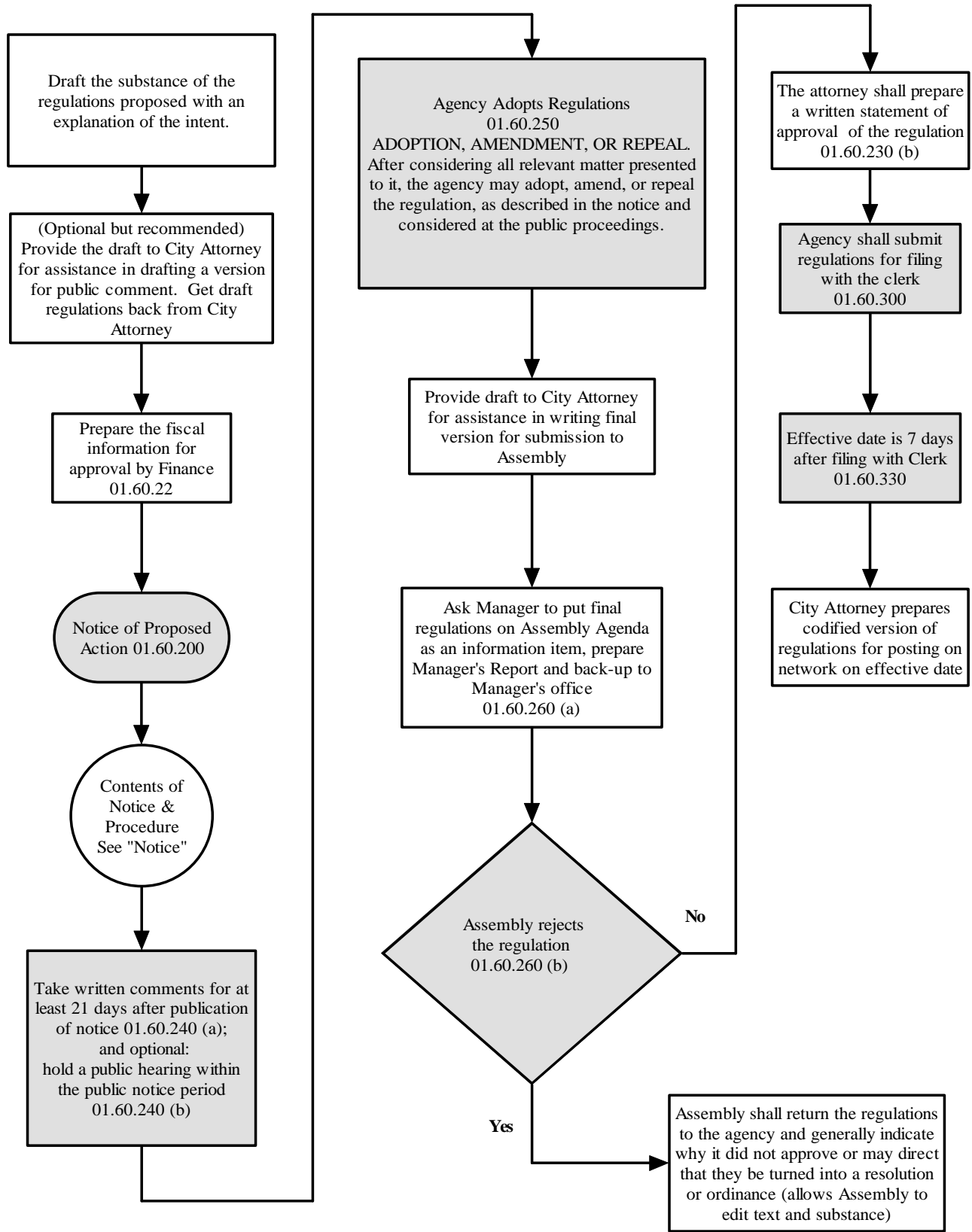


CBJ 01.60, Article II. Procedure for Adopting Regulations



**NOTICE of REGULATIONS
CBJ 01.60.200 & 210**

CONTENTS OF
NOTICE
01.60.210

- The text or summary of the proposed regulation
- Reference to the particular code sections being implemented, interpreted, or made specific;
- Where & when to send written comments & details of (optional) public hearing
- A summary of the fiscal information required to be prepared under CBJ 01.60.220

