



**CITY OF NEWPORT  
COUNCIL WORKSHOP MEETING  
NEWPORT CITY HALL  
JUNE 18, 2015  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING**

**MAYOR:** Tim Geraghty  
**COUNCIL:** Tom Ingemann  
Bill Sumner  
Tracy Rahm  
Dan Lund

**City Administrator:** Deb Hill  
**Supt. of Public Works:** Bruce Hanson  
**Chief of Police:** Curt Montgomery  
**Fire Chief:** Steven Wiley  
**Executive Analyst:** Renee Eisenbeisz

**AGENDA**

1. ROLL CALL
2. DISCUSSION REGARDING PROPOSED DEVELOPMENT OF CATHERINE DRIVE
3. DISCUSSION REGARDING RECODIFICATION SERVICES
4. ADJOURNMENT



444 Cedar Street, Suite 1500  
 Saint Paul, MN 55101  
 651.292.4400  
 tkda.com

## Memorandum

<b>To:</b>	Newport City Council	<b>Reference:</b>	Potential Development north of Catherine Drive
<b>Copies To:</b>	Deb Hill, City Administrator		
	Renee Eisenbeisz, Executive Analyst		
	Bruce Hanson, Public Works Director		
	Jon Herdegen, City Engineer		
		<b>Project No.:</b>	15743.000
<b>From:</b>	Sherri Buss, RLA AICP, City Planner	<b>Routing:</b>	
<b>Date:</b>	June 15, 2015		

City staff met recently with James Hill, Director of Land Acquisition for K. Hovnanian Homes – Minnesota Division. His company is researching options for potential development of parcels north and west of Catherine Drive, including a parcel owned by George Reiling and a city-owned parcel that are 32 acres and approximately 20 acres in size, respectively. All or parts of additional parcels may also be included in the proposed development. Mr. Hill sent the site plan of Four Seasons at Rush Creek, a similar community in Maple Grove, to City staff on June 12 to illustrate the concept they are considering for the site. The concept plan is attached.

The concept calls for development of a townhome community, with up to 125 townhomes on lots ranging between 7,150 and 8,450 square feet in size. The proposed densities would require that the City provide sewer and water service for the proposed development.

City staff recommend that the Council hold a workshop session on June 18 to discuss the development concept and several issues related to zoning changes and infrastructure that would be needed for the development to be approved as proposed in the attached concept. The workshop would provide feedback to the developer and direction to staff for next steps. Issues for discussion include the following:

### Zoning

- The site is currently zoned RE (Residential Estates). Parcels in the RE district may be developed at R-1 densities if sewer and water are available. However, the proposed densities would require rezoning to R-2 (Medium Density Residential). The rezoning for the site could be completed as part of the subdivision approval. The Council should discuss the potential to rezone the parcels to the R-2 District.

### Sewer and Water Services

- The proposed development densities would require the extension of City sewer and water to the parcels. City sewer and water are available to the west of the site. There are at least two routing options available to extend City sewer and water services to the parcels north of Catherine Drive from sites near the Public Works building and Bailey Forest/Wild Ridge.
- In the meeting with staff, Mr. Hill indicated that the developer may be willing to pay the costs of sewer and water service extension to the site. They would want an agreement with the City that they would be reimbursed for the costs of the extension if additional parcels develop along Military Road that utilize city services.
- The extension of sewer and water services could provide service to several parcels in Woodbury, as well as additional parcels in Newport along the route of the sewer extension.
- The Council should discuss whether the City is willing to complete the design and construction of sewer and water services to serve the site, and options to pay for the cost of this infrastructure, including the potential to serve other Newport parcels along the route of the city services.
- If the Council supports a potential extension of services, staff could begin discussions with Woodbury about whether Woodbury is interested in making sewer services available to parcels within that City.

### Military Road and Related Comprehensive Planning Issues

- Staff discussed the potential development of the site north of Catherine Drive at urban densities with Washington County Transportation staff at the request of the developer. Washington County staff noted that they would require new left and right turn lanes at the access road to the development.
- County staff also noted that if City sewer services are extended to the Catherine Drive area, and the City would serve other parcels along Military Road so that they could be developed at urban densities, the County would want to work with the City on an area plan for the area where city services would be provided. The County is concerned about the number of potential driveways/accesses that could be needed along Military Road to serve development of the area surrounding the road at urban densities, and that planning be completed so that future accesses meet County spacing and access guidelines.
- If the City would permit parcels along a new sewer route to be developed at higher densities than currently permitted in the RE District, the City will need to complete a Comprehensive Plan amendment to rezone the areas and provide city services, for approval by the Metropolitan Council. The Comp Plan amendment will need to address a variety of issues related to rezoning and development of the area, and will be sent to adjacent cities and Washington County for review and comment.

### **Next Steps**

If the Council determines that the City will consider the potential extension of sewer and water services to serve the proposed development, it should consider the potential route(s) for the services and method that will be used to pay for the extension. The Council may also direct staff to being discussions with the City of Woodbury and Washington County related to planning for infrastructure services and future development in the RE District.







Troy Lane N. (County Road North 101)

K. HOVNIANIAN'S®  
**FOUR SEASONS**  
 At Rush Creek  
 An Active Adult Community



**BASEMENT TYPES:**  
 S SLAB ON GRADE  
 FB FULL BASEMENT  
 LO LOOK OUT  
 WO WALK OUT



© 2015 K. Hovnanian® Companies®, LLC. MN Builder License #BC543466. This rendering is an illustration of the general features of the community. Buyer should inspect detailed subdivision, utility, and construction plans on file in the sales office for complete information regarding the physical features of the community. We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. FSRC Plat 17x11 5-15



# MEMO

TO: Mayor and City Council  
Deb Hill, City Administrator

FROM: Renee Eisenbeisz, Executive Analyst

DATE: May 19, 2015

SUBJECT: Discussion Regarding Codification Services

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## **BACKGROUND**

The City Council discussed going through a recodification process for the City Code at its May 7, 2015 meeting and directed staff to research the following:

### **Can the recodification process and payments be split into two years?**

Yes, the process and payments can be split into two years. Municode splits the payments for recodification into four parts (based on the quote of \$7,650):

- Execution of Agreement - \$2,960
- Submission of the Legal Memorandum - \$2,115
- Submission of the Draft Code - \$2,115
- Delivery - Remaining Balance

The process takes anywhere from 9 months to 1 year so the City would pay half this year and half next year if it started the process in June or July.

