COUNTY AGENDA REQUEST

Department:	Administration	Presenter(s):	County Administrator Steve Rapson
Meeting Date:	Thursday, January 24, 2013	Type of Request:	New Business

Wording for the Agenda:

Consideration of staff's recommendation to recodify Fayette County's Ordinances through Municipal Code Corporation, in the amount of $22,950.00 to be funded from the General Fund's Unassigned Fund Balance, and authorization for the Chairman to sign a contract or related documents contingent upon the County Attorney's review.

Background/History/Details:

The Fayette County Code of Ordinances was last codified through Ordinances Number 2007-04 which was adopted by the Board of Commissioners on March 22, 2007. Fayette County's codified ordinances are accessible from Municode's website at http://library.municode.com/index.aspx?clientId=11841.

Since 2007, Fayette County has passed and provided to Municipal Code Corporation (also referred to as "Municode") 57 additional ordinances. Those 57 ordinances are also accessible at the Municode website.

On December21, 2012, Municode provided Fayette County a base cost Recodification Quote, in order to recodify Fayette County's Ordinances, in the amount of $22,950.00. This base cost may increase if certain items, which are not included in the base quote such as additional pages, graphics and tablular matter, and additional copies, are desired. Related costs for these additional features are included in the documentation provided by Municode.

Funding to recodify the county's ordinances has not been budgeted, so it is recommended that funding for this request be provided from the General Fund's Unassigned Fund Balance.

What action are you seeking from the Board of Commissioners?

Consideration of staff's recommendation to recodify Fayette County's Ordinances through Municipal Code Corporation, in the amount of $22,950.00 to be funded from the General Fund's Unassigned Fund Balance, and authorization for the Chairman to sign a contract or related documents contingent upon the County Attorney's review.

If this item requires funding, please describe:

Fayette County has a base quote to recodify the ordinances in the amount of $22,950.00. It is recommended that the General Fund's Unassigned Fund Balance be utilized for this request.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

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

December 21, 2012

Mr. Floyd Jones
County Clerk
Fayette County
140 Stonewall Avenue West
Fayetteville, GA 30214

via email: fjones@fayettecountyga.gov

Dear Mr. Jones:

Thank you for corresponding with our Sales Representative, Faye Creel, regarding the County's Code of Ordinances. Per your conversation with Faye, we are pleased to submit our professional service proposal for the Recodification of Fayette County's Code.

ABOUT THE MUNICODE CODIFICATION PROCESS. Municode's approach to codification sets the standard in the industry. The project starts with a conference call during which you can outline specific issues or concerns. Our attorney will review the existing Code and ordinances giving emphasis to your expressed concerns and look for conflicts with state law, case law relating to the County's ordinances, the Charter (if applicable and included in project) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal manuscript and discussed at a conference between you and our attorney. Following implementation of the agreed upon solutions, proofs of the new Code are sent to you. Upon your return of the proofs, an index is prepared, copies are printed and the new Code is posted on-line. Other aspects of the project, such as the editorial process and satisfying the demand of subscribers are described in greater detail in the proposal.

WHY USE MUNICODE? Municode is the oldest and most experienced codifier of local government Codes. However, we are family owned and operated which translates into an unmatched commitment to customer service. Our clients tell us the following distinguishes Municode as the best:

- *STAFF ATTORNEY AND CONFERENCE* – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you anytime during the project and will conduct the editorial conference. This dialogue is essential in assuring the Code accurately reflects the intent of the ordinances enacted by the elected officials.
- *LEGAL MANUSCRIPT* – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the manuscript. This approach facilitates collaboration and dissemination among Departments.
- *SAMPLE LEGISLATION WEBSITE* – During the project, and afterwards, you can search our website of more than 2,700 Codes for almost any imaginable topic.
- *TECHNOLOGY* – Municode regularly invests in technology that benefits our clients. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

If you have any questions or desire additional information, please call and speak with Steffanie Rasmussen or me. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

Dale Barstow
Vice President - Sales

DMB/tgt
Enc.

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EXECUTIVE SUMMARY

Municipal Code Corporation (Municode) was founded in 1951 and offers services to local governments nationwide. We have published more than 3,500 Codes. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to shipping a Supplement to posting the content on-line, Municode assures the fastest, most accurate delivery of codification services. We work hard to maintain the high level of service our Clients have come to expect.

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. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation.

Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month; this scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments. Lastly, we moderate a Listserv for the exclusive benefit of Municipal Attorneys. The Listserv includes more than 600 municipal attorneys, and your attorney can join for free.

Using Technology for Your Benefit

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

Association Support

Municode supports many Clerk, Attorney, Municipal and County Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Clients. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

SCOPE OF WORK

MUNICIPAL CODE CORPORATION, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform codification services for the **FAYETTE COUNTY, GEORGIA,** hereinafter referred to as Client.

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

1. **Material**. The following sections describe the nature of material included or excluded in the project, returning an archival copy to the Client and adding material to the on-line collection.

   a. ***Included Ordinances***. All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the Municode attorney (usually following delivery of the Legal Manuscript) will be included in the new Code. Municode prefers the material in an editable electronic form, and will rely upon the electronic media during the codification process when furnished electronically. However, materials are not required to be furnished in electronic form and can be provided as a printed copy. All material received by Municode will be acknowledged via e-mail to establish a record of included ordinances. Research of minutes can be provided as agreed upon by the Client and Municode.

