



Kentucky Department for Libraries and Archives  
Local Records Program **RECEIVED**

**Grant Application**

**SEP 15 2023**

**LOCAL RECORDS  
PROGRAM**

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

**Email (preferred)**

[LRB.Application@ky.gov](mailto:LRB.Application@ky.gov)

**Mail**

Local Records Branch  
Kentucky Department for Libraries and Archives  
P.O. Box 537  
300 Coffee Tree Road  
Frankfort, Kentucky 40602-0537

**Fax**

Local Records Branch  
(502) 564-5773

**Contact Information**

Local Government Agency:

Meade County Fiscal Court

Applicant Name:  
(Records Custodian/Officer)

Troy Kok

Applicant Title:

Judge Executive

Primary Point of Contact:

Randall Wilson

Office Address:

516 Hillcrest Drive  
Brandenburg, KY 40108

Phone Number:  
(Including area code)

(270) 422 - 5317

Email Address:

r.wilson@meadeky.gov

Federal ID Number:

61 - 6000712

**Project Summary**

Total Funds Requested: \$ 13,000

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

Meade County Fiscal Court has made the decision to codify and digitize all 2800 pages of county ordinances as the first step in a comprehensive plan to digitize all county records. The codification process will allow for a detailed legal review of all ordinances and provide the court and the community with better access to public records. Furthermore, this project will provide an invaluable digital backup of the physical ordinances and ensure that these records are not lost in the event of a natural disaster. In addition to any grant funds that are awarded, the Meade County Fiscal Court and the Meade County Clerk's office have committed annual funding to updating and maintaining a webpage which will host the digital book of ordinances.



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Plan of Work**

Please list the lowest bid project vendor(s) for each section.

**Section I**

Purpose: Ordinance Codification

Vendor: American Legal Publishing

Vendor Contact: Richard Frommeyer

Vendor Address: 3635 Walnut Park Drive

Alexandria, KY 41001

Vendor Phone and Email: 513-235-3926 rfrommeyer@amlegal.com

Records	Date	Series	Cost
Meade County Ordinances - Codification			13,000
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section I Cost</b>			<b>13,000</b>

**Section II**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section II Cost</b>			



**Kentucky Department for Libraries and Archives  
Local Records Program**

**Section III**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section III Cost</b>			

**Section IV**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section IV Cost</b>			

\*\* Please Attach Additional Sections, if needed\*\*



## Kentucky Department for Libraries and Archives Local Records Program

Can these records be removed from the office during the project? Yes  No  N/A

In what format do these records exist? Select all that apply.

Paper  Electronic Files  Microfilm  Microfiche  Aperture Cards  Plats

Other: \_\_\_\_\_

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

All Meade County ordinances are located in the records room of the Meade County Clerk's Office. The records room is climate controlled and is only accessible via request and records are accessed under supervision. One of the main objectives of this project is to provide better public access to the ordinances without compromising the security of the records.

### Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

The primary objective of this codification project is to create a digital backup of all ordinances to ensure the long-term survival of these vital public records. However, the completion of this project will have two additional benefits.

Firstly, a comprehensive legal review must be completed on all ordinances which will allow Meade County the opportunity to amend and remove ordinances that are redundant or irrelevant. This will make the book of ordinances more concise and accurate, which will benefit the community and the court. As another part of this review the ordinances will be cataloged in a manner that will make it easier to locate specific information and improve accessibility to these records.

Secondly, by digitizing the final draft of the codified ordinances we can make them available via a webpage that can be accessed through the Meade County website. This will provide the community with constant access to this information without compromising the security of the physical records. It is our hope that with this level of access members of the community will be able to better understand ordinances that impact their daily lives as well as reduce the burden of physical records requests that are processed by the Meade County Clerk's office.



## Kentucky Department for Libraries and Archives Local Records Program

### Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

The Meade County Judge Executive's Office acts as the primary custodian of all county records and public documents and management of these records is the responsibility of the Meade County Clerk's Office. All active records are maintained in a climate controlled room and are made available upon request and only under supervision. Disposition of records is performed by county staff at regular intervals and any inactive or non-current materials are relocated to archival storage located in the basement of the Meade County Courthouse.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

All public records are available through the Meade County Clerk's Office during normal business hours. Access to records requires a written request and is authorized under supervision of Meade County Staff as per Open Records Law (KRS 61.870-876).

### Additional information/comments:

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Yes. Meade County was contacted by Andrew Preston on July 24th, 2023 to inform us that the North Central Region of the KDLA did not currently have a regional administrator due to staffing changes. He spoke with the Meade County Grant Writer, Randall Wilson, to discuss the details of our purposed ordinance codification project. Andrew provided detailed information about the KDLA Local Records Program and advised we apply for grant funding.



## Kentucky Department for Libraries and Archives Local Records Program

### Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.

Yes  No



**Kentucky Department for Libraries and Archives  
Local Records Program**

Attest:

TJK  
Troy O. Kok (Sep 14, 2023 10:17 EDT)  
Local Government Authorized Official Signature  
**Troy Kok - Judge Executive**  
Printed Name and Title  
**9/14/2023**  
Date

TJK  
Troy O. Kok (Sep 14, 2023 10:17 EDT)  
Official Custodian of Records  
**Troy Kok - Judge Executive**  
Printed Name and Title  
**9/14/2023**  
Date



**INVITATION FOR BID PROPOSAL FOR CITY/COUNTY CODIFICATION OF ORDINANCES**

The City/County of Meade is applying for a Local Records Program grant from the Kentucky Department for Libraries and Archives for the purpose of formulating and codifying the city's/county's ordinances.

The City/County solicits firm, not-to-exceed price proposals from codification services providers approved by the Kentucky Department for Libraries and Archives to complete the project described herein.

The City/County of Meade, with a population of 30,003, currently has approximately 2000 ordinances (and other legislative actions affecting the citizens at large), containing 2800 pages.

The City/County desires the production of a Code of Ordinances that includes:

- 1) All ordinances required by Kentucky Statutes for a County city/county; (first class or home rule);
- 2) Sample drafts of ordinances covering the specific topics checked on the list on project description of this document; and
- 3) Currently effective legislative actions of the city/county which do not fit into either of the categories in Items One and Two above and which are specifically applicable to the city/county.

**NOTE:** Ordinances of this nature enacted after the Invitation for Bid Proposal date are not part of this project and will be added as a supplement to the code at the city's/county's expense.

It is the city's/county's intention, following successful completion of this project, to repeal all previous ordinances or legislative actions covering codified subject matter and adopt by reference the Code of Ordinances produced by this project as its entire body of law.

The successful offerer will:

- 1) Provide drafts of new ordinances needed as listed above;
- 2) Review all of the city's/county's currently effective legislative actions (ordinances, motions, resolutions, etc.), as submitted by the city/county, to provide an opinion on their relevance, consistency with state and federal law, accuracy, and adequacy;
- 3) Provide all needed editorial corrections including re-drafts of ordinances to correct problems noted in Item Two above;
- 4) Provide these services following the steps outlined in the Kentucky Department for Libraries and Archives' revised Codification Steps Policy for Cities memorandum, dated October 15, 2021;
- 5) Provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds;
- 6) Perform all work in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives; and
- 7) Agree that the offer will be valid through 12/31/2023.

Written notification, from this city/county of the selection of a bid proposal and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds. The city/county shall incur no obligation for the preparation of any proposal and reserves the right to reject any and all proposals submitted in response to this invitation.

Written proposals must be received no later than Wednesday, August 23rd, 2023 to be considered.

ADK  
Signature/Title

Troy Kok / Judge Executive  
Printed Name

8/9/2023  
Date



# PUBLIC NOTICE - OPPORTUNITY TO BID - PROPOSAL FOR CITY/COUNTY CODIFICATION OF ORDINANCES

WRITTEN BY MEADE COUNTY, POSTED IN BUSINESS, COMMUNITY, GOVERNMENT, SPECIAL EVENTS, UPDATES

Meade County will be accepting written bid proposals for City/County Codifications of Ordinances for the Local Records Program grant from the Kentucky Department for Libraries and Archives.

Codification of Ordinances

View More

## INVITATION FOR BID PROPOSAL FOR CITY/COUNTY CODIFICATION OF ORDINANCES

The City/County of Meade is applying for a Local Records Program grant from the Kentucky Department for Libraries and Archives for the purpose of formulating and codifying the city's/county's ordinances.

The City/County solicits firm, not-to-exceed price proposals from codification services providers approved by the Kentucky Department for Libraries and Archives to complete the project described herein.

The City/County of Meade, with a population of 30,003, currently has approximately 2000 ordinances (and other legislative actions affecting the citizens at large), containing 2800 pages.

The City/County desires the production of a Code of Ordinances that includes:

- 1) All ordinances required by Kentucky Statutes for a County city/county; (first class or home rule);
- 2) Sample drafts of ordinances covering the specific topics checked on the list on project description of this document; and
- 3) Currently effective legislative actions of the city/county which do not fit into either of the categories in Items One and Two above and which are specifically applicable to the city/county.

