



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Finance	<b>Date:</b> 7/27/2021
<b>Common Council Item Number:</b> ID# 21-2462	<b>Date:</b> 8/3/2021
<b>Submitted By:</b> Gina Kozlik, Clerk Treasurer	<b>City Administrator Approval:</b> KL
<b>Finance Department Review:</b> BS	<b>City Attorney's Office Review:</b> BR
<b>Subject:</b> Request to purchase MuniCode Self-Publishing Software services to maintain and update the City's Code of Ordinances and allow for better searchability and flow of Ordinance revisions and creation.	

**Details:**  
 The manual processes currently used by our office and the City Attorney's office to make ordinance revisions can be more efficient with the use of Muni Code Self-Publishing Software. SPS offers better access and usability to the City Attorney for ordinance revisions or additions with red line draft change options within the software that will then be able to flow through to meetings with a workflow including digitized signatures and finalization of changes to the Code along with legislative history maintenance of changes.

The public website searchability of our current Code will be improved, creating transparency and openness to the public. Many other Wisconsin Municipalities are using this web hosted solution to assist with their Code maintenance and public interface of their ordinances online.

For samples of live public access, see the attached list of clients to view the usability and interaction with their online Codes. The additional purchase of MuniPro is requested which would allow us to search other codes for reference in creation or modification language for an additional yearly fee of \$295. Here is a link to learn more about the solution: <https://municode.com/code/page/two-options-publishing-your-code-ordinances>

**Options & Alternatives: Continue with manual process**

**Financial Remarks:**  
 Initial software license agreement with conversion and software setup fees along with additional user licenses total costs not to exceed the \$10,000 and can be covered by carryover funds. With the inclusion of additional licenses and MuniPro, first year costs with conversion is expected at approximately \$6695, with the following two years at \$5695.



**Executive Recommendation:**

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