

**EMERGENCY RESOLUTION NO. 72-2014**

A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Municipal Code Corporation for supplementation services and declaring an emergency.

WHEREAS, with the continuing increase in use of technology, Council desires to not only continue codification services, but also to allow for searchable documentation online such as, council minutes, resolutions, and any other documentation related to the codified ordinances.

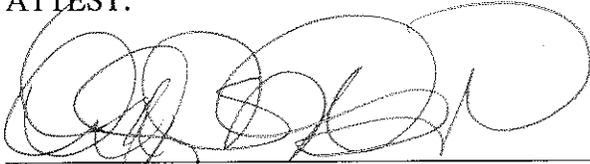
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Council hereby authorizes the City Manager to enter into an agreement by and between the City of Monroe and Municipal Code Corporation for supplementation services pursuant to the Scope of Work set forth on Exhibit "A" attached hereto and made a part hereof.

SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council deems it in the best interest of the public to allow for easy access to the most current actions of Council. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: October 28, 2014

ATTEST:

  
\_\_\_\_\_  
Clerk of Council

APPROVED:

  
\_\_\_\_\_  
Mayor

I, the undersigned Clerk of Council of the City of Monroe, Ohio, hereby certify that the foregoing (ordinance or resolution) was published as Required by Section 7.16 of the Charter of the City of Monroe.

This legislation was enacted in an open meeting pursuant to the terms and provisions of the Sunshine Law, Section 121.22 of the Ohio Revised Code.

  
\_\_\_\_\_  
**Clerk of Council  
City of Monroe, Ohio**



# municode

Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

October 14, 2014

Exhibit "A" E Res No. 72-2014

Ms. Angela Wasson  
Clerk of Council  
City of Monroe  
Post Office Box 330  
Monroe, OH 45050

Sent Via Email: [wassona@monroehio.org](mailto:wassona@monroehio.org)

Dear Ms. Wasson:

Thank you for speaking with James Bonneville and expressing interest in utilizing Municode for supplementation services. We have reviewed the City Code and are pleased to submit the following information for your review. Municipal Code Corporation (Municode) will provide the City of Monroe and outside subscribers the highest level of service. It is our goal to focus on the details of each need and demonstrate that we are best suited to serving you and your citizens. We were founded in 1951 as a one man operation, for the sole purpose of codifying municipal laws and ordinances and publishing this material in loose-leaf form.

The Municode 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.

### Experience

With over 3,600 customers in all 50 states, and over 2,900 posted online, Municode is 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 150 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 60 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. Municode has 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 over 40 Editors and Proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation. In partnering with Municode, you are provided with a depth of legal talent that is unmatched in the industry. Our team concept allows us to support one another and back one another up during unexpected contingencies. 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.

### We Are Your Cloud Backup

We consider technology a "core competency" and are committed to staying abreast of technological developments for your benefit. Municode invests heavily in research and development technology that benefits our clients on an annual basis. This level of continued commitment to technology enables us to grow our capabilities each and every year. Municode can host your code, archive all of your material to include ordinances, resolutions, minutes, agendas and

past versions of your code and ensure that you will always have easy access 24/7, 365 days a year. We take this responsibility seriously and have invested in a geo-redundant data center with full synchronization for your entire suite of data and services.

### **Online Stability**

Municode has invested hundreds of thousands of dollars in a robust Business Continuity and Disaster Recovery Plan. Internet Stability is crucial to cities and counties of every size. Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

### **Customer Service**

Our focus on service begins by fully understanding your unique needs and requirements. Municode will establish a routine meeting schedule with you to discuss services and any concerns. This allows Municode staff to have firsthand knowledge of the City's needs. We strive to provide a personal touch and keep an open line of communication.

Our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. We are constantly reminded how rare it is in today's business environment to respond so quickly with notes from our customers like, "Thank you for being so prompt". Municode is a family-owned, medium sized business which means our clients receive a level of personal service unparalleled in the industry. In addition, we have the resources to handle complex custom issues and to provide extra editorial and technological resources that smaller firms don't possess. Our most valuable assets are our clients and our reputation. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Municode also has a Regional Sales Representative, James Bonneville, located in Blaine, 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 visits Ohio often and regularly attends the Ohil Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

We look forward to discussing our proposal with you and ask that you contact me or our Assistant Vice President of Sales, Steffanie Rasmussen, or your Sales Representative, James Bonneville with any questions you may have at any time. You can also email us at [info@municode.com](mailto:info@municode.com), or we will gladly schedule a conference call or webinar with all interested parties. We appreciate your time to review our proposal.

