

ADMINISTRATIVE POLICY NO. 14-01A

DRAFTING OF ORDINANCES

I. POLICY ISSUANCE

It is management's policy to provide uniform guidelines and an internal policy on the drafting of ordinances for introduction to the CBS Assembly and general public.

II. PURPOSE AND POLICY

Because Department Heads and staff occasionally draft ordinances, an internal policy is important to follow to assure that the ordinances being drafted are in the proper form, are accurate and receive a legal review prior to introduction to Assembly and members of the public.

III. POLICY PROCEDURE AND GUIDELINES

Any draft ordinance will be vetted through the following process:

1. Identify subject of ordinance requested and determine sponsorship.
2. Identify affected department(s) and assign drafting responsibility.
3. Ordinance is drafted with the assistance of the Legal Department when applicable.
4. Once the ordinance is drafted a copy is provided to the Legal Department for review and comment.
5. If revisions are necessary, draft ordinance goes back to drafter and sponsors for revisions.
6. If no revisions necessary, draft ordinance is forwarded to the Municipal Administrator, affected department and/or Assembly member sponsors (when applicable) for review and comment.
7. When applicable, the ordinance is reviewed by respective board, commission, or committee (e.g. Police and Fire Commission). Staff liaison reports back to the Legal Department with any edits.
8. The Legal Department provides a final draft of the ordinance to the Municipal Clerk.

9. The Municipal Clerk assigns an ordinance number, assures the necessary advertising requirements are met and schedules the ordinance for introduction to the Assembly and general public.
10. The Municipal Clerk maintains a record of the ordinance life showing history, disposition.
11. Once the ordinance is either approved or rejected the Municipal Clerk assures the necessary steps are taken to permanently record the ordinance and update the Sitka General Code and Sitka Home Rule Charter when applicable.

IV. GENERAL PROVISIONS

- A. Scope: this policy applies to all departments and employees of the City and Borough of Sitka, Alaska under the general direction of the Municipal Administrator.
- B. Authority to promulgate policy: The Municipal Administrator of the City and Borough of Sitka, Alaska maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Sitka, Alaska, this August 11 day of August, 2015.



Mark Gorman
Municipal Administrator

CBS Ordinance Creation

