

MEMORANDUM

TO: Gahanna City Council Members
 FROM: Kimberly McWilliams, CMC, Clerk of Council
 DATE: November 23, 2015
 RE: Codification Comparisons

In an effort to improve efficiencies and reduce costs to codify our Ordinances, we requested quotes from two other vendors for comparison. The following table lists our current codifier, Walter Drane, and two other companies:

SERVICES	Walter Drane (current)	MuniCode	American Legal
Per Changed Page Rate	\$24.00	\$18.00	\$19.00
Per Table in Code to Codify/update	\$10.00	\$10.00	included
Online Annual Hosting	\$390.00	\$395 (first year free)	\$495.00
Updated Online Code	\$3.50 per page	FREE	\$1.95 per page
Editorial	\$800/ annually	FREE	FREE
Printing & Mailing Updated Paper Copy of Code	Shipping Costs Only	Shipping Costs Only	Shipping Costs Only
Word Version CD	\$50.00	FREE can download online	FREE
CONVERTING TO NEW CODE	N/A (current code)	FREE	\$1,250.00
Optional Services: ORDBANK/New Ordinances	Not offered	\$550/year	\$300/year
Optional Services: CODEBANK/Archived Previous Ordinances	Not offered	\$150/year	\$300/year
Optional Services: Custom Website Banner	Not offered	\$250 one time	\$250-950 one time
	<i>our last invoice of 146 page changes, 58 photo pages was \$5,162.29</i>	<i>last invoice with Municode would have been \$3618.29</i>	<i>last invoice with AL would have been \$3568.99</i>
2015 Codification Example (example: 60 pages of codification, 10 tables)	\$2,990.00	\$1,118.00	\$3,002.00
	<i>plus S&H (est: \$40)</i>	<i>plus S&H (est: \$40)</i>	<i>plus S&H (est: \$40)</i>
2016 Codification Example (example: 60 pages of codification, 10 tables)	\$2,990.00	\$1,513.00	\$1,752.00
	<i>plus S&H (est: \$40)</i>	<i>plus S&H (est: \$40)</i>	<i>plus S&H (est: \$40)</i>

As you can see from the comparisons, MuniCode is the most cost-effective and we also found that the website was easiest to navigate and they offered additional features at no cost. Based on just the last invoice, we would have saved over \$1,500 using either one of the competing vendors.

After evaluation of this process, Council Staff and the City attorney found that MuniCode is more cost-effective, offers more user-friendly features and will help us achieve our goal of being more efficient.

Accordingly, we respectfully request that we move forward with Municode to codify the City's Ordinances. We do not have a current contract in place with Walter Drane and do not need legislation to change to their company. In addition, there will be no extra cost to convert our current code to their format. With Council's approval, I will move forward at the beginning of next year with this change.