RESPONSE TO
REQUEST FOR PROPOSALS
FOR
MAINTENANCE OF MUNICIPAL CODE
RFP NO. A.11.22.1
FOR THE
CITY OF JUNCTION CITY, KANSAS

Respectfully Submitted by:
Municipal Code Corporation
PO Box 2235 Tallahassee, FL 32316
800-262-2633 • Fax: 850-575-8852 • info@municode.com

Due Date: June 13, 2011 at 5:00 p.m.
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June 9, 2011

Mr. Tyler Ficken
City Clerk
City of Junction City
700 North Jefferson
Junction City, KS 66441

Letter of Introduction

Dear Mr. Ficken,

Thank you for the Request for Proposal (RFP) for Maintenance of the City’s Municipal Code. We have reviewed the RFP as submitted, and are pleased to submit the following information for your review.

Municipal Code Corporation (MCC) can provide the services desired without changing our current processes, adding software, resources or people. MCC is the oldest publisher of Codes and Ordinances in print and on the web. We are in the best position as a medium sized firm to provide codification services. Although we have 60 years of publication experience, we have continued to improve our skills and use of technology to meet the new demands of our clients and potential clients.

MCC is willing and able to perform the commitments that have been outlined in the RFP. As you will see throughout our response, we can provide many services. Our Code business and our other Divisions for Document Management, Automated Agendas and Statement/Invoice processing are all focused on local government clients. Having this focus allows us to keep updated with the ever changing needs of local governments.

We have also included our Corporate Brochure, one of our recently published Codes and our complete client list for your review. We would be happy to schedule a presentation, if desired.

We appreciate your time to review our response; please do not hesitate to contact our Assistant Vice President of Sales, Steffanie Rasmussen, or me, if you have any questions.

Sincerely,

Michelle S. Eagan
Chief Financial Officer and VP of Finance

E-mail: info@municode.com
MSS/wr
Enc.
EXECUTIVE SUMMARY

Municipal Code Corporation will provide the City of Junction City (hereinafter referred to as the City) and your outside subscribers the highest level of service. Our corporate goal is to focus on the details of each need, thereby earning the City's business. MCC works as a team and many of our team members have been with MCC for more than 10 years. They are creative, know how to communicate, ask questions and leverage their experience to solve problems.

Understanding Your Needs

Our service depends on fully understanding your unique needs, and begins with our first contact. While the Sales staff works with more than 3,500 accounts, we do so one person at a time. MCC is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry, but we 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 customers and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation.

Legal/Editorial Approach

MCC uses a team approach. This provides for consistency in editing, understanding and quality work for the City. As the City and the editor communicate, the needs of the City are shared with the editorial team and the work becomes second nature for our staff. Additionally, the same indexer (although in a separate department) will work on the City's Codes and supplements to provide consistency. Even our Legal Department is team oriented, with attorneys working closely with editors. This assures a superior level of quality and satisfaction by our clients.

Using Technology for Your Benefit

MCC focuses on technology that benefits our customers. We have created products that are affordable and meet the ever-changing needs of our customers. MCC handles all electronic services in-house. We offer all format/database options (HTML, RTF, PDF, XML), and all choices of media (CD, USB Key, download, e-mail.). We consider technology a “core competency” and are committed to staying abreast of technology for your benefit. MCC provides electronic products that provide a variety of ways citizens and staff can access the Code. We provide web access via industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is on a mobile device and automatically changes the view to a “mobile-friendly mode.” Future developments will make the experience of visitors even more efficient and productive, though these tools may be sold as a Premium service. Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

Financial Focus

MCC is a privately owned Corporation. We are financially sound, having been in business for 60 years. MCC's President and Board of Directors are focused on improving MCC through investments in people, technology and facilities. MCC has refurbished many offices, added a Health and Fitness Gym with showers and a walking trail to provide additional benefits to our employees. MCC also provides employees a Quarterly Production Reward system based on the profits of the company. Through this incentive, our employees feel like MCC is partly their own company.

Subscriber Focus

MCC has provided subscriber services for more than 20 years. Approximately 30,000 people subscribe to one (or more) of our publications, and we have created a department dedicated to serving those subscribers. Our Distribution Department provides a complete range of services from ordering a Code or Supplement to providing missing pages, answering questions and invoicing. Ordering may be accomplished using a credit card through our website, via e-mail, over the phone, fax or regular mail. We have a special e-mail address dedicated to our Distribution Department that is manned all day. We typically provide same-day communication to our subscribers, and within an hour when the query comes as an e-mail.

Our Distribution Department has its own software to allow for many different types of reports. MCC can provide lists of the current and past subscribers. We can provide the number of purchases by Department vs. citizens and...
we can also provide the information on requests for missing pages, supplements or questions on a monthly, quarterly or annual basis. This software also provides for our billing and subscription maintenance.

We believe subscribers are an extension of the City. Our goal is to make our local government client look good in the eyes of their citizens. We constantly field questions from subscribers and try to help them get to the information they are trying to find. This applies to both the print and Internet version of the Code. We have cross-trained our Distribution Department as to content, editorial issues, CD-ROM and Internet assistance. Our Distribution Department has access to all of the print and electronic media so they can solve a problem on their own without assistance from another department. They do, however, forward complicated technical support to our Technical Support Staff.

Overall Comments

MCC is keenly interested in assisting the City with its publication needs and we feel our focus, company and personnel perfectly match the City’s needs. We appreciate your interest and look forward to your review of the rest of our information.
QUALIFICATIONS OF MCC

MCC was founded in 1951 as a one man operation, for the sole purpose of codifying municipal laws and ordinances and publishing this material in looseleaf form. At that time, and until 1963, the publication phase was subcontracted, while the editorial processes were performed in-house. In 1961, MCC acquired its own premises. Two years later, a complete printing plant was installed so that all stages of the operation would be under the direct management of MCC, eliminating the need for and dependency on a subcontracted printing service. The company moved to its present location in 1970.

Another milestone in MCC’s development occurred in 1973 when the typesetting operation was first computerized. Since then, there have been five different typesetting systems and virtually every department has increased its productivity by using digital technology. In 1991, the company’s supplement service was reorganized from a departmental to a team structure. This organizational change facilitated communication and learning among editors, typesetters and proofreaders; and most importantly, enabled us to provide better service to our customers by reducing the time required to deliver supplements.