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

   c. ***Archived Material***. All Ordinances submitted to Municode can be scanned and integrated with a run-time version of the document management software, Laserfiche, and returned to the Client on a CD.

   d. ***Additional Content***. Additional material can be posted on-line along with the new Code. Such material will be excluded from the research, editing and print publication process, but fully searchable on-line. Examples of additional content include: Administrative Rules & Regulations; Policy and Procedure Manuals; and Forms required for applications or to apply for permits or licenses.

2. **Supplementing Existing Code during Codification**. Municode can provide Supplementation Services, electronic options and web hosting for the existing Code while the codification project is underway. Electronic options include providing Electronic Updates in lieu of Printed Supplements. All service options are described in greater detail in the Supplement Service portion of the proposal.

3. **Legal and Editorial Work**. Municode will assign a team, consisting of a lead attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Client's attorney and should not be considered legal advice. This legal team is responsible for the following:

   a. ***Research and Review***. Municode will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one); additionally, the ordinances are compared to other ordinances to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.

   b. ***Structure***. Municode will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. Municode will assume the existing Code organization is to remain intact unless discussed with our attorney and approved by the Client.

c. ***Legal Manuscript***. Municode will submit a legal manuscript for the Client's review. This manuscript will reflect the Municode attorney's legal review and will embed the attorney's comments and questions within text of the Code as "Comments" or "Footnotes." The legal manuscript will be provided in electronic form, though a printed copy will be provided upon request.

d. ***Conference***. Municode will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. All interested personnel may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal manuscript. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Manuscript.

e. ***References***. Municode will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate. Cross references within the Code will be hyperlinked in the on-line version.

f. ***Editing***. Municode will edit the text of the Code to reflect proper grammar and stylistic consistency. Municode will not reword any provision that changes the substantive intent of the Code, unless the Client approves the revision. However, non-substantive revisions to improve readability are a part of the codification process.

g. ***Proofreading***. Municode will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and Municode's attorney are correct.

h. ***Page Format Options***. Municode will review page composition format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Client. We will help you choose a format that result in a professional document that is easily researched. Sample page formats will be provided for review and selection.

i. ***Index and Tables***. Municode will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, Ordinance Disposition, Supplement History) for the Code as necessitated by the materials. Additional tables required by the Client, such as a schedule of fees, can be created or manipulated for an additional hourly fee.

j. ***Graphics***. Municode will add the graphics provided by the Client in a usable (preferably their native) format and insert them into the printed and electronic versions of the Code. Manipulation, enhancement, reformatting of any graphic supplied by the Client will be performed based upon an additional hourly fee.

k. ***Adopting Ordinance***. Municode will provide an Adopting Ordinance upon completion of the project.

4. **Proofs**. After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the Client. The proofs are an updated legal manuscript indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

Municode guarantees typographical correctness. Any errors attributable to Municode will be corrected at no charge during the term of this Agreement. Municode's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

5. **Delivery of Code**. A summary of features available on municode.com follow. For a more detailed explanation see the page titled "Website Services" at the end of this proposal.

a. ***Electronic Format and Delivery Options***. The new Code can be delivered in a variety of electronic formats and mediums. Supported formats include HTML, PDF, RTF, XML and integrated with the dtSearch Engine. Electronic delivery mediums include posting on-line, CD and download (FTP).

b. ***Electronic Features and Tools***. The Code integrated with dtSearch (either posted on municode.com or delivered on CD or download as MuniCode Desktop) will have the following tools available to the user, search (simple and Boolean), ranked hit list, search history, print / save selected sections, e-mail selected sections (on-line only), expandable Table of Contents, automatic conversion to "mobile-friendly mode" when viewed from a hand held device, ability to link to individual sections from external content and customization of banner to match Client's website design.

c. ***Printing and Binding***. The number of copies needed by the Client will be printed on acid-free paper in the chosen format. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. The following binder colors are available: Brittany blue, deep green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

   Our paper vendor is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

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

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

b. ***Review Legal Manuscript***. The Client shall review the Legal Manuscript and modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.

c. ***Participation of Attorney***. Ensure the Client's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.

