



Request for Committee Action Office of City Clerk

Date: December 1, 2014

To: The Honorable John Quincy
Chair, Ways & Means Committee

Subject: Contract for professional codification and related services.

Recommendation: Authorize a contract with Municipal Code Corporation and its subsidiary MCCI in an average annual amount not to exceed \$50,000 for a period of five years for professional codification and related services.

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Presenters in Committee:	Casey Joe Carl, City Clerk

Background: Municipal Code Corporation, also known as Municode, is a professional services firm based in Tallahassee, Florida, specializing in codification of local law. Founded in 1951, it is the oldest and largest municipal codification firm in the United States, providing services to more than 3,000 clients nationwide. The original Code of Ordinances was produced by West Publishing Company in 1948. Municode was first awarded a contract for codification services in 1974, and has continued to provide such services since that time. The current contract, which has been in place for 15 years, expires December 31, 2014. The City issued an RFP in October 2014 for professional codification services; Municode was the only respondent.

In addition to basic codification services, Municode has a menu of related professional services available to the City. These include—

Republication of Code of Ordinances

Municode has included a one-time cost for republication of the entire Code of Ordinances, for a total of \$7,500. Minneapolis has not republished its Code since 1991, more than 23 years ago. Best practice within the industry is to republish at least once every ten years to ensure that new material is fully cross-referenced in context with other ordinances and codes; that old, obsolete, or outdated provisions are removed; that historical notes, citations, and references to state laws are reviewed and corrected, as necessary; and that chapters and sections are appropriately re-ordered and re-numbered to allow for continuous growth over time, all of which provides greater legal protection to the City. This is especially timely in light of the complete revision of the City Charter (Plain-Language Revision) and the need to transition provisions from the City Charter to the Code of Ordinances, which is being completed by the City Attorney's Office this year, prior to the effective date of the new City Charter (Plain-Language Revision) in January 2015. The code attorneys from Municode also provide legal review and analysis of the City's codes compared to Minnesota state laws. There is a one-time service fee of \$2,500 for this review and analysis that will be conducted in conjunction with the republication. Consequently, the Clerk's Office has presented the proposed contract with one-time costs of note to exceed \$10,000 for a complete republication and legal analysis. This work will also ensure all code chapter and section numbering and internal references are reviewed and updated to a uniform style.

Expanded Services: MyMunicode

Municode offers a variety of features that would significantly enhance the overall usability of its system and the accessibility of the City Charter and Code of Ordinances, both for staff and the public. These include:

- **CodeBank:** A feature that allows for comparisons between current and previous versions of the City Charter and Code of Ordinances, a functionality that will be especially useful as the City transitions to the new, publicly-adopted Plain-Language Revision of the City Charter. Feature cost = \$400/year
- **OrdBank:** A feature that provides access to the legislative histories of ordinances, both those in effect as well as ordinances from previous versions of the Code that have been amended or repealed over time. Feature cost = \$1,500/year
- **MuniPRO:** A new research tool that supports research, retrieval, and citation to codes from other selected states and municipalities, as a comparison to ordinances and codes in effect for the City of Minneapolis. Feature cost = \$295/year

Municode can provide these services à la carte, for a total of approximately \$2,195 per year; however, the company has offered these three features as a packaged deal for a savings of \$800 per year in addition to the base codification services. Total cost for the MyMunicode package is \$1,895 per year, which would include ongoing Internet hosting fees (\$500/year).

Enhances Services: Code Search/LIMS Integration and JustFOIA Data Practices System

In addition to these new features, Municode offers two separate systems that support the work of the Office of City Clerk, though not directly related to codification services. These new systems include:

- **Granicus|Legistar® Integration:** An integration tool providing expanded indexing, reference, and research support of the City Charter and Code of Ordinances (maintained by Municode) and the City’s new Legislative Information Management System, to be provided by Granicus|Legistar. This integration tool provides the ability for users to research official codes through the new LIMS and ensures charter and codes are simultaneously updated within the LIMS when new supplements are produced by Municode.
- **JustFOIA:** A enterprise solution supporting management of data practices/open records requests, including intake, referral, tracking, and reporting tools as well as system administration. The system is a configurable, cloud-based, software-as-a-service (SaaS). Municode offers unlimited data storage and provides a user-friendly interface for department-based users. MCCi, a subsidiary of Municipal Code Corporation, distributes the JustFOIA solution and would require a separate contract.

Total costs of the proposed contract—inclusive of one-time and ongoing annual expenses—are shown on the following table.

<i>Municode Products</i>	<i>First-Year Expense</i>	<i>Ongoing Annual Expense</i>
Basic Codification Service	Avg. \$35,000	Avg. \$35,000
MyMunicode	\$1,895	\$1,895
Code Republication	\$7,500	--
Update State Law Citations	\$2,500	--
JustFOIA	\$11,750	\$6,750
Legistar/Code Search Integration	\$500	\$500
TOTAL	\$59,145	\$44,145