



County of El Dorado

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Legislation Text

File #: 11-0995, **Version:** 9

Clerk of the Board recommending the Board approve perpetual Agreement 303-S1110 with Municipal Code Corporation for on-going codification services and website maintenance related to the County ordinance code.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Municipal Code Corporation (Municode) administers the County's online ordinance code and provides for the maintenance of a small number of hard copy ordinance code books. The Clerk of the Board recommends approval of this perpetual agreement (Attachment "A").

DISCUSSION / BACKGROUND

This vendor has been providing codification services for the County since 2011. The agreement includes provisions for the online display of codified ordinances and the annual fee for the website maintenance. Per Board Policy C-17, Section 4.5, departments must obtain annual authorization to continue utilizing vendor services when the agreement does not have a stated term and therefore perpetual in nature.

ALTERNATIVES

The Board may choose to disapprove and thereby terminate this perpetual agreement. If this option is selected, staff would request Board direction to fulfill the need for codification services.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Approve department recommendation.

FINANCIAL IMPACT

Estimated fiscal year 2016/17 costs are \$15,000 which is included in the department budget. This funding estimate is based on ordinance code update activity over the past several years. Additional funding may be necessary depending on the volume of ordinance code updates that occur over the course of this fiscal year. The costs borne by the office of the Clerk of the Board are for the annual website maintenance fee (\$500) and codified ordinances to be displayed online and in a small number of hard copy ordinance code books where the vendor provides hard copies of the codified code on a quarterly basis.

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk of the Board will work with Procurement and Contracts to update the Blanket Purchase Order to allow for FY15/16 expenditures.

STRATEGIC PLAN COMPONENT

N/A

CONTACT

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