### **What happens with the Online Code if the City decides to switch businesses or bring the Code in-house in the future?**

The Online Code belongs to the City so if the City decided to switch businesses or bring the Code in-house in the future, Municode would return it to us in whichever format we requested.

### **How would Municode's search features be different than searching PDF or Word Documents?**

Municode offers the below search methods:

- **Natural Search** - A Natural Search is similar to a Google Search and is any sequence of text, like a sentence or question.
- **Boolean Search** - A Boolean Search consists of a group of words, phrases, or macros linked by connectors such as "And" and "Or" that indicate the relationship between them.
- **Stemming** - Stemming extends a search to cover grammatical variations on words. For instance, if you searched for "apply," it would also look for "applied," "applying," and "applies."
- **Fuzzy Search** - A Fuzzy Search will find words even if they are misspelled. For instance, if you searched for "apples," it would find "apples."
- **Synonym Search** - A Synonym Search will look for all words that are synonyms to the word that you are searching for.

When searching in Microsoft Word and PDF's, you can search for whole or partial words and variations but it won't find misspellings or synonyms like the above searches.

Additionally, Municode offers several different features to choose from that allow individuals to search several documents. The two features that are included in the table below are:

- **MunicodeNEXT** - This is the basic feature and will include just the City Code. At a minimum, the City will need to pay for this annually, which is \$395.
- **CodeBank** - CodeBank allows individuals to search previous versions of the City Code. This is an additional \$150 per year.

### **Are there other search features that the City can do in-house?**

Staff contacted Bufflehead Web Design who hosts our website and helps with editing occasionally to see what options the City had in terms of search features. Mr. Schmid noted that there are two features that the City can do in-house. The first is placing a Google Search Feature on the City Code page to specifically review the PDF documents. The Google Search Feature would have a one-time cost of \$225 to get it installed on our website and an annual cost of \$100.

The second search feature would be a custom search feature where Mr. Schmid would place all of the PDF's into a database tool and create a search engine for that on the website. This feature would have a one-time cost of \$720 to get it set-up and installed and an ongoing cost to update the PDF's when an ordinance amendment is approved. Mr. Schmid estimated that it would be approximately \$5 each time an ordinance amendment is approved. Based on an average of 12 ordinance amendments per year, it would cost approximately \$60 per year to update.

### **Can the Planner perform this work?**

Staff contacted Sherri Buss to see if this is something that she would do and if so, how much would it cost. Ms. Buss noted that the work that Municode would provide and the work that TKDA usually provides related to ordinance updates are two different tasks. TKDA does not provide the codification services that Municode does, which includes organizing the code into a standardized on-line format with a search engine, and completion of a basic legal review to identify outdated language, inconsistencies with other parts of the Code and State laws, duplications, etc. After their legal review, Municode will make recommendations for the City Council to review. Since Municode provides this service as a standard service and have created a standardized format and search mechanism, their costs are likely less than what TKDA could provide to complete this task.

TKDA has completed a recent update of a City's entire Subdivision and Zoning Chapters, but the focus of the update was to revise the content of these Chapters. The process did update the Chapters to identify legal issues and duplications as well as to update content, but the primary focus was on content. This type of code project is more typical of the services TKDA provides. As Municode works on codification, they would typically identify inconsistencies in the code that the City will need to consider and address, and TKDA could work with the Planning Commission and Council to address any inconsistencies or other content issues that are identified as a result of the codification work.

Ms. Buss did note that the Planning Commission and City Council will likely need to complete updates to its Subdivision and Zoning Chapters after the DNR adopts the new Mississippi River Corridor Critical Area Rules and during the next Comprehensive Plan review. Both of these are coming up in the next couple years. As such, staff contacted Municode to see how much it would be to just do a recodification of Chapters 1-11 at this time but get all Chapters uploaded to their website and then send the updates for Chapters 12 and 13 as they are made.

Please see those costs below compared to a full recodification:

<b>Municode</b>	<b>Full Recodification (Ch. 1-13)</b>	<b>Partial Recodification (Ch. 1-11)</b>
<b>Recodification (Legal review, recommendations, and codification)</b>	\$7,650	\$7,250
<b>Edits - In print and online</b>	\$18 per page	\$18 per page
<b>One-time cost</b>	\$7,650	\$7,250
<b>Annual costs</b>	\$1,409	\$1,409
<b>Hosting</b>	\$545 per year*	\$545 per year*
<b>Edits</b>	\$864**	\$864**
<b>First year cost for recodification, hosting and editing</b>	<b>\$8,514</b>	<b>\$8,114</b>
<b>First year cost for hosting and editing</b>	<b>\$864</b>	<b>\$864</b>

\*First year is free with Municode

\*\*Includes editing 48 pages, which is the average for the last five years

### **DISCUSSION**

The City Council will need to discuss the following:

- If it would like to go through the recodification process and place the City Code online through Municode. If so, would the City Council like to do a full or partial recodification? Please note that the City can hire Municode for just recodification and not place it online through them.
- If it would like to place another search feature on the City's website and not go through a recodification process.

### **RECOMMENDATION**

It is recommended that the City Council provide direction on the above discussion points.



# South St. Paul, MN

Browse Results

- South St. Paul, Minnesota - Code of Ordinances
  - SOUTH ST. PAUL, MINNESOTA - CITY CODE
  - SUPPLEMENT HISTORY TABLE
  - PART I - CHARTER
    - Subpart A - GENERAL ORDINANCES
    - Subpart B - LAND DEVELOPMENT REGULATIONS
  - APPENDIX A - SOUTH ST. PAUL MUNICIPAL AIRPORT ZONING ORDINANCE
  - CODE COMPARATIVE TABLE - 1992 CODE
  - CODE COMPARATIVE TABLE - ORDINANCES
  - STATE LAW REFERENCE TABLE

## South St. Paul, Minnesota - Code of Ordinances

### Supplement 17

Online content updated on March 27, 2015

CODE  
City of  
SOUTH ST. PAUL, MINNESOTA

Codified through  
Ordinance No. 1288, enacted February 17, 2015.  
(Supp. No. 17)



