



P.O. Box 2235 Tallahassee, FL 32316
municode.com • 800.262.2633

RECODIFICATION SERVICES WITH FULL-SERVICE SUPPLEMENTATION & ONLINE CODE HOSTING or SELF- PUBLISHING SOFTWARE OPTIONS

TOWN OF LAKE LURE, NORTH CAROLINA

May 20, 2020

Quote valid for 90 days



Self-Publishing Software

Municode as Total Code Administrator



Scott Horton

Legal Account Executive

Office: 800-262-2633 ext. 7059

Direct: 919-830-3358

Email SHorton@municode.com

PO Box 2235 Tallahassee, FL 32316



GovTech Top 100 Innovators in
2016, 2017 & 2018

municode
★
CONNECTING YOU & YOUR COMMUNITY

LETTER OF INTEREST

May 20, 2020

Ms. Michelle Jolley
Assistant Town Clerk
2948 Memorial Highway
P O Box 255
Lake Lure, NC 28746

Via email: receptionist@townoflakelure.com

Ms. Jolley:

Thank you for speaking with Legal Account Executive Scott Horton regarding recodification of the Town's Code of Ordinances. This proposal provides the scope of services and pricing for recodification, which will produce a Code of Ordinances that is free from internal conflicts and inconsistencies, conforms to the laws of North Carolina, and is easily accessible in print and online to staff and citizens alike.

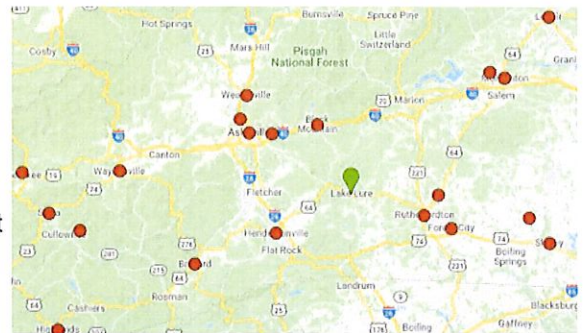
With over 69 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States and host over 3,600 municipal codes online. For ongoing maintenance and online publication of the new Code, we offer traditional full-service supplementation services with Municode as Total Code Administrator (**Option 1**) or our Self-Publishing Software service for in-house maintenance of the Code (**Option 2**). Please note that a decision on the method of initial publication and ongoing Code maintenance is required upon contract execution.

★ **Option 1: Municode as Total Code Administrator**

We will publish and maintain the new Code as a Total Code Administrator. Following the recodification process, you can simply email all newly enacted legislation to Municode for supplementation by our team of legal editors and proofreaders. This option includes online publication in HTML format, giving you full access to the standard and premium features available on MunicodeNEXT. To see an online Code in North Carolina that is administered in full by Municode, please see the [Buncombe County, NC Code of Ordinances](#).

★ **Option 2: Municode Self-Publishing Software**

Our Self-Publishing Software enables clients to publish and maintain their Code of Ordinances and other desired publications online independently and in-house, with no printed copies of the Code necessary, although any sections may be exported in printable format. After the newly recodified Code is converted to Municode's Self-Publishing database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. Although the Self-Publishing Software option does not include the online features available via MunicodeNEXT, the Code will still be fully transparent and searchable with this option. To see an example of an online Code that is maintained and published via our Self-Publishing Software option, please visit the [Alpine City, Utah Code](#).



*Municode provide Code publishing services to **175 municipalities in North Carolina** including many near Lake Lure.*

If you have any questions, please let us know. In addition to email, Scott can be reached at 919-830-3358. Thank you for the opportunity to submit this proposal!

Sincerely,




Bob Geiger
Vice President of Sales
Phone: 850-692-7132
bgeiger@municode.com

PRICE QUOTATION SHEETS

EXECUTIVE SUMMARY

Recodification, Supplementation and Online Code Hosting

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.....\$12,000¹**

Timeline **10–12 months**

A full-time, Municode attorney will legally review the existing Code, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, state law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment. Following recodification, you can choose to have Municode update the Code through our supplement service and host on our website MunicodeNEXT or use our Self-Publishing Platform to update the Code in house.

Option 1: Municode as a Total Code Administrator:

★ **Supplement Service** (single column per page rate) **\$18²**

Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

★ **Online hosting = MunicodeNEXT! (first year of online service at no charge!)** **\$450³**

The online code is only \$450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,195 annually, with the first year of online service at no charge!

Option 2: Self-Publishing Software Platform⁴:

★ **Conversion to Municode's Self-Publishing Platform.....No charge**

★ **Annual Software Licensing and Support.....\$1,200**

★ **Annual Software Licensing and Support for *additional* publications\$295 per publication**

★ **Conversion Timeline, post code adoption..... 4–6 weeks**

¹ Please see page 3 for additional pricing details

² Please see page 4 for additional pricing details.

³ Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

⁴ Please see page 6 for additional pricing details.

RECODIFICATION QUOTATION SHEET (OPTIONS 1 & 2)

Recodification base cost, includes

\$12,000⁵

- ★ Including Town Standard Specifications and Details for Construction
- ★ 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)
 - ★ Indexing
- ★ Tables⁶, Graphics⁷ & tabular matter⁸
- ★ Final proofreading and corrections
- ★ Quality control review and printing (printing applies only to Option 1 (Total Code Administrator))
 - ★ 3 Code copies, to include 3-post stamped binder and tabs (if Option 1 is elected)
 - ★ Sample adopting ordinance prepared by a Municode attorney

Conference Selection:

- ☐ On-site conference, each **Attorney time, travel, lodging and per diem**
- ☐ Teleconference or web-based conference, 3-hour session **No charge⁹**

Supplement Service Selection (Decision required at time of contract execution):

- ☐ Option 1: Municode as Total Code Administrator
- ☐ Option 2: Municode Self-Publication Software

Optional Services

- ☐ Gender Neutralization of Code **\$625**

Items not included in base cost

- ★ Freight **Actual**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 5**

Payments for recodification project - *Your project can be budgeted over two fiscal years*

- ★ Execution of Agreement **\$4,200**
- ★ Submission of the Legal Memorandum **\$3,000**
- ★ Submission of Draft Code **\$3,000**
- ★ Delivery **Balance**

⁵ Legislation added to the project must be approved and received prior to the established cutoff date. Legislation added after completion of the legal review will be billed at \$20 per page. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a Proof update fee, if applicable.

⁶ 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 or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

⁷ Includes printing all copies.

⁸ 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.

⁹ For the initial 3-hour session, then \$150 per hour thereafter.

OPTION 1: SUPPLEMENTATION QUOTATION SHEET

Municode as Total Code Administrator

Supplement Service Base Page Rate¹⁰

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 (if elected)
- ★ Schedule as selected by you¹¹
- ★ Updating electronic versions¹² and online code
- ★ Printing 3 copies

Base page rate above excludes:

- ★ Freight
 - ★ State sales tax
 - ★ Images, Graphics¹³ & tabular¹⁴ matter, each
 - ★ MyMunicode or online code
- Actual
If applicable
\$10
Selections on page 5

Electronic media options for Code of Ordinances (sent via download)¹⁵

- | | |
|---|---------------------------------------|
| ☐ Folio Bound Views | \$295 initially then \$100 per update |
| ☐ WORD (DOCX) | \$150 initially then \$75 per update |
| ☐ Adobe PDF of the code | \$150 initially then \$75 per update |
| ☐ Adobe PDF of each supplement | \$150 initially then \$75 per update |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

¹⁰ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

¹¹ 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.

¹² 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.

¹³ Includes printing of all copies.

¹⁴ 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.

¹⁵ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

OPTION 1: ONLINE CODE HOSTING QUOTATION SHEET

Municode as Total Code Administrator (MunicodeNEXT Online Code)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of over 3,600 Codes on MunicodeNEXT [here](#). You can sign up to participate in one of our webinars [here](#) or view a pre-recorded version of the webinar [here](#).

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

STANDARD ONLINE HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually  *First year at no charge, then* **\$450**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- ☐ **CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- ☐ **OrdBank** annually (or per ordinance)  **\$315 (\$35)**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$415 (\$60)**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- ☐ **CodeBank Compare + eNotify**¹⁶ annually  **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- ☐ **MuniPRO** Service annually **\$295**
Search over 3,600 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- ☐ **MuniDocs**¹⁷ annually, upgraded self-loading capabilities **\$350**¹⁸
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- ☐ **MyMunicode** annually. *First year at no charge, then* **\$1,195**¹⁹
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

RECOMMENDED ADDITIONAL SERVICES (See pages 17 & 18 to review additional services)

- ☐ **MunicodeMEETINGS** Agenda Management Software, annually **\$2,400**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹⁶ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁷ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁸ Includes 25 GB storage. Quote for additional storage available upon request.

¹⁹ Total value if each item were to be purchased a la carte would be approximately \$1,460 per year with participation in our OrdBank service.

OPTION 2: SELF-PUBLISHING SOFTWARE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances, annually

\$1,200²⁰

The creation of the custom service/instance online enables users access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates
- ★ Legislative History Tool
- ★ PDF Ordinance/Resolution Storage²¹
- ★ Automatic PDF Generation for backup/printing
- ★ Online Training and Customer Service
- ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP (Includes 3 hours training)

No charge²²

The conversion of an existing code/document to the online Self-Publishing platform empowers users to have a current code and focus on present/future changes. Includes up to 1,500 pages of Code material, additional pages will be converted at 50¢ per page. If Code material is less than 1,500 pages, the remaining page count balance may be applied toward the conversion of any additional publication *during the first 3 months of the Agreement term*. All converted material will be posted to a customer's platform within 4 to 6 weeks from our receipt of the applicable material, provided the material is in an editable electronic format.

