



## Legislation Text

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**File #:** 17-0620, **Version:** 1

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Clerk of the Board recommending the Board approve and authorize the Chair to sign perpetual agreement 509-S1711 with Municipal Code Corporation for ongoing ordinance code codification services for a base rate of \$18 per page, \$10 per image/graphic, annual administrative fees in the amount of \$1,000 and \$35 per ordinance posted on the county ordinance code website prior to codification. The annual cost for this agreement is estimated at \$10,000 and is wholly dependent upon the volume and length of ordinances to be codified throughout each year.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

Ordinance Code codification is a vital element to governance by ensuring law enforcement, counsel, other county staff and the public at large have up to date, 24 hour access to Board adopted legislation. Municipal Code Consultants (MCC) is a nation wide provider of codification services serving over 4,000 clients. El Dorado County has partnered with MCC since 2011, first for the recodification of our entire ordinance code and in the ensuing years as ordinances have been adopted by the Board. The Clerk of the Board has developed a strong working relationship with representatives from MCC and recommends approval of this new perpetual agreement which more appropriately reflects current needs.

### **DISCUSSION / BACKGROUND**

The Board adopted Agreement 303-S1110 on September 13, 2011 (Item 9, 11-0995) and made three amendments between 2013 and 2015 to address various minor administrative components. The Clerk of the Board received notification from MCC in March of 2017 indicating a new "Annual Administrative Support Fee" in the amount of \$500 would be levied against their clients beginning in July of 2017. The notification prompted the evaluation of the existing agreement and it was determined a new agreement would be prudent given the primary focus of agreement 303-S1110 was the recodification of the county code, a project that concluded November 17, 2014 (Item 11) with the adoption of Ordinance 5013. A copy of the notification letter from MCC is included as Attachment B to this agenda item.

Agreement 509-S1711 effectively replaces agreement 303-S1110 and amendments thereto. The rates in the new agreement are identical to those previously approved by the Board, save the new annual administrative fee of \$500. It is important to point out that Exhibit A - Pricing indicates that "All prices quoted in this section may be increased annually in accordance with the Producer Price Index - Bureau of Labor Statistics." The Clerk of the Board will return to the Board in the event of any rate increases.

This agreement is perpetual in nature and therefore the Clerk will return for approval pursuant to Board Policy C-17, Section 4.5, which states departments must obtain annual authorization to continue utilizing vendor services when the agreement does not have a stated term.

## **ALTERNATIVES**

The Board may choose not to approve this agreement and direct staff to identify another provider for ordinance code codification services.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

Pursuant to the agreement, ordinance code codification services have a base rate of \$18 per page, \$10 per image/graphic, annual administrative fees in the amount of \$1,000 (\$500 for the website and \$500 for an administrative support fee) and \$35 per ordinance published to the county ordinance code website in between official supplement periods. The annual estimated cost is \$10,000, however the number and length of ordinances adopted throughout each year is somewhat unpredictable and actual costs will vary over time. The actual and estimated costs for these services are included in the department's FY 2017-18 budget and will be requested in the annual department budget requests going forward.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon approval, obtain the Chair's signature on one (1) original agreement for the permanent record and provide an electronic copy thereof to Jim Mitrisin for distribution.

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

Jim Mitrisin