



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: May 2, 2022

Prepared By: Joanie Baxter, Finance Director *JfB*

Agenda Item: Recodification Proposal - Municode

Explanation: The City has been looking into recodifying the City Code for several years as the last full recodification was completed in 2004. Former City Clerk, Pat Brown had researched several companies offering the service and discussed within her municipal clerk circle. As a result, it was determined that Municode is the leading expert in the field with over 4,100 municipal clients, including our neighboring communities of Peoria, Pekin, East Peoria and Eureka.

Municode submitted a proposal for \$18,950 to completely recodify the code over a 10-to-12-month period and provide the services as indicated on the attached Executive Summary. Once the recodification is complete, there would be an annual fee of \$3,200 which covers the cost of updating on up to a quarterly basis. There is also a \$450 fee for online hosting with no cost for the first year of service.

Fiscal Impact: The FY22-23 Budget includes \$22,500 for professional services in regard to the recodification. The cost of all three services is \$22,600; however, only the recodification fees will be charged during FY22-23 with the other annual fees assessed after completion.

Action Requested: Approval of the recodification proposal from Municode in the amount of \$18,950 with added annual fees of \$3,650 after completion of the project.

EXECUTIVE SUMMARY

Recodification, Supplementation and Online Hosting

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT***

★ **Recodification** **\$18,950¹**

Timeline **10 to 12 months**

The recodification base cost of \$18,950 is based on 860 10-point font single column pages (or 972 11-point pages). or 1,075 12-point pages (Current Code is 1,075 pages in 12-point font).

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

Supplement Service Options

★ **Fixed Annual Fee** **\$3,200**

Municode provides quarterly to annual supplementation services for a fixed annual fee. Upgrade to supplement more frequently for only \$1,500 more per year. See page 4 for more details.

OR

★ **Per Page Pricing** **\$18²**

The City will pay \$18 per page added or amended to the Code plus \$10 per graphic or table. See page 5 for more details.

★ **Online hosting (*First year of service at no charge!*)** **\$450³**

If you want to further enhance the transparency of your online code, you can upgrade to the **MyMunicode bundle for only \$1,195**, with the first year of MyMunicode services at no charge!

¹ Not to exceed \$20,050 (or 50 excess pages invoiced) for recodification services. Please see page 20 for additional pricing details

² Please see page 21 for additional pricing details.

³ Please see page 22 for additional pricing available on our MunicodeNEXT platform.