CODE UPDATE SERVICES, per ordinance/resolution page

\$18

During the initial Code conversion, additional material such as ordinances, resolutions, or policies can be added into any coded publication upon request.

SOFTWARE LICENSE, Additional publications, each, annually

\$295²³

- ★ Minutes (Council Minutes, Planning Commission Minutes, etc.)
- ★ Policies & Procedures (Employee Handbooks, Manuals, etc.)
- ★ Resolutions
- ★ Public Works, Cemetery, Sewer & Water, etc.
- ★ Construction Standards, Design Standards, etc.
- ★ Plans, (General Plan, Comprehensive Plan, etc.)
- ★ Charters, Museums, Airports, etc.

ADDITIONAL SERVICES AVAILABLE

- ★ Conversion, per additional publication (if added after the first 3 months) \$1,000
- ★ Code Update Services, *after* initial Code conversion, per hour \$150²⁴
- ★ Consultation Services, per hour \$100²⁵
- ★ Additional Training, per hour \$150
- ★ Onsite Training

Quote available upon request

RECOMMENDED ADDITIONAL SERVICE

(The perfect companion to our Self-Publishing Software service! Please see pages 17 & 18 for details)

- ☐ **MunicodeMEETINGS** Agenda Management Software, annually \$2,400
- Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

²⁰ Includes 5 user licenses. Quotes for additional user licenses available upon request. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

²¹ Data limitations may apply.

²² Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion fee, annual licensing fee and any additional applicable fees are payable upon completion of data conversion to Municode's database. All material for conversion to Municode's database must be received within 30 days of receipt of signed Agreement. Complex or form-based graphics may be subject to an additional cost – we will contact you in advance should this occur.

²³ Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

²⁴ Excludes legal services. Should legal services be desired, please contact us for a price quote.

²⁵ Excludes legal services. Can include codification training, amendments to signature setup, graphic design/digital imaging services, meeting attendance or special projects. Should legal services be desired, please contact us for a price quote.

SIGNATURE PAGE

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 Town of Lake Lure, North Carolina.

Decision required at time of contract execution. Please select only one:

Code Update and Online Publishing Service

☒ **OPTION 1: Municode as Total Code Administrator**

☐ **OPTION 2: Municode Self-Publishing Software**

If choosing Municode's Self-Publishing Software option to publish and maintain for the recodified Code, a separate Software as a Service (SAAS) Agreement will also be provided for your signature. This proposal will serve as **EXHIBIT A** to any resulting Self-Publishing Software Agreement.

Term of Agreement. This Agreement for recodification services shall begin upon execution of this Agreement and end three years thereafter. If choosing Municode as a Total Code Administrator, the supplement and online Code hosting services 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: BS

Title: Bob Geiger, Vice President

Date: May 15, 2020

Accepted by:

TOWN OF LAKE LURE, NORTH CAROLINA

By: [Signature]

Title: TOWN MANAGER

Date: 6/23/20

*This instrument has been
preaudited in the manner required
by the Local Government Budget
and Fiscal Control Act*

COMPANY PROFILE

History, Mission, and Team

With over 69 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Rancho Mirage, California; Loveland, Colorado; Sarasota, Florida; Boise and Rexburg, Idaho; Carmel and Kewanna, Indiana; Stillwater, Minnesota; Charlottesville, Virginia; Hudson, New Hampshire; Asheville and Raleigh, North Carolina; Kaysville and Providence, Utah; Lake Oswego, Oregon; Fort Worth, Dallas and Edinburg, Texas.

Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.



The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES RECODIFICATION SERVICES (WITH OPTIONS 1 & 2)

Recodification & Republication Summary

During the recodification process, the attorney assigned to your project will organize and examine every Chapter, Title and Section of your Code in order to ensure that it is free from internal conflicts and inconsistencies and conforms to the laws of the State of North Carolina. Your Municode attorney will be available to consult with you and your staff at any time during the recodification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. 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. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to Code content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and 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. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses 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.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our 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.

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.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide a sample adopting ordinance upon completion of the recodification.

Printing and Binding. We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the recodification and republication project is within **10 to 12 months**, excepting any delays occasioned by your municipality. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is readopted and republished. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Recodification & Republication of the code is anticipated to be as follows:

Recodification and Republication

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly recodified code.

