

Codification/Digitization Overview

At the June 3, 2021 meeting of the Rules & Resolutions Committee, the County Clerk was assigned to investigate options available and needed to digitize resolutions and ordinances and bring forward estimate of cost to be included in the budget process for 2022. Research into this task resulted in cost proposal being acquired from three different vendors: Municode, General Code, and Gordon Flesch. The **ESTIMATED** financial impact is as follows:

Municode				
Base	\$16,750.00	codification, split between two budget years		
Option (Annual): Self Publish	\$2,200.00	can upload documents manually (no \$ per page amount)		
Option (Annual): MuniPro	\$295.00			
2022 cost	\$10,870.00	project time is 10-12 months		
2023 cost	\$10,870.00			
2024 cost	\$2,495.00			
2025 cost	\$2,495.00			
2026 cost	\$2,495.00			
General Code				
Base	\$11,995.00	codification, split between 2022-2023		
Option: Supplement	\$2,500.00	36.00 per one side of paper (36/yr with 4 pages each)		
Ongoing:	\$1,195.00	annual maintenance		
2022 cost	\$9,692.50	project time is 10-12 months		
2023 cost	\$9,692.50			
2024 cost	\$3,695.00			
2025 cost	\$3,695.00			
2026 cost	\$3,695.00			
Gordon Flesch				
Base	\$11,880.00	annually, 5 yr contract, NO codification-->only digitization		
		bulk of cost is laserfiche software with some staff time		
2022 cost	\$11,880.00	include digitization of ALL county resolutions, ordinance, and		
2023 cost	\$11,880.00	minutes from 1st board meeting to current		
2024 cost	\$11,880.00	can update this ourselves going forward		
2025 cost	\$11,880.00	project time is probably less than 12 months		
2026 cost	\$11,880.00			

Things to consider:

*These costs are estimates—could be more or could be less. Cost based on # of pages and average # of ordinances, resolutions, and board minutes.

*Municode and General Code include only ordinances—no resolutions or board minutes. Gordon Flesch includes ordinances, resolutions, and board minutes.

*Municode and General Code include a full codification of ordinances while Gordon Flesch does not. This is the big difference between the two. Codification entails a full legal review of ordinances by legal staff and comparison to current state statutes with end product being a fully

reviewed and updated code of ordinances. Services from Gordon Flesch do not include a codification, but rather a complete upload and searchable digitization of ALL ordinances, resolutions, and county board minutes (beginning with the first meeting in 1851).

*We are making up for decades of time without any digitization of documents being completed, so this will take time and will require funding.

*Examples

Municode: Sauk County:

https://library.municode.com/wi/sauk_county/codes/code_of_ordinances

General Code: City of Reedsburg: <https://ecode360.com/RE3793>

Gordon Flesch: Example not available at the time this document was created