- 1 **C** Sec. 118-44. - Driveway access permits. | **Code of Ordinances**
- 2 **C** Sec. 118-353. - Design and maintenance of off-street parking areas. | **Code of Ordinances**
- 3 **C** Sec. 110-140. - Coal tar-based sealers. | **Code of Ordinances**
- 4 **C** Sec. 118-258. - Access drives. | **Code of Ordinances**
- 5 **C** Sec. 114-64. - Sidewalks. | **Code of Ordinances**
- 6 **C** Sec. 58-93. - Parking restrictions. | **Code of Ordinances**
- 7 **C** Sec. 30-50. - Driving over fire hose. | **Code of Ordinances**
- 8 **C** Sec. 118-242. - Screening. | **Code of Ordinances**
- 9 **C** Sec. 118-194. - Screening. | **Code of Ordinances**
- 10 **C** Sec. 118-256. - Service stations. | **Code of Ordinances**
- 11 **C** Sec. 118-133. - MH, mobile home district. | **Code of Ordinances**
- 12 **C** Sec. 58-126. - Traffic laws apply to persons riding bicycles. | **Code of Ordinances**
- 13 **C** Sec. 26-1. - Established. | **Code of Ordinances**
- 14 **C** Sec. 58-99. - Alleys. | **Code of Ordinances**
- 15 **C** Sec. 118-352. - General provisions. | **Code of Ordinances**

### Search

Codes

Search

Codes Narrow Search Advanced Search

Showing results 1 - 25 of 25 for *driveway*

- 1 **Codes** Sec. 118-44. - Driveway access permits. | **Code of Ordinances**  
 Sec. 118-44. - **Driveway** access permits. A **driveway** access permit to a public road shall be secured from the public agency with jurisdiction and
- 2 **Codes** Sec. 118-353. - Design and maintenance of off-street parking areas. | **Code of Ordinances**  
 Sec. 118-353. - Design and maintenance of off-street parking areas. (a) **Driveway** width limitation. Parking areas shall be designed so as to provide adequate means of access to a public street or
- 3 **Codes** Sec. 110-140. - Coal tar-based sealers. | **Code of Ordinances**  
 and economic resources and contribute to the general health and welfare of the community. The use of sealers on asphalt **driveways** is a common practice. However, scientific studies on the use of **driveway** sealers have demonstrated a relationship between stormwater runoff
- 4 **Codes** Sec. 118-258. - Access drives. | **Code of Ordinances**  
 base material type and depth sufficient to support access by emergency vehicles. The city engineer shall review all access drives (**driveways**) for compliance with required community access drive standards; the opinion of the police and fire departments may from time to
- 5 **Codes** Sec. 114-64. - Sidewalks. | **Code of Ordinances**  
 adequately provide for the safety and welfare of the pedestrian or as a condition to platting. (e) Each and every **driveway** shall be constructed of concrete gutter to the property line sidewalk. Where a **driveway** is constructed

Close



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.564.7492 • www.municode.com

May 1, 2015

Ms. Renee Eisenbeisz  
Executive Analyst  
City of Newport  
596 7<sup>th</sup> Avenue  
Newport, MN 55055

Sent via: [reisenbeisz@newportmn.com](mailto:reisenbeisz@newportmn.com)

Ms. Eisenbeisz:

Thank you for recently speaking with our Sales Representative, Tracy Stevanov, and expressing interest in utilizing Municode for recodification and supplementation services. We have reviewed the City's code and are pleased to submit the following information to the City of Newport for recodification services.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

### Why Municode?

**Integrity.** *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

**Attorneys.** We have a team of full-time attorneys. All of your legal work will be completed by our experienced team of in-house attorneys.

**Experience.** With over 3,700 customers in all 50 states, we are the most trusted and experienced codifier of local government codes in the nation. Our team of attorneys has an average of over 20 years of codification experience. With over 180 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

**Relationships.** For over 64 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

**Quality.** We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

**Technological Leadership.** MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

## Why Our Clients Love Us

**Applying our Legal Experience.** We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 64 years and have worked for decades serving the biggest and most advanced municipalities in the nation, as well as 57 clients located in Minnesota. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

**Team Approach.** We have 14 legal editorial teams, over 35 legal editors and over 20 legal proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

**Customer Service.** Our goal is to fully understand your unique needs. In order to do so, we will establish a routine meeting schedule with you. Your Municode representative, James Bonneville, is able to meet with you in person anytime. James can also provide onsite training or host webinars throughout the term of the contract. Tracy Stevanov or Steffanie Rasmussen will serve as your internal customer service "go to" person.

*Your Representative.* Municode's Mid-West Regional Sales Representative, James Bonneville, is located in Stillwater, Minnesota. He is available to answer questions and meet with you, as needed. James worked in state government, lobbying and governmental sales for over 13 years. James has been a part of Municode/MCCi since 2009. He regularly attends the Minnesota Municipal League Conference, Clerks Conference and IIMC Conference. James is supported by our entire team in Tallahassee. Municode's Mid-West Inside Sales Representative, Tracy Stevanov, is located in Tampa, FL. She works hand in hand with James Bonneville to ensure that our clients are well taken care of. She is available to answer questions or schedule a meeting with you as needed.

*Real People.* If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

*Personal Touch.* We are a family-owned, medium size business which means you will receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

**Responsible Citizen.** We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with our Regional Sales Representative, James Bonneville, or Tracy. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant  
President

WEG/ll  
Enc.  
Cc: James Bonneville, Mid-West Regional Sales Representative  
[JBonneville@municode.com](mailto:JBonneville@municode.com)  
(651) 262-6262  
Tracy Stevanov, Mid-West Inside Sales Representative  
[tracy@municode.com](mailto:tracy@municode.com)  
(800) 262-2633 ext. 1383

## Executive Summary

We would like to propose the following option for your consideration. For further details on the project, please see page 4.

### Recodification, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

Ⓢ Recodification .....	<b>\$7,650<sup>1</sup></b>
Ⓢ Supplementation.....	<b>\$18 per page</b>
Ⓢ Online hosting and support .....	<b>1<sup>st</sup> year free, then \$395<sup>2</sup></b>
Ⓢ Timeline .....	<b>8-12 months</b>

### Pricing = Apples to Apples:

We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

- Ⓢ A full-time, Municode attorney will legally review the code, not just a code editor;
- Ⓢ The recodification base cost of **\$7,650** is based on a **530 page, single column code**;
- Ⓢ Supplement charges - **single column per page rate of \$18**;
- Ⓢ The **online code is free for the first year** and then **only \$395** for our basic service or only **\$995 for the bundled MyMunicode package!**
- Ⓢ Municode **does not** charge an extra fee for posting supplements online.
- Ⓢ Municode **does not** charge an extra fee for printing your supplement pages.

