

City of Seward, NE

Tuesday, April 21, 2015

Regular Session

Item G9

CONSIDERATION OF AWARD OF VENDOR FOR MUNICIPAL CODE CODIFICATION PROJECT - Bonnie Otte & John Hughes

Administrative Report: The City received 4 responses for Request for Proposal for Codification Services:

American Legal Publishing Corporation, Cincinnati, Ohio

General Code, Rochester, New York

Municipal Code Services, Neligh, Nebraska

Municode, Tallahassee, Florida

The proposals were reviewed by Assistant Administrator/Clerk-Treasurer/Budget & Human Resources Director Bonnie Otte and Public Facilities/Capital Improvements & GIS Director John Hughes. Telephone interviews and on-line demonstrations were conducted with the companies.

All four companies provide a similar service of creating a new “Municipal Code Ordinance”, which requires review of the current codes/ordinances, recommending changes for conflicting ordinances within the code, recommending changes for consistency throughout all ordinances, recommending changes based on federal or state law.

The differences are mainly with the “look” of the final product and the capabilities for searching the code. A user-friendly search capability for staff, City Attorney, and the public is a valuable tool.

of Ordinances adopted in 2013 - 19; 2014 -28 (not all ordinances affect the Code). Estimated that an average would be 10 per year that would have to be added.

Based on overall product, service, cost of adding Zoning Code and on-line capabilities, the recommendation is to award the contract for services to General Code.

Please see attached spreadsheet for breakdown of costs/fees associated with each vendor's services.

Staff Contact:

<p><u>Municode</u> Tallahassee, Florida</p> <p>3700 customers in all 50 states 63 years in business 9 clients in Nebraska</p> <p>1 full-time attorney as primary point of contact Supplements conducted per City's schedule (monthly, semi-annually, tri-annually, annually, or upon request)</p> <p>Base Cost: \$9,950 Supplement Pages - \$18/page Internet/OrdBank/Codebank/MuniPRO (first year free) \$995/annually Project completed 7-12 months/ supplements within 30 days</p> <p>Link to State Law is extra - \$75/hr to add Zoning Code: additional \$7,600</p> <p><u>Cities:</u> Alliance (recodification in 2013 - paper/internet) Beatrice (codification in 1987 - paper/electronic/internet) Bellevue (codified in 1981/republished 2013-paper/electronic/internet internet) Lexington Minden Nebraska City Omaha (recodification in 1980/1996 - paper/electronic/internet) South Sioux City Syracuse (new client) York (codification in 1972 - paper/internet)</p>	<p><u>Municipal Code Services</u> Neligh, NE</p> <p>20 years in business 130 cities/villages in Nebraska served 2 Nebraska attorneys spend 80% of time in field of municipal law</p> <p>Base cost: \$17,500 No annual fee Zoning Ordinances not included/may be updated as separate project/cost Free updating for first year at no cost After first year, \$85/ordinance</p> <p>The new code and any additions, as they occur, will be sent in electronic format (just the updated page or index - city inserts in code) Additional fee: web-ready files for posting to City's municipal web site Make suggestions to city for adoption of new ordinances to effect new State legislation. Completed within 90 days (may be longer due to City's responses)</p> <p><u>Cities:</u> Ainsworth, Albion, Atkinson, Beaver City, Bennington, Blue Hill, Burwell Central Ctiy, Clarkson, Clay Center, Crawford, reighton, Crofton, Elgin, Fort Calhoun, Genoa, Gordon, Gretna, Hay Sprints, Hickman, Humphrey, Imperial, Indianola, Louisvill,e Minatare, Mitchell, Neligh, O'Neill, Osceola Plattsmouth, Ponca, St. Edward, Tekamah, Valley, West Point, Yutan</p>
<p><u>American Legal</u> Cincinnati, OH</p> <p>Serves 1900 local govt clients across U.S./ 100 Nebraska municipalities Free Model Ordinances</p> <p>Base Cost: \$10,500 Folio Code on CD - \$850 plus \$195/year up to 100 pages On-Site Installation & Training \$595/day +travel Additional \$50 for each read-only license (one time) Internet access \$500/year- waived first year (may increase 5%/year) CD Format - no additional cost Five-year contract Supplements as often as requested (includes changes in state law) Completed within 9 months/ supplements within 45 days Supplements completed in 45 days/ \$18/per page Example: www.amlegal.com Zoning Code not quoted</p> <p><u>Cities:</u> League of Nebraska Municipalities 100 Nebraska municipalities served including: Alma Arapahoe Duncan Geneva Kimball</p>	<p><u>General Code</u> Rochester, NY</p> <p>50 years experience/serve 3,000 customers in 39 states</p> <p>Base cost - \$8,500 Internet accessible \$1,195/year - Searchable Supplement - \$18/page plus \$10/page for table or graphic</p> <p>Will provide a temporary PDF version for internet until final is ready to publish Rewritten under new numbering format; includes a derivation table from old to new number/ First year free after document finalized Completed within 12- 14 months</p> <p>Zoning Code: additional \$4,352</p> <p>If use Premium Plan, no addition for supplement; if use Standard Plan \$95 for each supplement</p> <p>Electronic versions can be updated more often than paper copies. Supplements are processed in 4-6 weeks Publish other City documents at no charge (Ordinances, Resolutions, Agenda, etc.) Link directly to permits, documents outside of the Code</p> <p><u>Cities:</u> Papillion</p>