



AGENDA REPORT

City Council Meeting

TODAY'S DATE: August 1, 2024

MEETING DATE: August 7, 2024

TO: Mayor and City Council

FROM: City Clerk Melissa Ward

SUBJECT: Proposed Ordinance and Summary: City Code Republication – ***action item***

DESCRIPTION/BACKGROUND:

Codification is the process of compiling laws and regulations into an orderly, formal code. The City of Sandpoint, like many government entities, has chosen to organize and codify its adopted ordinances into a formal City Code. City of Sandpoint Ordinance 773 adopted the official Sandpoint City Code in 1983, with a republication/recodification in 2001. Since that time, our City Code has been updated regularly with the passage and adoption of new ordinances, currently utilizing the services of American Legal Publishing, which recently purchased Sterling Codifiers, who had published our City Code for many years, as far back as the 1983 codification.

Following demonstrations and a review of services offered, Municode codification is one of the trio of software services the City has purchased as a package from CivicPlus, which also includes the new Municode agendas/meetings platform, already implemented, and the new City website, in its final phase of development and anticipated to be launched this month. Municode is a well-known and respected codification service with over 70 years of experience as a local government codifier.

Migration to Municode as our new codifier requires a republication of our City Code. It should be noted that this republication does not involve an amendment in any way to any of our codified ordinances; we are simply migrating to a new provider for our codification services. Below is a list of the features we will be enjoying with our new Municode service, with purchase of their Premium Online Hosting Bundle, which includes CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro, as well as their OrdLink subscription and a Munidocs subscription.

- CodeBank will provide an online archival system for previous supplements of our Code, and the CodeBank Compare service allows us to select a past version of our online code and compare it to any other version, with differences shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to our code that were implemented during the most recent update. *Note: We will be starting from “square one” with our republication; our CodeBank service will begin populating following future code updates as future ordinances are adopted.*
- The eNotify service allows users to enroll online and receive email notifications each time the online code is updated.
- OrdBank allows for posting newly adopted, amendatory legislation online between supplements* with OrdLink hyperlinking the ordinance to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into our code, they are added to our OrdBank repository and hyperlinked to the history notes incorporated into our code.

*(*A Municode Full-Service Supplementation Subscription is included with our package, with quarterly print and online supplementation.)*

- MuniPRO will allow us to search the over 4,000 codes hosted by Municode (the entire country, a single state, or individually selected codes of our choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. We can save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard, and, with MuniPRO Drafts, we can begin a new ordinance draft to keep track of pending legislation.
- The MuniDocs feature will allow us to upload a variety of document types to browse and search alongside our online code, and it is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can choose from a list of predefined document types. With this service, staff can explore the possibility of employing MuniDocs to utilize as a central, indexed repository for City policies and procedures, which we are currently lacking.
- Municode Full-Service Supplementation Subscription, including quarterly print and online supplementation.
- Here is a link to an example of another Idaho city using Municode as their codifier:
https://library.municode.com/id/ketchum/codes/code_of_ordinances

This republication will include ordinances through No. 1413, which is the last ordinance that was adopted at the time the Municode team began work on migrating our code to their platform. Since that time, the clerk's office has been working with their editing staff for final review and proofreading. All subsequent ordinances will be provided to Municode for upload to our new OrdBank, so they will be available online immediately, then they will be codified with our first quarterly update. Our City Code online, through our current codifier, American Legal Publishing, is up to date and will continue to be available throughout the transition at <https://codelibrary.amlegal.com/codes/sandpointid/latest/overview>. Once this ordinance has been adopted and Municode has been notified to proceed, the paper version of our new Code will be printed and shipped and the digital version will be uploaded and available in a matter of days.

Please call or email if you have any questions: cityclerk@sandpointidaho.gov (208) 263-3310.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed Ordinance, along with the summary, to allow staff to finalize our City Code republication with Municode and publish the ordinance summary in the newspaper.

ACTION:

Motion to pass the Ordinance first reading by title only and approve the summary, followed by a motion to suspend the rules requiring three separate readings, once in the Ordinance's entirety, and pass the second and third readings of the Ordinance under suspension of the rules.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS: Proposed Ordinance and Summary