

## **Steps to Adopting a Rate Ordinance Revision**

1. A draft ordinance revision should be written. The town council / water Utility board may appoint a committee to develop the revision, direct staff to develop the revision, or seek outside consulting assistance in the development of the revision.
2. The town council / water utility board should accept or revise then accept the draft of the ordinance. (*This is not adopting the ordinance, merely accepting it for consideration.*) This should be done at a regular meeting of the town council / water utility board. The town council / water utility board should then schedule a public hearing for the proposed ordinance.
3. Notice of the public hearing should be published.  
In Indiana Code 13-26-11-12 (<http://www.in.gov/legislative/ic/code/title13/>), it dictates that notice of hearings for a rate ordinance for a district must be published two times, one week apart with the second time seven days prior to the meeting. The process of notice must be started at the minimum fourteen days prior. This is different than that for a town and should be examined more closely within the Indiana Code.
4. During the time period between the meeting where the ordinance was accepted for consideration and the public hearing, a copy (or copies) of the ordinance should be held in one or more accessible public places where interested members of the public can easily review the ordinance. Examples of logical places include town hall, utility offices, and the public library.
5. The public hearing for the ordinance should be held. It is advisable to post the meeting, read the ordinance at the meeting, and receive public comment on the ordinance. The ordinance can be adopted at the meeting or revised at the meeting, or the meeting can be a “comment only” format. Whichever method is chosen, ensure the advertised announcement reflects the action to be taken.
6. Lastly the ordinance is adopted, either at the public hearing itself or at the next regular meeting of the Town Council after the hearing.
7. Once the ordinance is adopted the full text of it should be published in the legal ads of two local newspapers and placed in the official meeting minutes and ordinance records.
8. Implement the new rates.