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

e. ***Proofs***. The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. Please note delaying the return of proofs can delay the project. Changes not discussed at conference, and deletions / additions constituting more than 5% of the total to the proofs may result in a proof update fee. Should the Client fail to return proofs within five (5) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

RECODIFICATION QUOTATION SHEET FOR FAYETTE COUNTY, GEORGIA

Base Cost (including Zoning, Subdivision and Sign Ordinances) $22,950

Includes:

- Receipt, review and organization of materials
- Legal Work
- One on-site conference
- Preparation of Legal Manuscript
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Page formatting (make selections below)
- Proofreading
- Indexing
- Creation of Tables[1]
- 1 copy[2], to include Binder and tabs (select binder color below)
- Adopting Ordinance
- Code on Internet, (existing order)
- Base number of pages

Estimated pages based on page format and font size			
Page Format	**Font Size**		
	10pt	11pt	12pt
Single Column	1350	1526	1688
Double Column	964	1174	1268

Elections to be made applying to the above project:

- Font - New Century Schoolbook will be used as the font unless otherwise indicated. Other choices include Helvetica, Times New Roman, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT
- Page Format - Please circle one (Single Column or Double Column)
- Font Size - 11 point is recommended; 10 and 12 point are available.
- Binder Color – Please circle one (Brittany Blue, Deep Green, Semi-Bright Black, Maroon)
- Stamping Color for Binder – Please circle one (Gold, Silver, White)

Items not included in Base cost:

- Additional pages over the base or material amended or added after conference
  - 8 ½ x 11 inches, single column, per page $19
  - 8 ½ x 11 inches, double column, per page $23
- Graphics[3] & Tabular[4] matter $10
- Additional Copies/Binders/Tabs Quotation upon request
- Freight Actual freight
- State Sales Tax If applicable

[1] The following Tables will be created and are included in the Base Cost: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.
[2] Municode uses only acid-free paper.
[3] Includes printing all copies. Additional fee if graphic includes color.
[4] Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

Payments – base cost split into four payments – can be budgeted over two fiscal years

• Execution of Agreement	$6,885
• Submission of the Legal Manuscript	$5,740
• Submission of Proofs	$5,740
• Delivery	Balance

SUPPLEMENT SERVICE

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

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

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

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

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

   a. ***Electronic Updates*.** Amendments to the electronic version of the Code (CD, Internet, PDF, etc.) are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.

   b. ***Printed Supplements*.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless Client chooses to utilize Municode's Distribution Services

   c. ***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.

5. **Posted Ordinances.** Municode can post newly enacted ordinances on the web between Supplements. They are posted in their original form as a PDF and must be sent in an editable format via email. Although these ordinances will be a part of your Code database, they are not incorporated (codified) into the Code until a Supplement or Electronic Update is prepared. Once the posted ordinances, except for ordinances in the OrdBank, are included in a Supplement or Electronic Update, they are removed from the website.

   a. ***NOW Ordinances (New Ordinances on the Web).*** NOW ordinances are presented on the initial page of the on-line Code in a table that includes ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing.

   b. **OrdLink.** Ordlink expands the NOW service by highlighting the affected section in the Table of Contents; Linking the amended section in the Code text to the ordinance(s) in the NOW table; and Linking the ordinance in the NOW table to the amended text sections of the Code.

   c. **OrdBank.** Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date and a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance.

ADDITIONAL SERVICES

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

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

3. **MuniPro Advanced Research Tools.** While access to the Code and ordinances is free to everyone, Municode has developed a suite of premium tools for professionals who need advanced research abilities. MuniPRO provides subscribers with the following tools:

- **MuniPRO Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire US! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.

- **MuniPRO Favorites**. Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from the Dashboard.

- **MuniPRO Notes**. Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from the Dashboard.

- **MuniPRO Drafts**. Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

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

- Archived Ordinances; integration with Laserfiche
  [ ] Up to 3,000 images, excess images $0.50/image $1,500
  - Future Updates at $1.00 per image
  [ ] Online Document Hosting – First Year $1,000
  - Annual hosting renewal at $500 and $.035 per image hosted

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

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

SUPPLEMENT SERVICE QUOTATION SHEET FOR FAYETTE COUNTY, GEORGIA

Supplement Service Base Page Rate[5]

Page Format	Base Page Rate
Single Column	$18 per page
Double Column	$22 per page

Base page rate above includes:

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Creation of Tables[6]
- Schedule as selected by Client[7]
- Updating Electronic versions[8], (e.g. CDs and Internet)
- Printing 1 supplement copy

Additional Services that apply to Supplement Service:

• Code on Internet, annually[9]	$550
• Graphics[10] & Tabular[11] matter, per graphic or table	$10
• Electronic delivery handling fee, per delivery[12]	$75
• New Ordinances on the Web (NOW), per ordinance	$25
• OrdLink[13], per ordinance	$50
• OrdBank[14] per ordinance	$10
• CodeBank, per year	$150
• Freight, prebilled	Actual freight
• State Sales Tax	If applicable

Payment for Supplement and Additional Services

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

Other Additional Services:

MuniPRO, per annum subscription	$495[15]
Electronic Records Management Software and Services (Laserfiche)	Quotation upon request
Document Scanning Services (MuniScan)	Quotation upon request
Utility Billing Services (MuniBills)	Quotation upon request

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[5] All prices quoted in this section may be increased no more frequently than annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

[6] The following Tables will be updated and are included in the Base Page Rate: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

[7] Schedule for Supplements can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

[8] We do not charge a per page rate for updating CDs or the Internet – this is included in the supplement per page rate.

[9] The annual Code on Internet fee will be $700 to include our CodeBank Service; however, the Client can choose to have the Code on Internet only at $550 per year.

[10] Includes printing all copies. Additional fee if graphic includes color.