**NOTE:** Ordinances of this nature enacted after the invitation for Bid Proposal date are not part of this project and will be added as a supplement to the code at the city's/county's expense.

It is the city's/county's intention, following successful completion of this project, to repeal all previous ordinances or legislative actions covering codified subject matter and adopt by reference the Code of Ordinances produced by this project as its entire body of law.

The successful offerer will:

- 1) Provide drafts of new ordinances needed as listed above;
- 2) Review all of the city's/county's currently effective legislative actions (ordinances, motions, resolutions, etc.), as submitted by the city/county, to provide an opinion on their relevance, consistency with state and federal law, accuracy, and adequacy;
- 3) Provide all needed editorial corrections including re-drafts of ordinances to correct problems noted in Item Two above;
- 4) Provide these services following the steps outlined in the Kentucky Department for Libraries and Archives' revised Codification on Steps Policy for Cities memorandum, dated October 15, 2021;
- 5) Provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds;
- 6) Perform all work in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives; and
- 7) Agree that the offer will be valid through 12/31/2023.

Written notification, from this city/county of the selection of a bid proposal and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds. The city/county shall incur no obligation for the preparation of any proposal and reserves the right to reject any and all proposals submitted in response to this invitation.

Written proposals must be received no later than Wednesday, August 23rd, 2023 to be considered.

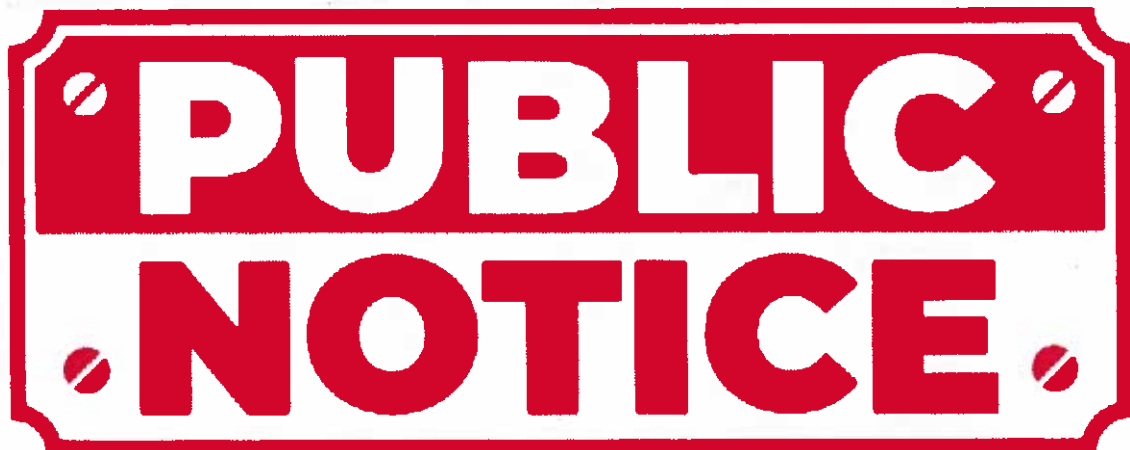
ADK  
Signature/Title

Troy Kok / Judge Executive  
Printed Name

8/9/2023  
Date

Written proposals should be received to Meade County Judge/Executive's Office at 516 Hillcrest Drive Brandenburg, KY 40108 no later than Wednesday, August 23rd by 4:00 p.m. to be considered.

Meade County Fiscal Court reserves the right to reject any and all bids submitted.



**Codification Proposal  
for  
Meade County, Kentucky**

**Richard C. Frommeyer  
Kentucky Codification Consultant  
3635 Walnut Park Drive  
Alexandria, KY 41001**

**1-800-445-5588**

August 17, 2023

Jordan Wilson  
Meade County Judge/Executive's Office  
Meade County Fiscal Court  
516 Hillcrest Drive  
Brandenburg, KY 40108

Dear Mr. Wilson,

Thank you for requesting a proposal for codification services and getting your code codified. As per your request, the following is our proposal. Our proposal specifically includes meeting all of the Codification Steps of the Kentucky Department for Libraries and Archives as well as all of the requirements. The total cost for codifying the County of Meade's ordinances includes the following:

County's ordinances will be used for the codification  
Kentucky Model Ordinances will be provided for review based on what is requested by County. Models will only be used with County's written permission.  
Page Changes and Additions for the initial Codification of Local Ordinances  
400 Total Finished Page Count based on materials reviewed in grant application  
Provide ample Model Ordinances as Requested by County  
Indexing and Cross-Referencing  
Ordinance Review by Kentucky Licensed Attorney (only company that uses KY attorneys on projects)  
Manuscript (draft) for review  
Final Revisions & five (5) printed copies with tabs and binders  
Legal Review for this project will cost \$1,500.00 and is included in this proposal

TOTAL COST:           \$11,500.00 + \$1,500.00 = \$13,000.00  
                                  Codification    Legal review  
                                  & new books

This price quote should be attached to your Application Form when forwarded to the Kentucky Department for Libraries and Archives (DLA) to request funding through the Department's Local Records Program. ALPC will guarantee that (1) the cost for codifying the County's ordinances according to the guidelines of the Kentucky Department for Libraries and Archives will not exceed the above amount, and (2) the price listed above will remain in effect throughout the contract period, provided the County begins the codification project no later than January 31, 2024. The price will remain good through January 31, 2024.

Page 2

Codification services are overseen by our Law Department consisting of Kentucky Licensed Attorneys. Your codification project will include one of our attorneys researching and reviewing your local ordinances. Check your ordinances against Kentucky Statutes and federal law based on the ordinances provided to Publisher for review. We will work closely with you in creating a code of ordinances that fits the needs of the County and satisfies the requirements of KRS 83A.060 which require ordinances to be codified or compiled and periodically reviewed for consistency with state law.

We will also supply you with a number of model ordinances to cover topics where you may not have an ordinance, or where the ordinance you do have, might be old or outdated. We ask for you to provide areas of concern with your ordinances before we begin the project. We are the only code company that uses comprehensive model ordinances that have been drafted specifically for use by Kentucky counties.

Your code of ordinances will be updated according to subject matter, indexed, and cross-referenced so that all of the general and permanent laws of your County will be in one easy-to-use book.

**We certainly hope you choose American Legal with our Kentucky Licensed Attorneys on staff and our yearly check of statute changes of the Kentucky Revised Code that are in your code. Please explain your preference on your application form or in a cover letter.**

If you have additional questions about any part of the project, please contact me at your earliest convenience. We are looking forward to working with you on this most important project.

Sincerely,

Richard C. Frommeyer  
Codification Consultant  
3635 Walnut Park Drive  
Alexandria, KY 41001

## **AMERICAN LEGAL PUBLISHING ADVANTAGES AND BENEFITS**

---

### **QUALIFICATIONS**

- American Legal Publishing began as the codification division of the Meade Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979.
- American Legal currently serves more than 3,400 local government clients across the country. Our clients range in size from New York City, Los Angeles, Chicago, Dallas, Fort Worth, Cleveland, Philadelphia and Boston, to villages with populations under 500.
- American Legal currently serves more than 260 cities and counties in the State of Kentucky including Louisville Jefferson County Metro Government, City of Calhoun, Carroll County, Daviess County, Dawson Springs, Frankfort, Franklin County, Henderson County, City of Hopkinsville, and the City of Livermore to name a few.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.

### **LEGAL ANALYSIS**

- Our legal staffs **Exclusive Editorial and Legal Report** details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of fourteen members with law degrees, including the president of the company.
- We provide the **most comprehensive analysis** in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in Meade County.

### **SUBJECT MATTER FORMAT**

- We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc.
- We can offer you free **Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

### **TABLE OF SPECIAL ORDINANCES, PARALLEL REFERENCES AND INDEXING**

- As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, etc. These ordinances will be listed in table form by ordinance number, date of passage, and will include a brief description of each ordinance.

- Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes, where prior code sections appear in your new code, and a cross-reference of ordinance numbers to code section numbers.
- Our comprehensive index includes no dead ends when you search for a topic.

### **STYLE OPTIONS**

- We offer different typesets for your code, single or dual column printing and various types of binders.

### **TIMELY DELIVERY AND FLEXIBLE BILLING**

- We will complete your code within 9 months (excluding your review time).
- We can work with you to schedule the project so that it meets your budgetary needs.
- We complete supplements within 45 days.

### **RE-ORDERS AND PAMPHLETS**

- We have **no minimum** or maximum orders of extra copies of your code. You can call us at any time and order 1 or 1,000 additional copies of your code.
- You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need.
- You can receive specific pamphlets for your police department, zoning department, etc.

### **COMPUTERIZATION OF CODE**

- You can receive your code downloadable in WordPerfect or Microsoft Word compatible at no additional charge. The code can be downloaded from the website at no charge.
- Access every word in your code in just seconds with our "open source" online searchable software. Your code can be linked to your meeting minutes and other municipal documents. We use open source software for the internet, and do all the conversion work ourselves; we have produced thousands of codes online.
- Users can customize their version by creating color highlights, bookmarks, notes, and pop-up links without affecting the original text.

