



Memorandum

TO: Sandy City Council Members
FROM: Korban Lee, Assistant CAO
DATE: August 12, 2016
RE: **City Code Discussion**

KL

For discussion item on the August 16 City Council Meeting, Rob Wall, Mike Applegarth, and myself would like to discuss the process we would like to go through to codify and publish the city code. Specifically, we would like to discuss with the City Council the following points:

1. What does codification of city ordinances mean and what does it mean to re-codify the city code?
2. The pros and cons of outsourcing the codification process.
3. What does it mean to publish the city code once the ordinances are codified?
4. What features would the City Council like to see in a finished, published code? For example, how important is it to the City Council that the city code be (a) searchable? (b) have links to other parts of the code? (c) be linked to the City Council agendas and minutes? (d) have links to the original ordinances?
5. What process we will go through to select a vendor and work with a vendor to get the code codified and published.
6. The need to make current aspects of the city code prior to starting the re-codification and publication process.

Attached is a rough outline of the presentation we would like to show to the City Council. No actions are requested to be taken by the Council at this time.

City Code – Recodification and Publication

Outline

- What does it mean to codify the city ordinances?
- What does it mean to publish the city code?
- Process and timeline of codification and publication
- Updates to the current code
- End Goal – Here is where we are trying to get to
 - Examples of other cities' codes, features
 - What features, capabilities does the City Council want?

Outline

Codify

Publish

Timeline

Updates

End Goal

Codify / Recodify

- U.C.A. 10-3-707
- What does it mean to codify the city ordinances?
- What we are doing is re-codifying
- Outsourcing the codification?

Outline

Codify

Publish

Timeline

Updates

End Goal

Publish the Code

- Make the code available to the public
- Available on the city website
- Outsourcing the Publication

Outline

Codify

Publish

Timeline

Updates

End Goal

Timeline for Re-codifying and Publishing

- Make current the city code
- Determine whether we are going to outsource the re-codification portion of the project
- Determine what features we want in the publishing of the city code
- RFP
- Select Vendor
- Vendor Timeline

Outline

Codify

Publish

Timeline

Updates

End Goal

Updating the City Code

- Desire to update some titles in the city code, prior to re-codifying and publishing
- Particularly out of date – Title 6: Administrative Code
- Want to make current only

Outline

Codify

Publish

Timeline

Updates

End Goal

What is our End Goal with this Project?

- Examples of other cities' codes, published
 - Example features
 - Features we may want
 - What capabilities would the City Council like to see?
 - Integration with Granicus?

Outline

Codify

Publish

Timeline

Updates

End Goal