El Dorado County Ordinance Code Update

BOARD OF SUPERVISORS UPDATE JUNE 17, 2014

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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

Ordinance Team

- Jim Mitrisin Clerk of the Board; Project Manager
- o 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

Phase I – Re-Codification

• Clean-up and Re-Codification of existing Code

• Phase II – Comprehensive, Substantive Update

A Brief History of the Project

September 2011 – Agreement with Municode
 × Code update work initiated

- 2012 Project delayed, staffing changes in Counsel and Clerk of the Board office
- 0 2013 Draft Code update delivered
- 0 2014 Comprehensive review by Project Team

• Initial staff review now complete

Ordinance Code Update – Phase I

• Phase I includes:

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

Ordinance Code Update – Phase I (cont.)

• 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

• 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

- 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.)

• A comprehensive update to the current Ordinance Code will take several years

• Requires significant staff support from:

- Clerk of the Board
- Chief Administrative Office
- o County Counsel
- County Departments

Ordinance Code Update Phase II - Next Steps

• 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:

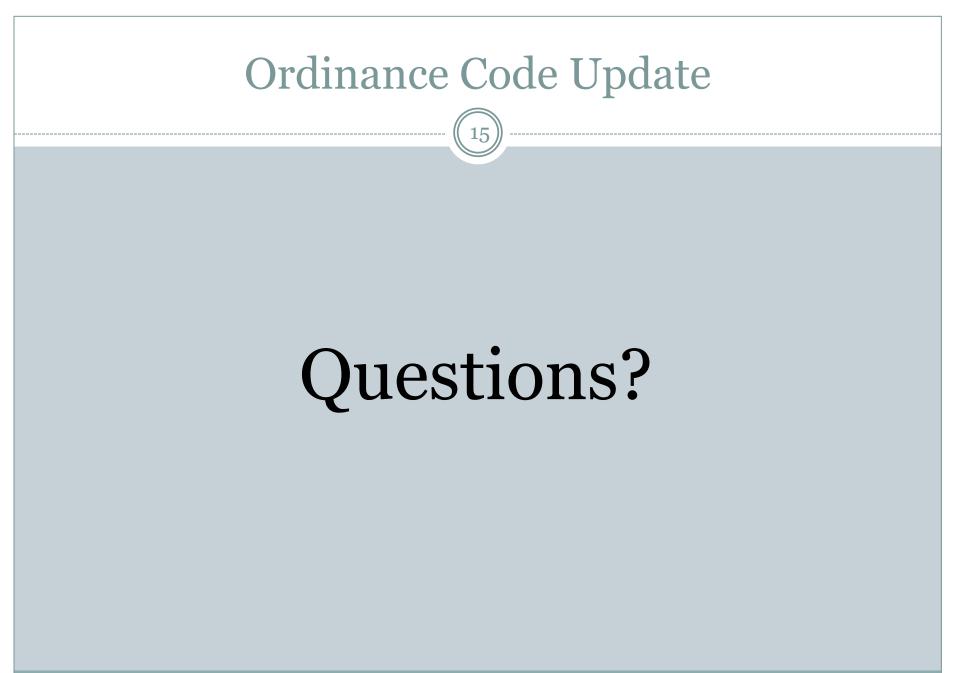
 Coordinate review with departments in accordance with schedule

Today's Recommended Action

• 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)



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