As technology has changed the publishing industry, MCC has adapted. In fact, MCC was the second direct connection to the Internet (outside academia) in Leon County. In 1995, the company revised its definition of publishing from “delivering words as ink on paper” to “delivering words in any medium demanded by clients”. Thus CD-ROMS, FTP and posting on our home page were added as delivery mediums. Additionally, virtually all our employees have an email address at which they receive internal and external electronic communication.

In 1999, the company installed its first Print on Demand (POD) system. POD allows clients and subscribers to order as few as one copy of a code or supplement, eliminating the expense of prior printing and physical storage. Additionally, the year 1999 saw establishment of a custom publishing division.

With technological focus, MCC launched MCCi (Municipal Code Corporation Innovations). This division involves the technological advances in Document Management and provides imaging and indexing software and also provides agenda management software solutions. With their research, we have increased our use of technology on the codification side of our business (see www.mccinovations.com).

MCCAdvantage, a division of MCC, launched in 2007 and provides clients with design, printing and mailing services for customer billing/statements of all types.

For the last 60 years, Municipal Code Corporation has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. MCC has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available. We also have started two other divisions focused on government clients: MCCi (Municipal Code Corporation Innovations) and MCCAdvantage.

**Business main location:**
1700 Capital Circle, SW
Tallahassee, FL 32310
800-262-2633 or 850-576-3171

**Incorporation Date:**
March 1951

**Current Code Accounts Serviced:**
over 3,000

**Divisions:**
MCCi - Document Management and Agenda Automation
MCCa - Utility Billing and Statement Processing

**Project Contact Persons:**
Rick Grant, Executive Vice President & C.O.O.
Eric Grant, Vice President – Supplements
Steffanie Rasmussen, Assistant Vice President - Sales
Personnel/Offices

The entire corporate staff consists of approximately 160 employees, including 10 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Apple Valley, Minnesota; Fort Worth and Edinburg, Texas; and Seattle, Washington and our main office in Tallahassee, Florida.

All editing and printing is done on our premises. This enables us to control each project from beginning to end without subcontracting. Key personnel are available to answer questions during any phase of the project and to assure quality control in all aspects of publication, document management, and utility billing.

Key Personnel Assigned to Project

Legal:

H. E. "Rick" Grant, Executive Vice President Codes & C.O.O - Rick received his B.S. from the U. S. Naval Academy and his J.D. from Florida State University. He is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy’s senior attorney. He has eleven years of experience as C.O.O. of MCC and will have overall supervision of the recodification project. Rick will assign the MCC code attorney, who will conduct a thorough legal review to identify any inconsistencies between ordinances, any conflicts with state law, send the City a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the City to set up a conference to discuss these issues.

Project Coordinators:

Steffanie W. Rasmussen, Assistant Vice President of Sales – Steffanie received her M.S. in Industrial & Organizational Psychology from Kansas State University, her B.S. in Business Psychology from Florida State University, and a Certificate in Performance Management from Florida State University. Steffanie oversees the Sales Department and is available to assist and answer questions regarding the City’s account at any time.

Dale Barstow, Vice President of Sales – Dale is the Pilot of MCC’s Corporate Airplane, graduated from Embry-Riddle Aeronautical University, and Honorary City Clerk in Florida, North Carolina, Texas and IIMC and is also the Municipal Clerks Education Foundation (MCEF) President. Dale has 40 years of experience in client sales and meets with our customers to ensure face to face communication and coordination.

Supplementation:

W. Eric Grant, Vice President of Supplements – Eric received his B.S. from the United States Naval Academy, his M.A. from Georgetown University School of Foreign Service and his J.D. from the University of Virginia. Eric is a member of the Florida Bar and is Supervisor of electronic teams. MCC has deployed a team concept and this type of organization structure allows for complete communication, reduces the turn-around time for publication, and assures greater accuracy. Since each team is comprised of three editors and one proofreader, it allows for what we call “bench depth” – there is always a backup person.

Leslie Mayne, Production Support Account Representative – Leslie received her B.A. in English and Anthropology from Florida State University. She has over eleven years of customer service experience and is the Production Support Representative for the Supplement Department. Leslie serves as a direct point of contact for our customers and is responsible for ensuring that the company’s customers receive a superior level of service and assistance with their questions and/or concerns. Leslie’s goal is simple: Provide timely, superior customer service each and every day.

Indexing:

Joy Luczynski, Indexing Supervisor – Joy received her A.A. in Paralegal Technology from Calhoun Community College and is a member of the American Society of Indexers. Joy has ten years of experience in indexing Codes and will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.
Information Technology:

Phillip Claiborne, Chief Information Officer – Phil received his B.S. in Management Information Systems from Florida State University, his MBA from the University of Florida, and he is CompTIA Certified A+, Net+, Security+, and Microsoft Certified Systems Administrator. Phil has ten years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley, Systems Administrator – Matt received his A.A. from Tallahassee Community College and is currently obtaining a B.A. in IT at Florida State University. He has four years of system and network management experience.

Elliot Haworth, Web Developer – Elliot received his B.A. in Computer Science from Mercer University. He has five years of experience in desktop application programming and developing web based applications.

Stacy Corry, Digital Art Director – Stacy has a degree in graphic design and received her B.A. in Psychology at Ashford University and is currently obtaining her M.S. in Psychology at Walden University. She has ten years of experience as a graphic designer, seven years experience as director of Municipal Code’s graphics department and 20 years of experience as a technical writer and technical support liaison.

Law Editorial Staff

Alyce A. Whitson – Alyce received her B.A. from the University of South Florida, her J.D. from the University of Florida, has more than 37 years of experience in local government law and is a member of the Florida Bar. She has completed over 600 Codes and legal projects throughout the United States, including Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Indiana, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New York, North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin and Wyoming.

William J. Carroll Jr. – Bill received his B.S. from Penn State University, his J.D. from Florida State University, has more than 35 years of experience in local government law and is a member of the Florida Bar. He has completed hundreds of Codes and legal projects throughout the United States including Arkansas, Colorado, Florida, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and Wyoming.

