



CITY OF BLAIR

To: Mayor and City Council
From: David Scott and Brenda Wheeler
RE: Implementation of Online Code Hosting and Codification Services

For many years, the City Clerk's Office has maintained and codified the City's municipal code, zoning regulations, and subdivision regulations. These documents are currently stored in Laserfiche and available online; however, staff have researched alternatives that would provide enhanced legal review, improved public accessibility, and more efficient code maintenance. To save valuable time and liability most cities are using a service provider for this process. The two most used companies are Civic Plus and American Legal.

Below are the costs from the two vendors we solicited:

Municipal Code:

American Legal	\$11,095
Civic Plus	\$15,700

Planning & Zoning code:

American Legal	\$1,295
Civic Plus	\$1,000

Subdivision code:

American Legal	\$295
Civic Plus	\$500

Annual hosting fees for all three areas of city code:

American Legal	\$1,785
Civic Plus	\$2,850

After evaluating available options, we are recommending entering into an agreement with American Legal Publishing for the following reasons:

- **Comprehensive Legal Review:** The City's municipal code has not undergone a comprehensive legal review for compliance with state statutes since the late 90's or early 2000's. American Legal employs professional legal editors who review and update local codes to help ensure consistency with current state and federal laws.
- **Improved Public Access and Searchability:** While the City's code documents are currently available through Laserfiche, the platform is limited in its ability to provide a user-friendly, searchable code database. American Legal will host the municipal code, zoning regulations, and subdivision regulations on a single online platform that allows staff and residents to easily search, read, and cross-reference provisions from any device.
- **Ongoing Code Maintenance:** American Legal will incorporate newly adopted ordinances directly into the appropriate sections of the code, ensuring that the online version remains current and organized. This service provides a consistent and efficient process for maintaining the City's legislative documents



- **Transparency and Historical Access:** The online hosting platform will provide public access to the most current version of the City's code while maintaining archived versions for historical reference. This increased accessibility promotes transparency and allows residents to easily track changes over time.

The project costs may be paid over a three-year schedule with 30% due upon contract execution, 30% due within 30 days of receipt of the draft manuscript, and the remaining balance due within 30 days of delivery of the completed code.

Either company needs approximately 12-18 months to complete the initial process of reviewing and recodification process of all the City of Blairs ordinances, so we feel it is important to address this at this time.

Recommendation: Staff recommends approval of an agreement with American Legal Publishing for codification, legal review, and online hosting services for the City's municipal code, zoning regulations, and subdivision regulations.

