SUBJECT: Approval of agreement with CivicPlus, LLC, for the recodification of the City of Novi Code of Ordinances in the amount of $36,650.

SUBMITTING DEPARTMENT: City Clerk

EXPENDITURE REQUIRED	$36,650.00
AMOUNT BUDGETED	$40,000.00
APPROPRIATION REQUIRED	$0
LINE ITEM NUMBER	101-215.00-816.062

BACKGROUND INFORMATION:

The City of Novi has utilized Municode to maintain our physical and online Code of Ordinances for many years. Through some reorganization, Municode is now "CivicPlus." City Council approved the Code of Ordinances in April 1987, and amendments have been made as needed. Municode/CivicPlus has recommended a full legal review and recodification in order to "create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies, free of errors in spelling and grammar, formatted in a manner that allows for continued growth and expansion and in conformity with the laws of the State of Michigan." The process would be two-part. First, a legal review would be performed to identify internal conflicts and inconsistencies within the Code and with Michigan State Law. The City Attorney's office and other departments would be involved in the process. The second phase would implement the agreed-upon changes and republish the Code. The anticipated timeline for the conversion and republication is 3 to 4 months.

RECOMMENDED ACTION: Approval of agreement with CivicPlus, LLC, for the recodification of the City of Novi Code of Ordinances by CivicPlus in the amount of $36,650, subject to final review and approval of the terms of the agreement and attachments by the City Attorney and City Manager's office.

municode

CONNECTING YOU & YOUR COMMUNITY

PHASED RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Novi, Michigan

June 29, 2022 – Quote valid for 90 days

Lafaye Kiely
Legal Account Manager
Office: 800-262-2633 ext. 7118
Direct: 850-692-7118
Email: lkiely@civicplus.com
PO Box 2235 Tallahassee, FL 32316

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LETTER OF INTEREST

June 29, 2022

Ms. Cortney Hanson
City Clerk
45175 West Ten Mile Road
Novi, Michigan 48375   via email: chanson@cityofnovi.org

Ms. Hanson:

Thank you for your interest in Municode's "phased" recodification services. The goal of recodification is to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; formatted in a manner that allows for continued growth and expansion and in conformity with the laws of the State of Michigan.

This proposal summarizes the scope of services for a "phased recodification", which is completed in separate phases. The initial phase consists of a Legal Review, which will identify internal conflicts and inconsistencies within the Code and with Michigan State Law. In phase 2, Municode will implement the agreed upon changes and republish the Code, with supplementation beginning anew with Supplement 1. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide.

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States and host over 3,700 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at https://www.municode.com/ to explore our full suite of government services.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and timely supplement service possible. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

In addition to codification services, we provide a "circle of governance" that offers website design, meetings management and document archival tools in one seamless experience. Customers who trust Municode with their online codes, meetings software, and municipal website enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes can automatically be uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service.

Please contact Legal Account Manager Lafaye Kiely (lkiely@civicplus.com; 850-692-7118) if you have any questions. Thank you for the opportunity to submit this proposal!

Sincerely,

Steffanie W. Rasmussen
Vice President of Client Services
Phone: 800-262-2633 ext. 1148
srasmussen@civicplus.com

PHASED RECODIFICATION QUOTATION SHEET

Total Base Cost for Recodification in Phases (see breakdown below):   **$36,650**

Phase 1: Legal Review & Conference (includes Subdivision/excludes Zoning):
- ★ Legal review[1] of the Code of Ordinances   **$12,600**
- ★ Conference (please select one)
  - ❑ Teleconference with Municode attorney, per 3-hour conference   **No charge[2]**
  - ❑ Conference with Municode attorney   **Attorney time, travel, lodging and per diem**

