



City of La Quinta

TO: The Honorable Mayor and Members of the City Council

FROM: Susan Maysels, City Clerk

DATE: April 15, 2014

SUBJECT: MUNICIPAL CODE UPDATE PROJECT

Staff is systematically reviewing and revising chapters of the Municipal Code ("Code") to ensure that it contains only necessary subject matter written in clear and plain language. Outdated provisions are being removed and updates are being made to conform to both current best practices and State Code.

Changes to the Code must be done by ordinance, which entails two readings at separate Council Meetings followed by a 30-day wait period (60 days for fees) before it is incorporated into the Code. Once the ordinance takes effect, the code publishing company is paid to edit the Code accordingly and insert new sections into the electronic, searchable version of the Code linked to the City website. To streamline this process and save money, non-essential provisions such as fees, policies and procedures will be removed from the Code and adopted by resolution. Most resolutions take effect immediately. For example, a comprehensive fee booklet that contains City fees or taxes for every service, license, and permit can be adopted by resolution, then made available on the City's website and at City Hall counters, rather than spread throughout many sections of the Code. Policies and procedures such as purchasing will be updated and brought to Council to adopt by resolution with the resulting document also posted on the City's website.

Revisions to the Code will be done systematically, with the goal to bring an entire Title of the Code to Council at one meeting, along with the necessary resolutions to address topics pulled from the Code. Once the adjustments

are made, the formatting of the Code will also be streamlined for easier reading and better organization (specifically, subsections will be indented for immediate recognition).

Working in conjunction with all City departments and the City Attorney, the project has started with *Title 2 - Administration and Personnel*, and *Title 3 - Revenue and Finance*, which will come before Council in the next few months. As remaining Titles are completed in 2014, they will be brought before Council for adoption.