[11] Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

[12] "delivery" is defined as making updated electronic data available to the Client on CD-ROM, FTP. Fee applies whenever content is delivered as HTML, PDF, RTF, XML or integrated with a search engine, via one of the afore-mentioned mediums.

[13] If OrdLink is selected the NOW service is not necessary.

[14] OrdBank requires participation in NOW or OrdLink service. Fee for combined services is either $35 with NOW or $60 with OrdLink per ordinance.

[15] These subscriptions are based on concurrent users, if you have five employees, but only three users will be logged in at any given time, you need to purchase only three subscriptions.

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

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

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

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: Dale Bartram

Title: VP Sales

Witness: _____

Date: DECEMBER 21, 2012

Accepted by:

FAYETTE COUNTY, GEORGIA

By: _____

Title: _____

Witness: _____

Date: _____

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

QUALIFICATIONS

For more than 60 years, Municipal Code Corporation (Municode) has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. Municode 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 MCCa (Municode Code Corporation Advantage).

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

Personnel/Offices

The entire corporate staff consists of approximately 150 employees, including 9 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Apple Valley, Minnesota; Fort Worth and Edinburg, Texas; Charlottesville, Virginia; Seattle, Washington and our main office in Tallahassee, Florida.

Key Personnel Assigned to Project

Legal:

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

Project Coordinators:

Dale Barstow, Vice President of Sales, Pilot of Municode'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. Dale has over 40 years' experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen - Assistant Vice President of Sales, M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. Worked with Bagel Bagel Café and Bagel Bagel Franchise Systems, Inc. from Restaurant Management to Developing and Implementing the Franchise Product. Communication, Efficiency and Customer Service driven.

Supplementation:

Dennis J. Sinnett, Vice President of Supplements, – Received a B.S. from the United States Naval Academy, a M.A.S from Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department. In order to ensure that you receive the best service possible, Municode has deployed a team concept. This team organizational structure allows for efficient communication, reduces the turn-around time for the publication of your supplements and helps to ensure you the highest degree of accuracy possible. In addition, because each team is comprised of three editors and one proofreader, it allows for what we call "bench depth" – there is always a backup person who is familiar with the municipality's Code of Ordinances. As the Supplement Department Supervisor, he will work with the lead editor to review the amending ordinances and establish a schedule for the completion of each job. Additionally, he will oversee your code as it progresses through our supplementation process.

Leslie Mayne, Production Support Account Representative, B.A., English and Anthropology, Florida State University. Ms. Mayne has over eleven years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She 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, A.A., Calhoun Community College; Paralegal Technology; Member of American Society of Indexers. Joy has over 10 years of experience in indexing Codes. Joy 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, B.S., Management Information Systems, Florida State University; MBA, University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. 10 years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley, Systems Administrator, AA, Tallahassee Community College, Currently obtaining BA in IT at FSU. Matt has over 3 years of systems/network management experience.

Elliot Haworth, Web Developer, B.A., Computer Science, Mercer University. Elliot has over 5 years of experience with desktop application programming and developing web based applications.

Stacy Corry – Art & Media Specialist, B.A. Psychology, Commercial Art degree – Stacy has over 10 years' experience with Municode as art and technical advisor, over 15 years' experience in graphic design, 20 years' experience as a technical writer and software trainer.

Law Editorial Staff

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida; more than 37 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States, 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., B.S., Penn State University; J.D., Florida State University; more than 35 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia, and Wyoming.

Roger D. Merriam, B.A., Mercer University; J.D., Emory University; more than 35 years of experience in local government law; Member of Florida Bar. Roger 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, B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 10 years of experience in local government law; member of Florida and South Carolina Bars. Also admitted to practice before the U.S. Court of International Trade and the U.S. Court of Appeals for the Armed Forces. He has completed codes in Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia, and West Virginia.

Jim Jenkins, B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, NY; 12 years of experience in complex legal research and litigation; 5 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, South Carolina, Texas, and Wisconsin.

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

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.

W. Eric Grant, Vice President, Eric Grant is Vice President of Municipal Code Corporation. Eric joined the Municode team in 2007 after graduating from the University of Virginia School of Law. Prior to receiving his Juris Doctorate from the University of Virginia, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. By way of preparation for his career as a United States Marine, Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit. Eric is happily married to Sara Grant and has four children.

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.

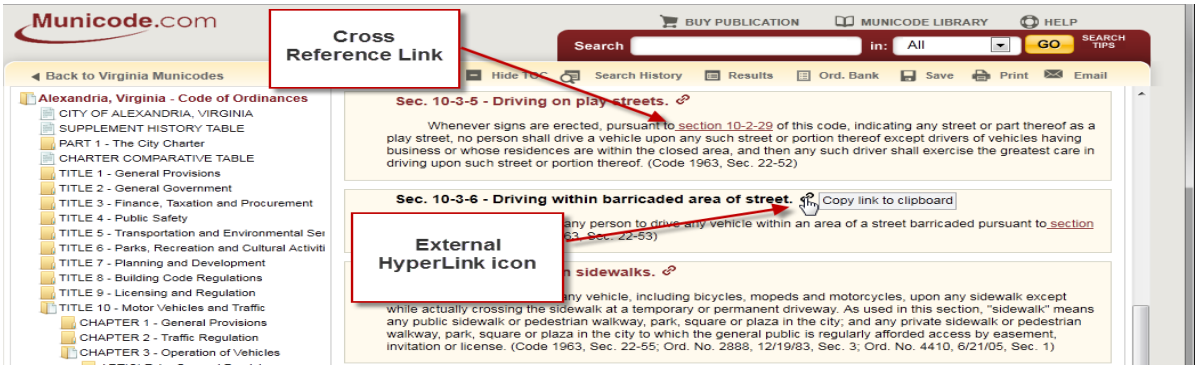
Michelle Eagen. Chief Financial Officer and Vice President of Finance. Received Bachelor of Science in Accounting from the University of Florida and Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA and has eight years' experience with Municode, and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