### **SUBSCRIBERS SERVICE**

- American Legal can sell current copies of Meade County's code (printed and computer versions) via our "800" number directly to Law Firms, Developers and other outside parties.
- Our service relieves Meade County of the burden of maintaining and updating inventory of codes and processing individual payments.

### **SUPPLEMENT SERVICE**

- Our fast and efficient supplement service will keep your code current in future years. Delivery is within 45 days or less for yearly updates and much quicker for instant updates. You can supplement as often as necessary - even after every council meeting.

## **SUBCONTRACTING**

- We do all editing, legal review, printing and computer/internet work inhouse and at one location.



## AMERICAN LEGAL PUBLISHING STAFF ATTORNEYS

---

*Our editorial support staff consists of more than 40 experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor is a college graduate with a degree in English, Journalism, or Law. Our editors work directly on personal computers using the most advanced software programs for editing, proofreading and indexing. Therefore, we can return your completed Code of Ordinances on computer disk and online if desired. American Legal has a higher percentage of editors with Masters or Doctorate Degrees than any other national codification firm. We have more attorneys on staff than any other codification firm.*

### **ATTORNEYS ON STAFF:**

#### **STEPHEN G. WOLF - C.E.O.**

- J.D., University of Cincinnati College of Law
- B.B.A., Management, University of Cincinnati
- Current City Attorney of an Ohio city, and former Mayor
- Over thirty eight years with American Legal Publishing

#### **RAY G. BOLLHAUER - PRESIDENT**

- J.D., University of Cincinnati College of Law (Moot Court)
- B.A., Economics, University of Cincinnati
- Past President of local community Council
- Over twenty-five years with American Legal

#### **TODD MYERS - DIRECTOR OF SPECIAL PROJECTS**

- J.D., University of Cincinnati College of Law (Law Review)
- B.S., Criminal Justice, University of Cincinnati
- Over twenty- five years with American Legal

**LISA BRICKNER - LEGAL REVIEW STAFF AND EDITOR**

- J.D., University of Cincinnati
- University of San Diego School of Law, Magdalen College
- B. A. Police Administration, Eastern Kentucky University
- University of Oxford, Oxford, England
- Over ten years with American Legal Publishing

**DEVON MOSER - LEGAL REVIEW STAFF AND EDITOR**

- J.D., University of Cincinnati
- B.A. International Studies, Wright State University
- Army Cadet
- Over ten years with American Legal Publishing

**DARLENE FOLEY - LEGAL EDITOR**

- J.D., University of Cincinnati
- B.A., University of Cincinnati
- Federal Bar Member
- Over twelve years with American Legal Publishing

**MICHAEL FIELMAN - LEGAL EDITOR**

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- Law Review
- B.S. Finance, Miami University (Oxford, OH)
- Eight years with American Legal Publishing

**LAURA MOSER- LEGAL EDITOR**

- J.D., Salmon P. Chase, College of Law
- B.S. Political Science, University of Kentucky
- Kentucky Citizen Foster Care Review Board
- Over five years with American Legal Publishing

**NILS HERDELIN- LEGAL EDITOR**

- J.D., Salmon P. Chase, College of Law
- B.A. Political Science, Western Kentucky University
- Member of the Ohio Bar Association
- Former Special Assistant Prosecutor in Campbell County, KY
- Over five years with American Legal Publishing

**BRANDI BUCHENAU - STAFF ATTORNEY**

- J.D., Salmon P. Chase School of Law
- B.A. Political Science, Northern Kentucky University
- Over three years with American Legal Publishing

**KEVIN ROBERTS - STAFF ATTORNEY**

- J.D., University of Cincinnati College of Law
- B.S., Tufts University
- Member of the Federal and Ohio Bar
- Over thirty two years experience as an attorney
- Formerly worked for Taft, Stettinus, and Hollister
- Law Review and won "Best Case Note Award"

**JOSEPH STENKEN- STAFF ATTORNEY**

- J.D., University of Cincinnati, College of Law
- B.A. Government Studies, Miami University
- Over five years experience in legal editing

**RACHAEL HERRLE - STAFF ATTORNEY**

- J.D., University of Cincinnati College of Law

- B.A. English, Miami University

- Worked as an attorney in the Hamilton County Defender's office

# Scope of Services

## I. THE PUBLISHER SHALL:

- (1) Examine the County's prior code of ordinances (if any), and all ordinances or resolutions provided by the County and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the County attorney.

(a) The report may include notice of and suggestions for resolving the following:

Apparent conflicts with referenced state and federal statutes and administrative regulations;

Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;

Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.

(b) Suggest new provisions which the County should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.

(c) The review will not involve re-drafting of entire chapters by the Publisher or rewriting or creating ordinances for the municipality. However, the Publisher will provide model ordinances to the County upon request if available.

(d) At the option of the County, hold a manuscript conference with County representatives to review the report. The County will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your County Attorney, especially based on his/her in-depth knowledge of the County practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the County. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report is attached to indicate the type of comments that are likely to be contained in the report for County of Meade.)

- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the County Attorney.
- (5) Prepare:
  - (a) Title, chapter, and section headings.

- (b) A table of contents and sectional analysis for each chapter.
  - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
  - (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
  - (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the County finds to be pertinent.
  - (f) Parallel Reference Tables showing:
    - 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
    - 2. A listing of code sections based on state statutes (Statute to Code).
    - 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
  - (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the County with model or sample ordinances when available and upon request, at no additional charge.
  - (7) Deliver to the County, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the County's examination.
  - (8) Deliver to the County within 8 months from receipt of the materials deemed necessary by the Publisher to begin the codification, one copy of a legal review and research report.
  - (9) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The County will be billed for the travel expenses of the American Legal staff attorney. The County may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code at \$19.00 per page, which is not covered in the grant. When the draft, and any changes thereto made by the County, is returned to the Publisher, such return of the draft shall be deemed final authorization by the County to publish the Code as returned. If additional conferences are requested by the County which require the travel of a member of the staff of the Publisher, then the County shall be advised what the additional cost, if any, for such conference will be.
  - (10) Deliver to the County, within 3 months of receipt of the corrected draft, 5 printed copies of the Code meeting the following specifications:
    - (a) Type to be single or dual column, at the option of the County
    - (b) Page size to be 8½" x 11"

(c) Printed on high quality paper

(d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the County's name stamped in gold and shall contain divider tabs.

(11) Provide a sample adopting ordinance to the County.

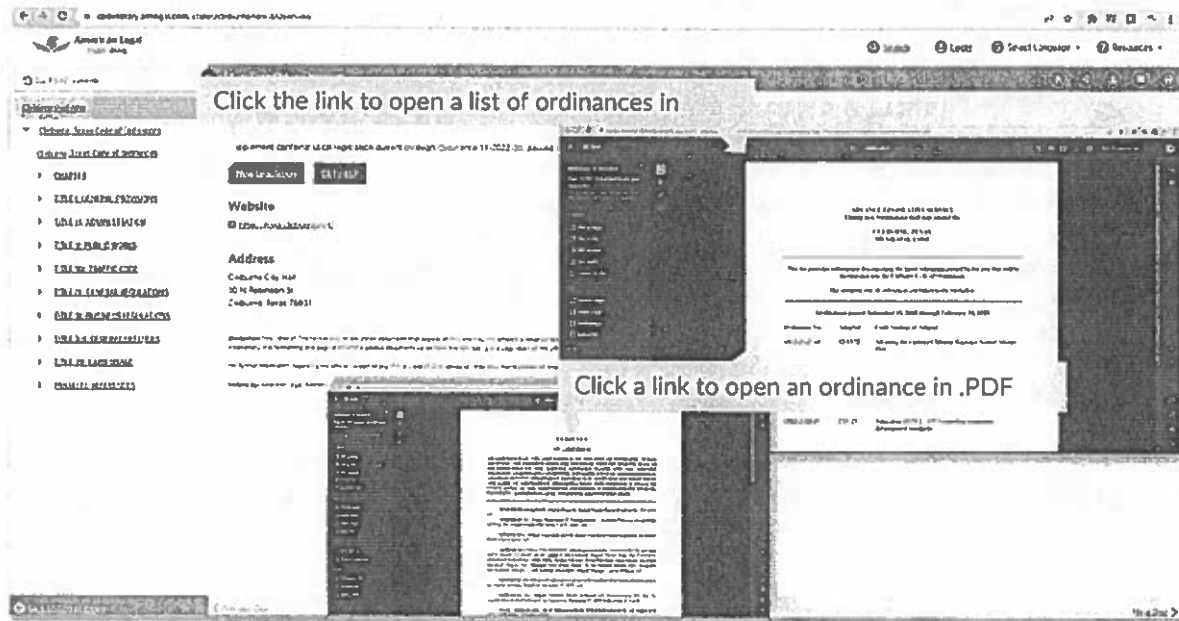
## **II. THE COUNTY SHALL:**

- (1) The County will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher). (If the County provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I(2), the County shall have **60 days** to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the County opts for the legal conference described in paragraph I(9), it must contact the Publisher within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the County fails to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the County may request that the Publisher extend the deadline in writing.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the County up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The County agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates of \$19.00 per page at the time of the inclusion of these ordinances into the code.
- (4) (a) Pay to the Publisher for shipping of the final code order as a final price, the sum of \$13,000.00 for its services set out in Section I.



