



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: October 27, 2022	ITEM NO.	SUBJECT: Information on Recodification Project
Presented by: Town Administrator /Clerk		

Background

The following is to provide definition and a factual timeline of events that have taken place relative to the Town code of ordinances recodification project.

- Codification means “arranging laws according to a system” (this was done in the past, incorporating adopted ordinances into the code of ordinances book, and seemed to cease approximately Jan-2015)
- Recodification means “act of codifying designed to update” (this is what prior administration and Municode began in 2016) and includes codifying all adopted ordinances into the code and updating for legal/accuracy purpose

It was stated by the former Mayor and Interim Manager to bring back the idea of a commissioner structure at the end of 2019 implies that this function of the Board was already removed prior to my hire in May 2020. A few trustees at the time of my hire were acting in some capacity as a department “liaison” – one member attended parks meetings, one member regularly met with the Fire Chief and another met with the Chief of Police.

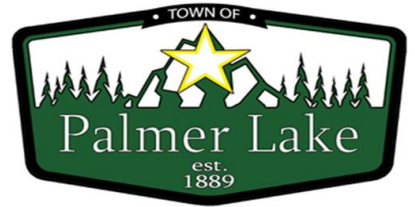
In October 2020, an organizational chart was presented to the Board relating to Section 2 of the municipal code to better align the reporting structure. Consensus of the Board at that time was to move forward and incorporate the modification of departments to the completion of the recodification project.

Due to concerns from new elected officials about “commissioners” following the 11/2020 election, this subject was addressed at a January 2021 Board retreat. From that retreat discussion, expectations of Board members and a job description were agreed to.

In March 2021, the recodification project was brought back to the board for direction and a motion was made and passed unanimously to complete the recodification project.

Previously or presently, there is no municipal code reference defining the role of “commissioners” for elected officials, though there was previously a random reference in code sections of “Roads Commissioner” or the “Water Commissioner” and this text, along with two rules of the Board that were not actively being followed, was previously redlined by past Board/Administration in 2018 to remove (delete) the text from the code.

To be effective and efficient with everyone’s time, it is suggested that this Board revisit, or the new Board review, what the desired role of the Board of Trustees will include. The Board has the authority to determine this, define it and, frankly, immediately following the adoption of the codified town code (to not further expend funds), the Board can also adopt an ordinance defining the role that is desired.



At this time, as requested at the 10/13 meeting, a Board workshop is scheduled on 11/7 to review the redlined version of the code and the final version of the code to be adopted. The first reading and public hearing for the ordinance to adopt the new code is 11/10.

The following are documents that have been provided by email to the Board of Trustees over the past two weeks:

1. Code Book last updated 1-21-2015 – this was original town code, seems to cease codification approximately Jan-2015 (also available under Key Documents on the Town website).
2. Adopted ordinances 2015-2021 scanned by year sent to Municode.
3. Redline code sent 2021 – the files sent to Municode to recodify underwent a first legal review by past administration and a legal review by Municode (funds previously expended) and a brief review for current accuracy by town staff (i.e., fees removed from code and note reference to master fee schedule, add Parks Commission back in, move other commission/board into respective sections, add relevant departments, et al).
4. Proof from Municode – this proof was missing adopted ordinances and Municode would not provide an additional proof. Missing ordinances were sent and a final version was provided for adoption.
5. Link to the “Recodified” Code - NOT adopted or published as identified on the public hearing notice.