



## Legislation Text

---

**File #:** 18-0720, **Version:** 1

---

Clerk of the Board recommending the Board approve the continuation of perpetual agreement 509-S1711 (FENIX 944) with Municipal Code Corporation for ongoing ordinance code codification services. The annual cost associated with this perpetual agreement is estimated at \$15,000 and is wholly dependent upon the volume and length of ordinances to be codified throughout the year.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

Ordinance Code codification is a vital component 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 nationwide provider of codification services serving over 4,000 clients. El Dorado County has partnered with MCC since 2011, first for the recodification of the county 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 perpetual agreement.

### **DISCUSSION / BACKGROUND**

The Board approved agreement 509-S1711 with Municipal Code Consultants on June 20, 2017 (File 17-0620, Item 6) for the continuation of ordinance code codification services. As the agreement is perpetual in nature, Board Policy C-17, section 4.5 states departments must obtain annual authorization to continue utilizing vendor services when the agreement does not have a stated term. This agreement is referenced in the FENIX system as agreement number 944.

### **ALTERNATIVES**

The Board may choose not to approve the perpetual agreement and direct staff to take other action.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION / COMMENTS**

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 and \$35 per ordinance published to the county ordinance code website in between official supplement periods. No change to pricing is proposed, however Municode can increase the price based on the "Producer Price Index" as noted at the bottom of Exhibit A of the agreement. In addition, the agreement includes annual administrative fees in the amount of \$1,000 (\$500 for website hosting and \$500 for an administrative support fee). The annual estimated cost is \$15,000, 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 and FY 2018-19 budget.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Jim Mitrisin, Clerk of the Board