WEBSITE SERVICES

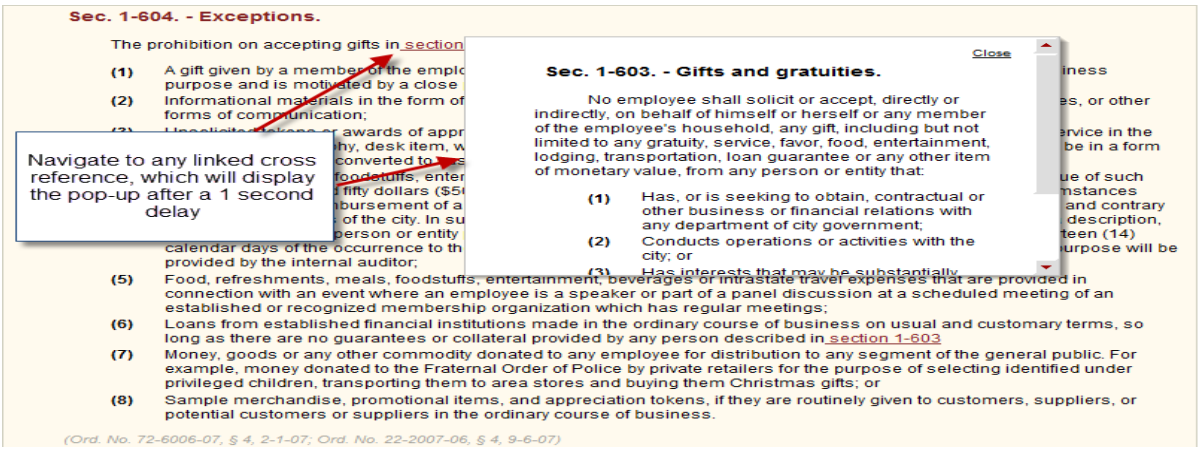
Site Customization – Municode can customize the look and feel of your Code on municode.com to more closely match your web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site. $250 set up. No annual charge, unless Client changes their banner.

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.*

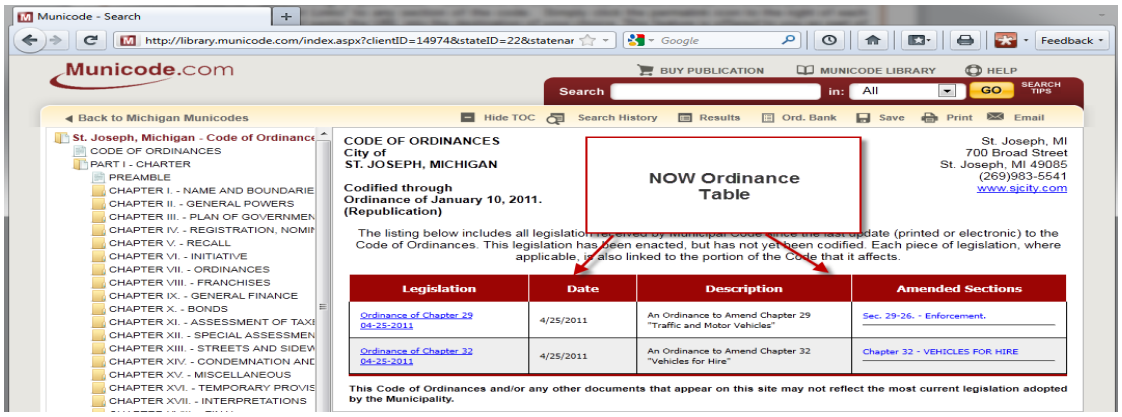
Static linking to your Code – Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered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