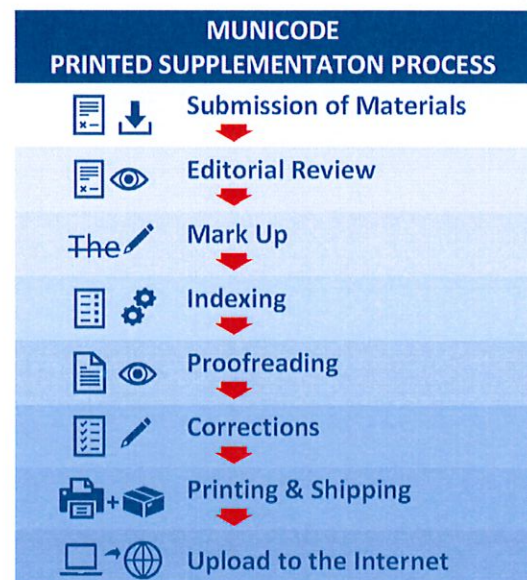
OPTION 1: SUPPLEMENT & ONLINE HOSTING SERVICES

Municode as Total Code Administrator – Supplement Services

Our supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. All you need to do is to email us your newly enacted legislation, and we do the rest. Printed and/or electronic Supplements can be provided on the schedule of your choice, and in print, Word, PDF and/or Folio formats. **A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail and strict quality control checks.**

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide "always up to date" **electronic update services within 10 to 15 days** at the same per page rate as printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement at no additional cost. We can provide copies of supplements (or the entire code) in either print or electronic format within 3 days of your request (unless a supplement is currently in process), not including any shipment time needed for printed copies. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all material submitted to determine whether the material should be included in your code; where it should be placed; whether it conflicts with existing code format; what material should be removed; whether history notes should be added; what tables will be updated and whether the Table of Contents in the front or at the Chapter/Title level should be amended. If any significant issues are noted, we will contact you for clarification. No substantive changes to your legislation will be made, however minor typographical errors will be corrected as needed. Any questions or inconsistencies will be brought to your attention.
3. Indexing – Our indexing team will index and cross-reference new material in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that it is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again, line by line to ensure that the improvements made were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – Your online code will be updated within 1 to 2 days of shipping or uploading the supplement. You will be notified via email that the website has been updated. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Municode as Total Code Administrator – Online Code Hosting via MunicodeNEXT

Our Code hosting platform, MunicodeNEXT, includes both standard and premium features, as described in **Attachment A**. These features provide a wide variety of additional capabilities for the research and navigation of your Code, as well as for preserving its history. Regardless of the option you choose, your Code can be published online via MunicodeNEXT. However, MunicodeNEXT online features are only available with Municode as Total Code Administrator, as they require that the Code be posted in compatible HTML format following conversion and republication.

With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to 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 the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,600 Codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an import part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.1.

MunicodeNEXT Premium Feature Summary

- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdLink** will create highlights within your online code to help users identify what ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniDocs** will enable you to send us your Minutes, Agendas, Policies, Procedures, etc. and have us upload the material right alongside your code for quick and easy access.
- ★ **MuniPRO** allows you to search over 3,600 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

OPTION 2: SELF-PUBLISHING SOFTWARE SERVICES

Self-Publishing Software Services

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and “in-house”, using your staff in lieu of Municode’s team of Legal Editors and Legal Proofreaders to edit and update the Code.

Our Self-Publishing Software service puts the maintenance of the Code directly into our client’s hands and is equipped with all of the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your Code, You Publish

The self-publishing process begins with converting your newly adopted Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance in updating the online Code at any future point in time, as indicated on the **Price Quotation Sheet**. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request.

After your Code is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically-generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

SELF-PUBLISHING SOFTWARE FEATURES



Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.



Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include: ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.



Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.



Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.



Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!



Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code



PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.



Desktop, Mobile Friendly

All of our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.



Branding, Theming

Each municipality can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your code. We also include an array of analytics that will show you how your citizens use your books including commonly accessed resources.



Host Additional Searchable Publications

Some cities and towns use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.



Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish develop themselves professionally and become favored by municipal governments throughout the country.



Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.



Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! All customers can easily upload all supporting documentation and images such the original legislation, ordinances, resolutions, zoning maps, documents, etc.



Print-friendly

Download online code as PDF File, enabling print or backup

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.

☐ [Request MunicodeWEB Demo/Proposal](#)



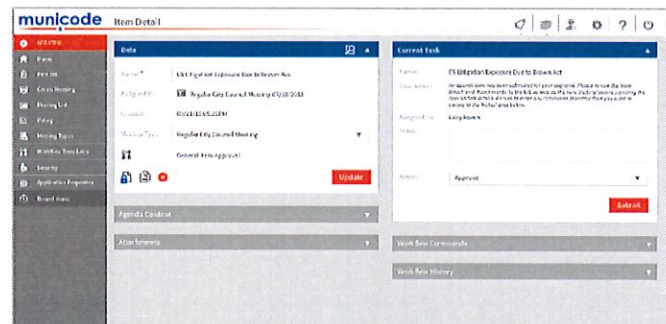
Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.