If you have any questions or desire additional information, please call and speak with me, James, Tracy Stevanov, our Sales Representatives. We will also be happy to schedule a conference call or Webinar with all interested parties, or meet with you personally.

Sincerely,

Dale Barstow  
Vice President - Sales

DMB/ll  
Enc.

cc- James Bonneville, Regional Sales Representative  
651-262-6262 or [jbonneville@municode.com](mailto:jbonneville@municode.com)  
Tracy Stevanov, Sales Representative  
850-408-5598 or [tracy@municode.com](mailto:tracy@municode.com)

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## EXECUTIVE SUMMARY

Municipal Code Corporation (Municode) was founded in 1951 and offers services to local governments nationwide. We have published more than 4,000 Codes; throughout our history. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to posting the content on-line to shipping a Supplement, Municode ensures the fastest, most accurate delivery of codification services. We work hard to maintain the highest level of service possible for you and your citizens.

### Understanding Your Needs

Our service depends upon fully understanding your unique needs, and begins with our first contact. While the Sales staff works with more than 3,600 accounts, we do so one person at a time. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation. Municode currently provides codification services to 6 clients in the State of Ohio.

### Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month; this scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide free State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments.

### Using Technology for Your Benefit

Municode develops technology that benefits our clients. We have created products that are affordable and meet the ever-changing needs of our clients. Municode handles all electronic services in-house. We offer all format/database options (HTML, WORD (DOCX), PDF, XML), and all choices of media (CD, download, e-mail.). We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. Municode provides electronic products that provide a variety of ways citizens and staff can access the Code. Web access is supported for industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is interfacing from a mobile device and automatically changes the view to a "mobile-friendly mode." Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

### Internet Stability

Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

### Association Support

Municode supports many Clerk, Attorney, Municipal and City 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. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Customers. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

Municode also has a Regional Sales Representative, James Bonneville, located in Blaine, 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 frequents the Ohio area often and attends the Ohio Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

## SCOPE OF WORK

**Municode**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform republication services for the **CITY OF MONROE, OHIO**, hereinafter referred to as Client.

Municode will research, edit, index and publish (both in print and electronically) the finally-enacted legislation Client specifies for inclusion in the Code.

**Material Included.** All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the Municode editor, will be included in the new Code. Municode prefers the material in an editable electronic form, and will rely upon the electronic media during the republication process when furnished electronically, unless otherwise instructed. However, materials are not required to be furnished in electronic form and can be provided via fax or printed copy. All material received by Municode will be acknowledged via e-mail or the postal service. Research of minutes can be provided as agreed upon by the Client and Municode.

**Omitted Material.** The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless otherwise instructed by Municode and the Client: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans, Traffic Schedules, and Fee Schedules (however, Fee Schedules can be provided for an additional fee – quotation upon request).

**Editorial Work.** The editorial work on the Code will include the following:

- *Incorporate Ordinances.* The ordinances of the Client enacted subsequent to the latest ordinance included in the existing Code will be incorporated into the codification in their appropriate places. The amended or repealed provisions will be removed and the new provisions inserted.
- *Repaginating the Code.* Municode will re-process the existing pages into new pages with new page numbers. The supplement numbers are removed and all pages are redone to remove blank and short pages within the chapters.
- *Review Pages and Numbering.* Municode will review the pages and numbering to advise the Client of any inconsistency within the Code. The Client will approve all changes made to the republished Code.
- *Page Format.* Municode's page format is designed for consistency and readability. The page size can be 8 ½ x 11 inches, single column or 8 ½ x 11 inches, double column. We provide two different page headers, chapter and Code name, to allow better navigation within the Code. We also provide ears to designate the section the page contains. Our page numbering allows for growth within the volume, as does our reserved chapter options. Page format can be consistent with the current page format or it can be modified as needed. The editor will discuss options prior to proofs.
- *Type and Font.* Various fonts and type sizes are available for text. Municode will provide samples of the fonts available. Municode will publish the Code in New Century School Book font in ten-point type unless otherwise specified. Additional samples can be provided. Notice of such font change must be given prior to the completion of the editorial work so that the impact upon cost can be determined and discussed. We recommend a ten-point type size to reduce the size of the volume. The ten-point size is legible and also provides for minimizing the volume size. We also offer eleven and twelve-point size.
- *Graphics.* Graphics and other material that require special methods of reproductions or modification will be charged as set out on the Quotation Sheet. We ask the Client to forward an electronic file of the graphics included in the Code and/or a clean printed copy.
- *History Notes.* History notes from the existing Code will be maintained in the new Code. Municode will also add a note for each section added or amended during the project and future supplementation. The note will indicate the source from which the section is derived. History notes are placed at the end of the section being amended.

