



MEMORANDUM

To: Administration/Public Works Committee Members
Cc: Mayor Bowlin and other City Council Members

From: Ryan S. Thomas, City Administrator

Date: January 6, 2017

Re: Proposed Codification Update

Background:

Sullivan Publications has been the City's vendor for maintaining its Municipal Code online and in printed form, and is routinely provided updates from the City Clerk as new legislation is passed by the City. However, a full, comprehensive review of the Municipal Code has not occurred since 1997, and would be particularly helpful to do in close coordination with the upcoming City Charter review.

At the September 7, 2016 Meeting of the Administration/Public Works Committee, it was recommended that the City enter into an agreement with Sullivan Publications, Inc. for the total sum of \$14,700, to complete a full, comprehensive review of the Municipal Code, but to obtain other proposals before taking the agreement forward to the full City Council.

There are two primary vendors that provide this service for our region, Sullivan Publications and MuniCode, and MuniCode has now provided a proposal for an equivalent scope work for the total sum of \$13,900, \$800 less than Sullivan Publications.

Recommendation:

It is recommended that the City enter into an agreement with Sullivan Publications, Inc. for the total sum of \$14,700.

Reasons for Recommendation (Vendor):

1. The City has been very satisfied the performance and service quality of Sullivan Publications, our current vendor.
2. The Sullivan Publications online user interface is already linked to the City website and is easy to navigate.
3. The cost difference is not significant enough to consider a change, considering the performance, product quality, an existing work product of Sullivan Publications.
4. Although comparable rates are identified in the proposals, if the City were to change to MuniCode, it is unclear whether the actual costs for continuing support services would be more or less than that provided by Sullivan Publications.

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Reasons for Recommendation (Project):

1. For the identification of duplications, conflicts and inconsistencies between or within various sections of the Code and Charter.
2. For the identification of duplications, conflicts and inconsistencies with Missouri statutes.
3. For the identification of recommended code language to replace outdated provisions or to make City legislation more enforceable.

I will be available for any comments or questions at the January 10, 2017 Meeting of the Administration/Public Works Committee.

RST