

RESOLUTION 2024 - 31

**A RESOLUTION OF THE CITY COUNCIL OF SUNNYSIDE,  
WASHINGTON, AUTHORIZING THE INTERIM CITY MANAGER TO  
ENTER INTO AN AGREEMENT WITH CODE PUBLISHING TO  
LINK AND HOST ORDINANCES**

**WHEREAS**, the Sunnyside City Council recognizes the importance of providing easily accessible information to its residents and other interested parties; and

**WHEREAS**, the current method of storing city ordinances requires residents to go to our website which is a separate site from where our municipal code is hosted; and

**WHEREAS**, Code Publishing can facilitate hosting and linked of the approved ordinances starting from 2022 per City Councils direction all in one page; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:**

**SECTION 1.** The City Council hereby approves an agreement, attached hereto as Exhibit "A".

**SECTION 2.** This resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

**PASSED** this 22<sup>nd</sup> day of April 2024.

  
\_\_\_\_\_  
DEAN BROERSMA, MAYOR

**ATTEST:**



JACQUELINE RENTERIA, CITY CLERK

**APPROVED AS TO FORM:**  
SAXTON RILEY & RILEY, PLLC



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BENJAMIN J. RILEY  
ATTORNEYS FOR THE CITY OF SUNNYSIDE



A **GENERAL CODE** COMPANY

## Proposal for Document Hosting Services

PREPARED FOR:

City of Sunnyside, Washington

PREPARED BY:

**EMILY WOOD**

CODIFICATION ACCOUNT MANAGER

[ewood@generalcode.com](mailto:ewood@generalcode.com)

800.836.8834

DATE:

March 8, 2024

(Valid for six months)

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## Scope of Services

### Hosting Ordinances, Resolutions and Other Documents

Code Publishing offers hosting of ordinances and resolutions (as well as other types of documents) as separately identifiable products and viewable as links to the products seen on the main code page. All documents are searchable using the same search engine as the municipal code. All files should be delivered to Code Publishing as PDF files which have already been text recognized or in a format that allows text recognition. Filenames should be programmable (Ord201, Ord202, or Ord2020-01, Ord2020-02).

Hypertext links to ordinances, statutory citations (e.g., RCW and WAC), and other external web-hosted documents cited in the document will be included.

Code Publishing can host and update many types of municipal documents, using the same user-friendly interface and search engine as the code. These are just a few of the possibilities:

#### Document Types

- Separate Zoning / Development Codes (hosting costs included with Municipal Code)
- Comprehensive Plans / General Plans
- Area Plans / Special Plans
- Ordinances
- Resolutions
- Council or Commission Minutes
- Agendas
- Policies
- Engineering Standards

Choose as many document sets as you want, to be hosted along with or separately from the Municipal Code. Includes the same interface as the code. Enhancements are separate for each file set.

To view the actual text of ordinances, we do have an optional enhancement for our online codes that allows PDF files of all ordinances to be viewed. If you'd like more information on the costs and work involved, please contact Emily Wood.

## Authorization/Agreement

The City of Sunnyside, March 8, 2024

## Scope Of Service: Ordinance And Resolution Hosting

All documents will be hosted as separately identifiable products and viewable as links to PDF files from the history note in addition to the products seen on the main page. All ordinance and resolution files should be delivered to Code Publishing with programmatic names.

## Proposal

The City hereby agrees to the procedures set forth in the scope of services proposal and authorizes Code Publishing to proceed with adding Ordinance and Resolution products to the Sunnyside Municipal Code website on the Code Publishing web server. Code Publishing will update the product as new files are submitted. No other terms of previous agreements have changed.

