



## MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**To:** MAYOR & TOWN COUNCIL  
**From:** STACEY NELL, TOWN CLERK & EXECUTIVE ADMINISTRATIVE ASSISTANT  
TO THE TOWN MANAGER  
**Re:** APPROVAL OF MUNICODE LIBRARY ADDITION TO WEBSITE  
**Date:** AUGUST 22, 2023

**Summary and Background:** In May 2023, the Town Manager under his authority and at the recommendation of the Town Clerk, Mayor, Mayor Pro Tem, and Town Attorney, approved the engagement of Granicus, the parent company of MuniCode. The purpose of this engagement is to transfer our existing Home Rule Charter and Town Code into their Library, and continue to codify Ordinances and store Resolutions in a publicly accessible space. Town Code Section § 1.18 "Editorial Duties of Town Clerk" authorizes and charges the Town Clerk in the compilation, editing, arrangement, and preparation for the publication of the Frisco Town Code.

**Analysis:** Over 3,300 jurisdictions utilize MuniCode to codify and publish their Code, Charters, and other legal archives for their communities. Frisco is now a part of this group, and can share in their libraries through MuniDocs. Through the provision of a user friendly interface, a well-established reputation among local governments in Colorado and nationwide, a robust search function, legislative and amendment tracking, MuniCode proves itself to be an industry leader in this type of product/service.

**Financial Impact:** Please refer to the enclosed invoice totaling \$6,025.00.

**Alignment with Strategic Plan:** Under the "Quality Core Services" strategic objective, Council has added a bullet point of: "Modernize and update the method of accessing the Town's municipal code". This is how we accomplish that goal. Granicus/MuniCode has published an introductory, overview video of this software product [that can be found at this link](#), if Council is interested in a virtual tour. Council and the public may also preview the Frisco [MuniCode Library at this URL](#).

**Staff Recommendation:** Staff recommends that Council approve the transition to the MuniCode Library.

**Reviews and Approvals:** This report has been reviewed and approved by:  
Tom Fisher, Town Manager  
Thad Renaud, Town Attorney

**Attachments:**

- Attachment 1 – CivicPlus MuniCode Invoice August 30 2023
- Attachment 2 – Screen Shot of Current Code Webpage (FriscoGov.com)
- Attachment 3 – Screen Shot of New MuniCode Library Landing Page
- Attachment 4 – July 2023 Update of Strategic Plan – Quality Core Services Section Clip
- Attachment 5 – Town Code, Section 1.18 "Editorial Duties of Town Clerk"