01.60.210 CONTENTS OF NOTICE. (a) The notice of proposed adoption of a regulation must include:

- (1) A statement of the time, place, and date of the public proceedings required by CBJ 01.60.240;
- (2) Reference to the authority under which the regulation is proposed and a reference to the particular code section or other provisions of law that are being implemented, interpreted, or made specific;
- (3) The text or an informative summary of the proposed subject of agency action;
- (4) Other matters prescribed by ordinance; and
- (5) A summary of the fiscal information required to be prepared under CBJ 01.60.220.

(b) A regulation that is adopted may vary in content from the summary specified in (a)(3) of this section if the subject matter of the regulation remains the same and the original notice was written so as to assure that members of the public are reasonably notified of the proposed subject of agency action in order for them to determine whether their interests could be affected by agency action on that subject.

NOTICE TO:
01.60.200 (a)

- Published in a newspaper of general circulation
- Distributed to all municipal libraries
- Mailed to every person who has filed a written request for notice of the action proposed by the agency
- Furnished to the attorney with a copy of the proposed regulation

01.60.220 FISCAL NOTES ON REGULATIONS. (a) If adoption of a regulation would require increased appropriations by the municipality, the agency affected shall prepare and the director of finance shall approve an estimate of the appropriation increase for the fiscal year following adoption, amendment, or repeal of the regulation and for at least two succeeding fiscal years.

(b) If adoption of a regulation would impose costs on persons subject to the regulation, the agency proposing the regulation shall prepare an estimate of such costs for the fiscal year following adoption, amendment, or repeal of the regulation and for at least two succeeding fiscal years. The estimate under this subsection (b) shall include the direct capital and operating costs of compliance, but not the costs or savings, if any, attributable to secondary impacts, lost or gained efficiencies, lost or gained profits, goodwill, customer convenience or inconvenience, or similar indirect effects. The estimate to be prepared under this subsection (b) is intended as a guide to approximate costs and not as an authoritative assessment of the costs of compliance.

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<p align="center">Preparatory Tasks</p>	<p align="center">Draft the substance of the regulations proposed with an explanation of the intent.</p>	<p align="center">(Optional but recommended) Provide the draft to City Attorney for assistance in drafting a version for public comment. Get draft regulations back from City Attorney</p>	<p align="center">Prepare the fiscal information for approval by Finance 01.60.22</p>
<p align="center">Day 1</p>	<p align="center">Notice of Proposed Action 01.60.200 for Contents of Notice & Procedure See "Notice"</p>	<p align="center">Take written comments for at least 21 days after publication of notice 01.60.240 (a); and optional: hold a public hearing within the public notice period 01.60.240 (b)</p>	
<p align="center">Day 22</p>	<p align="center">Agency Adopts Regulations 01.60.250 ADOPTION, AMENDMENT, OR REPEAL. After considering all relevant matter presented to it, the agency may adopt, amend, or repeal the regulation, as described in the notice and considered at the public proceedings.</p>	<p align="center">Provide draft to City Attorney for assistance in writing final version for submission to Assembly</p>	<p align="center">Ask Manager to put final regulations on Assembly Agenda as an information item, prepare Manager's Report and back-up to Manager's office 01.60.260 (a)</p>
<p align="center">Next Assembly Meeting</p>	<p align="center">Assembly Review 01.60.260</p>		
<p align="center">Following Assembly Meeting</p>	<p align="center">The attorney shall prepare a written statement of approval of the regulation 01.60.230 (b)</p>	<p align="center">Agency shall submit regulations for filing with the clerk 01.60.300</p>	
<p align="center">7 days after filing with clerk</p>	<p align="center">Regulations become effective 01.60.330</p>	<p align="center">City Attorney prepares codified version of regulations for posting on network on effective date</p>	