The supplement page rate is \$18 for single column (including printing and posting each supplement on line). Some companies might have quoted you a double column price or **no supplement rate at all**. Please double check this when comparing responses.

Please consider the fact that some codifiers charge an additional page rate to post your code online. Our basic code on the internet fee of \$395, covers this cost.

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<sup>1</sup> Please see page 4 for additional pricing details.

<sup>2</sup> Please see page 6 for additional features and pricing available on our MunicodeNEXT platform.

## Recodification Quotation Sheet

**Recodification base cost, includes** **\$7,650**

- 530 single column pages<sup>3</sup>
- Zoning included
- Receipt, review and organization of materials
- Legal analysis & research by a full-time, Municode attorney
- Preparation of Legal Memorandum by a Municode attorney
- Conference with Attorney (make selections below)
- Implementation of approved legal findings
- Updating State Law References
- Editorial preparation and proofreading
- Page formatting (make selections below)
- Creation of tables<sup>4</sup> and Indexing
- Graphics<sup>5</sup> & tabular<sup>6</sup> matter
- 1 printed copy, to include a 3-Post stamped binder and tabs
- PDF copy of the code
- Adopting ordinance prepared by a Municode attorney
- Post your code on MunicodeNEXT<sup>7</sup>

**Conference Selection:**

- On-site conference, each **Attorney time, travel, lodging and per diem**
- Teleconference or web-based conference, 3 hour session **No charge<sup>8</sup>**

**Format Elections (Please check or circle desired elections below)**

**Font:** **New Century Schoolbook**  
will be used as the font unless otherwise indicated.

Other choices include:  
Helvetica, Times New Roman, **Avant-Garde Demi**, Courier, Palatino, Helvetica Narrow,  
Century Gothic, Gill Sans and Arial MT

- Binder Color:**            Semi-Bright Black    Dark Blue            Hunter Green        Burgundy
- Binder Stamping Color:**    Gold                    Silver                White

**Items Not Included In Base Cost**

- Pages over 530 single column, per page **\$18**
- Pages under 530 single column<sup>9</sup>, per page **\$12**
- Freight **Actual**
- State sales tax **If applicable**

**Payments for Recodification project<sup>10</sup>**

- Execution of Agreement **\$2,960**
- Submission of the Legal Memorandum **\$2,115**
- Submission of Draft Code **\$2,115**
- Delivery **Balance**

<sup>3</sup> 530 single column, 12 point pages. Other font sizes are available.

<sup>4</sup> The following Tables will be created and are included in the Base Cost: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

<sup>5</sup> Includes printing all copies. Additional fees will apply if graphics are printed in color.

<sup>6</sup> Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>7</sup> Make Selections on Page 6.

<sup>8</sup> For the initial 3-hour session. \$75 per hour thereafter.

<sup>9</sup> Rebate not to exceed 100 single column pages.

<sup>10</sup> Base cost split into four payments – Your project can be budgeted over two fiscal years.

# Supplement Service Base Page Rate<sup>11</sup> Quotation Sheet

## Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$18 per page

### Base page rate above includes:

-  Acknowledgement of material
-  Data conversion, as necessary
-  Editorial work
-  Proofreading
-  Updating the index
-  Schedule as selected by client<sup>12</sup>
-  Updating electronic versions<sup>13</sup> and online code
-  1 printed copy
-  PDF copy of the code

### Base page rate above excludes:

-  Freight
-  State sales tax
-  Graphics<sup>14</sup> & tabular<sup>15</sup> matter, per graphic or table
-  MyMunicode or online code

**Actual freight  
If applicable  
\$10  
Selections on page 6**

### Electronic media options for Code of Ordinances (Sent via download)<sup>16</sup>

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views            | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX)                  | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of the code        | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update  |

### Payment for Supplements and Additional Services:

-  Invoices will be submitted upon shipment of project(s).

<sup>11</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

<sup>12</sup> Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

<sup>13</sup> We do not charge a per page rate for updating the internet; however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>14</sup> Includes printing all copies. Additional fees will apply if graphics are printed in color.

<sup>15</sup> Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>16</sup> “delivery” is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, XML, Folio or Word, via one of the afore-mentioned mediums.

## Online Services Quotation Sheet

Elections below will be implemented upon adoption of your new code.

Please check the appropriate box (es) to indicate your selection:

**Value Pricing:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>MyMunicode<sup>17</sup></b> <u>includes</u> the following: | <b>\$995 annually<sup>18</sup></b><br><i>First year fee waived</i> |
| <input type="checkbox"/> <b>Online Code = MunicodeNEXT</b>                             |  |
| <input type="checkbox"/> <b>OrdBank</b>  |  |
| <input type="checkbox"/> <b>CodeBank</b>   |  |
| <input type="checkbox"/> <b>CodeBank Compare</b>                                       |  |
| <input type="checkbox"/> <b>eNotify</b>  |  |
| <input type="checkbox"/> <b>MuniPRO</b>  |  |
| <input type="checkbox"/> <b>Custom Banner</b>  |  |

**A la carte pricing:**

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> <b>Online Code = MunicodeNEXT</b> , (annually) <i>first year fee waived</i> | <b>\$395</b>                        |
| <input type="checkbox"/> <b>CodeBank</b> (annually)  | <b>\$150</b>                        |
| <input type="checkbox"/> <b>CodeBank Compare + eNotify<sup>19</sup></b> (annually)                   | <b>\$250</b>                        |
| <input type="checkbox"/> <b>MuniPRO Service</b> (annually)   | <b>\$295</b>                        |
| <input type="checkbox"/> <b>Custom Banner</b> , onetime fee  | <b>\$250</b>                        |
| <input type="checkbox"/> <b>MuniDocs</b>   | <b>Quote available upon request</b> |

### ORDINANCES PENDING CODIFICATION

**Option 1) OrdBank**

- |  |       |
|--|-------|
| <input type="checkbox"/> Per ordinance fee (15 ordinances per year x \$35 = \$525)   | \$35  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | \$275 |

**Option 2) OrdBank + OrdLink**

- |  |       |
|--|-------|
| <input type="checkbox"/> Per ordinance fee (15 ordinances per year x \$60 = \$900)   | \$60  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | \$375 |

**Municode does not charge a per page rate to update the internet – this is all included in the supplement per page rate.**

<sup>17</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

<sup>18</sup> Total Value if each item purchased a la carte would be approximately \$1,615 per year with participation in our OrdBank service.

