



MEMORANDUM

CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4246

To: Mayor Larry Kwarsick and Members of the City Council
From: Challis Stringer, Director of Public Works; Jeff Arango, Director of Community Planning; Debbie Mahler, Director of Finance and City Clerk
Date: January 13, 2012
Re: Municipal Code Services

This staff report introduces for city council review the municipal code services for the city's Langley Municipal Code through Code Publishing, Inc.

Background

On December 19th, 2011, Jeff Arango made a presentation (which included a memo) to the council regarding staff's desire to obtain services from a code publishing company to, at a minimum, utilize the basic services of code hosting and codification of new ordinances.

After the council meeting, staff continued to research the different code service companies and their related service plans along with the cost for each plan. The cost differences between the two companies who responded were very similar. Code Publishing, Inc. and Municipal Code Corporation were the respondents, while we never heard back from Quality Codes.

The Code Publishing website was easier for staff to use, and had more features that the staff felt was important when using a web based code. In addition, Code Publishing is a locally based Seattle company and was pleasant to work with during the process.

As discussed at the council workshop on January 4, 2012, Debbie Mahler would like to form a code committee to review the inconsistencies in our current code and we feel this would compliment the process of the service of recodification. The code committee would review language that relates directly to the city. Staff believes that the code committee would do their review first, and then the staff would send the code committee's proposed changes to the code publishing. Code Publishing would do a review that would be comprised of an internal comparison of ordinances and resolutions and identify any discrepancies and typographical errors. Once code publishing reviews it, we would then bring the revised ordinances to the council for their review and approval.

The recodification done by Code Publishing would include an examination of all ordinances and resolutions through the process of editing, proofreading, and indexing. All material is organized by subject matter. Editing staff then provides the city with suggestions for changes, additions or deletions to code or ordinance material.

Recommendation

Staff recommends the city to use the following services from Code Publishing at this time:

Recodification (Editorial, Proofing and Reformat into one column) -	\$7,200.00
Annual Internet hosting fee	- 350.00/yr

Staff recommends waiting on the legal review of the code until, at least, a year from now when we can add the additional cost to the budget.