☐ [Request MunicodeMEETINGS Demo/Proposal \(see pricing pages 5 & 6\)](#)



Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

☐ [Request Point and Pay Demo/Proposal](#)

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.

JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.



☐ [Request MCCi Demo/Proposal](#)

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



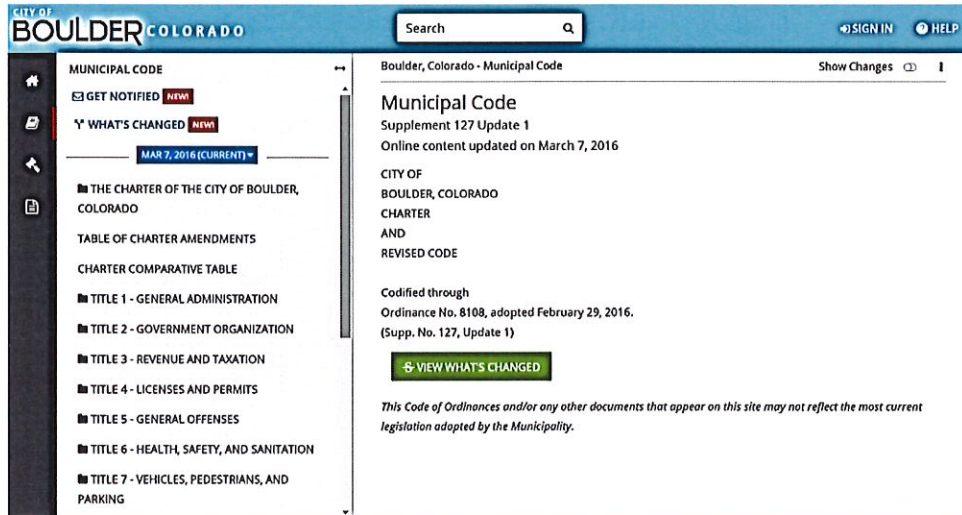
☐ [Request enCodePlus™ Demo/Proposal](#)

MunicodeNEXT Standard & Premium Features

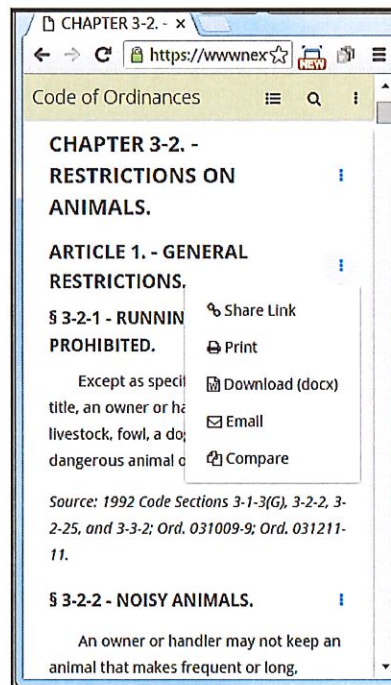
(not available with Self-Publishing Software)

Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



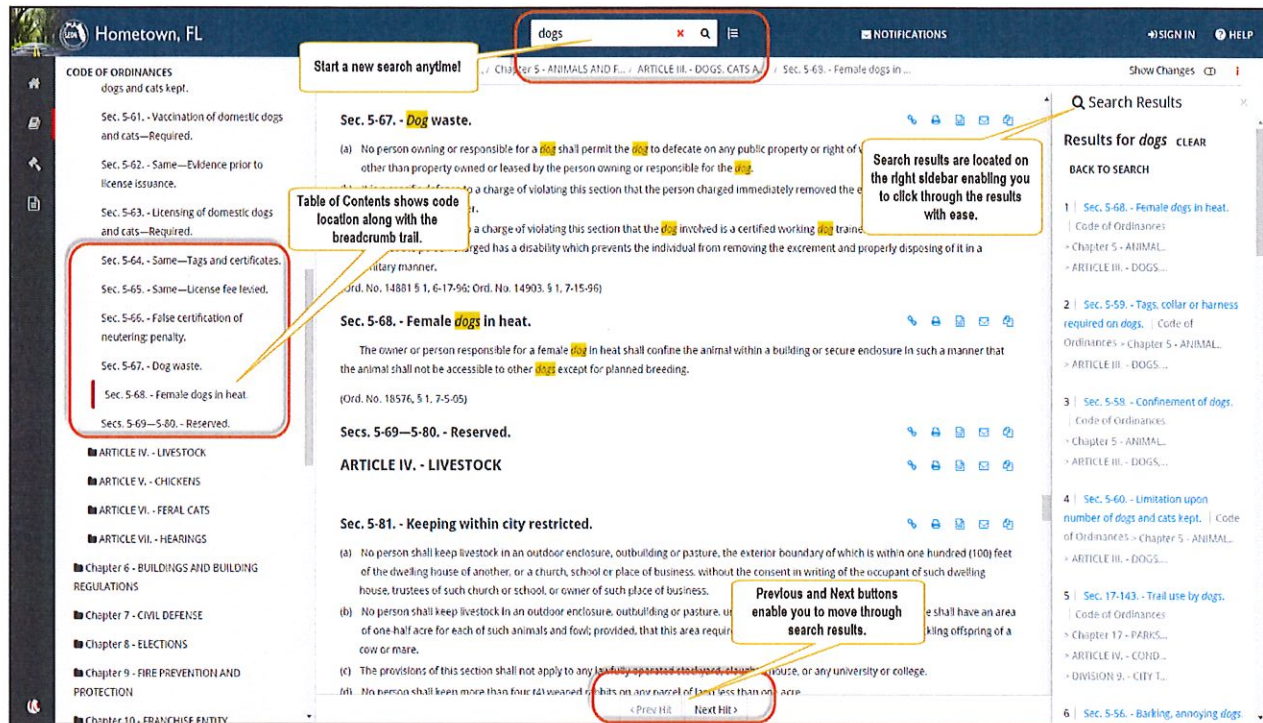
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



Standard Features of MunicodeNEXT

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 can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

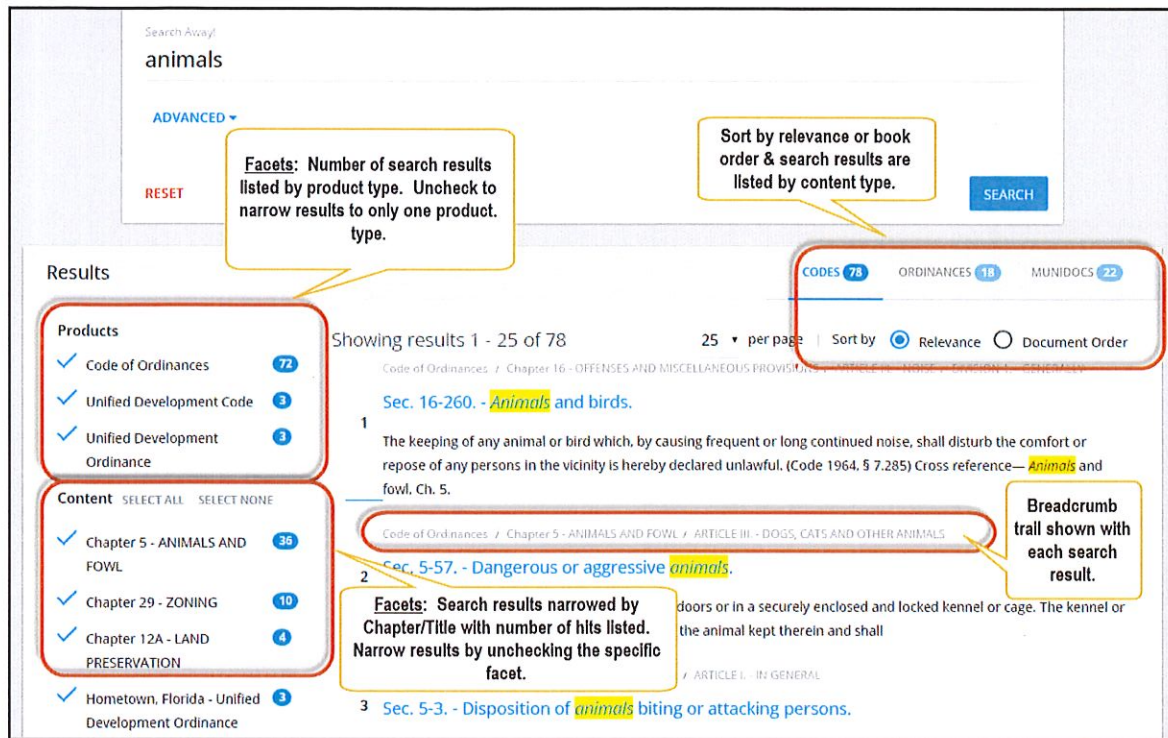
Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

