

Presented by: The Manager  
Presented: 06/17/2024  
Drafted by: R. Palmer III

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2024-23**

**An Ordinance Amending the Ordinance Formatting Requirements.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

**Section 2. Amendment of Section.** CBJC 01.20.020 Form, is amended to read:

**01.20.020 Form.**

All ordinances, except emergency ordinances, to be eligible for introduction, shall be in the following form, and contain, and conform to, the following requirements:

- (a) Margin information: The sponsor and date of introduction shall be placed in the top margin of the page. Additional information such as committee references and dates of hearings may be placed below the sponsor and date;
- (b) Heading: "Ordinance of the City and Borough of Juneau, Alaska";
- (c) Number Provision: "Serial No ..." which shall also indicate the calendar year introduced;
- (d) Title: A descriptive title, including reference to penalties if imposed by the ordinance;
- (e) Premises or whereas clauses: As may be necessary to describe the reasons for the proposed ordinance;

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- (f) Enacting clause: “BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA.” ~~“BE IT ORDAINED.”~~;
- (g) Classification: Section 1: Shall classify the contents of the ordinance as between those of general and permanent nature, intended to be filed as a part of the City and Borough Code of Ordinances, and contents of a less permanent nature not intended for filing as a part of the Code (such as, for example, ordinances authorizing the conveyance of property, salary ordinances, appropriation ordinances, franchise ordinances, and bond ordinances) as follows, if of a permanent nature: "This ordinance is of a general and permanent nature and shall become a part of the City and Borough Code.";
- (h) Code Ordinances: Where the ordinance is classified as of a permanent nature intended for code filing, subsequent sections shall be numbered consecutively and contain in substantive sections all formal clauses such as, for example, savings and severability clauses, effective date, and repealer sections;
- (i) Code text format: Those sections of the ordinance which make changes to the Code shall set forth the number of each title, chapter, ~~chapter~~ and section of the Code being added, amended, repealed, ~~repealed~~ or repealed and reenacted and shall state the type of change being made. Sections of the Code being amended shall be set out in full unless not relevant, and shall include both the material which is being added and that which is being deleted. Material being deleted shall be shown by ~~strikeout~~. New material added shall be underlined;

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2 (j) Code section numbering: In code ordinances, each code section shall be assigned a  
3 seven-digit number consisting of two digits for the title, two digits for the chapter  
4 and three digits for the section number. Subsections shall be identified as follows:

5 (a) First subsection;

6 (1) Second subsection;

7 (A) Third subsection;

8 (i) Fourth subsection;

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10 (k) ~~Reserved. Paper: All ordinances shall be submitted on white paper, size 8½ inches~~  
11 ~~by 11 inches, numbered by line in the left margin;~~

12 (l) Margins: Left margin one inch; right margin one-half inch; top 1½ inches; bottom  
13 one inch;

14 (m) Type or printing: All ordinances shall be submitted typed in black Century  
15 Schoolbook typeface of 11 point size ~~pica type or equivalent size~~, double space, or  
16 printed in a similar typeface and size ~~serif typeface of conservative design set at~~  
17 ~~approximately 12 points of size on 24 points of leading~~, provided that larger sizes  
18 may be provided for the benefit of persons who are visually impaired and smaller  
19 sizes used for tables or figures. Ordinances shall be prepared in a manner and form  
20 suitable for photocopy or other means of duplication and for permanent filing as  
21 required by law and ordinance. ~~The adopted ordinance shall be typed or printed on~~  
22 ~~one side only. Proposed ordinances may be printed on one or both sides as the~~  
23 ~~assembly may direct;~~

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25 (n) ~~Reserved. Number of ordinances: All ordinances shall be submitted in at least 15~~  
~~copies at introduction;~~

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2 (o) Format of adopted ordinance: Upon adoption, the ordinance as adopted shall be  
3 prepared as necessary for codification or archiving ~~deleting all material to be~~  
4 ~~deleted and deleting the brackets and underlining or strikeout and italics as~~  
5 ~~required by subsection (i) of this section.~~ There shall be added to the adopted  
6 ordinance the date of adoption, and spaces for the signature of the mayor and  
7 attestation by the municipal clerk. ~~Margins shall be: left, 1½ inches; right, one inch;~~  
8 ~~top, 1½ inches; bottom, ¾ inch. The adopted ordinance shall be typed or printed~~  
9 ~~single space on plain white paper, 8½ by 11 inches and shall be in pica or similar~~  
10 ~~size print.~~ The adopted ordinance shall be assigned the same serial number as the  
11 ordinance introduced; the number may also include parenthetical information due  
12 to amendments. The adopted ordinance shall be printed or preserved in accordance  
13 with document archival practices;

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15 (p) Every ordinance establishing a penalty shall include in its title a reference to the  
16 penalty.

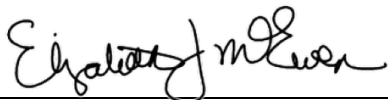
17 **Section 3. Effective Date.** This ordinance shall be effective 30 days after its adoption.

18 Adopted this 19th day of August, 2024.

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Beth A. Weldon, Mayor

22 Attest:

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Elizabeth J. McEwen, Municipal Clerk