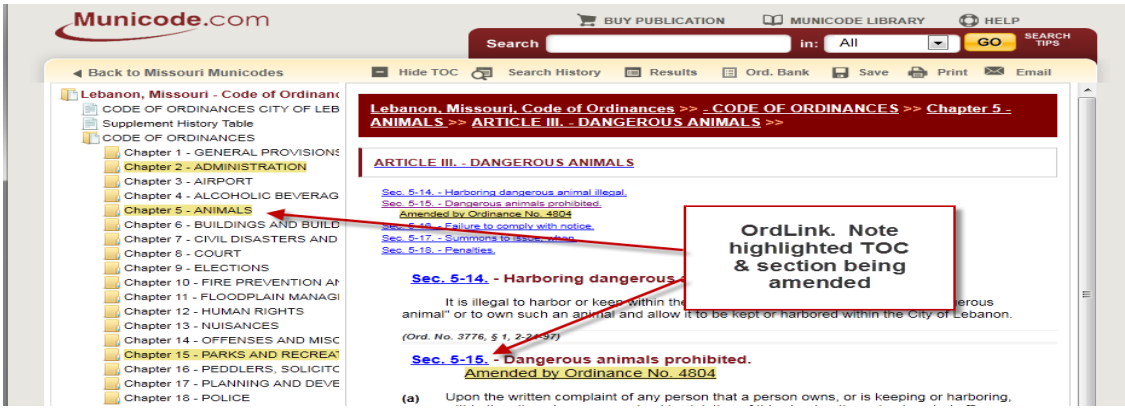
Mouseover (cluetips) - Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet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



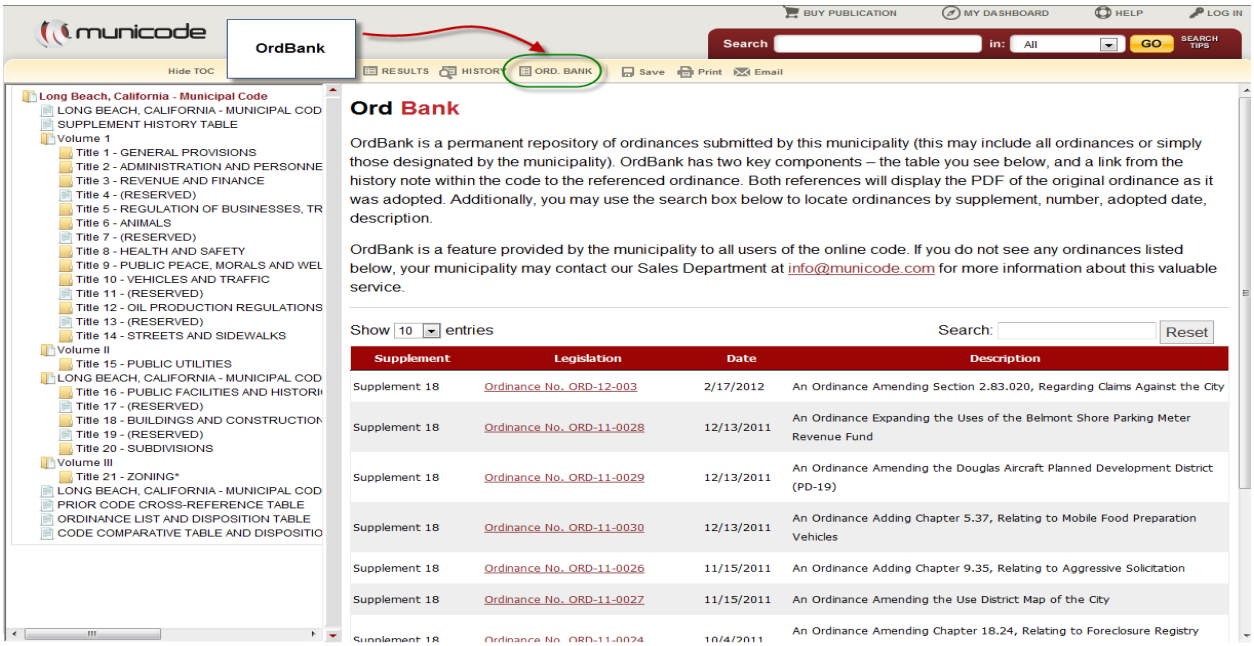
New Ordinances on the Web (NOW). Municode can post newly enacted ordinances on the web between supplements so that anyone viewing your Code will find the most current legislation. The NOW ordinances are not edited into the Code; they are posted as a PDF in their original form. A list of NOW ordinances is presented 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 or electronic update to the Code, they will be removed from the web. No setup fee is required and the cost for this service is $25 per ordinance.