Roger D. Merriam – Roger received his B.A. from Mercer University, his J.D. from Emory University, has more than 35 years of experience in local government law, and is a member of the Florida Bar. He has completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

Daniel F. Walker – Dan received his B.S. from Florida Southern College, his J.D. from Georgia State University College of Law, has ten years of experience in local government law and is a member of the Florida and South Carolina Bars. Dan also admitted to practice before the U.S. Court of International Trade and the U.S. Court of Appeals for the Armed Forces. He has completed Codes in Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia and West Virginia.

Jim Jenkins – Jim received his B.A. from Eckerd College; his J.D. from the University of Maryland School of Law. Jim is a former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney’s Office in Brooklyn, NY. He has twelve years of experience in complex legal research and litigation; five years of experience in local government law and has completed Codes in Alabama, California, Georgia, Louisiana, South Carolina, Texas and Wisconsin.

Sandra S. Fox – Sandra received her B.A from Florida State University, her J.D. from Florida State University and has 13 years of experience in legal research and writing. She has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Dakota, Tennessee, Texas and Wisconsin.
Sales Staff

Alicia Bywaters, National Sales Support/Customer Service - Alicia has over 11 years of customer service and sales experience and has been with MCC since 2001. She provides direct support to municipal clients and prepares proposals for services to current and potential clients and has knowledge of all Code-related services and products.

Faye Creel, Sales Representative for Southeastern States - Faye has worked with MCC since 1999 and provides sales and customer service and meets with clients in Alabama, Florida, Mississippi, Georgia, Louisiana, North Carolina, South Carolina and Virginia.

Tracy Stevanov, National Sales Support/Customer Service - Tracy has seven years of sales and customer service experience and has been with MCC since 2008. She provides sales and customer service to all of our clients nationwide.

Jenny Haverland, National Conference Coordinator - Jenny has 20 years of experience in Sales Administrative support prior to coming to MCC. She has worked with MCC since 2002 and is responsible for all aspects of Conference Exhibit Events, Advertising and Memberships to Associations.

Dennis Heller, National Inside Sales Representative - Dennis received his B.S. in Management from New York University and spent 35 years in the Telecommunications Industry in Network Management, Sales, and Sales Management. He has worked with MCC since 2005 and is responsible for proposal presentation to prospective clients and offering code maintenance solutions to existing clients.

Patrick Holiday, Inside Sales Representative – Patrick had 20 years in customer service and sales before coming to MCC. He has worked with MCC since 1999 and has worked in both Distribution and Sales Departments. His primary focus is customer solutions.

Dana Martin, Distribution Manager – Dana received her B.S. in Marketing Research from Florida State University School of Business. She has been with MCC since 2002 and handles all aspects of distribution and pricing of Codes and Supplements to municipal departments and to the public.

Regina McKnight, Distribution Representative - Regina received an A.A. in Paralegal from Keiser University. She has six years of clerical experience and has been with MCC since 2008. She provides assistance to all subscribers nationwide.

Gregory Dudiak, West Coast Regional Representative – Gregory has worked in the codification industry since 1969 and with MCC since 2008. He is our West Coast Representative for Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Washington and Wyoming.

James Bonneville, Mid-West Regional Representative – James received his B.A. in Political Science from the University of Minnesota. He has worked in State Government, Lobbying and Governmental Sales for over 13 years. He is our Mid-West Representative for North Dakota, South Dakota, Nebraska, Minnesota, Iowa, Wisconsin, Illinois, Michigan, Indiana, and Ohio. James has been a part of MCC/MCCI since 2009.

MCCI Staff

Our MCCI Division involves the technological advances in Document Management. This division provides document imaging and indexing software as well as agenda management software solutions. With their research, we have increased our use of technology on the codification side of our business (see www.mccinnovations.com).

Donny Barstow, President of MCCI – Donny received his B.S. in Management Information Systems from Florida State University and his MBA from the University of Florida. His key responsibilities include upper level decision making, enterprise level client consultation, research and product development and is an educational speaker. He has eight years of experience working with government agencies and six years experience in upper-level management.

Doug McNease, Information Technology Director – Doug received his B.S. in Marketing from Florida State University School of Business. His key responsibilities include managing MCCI Technical Staff, scheduling of software installation, senior level project management, internal technical support, and upper level customer

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technical support. He has five years of experience in technical support, database design and administration (MSSQL), six years of experience in web-enabled application development.

**Rigo Ruiz, Laserfiche Installation and Training Technician** – Rigo received his B.S. in Mathematics from the University of Texas Pan American. His key responsibilities include project management, software installation and support, customer technical support. He has twelve years of experience in customer support, six years of experience with Laserfiche software and is located in Edinburg, Texas.

**Russell Haddock, Senior Account Executive** – Russell received his B.S. in Telecommunications from Baylor University. His key responsibilities include pre-client consultation, conduct project demonstrations and manage existing customer accounts. He has six years experience in document imaging and management practices and six years experience in working with municipal governments. He is located in Fort Worth, Texas and representative for Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, and Texas.

**Logan Di Liello, Account Executive for Southeast Region** – Logan received his B.S. in Sport Management and Masters in Sport Administration from Florida State University. His key responsibilities include pre-client consultation, conduct product demonstrations via the web, and manage existing customer accounts. He has three years of experience in business management and seven years of experience in customer service.

**MCCAdvantage**

MCCAdvantage, a subsidiary of MCC, provides clients with design, printing and mailing services for customer billing/statements of all types.

**J. Scott Molenburg, General Manager of MCCa** – Scott received his B.S. in Business & Industrial Communications from Drake University. His key responsibilities include strategic decision making, product development and enterprise level client consultation. He has 25 years of experience in billing, statement rendering, customer service, remittance processing, project management, resource allocation and strategic marketing. Scott is a former member of MTAC, Board of Directors Major Mailers Association and Board of Directors United Way Allocations and Priorities.

**Starlett Lovel, Bindery Supervisor** – Starlett has 35 years of experience in typesetting, editing, composition and printing of Codes, Supplements and Statements.