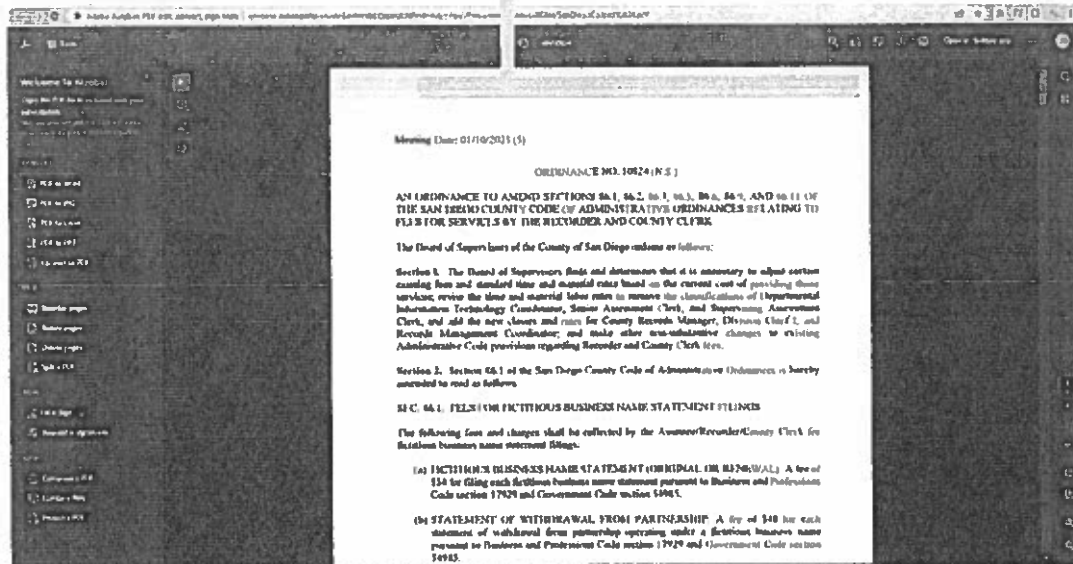
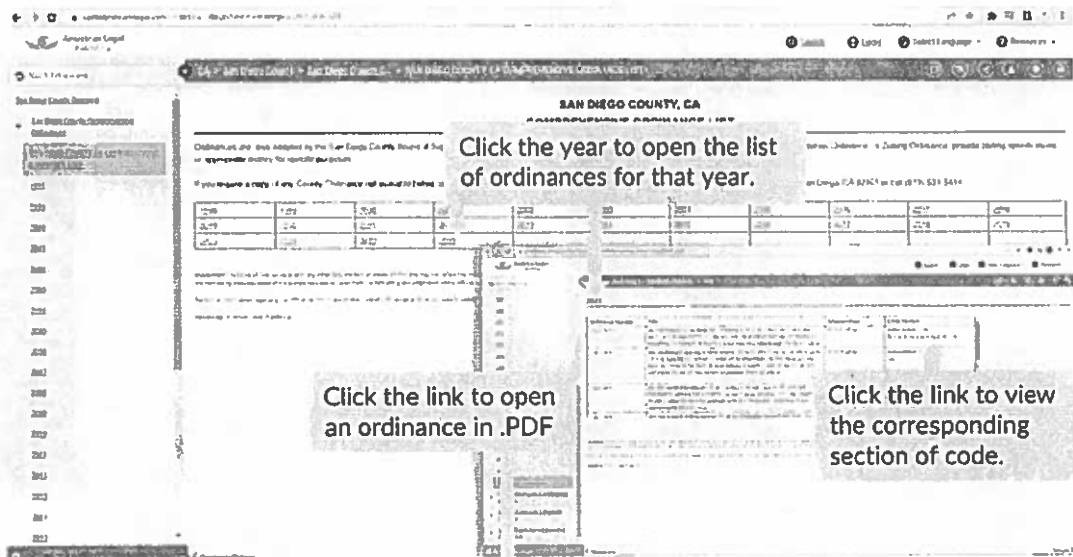
# Advance Legislative Service (ALS)

As new ordinances are passed, American Legal will post the New Ordinances on the ALS indicating which code sections have been amended. Once the ordinances are incorporated into the code, the ordinances will be removed from the list.



# Comprehensive Ordinance List

As new ordinances are approved, they will be added to the Comprehensive Ordinance List. This list will have the latest ordinances listed by year. The ordinances will be highlighted in yellow until they are added to the code book. All ordinances can be listed, even ones that are not usually codified such as annexation, variances, budget, and other miscellaneous ordinances. The ordinance is linked to a pdf copy of the original ordinance.



# History Linking

American Legal Publishing can link a PDF version of your original ordinance to the history at the end of sections in your online code.

The screenshot displays a web browser window with the URL [www.americanlegal.com/administrator/View.asp?ID=104110](http://www.americanlegal.com/administrator/View.asp?ID=104110). The page title is "§ 1-102. Citation of Code of Ordinances". The main content area shows the following text:

**§ 1-102. Citation of Code of Ordinances**  
(Ord. 2011-2; 2-1-2011)

The Borough of Yonk...

**§ 1-103. Arrangement of**

1. This Code is divided into Chapters.

A. Subchapters identified by...

B. Parts identified by Arabic...

C. Sections identified by Arabic...

2. The Sections of the Code are:

A. Subsections identified by...

B. Paragraphs identified by...

C. Subparagraphs identified by...

D. Clauses identified by...

E. Subclauses identified by...

F. Items identified by...

G. Subitems identified by...

(Ord. 2011-2; 2-1-2011)

**§ 1-104. Headings**

Chapter 5. Chapter Part Subchapter or part of the Code. The headings or titles of each Section shall...

At the bottom of the page, there is a "History" link. A callout box with the text "Click the link to open the ordinance in" points to this link. Below the main content, a PDF viewer displays a document titled "ORDINANCE NO. 2011-2" with the following text:

AN ORDINANCE AMENDING THE CHARTER OF THE BOROUGH OF YONKERS, YORK COUNTY, PENNSYLVANIA, CONCERNING THE BOROUGH'S AND RESIDENTS CERTAIN ORDINANCES THAT SHALL BE PAYABLE THEREIN; A RESOLUTION FOR AMENDING THE CHARTER FOR THE CERTAIN OF THE CHARTER AND THE EFFECTIVE DATE THEREOF, FIRST PUBLISHED BY THE BUREAU OF THE LEGAL SERVICES CERTAIN ORDINANCES BEING REPEALED, AND FIRST PUBLISHED BY THE BOROUGH.

The Borough of Yonkers hereby ordains:

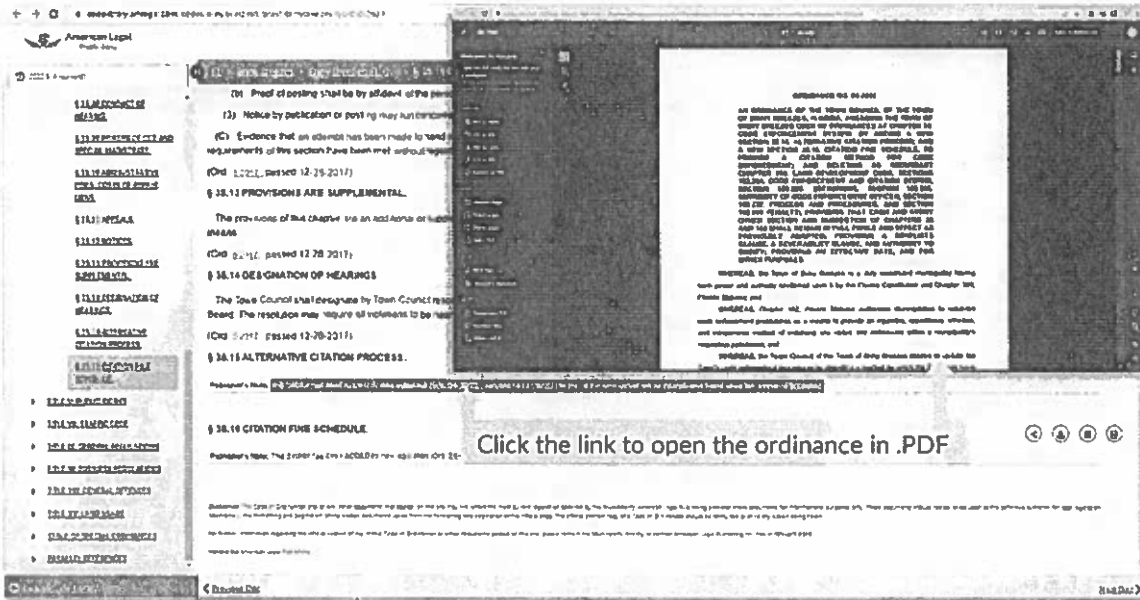
Section 1. *Adopted*. The Borough of Yonkers, as printed and published for the said Borough of Yonkers, is hereby adopted as a resolution, confirmation and revision of the ordinance of the Borough of Yonkers (Chapters 1 through 27 thereof) which the text of the body of all general ordinances and regulations contained in the Borough of Yonkers is printed as follows:

**TABLE OF CONTENTS**

Chapter 1	Administration and Government
Chapter 2	Animals
Chapter 3	Appearance
Chapter 4	Buildings
Chapter 5	Code Administration
Chapter 6	Code Book
Chapter 7	Fire Prevention and Fire Protection
Chapter 8	Health Plans
Chapter 9	Homeowner Management
Chapter 10	Health and Safety
Chapter 11	Homeing
Chapter 12	Homeless
Chapter 13	Homeless

# New Ordinance Notification

As new ordinances are passed, the sections affected by the ordinance will have a statement that there has been a new ordinance adopted. Once the ordinance has been codified into the code, the New Ordinance Notification will be removed.