- *Chapter Analysis.* Each chapter of the new Code will be preceded by a detailed analysis listing the articles, divisions, and sections contained therein.
- *State Law References.* Since state statutes undergo constant revision, the state law citations in the footnotes of your Code become out-of-date simply through the passage of time. One of our staff attorneys can perform the research required to identify and update the footnoted state law references. This process will not identify conflicts and inconsistencies between the Code and state statutes, nor within the Code itself, but will simply ensure that the state law references in the footnotes are accurate and up-to-date. We will not review the internal state law references within sections. You can also choose to remove all state law references in footnotes or leave them as is. Please select one of these options on our quotation sheet.

**Index.** A comprehensive, legal and factual general index for the entire Code will be prepared. All sections are indexed under major subjects with appropriate section citations. Columnar citations are used to enhance the ease of reference.

**Tables.** The following Tables will be prepared for the new Code:

- *Table of Contents.* This Table will list the chapter, articles or divisions of the Code, with appropriate page numbers.
- *Additional Tables.* Should the Code contain any additional tables, Municode will update and maintain them.
- *Comparative Table.* If feasible, Municode will prepare a Comparative Table, listing the ordinances included in the Code, in chronological sequence and setting out the location of such ordinances in the Code. A table will also be prepared setting out all sections of the prior Code included in the new Code.

**Proofs.** After the editorial work has been completed, Municode will submit one set of proofs to the Client for review. The Client may make word changes on the proofs without charge. However, the Client will be charged for changes or deletions constituting more than one page of type.

It shall be the duty of the Client to return the proofs, with the changes indicated thereon, within forty-five (45) days from the date of their receipt. If proofs are not returned within forty-five (45) days and no notice to the contrary is received by Municode, it will be assumed that no charges are to be made. Municode will then proceed to print the Code and no changes shall thereafter be allowed.

Should the Client request to review the proofs beyond forty-five (45) days but fails to return them within five (5) months, the contract balance shall become due and payable. Upon mutual agreement regarding time and compensation, Municode shall update the proofs with subsequent enactments before delivery of the printed Code.

Municode guarantees typographical correctness. Errors attributable to Municode will be corrected throughout the term of the contract without charge to the Client. Municode's liability for all services shall extend only to the correcting of such errors in the Code or future supplements, not to any acts or occurrences as a result of such errors and only so long as the contract is in effect.

**Amendatory Ordinances.** Municode can add additional amendatory ordinances to the proofs, if desired. A discounted per page rate will apply to each changed or added page due to the ordinances included.

#### **Delivery of Code.**

- **Printing and Binding.** The number of copies selected by the Client will be printed on acid-free paper in the chosen format and delivered to the Client. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. Available binder colors are dark blue, deep green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.
- **Reprints or Pamphlets.** Selected Chapters, or combinations of Chapters, may be reprinted for distribution. Pamphlets are provided separately, based upon then current price list. They can be provided with binders, paper covers, tabs and all other standard publishing options. Municode can also provide these to subscribers. See Distribution under Additional Services.

**Electronic Code.** The Code will be furnished in any electronic medium and format (Internet, CD-ROM, Text or WORD (DOCX), PDF, or integrated with search engine, etc.) selected by the Client. Attached is a current list of options; an updated list of options will be provided upon shipment of proofs so selections can be made from then current services.

