

Council Meeting Staff Report

July 28, 2020

Agenda No.: A.
Indexes (Council Goals):
Presenters: Paul Andrus
Legislative File: 12926-20

.Title

Request for Proposal for Consulting Services to Update County Code Chapter 18

.Recommended Action

I move that Council authorize Community Development staff to issue a Request for Proposals for Consulting Services to Update County Code Chapter 18.

.County Manager's Recommendation

The County Manager recommends that Council authorize staff to issue a Request for Proposals for Consulting Services to Update County Code Chapter 18.

.Body

At the direction of Council, staff has drafted a scope of work (Attachment A) to be included in a request for proposal for a consultant to conduct community outreach, develop an evaluation of Chapter 18 and provide a draft update to that chapter based upon community input from the Community Development Advisory Board and from County Council. The project deliverables will include a report of findings and recommendations and a draft update to Chapter 18. The consultancy time frame is approximately nine months and estimated cost is up to \$50,000 for code work and outreach.

More specifically, the scope of work includes: review and analysis of property violation types that have received the most attention; general clean-up of Code subsections to provide clear and user-friendly language; recommendations for innovative and best practice methods including comparison with other communities; potential strategies for addressing long-term vacant commercial and residential buildings; recommendations for compliance processes, policies and procedures; recommendations for program monitoring processes and performance metrics; and a community outreach plan. The scope also includes how the consultant intends to work with Community Development Advisory Board (CDAB) members to review collected violation data and other information and for supporting rollout of the new code.

CDAB members reviewed the scope of work for the Chapter 18 re-draft at its February 18, 2020 meeting. CDAB summarized its feedback on the scope of work into a list dated February 25, 2020 for Council to review (Attachment B). The CDAB also discussed the RFP scope of work at their July 20, 2020 meeting and requested staff to bring it forward for Council consideration and approval, along with their associated input.

Upon Council confirmation of the final scope of work for a consultant to conduct an evaluation and provide updates to County Municipal Code Chapter 18, staff will prepare and issue the Request for Proposals.

.Alternatives

Council could choose not to authorize staff to issue a Request for Proposals for a Consultant to re-

draft County Code Chapter 18

.Attachments

A - Scope of work for a consultant to update County Code Chapter 18

B - CDAB feedback on scope of work for a consultant to update County Code Chapter 18