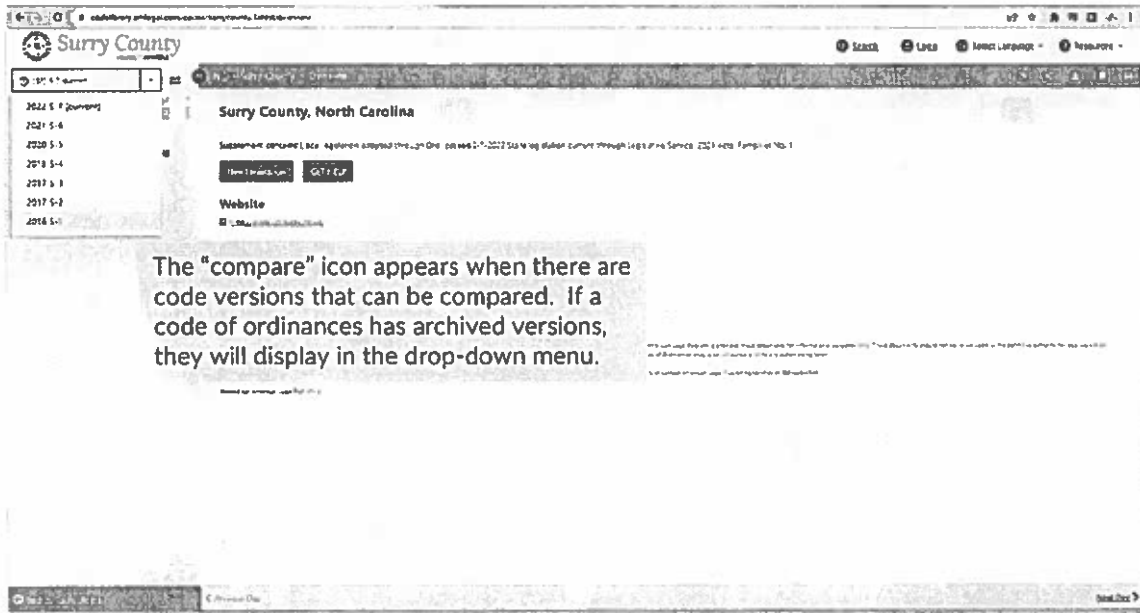
# Definition Links Service

Defined terms will be linked to their definition. Many communities like this service because a user can see the definition of the word without going back to the defined terms section of the code. This service is available for the entire Code of Ordinances or can be limited to just the Land Use portion of the code.



# Archived Codes Web Service

American Legal Publishing can store previous versions of your code on the web for research purposes. For example, you will be able to check your 2020 code against your 2016 code.



# Custom Banner Service

American Legal can customize the look of your online code to appear like the municipal website. The cost for this service is based on the files that are provided by the municipality. The one-time fee will be determined based on the files provided by the municipality.





# Meeting Minutes & Resolutions on the Web

American Legal can store meeting minutes as well as other documents on the web in a searchable format. Your minutes, agendas, resolutions, and other documents can all be placed on the web and indexed.

The screenshot displays a web browser window with the URL [www.americanlegal.com](http://www.americanlegal.com). The page title is "SOUTHPORT, NORTH CAROLINA MEETING MINUTES" with a subtitle "Minutes are current from March 3, 2010 to February 27, 2013".

On the left, a sidebar titled "Select the minutes you want to review." contains a list of dates from 2009 to 2013, with 2010 selected. The main content area shows a preview of a meeting document. The document header includes:

- BOARD OF ALDERMEN**
- REGULAR MEETING**
- ADJUDICATION DIVISION**

The document content includes sections for "MEMORANDUM FOR THE BOARD" and "MEMORANDUM FOR THE BOARD". The text is partially obscured by a watermark and a search overlay.

# **municode codification**

POWERED BY CIVICPLUS

## **Codification, Supplementation, and Online Code Hosting Services for the County Code**

**The County of Meade, Kentucky**

**PRESENTED BY:**

**Krystal Hays, Legal Account Executive**

**August 23, 2023**



** CIVICPLUS**

# CivicPlus Company Overview

## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

70+ Years of Codification Experience

12,500+ Customers

4,200+ Clerks Served

900+ Employees

### RECOGNITION

Inc. 5000 11-time Honoree

GovTech 2023 Top 100 Company

Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,500 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street Suite 500

Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

[civicplus.com](http://civicplus.com)

### Contact

Krystal Hays

Legal Account Executive

940-465-4240

[khays@civicplus.com](mailto:khays@civicplus.com)



[civicplus.com](http://civicplus.com)

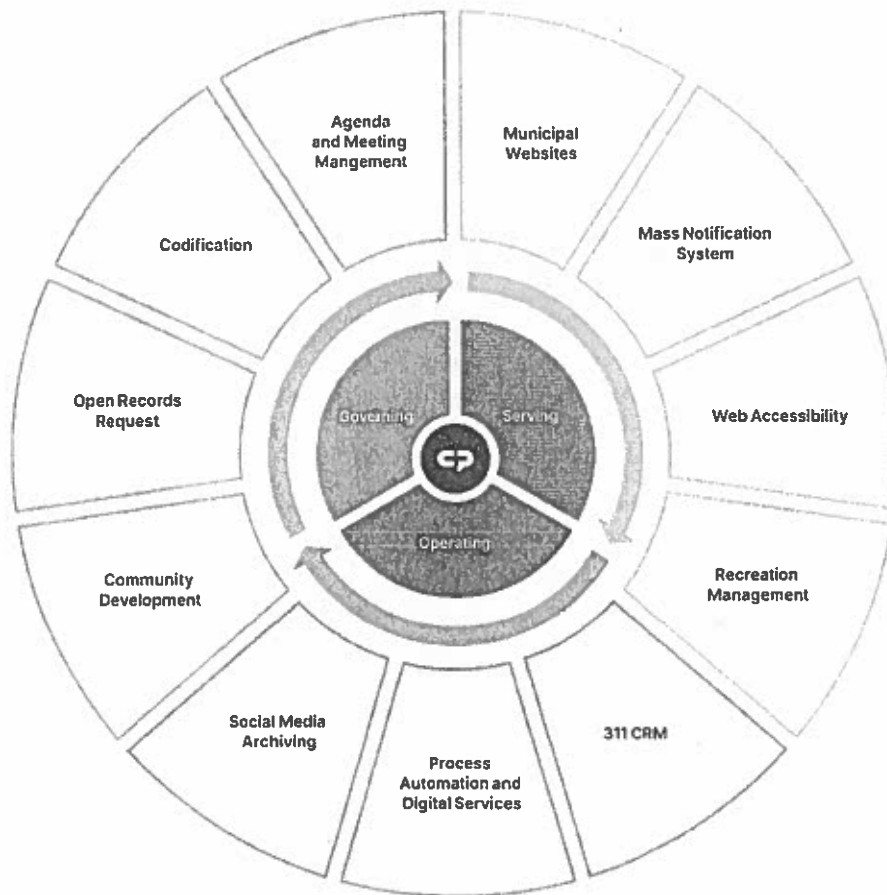
# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

For more information on how the Civic Experience can create better resident experiences via our integrated code, website, and agenda and meeting management solutions, watch this [video](#).



# Codification

---

During the codification process, the attorney assigned to your project will organize and examine all ordinances and code-related material in order to produce a code of ordinances that is free from conflicts and inconsistencies and conforms to state statutes. Your codification attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below, followed by the scope of services for supplementation and online hosting of your new code.