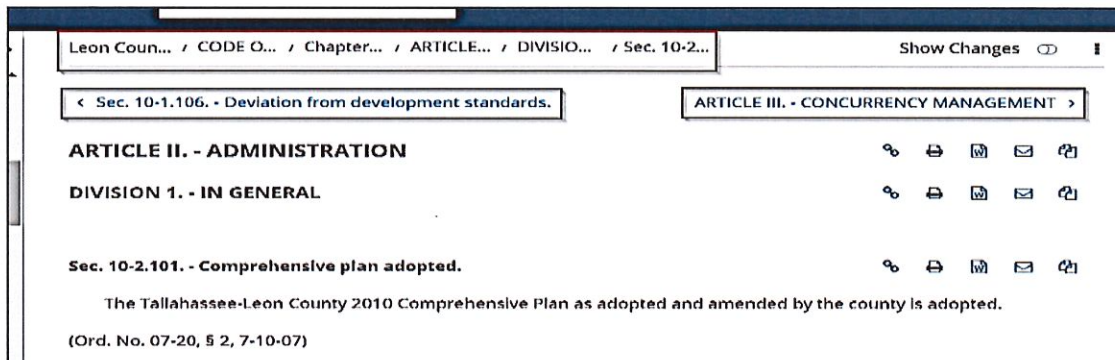
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **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 labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.

Standard Features of MunicodeNEXT



Search enhancements provided with our latest website upgrade include (see screenshot above):

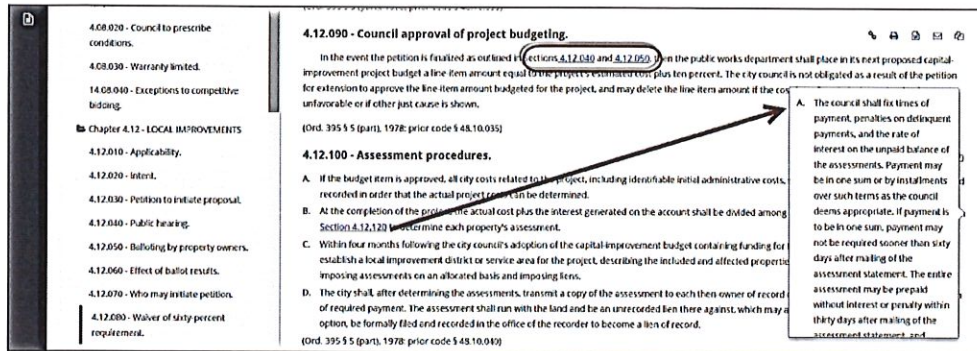
Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

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.

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 by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

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). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

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 "OrdBank" tab.

Hyperlinked ordinance in text)

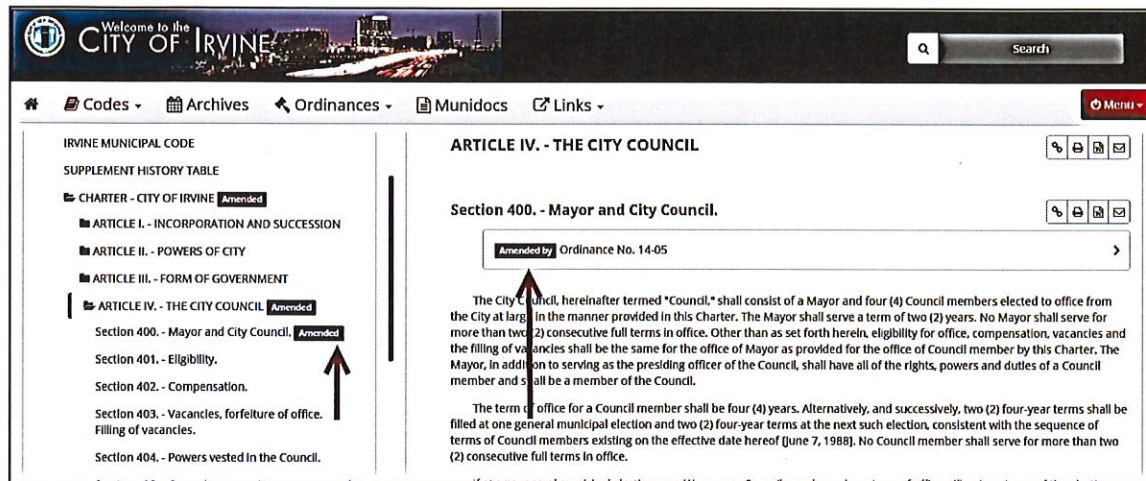
The screenshot shows the City of Arvada's Code of Ordinances interface. On the left, a sidebar lists various ordinances, including "Sec. 102-161.5 - Residential water fees within city" and "Sec. 102-161.6 - Residential water fees within the Mountain Shadows Subdivision". The main content area displays the text of Ordinance 4099, which amends various sections of the City Code. A red box highlights a list of hyperlinked ordinances that have amended the current ordinance, including Ord. No. 4027, Ord. No. 4099, Ord. No. 4139, Ord. No. 4184, Ord. No. 4193, Ord. No. 4361, Ord. No. 4411, Ord. No. 4465, and Ord. No. 4524. The interface also includes a search bar at the top and a "Show Changes" button on the right.