<sup>19</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

## Scope of Services - Recodification

We will handle the publishing for your Code of Ordinances. This includes legal work, editing, page composition, proofreading, indexing, and delivering the information in print or via electronic copy. Hereinafter, unless specifically cited, a reference to "codes" or "the codes" includes the Municipal Code of Newport, Minnesota. We understand the scope of this project to include a complete recodification of the Code, ongoing supplemental services and online hosting of the Code. A summary of the recodification process is provided below.

**Recodification Project Leader: H.E. Rick Grant, Executive Vice President and C.O.O.**

### Excellence

*"The code update went far beyond my expectations. Everyone at Municode was nice to work with and always responded in a timely manner. Your customer service was outstanding. Thanks again for a very positive experience."  
- Barron, WI*

**Material.** The following sections describe the nature of material included or excluded in the project, creation of a disposition list, and the methodology of adding material to the Client's online version of the code.

**Ordinances.** All legislation of a general and permanent nature, passed in final form by the Client as of the cutoff date established by the Municode attorney (usually following delivery of the Legal Memorandum), will be included in the new code. We will rely upon the material (in print or electronic form) as furnished by you during the recodification process. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you.

**Attorney Analysis and Review of Material.** We will assign a team, consisting of a lead attorney, legal editor, proofreader and indexer, to the project. All recommendations by our legal team are intended for use by your attorney and should not be considered legal advice. Our legal team is responsible for the following: We will research all legislation submitted by you against the State Constitution, State Law and the Charter; additionally, the ordinances are compared to other ordinances, in order to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at an agreed upon page rate. We will suggest a structure and organization for your code and provide a Table of Contents indicating the recommended structure.

**Page Format Options.** We will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

**References.** We will provide State Law references within the code. Editor's notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

**Legal Memorandum.** We will provide you and your staff with a user-friendly legal memorandum containing all of our analysis and recommendations. This memorandum will reflect our attorney's legal review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to state law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification process simple and smooth for you. From start to finish, we will work with you to complete the project as quickly and efficiently as possible.

**Conference.** We will conduct a conference, either in person, via telephone or webinar, to review the legal memorandum and recommendations. All interested personnel may be included; but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision making authority for resolution of issues brought up at the Conference or noted in the legal memorandum.

### **Implementation of Conference Decisions**

**Editing and Proofreading.** Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

**Graphics, Index and Tables.** Our team will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, and Ordinance Disposition) for your code as necessitated by the materials provided. The creation of additional Tables can be performed for an additional hourly fee. We will insert the graphics you have provided into the printed and electronic versions of your code. Manipulation, enhancement or reformatting of any graphic supplied by you can be performed for an additional hourly fee.

**Post Conference Memorandum and Draft Code.** After editing and proofreading, a post-conference memorandum and a draft code incorporating solutions captured in the legal memorandum and agreed upon at the legal conference will be delivered to you. The draft code will be in final print form and will be provided to you for final review prior to printing and shipment. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this Agreement. Our liability for all services shall extend only to correcting the errors in your code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

**Adopting Ordinance.** Our attorney will provide an Adopting Ordinance upon completion of the project.

### **Delivery of Code**

**Electronic Format and Delivery Options.** Your new code can be delivered in HTML, PDF, DOCX, Folio or integrated with the dtSearch Engine on our MunicodeNEXT platform. Electronic delivery mediums include online posting and download.

**Printing and Binding.** We will print your code on acid-free paper in your chosen format. Color printing is available at an additional charge. Standard binding for the code is three-post, expandable, Dark Blue, Hunter Green, Semi-Bright Black, Burgundy, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are also available. A seal or logo can be added to the front cover and spine in addition to the text, for an additional charge, if desired. Divider tabs for each major section of the code and Index are also provided.

### **Client Responsibility**

**Amendatory Legislation.** Please forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form. Electronic submission is highly preferred.

**Review Legal Memorandum.** Please review the Legal Memorandum to ensure that it comports with your intentions and modify and/or approve the proposed Table of Contents and organization of the code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.

**Participation of Attorney.** Please ensure your Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the code draft.

**Submission of Data.** Please provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.

**Draft Code.** Please review and return the draft within thirty (30) days of receipt. To assist you in this endeavor, a post-conference memorandum will accompany the draft code to point out to you where changes and additions have been made. Any changes to the text should be marked directly on the draft and returned to us. Changes not discussed at the conference may result in a proof update fee.

### **Supplemental Updating**

We will handle 100% of the publishing for your Code of Ordinances. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or via electronic copy. Supplementation will start upon completion of the recodification project on the schedule selected by the client.

**Editorial Approach.** We use a team approach to editing. This provides for consistency in editing, understanding and quality of work for you.

**Ongoing Supplementation.** Our goal is to meet and exceed the needs and expectations of our clients. Working with you and your staff, we will create whatever supplementation schedule will best serve you and your citizens.