## Codification Process

1. **Ordinances** – Only legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail to establish a record of included ordinances. Legislation not of a general and permanent nature is not included as part of the code and does not need to be provided to us. Notations can be added in the code to reference legislation adopted by reference, if elected.
2. **Attorney Analysis and Review of Material** – Your codification attorney, along with their team of legal editors, proofreaders, and indexers will be assigned to this project. Our legal team will research legislation permanent in nature submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. If requested, we will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure.
3. **Page Format Options** – Based on our experience codifying legislation for thousands of customers, we have devised a standard style that has proven time and again to provide the most user-friendly and readable code for staff and residents alike. We will provide our Style Guide which outlines this effective style and layout. Any deviations from this style will add time and cost to your project. Please reach out for additional information.
4. **References** – We will provide state statutes references within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.
5. **Legal Memorandum** – We will provide you with a user-friendly Legal Memorandum containing all our analyses and recommendations. This memorandum will reflect our attorney’s Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; delete obsolete provisions; conform to state statutes, when appropriate; and ensure compliance with your charter (if included in the project). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.
6. **Conference** – Within 45 days of your receipt of the Legal Memorandum, we will conduct a conference via either telephone or webinar to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for



resolution of issues brought up at the conference or noted in the Legal Memorandum. Up to three hours is included in the contract with additional hours available for purchase.

7. **Editing and Proofreading** – Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.
8. **Index, Graphics, and Tables** – Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, ordinance disposition, etc.) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

The following tables will be created and are included in the quoted cost: supplement history table, code comparative table, and ordinance history table. An additional hourly charge applies for creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedule) other than those enumerated above.

Tabular matter, defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion can also be reviewed and included for an additional charge.

9. **Post Conference Code Draft** – After editing and proofreading, one post-conference code draft (Proofs) incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. You will have 30 days to review and provide any needed corrections. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Any new legislation adopted after the code draft is provided will be held for your first supplement unless you would like to add it to the project for an additional charge.
10. **Sample Adopting Ordinance** – Our attorney will provide a sample adopting ordinance upon completion of the codification.
11. **Printing and Binding** – We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, three-post leatherette binders (with four color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.





# Codification Timeline

<b>STEP 1</b>	Immediately	<b>CUSTOMER</b> sends signed contract and all applicable material. <b>CIVICPLUS</b> acknowledges contract, provides a Disposition List of all ordinances/material received.
<b>STEP 2</b>	Within 2 Weeks	<b>CIVICPLUS</b> provides a project introduction letter outlining all phases of the project and all material received to date. <b>CUSTOMER</b> confirms CivicPlus has all applicable materials. <b>CIVICPLUS</b> submits Legal Memorandum.
<b>STEP 3</b>	Within 6-10 Months	<b>CUSTOMER</b> attorney reviews Legal Memorandum and prepares questions/comments for conference. <b>CIVICPLUS</b> hosts Legal Memorandum conference.
<b>STEP 4</b>	Within 45 Days	<b>CUSTOMER</b> attorney and other interested officials meet virtually with CivicPlus to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes. <b>CIVICPLUS</b> submits final code draft.
<b>STEP 5</b>	Within 2-4 Months	<b>CUSTOMER</b> reviews code draft, and returns it to CivicPlus within 30 days, with all corrections noted for final implementation and publication. <b>CIVICPLUS</b> delivers final code and model adopting ordinance.
<b>STEP 6</b>	Within 3-5 Months	<b>CUSTOMER</b> adopts code and provides CivicPlus with a copy of the officially enacted adopting ordinance. CivicPlus ships the code and publishes code online via our Online Code Hosting system. Supplementation begins anew with Supplement No. 1.

## MEETING DEADLINES

The time frame for completion of the codification project is within 15 to 24 months from our receipt of all relevant material in an editable, electronic format and excepting any delays occasioned by your submission of the material or return of the draft code. More time would need to be added to this project timeline if the materials provided have to be converted to an editable, electronic format as well as incurring additional fees. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the code is adopted and published. Legislation added to the project must be approved and received prior to the established cutoff date.

To ensure a successful project completion, it is important that a conference is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent code draft we provide be returned within 30 days with any revisions noted. Following the delivery of the final code draft for customer proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional code draft update fee. Further, if the code draft is not returned within 30 days, additional update fees may apply.



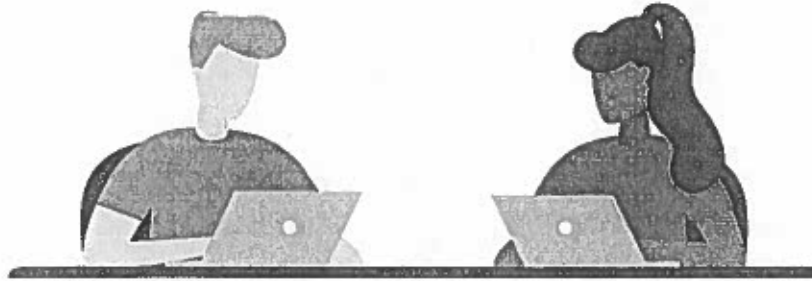
# Your Role

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

- Provide all ordinances and code material in an editable, electronic format, preferably Microsoft Word format.
- Provide images, graphics, and tabular matter, preferably in original electronic format.
- Be available to answer any questions from the codification attorney conducting the project.
- Attend the conference to discuss the findings of the Legal Memorandum.
- Work with the codification attorney to resolve the findings of the Legal Memorandum.
- Determine the desired formatting and style of the new code.
- Return the draft code within 30 days with any revisions noted.
- Adopt the new code.















# Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of 40 to 45 days for printed supplements and can provide our always-up-to-date electronic update services within 15 days. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, 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 CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:

## Supplementation Process

- Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). 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 is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.
- 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. Our

Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet



editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.

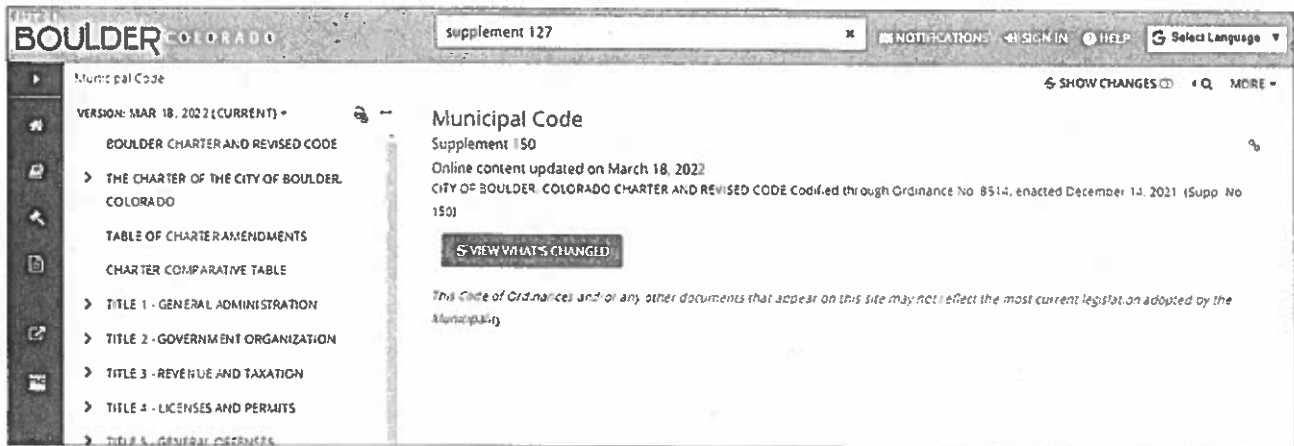
3. **Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.



# Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.