(One-Click access to the original ordinance in the OrdBank Repository)

This screenshot shows the City of Arvada's Code of Ordinances interface, similar to the one above. The left sidebar lists various ordinances, including "Ordinance No. 4099". The main content area displays the text of Ordinance 4099, which amends various sections of the City Code. The ordinance text includes a list of other ordinances that have amended it, which are hyperlinked. The interface also includes a search bar at the top and a "Show Changes" button on the right.

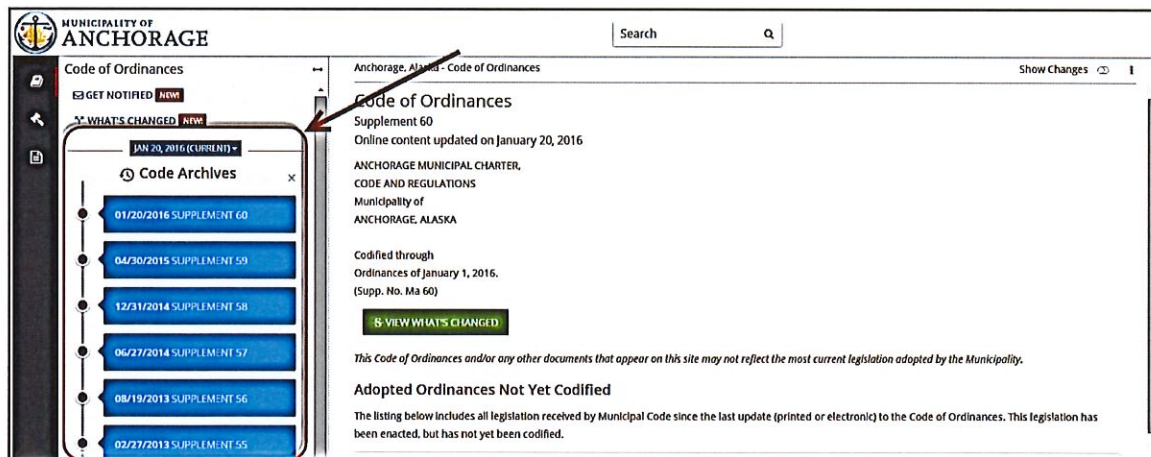
Premium Features of MunicodeNEXT

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature 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 lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides 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.

(CodeBank Tab)



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 online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the 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. **eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated.

Premium Features of MunicodeNEXT

This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Get Notified

Filling out this form will allow you to receive an email notification every time select publications are updated.

Note: If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email
Enter email

Profession
Select One

Codes

- ☐ Unified Development Code
- ☐ Unified Development Ordinance
- ☒ Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

(Show changes button and a custom banner are shown below)

Premium Features of MunicodeNEXT

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name

Minutes

Agendas

Budgets

Resolutions

Applications

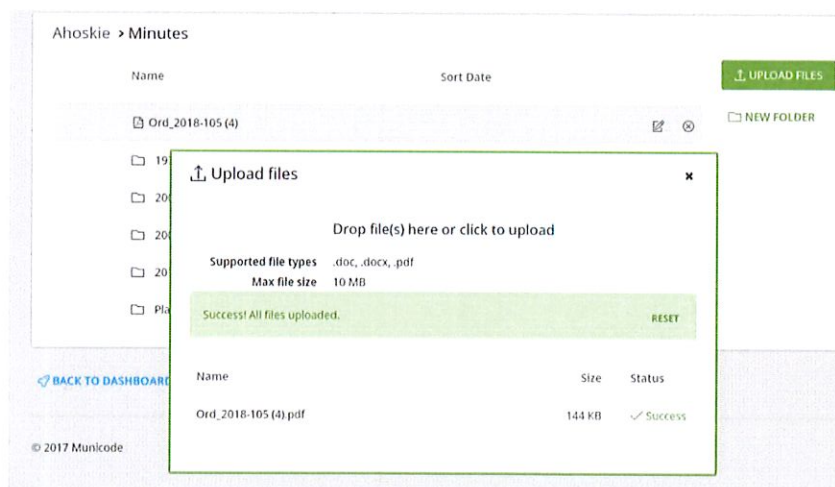
Forms

Policies

Manuals

Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.



Premium Features of MunicodeNEXT

MuniPRO. MuniPRO Searching allows you to search the over 3,600 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 Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