**Client Responsibility.** The Client agrees to:

- *Amendatory Legislation.* The Client shall immediately 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, fax or printed form.
- *Review.* The Client shall review, 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.
- *Submission of data.* The Client shall 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.
- *Proofs.* The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. Please note delaying the return of proofs can delay the project due to the amount of additional legislation passed subsequent to submission of proofs. Changes not discussed at conference, deletions and additions to the proofs may result in a proof update fee. Should the Client fail to return proofs within five (5) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

## REPUBLICATION QUOTATION SHEET FOR THE CITY OF MONROE, OHIO

**Total Republication Cost, includes**

**\$4,600**

- Conversion to Municode database
- Inclusion of legislation adopted 2013-01 – 2014-19 and new Planning and Zoning Code
- Receipt, review and organization of materials
- Updating of preliminary pages (title page, officials' page and preface)
- Update style of Code if elected
- Graphics and Tabular Matter
- Proofreading
- New page numbers
- Proofs
- Indexing
- Page formatting (make selection below)
- 1 - 25 Printed<sup>1</sup> Copies with divider tabs
- State Law Reference Footnotes (make selection below)
- Code on Internet, first year<sup>2</sup>
- Freight

The **Total Republication Cost** above includes the codification of the 300 page new Planning and Zoning Code as well as the adopted legislation from 2012 to present. At normal supplement pricing the estimate to codify this legislation would be estimated around 400 pages (including indexing) at \$18 per page = \$7,200. Municode is offering to complete this project at the reduced rate of \$4,600.

**Base cost does not include**

- |   |   |
|---|---|
| <input type="checkbox"/> Legal review of the Traffic Code         | \$1,520                                     |
| <input type="checkbox"/> Legal review of the General Offense Code | \$1,520                                     |
| • Teleconference or Web based (3 hours) with Municode attorney    | No charge <sup>3</sup>                      |
| • Personal Conference with Municode attorney                      | Attorney time, travel, lodging and per diem |
| • Implementation  | \$750 <sup>4</sup>                          |
| • Reorganizing, renumbering or legally reviewing Code content     |   |

**Elections to be made applying to the above project:**

- Font - Please circle one (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 and Arial-MT)
- Font Size – Please Circle One (10, 11 and 12 point)
- 3-post expandable binders, \$54 each qty \_\_\_\_\_ \$ \_\_\_\_\_
- **Select Binder color:** (Semi-Bright Black, Burgundy, Dark Blue, Hunter Green)
- State Sales Tax if applicable

**Additional Services available with the above project:**

- |  |                          |
|--|--------------------------|
| • Reprints of Chapters or Portions of the Code | Quotation upon request   |
| • Distribution of Codes and Supplements        | No Direct Cost to Client |
| • Electronic Media Options                     | See attached information |

**Payments for Republication Services**

- |                          |         |
|--------------------------|---------|
| • Execution of Agreement | \$1,840 |
| • Submission of Proofs   | \$1,610 |
| • Delivery               | Balance |

<sup>1</sup> Municode uses only acid-free paper.

<sup>2</sup> After the first free year, the annual Code on Internet fee will be invoiced per the selections made on page 11.

<sup>3</sup> There is no charge for an initial teleconference of up to 3 hours duration. Subsequent teleconferences will be billed at the rate of \$150 per hour.

<sup>4</sup> In addition the City will be charged \$18 per page that is amended or added by the implementation of the legal review findings.

## SUPPLEMENT SERVICE

After publication of the new Code, Municode will update the Code as legislation is enacted.

**Material.** The Client shall forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to [ords@municode.com](mailto:ords@municode.com). Every ordinance sent to Municode will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Municode will hold legislation pending a schedule or begin the job as established with the Client.

**Additional Provisions.** Municode can add provisions (e.g. charter, zoning, land development regulations) not included in the original project through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. Municode will advise of all options and applicable costs.

1. **Editorial Work.** The Supplement editorial team, who is supervised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. A Supplement History Table is provided to note all ordinances included. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.

**Deliverables.** Updates can be delivered electronically or as printed copies, and on a schedule designed to meet the Client's needs.