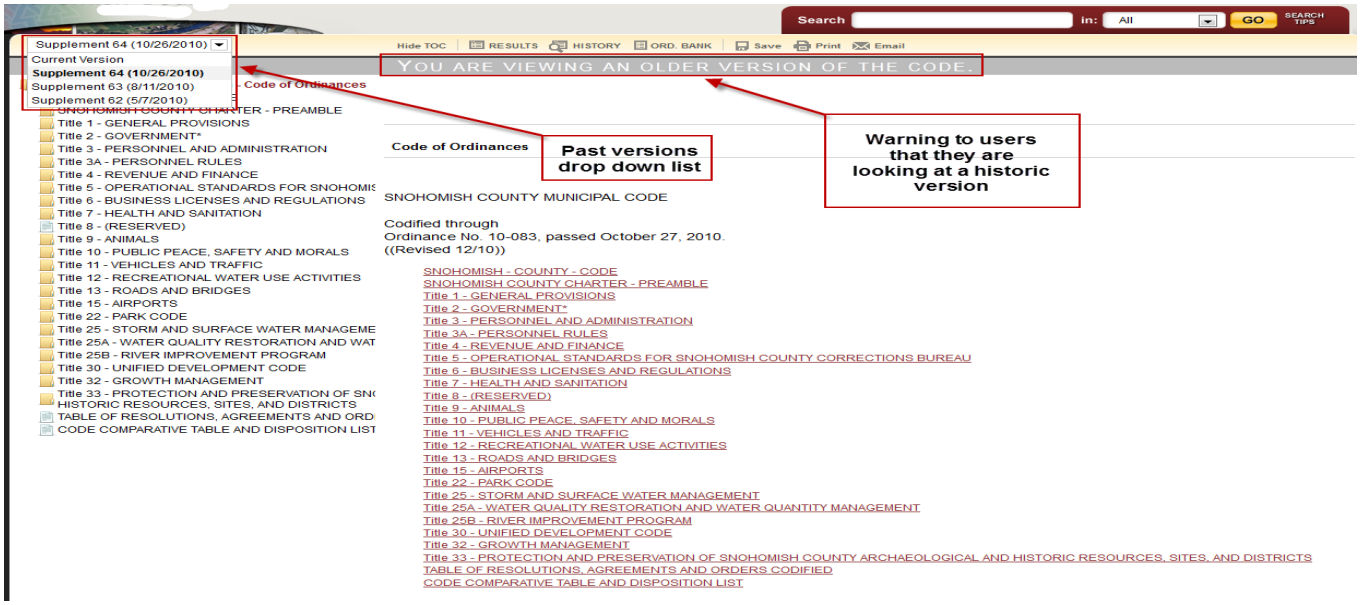
OrdLink. OrdLink links a NOW ordinance to the section being amended. Linked Sections will be highlighted in the Table of Contents and a link is created from the amended section to the new ordinance. Once the linked NOW ordinances are incorporated into the Code they are removed from the website. For the 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 and the cost for this service is $50 per ordinance.



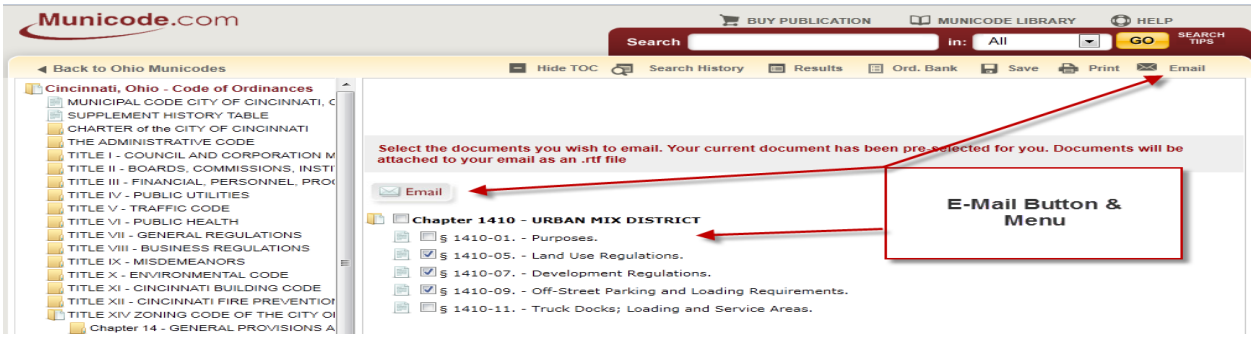
OrdBank. Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date with a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance. No set up fee is required and the cost of this service is $10 per ordinance and requires participation in the NOW or OrdLink Service.



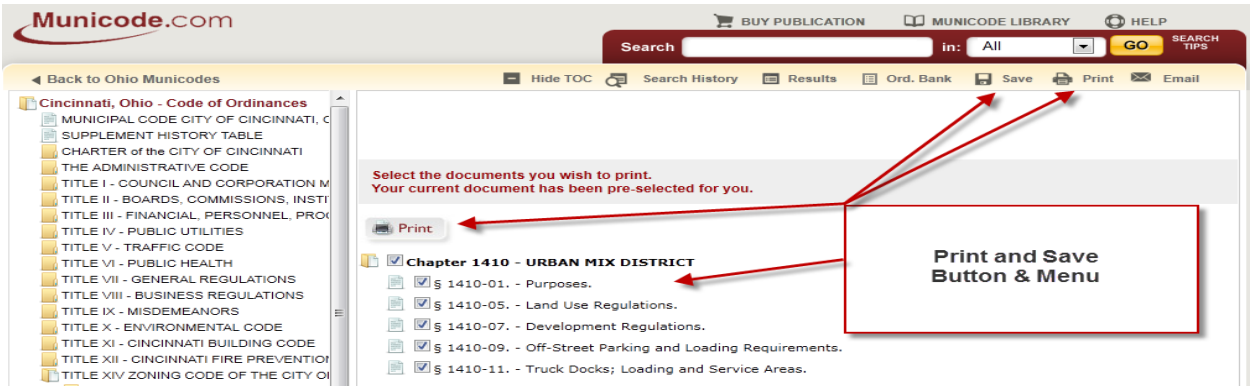
CodeBank. Is a code management tool available on municode.com that allows anyone to easily recreate a Code *as it existed after a previous update or Supplement*. Previous versions are accessible from a drop down box that appears with the on-line Code and when a previous version is selected, users are alerted that they are looking at an older version of the Code. The historic version of the Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. Each archived copy will contain the entire Code as up-to-date through that supplement, and will be fully searchable. If CodeBank is enabled, any user of the Code will be able to browse past versions, with a clear indication when they are not in the most up-to-date version of the Code. No set up fee is required and the cost for this service is $150 per annum.