**Municipal Code Corporation Executives**

**A. Lawton Langford**, President and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years experience with MCC.

**H. E. "Rick" Grant**, Executive Vice President and C.O.O. Received his Bachelor of Science degree from the U. S. Naval Academy and his Juris Doctor from Florida State University. A former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. Twelve years of experience as Executive Vice President and C.O.O. of Municipal Code Corporation.

**Dale Barstow, Vice President of Sales**, Pilot of MCC's Corporate Airplane; Graduate from Embry-Riddle Aeronautical University; Honorary City Clerk in 5 States; Municipal Clerks Education Foundation President; Continuing Education – Dale Carnegie Sales Training; Speaker for over 39 conferences. 36 years experience in client sales. Dale meets with our customers to ensure face to face communication and coordination

**Michelle Eagen**, Chief Financial Officer and Vice President of Finance. Received Bachelor of Science in Accounting from the University of Florida and Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA and has eight years experience with MCC, and over sixteen years of professional accounting experience in the publishing industry.
REFERENCES

City of Concordia, Kansas

Stacey Crum
City Clerk
P.O. Box 603
Concordia, KS 66901
(785) 243-2670
cityclerk@concordiaks.org

City of Hays, Kansas

Doris Wing
City Clerk
P.O. Box 490
Hays, KS 67601
(785) 628-7300
dwing@haysusa.com

City of McPherson, Kansas

Nick Gregory
City Clerk/Administrator
P.O. Box 1008
McPherson, KS 67460
(620) 245-2535
nickg@mcppcity.com

City of Winfield, Kansas

Brenda Peters
Deputy City Clerk/Office Manager
P.O. Box 646
Winfield, KS 67156
(620) 221-5500
bpeters@winfieldks.org

Wyandotte County – Kansas City, Kansas

Bridgette Cobbins
Unified Government Clerk
701 North 7th Street, Room 323
Kansas City, KS 66101
(913) 573-5260
bcobbins@wycokck.org
MCC'S CLIENT LIST

*Clients whose codes are posted on our website at www.municode.com.*

**ALABAMA**
- Albertville
- Alexander City
- Aliceville
- Andalusia
- Anniston
- Arab
- Athens
- Auburn
- Bay Minette
- Bessemer
- Birmingham
- Blountsville
- Brewton
- Calela
- Center Point
- Cherokee
- Citronelle
- Clayton
- Cullman
- Daphne
- Decatur
- Demopolis
- Dothan
- Elba
- Enterprise
- Eufaula
- Eufaula
- Evergreen
- Fairfax
- Fairhope
- Fayette
- Florence
- Foley
- Gadsden
- Greenville
- Gulf Shores
- Guntersville
- Hartselle
- Haleyville
- Homewood
- Hoover
- Hueytown
- Huntsville
- Ina Sella
- Jasper
- Jemison
- Jacksonville
- Jasper
- Leeds
- Loxley
- Madison
- Midfield
- Millbrook
- Mobile
- Montevallo
- Moulton
- Montgomery
- Mountain Brook
- Muscle Shoals
- Northport
- Oneonta
- Opp
- Orange Beach
- Oxford
- Ozark
- Pleasant Grove
- Ponder
- Prattville
- Rainsville
- Robertsdale
- Russellville
- Saraland
- Selma
- Sheffield
- Silsbee
- Spain
- Sylacauga
- Talladega
- Tallapoosa
- Tallapoosa
- Tallassee
- Tarrant
- Teaboro
- Tuscaloosa
- Tuskegee
- Union Springs
- valley

**ARIZONA**
- *All clients listed*

**ARKANSAS**
- *All clients listed*

**CALIFORNIA**
- *All clients listed*

**COLORADO**
- *All clients listed*

**CONNECTICUT**
- *All clients listed*

**DELAWARE**
- *All clients listed*

**FLORIDA**
- *All clients listed*

**GEORGIA**
- *All clients listed*

**HAWAII**
- *All clients listed*

**IDaho**
- *All clients listed*

**ILLINOIS**
- *All clients listed*

**INDIANA**
- *All clients listed*

**IOWA**
- *All clients listed*

**KANSAS**
- *All clients listed*

**KENTUCKY**
- *All clients listed*

**LOUISIANA**
- *All clients listed*

**MAINE**
- *All clients listed*

**MASSACHUSETTS**
- *All clients listed*

**MICHIGAN**
- *All clients listed*

**MINNESOTA**
- *All clients listed*

**MISSISSIPPI**
- *All clients listed*

**MISSOURI**
- *All clients listed*

**MONTANA**
- *All clients listed*

**NEVADA**
- *All clients listed*

**NEW HAMPSHIRE**
- *All clients listed*

**NEW JERSEY**
- *All clients listed*

**NEW MEXICO**
- *All clients listed*

**NEW YORK**
- *All clients listed*

**OHIO**
- *All clients listed*

**OKLAHOMA**
- *All clients listed*

**OREGON**
- *All clients listed*

**PENNSYLVANIA**
- *All clients listed*

**RHODE ISLAND**
- *All clients listed*

**SOUTH CAROLINA**
- *All clients listed*

**TENNESSEE**
- *All clients listed*

**TEXAS**
- *All clients listed*

**UTAH**
- *All clients listed*

**VERMONT**
- *All clients listed*

**VIRGINIA**
- *All clients listed*

**WASHINGTON**
- *All clients listed*

**WEST VIRGINIA**
- *All clients listed*

**WISCONSIN**
- *All clients listed*

**WYOMING**
- *All clients listed*
SCOPE OF WORK

MCC will adhere to all provisions as requested in the City’s Request for Proposals (RFP). MCC would like to outline additional information in detail of our services for the City’s Code of Ordinances.

MUNICIPAL CODE CORPORATION, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCC, hereby offers to perform supplementation services for the City of Junction City, Kansas hereinafter referred to as Client.

1. Services Offered. MCC will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.

2. Material Included. All legislation of a general and permanent nature, passed in final form by the Client will be included in the Code. MCC prefers the material in an editable electronic format (such as WORD), and will rely upon the electronic media furnished by the Client. All material received by MCC will be acknowledged via e-mail. Ordinances contained within the text of minutes can be researched and extracted.

3. Omitted Material. The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless Client instructs otherwise: 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 and Traffic Schedules and Fee Schedules.

