

BEFORE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF MONROEVILLE

AN ORDINANCE OF MUNICIPAL )  
COUNCIL OF THE MUNICIPALITY OF )  
MONROEVILLE AMENDING THE )  
ADMINISTRATIVE CODE BY )  
INCORPORATING STANDARD OPERATING )  
PROCEDURES FOR THE MAINTENANCE )  
OF ORDINANCES AND RESOLUTIONS )

Ordinance No. 1516

AND NOW, on March 11, 1986, it is ORDAINED AND ENACTED by Municipal Council of the Municipality of Monroeville as follows:

Section 1: The Administrative Code, Ordinance No. 1510, Chapter 201, is amended by adding thereto Section 3, entitled "Maintenance Of Ordinances And Resolutions", having as language thereof the language of the attachment.

Section 2: Ordinance No. 1510, as amended, is hereby re-enacted, and any Ordinance or part of an Ordinance in conflict with any of the provisions of this Ordinance is hereby repealed to the extent of such conflict.

MUNICIPALITY OF MONROEVILLE

Attest:

By Washington C. Alton

By George C. Dale

ENTERED INTO LEGAL BOOK ON: \_\_\_\_\_

Section 3.

Maintenance Of Ordinances And Resolutions. The following shall be the standard operating procedure for the maintenance of Ordinances and Resolutions:

- A. Numbering. As soon as practicable after a meeting of Council at which an Ordinance is adopted and after any necessary revisions thereto are made as adopted, the original Ordinance shall be circulated to the Manager's secretary for the assignment of an ordinance number and further processing. All original Ordinances shall be verified by the signature of a member of Council or the Mayor present at the meeting where the Ordinance was adopted, attested by the Manager or a designee of the Manager and have affixed thereto the municipal seal.
- B. Advertising. As soon as practicable after the complete execution, sealing and numbering of the Ordinance, a copy of the face sheet thereof shall be forwarded to a newspaper of general circulation within the Municipality for publication with a designation as to the information to be published. Copies of correspondence transmitting advertisement requests, as well as proofs of publication and photocopies of advertisements, shall be maintained in chronologic order in a file designated as an ordinance advertising file.
- C. Legal Book Entry. Ten (10) days after the date of publication or advertising of an Ordinance, the same shall be entered in the Legal Book, verbatim, and a handwritten notation shall be made upon the original Ordinance indicating the date the Ordinance is entered into the Legal Book.
- D. Storage Of Original Ordinances And Legal Book. The original Ordinances and Legal Book shall be maintained in the municipal safe in the custody of the Manager or a designee of the Manager, subject to being made available for public inspection at reasonable hours. Original Ordinances shall be maintained in a folder bearing the same number as the ordinance number, and such folder shall also contain a duplicate Ordinance. To the extent it is necessary to remove an original Ordinance from the municipal safe, such removal shall not take place without the person removing the Ordinance inserting a

memorandum in the ordinance folder indicating the date and person removing the Ordinance, which memorandum shall be removed from the ordinance folder after the original Ordinance is reinserted.

E. Master Index. As soon as practicable after Ordinances are entered into the Legal Book, a chronologic listing of the same by ordinance number shall be entered into a master index of Ordinances, which master index shall include as minimal information the ordinance number, a description of the contents of the Ordinance and the date the Ordinance was adopted. It is intended that the current master index, as well as future master index entries, shall have a data base/word processing program developed therefor which shall provide for fields of information, including the aforementioned information, as well as additional information, including, but not limited to, the effective date of the Ordinance; the date the Ordinance was advertised; the repeal date and repealing Ordinance, if any; the date of amendment, with amending ordinance number, if any; a reference to any Ordinance specifically amended; the date the Ordinance was entered into the Legal Book; a subject matter classification for the Ordinance; and the department or the municipal official having the authority and/or the responsibility to enforce the Ordinance.

F. Distribution Of Ordinances And Master Index. A copy of all Ordinances fully executed, sealed and numbered shall be distributed to the Manager's Office and the Municipal Solicitor, as well as to any department head or municipal official having the authority or the responsibility to enforce the Ordinance. Copies of the master index as published and as updated shall be distributed to members of Council, the Mayor, the Municipal Solicitor, department heads and municipal officials designated by the Manager.

G. Cross-Referencing. Whenever a newly enacted Ordinance specifically repeals or amends a prior enacted Ordinance:

1. The newly enacted Ordinance shall be stickered or tagged to indicate the Ordinance specifically repealed or amended; and

2. The prior enacted Ordinance repealed or amended shall be stickered or tagged to indicate the repealing or amending Ordinance.

The language of the stickers or tags shall be approved by the Municipal Solicitor, and duplicate tags shall be inserted into the master index and inserted into the Legal Book. The placement of the stickers or tags on original Ordinances shall be on the face sheet of the original Ordinance or on the reverse side of the face sheet of an original Ordinance.

- H. Codification. To the extent any Ordinance or group of Ordinances are incorporated into a code, e.g., Administrative Code, Revenue Code, Planning and Development Code, etc., such code, as amended, shall be entered into a word processing area of the central municipal computer, and as the same is amended by way of additions, deletions or changes, such amendments shall be incorporated into the text of the code with a designation on the cover sheet of the code the original Ordinance establishing the code, together with all Ordinances amending the code, together with the dates of each amending Ordinance.

- I. Resolutions. The procedure for handling Resolutions shall be the same as the procedure described above for handling Ordinances, except Resolutions shall not be advertised unless advertisement is specifically directed by Council or the Manager.