# Municode Recodification Process



## MunicodeNEXT – Website Tools Defined

### STANDARD FEATURES:

- 🔊 **Modern Design** – MunicodeNEXT was designed by our team with an emphasis on mobile devices. This means that tablet users will be directed to the full version of your site. This advance was made possible thanks to the responsive user interface that we have created. Being able to access the full version of MunicodeNEXT from a tablet means that your users will enjoy a more dynamic and satisfying user experience.
- 🔊 **Tablet friendly** – Tablet users are directed to the full desktop version of the site. The advanced user interface uses large buttons and icons, making it extremely touch friendly.
- 🔊 **Searching** – Search results begin in a popover, then move to a persistent left-hand tab as you cycle through the results. You can toggle between search and browse modes by selecting the appropriate tab. This enables you to quickly move through search results without clicking “back” to a search results page. The code is also indexed by the section, returning more accurate, granular results.
  - 🔊 **Advanced Searching** – You and your power users can conduct searches using Normal Language, Boolean Logic, Stemming, Fuzzy Search and Synonym search.
  - 🔊 **Searchable ordinances** – If you use our OrdBank service, ordinances posted pre and post-codification are full-text searchable with hit highlighting.
  - 🔊 **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the code, Ordinances, and MuniDocs simultaneously. Search results are color coded and labeled for easy identification.
  - 🔊 **Narrow Searching** – Your users have the ability to search selected chapters or titles.
- 🔊 **Print/Save/Email** – Users can print, save (as Word) or email files at the section level as well as at the article or chapter level. You will also be able to print, save or email non-sequential sections from multiple portions of your code(s).
- 🔊 **Multiple publications** – If you have multiple publications (code, zoning, etc.) they will all be searchable from one interface.
- 🔊 **Social Media Sharing** – You and your users are able to share code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.
- 🔊 **Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination Article, Chapter, or Section.
- 🔊 **Mouseover (cluetips)**. Navigate to your code and any linked cross-reference will quickly display the pop-up preview window.
- 🔊 **Static Linking** – Copy links of any section, chapter or title to share via email or social media.
- 🔊 **Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.
- 🔊 **GIS** - We can provide a permalink to any code section and assist staff to create a link from your GIS system to relevant code sections.
- 🔊 **In-line Images & PDFs**. We take great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.
- 🔊 **Collapsible TOC**. The table of contents collapses and is re-sizeable, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.
- 🔊 **Support** - Phone, email and web support for citizens and staff: 24 hour email response; phone support from 8:00 a.m. to 8:00 p.m. Eastern Standard Time.

## MunicodeNEXT

(Take Your Online code to the NEXT Level with these Exclusive, Premium Features!)

**OrdBank.** With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “ordinances” tab.

(Hyperlinked Ordinance in Text)

The screenshot shows the MunicodeNEXT web application interface. On the left is a navigation menu with a 'SUPPLEMENT HISTORY TABLE' and various chapters. The main content area displays ordinance details for Ord. No. 2010/7, 4-26-2010. A red arrow points to the text '(Ord. No. 2010/7, 4-26-2010)' which is a hyperlink to the original ordinance. Below it, Section 14-28 is titled 'Restraint of animals by owners.' and contains three sub-sections (a, b, c) regarding animal control. Section 14-29 is titled 'Impoundment.'

(One-Click Access to the Original Ordinance)

The screenshot shows a pop-up window titled 'Ordinance No. 2010-07' overlaid on the main application. The window contains a PDF viewer showing the title page of the ordinance, which reads '2010/7 Animal and Shelter and Control (rewrite of ordinance), Chapter 14, Article II'. The PDF viewer includes a toolbar with zoom and navigation controls. A 'Close' button is visible at the bottom right of the pop-up window.

(OrdBank Repository)

The screenshot shows the 'Ordinances' section of the MunicodeNEXT interface. The header reads 'CITY OF BOULDER COLORADO'. The main content area is titled 'Ordinances for Boulder, CO Municipal Code' and lists '13 ordinances'. Below this, there is a message: 'Please use the table of contents pane to navigate to the ordinance you're looking for. Alternatively, use the application-wide search box to search.' On the left, a 'Municipal Code' sidebar lists various supplement updates, including 'Supplement 123 Update 2' through 'Supplement 122 Update 4', and 'Uncodified'.

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your code via supplementation, the OrdLink system can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the Table of Contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your History Notes. This service helps put everyone on notice that new ordinances have been adopted.



**CodeBank.** Our CodeBank service serves as an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

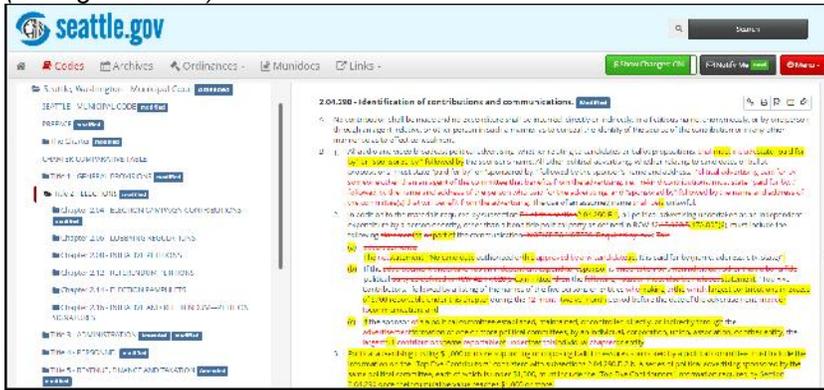
*(Archives Tab)*



*(Permanent Repository)*

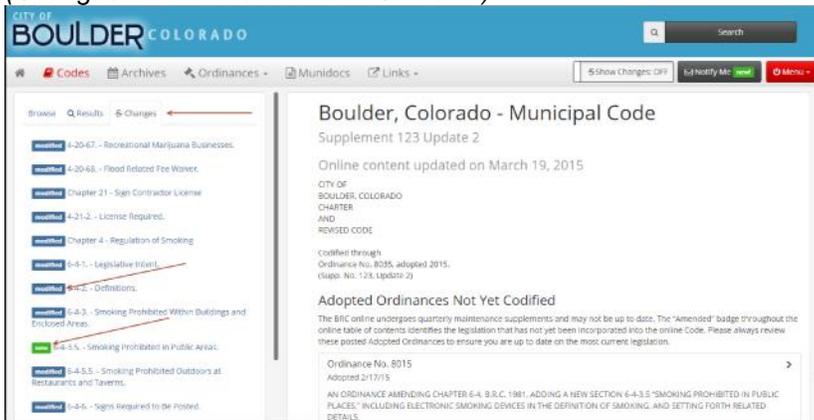


**CodeBank Compare.** Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online code and compare it to any other version of your code. The differences will be shown via highlights (added material) or strikethrough (deleted material).  
*(Changes in Text)*



Users will be notified of the changes in the table of contents and within the text of your code via “Modified,” “New,” or “Removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your code that were implemented during the most recent update.