- **Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, PDF, etc.) are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.
- **Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless Client chooses to utilize Municode's Distribution Services
- **Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

## SUPPLEMENT SERVICE QUOTATION SHEET FOR THE CITY OF MONROE, OHIO

### Supplement Service Base Page Rate<sup>5</sup>

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>6</sup>
- Updating Electronic versions<sup>7</sup> and Online Code
- Printing<sup>8</sup> 1 - 25 copies

### Base page rate excludes

- |  |                       |
|--|-----------------------|
| • Freight, prebilled   | Actual freight        |
| • State Sales Tax  | If applicable         |
| • Graphics <sup>9</sup> & Tabular <sup>10</sup> matter, per graphic or table | \$10                  |
| • MyMunicode or Code on the Internet, per year                               | Selections on page 11 |

### Optional Services to Supplement Service (please check)

- |   |       |
|---|-------|
| <input type="checkbox"/> Folio, per delivery <sup>11</sup> (\$295 initial set up fee) | \$100 |
| <input type="checkbox"/> PDF of the complete Code, each time delivered                | \$75  |
| <input type="checkbox"/> PDF of each supplement, each time delivered                  | \$75  |

### Payment for Supplement and Additional Services

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

<sup>5</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>6</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>7</sup> We do not charge a per page rate for updating the Internet, however a handling fee is charged for Folio, Word, PDF or other electronic products.

<sup>8</sup> Municode uses only acid-free paper.

<sup>9</sup> Includes printing all copies. Additional fee if graphic includes color.

<sup>10</sup> Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>11</sup> "delivery" is defined as delivering electronic data available to the Client via FTP or download. Fee applies whenever updated content is delivered via one of the above-defined products.

## WEB HOSTING QUOTATION SHEET FOR THE CITY OF MONROE, OHIO

(Please see the website features defined page for a brief description of the services outlined below)

Elections below will be implemented upon adoption of the new Code.

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

- MyMunicode<sup>12</sup> includes the following: \$995 annually<sup>13</sup>
- i. Code on the Internet
  - ii. OrdBank (add OrdBank + OrdLink for an additional \$100 per year)
  - iii. CodeBank
  - iv. MuniPRO
  - v. Custom Banner

In lieu of purchasing the above package, the Client can purchase each item a la carte:

- |   |       |
|---|-------|
| <input type="checkbox"/> Code on Internet ( <i>after the first free year</i> ) (annually)                 | \$350 |
| <input type="checkbox"/> CodeBank (annually)  | \$150 |
| <input type="checkbox"/> CodeBank Compare <sup>14</sup> (annually)  | \$150 |
| <input type="checkbox"/> MuniPRO (annually)   | \$295 |
| <input type="checkbox"/> Custom Banner (onetime fee)  | \$250 |
| <input type="checkbox"/> MuniDocs (annual fee includes quarterly updates; up to 25 documents per quarter) | \$750 |

### ORDINANCES PENDING CODIFICATION (Only selected one option below)

**OrdBank**

- |   |       |
|---|-------|
| <input type="checkbox"/> Per ordinance (8 ordinances per year x \$35 = \$280)                         | \$25  |
| <input type="checkbox"/> Flat annual fee (recommended if more than 8 ordinances are adopted annually) | \$290 |

**OrdBank + OrdLink**

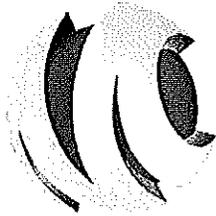
- |  |       |
|--|-------|
| <input type="checkbox"/> Per ordinance   | \$60  |
| <input type="checkbox"/> Flat annual fee | \$390 |

Municode does not charge a per page rate for updating the Internet or any additional printing fees – this is all included in the supplement per page rate. In comparing services, if you notice a service that is not listed please email or call us. We are positive that Municode can do it! We might even currently provide that service under a different name.

<sup>12</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

<sup>13</sup> Total Value if each item purchased a la carte would be \$1,075 per year with an average of 8 ordinances per year (OrdBank is invoiced at \$35 per ordinance).

<sup>14</sup> Client must also be enrolled in CodeBank in order to receive the Compare technology.



# municode

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fax 850.575.8852 • 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: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

Accepted by:

## CITY OF MONROE, OHIO

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

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

Witness: \_\_\_\_\_

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

## ADDITIONAL SERVICES

**Distribution.** Fulfillment services are available to distribute individual printed copies of Codes and Supplements to departments or subscribers at no additional fee to the Client. Municode can sell the Codes, Supplements, chapter reprints, binders and tabs at a pre-determined price. Municode assumes 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, Municode can provide additional legal review 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.