<b>Document Hosting Project Investment</b>	<b>\$700</b>
> Document Hosting of 62 Ordinances Setup	\$600
> Document Hosting Annual Maintenance	\$100

## Performance and Payment Schedule

### Performance Schedule:

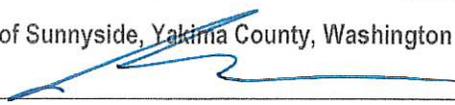
- > Posting of relevant documents: within 10 to 12 weeks of contract signing and receipt of materials

### Payment Schedule:

- > 50% will be invoiced upon return of signed contract; 50% will be invoiced upon posting of relevant documents

The City of Sunnyside, Washington, hereby agrees to the procedures outlined above, and to *General Code's* Terms and Conditions, which are located here: [Terms and Conditions](#)

City of Sunnyside, Yakima County, Washington

By: 

Title: INTERIM CITY MANAGER

Date: 5/1/24

Witnessed by: 

Title: CITY CLERK

Date: 05/01/2024

Code Publishing, LLC/General Code, LLC

By:  (May 3, 2024 12:26 EDT)

Title: VP of Client Engagement

Date: 05/03/2024

Witnessed by: Lane Davis

Title: Proposal Publishing Associate

Date: 5/3/2024

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to Code Publishing to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Sunnyside for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

## Multiple Document Hosting Customers

JURISDICTION	DOCUMENTS	LINK
Seaside, CA	Linked history notes Searchable and hosted ordinances, resolutions, minutes and agendas	<a href="http://codepublishing.com/CA/Seaside">codepublishing.com/CA/Seaside</a>
Snohomish County, WA	Linked history notes Searchable and hosted ordinances, resolutions planning policies	<a href="http://snohomish.county.codes/">snohomish.county.codes/</a>
Quincy, WA	Linked history notes Hosted ordinances	<a href="http://codepublishing.com/WA/Quincy/">codepublishing.com/WA/Quincy/</a>
Bellingham, WA	Linked history notes Searchable and hosted ordinances, resolutions	<a href="http://bellingham.municipal.codes/">bellingham.municipal.codes/</a>
Oak Harbor, WA	Linked history notes Searchable and hosted ordinances, policies, labor agreements	<a href="http://codepublishing.com/WA/OakHarbor/">codepublishing.com/WA/OakHarbor/</a>
Watsonville, CA	Linked and hosted ordinances	<a href="http://codepublishing.com/CA/Watsonville/">codepublishing.com/CA/Watsonville/</a>
Monterey, CA	Linked history notes Searchable and hosted ordinances, resolutions	<a href="http://monterey.municipal.codes/">monterey.municipal.codes/</a>
Cross Valley Water Dist., WA	Linked history notes Searchable and hosted resolutions, board minutes	<a href="http://codepublishing.com/WA/CrossValleyWaterDistrict/">codepublishing.com/WA/CrossValleyWaterDistrict/</a>
Newburg, OR	Linked history notes Hosted ordinances	<a href="http://codepublishing.com/OR/Newberg">codepublishing.com/OR/Newberg</a>
Bellevue, WA	Linked history notes Searchable and hosted ordinances, resolutions	<a href="http://bellevue.municipal.codes/">bellevue.municipal.codes/</a>
Lakewood, WA	Linked history notes	<a href="http://lakewood.municipal.codes/">lakewood.municipal.codes/</a>
Olympia, WA	Hosted ordinances, resolutions, minutes Multiple documents	<a href="http://codepublishing.com/WA/Olympia/">codepublishing.com/WA/Olympia/</a>

A Member of the ICC Family of Solutions



# PENDING SIGNATURE Sunnyside, C, WA CPC Document Hosting Proposal

Final Audit Report

2024-05-03

Created:	2024-05-03
By:	Lane Davis (LDavis@generalcode.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG6lbaMxdlcRv_GAmAHZ2O8iqCJpgABuy

## "PENDING SIGNATURE Sunnyside, C, WA CPC Document Ho sting Proposal" History

-  Document created by Lane Davis (LDavis@generalcode.com)  
2024-05-03 - 1:11:27 PM GMT
-  Document emailed to Cristina LoVerde (cloverde@generalcode.com) for signature  
2024-05-03 - 1:11:31 PM GMT
-  Email viewed by Cristina LoVerde (cloverde@generalcode.com)  
2024-05-03 - 4:26:29 PM GMT
-  Document e-signed by Cristina LoVerde (cloverde@generalcode.com)  
Signature Date: 2024-05-03 - 4:26:50 PM GMT - Time Source: server
-  Agreement completed.  
2024-05-03 - 4:26:50 PM GMT