*(Changes Tab in Your Table of Contents)*

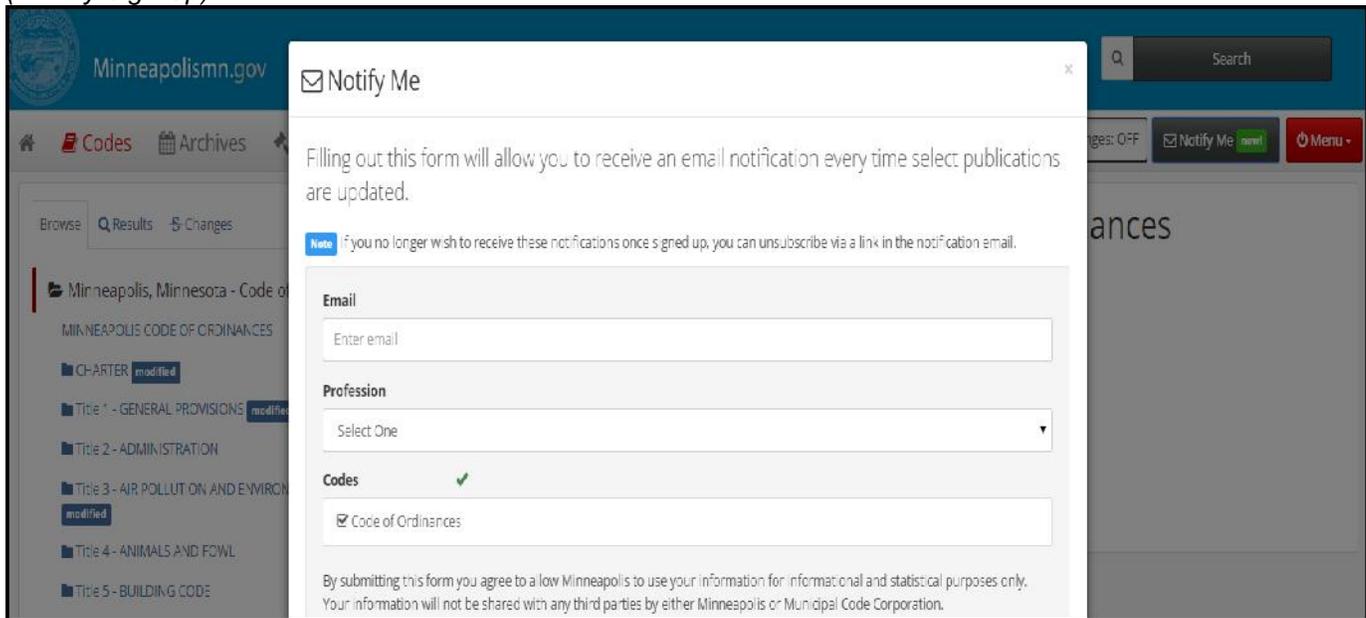


**eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online code is updated. This will empower your staff and citizens to receive instant notifications every time your Code of Ordinances is updated by Municode.

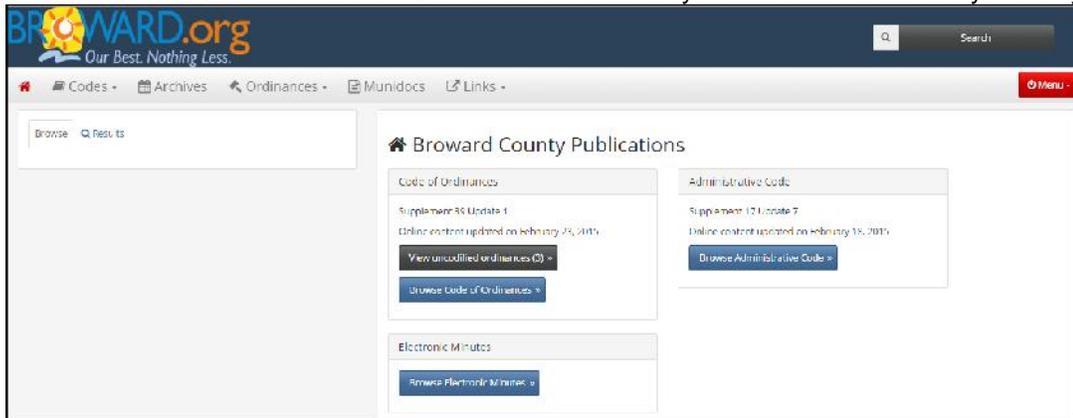
*(eNotify Button for Easy Registration)*



### (eNotify Sign-Up)

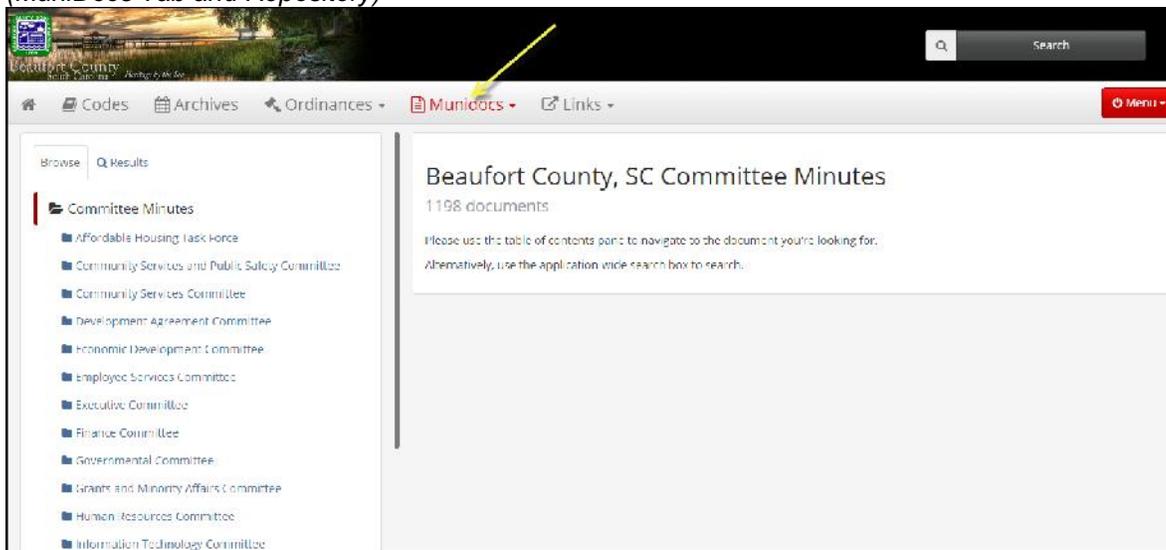


**Custom Banner.** We can customize the look and feel of your code to more closely match your website.



**MuniDocs.** Enables municipal users to send material of your choosing directly to us to upload documents to your online code. Let us do all the work and upload your Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents, will be posted alongside your online code and will be fully searchable and filterable for ease of use. No need for you and your staff to learn and manage a new system.