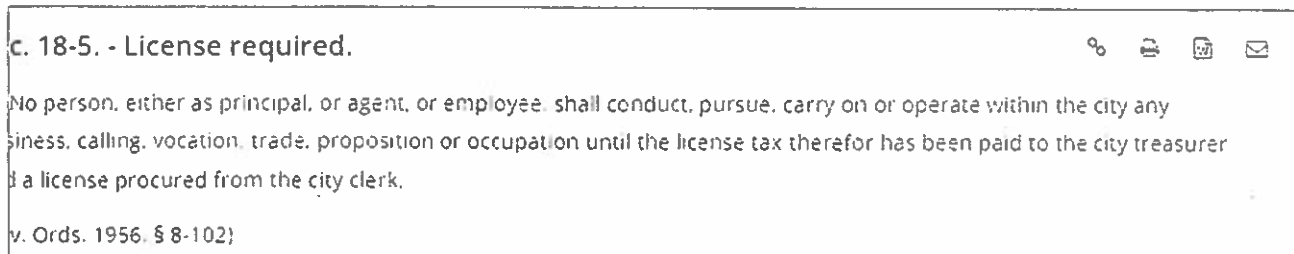


## Online Code Hosting Standard Features

**Responsive Design** – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.

**Print/Save/Email** – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.



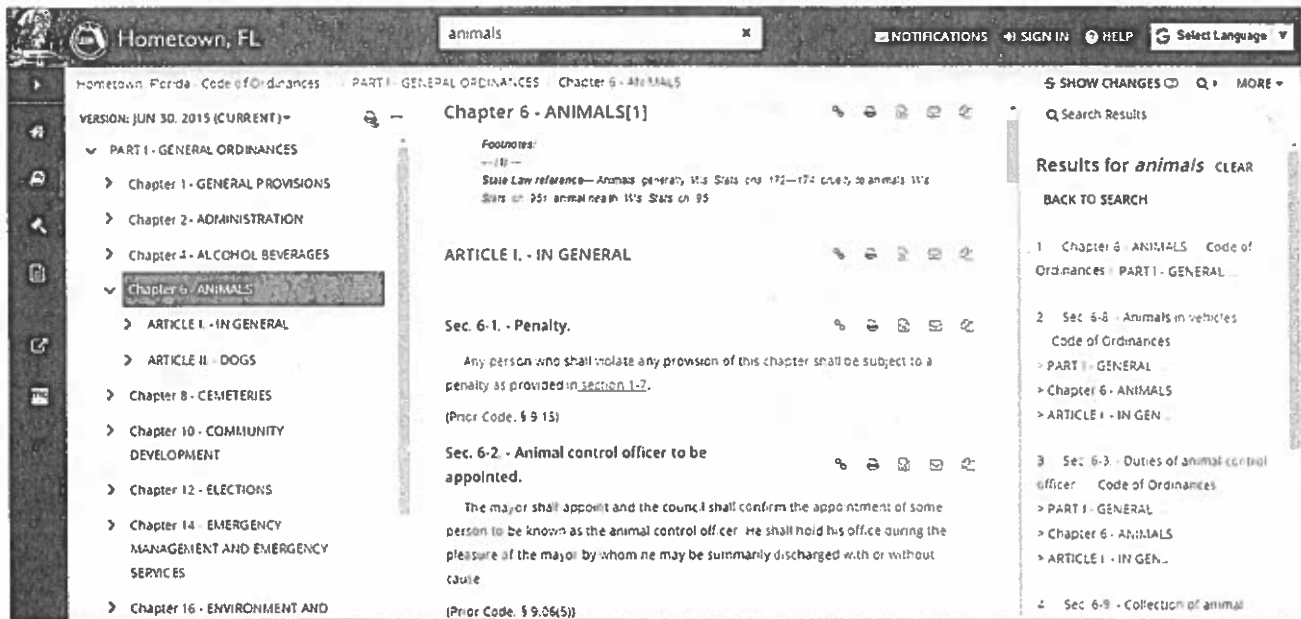
**Social Media Sharing** – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

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

**Ease of Navigation** – 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 residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

**Searching** – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced



searches supporting stemming, wildcards, proximity searches, and a global synonym list.

- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser’s bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.

**Section-Level, Cross-Reference Links** – Cross-references within your code are linked to their respective destination article, chapter, or section.

**Mouseover (clue tips)** – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

**Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

**Translation** – Google Translate allows users to view our hosted codes in over 100+ languages.

**Static Linking** – Copy links of any section, chapter, or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

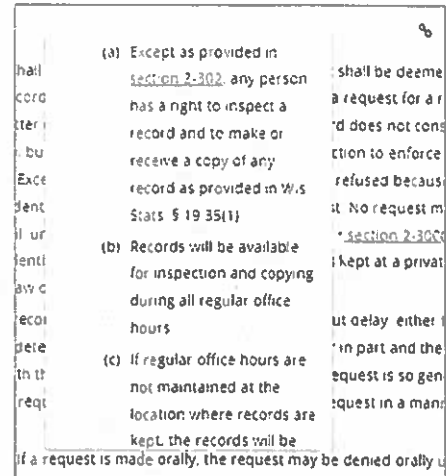
**In-line Images and PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

**Public Notes** – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

**Website Accessibility** – The User Interface and all HTML content viewed via our Online Code Hosting System's web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.

**Hosting and Security** – Our tech stack includes HTML5 and 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 our Online Code Hosting System in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

**Support** – Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.



# Online Code Hosting Premium Features

There are multiple premium features available to enhance your staff and residents' experience using and searching through your code – most available for purchase in our Premium Bundle or à la carte.

## Premium Bundle

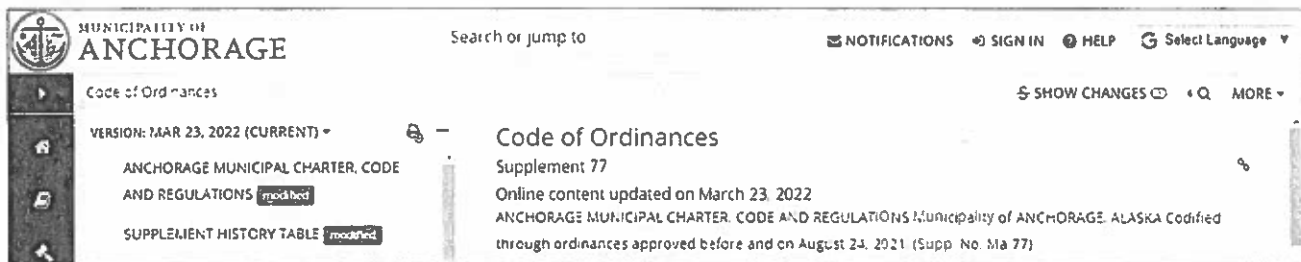
We recommend our Premium Bundle for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

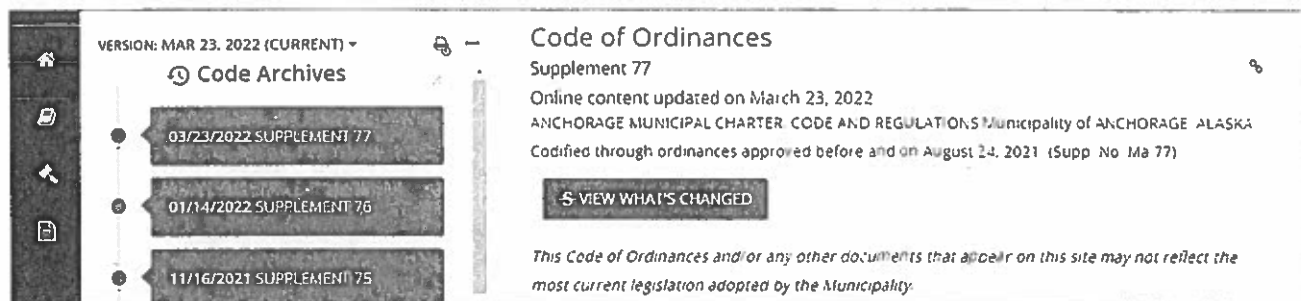
OrdLink and MuniDocs can be added to a Premium Bundle, if desired.

## Summary of All Premium Features

**Custom Banner** – We can customize the look and feel of your code to match your website more closely.



**CodeBank** – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.



**CodeBank Compare + eNotify** – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.

Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that

The screenshot shows the City of Arvada CodeBank interface. At the top, there's a search bar and navigation links for NOTIFICATIONS, SIGN IN, and HELP. The main content area displays a table of contents for 'Chapter 16-100 PRIVATE' with various sections like '16.100.020 - Solicitation and acceptance of bids', '16.100.030 - Award to be made only to responsible bidder', etc. A 'SHOW CHANGES' button is visible. On the right, a sidebar lists recent changes with 'modified' and 'new' badges. The main text area shows the content of section 16.100.030, which has been updated, with 'modified' and 'new' badges. The text describes procedures for license transfers and fees.

**Get Notified**

Fill out the form below to receive an email notification every time we receive new ordinances or the selected publication is updated online.

E-mail: \_\_\_\_\_

Enter email: \_\_\_\_\_

Profession: \_\_\_\_\_

Select One: \_\_\_\_\_

Publications:  Publications

- Code of Ordinances
  - CODE OF THE CITY OF ARVADA, COLORADO
  - SUPPLEMENT HISTORY TABLE
- Part I - CHARTER
- Chapter 1 - GENERAL PROVISIONS
- Chapter 2 - ADMINISTRATION
- Chapter 6 - ALCOHOLIC BEVERAGES

the CodeBank Compare feature is required to utilize the eNotify service.

**OrdBank** – With our OrdBank solution, newly adopted, amendatory legislation will be posted online between supplements. Upon completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [municodeords@civicplus.com](mailto:municodeords@civicplus.com). Ordinances posted pre- and post-codification are full-text searchable. Users can search any combination of your code and ordinances simultaneously and the results are labeled for simple identification.

Arvada Colorado Chapter 102 - UT ARTICLE II - WATER DIVISION 6 - WATER Sec 102-161 - R

VERSION: DEC 30, 2021 (CURRENT)

- DIVISION 5. - SEWAGE
- DIVISION 6. - WATER FEES AND RATES
  - Sec 102-161. - Residential water fees within city.
  - Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in

latest edition of the AWWA Manual M22 "Sizing Water Service Lines and Meters," which is hereby adopted by reference, justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; Ord. No. 4027, § 1, 10-16-2006; Ord. No. 4099, § 1, 1-19-2007, eff. 1-1-2008; Ord. No. 4139, § 1, 1-17-2008, eff. 1-1-2009; Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010; Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010; 1-1-2011; Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013; Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014; Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015; Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016; Ord. No. 4571, § 1, eff. 1-1-2017.)

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

**OrdLink** – Before incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted amendatory ordinances to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted. OrdLink must be purchased with OrdBank or as an addition to the Premium Bundle.