**Electronic Records Management Software and Services (Laserfiche).** MCCi is the largest Laserfiche Var in the United States and focuses on Local Government. With over 400 City clients, MCCi can provide your organization with the most experienced professionals to implement and support your Laserfiche solution. Laserfiche software is used for Electronic Records Management and here are just some of the features: scan, index, search, archive, automate approval processes, make records available via the web, manage records retention, and integrate with your other software systems.

**Utility Billing Services (MuniBills).** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of Municode, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions. Pricing information for this service can be supplied upon request.

Billing services, to include custom formatting, data cleansing, printing and mailing of your statements, are included with this contract. An initial setup fee and \$.15 per bill (10,000 bills per month) includes formatting, printing, mailing, and materials. Tiered pricing for volumes above 10,000 statements. (Minimal charge of \$250 per month for volumes less than 2,000.) PDF copies of all statements are provided in advance of mailing. Additional features available upon request.

## MUNICODE'S WEBSITE SERVICES DEFINED

### Code on Internet.

- ☞ Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows;
- ☞ Save as Word (DOCX);
- ☞ Saved Searching;
- ☞ Print and Email: Print, Save, email one or more Sections, Chapters and whole Titles;
- ☞ Internal Linking within the Code where cited;
- ☞ Mouseover Preview (or Pop ups);
- ☞ Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- ☞ Pinpoint Searching: Ordinance searching included, search one or more Sections, Chapters & whole Titles;
- ☞ Scrolling Tables and Charts: Header stays fixed while you scroll through the table/chart;
- ☞ GIS - Municode can provide a permalink to any code section and assist City staff to create a link from their GIS system to relevant code sections.
- ☞ Collapsible TOC (Frameless Version);
- ☞ In-line Images and PDFs;
- ☞ Current Location Status Banner (breadcrumb trail) present while searching Code;
- ☞ Server Stability and Disaster Recovery Plan;
- ☞ ***Co-Location in Atlanta, Georgia: only Codification Company to have geo-redundant servers in multiple states;***
- ☞ Phone, email and Web support for Citizens and Staff: 24 hour email response; Phone support from 8:00 am to 8:00 pm Eastern Standard Time.

**OrdBank.** Creates a permanent, online collection of all ordinances sent to Municode. Prior to incorporation into your Code via supplementation, all of your ordinances will be posted on your landing page for easy access. Once codified, each ordinance History Note is hyperlinked to the actual ordinance as enacted. OrdBank saves your municipality valuable time and money by enabling you, your staff and your citizens to gain instant access to your ordinances by simply clicking the history note.

**OrdLink + OrdBank.** Prior to incorporation into your Code via supplementation, OrdLink hyperlinks 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 the Code, they added to your OrdBank and hyperlinked to your History Notes. For the linked ordinances to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable.

**CodeBank.** Creates a permanent, online collection of all past versions of your Code. CodeBank enables your online users to easily access previous versions of your Code. The historic version of your Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. For your convenience, when a previous version of your Code is selected, users are alerted that they are looking at an older version of your Code. No set up fee is required.

**Coming Soon CodeBank Compare.** This service provides the users the ability to select a past version of the 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 material) or Strikethrough (deleted material).

**Coming Soon eNotify.** A notice of recent amendments to the Charter and Code for the specific Title, Chapter, Article will be sent to the enrolled user each time the online code is updated.

**MuniDocs.** Enables municipal users to send material of your choosing directly to Municode to upload documents to your online Code of Ordinances. Let Municode do all the work and upload the versions of Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents to be posted alongside your Code and will be fully searchable, filterable for ease of use.

**MuniPRO.** MuniPro Searching allows you to search all of the 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. There is a per annum fee for this premium service; User Name and Password required. 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 U.S.! 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.

**Custom Banner.** Municode will customize the look and feel of your Code on municode.com to more closely match your municipal web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site.

**Mobile Friendly Site.** The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

**Email (from the Web).** Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

**Print or Save.** Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

**Internal Cross Reference Linking.** Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

**Mouseover (cluetips).** Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

**Static Linking to your Code.** Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

**Pinpoint Searching.** Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

**Scrolling Tables and Charts.** The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

**GIS.** Municode can provide a permalink to any code section and assist City staff to create links from their GIS system to relevant code sections.

**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. *This feature is included in your annual Internet fee.*

**In-line Images & PDFs.** Municode takes 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. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

**Internet Stability.** Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.