4. Additional Content. Client can include additional content (for example, charter, zoning, SmartCode or Form Based Code, land development regulations) in the Code. The native files (typically InDesign) will be required of any graphic-intensive content. Added content can be included in a Supplement or published separately. Additional divider tabs or binders will be provided as necessary.

5. Editorial Work. The Supplement editorial team, who is supervised by a licensed attorney and consist of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. MCC 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. MCC has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form whether displayed on-line or in print.

6. 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. In addition to establishing when Supplements will occur, the schedule determines how frequently MCC will request ordinances from Client.

7. Printed Supplements. Amendments to the printed Code occur in the form of printed Supplement pages that are issued as replacement pages on acid-free paper. Printed Supplements include: an updated Table of Contents; Code Comparative Table; Index; an instruction sheet to advise holders of the book where to insert and remove pages; a Checklist of Up-To-Date pages that indicates the most recent source from which each page is derived; and a Supplement History Table that indicates the specific ordinances included in the Supplement. A copy of each Supplement for every printed Code is included in the base page rate. Our paper supplier is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Program for Endorsement of Forest Certification schemes (PEFC).

8. Electronic Updates. Amendments to the electronic version of the Code (CD, Internet, PDF, etc.) can be provided on a separate schedule, or accompany Printed Supplements. Electronic Updates reflect the editorial decisions made by the Supplement team and a fully searchable, complete Code will be delivered or posted. 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.
9. **Electronic Medium and Format.** The Code will be furnished in any electronic medium and format selected by the Client. Most popular mediums are: Internet, CD-ROM, and FTP. Most popular formats are: HTML, RTF, PDF, XML and integrated with search engine. A current list of options is attached.

10. **New Ordinances on the Web (NOW).** MCC can post your ordinances on the web between Supplements. NOW ordinances are fully searchable, though they are not edited into the Code. They are posted within 24 hours of receipt in their original form and once included in a Supplement or Electronic Update they will be removed from the NOW listing of ordinances.

11. **OrdLink.** NOW ordinances can be linked to the section being amended via the OrdLink service. Linked ordinances show up in the NOW list of ordinances, and the link is indicated by highlighting in the Table of Contents and an icon at the section being amended. The icon is linked to the amending ordinance.

12. **Support.** Support for our electronic and online services is offered 8:00a to 8:00p (Eastern). Telephone requests are answered within 24 hours, and e-mail requested within one hour.

13. **Delivery.** Printed Supplements to the Code will be delivered in bulk to the Client, unless Client chooses to utilize MCC’s Distribution Services. The website will be updated upon shipment of the printed supplement or as Electronic Updates are completed.

**Legal Research**

MCC will assign a legal team, led by an attorney, consisting of an editor, proofreader and indexer. This allows for the City to have a staff of experts working for them at each stage coordinated by our Staff attorney.

MCC will research all legislation of a general and permanent nature to be included in the Code to include, but not limited to, ordinances, motions, resolutions, Special Acts, and referendums. MCC will review this legislation against State Law and for inconsistencies and conflicts within the legislation itself. MCC will append State Law references into the beginning of the Chapters as appropriate. MCC will review Zoning and Land Use provisions, which will be set out as an appendix to the Code. MCC will not change these provisions unless prior authorization by the County is given.

MCC’s legal team will create a suggested Table of Contents and create a legal manuscript for the City’s review. This manuscript will contain the legislation provided by the City in suggested Code form. This manuscript will contain strike through and underline recommendations for the Code to include the recommendations by MCC’s attorney as footnotes within the document. This allows the City to review the Code in draft form and to see all recommendations by our attorney and implemented amendments.

Once the City has reviewed the Legal Manuscript, MCC will schedule an editorial conference, either on-site or via teleconference or webinar. This conference should include all interested parties to the project. MCC will discuss all issues outlined in the Legal Manuscript. MCC will also pose any questions to the City at this time that are outstanding and discuss resolutions to said issues.

MCC will then implement the approved items discussed at the Conference and prepare proofs. The City’s attorney has the ultimate decision making authority for solutions and implementations.

MCC will provide a copy of the legal manuscript consistent with the strike through and underline as decided at conference. MCC will also prepare a draft of the Code in final form. The City will need to approve the proof prior to the creation of the tables and index.

**Printing and Binding**

**Binding.** MCC will provide 3-post, expandable binders, covers will be imitation leather. Available colors are semi-bright black, chestnut, brittany blue, deep green, or fire engine red with gold, white, or silver lettering. The Seal or Logo for the City will be added to the front and spine of binders and the City can choose any verbiage for the binders.
Reprints of Chapters. Additional copies of specific chapters or portions of the Code, e.g., zoning regulations or police manuals containing selected sections, may be ordered for binding in paper covers for separate distribution or sale. The pamphlets are printed from the existing Code page and are prepared in a looseleaf format that allows for updating the provisions as they are affected in future Code supplements.

Electronic Media

MCC can provide several options (to the City and outside subscribers) for the electronic versions of the Codes.

First, the Codes can be provided individually or as a complete set in electronic form. MCC provides data for all word processing programs, such as WORD or WordPerfect (latest versions), as well as HTML. We also provide a supplement or full Code PDF option. The files can be write protected at the operating system level as well as the word processing level so that changes to the master version cannot occur. The electronic information can be sent via CD or can be downloaded from the Internet.

MCC can also integrate the Code with a portable search and retrieval code solution for laptops and intranet installation. The Municode Desktop version of your Code allows you to run the sophisticated, online version of our search engine locally on your PC. Just run through our simple installation wizard and you will be able to do everything you can do on our website, including: Print entire Chapters, Articles or individual sections; Save entire Chapters, Articles, or Sections as RTF documents which can be opened in any Word Processor and used to draft amendments or changes to the Code; Perform simple searches or sophisticated Boolean logic searches. You can also narrow your search scope to specific portions of the Code; View images inline for context within the Code sections. And most importantly, you can do all of these things without Internet access!

We feel we have the most comprehensive backup system in the industry. We back up all changed data nightly; all files weekly, and monthly move a complete backup to an offsite, climate-controlled storage facility. We frequently test our entire data system for restoration.