Phase 2: - Implementation & Republication Base Cost, includes   **$24,050**
- ★ Receipt, review and organization of materials
- ★ Implementation of approved legal findings
  - ★ Updating State Law references
  - ★ Editorial preparation and proofreading and page formatting
  - ★ Maintain history notes and existing OrdBank linking
  - ★ Indexing
- ★ Tables[3], Graphics[4] & tabular matter[5]
- ★ Final proofreading and corrections
- ★ Quality control review and printing
  - ★ 1 printed copy, to include 3-post stamped binder and tabs + Code PDF
- ★ Sample adopting ordinance prepared by a Municode attorney

Optional Services
- ❑ Gender Neutralization of Code   **$1,666**

Project is based on the font size & pages below – please only select one:
Font Size Double Column: ❑ 10-point (1,190)   ❑ 11-point (1,449)

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

Items not included in base cost
- ★ Pages **over** 1,190 10-point, double column pages per page (or equivalent)   **$22**
- ★ Freight   **Actual**
- ★ State sales tax   **If applicable**
- ★ Post your code on MunicodeNEXT   **See selections on page 4**

Payments for Legal Review:
- ★ Upon Execution of Agreement   **$6,300**
- ★ Upon Delivery of Legal Memorandum   **Balance**

Payment for Implementation & Republication
- ★ Commencement of Implementation and Republication phase   **$9,620**
- ★ Submission of Proofs   **$8,420**
- ★ Delivery   **Balance**

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[1] Sales tax is additional where applicable.
[2] Each additional hour invoiced at $150 per hour.
[3] The following tables are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.
[4] Includes printing all copies.
[5] Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service (<u>excludes</u> Zoning)[6] – Current Schedule = On Request. Must select regular schedule per options below. This service is not dependent on the Recodification. Can be approved separately. We will provide a Statement of Work for signing if approved.

Full Service Schedule: $3,500 annually (See chart below) invoiced 2023
20% Discount applied to first 12 months of service – invoiced 2022
- Select regular schedule: annual, semi- annual, tri-annual, quarterly
- Current legislation includes Appendix C – Subdivision Ordinance

Full Service Schedule Plus: **additional** $2500 if selected. Schedule can be increased to monthly, on demand or monthly electronic supplementation

Annual rate above includes:

★ Annual fee includes the supplementation of legislation permanent and general in nature. Omitted legislation is not included in annual fee.
★ Acknowledgement of material
★ Editorial work
★ Proofreading
★ Updating the index
★ Updating online code upon completion of each supplement
★ Printing[7] = Supplement PDF and Full Code PDF only per "print" schedule
★ Images, Graphics & tabular matter.

Annual rate above excludes:
★ Additional copies, reprints, binders and tab orders
★ Legal work, creation of fee schedules, gender neutral review/implementation, external linking
★ Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material.
★ Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt.
★ Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt.
★ The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request.
★ Online Code hosting and online features, see the following page.

Line Item – Code of Ordinances	2015	2017	2018	2019	2021
Supplement charges ($21.00 per page)	$3,864	$2,604	$2,184	$2,898	$3,738
Images, Graphics, Tabular Matter ($10 each)	$0	$60	$50	$0	$80
Full Pub PDF - $75 ea.	$75	$75	$75	$75	$75
Administrative Support Fee (annual)	$0	$450	$450	$450	$450
Totals	$3,939	$3,189	$2,759	$3,423	$4,343
5 year average	**$ 3,531**				

Based on 5 years of data. No supplements were completed in 2016 and 2020.

Invoices for Supplements will be submitted annually and billing month to be established upon approval.

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[6] All services under this contract can be increased annually by 5% starting year 3 of service. Sales tax will be applied where applicable.
[7] Color printing and an increase in the desired number of supplement hard copies will result in an increase in the annual fee.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 4,000 codes on MunicodeNEXT here. **Please check the appropriate box (es) to indicate your selection:**

EXISTING SERVICES

➢ **Online Code = *MunicodeNEXT*,** annually   **$500**

➢ **CodeBank** annually   **$150**

➢ **CodeBank Compare** + **eNotify**[8] annually   **$250**

➢ **OrdBank** per ordinance $35 ea – will no longer be available per ordinance. Can be billed with other online services for **$324 annually**. Based on average of last 5 years.

