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June 17, 2014

## Ordinance Code Re-Codification Project Executive Summary

On September 13, 2011 (Item 9, 11-0995) the Board approved Agreement 303-S1110 with Municipal Code Consultants, Inc. (Municode) to provide a complete, accurate, and up-to-date re-codification of the Ordinance Code. The following is an update on activities to date and the current status of the project.

### Initial Code Update

Review of over 1,000 pages of current Ordinance Code for the purpose of modernization. Updates to the Code are recommended to accomplish the following:

- Improve the overall organization of the Code (more user-friendly)
  - Reorganized into two parts
    - Part A – General Code of Ordinances
    - Part B – Land Development Code
- Update Code references (State and Local)
- Update general provisions and definitions
- Standardize terminology throughout
- Standardize fee language (delete specific fee amounts from Ordinance Code and adopt by Resolution)
- Reflect current County organizational structures (department names, position titles etc.)
- Delete obsolete provisions

In October of 2011, staff provided Municode with all County Ordinances in effect at that time to begin the re-codification effort. The project experienced delays in 2012 due to staffing changes in the office of the Clerk of the Board and County Counsel. In 2013, staff resumed work on the project and the recommended updates outlined above are now complete.

At this stage of the project, staff feels it is important to provide the public and Board with an opportunity to review the recommended updates to the Ordinance Code. Amendment II to Agreement 303-S1110 with Municipal Code Consultants, Inc. will provide for the preparation of a Legislative Draft of the Ordinance Code update in "tracked change" format for review and comment

prior to Introduction and First Reading of the Ordinance to adopt and enact the updated Code. Staff recommends the Legislative Draft be posted on the Clerk of the Board's website for a 30-day comment period. Comments received will be considered for inclusion either in the adopting Ordinance or subsequent supplements to the Ordinance Code.

Staff anticipates receiving and posting the Legislative Draft by the end of June 2014. Following the recommended 30-day comment period, staff will work with County Counsel to prepare an Ordinance to adopt and enact the updated Code and return to the Board in September of 2014 for Introduction and First Reading of the Ordinance.

#### Comprehensive Update

In the process reviewing the Code for modernization, staff and the Municode attorney have determined that a more comprehensive and substantive review of the code is necessary. Staff has initiated a process to update the Code to achieve the following:

- Compliance with state and federal law, regulations, etc.
- Analyze substantive changes needed
- Identify new areas to be addressed in the Code
- Reflect current business practices and procedures
- Ensure internal consistency
- Delete obsolete sections
- Continued improvement of organization and readability
- Consistency in structure and format

Staff anticipates that a comprehensive update to the current Ordinance Code will take several years and require significant staff support from the Clerk of the Board, Chief Administrative Office and County Counsel with input and assistance from county departments. During this period, individual Ordinance Code updates will be provided to the Board for consideration and adoption.

Once the comprehensive update is complete, the Clerk of the Board will maintain a schedule to ensure that departments perform a regular review of the Ordinance Code and provide any necessary revisions to the Board in a timely manner.

Feel free to contact me with any questions.

Jim Mitrisin  
Clerk of the Board