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



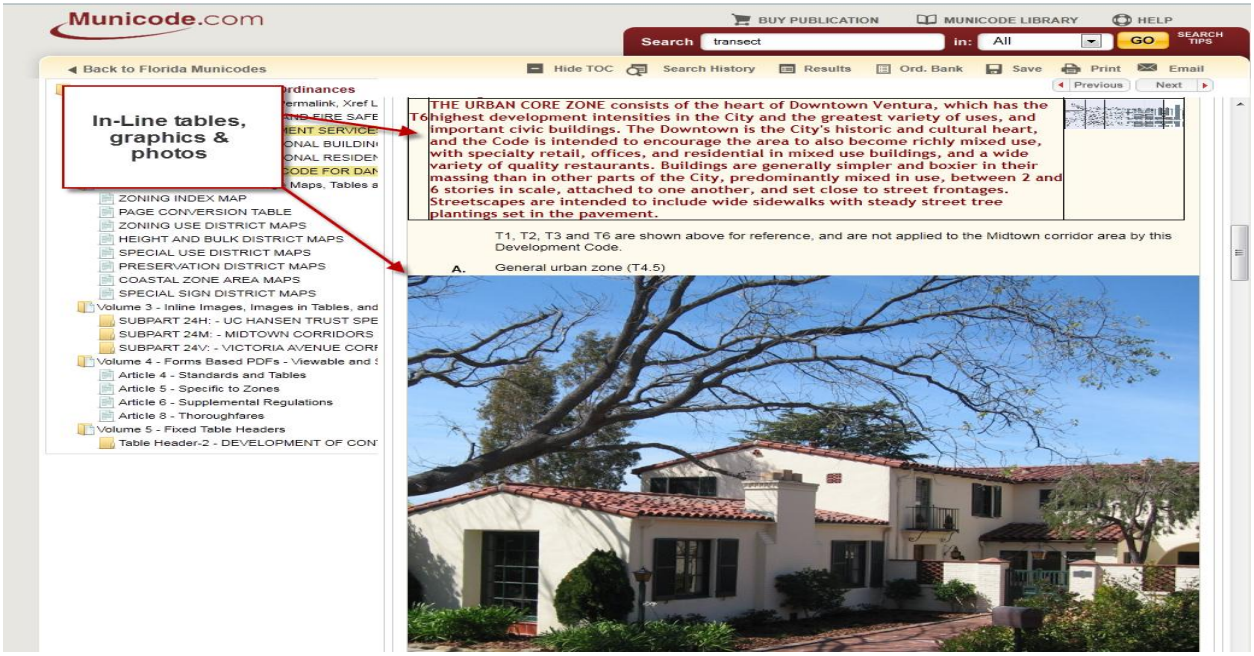
Print or Save – Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your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



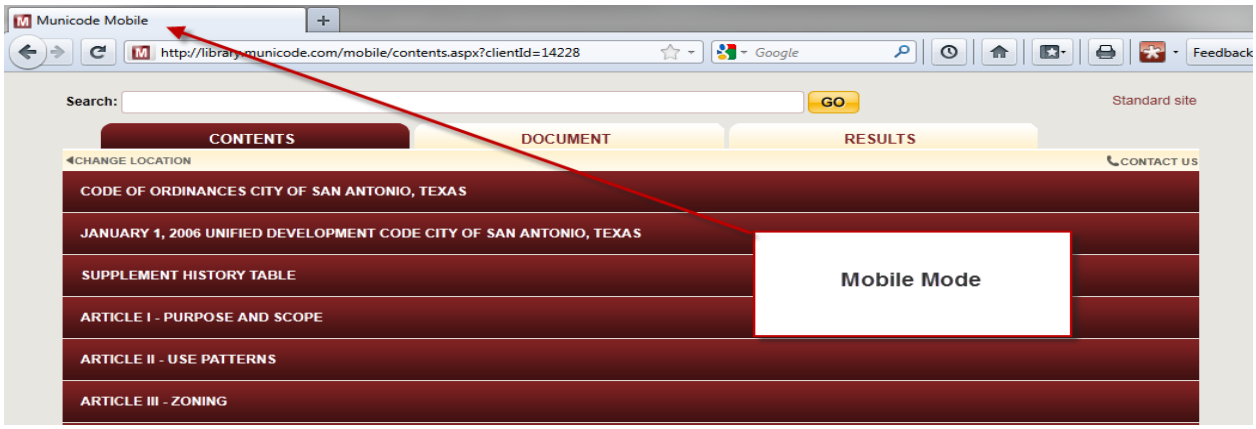
Pinpoint Searching – Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual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

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 $495, user Name and Password required.

In-line Images & PDFs - Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*



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.



Municipal Code Corporation
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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