ADDITIONAL AVAILABLE SERVICES

❑ **OrdBank** + **OrdLink** annually (or per ordinance)   **$524**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.

❑ **MuniPRO** Service annually *(sample Ordinance Service)*   **$295**
Search nearly 4,000 codes/ordinances in our online library. Attach notes to codes and drafts of new legislation.

❑ **Custom Banner** one-time fee   **$250**
Customize MunicodeNEXT to match the look of your website.

❑ **MuniDocs**[9] annually, upgraded self-loading capabilities   **$350**[10]
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

❑ **MyMunicode** annually.   **$1,400**[11]
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner

❑ **Add OrdLink to the MyMunicode bundle for only $150 annually!**

RECOMMENDED ADDITIONAL SERVICES *(See Additional Services)*

❑ **MunicodeMEETINGS**, annually ($6,400 if bundled with other Municode services)   **$6,600**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

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[8] Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.
[9] Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.
[10] Includes up to 25GB data storage. Quote for additional document storage is available upon request.
[11] Total value if each item were to be purchased a la carte would be approximately $1,519 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 70 years of experience nationwide, Municode's mission is to strengthen democracy by connecting public sector organizations to their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned and financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Michigan, Virginia, and Washington.

Our Vision: Simple, Seamless Integration

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

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

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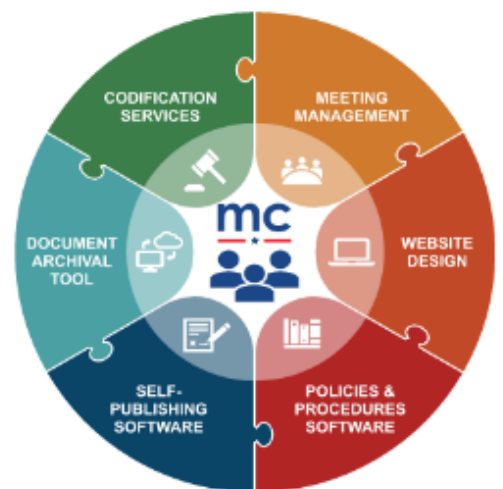
SCOPE OF SERVICES

Phase 1 - Legal Review & Conference

During the Legal Review process, the attorney assigned to your project will examine every title, chapter, section and line of the Code to ensure that it is free from conflicts and inconsistencies and conforms to the laws of the State of Michigan. Your Municode attorney will be available to consult with you and your staff at any time during the Legal Review process, which is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the analysis. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the review unless otherwise instructed by you.

Attorney Analysis and Review of Material. Our legal team will review the Code to ensure conformity with state statutes and to identify any areas of possible legal concern. New legislation included in the analysis will be compared to Code content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the established cut-off date for the Legal Review, or items not contemplated within the scope of service, may be included later at an agreed upon page rate.

References. We will provide State Law References within the Code. Editorial notes will be provided as appropriate. Internal references within the Code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter (if applicable). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal analysis will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Phase 2 - Implementation & Republication

Implementation of Approved Recommendations. Recommendations from the legal review, as approved by you and your staff, will be incorporated into your code by aggregating all changes and republishing the code. Upon completion of the republication, we recommend you readopt the entire code. We will provide you with an adopting ordinance.

- ★ **Incorporate Legal Review Findings**. All approved recommendations will be implemented into your code as outlined in the Legal Memorandum.
- ★ **Incorporate Ordinances.** The ordinances that you have enacted subsequent to the latest ordinance included in the existing code will be incorporated as shown on the price quotation sheet. The amended or repealed provisions will be removed and the new provisions inserted.

Republication

We will work with you to confirm the desired formatting and style of the Code. We will update the preliminary pages, create an Index (if elected) and Table of Contents; add any uncodified newly adopted legislation at the per page supplement rate quoted; update history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables. Proofs will then be provided for your review. Following the approval of the proofs, the Code will be shipped and posted online in fully robust HTML format.

