article, or chapter) _____, relative to _____, and otherwise to provide with
respect thereto.

1 SECTION 1 THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY
2 ORDAINS, That the Code of the City of New Orleans, Louisiana is amended to repeal (section
3 article or chapter) _____ entitled _____.

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS _____

PRESIDENT OF COUNCIL

Delivered to the Mayor on: _____

Approved.

Disapproved: _____

MAYOR

Returned by the Mayor on _____ at _____

CLERK OF COUNCIL

YEAS

NAYS

ABSENT

Format to incorporate into the City Code an ordinance of a general or permanent nature on a subject not existing in the Code.

ORDINANCE

CITY OF NEW ORLEANS

CITY HALL. _____

CALENDAR NUMBER: _____

NO. _____ MAYOR COUNCIL SERIES

BY: COUNCILMEMBER

AN ORDINANCE to amend the Code of the City of New Orleans by adding thereto a new subsection to be designated as section _____, relative to _____; to provide for _____; and otherwise to provide with respect thereto.

1 SECTION 1. THE COUNCIL OF THE CITY OF NEW ORLEANS HEREBY
2 ORDAINS, that the Code of the City of New Orleans, Louisiana is hereby amended by adding a
3 (section, article or chapter) to be numbered as follows (section, article, chapter) _____, which said
4 (section, article or chapter) shall read as follows:

5 "Section, Article or Chapter _____." (Quotation marks should begin and
end the section, article, or chapter being incorporated)

1 SECTION 2. (or last section of the ordinance) It is the intention of the City Council
2 and it is hereby ordained that the provisions of this ordinance shall become and be made a part of
3 the Code of the City of New Orleans, Louisiana, and the sections of this ordinance may be
4 renumbered to accomplish such intention

ADOPTED BY THE COUNCIL OF THE CITY OF NEW ORLEANS _____

PRESIDENT OF COUNCIL

Delivered to the Mayor on: _____

Approved. _____

Disapproved: _____

MAYOR

Returned by the Mayor on: _____ at _____

CLERK OF COUNCIL

YEAS:

NAYS:

ABSENT:

SAMPLE 5

MOTION

NO. _____

CITY HALL: SEPTEMBER 4, 1978
(Date of Council Meeting)

BY: COUNCILMEMBER(S)

BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS.

That.....
.....
.....
.....

THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED
ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS;

YEAS:

NAYS:

ABSENT:

RECUSED:

AND THE MOTION WAS ADOPTED.

SAMPLE 6

RESOLUTION

NO. _____

CITY HALL:SEPTEMBER 4, 1978
(Date of Council Meeting)

BY: COUNCILMEMBER(S)

WHEREAS,

.....

.....;and

WHEREAS,

.....

.....;and

WHEREAS,

.....

.....;now,therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS,

That.....

.....

.....

THE FOREGOING RESOLUTION WAS READ IN FULL, THE ROLL WAS CALLED
ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS;

YEAS:

NAYS:

ABSENT:

AND THE RESOLUTION WAS ADOPTED.

CITY OF NEW ORLEANS
FISCAL NOTE
CHIEF ADMINISTRATIVE OFFICE

ORDINANCE ()
NO (S).

RESOLUTION ()
NO.

MOTION ()
NO.

DEPARTMENT:

PURPOSE OF LEGISLATION:

SOURCE/AMOUNT OF REVENUE TO BE GAINED (LOST):

BASIS FOR REVENUE ESTIMATE:

EXPENDITURE REQUIREMENTS (SAVINGS) BY SPECIFIC CATEGORIES AND AMOUNTS:

EXPLANATION: (Include detailed description of items/services to be purchased and/or reduced, including positions added or deleted)

CONTACT PERSON/PHONE:

SIGNATURE/TITLE:

DEPARTMENT/AGENCY

DATE: _____

REVIEWED BY:

CHIEF ADMINISTRATIVE OFFICE

NOTE: This form must be enlarged 121% to 8½"x14" to be used.

Name _____ Ext. _____

**CHECK SHEET TO BE USED FOR
CLEARING ORDINANCES, MOTIONS, AND RESOLUTIONS
BEFORE SUBMISSION TO COUNCIL CLERK**

The originating agency shall attach a copy of each proposed ordinance, motion, or resolution to the check sheet for processing in the sequence indicated after preparing a synopsis. The detailed memorandum of explanation shall also be attached to this check sheet.

SYNOPSIS OF DOCUMENT: _____

1. _____
Department Head
2. _____
Department of Law
3. _____
Chief Administrative Officer
4. _____
Executive Assistant for Intergovernmental Relations
5. _____
Initials of Sponsoring Council Member

COUNCIL ACTION

COUNCILMEMBERS PRESENT: _____

ABSENT: _____

AMENDMENTS:

FINAL ADOPTION:

MOVED:

2ND:

YEAS:

NAYS:

ABSENT:

RECUSED:

6. _____
Reviewed by the Chief Administrative Officer after adoption by the City Council and prior to the Mayor's signature.