

El Dorado County Ordinance Code Update



BOARD OF SUPERVISORS UPDATE
JUNE 17, 2014

Background

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- The Board Clerk's Office maintains a record of all County Ordinances adopted by the County's Board of Supervisors.
- The Code has not been comprehensively reviewed in many years.
- Board approved the re-codification project in 2011.

Key Project Staff

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- **Ordinance Team**

- Jim Mitrisin – Clerk of the Board; Project Manager
- Paula Frantz – Sr. Deputy County Counsel
- Sue Hennike & Terri Knowlton – Principal Analysts, Chief Administrative Office

- **Municode Team**

- Jim Jenkins – Sr. Code Attorney
- Lafaye Keily – Administrative Assistant

Ordinance Code Update

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- Phase I – Re-Codification
 - Clean-up and Re-Codification of existing Code
- Phase II – Comprehensive, Substantive Update

A Brief History of the Project

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- September 2011 – Agreement with Municode
 - ✦ Code update work initiated
- 2012 – Project delayed, staffing changes in Counsel and Clerk of the Board office
- 2013 – Draft Code update delivered
- 2014 – Comprehensive review by Project Team
- Initial staff review now complete

Ordinance Code Update – Phase I

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- **Phase I includes:**

- A complete, accurate and up-to-date re-codification of the Ordinance Code
- Electronic, web-based representation of the code
- Improve the overall organization
 - ✦ More user-friendly
- Update Code references
 - ✦ Federal, State and Local

Ordinance Code Update – Phase I (cont.)

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- Update general provisions and definitions
- Standardize terminology
 - ✦ Penalties, Fees, & other provisions that should be standard throughout
- Reflect current County organizational structures
- Delete obsolete provisions

Next Steps – Phase I

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- Review by the Board and public
 - Amend Municode Agreement to provide Legislative Draft (“tracked change” version)
 - Post for 30-Day review and comment period
- Introduction (First Reading) – September 2014
 - Ordinance to adopt and enact the updated Code
- Final Passage (Second Reading)
 - Ordinance effective 30 days after adoption

Ordinance Code Update –Phase II

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- Comprehensive, Substantive Update
- Goals:
 - Reduce unnecessary Ordinances
 - Reduce/eliminate duplication of State/Federal laws
 - Make Ordinances easier to comprehend and enforce
 - Provide departments tools to ensure community compliance with important health & safety concerns

Ordinance Code Update –Phase II (cont.)

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- **Key Components of Phase II:**
 - Analyze substantive changes needed
 - Identify new areas to be addressed in the Code
 - Update to reflect current business practices and procedures
 - Ensure consistency in structure and format
 - Improve organization and readability

Ordinance Code Update –Phase II (cont.)

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- A comprehensive update to the current Ordinance Code will take several years
- Requires significant staff support from:
 - Clerk of the Board
 - Chief Administrative Office
 - County Counsel
 - County Departments

Ordinance Code Update Phase II - Next Steps

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- The Ordinance Team will:
 - Review and recommend updates to *Board Policy A-3, Ordinances - New or Amended*
 - Develop Administrative Procedure for initiation and amendments of Ordinance Code
 - Return for adoption of revisions to Board Policy A-3
- Individual Ordinance Code updates provided to Board for consideration/adoption

Ongoing Ordinance Code Maintenance

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- **Clerk of the Board will:**
 - Maintain an Ordinance review schedule to ensure regular updates occur
- **Ordinance Code Team will:**
 - Coordinate review with departments in accordance with schedule

Today's Recommended Action

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- Approve Amendment II to Municode Agreement
 - Legislative Draft in “tracked change” format
- Authorize the continued use of Municode Agreement for FY 2014-15 (as required by Board Policy C-17)
- Authorize County Counsel to prepare an ordinance to adopt and enact the re-codified Ordinance Code for El Dorado County (as required by Board Policy A-3)

Ordinance Code Update

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Questions?