Code of Ordinances Online. MCC can also post the entire Code and/or pending legislation onto the Internet. Our web site is http://www.municode.com. MCC uses a custom search application built upon dtSearch, a search API that provides instantaneous searching for over 2,800 Codes. MCC is currently providing 12 Mbps of bandwidth, 60 fully redundant servers (duplication and backup) and handles over 8,000 individual users and over 25,000 page views each day.

MCC can provide website customization, where the Code will match the appearance of the City's existing web page logo. To view this service, go to the online Schaumburg, IL Code of Ordinances.
MCC has launched a new website and is currently in the process of transitioning all online publications to the new website. Along with improved performance, the new website allows users to **print, save to RTF or email portions of the Code; link to sections; provide internal links within the Code; link to external document or websites; posting of ordinances between supplements; Orlink; and SmartCode.** MCC can also create hyperlinks to cross-referenced material throughout your Code. MCC can create a repository of any ordinances you submit to us for codification. We can then utilize that repository to link the PDF of the ordinance to any affected sections within the Code. MCC will add the display of graphics and tables within the document without a link. MCC can provide black and white graphics as well as color graphics. MCC can also emulate “smartcode” and “form based codes” as well as update them.

We have included a couple of screen shots of the new website below showing the aforementioned items.

**[Print, save to RTF or email portions of the Code]**

**Carlsbad, California (Municipal Code)**

A Codification of the General Ordinances of Carlsbad, California

Beginning with Supp. No. 27, Supplemented by Municipal Code Corporation

**[Link to sections]**

**Chapter 10.08 - TRAFFIC ADMINISTRATION**

Please copy the URL below to create a static link to the referenced location within this document:

http://library.municode.com/HTML/16245/level2/T10_C10.08.html#T10_C10.08_10.08.020

**Response to Request from Municipal Code Corporation**
Sec. 47.03. - Chapter 3 Amended.

Chapter 3 of the Plumbing Code adopted by Sec. 47.01 is hereby amended by the addition of Sections 313 and 314 to read as follows:

Section 313. Flammable Liquids.

Sec. 47.01. - Adoption of Standard Plumbing Code.

The Standard Plumbing Code, 1994 Edition, including Appendix Section 108, 406, 922, and Appendices "H," all of which are hereby declared to be part of this Code, shall be used in the planning and designing of plumbing facilities in the City of Orlando for the purpose of prescribing regulations governing the installation of plumbing facilities in the City of Orlando.

[Links to external document or websites]

CODE

Please click the link below to view all ordinances.

Clark County, NV Amendments

[Posting of ordinances between supplements]

New Ordinances on the Web!

This listing includes all legislation received by Municipal Code since the last update (printed or electronic) to the Code.

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Law No. 01-2009</td>
<td>1/26/2009</td>
<td>Repeal and enact sections 2-41 through 2-46 regarding to code of ethics.</td>
</tr>
<tr>
<td>Local Law No. 01-2009</td>
<td>1/26/2009</td>
<td>Amend section 2-302 establishing term limits for elective office.</td>
</tr>
<tr>
<td>Local Law No. 01-2009</td>
<td>1/26/2009</td>
<td>Repeal and enact new Ch 10 regarding to licenses, peddling, soliciting,</td>
</tr>
<tr>
<td>Local Law No. 01-2009</td>
<td>1/26/2009</td>
<td>home improvement contractor's and filming.</td>
</tr>
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</tbody>
</table>

Disclaimer: This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality, Municipal etc.
Long Beach, California - Municip
LONG BEACH, CALIFORNIA - MUNICIPAL CC
Volume I
Title 1 - GENERAL PROVISIONS
Title 2 - ADMINISTRATION AND PERSON
Title 3 - REVENUE AND FINANCE
Title 4 - (RESERVED)
Title 5 - REGULATION OF BUSINESSES,
Title 6 - ANIMALS
Title 7 - (RESERVED)
Title 8 - HEALTH AND SAFETY
Title 9 - PUBLIC PEACE, MORALS AND Y
Title 10 - VEHICLES AND TRAFFIC
Title 11 - (RESERVED)
Title 12 - OIL PRODUCTION REGULATION
Title 13 - (RESERVED)
Title 14 - STREETS AND SIDEWALKS
Volume II
Title 15 - PUBLIC UTILITIES
Title 16 - PUBLIC FACILITIES AND HISTO

10.32.110 - Areas designated.
Amended by Ordinance No. ORD-09-0032
Amended by Ordinance No. ORD-09-0030

The streets, and portions of streets, enumerated in this section are designated as preferential parking districts for the purposes of this chapter.

- District A: Linden Avenue between Gilby Road and Carson Street; Roosevelt Road between Long Beach Boulevard and the alley west of Atlantic Avenue;
- District B: Ultimo Avenue between Sixth Street and Seventh Street;
- District C: West side of California Avenue between Armando Drive and Roosevelt Road;
- District D: Both sides of Calita Street between Glash Avenue and Park Avenue; both sides of Glash Avenue between Park Avenue and Calita Street; and both sides of Park Avenue from Pacific Coast Highway to Atherton Street;
- District E: Zona Court between Fourth Street and Fifth Street;

[Smartcode]

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Oshemo Charter Township, (Ka)
ZONE ORD. ORDINANCE
SECTION OF CURRENT - ZONING ORDINANCE
SECTION 10 - ZONING ORDINANCE
SECTION 11 - ZONING ORDINANCE
SECTION 12 - ZONING ORDINANCE
SECTION 19 - ZONING ORDINANCE
SECTION 20 - ZONING ORDINANCE
SECTION 21 - ZONING ORDINANCE
SECTION 22 - ZONING ORDINANCE
SECTION 23 - ZONING ORDINANCE
SECTION 24 - ZONING ORDINANCE
SECTION 25 - ZONING ORDINANCE
SECTION 26 - ZONING ORDINANCE
SECTION 27 - ZONING ORDINANCE
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SECTION 59 - ZONING ORDINANCE
SECTION 60 - ZONING ORDINANCE
SECTION 61 - ZONING ORDINANCE
SECTION 62 - ZONING ORDINANCE
SECTION 63 - ZONING ORDINANCE

A. MECHANICAL: The following materials are permitted:
1. Brick and stone materials.
2. Stucco-faced brick (only for facades, foundation walls, and chimneys).
3. Pre-cast concrete (for facades and cornice elements only).
4. Native stone (or synthetic equivalent).
5. Brick, block, stone, and similar materials must be properly detailed and in appropriate lead-bearing configurations.