We will handle 100% of the publishing of your Code. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your Code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the Code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is **3 to 4 months**, excepting any delays in our receipt of materials or your return of proofs. Within 2 weeks of shipping the new Code, it will be published online in fully robust HTML format via MunicodeNEXT. The current Code can be posted online in PDF format during the conversion and republication phase, if desired.

The process includes:

★ Conversion to our codification database;
★ Inclusion of adopted legislation can be added at the per page supplement rate quoted;
★ Removal and replacement of supplement numbers;
★ Updating of preliminary pages (title page, officials' page, and preface);
★ New page numbers;
★ Editing & proofreading;
★ 10-point Times New Roman font, single column format, unless otherwise instructed;
★ Incorporation of maps, diagrams, charts and tables;
★ Preparation of Table of Contents and updating or creation of an Index (if elected);
★ Proofs provided for your review;
★ Posting your newly republished Code on MunicodeNEXT;
★ Providing printed copies and any electronic versions specified in the format of your choice (WORD, PDF, FOLIO), as elected on the quotation sheet.

Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **40 to 45 days for printed supplements** and can provide you with h "always up to date" **electronic update services within 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

MUNICODE PRINTED SUPPLEMENTATON PROCESS
- Submission of Materials
- Editorial Review
- Mark Up
- Indexing
- Proofreading
- Corrections
- Printing & Shipping
- Upload to the Internet

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".

2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will

be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.

3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.

4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.

5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.

6. Printing and Shipping – We will print, cut, 3 hole-punch, and ship your supplement to you unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.

Online Code Hosting (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT ([https://library.municode.com)](https://library.municode.com) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see **Attachment A**), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,700 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

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

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

MunicodeNEXT Premium Feature Summary (See Attachment A for screenshots and full details)

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the City's logo or website. Our MuniPRO feature allows you to search nearly 4,000 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code. A summary of our Premium features is provided below.

★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.

★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).

★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.

★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.

★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.

★ **MuniPRO** allows you to search nearly 4,000 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

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

CivicClerk: Meeting and Agenda Management (Ideally suited for municipalities over 15,000 population)

CivicClerk® is a fast, intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings and creating post-meeting follow-up tasks. It provides time-saving automation while allowing clerks to balance such convenience with manual controls and overrides. In addition, internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools. CivicClerk was designed to offer configuration flexibility so the system can be scaled from the simplest agenda process to the most complex. In addition, built-in integrations and a full suite of APIs make integrating with other internal applications easy.

❑ **Request CivcClerk Demo/Proposal**

MunicodeMeetings: Meeting and Agenda Management (Ideally suited for municipalities under 15,000 population)

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

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!
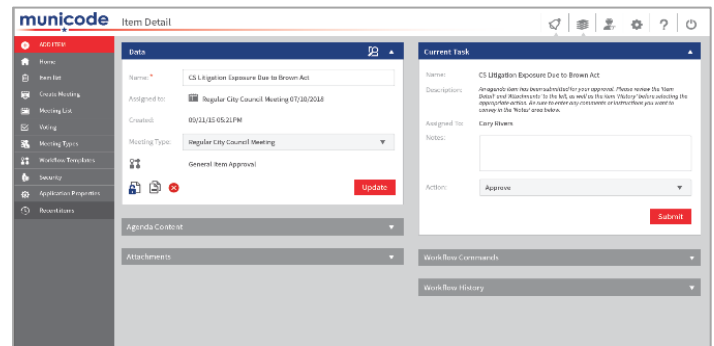
Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.

❑ **Request MunicodeMEETINGS Demo/Proposal**

municode
CONNECTING YOU & YOUR COMMUNITY

CivicEngage® Central is an easy-to-use suite of citizen engagement tools. Modules including Agenda Center, Alert Center, Calendar, News Flash, Forms Center, and others enable local governments to communicate with their citizens without the need of technical knowledge or programming skills through its drag-and-drop user interface. CivicEngage Central combines the best of responsive design, tools, accessibility, secure hosting, and reliable continuing services to provide you with a website environment to keep your citizens informed and engaged.

