



<b>PROCEDURE NAME</b>	Revising Administrative Procedure Memoranda (APM)
<b>AUTHOR</b>	Emily Jamieson – Organizational Development Coordinator, HR
<b>DATE</b>	12/15/2022

<b>PURPOSE</b> <i>Who is this SOP for &amp; why is it necessary?</i>	A documented process for how to get Mayor Administrative Procedure Memoranda (APM) revised or updated.
<b>SCOPE</b> <i>What the set of procedures applies to.</i>	All APM's found on the <a href="#">Mayor's Office APM webpage</a> .
<b>QUALITY ASSURANCE</b> <i>Who will maintain the SOP document(s)?</i>	Refer to guidance from the Mayor's Office and the Office of the City Attorney should any step of this procedure change. Author listed above to maintain this document and process map.
<b>ADDITIONAL NOTES</b> <i>Anything else to know? Definitions? Any other documents needed?</i>	There is a Process Map for additional understanding of this Standard Operating Procedure. This can be found on page 2.

PROCEDURE STEPS	
<ol style="list-style-type: none"><li>1. The department sponsoring the APM assembles an APM development team composed of individuals impacted by the APM and Subject Matter Experts.</li><li>2. Development team meets (as many times as needed) to construct a draft APM proposal.</li><li>3. Sponsoring department reviews and discusses the draft APM proposal at an internal management team meeting.</li><li>4. The sponsoring department sends the draft APM proposal in Word format to the Office of the City Attorney for attorney review.</li><li>5. The City Attorney's Office OR a representative on the development team (i.e. the individual attending the MMT to present and discuss) reaches out to the Executive Assistant to the Mayor to be added to the Mayor's Management Team (MMT) Agenda. Sends a copy with bullet points highlighting changes to be reviewed by MMT.</li><li>6. Mayor's Management Team reviews, any changes are redlined and written on the document</li><li>7. The person leading the revision efforts sends the approved document with track changes, a clean copy, and bullet points to highlight changes to the Ordinance Revision Specialist in the Attorney's Office.<ol style="list-style-type: none"><li>a. Other information to include: Date the revisions were discussed at MMT and name of person who discussed at MMT.</li></ol></li><li>8. Ordinance Revision Specialist formats APM.</li><li>9. Ordinance Revision Specialist sends to the Mayor's Office Staff for final review and signature.</li><li>10. Ordinance Revision Specialist sends official signed APM to Document Services and distributes link to new/updated APM via email to All Email Users.</li></ol>	
<b>Tips:</b> <ul style="list-style-type: none"><li>• <b>For updating and/or adding attachments to APMs:</b><ul style="list-style-type: none"><li>○ Notify the Mayor's Office – via email to the Executive Assistant to the Mayor – that you're changing attachments/forms or adding new documents to the APM. Attach proposed changes (attachments/forms/new documents) to the notice in case they have questions.</li><li>○ Send the attachments/forms/documents to the Ordinance Revision Specialist in the City Attorney's Office for updates and distribution.</li></ul></li><li>• <b>Make sure you have 2 copies, one with track changes &amp; a clean document</b></li><li>• <b>Also consider other methods of communicating the updated APMs in addition to All Email Users.</b></li></ul>	
<b>As of 12/15/2022:</b> <p>The Executive Assistant to the Mayor is Nicole Stevens. The Ordinance Revision Specialist is Megan Gleaser.</p>	

## ICON KEY:

Details &amp; Next Steps

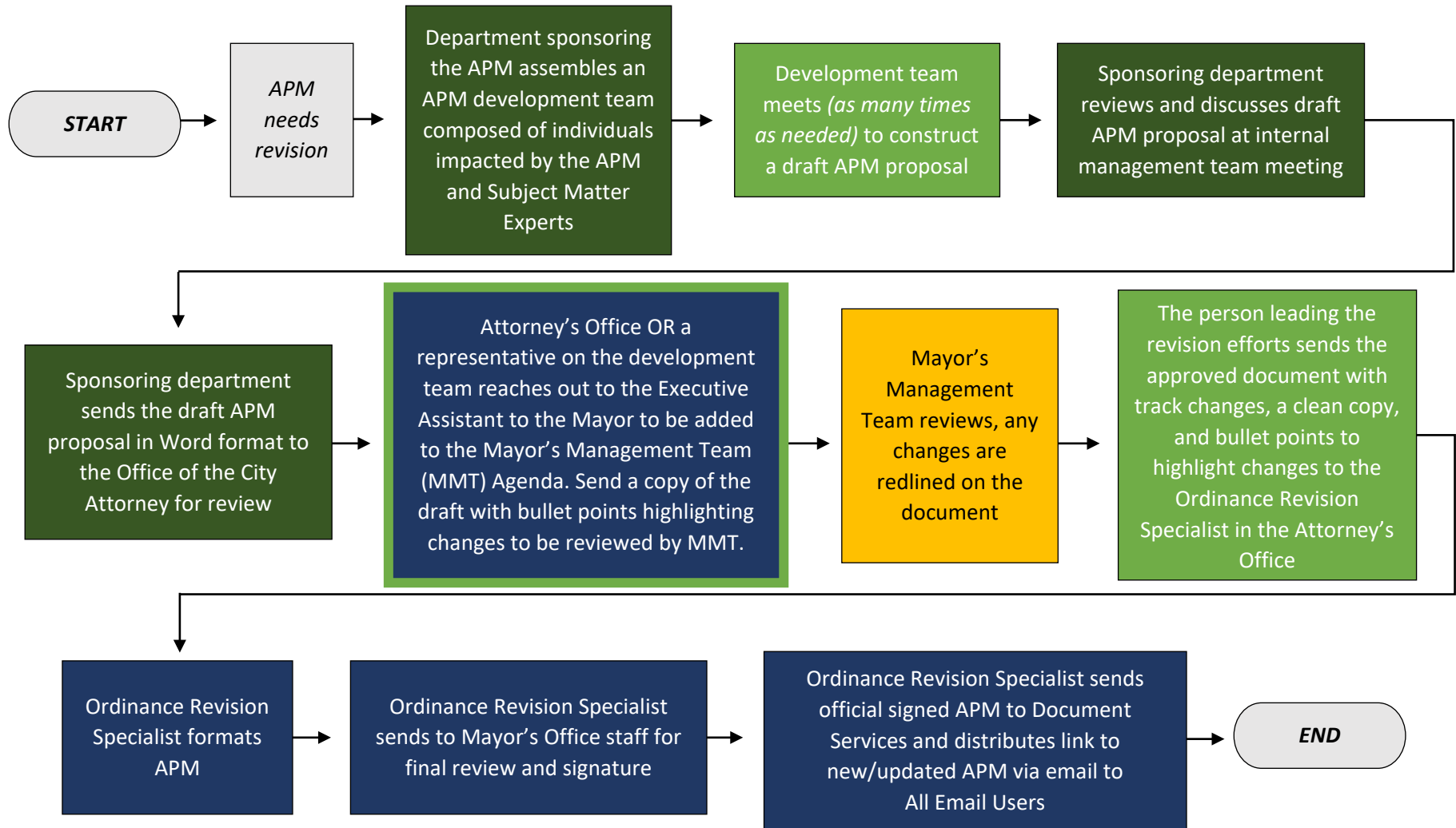
Department Sponsoring the APM

Mayor's Management Team

Office of the City Attorney

APM Development Team

Attorney OR Development Team

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- Send the attachments/forms/documents to the Ordinance Revision Specialist in the City Attorney's Office for updates and distribution.