Use of brick and stone materials are permitted.

B. CONCRETE:
5. Stucco (masonry surface finish).
6. Smooth or sand finish, no rough or "saw tooth" finish.
21.10.030 - Scope.

To the extent provided by State or Federal law or regulation, the Zoning Regulations shall apply to all development including development by the City of Long Beach or use of property within the City, whether public or private, tidal or submerged, except the following excluded properties:

A. Roadways. When dedicated as public freeways, streets or alleys, the Zoning Regulations shall only apply to issues of dedications, improvements, reservations, signage, parkway landscaping, street trees and curb cut locations. However, in the Coastal Zone, any development or other public works project in public rights-of-way shall be subject to the local coastal development permit requirements and procedures in Division IX of Chapter 21.25.

B. Oil, Gas and Water. When properties are used for oil extraction or gas extraction and processing and for City water wells, and when such uses are regulated by other provisions of the Municipal Code. However, in the Coastal Zone, all development, including drilling, new operating permits, new natural gas processing plants, drilling area changes or special condition variances, shall be subject to the local coastal development permit requirements and procedures in Division IX of Chapter 21.25.

C. Public Utility Transmission, Distribution and Transit Lines. When locating and using such lines only, and not when land, air rights or mineral rights are being utilized for other than transmission, distribution or transit purposes. However, in the Coastal Zone, all development shall be subject to the local coastal development permit requirements and procedures in Division IX of Chapter 21.25.

D. Submerged Properties. When properties are submerged, only the local coastal development permit requirements and procedures in Division IX of Chapter 21.25 shall apply, and these shall apply outside the jurisdiction of the certified Port of Long Beach Master Plan and implementing procedures.

(Ord. C-7326 § 1, 1985; Ord. C-7032 § 1, 1992; Ord. C-6533 § 1 (part), 1988.)
SUPPLEMENT SERVICE QUOTATION SHEET FOR THE CITY OF JUNCTION CITY, KANSAS

Supplement Service Base Page Rate

<table>
<thead>
<tr>
<th>Page Format</th>
<th>Base Page Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Column</td>
<td>$17.00 per page</td>
</tr>
</tbody>
</table>

Base page rate above includes
- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions\(^1\), (e.g. CDs and Internet)
- Printing 3 Supplements

Supplementation Schedule\(^2\) - Print or Electronic
- No additional charges for updating electronic or in print

Base Cost – Initial
- 3 complete copies of the Code with binders and tabs\(^4\)
- Electronic Copy of the Code
- Graphics and Freight for initial conversion and update
- Code on the Internet, first year

Additional Services that apply to Supplement Service
- Graphics, per graphic
- Freight
- Electronic delivery handling fee, per product
- New Ordinances on the Web (NOW), no editing, 3-5 day turnaround, per ordinance
- Ordlink\(^6\), per ordinance

Additional Services
- Legal Review of new ordinances\(^7\)
- Legal Review of entire Code
- Payment for Legal Review is due upon completion of the review if elected

Additional Provisions
- 3 copies, added or amended material
- Binders, each
- Tabs, per set
- Electronic copy, CD or download
- Code on the Internet, if added to Code of Ordinances
- Code on the Internet, as separate publication per year

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

\(^1\) We do not charge a per page rate for updating CDs or the Internet—this is included in the supplement per page rate.

\(^2\) Schedule can be changed at any time during the contract. Information on Weekly, Bi-weekly and Monthly Supplement schedules are available upon request.

\(^3\) MCC will only charge for added or amended pages estimated at 336 pages with ordinances from July 2010 to present.

\(^4\) Initial conversion to MCC's database is at No Charge to the City. MCC will furnish 3 complete copies once converted to MCC database.

\(^5\) Subsequent years at MCC's published rate, currently $450.

\(^6\) If Ordlink is selected then the N.O.W. Service is not necessary.

\(^7\) If future Legal Review (after July 2011 ordinances) $24 per page

Response to Request from Municipal Code Corporation
This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by MCC and the County.

**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

MCC Officer: [signature]
Title: CFO/NP Finance
Witness: [signature]
Date: 6-9-2011

Accepted by:

JUNCTION CITY, KANSAS

By: ____________________________
Title: __________________________
Witness: _________________________
Date: ___________________________
WEBSITE SERVICES

Customization

➢ **Site Customization** – MCC can customize the look and feel of your Code on municode.com to more closely match your web site. For a minimal setup fee, MCC will post a banner image (provided by the client) over the top portion of our site. $250 set up. No annual charge, unless Client changes their banner.

Linking

➢ **Cross Reference Hyperlinking** – 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.

➢ **State Statutes Hyperlinking** – References to state law contained in ordinances or Codes sections can be hyperlinked to statute being referenced.

➢ **External Hyperlinking 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.

Printing, Saving and Emailing

➢ **Print or Email from the Web** – Chapters, Articles or individual Sections may be selected for printing or emailing. The functionality is very intuitive and easy to use.

➢ **Save** – Similar to Printing or Emailing, Chapters, Articles or individual Sections may be selected for Saving. However, Save preserves the formatting and allows a document to be edited using your word processing software. These features are offered to you as part of your annual Internet fee.

Searching

➢ **Pinpoint Searching** – Easily search any individual Code with our new and enhanced 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.

➢ **MuniPro Searching** – MuniPro Searching allows you to search all of the Codes we host (the entire country; a single state, a specified population range; 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. Annual subscription of $500 for first license, $300 for additional licenses. Licenses are concurrent, not individual. User Name and Password required.

Tracking Ordinances

➢ **New Ordinances on the Web (NOW).** MCC can post newly enacted ordinances on the web between supplements so that anyone viewing your Code will find the most current legislation. The NOW ordinances will be fully searchable as part of your Code database, but they will not be edited into the Code. They will simply be posted as a PDF in their original form. A list of NOW ordinances is included in the opening page of the Code in a table to include ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing. Once NOW ordinances are Included in a supplement to the Code, they will be removed from the web. For the NOW ordinance 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. No setup fee is required.