VERSION: JUL 29, 2021 (CURRENT)

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE modified

- CHARTER - CITY OF IRVINE
- TITLE 1 - GENERAL SERVICES Amended
  - Division 1 - GENERAL PROVISIONS Amended
    - Sec. 1-1-101. - How designated, cited.
    - Sec. 1-1-102. - Rules of construction, definitions.
    - Sec. 1-1-103. - Headings; catchlines of sections; history notes, etc.
    - Sec. 1-1-104. - Incorporation by

Division 2 - CITY COUNCIL

Division 1 - GENERAL PROVISIONS

Amended by Ordinance No. 21-15

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the "Irvine Municipal Code."

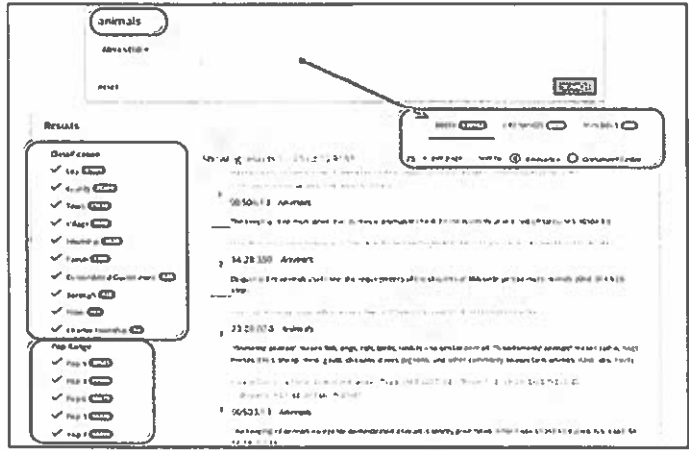
(Code 1976, § 1A-101)

Charter reference— Codification of ordinances, § 209.



**MuniPRO Services** – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

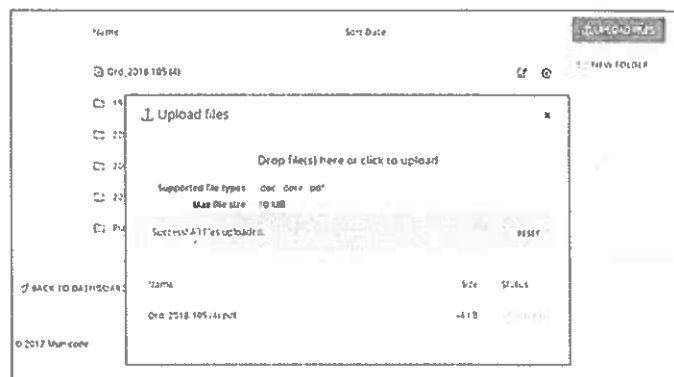
- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- **MuniPRO Notes** – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- **MuniPRO Drafts** – Begin a new ordinance draft to keep track of pending legislation.
  - Draft icons are present when viewing the section, alerting the user to a previously created draft.
  - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



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

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

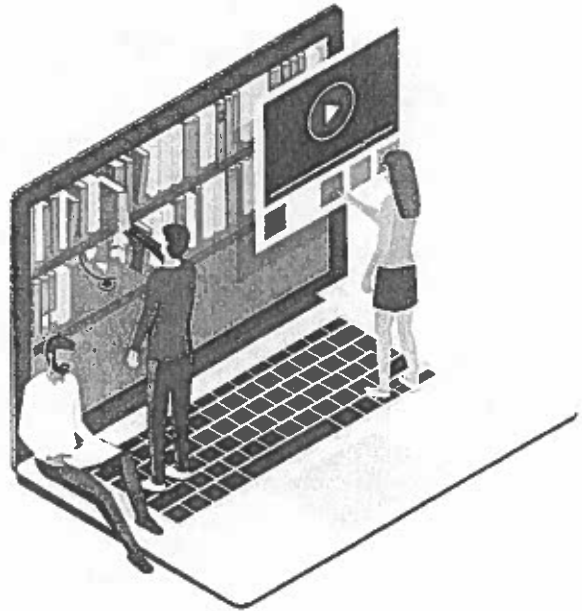
Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



# Time-Saving Integrations

As the only local government software provider with an integrated codification, agenda & meeting management, and municipal website solution offering, our suite allows for the digital transformation of the entire legislation process - from the start of agenda creation to the final online publishing of the newly adopted legislation.

- CivicPlus' Codification, Agenda and Meetings Management, and Municipal Website solutions have integrations to connect search, calendar, and notification experiences. It results in easy access across platforms, which increases resident self-service & satisfaction and helps staff save time.
- Our Codification and Agenda and Meetings Management integration allows staff to push ordinances straight from the Agenda & Meetings console to our legal team for codification and to the online code of ordinances with a permanent link to the meeting content in a matter of seconds, reducing manual steps for staff and increasing transparency for residents.
- There are numerous advantages and integrations if you utilize OrdBank and an Agenda and Meetings Management solution, including:
  - Any newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus.
  - History notes throughout your code of ordinances will be automatically linked to the meeting in which your newly adopted legislation was considered. Your team and your residents will have permanent and instant access to the agenda, minutes, videos, and votes related to your legislation.
  - Supplementation services with the OrdBank feature and our meetings and agenda management solutions can enjoy enhanced history notes such as a direct link from the history note to the ordinance that amended the respective section



Click [here](#) to see a short demonstration of a few of the integrations available.



# Investment Proposal

---

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid till December 31, 2023 days from August 23, 2023.

## Codification

- Includes Zoning
- 450 single column, 10-point font pages
- Receipt, review, and organization of materials
- Legal analysis and research by a codification attorney (excluding Vernon's Annotated Civil Statutes)
- Legal memorandum by a codification attorney
- Up to three-hour virtual conference with attorney
- Implementation of approved legal findings
- Update state statutes references
- Editorial preparation, proofreading, page formatting, and indexing
- Insertion of tables and graphics
- Final proofreading, corrections, and quality control review
- Print three copies, including three post-stamped binders and tabs
- Sample adopting ordinance prepared by a codification attorney

## Supplementation

- Full-Service Schedule: Quarterly Electronic and Annual Print
- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Includes Zoning
- Acknowledgment of material
- Editorial work, proofreading, and updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter

## Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)



Investment	One-Time	Renewable
Codification	\$10,450	N/A
Supplementation	N/A	\$2,100
Online Code Hosting	N/A	\$550
Total	\$10,450	\$2,650

## Standard Invoicing

### Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Additional pages outside included 450 single column, 10-point font pages

### Invoicing

- An Initial Term shall commence upon contract signing and continue for 18 months. Payments for the initial term shall be invoiced as follows:
  - 25% upon execution of agreement
  - 25% upon submission of the legal memorandum
  - 25% upon submission of proofs
  - Balance upon delivery of final code
  - Any additional costs will be billed separately, upon delivery
- The Initial Annual Recurring Services will be invoiced 18 months from the date of signing
- Subsequent Annual Recurring Services shall be invoiced annually on the anniversary date of the Initial Annual Recurring Services and will be subject to a 5% increase

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. For reference, CivicPlus' standard Master Services Agreement and Solutions and Services Terms and Conditions can be found online at [civicplus.help/hc/en-us/p/legal-stuff](http://civicplus.help/hc/en-us/p/legal-stuff). We look forward to developing a mutually beneficial contract with Prospect.



# Optional Enhancements

We are confident in the ability of our proposed project to meet Prospect's main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
<b>Codification</b>		
Gender Neutralization of code	\$450	N/A
Archival OrdBank, per ordinance	\$25	N/A
One additional hour of virtual conference with attorney	\$200	N/A
Creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedules) not described as included.	Quote upon request	N/A
<b>Supplementation</b>		
Upgrade to Full-Service Schedule Plus: Schedule increased to monthly print or monthly electronic	N/A	\$1260
Code in Microsoft Word (DOCX) (sent via email download)	N/A	\$175
Adobe PDF of the complete code (sent via email download)	N/A	\$175
Adobe PDF of each supplement (sent via email download)	N/A	\$175
State Statute Linking	\$75/hour	\$425
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking	Quote upon request	
Codifying a: <ul style="list-style-type: none"> <li>• Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent)</li> <li>• New adopted full Chapter/Title Appendix</li> <li>• Newly adopted term change legislation</li> </ul>	Quote upon request	N/A
The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent).	Quote upon receipt of material	

## Online Code Hosting

Online Code Hosting Only	N/A	\$550
Custom Banner	\$250	N/A
CodeBank	N/A	\$175
CodeBank Compare + eNotify	N/A	\$275
OrdBank	N/A	\$350
OrdLink (must be purchased with OrdBank)	N/A	\$175
MuniPRO Service	N/A	\$350
MuniDocs (includes 25GB of storage)	N/A	\$400
Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	N/A	\$1,375

# Additional Solutions & Services

---

Our Civic Experience Platform provides a bridge between residents and governments for positive interactions. We offer the following solutions and services for our customers:

- Municipal Websites
- Meetings and Agenda Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management



Visit our [website](#) or reach out to your Account Executive for additional information, to schedule a demo, or to obtain a quote.

