



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

DATE: November 10, 2022	ITEM NO.	SUBJECT: First Reading – Ordinance to Adopt New Town Code
Presented by: Town Administrator /Clerk		

Background

Per Board direction at the 10/13 meeting, this is a public hearing for the first reading of the ordinance to adopt the new town code, a recodification project launched in 2016.

In October 2020, the prior Board directed staff to continue the recodification project to get it completed.

In March 2021, with a 7-0 vote, the current Board directed staff to move forward with the recodification with a final version coming before the Board for adoption.

The modifications include legal and statutory reviews conducted by the former administration and Municode. The contracted process stalled in 2019 at the “post conference implementation” stage, as noted below by Municode. Honoring the contract charges hinged on completion. All costs are paid and waiting on final adoption to make the document “live” to all via the town website. Already invoiced and paid by Palmer Lake:

- \$4,880 at execution of agreement (2016)
- \$3,490 at submission of legal memo (2016)
- \$3,490 at transmittal of Proofs (2022)
- \$2,090 plus any extra costs (additional supplements) at delivery of new Code (2022)

Note:

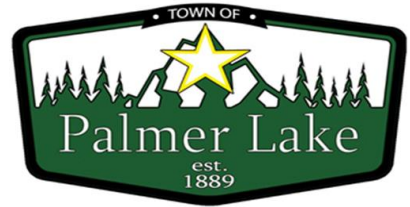
This is a living document that the Board of Trustees has full authority over changing/amending at any time. With this first reading, the final reading and adoption will be at the special meeting on 11/17.

OVERVIEW OF RECODIFICATION PROCESS (as noted by Municode Attorney in 2020):

Materials—prior code and amending ordinances. You are providing initial project materials to Lois Davis of our staff. Lois is processing those and will pass the project along to me when she finishes. During the entire remainder of this project, please continue to send all ordinances passed by the town to the link below. Our staff will make sure that they get to me. (You can also copy me with your e-mail so that I will know to be on the lookout for new material.) We will eventually reach a cut-off date, when ordinances will be held for inclusion in the next successive supplement to your code. We will continue to collect them even then, so please continue to send them. The link for providing ordinances during codification is: ords@municode.com <<mailto:ords@municode.com>>.

Evaluation of any planned major code revisions. If you are planning any major revisions to your new code, please let me know now so that we can consider the efficacy of including them in this project. We’ll need to decide if it is better to slow this project and wait on major revisions or complete the project and save any major revisions for later supplement.

Current contact information. My role in this process is basically as an advisor to your attorney, who will, with you, make final decisions. That means that, at a minimum, I need the municipal attorney and one town representative to be present at conference.



You may want to include other town personnel (such as department heads) that may be helpful in reviewing the proposed code and making suggestions. Please provide name, address, telephone, and e-mail address for anyone you want included “in the loop.” It has been my experience that getting all key personnel involved early results in a smoother process and a better final code.

Preliminary organization. When Lois finishes initial processing, I will prepare a table for our editing staff indicating where amending ordinances are to be inserted in your prior code. I will also suggest any needed reorganization of code chapters. Our editors will work new ordinances in and insert history notes throughout the entire prior code. The project is then returned to me for legal review.

Legal review. During legal review, I will review of each code chapter and indicate recommended omissions by using ~~strike-through~~ and recommended additions with underlining. Where necessary, I will insert footnotes asking questions and making recommendations. The finished product at this stage is the “manuscript”, which you can think of as a first rough draft of your new code. The code (manuscript) is not, at that point, edited or proofread, so it may still include typos and will certainly not be numbered correctly. Those steps take place after conference.

Scheduling conference. A few weeks after I provide the manuscript to you, we will schedule a teleconference to go over the manuscript and determine the final code content. Teleconferences are normally scheduled in 3-hour blocks. Prior to conference, I will ask that you have all the appropriate town officials and personnel to review the manuscript, making note of any changes that need to be made.

Conference. Our goal at conference is to determine what the final contents of the code will be. Some municipalities schedule pre-conference meetings of appropriate personnel, so that issues that may require extensive discussion and decision-making can be addressed with all necessary input from various personnel prior to your conference with me. When you receive the manuscript, you may also provide answers to questions or other materials responsive to my recommendations prior to conference, so that our conference time can be reserved for matters that require further discussion.

Post conference implementation. After conference, I will make the necessary changes to the manuscript and transfer it to our editing department. This step should take only a day or so unless I am waiting on input from you. **Note RE: Palmer Lake: it looks like Bill was waiting on feedback from the Town Attorney that never really happened.**

Editing and proofreading. Once I transfer the manuscript, the process of line editing, numbering and organization begins. Following detailed editing, the job will pass to our proofreading department, where it will receive a second reading, which will result in a final draft (proof) for your review. It generally takes approximately 2-3 months from the time I release the edited manuscript to our editorial department until you receive the final proof.

Proof review. After editing and proofreading, I will provide the proof (which is basically a cleaner copy of the manuscript) to you with instructions regarding making any changes that may need to be made at that point. You will have 45 days to review the proof and provide final changes. ****2022 note: this proof did not include all adopted ordinances sent over (Municode would not provide an additional proof)**

Final update and printing. When you have approved the proof, we will begin the final quality check, preparation of tables and index, and printing of the code.

Shipment. Generally, we are able to ship the final code within 4-6 weeks after your release of the proof. You will be working with Julie Lovelace of our staff at that time regarding copies, binders, electronic products and related matters. We will also need a current list of municipality officials at that time.

Adoption; web posting. When you receive your new code books, I will provide you with a model adopting ordinance, and you will be ready to present the code to the commission for adoption. You'll then send the completed adopting ordinance to us, which triggers web posting and finalization of any other electronic products you may have purchased. At that point, I'll provide you with new Municode contact information that you will use in coordinating future supplements to your code.