CivicEngage® Open uses the Drupal open source platform for easily configurable and manageable website design to provide an easy to maintain and responsive website. Ideal for Towns, Villages, Townships, Municipal Departments (Police/Fire/Library) and Special Districts, CivicEngage Open is both secure and easy for content editors to manage and update. In a matter of only a few months, you can present your citizens with an inviting and easy to navigate website that enables them to stay engaged and informed on whatever device they prefer.

CivicEngage® Evolve is a headless content management system developed specifically for local government with innovative functionality and extensive flexibility to streamline your processes. CivicEngage Evolve has a suite of built-in, robust, and customizable tools as well as permission-based access that will empower your staff to update and configure your website content easily and efficiently. It is easy for non-technical content creators to use, thanks to its live edit functionality, yet capable of limitless customizations and integrations for teams with technical resources. The flexible features, API integrations, and build-once display does not restrict content based on output structure or format.

❑ **Request WEB Demo/Proposal**

CivicRec® provides parks and recreation software to centralize all your activity, facility, staffing, and point-of-sale needs. The cloud-based nature of CivicRec means staff can manage their operations from anywhere—and on any device. Our interface is both clean and easy-to-use so that you can present a modern face to the public. Use the built-in tools to create and manage programs and activities, set up and reserve facilities, issue tickets, sell concessions or merchandise, and collect payments. Integrated calendars prohibit double bookings and allow for easy view of your facilities and programs. And with advanced access, you can control and customize reports, you can optimize revenue potential.

❑ **Request Demo/Proposal**

CivicReady® is a multi-channel communication solution that allows you to reach your citizens and visitors, no matter where they are in the community. CivicReady allows you to alert citizens within seconds with actionable information using a single interface, saving you time and amplifying your reach. Departments within your local government can also collaborate using CivicReady's real-time, two-way group messaging. CivicReady also integrates with the Federal Emergency Management Agency's (FEMA) Integrated Public Alert and Warning System (IPAWS), enabling you to reach as many people as possible,   including citizens and visitors who have not opted-in to text, phone, or email communications.

❑ **Request Demo/Proposal**

CivicHR® is our cloud-based software that automates job postings, improves talent selection, simplifies employee onboarding, and promotes employee engagement with continuous performance feedback. This easy- to-use, comprehensive, and integrated solution allows human resource managers to simplify and streamline the continuum of personnel needs as individuals move from job seeker to new hire to employee. CivicHR integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance. Secure cloud-based storage with redundant backups and full encryption ensures security and proper access to your critical data.

❑ **Request Demo/Proposal**

SeeClickFix powered by CivicPlus is a cloud-based, GIS-enabled, 311 and citizen relationship management solution designed with built-in citizen engagement functionality. SeeClickFix has the tools to manage the tasks and communications needed to get the job done for field workers and administrative staff. With our request management features, you can seamlessly collect, manage, and route requests through custom workflows tailored to your processes with easy-to- use web forms and mobile apps. Integrations and APIs make it easy to connect SeeClickFix to the systems you already use. Further, our Conversations module is a multi-channel communication tool to improve and simplify citizen and local government engagement.

❑ **Request Demo/Proposal**

CivicOptimize® is a digital optimization platform that allows local governments to scale technology solutions and quickly digitize paper and in-person workflows. This scalable software is a suite of deployment-ready apps, forms, and integrated systems, the foundation of which is CivicOptimize Productivity, a low-code development solution. Productivity streamlines integrated municipal teams' ability to create custom digital solutions to meet their community's unique government service delivery needs. Low-code development environments allow for collaboration between nontechnical department leaders and programmers to develop solutions that meet business needs. With Productivity, teams can create efficiency-centric applications, including digital forms, hosted cloud infrastructure, IoT connectivity, and performance monitoring capabilities.

❑ **Request Demo/Proposal**