

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Administration	<b>Policy #</b> 2005-02
<b>Title:</b>	Guideline for Adopting Ordinances	

## PURPOSE

The purpose of this policy is to ensure District personnel follow the following guidelines for the Board of Directors to adopt an ordinance.

## POLICY

When submitting an ordinance regarding a fee increase to the Board of Directors for adoption, or in other circumstances where required by law, the following guidelines should be followed:

1. Type up the ordinance. These are numbered by year and then numbered by series (example 2003-01, 2003-02, etc.). These are saved on the network server under Suzanne – Ordinances.
2. If the ordinance is to change a District Code, attach a copy of the Code, with the changes hi-lighted (track changes) to the ordinance.
3. Be sure to have the General Manager review and approve.
4. The ordinance goes to one of the 5 Board committees for recommendation to the Board for approval.
5. After the committee agrees to recommend the ordinance be adopted by the Board of Directors, the ordinance is placed on the Board of Directors meeting agenda.
6. Ordinances are approved following a Public Hearing which shall be conducted at a regular monthly Board meeting. (*If this is for a rate increase for water or sewer, property owners must be notified by mail at least 45 days in advance of the public hearing.*) The Notice of Public Hearing shall be published once a week for two weeks, prior to the actual date of the public hearing. (Daily Recorder- send in Word format to email address: [barbara\\_bennett@dailyjournal.com](mailto:barbara_bennett@dailyjournal.com) or fax 916-444-0636.)
7. Post the Notice of Public Hearing 15 days prior to public hearing. Post at CSD office, Plaza Foods, Rancho Murieta Association and Murieta Village Association.

8. After the ordinance has been approved, the Board President and District Secretary will sign the last page of the ordinance.
9. After the ordinance has been signed, place the District seal on the original.
10. After the ordinance has been approved and signed, the ordinance shall be published one time, within 10 days of the date of adoption. (Daily Recorder - send in Word format to email address: [barbara\\_bennett@dailyjournal.com](mailto:barbara_bennett@dailyjournal.com) or fax 916-444-0636.)
11. Unless stated otherwise in the ordinance, all ordinances go into effect 30 days after approval by the Board.
12. The original goes in the Ordinance binder in the Vault.
13. A copy goes into the Ordinance binder on the bookcase in the file room.
14. Put an updated Ordinance index in both the vault binder and the binder in the file room.
15. Scan in and save the signed ordinance as a PDF file to appropriate network directory.

When submitting an ordinance (not affecting fees) to the Board of Directors for adoption, the following should be followed:

1. Type up the ordinance. These are numbered by year and then numbered by series (example 2003-01, 2003-02, etc.). These are saved on the network server under Suzanne – Ordinances.
2. If the ordinance is to change a District Code, attach a copy of the Code, with the changes hi-lighted (track changes) to the ordinance.
3. Be sure to have the General Manager review and approve.
4. The ordinance goes to one of the 5 Board committees for recommendation to the Board for approval.
5. After the committee agrees to recommend the ordinance be adopted by the Board of Directors, the ordinance is placed on the Board of Directors meeting agenda.
6. After the ordinance has been approved, the Board President and District Secretary will sign the last page of the ordinance.
7. After the ordinance has been signed, place the District seal on the original.

8. Unless stated otherwise in the ordinance, all ordinances go into effect 30 days after approval by the Board.
9. The original goes in the Ordinance binder in the Vault.
10. A copy goes into the Ordinance binder on the bookcase in the file room.
11. Put an updated Ordinance index in both the vault binder and the binder in the file room.
12. Scan in and save the signed ordinance as a PDF file to appropriate network directory.

<b>Approved by CSD Board of Directors</b>	02-16-05
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