### (MuniDocs Tab and Repository)



**MuniPRO.** MuniPRO Searching allows you to search the nearly 3,100 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- 🔍 **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all 3,100 codes in the entire U.S. hosted by us! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- 🔍 **MuniPRO Favorites.** Create a “favorites” list of frequently visited codes or sections. This will save time by making navigation a one-click process from your dashboard.
- 🔍 **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the table of contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your dashboard.
- 🔍 **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the table of contents and search results, and can also be accessed from a single click.

YOUR ADVANTAGES WITH



 municodeNEXT

 MY municode

Basic Search	●	●
Print/Save/Email	●	●
All-in-One Search	●	●
Advanced Search	●	●
Modern Design	●	●
Fully Searchable PDF documents	●	●
Twitter & Facebook Sharing	●	●
Enhanced for Tablet Use	●	●
<b>PREMIUM FEATURES</b>		
*OrdBank	○	●
*OrdLink	○	●
*CodeBank	○	●
*CodeBank Compare	○	●
*eNotify	○	●
*MuniPro	○	●
*Custom Site Theming	○	●

\*Municode's optional, premium offerings are enhanced with MunicodeNEXT. Call or email for details.



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.564.7492 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

**MUNICIPAL CODE CORPORATION**

Municode Officer: *E. Crutchfield*

Title: President

Date: May 1, 2015

Accepted by:

**CITY OF NEWPORT, MINNESOTA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Resumes and Project Contacts

Lawton Langford, Esq., Chairman & CEO. Lawton attended Vanderbilt University with a double major in Economics and Business Administration. His post-graduate degrees are a Juris Doctor from the FSU College of Law and a Masters of Business Administration from the FSU College of Business. Lawton is a member of the Florida Bar.

Eric Grant, Esq., President. B.S., U.S. Naval Academy; M.A., Georgetown University; J.D., University of Virginia School of Law. Member of the Florida Bar. Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit.

### Legal:

H. E. "Rick" Grant, Esq., Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as the Navy's senior attorney, the Judge Advocate General of the Navy. He will have overall supervision of the Legal work for the code project. He will assign the Municode attorney, and will ensure that the final product is up to Municode's demanding standards.

Roger D. Merriam, Esq., B.A. (cum laude), Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed codes in all 50 states.

Alyce A. Whitson, J.D., B.A., University of South Florida; J.D., University of Florida; more than 37 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 10 years of experience in local government law; member of Florida and South Carolina Bars. Also admitted to practice before the U.S. Court of International Trade and the U.S. Court of Appeals for the Armed Forces.

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 35 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States.

Sandra S. Fox, Esq., B.A, Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Sally E. Raines, Esq., B.A. (cum laude), University of Florida; J.D., University of Florida Levin College of Law. Sally started with Municode in 2013 and is gaining experience working in local government law in Florida, Texas, and Georgia. Member of the Florida Bar. Member of the Texas Bar.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, NY; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed codes in Alabama, California, Georgia, Louisiana, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

### Project Coordinators/Customer Service:

Dale Barstow, Vice President of Sales & Pilot of Municode's Corporate Airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; Municipal Clerks Education Foundation President; Dale has over 40 years of experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She is Communication, Efficiency and Customer Service driven.

James Bonneville, Mid-West Regional Sales Representative, located in Stillwater, Minnesota. He is available to answer questions and meet with you, as needed. James graduated from the University of Minnesota with a B.S., in Political Science. James worked in State Government, Lobbying and Governmental Sales for over 19 years. James has been a part of Municode/MCCi since 2009. He frequents the Wisconsin area often and attends the Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

Tracy Stevanov, Mid-west Inside Sales Representative. B.S., Public Administration, Florida State University School of Social Science. Tracy has over 15 years of sales experience and has worked with Municode since 2008. She enjoys meeting with clients and assisting them in all facets of their account; from demonstrating new products and solutions to problem solving and preparing budgets. Tracy works hand in hand with James ensuring that clients are taken care of.

Dennis J. Sinnett, Vice President of Supplements. B.S., United States Naval Academy; M.A.S., Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department.

## Additional Services

As an additional service/product under this contract, the following optional services are available:

**Distribution.** Fulfillment services are available to distribute individual printed copies of codes and supplements to departments or subscribers at no additional fee to you. We can sell your codes, supplements, chapter reprints, binders and tabs at a pre-determined price. We assume all risk and expense for providing these items. Orders can be placed through our online ordering, via fax, mail or telephone. More detailed information about distribution services will be provided after the return of the proofs.

**Future Legal Review.** At any point during the term of this Agreement, or extensions thereof, we can provide additional legal reviews to identify inconsistencies, obsolete provisions or compare the code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement.

**Utility Billing and Revenue Management Services.** MCCadvantage (MCCa), a fully integrated division of Municipal Code Corporation, offers industry leading end-to-end utility bill presentment services for the local government market. MCCa's revenue management services include utility bill print and mailing, e-bill fulfillment, pro-active notifications and electronic payment options. Currently, almost 60 municipal owned utilities trust MCCa to process approximately 7 million bill statements annually. Our utility billing processes create flexible, efficient and customer-centric solutions that allow municipalities to better leverage existing billing resources. Costs for bill presentment services, including custom bill design, data formatting, printing and mailing services are competitively priced based on billing volume.

**Enterprise Content Management Software (Laserfiche).** With a client base of over 600 government agencies, we are the largest provider of Laserfiche solutions in the country.

**Electronic Agenda and Legislative Management (Legistar).** MCCi, a subsidiary of Municipal Code Corporation, offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Options for integrating Legistar with Laserfiche and MunicodeNEXT are also available.

**Digital Imaging Services.** MCCi offers scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi integrates the records with Laserfiche Software to provide the Client with the most powerful search engine available.

**Open Records Request Solution (JustFOIA).** MCCi offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

**Contract Management Software (Contract Assistant).** MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.

## What Our Clients Say about Partnering With Us

*"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."*

*"We certainly couldn't have done it without your team. MCC is a very customer oriented company."*

*"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."*

*"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."*

*"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"*

*"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."*

*"You are true professionals and great to work with!"*

*"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."*

*"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"*

*"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."*

*"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!!"*