➢ **OrdLink.** OrdLink links a NOW ordinance to the section being amended. Linked Sections will be highlighted in the Table of Contents and a link is created from the amended section to the new ordinance. Once the linked NOW ordinances are incorporated into the Code they are removed from the website. For
the linked NOW ordinance 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. No setup fee is required.

Viewing

➤ **In-line Images & PDFs** - MCC 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. MCC 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 forms-based Land Development Codes. This service is included in your annual Code on the Internet fee.

➤ **Mobile Friendly Site** -- The Municode.com Online Library offers 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 Smartphone's. The website knows 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.

➤ **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.
Municipal Code Corporation
P.O. Box 2235 Tallahassee, FL 32316
www.municode.com 800-262-2633 Fax 850-575-8852

Take a look at our Electronic Services!

• Code online in our Municode Library
• Ordinances posted after adoption
• Online only updates with E-Supplements
• Database versions of your code:
  RTF - For editing and file sharing
  HTML - For web building
  XML - For integration
  PDF - For printing and archiving

Municode Online
MCC's Municode Library contains over 2,500 Codes of Ordinances. Each code is integrated with the most comprehensive search engine in the industry. Recently enhanced features include full Boolean searching, more detailed search and print parameters, the ability to save Titles, Chapters, Division, Articles, and Sections as an RTF, inline graphics, and static links to chapters and sections of the code....$500 annually

New Ordinances on the Web (N.O.W.)
Append newly enacted ordinances to the Code in between updates. NOW ordinances will appear within 3 - 5 days of submission.....Price per ordinance...$25.00

E-Supplements
Update more often than the printed supplements for no additional costs; it's included in your supplement per page rate. You can then print on any schedule at no charge except shipping.

Municode Desktop
Municode Desktop is essentially a portable version of our Municode Library. Users will experience the exact same look, feel, and feature set as they would with any code hosted in our Municode Library. Municode Desktop can be installed on a single workstation or on a network......$295 initially, then $75 per update

Municode RTF
RTF (Rich Text Format) is most frequently used for drafting new legislation. The RTF file is fully searchable, and can be opened in any standard Word processor....$150 initially, then $75 per update

Municode HTML
Want to host your code from your own website? Municode HTML is the exact same HTML format we deliver via our search engine. All formatting and updates will exactly match our hosted version.....$150 initially, then $75 per update

Municode XML
Need to integrate your code with another information system? MCC can deliver our Municode XML format to facilitate integration of the municipal code with other related systems or content....$150 initially, then $75 per update

Municode PDF
Eliminate the need for printed copies of the Code or supplements by ordering the Acrobat PDF of the Code. We provide the PDF as updated through the latest supplement or we can provide just the supplement for your printing. This is a valuable product for archiving copies of the Code as you publish supplements...$295 initially, then $75 per update

Questions? Contact us at 800-262-2633 or at info@municode.com
What are people saying about MCC Supplement Service?

"I am always and continually impressed with the level of service from you. Thanks again."
April Beachum - Town Clerk, Fort Mill, SC

"Amazed at the quality of the search engine with the Code Online and love the ability of NOW for quick public notice and access of new ordinances. Making the effortless switch to Municipal Code has provided us with a valuable tool for managing our city ordinances."
Barbara Van Clake, CMC, WCMC - Deputy Clerk/Treasurer, Omro, WI

"I think the customer service is excellent. Whenever I communicated an issue it was addressed the same day whenever possible."
Sharon Tudor - Deputy County Clerk, Franklin County, VA

"I think that MCC does a wonderful job ... you've always helped me out with getting everything that I need..."
Anita Byrd - Legal Administrative Assistant, Pasco County Attorney's Office, FL

"Everyone at MCC is very helpful. I couldn't do without all of you! Over the ten years we've been associated, we've enjoyed a great relationship with MCC. You have always been right on the spot."
Cheryl A. Chorney, CMC - Town Clerk, Exeter, RI

"Publishing Codes is a tedious and extreme responsibility that the governing bodies, the public, businesses, and institutions depend on whether in bound versions or via the web. I have nothing but great things to say about Municipal Code Corporation. Keep up the good work."
Lynne A. Kyle - NCCP Business Process Manager, Charlotte, NC

"MCC's Code on the Internet is very convenient and nice, easy access for the Board members and citizens."
Pam Donohoe - Clerk, Village of Somerset, WI

"The City of Knox was very satisfied with the services that we received from Municipal Code Corporation. They got the job done in a reasonable time and were accurate. We were especially happy with the format they used to post our code on the web. We would recommend them to anyone."
Jeffery J. Houston - Clerk-Treasurer, Knox, IN

"Municipal Code has proven to be a huge time saver. Previously, the township kept ordinance books on hand for purchase and provided the service of mailing updates for a nominal fee. Now we simply refer individuals to Municipal Code to purchase our ordinances and it's hassle free."
Linda Kerr - Charter Township Clerk, Charter Township of Texas, MI

"Our office enjoys working with Municipal Code; the company is always friendly and easy to work with."
Anita Gomez - Administrative Secretary, Irving, TX

"I've always found everyone at MCC to be extremely helpful, friendly, and very patient. Time is always taken to assist me. It's been a pleasure working with Municipal Code."
Cathy Eckles - Paralegal, Stafford County Attorney's Office, VA
December 14, 2010

RE: Municipal Code Corporation

To Whom It May Concern:

I am pleased to recommend Municipal Code Corporation of Tallahassee Florida, based upon the financial stability of the company, the character of the management and the expertise of the firm.

Municipal Code Corporation is a 60-year-old company that consistently maintains significant deposits and liquidity. Municipal Code has excellent depth in management and is consistently developing new associates and future leaders to maintain the legacy of excellence that has been built over the past 60 years. Their production facility has the equipment and staff necessary to undertake significant projects.

I am most happy to serve as a reference for Municipal Code Corporation.

Sincerely,

[Signature]

G. Matthew Brown
President and CEO

GMB/sg

The mission of Premier Bank is to create a pleasant banking experience and work environment while achieving outstanding financial performance. Our bankers seek to be distinguished by their servants’ hearts and a sincere desire to treat others as they wish to be treated.